**Emergency Field Level Agreement (e-FLA)**

**Guidance for Use**

**Purpose**

Experience has shown that the current corporate FLA format and process are not ideal tools for use in sudden onset emergencies, demanding prolonged and detailed budget negotiations and a heavy administrative burden. Recognising this, the new e-FLA format is designed to facilitate the initial partnership phase with NGO cooperating partners, focusing negotiations on the most essential elements, and lightening the administrative process, but should be used only under the conditions outlined below.

The e-FLA remains governed by the legal conditions which support the corporate FLA, guidance for which can be found here - <http://go.wfp.org/web/ngo/agreements>

**Conditions for Use**

* The e-FLA is to be used only upon the activation of a WFP Level-3 or Level-2 sudden-onset emergency, and under the framework of the Corporate Response EMOP Facility (CREF).
* In line with CREF governance, the duration of any e-FLA agreement is limited to the **first three months** of an emergency response.
* Signing the e-FLA commits both parties to adhere to the General and Special conditions of the regular FLA agreement, as posted on the corporate website.
* The e-FLA may be used to partner with both international and national/local NGO partners. If a partner new to WFP, or new to the relevant Country Office, is being engaged, a due diligence should be completed to ensure the partner meets WFP’s minimum eligibility requirements, and noting risks and mitigating actions as necessary.
* NGO signatories to an e-FLA should provide a distribution report every month, and/or a final report at the conclusion of the agreement, whether or not continued partnership is planned.
* The e-FLA should not be extended beyond three months. Any partnership beyond this should be formalised through a new FLA agreement, under the regular process, template and terms. Work on this agreement should ideally be commenced while the e-FLA is under implementation, to allow for a smooth and seamless transition between FLAs.

**Guidance for Budget Negotiations**

* The e-FLA includes a simplified budget format, to allow for expedited agreement on costs and rapid commencement of distributions.
* Internal discussions should establish an agreed, context-specific rate/MT ceiling for NGO partners signing the e-FLA. COs may wish to establish an agreed ‘flat rate’ to apply for the e-FLA period.
* The actual rate agreed should be guided by the budget cost categories, and WFP’s pre-existing knowledge of the local market/context.
* Additional budget sheets are provided separately as guidance to WFP staff when considering which cost elements may be considered when negotiating e-FLA agreements.
* Advances may be paid in line with the existing provisions in the General Conditions (paragraph 5.5).

**Additional Observations**

* Identifying national/local NGOs at country office level with whom WFP may potentially use the e-FLA format may be a useful process through which to target capacity strengthening activities as part of efforts to promote national emergency preparedness.