Women’s Peace and Humanitarian Fund: Rapid Response Window

Rapid Response Window (RRW) on women’s participation in peace processes and   
the implementation of peace agreements

**Proposal Template: INGO partners (inception phase)**

# Project document cover page

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| **Organization Name** |  | | **Country of Registration** |
|  |  | |  |
| **Contact Information** |  | | **Budget requested (USD)[[1]](#footnote-2)** |
| City/Location:  Project Contact Name:  Title:  Email:  Website (if applicable): |  | |  |
| **Proposed partnership start date** |
|  |
| **Type of INGO** (select ONE (1)) |
| Women’s Rights  Women-Led  Both Women’s Rights and Women-Led  Other  *Please specify:* |
| **Type of partnership** (select ONE (1)) |
| Direct Support stream  Short-Term Grants stream  Both Direct Support & Short-Term Grants |
| *Using the checkboxes below, indicate your organization’s expertise relevant to the WPHF RRW.*  ***Check as many boxes as are relevant for your proposal*** *as an INGO partner on the RRW.* | | | |
| Advisory support to local and national CSOs  Advocacy/campaigns  Capacity building  Coalition/network building  Community engagement  Consultations *(e.g. to feed into a process)*  Data collection *(e.g. for an evidence-base)* | | Developing communications/campaigns materials  Drafting participatory demands/declarations  Urgent logistical arrangements *(e.g. travel; childcare; translation services; access for persons with disabilities)*  Urgent protection support  Other technical support *(outline below)* | |

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| **PUNO(s) and Implementing Partners** | |
| Name of PUNO[[2]](#footnote-3)  Name of PUNO Representative  Title  Signature  Date & Seal | Name of CSO:  Name of CSO Representative:  Title:  Signature:  Date & Seal: |

# How did you hear about the WPHF Rapid Response Window?

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| --- | --- |
| **Select as many as apply** *(Click the checkbox to select)* | |
| WPHF website  Social media  DPPA  Women Mediator Network | UN Country Office *Please specify:*  Another organization *Please specify:*  Other *(specify below)* |
| **If you selected ‘Other’, please include a brief explanation** *(a word or sentence)* | |
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# Summary of Proposal

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| **Vision/Mission of the Organization** |  |
| **Rationale for Partnership with WPHF RRW** *(maximum 500 words)*  *Summarize why your organization is applying to be a partner on the WPHF RRW on women’s participation in peace processes and the implementation of peace agreements. This section should:*   * *Demonstrate the organization’s commitment to working on women’s participation in peace processes;* * *Describe your organization’s added value to the RRW;* * *Outline other motivation(s) for working in partnership with the WPHF RRW.* | |
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# Experience in and commitment to supporting women’s meaningful participation in peace processes and the implementation of peace agreements

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| *In narrative form, for each of the categories indicated in the checklist (Section I), provide a brief overview of the types of technical support your organization has provided to local and national CSOs on women’s influence and participation in track 1 and track 2 peace processes and/or the implementation of peace agreements. Include details on impact, documented evidence, lessons and good practices to explain how your organization is well-placed to support local and national CSOs to achieve results.* |
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# Geographic Reach

| *Indicate the regions where your organization supports women’s influence and participation in peace processes and/or the implementation of peace agreements.* ***Must select at least TWO (2).*** | |
| --- | --- |
| Africa  Americas  Asia and Pacific | Europe and Central Asia  Middle East and North Africa |
| *List in bullet points the* ***specific countries/contexts*** *where your organization has worked on women’s influence and participation in track 1 and track 2 peace processes and/or the implementation of peace agreements* ***in the last 3 years****.*  *Next to each country/context provide a sentence describing the project. E.g. South Sudan: co-organized 2 community consultations in partnership with a national CSO to gather women’s priorities for a ceasefire negotiation and share with decision-makers.* | |
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# Languages

| *Indicate in which languages your organization is able to operate.* ***Select as many as apply*** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Arabic | English | French | Russian | Spanish | Other(s) |
| List other languages here: | | | | | |

# Partnerships

| *Provide a detailed account of how your organization has formally/informally partnered with and/or financially supported local and national CSOs in fragile and conflict-affected contexts. Describe the key elements of the partnerships, including any relevant information on capacity-building and other technical support.* |
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# Grant-making *(only applicable to INGOs proposing partnership support that includes the Short-Term Grants stream)*

| *Provide a detailed account of your organization’s experience in grant-making and sub-granting to local and national CSOs in fragile and conflict-affected contexts.* |
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# Protection of women peacebuilders and WHRDs

| *Women who seek to participate in peace processes and the implementation of peace agreements face targeted attacks for doing so. Describe in detail how your organization will identify and mitigate the impacts of security risks faced by women engaged in the initiatives. Include any relevant past experience.* |
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# Other risks and mitigation measures

| *Using the table below, identify the risk level and highlight what measures you will take to mitigate the outlined risk. List additional risks that would impact the achievement of results and carrying out planned activities. Risks should include programmatic, operational, contextual risks. For each risk, highlight what measures you will take. Add rows, as required.* | | |
| --- | --- | --- |
| **Risk** | **Risk Level**  *(Very High, High, Medium, or Low)* | **Mitigation Strategy** |
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# Monitoring, Evaluation and Management Arrangements

| ***a)*** *Describe how you will monitor your support for CSO RRW initiatives, including the frequency, who will carry out monitoring and what approaches or methodologies you will use. The description should include approaches to ensuring Do No Harm and adaptations you will make to monitoring (or evaluation) to minimize risk to your staff and CSO partners (those supported by the RRW).*  *The description should align to Outcome 1.2 in the Results Framework (Annex A below).*  ***b)*** *Highlight the management structure for your partnership with the RRW. What staff will be involved and what will be their roles?* |
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# Knowledge Management

| *Describe how your organization will document, collate and disseminate the results of your support provided as an RRW INGO partner, including identification and development of case studies. Knowledge management should contribute to WPHF’s and the wider WPS community’s knowledge and understanding of effective strategies for increasing women’s representation and leadership in peace processes and the implementation of peace agreements.*  *The description should align to Outcome 1.2 in the Results Framework (Annex A below).* |
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# Annex A. Results framework

