

## Step 2: Set up your FbF Program or structure

Building on the results of the feasibility study and following first trainings and inductions of FbF at different levels within the NS, a plan of action for setting up an FbF mechanism or system should be jointly developed. All departments that will be involved in FbF set up and development/implementation of FbF should be involved (depending on the structure of the National Society, this can be the Organizational Development, Disaster Management, Risk Reduction etc.)

It can take up between 18 and 24 months for a National Society to develop their EAPs and be fully FbF ready. There are different ways to work towards FbF establishment; in most countries an FbF project is set up, often with support of a Partner National Society. This can provide a clear framework for FbF set up and the human and financial resources necessary. Contact other NS in your region that already implement FbF projects, IFRC focal points, the Anticipation Hub or PNS active in FbF to learn about their experiences and get guidance on what to include in the project budget and how to structure a project team. Experience shows that it is a good idea to have an FbF coordinator, in order to have someone clearly in charge of all work related to FbF set up and EAP implementation. Beyond the specialist profiles required during EAP development (see step 5), it can also be an advantage to have more general profiles, such as someone working on organizational development, or logistics.

Where the establishment of a dedicated FbF project is not necessary or not possible, the FbF focal point should lead the implementation by the different involved departments and staff. In this case it is important that the joint roadmap or action plan is regularly reviewed and responsibilities in implementation are clear. While FbF can be included in existing trainings and plans, resources for trainings specific to FbF should be available. Certain technical expertise is necessary for the EAP development (see step 5), consider if existing teams/departments have these capacities or if they can be externally sourced.



### Logframe and M&E focal point

An FbF programme/project will require a logframe in alignment with IFRC monitoring and evaluation guidance, recommendations and tools for quality, results-based management. Ensure the FbF programme/project has a logframe that clearly defines the objectives of this FbF programme/project.

Consider to include in the FbF project/programme plan an analysis/study about how the entire FbF programme (activities/investments) has an impact on the National Society organization development.

It is important to start assessing your own organization's capacity for collecting and analyzing M&E data at the beginning. If there is a need to engage external M&E expertise, it is a good idea to start identifying potential partners as soon as possible. Identify who within the NS will be

responsible for M&E and engage them in the development of the M&E plan, it is also important involving the IFRC PMER focal point in your country or region.