**WPHF COVID19 emergency response window**

**Application package**

**Funding stream 2[[1]](#footnote-1)**

**Project Document**

*(Length – 7-10 pages)*

1. **Project document Cover Page**

|  |  |  |
| --- | --- | --- |
| **Project Title:** |  | **PUNO**[[2]](#footnote-2)**:** |
| **Project Contact**:  Name:  Entity:  Title:  Email: |  | **Implementing Partner(s):**  **Does the lead applicant identify as a:**  **- Women’s rights organization**  Yes  No  **- Woman-led organization**  Yes  No |
|  | **Country:** |
|  | **Total Project Cost[[3]](#footnote-3):**  **WPHF’s contribution:**  **Other contributions:** |
| **Proposed Project Start Date:**  **Proposed Project End Date:**  **Total duration (in months)**[[4]](#footnote-4)**:** |

|  |  |
| --- | --- |
| **PUNO(s) and Implementing Partners** | |
| *Name of PUNO*  *Name of PUNO Representative*  *Title*  *Signature*  *Date & Seal* | *Name of CSO*  *Name of CSO Representative*  *Title*  *Signature*  *Date & Seal* |

1. **Executive Summary**

The executive summary provides an overview of the project, how it will contribute to accelerating peace or humanitarian relief, the intended results and why they are important, and a description of the strategy for their achievement. Basic data includes: project duration, total budget, funding sources, partners, target beneficiaries, governance structure.

1. **Context and Situation Analysis**

The context should provide an analysis of the broad political context – nature of conflict / emergency/ humanitarian situation as well as how it relates to the current COVID19 crisis. It should also contain an analysis of the situation of local civil society organizations working on women’s engagement in peace and security and humanitarian processes as well as that of women and girls in your particular context.

1. **Rationale for WPHF’s support**

This section will provide an overview your organization’s and why/how it is well placed to achieve results. In particular, it will look at how your organization is well placed to respond to the COVID19 crisis and its impact.

It will explain the added value of this institutional support and how it would complement other initiatives.

It will also contain the problem statement and how the Project intends so solve it. This section can build on documented evidence, lessons, and good practices of past initiatives which are relevant to COVID 19 context.

Please indicate the target group and who will benefit from the project. Please mention as much details as possible, including criteria for selection.

1. **Results and Resources Framework**

This section describes the results to be achieved by the Project and the means of implementation (narrative).

The results will also be formulated in a results framework (using the same format in Annex A).

Examples of programmatic interventions include – but are not limited to:

* Strengthening the leadership and meaningful participation of women and girls in all decision-making processes in addressing the COVID-19 outbreak.
* Mobilizing of women’s organizations at community level to ensure that public health education messages on risk and prevention strategies are reaching all women (including through community radio, the use of technology, etc.).
* Supporting women who will be most economically affected by the crisis, namely daily wage earners, small business owners and those working in informal sectors. This could be done through cash transfers, community funds and support to women-led small businesses.
* Restoring and strengthening access to sexual and reproductive health services, including pre-and post-natal care.
* Supporting prevention and response to GBV, including through safe shelters but also campaigns on social norms targeting male engagement in domestic work and combatting domestic violence.

New indicators must be SMART and contribute to higher level of WPHF’s Theory of Change. Key activities that are necessary to produce each output are also defined. Activities do not have indicators. In the “Means of Verification/Sources of Information” column, identify the methods and sources of information that will be used to measure performance against the indicators.

A Resource framework using UNDG’s categories will also be included (See Annex B).

1. **Partnerships**

This section will provide a partners’ assessment detailing each partner’s role, added value and capacities.

Particular attention will be given to explaining how partnerships and coalition building will help support local, grassroots and/or community women’s or women’s rights CSOs.

1. **Monitoring, reporting, Management Arrangements and risk mitigation modalities**

This section will describe the management arrangements, as well as monitoring, evaluation (if any), reporting and research activities (including the research projects) that will be developed through this Project, if any).

This section will also include a risk analysis and proposed mitigation measures, in particular with regard to the “do no harm” approach.

**VIII. Sustainability**

This section will describe how the results’ sustainability will be ensured.

**Annex A: Results framework**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Results** | **Indicators** | **Means of Verification/Sources of Information** | **Activities** | **Budget** |
| **Impact** | **Impact indicator** |  |  |  |
| **Outcome** | **Outcome indicator** |  |  |  |
| Output 1.1[[5]](#footnote-5) | Output indicator(s) |  |  |  |
| Output 1.2. |  |  |  |  |
| Output 1.3. |  |  |  |  |

**Annex B** - Budget per category

|  |  |
| --- | --- |
| **UNDG Categories** | **Amount (US$)** |
| 1. Staff and other personnel costs |  |
| 2. Supplies, Commodities and Materials |  |
| 3. Equipment, Vehicles and Furniture, including Depreciation |  |
| 4. Contractual Services |  |
| 5. Travel |  |
| 6. Transfers and Grants to Counterparts |  |
| 7. General Operating Expenses and Other Direct Costs |  |
| **Sub-total** |  |
| 8. Indirect Support Costs \* |  |
| **TOTAL** |  |
| **\****The rate shall not exceed 7% of the total of categories 1-7. Note that PUNO/Implementing Partner -incurred direct project implementation costs should be charged to the relevant budget line, according to the PUNO/Implementing Partner s regulations, rules and procedures* | |

1. For civil society organizations applying for programmatic interventions relating to prevention and response to COVID [↑](#footnote-ref-1)
2. Please leave this box empty [↑](#footnote-ref-2)
3. Between 30,000 USD and 200,000 USD [↑](#footnote-ref-3)
4. Maximum project duration is 12 months [↑](#footnote-ref-4)
5. Outputs are concrete deliverables. For example, an output could be the number of women trained to monitor early warning signals. [↑](#footnote-ref-5)