* Select **at least 2 of the 3** impact level indicators indicated below. The impact statement and indicators must be used for the proposal. Guidance on collection of these indicators will be provided.
* Under each outcome statement, include the outputs to be achieved and which will contribute to the associated outcomes. Add relevant outputs as required.
* Develop appropriate indicators to measure the outcome and outputs. Once INGO partnerships with RRW-funded projects are in place, organizations will have opportunities to update indicators. When developing indicators, please keep in mind the principle of S.M.A.R.T.[[3]](#footnote-4)
* For each indicator, include a means of verification (what methodology will you use to collect the information) and source of information (where or from whom will you obtain the information). Consider alternative methodologies to minimize risk.
* For each output, list the activities that will be conducted. DO NOT include sub-activities or tasks.
* Ensure that budget amounts for each output are included. These should equal the total amount in Sub-Total of Annex B: Budget.

| **Expected Results** | **Indicators** | **Means of Verification/Sources of Information** | **Activities** | **Budget (USD$)** |
| --- | --- | --- | --- | --- |
| **Impact (WPHF Outcome 4)[[4]](#footnote-5):** Increased representation and leadership of women in formal peace processes | *(Select at least 2 of 3 Indicators)*   * Number of women that participate in formal peace processes or negotiations (*by role [mediator/advisor/stakeholder]*) * Existence of gender responsive elements/provisions in peace agreements, dialogues, and/or decision-making processes * Types of strategies used/implemented to participate in/contribute to the peace process | Document Review or Interviews |  |  |
| **Outcome 1.1:**  CSOs are supported in an efficient and timely manner to increase women’s participation and influence in peace processes | * Number of local women’s organizations or CSOs supported/provided capacity-building to effectively influence peace negotiations * Types of support provided to CSOs[[5]](#footnote-6) * *(add additional indicators as relevant)* | Document Review or Interviews |  |  |
| **Output 1.1 :** *(add additional outputs as required)* | *(1-2 indicators maximum)* |  |  | $ |
| **Outcome 1.2:**  Results of and knowledge on effective strategies for women’s participation in peace processes is enhanced and reported on | * Number and types of case studies and/or good practices developed and disseminated[[6]](#footnote-7) * *(add additional indicators as relevant)* |  |  |  |
| **Output 1.2:** *(add additional outputs as required)* | *(1-2 indicators maximum)* |  |  | $ |

Add additional outputs as required.

# Annex B. Budget

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| **UNDG Categories** *(for more information see Box 1 below)* | **Amount (USD$)** |
| **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** |  |

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| --- |
| **Box 1: UNDG Categories**  **1. Staff and other personnel costs:** Includes all related staff and temporary staff costs including base salary, post adjustment and all staff entitlements.  **2. Supplies, Commodities and Materials:** Includes all direct and indirect costs (e.g. freight, transport, delivery, distribution) associated with procurement of supplies, commodities, and materials. Office supplies should be reported as "General Operating".  **3. Equipment, Vehicles and Furniture:** Includes costs for purchase of new equipment, vehicles or furniture (e.g. computers, software, internet, motorcycles, desks, chairs, etc.)  **4. Contractual Services:** Services contracted by an organization which follow the normal procurement processes. This could include contracts given to other organizations or companies for services rendered.  **5. Travel:** Includes staff and non-staff travel paid for by the organization directly related to a project.  **6. Transfers and Grants to Counterparts:** Includes transfers to national counterparts and any other transfers given to an implementing partner (e.g. NGO) which is not similar to a commercial service contract as per above (contractual services).  **7. General Operating Expenses and Other Direct Costs:** Includes all general operating costs for running an office. Examples include telecommunication, rents, finance charges and other costs which cannot be mapped to other expense categories. It would also include any grants (cash/voucher/etc.) that is transferred to beneficiaries, where relevant.  **8. Indirect Support Costs\*:** A general cost that cannot be directly related to the delivery of the project, activities or delivery of results. (e.g. management costs, utilities, rent, etc.)  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. Should not exceed 250,000 USD during inception phase of INGO partnerships with RRW. [↑](#footnote-ref-2)
2. Applicants to leave this box empty [↑](#footnote-ref-3)
3. SMART indicators are those that are i) Specific (clear indicators which state what is being measured, of whom. For example # of women’s organizations trained on emergency response planning), ii) Measurable (it can be counted, observed, assessed, etc.); iii) Attainable (can be measured/tracked within the time frame); iv) Relevant (the indicator should measure the expected outcome or track the outputs most directly); and v) Timebound (can be collected and measured within the time frame of the project, and/or has a specific time period attached to it. [↑](#footnote-ref-4)
4. The impact statement cannot be changed. Impact refers to the long-term change that is expected to occur as a result of the outcomes being achieved. [↑](#footnote-ref-5)
5. These two indicators are required for Outcome 1. If relevant, organizations may choose to add an additional indicator to capture the effectiveness of the intervention. [↑](#footnote-ref-6)
6. This is a required indicator. Add additional indicators, as relevant [↑](#footnote-ref-7)