

Step 3: Put together and onboard a team for FbF development

A dedicated team with a specific skill set and technical capacities is usually needed to develop an EAP and to establish sustainable FbF systems usually requires a. In some countries, an internal technical working group has been helpful.

Who needs to be on the team?

Who?	What?	When?
FbF focal point or project coordinator	Oversees the FbF programme	Entire FbF process. This will be intensive at the start of the project and through EAP development and validation. After validation, FbF Focal Points monitor and coordinate EAP during activations, as well as maintain capacity to activate at all levels necessary for NS to carry out EAP. The National Society can partially cover the salary costs using the readiness budget of the EAP to ensure sustainability.
Technical advisor, e.g., hydro-met expert	Trigger + EAP development, monitoring and FbF activation, revalidation of EAP	Entire FbF process. You can partially cover the salary costs from the readiness budget of the EAP to ensure sustainability
IM, GIS	Impact-based mapping and activation map generation; digitalisation of beneficiary selection and warehousing	Ideally, an IM person is already onboarded at the beginning of the project as the collection of impact and risk data is one of the first steps in an FbF programme. If possible, this person should stay on throughout the whole EAP development process and perhaps longer to support the monitoring of the trigger and the implementation.

Who?	What?	When?
PMER	Development of M&E plan, theory of change for early actions, impact study post activation	A dedicated PMER staff for the FbF project can be helpful when developing the MEAL plan of the EAP that usually comes towards the end (1-2 months). In any case the PMER department should be looped in to also support MEAL after an activation (1-2 months). For more information on MEAL in the EAP and respective support, please refer to chapter 9.
Cash expert	Identification of financial service provider, minimum expenditure basket	If cash is considered as an early action, a cash expert should be looped in once this decision is taken. They can help you to design appropriate cash interventions and to ensure that cash delivery systems can accommodate the rapid timelines required for anticipatory action, especially for fast-onset hazards.
Logistics	Ensure that early actions can be delivered in time	A logistics expert or the logistics department should be engaged once first early actions are brainstormed.
Other experts, e.g. livelihood, veterinary, shelter, PGI etc.	Early action development	Subject-matter experts in designing specific early actions. In most cases, their services will only be needed temporarily to assist with the development of specific sections or plans.

Job descriptions

You can find various job descriptions for the above-named positions [here](#) and in the [toolbox](#) below. If you have other job descriptions to share from your work, please reach out to us.

Train the FbF team

Once you have your team identified, you need to ensure that they are well trained on anticipatory action, FbF and also the workplan or logframe. In contrast to high-level stakeholders discussed below, the core team will need to have an in-depth understanding of how to develop the EAP and meet validation criteria.

