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**Women’s Peace and Humanitarian Fund & Spotlight Initiative**

**PROJECT DOCUMENT TEMPLATE**

**STREAM 2: PROGRAMME FUNDING**

**Project Document Cover Page**

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| **Lead Organization Name:** |  | **PUNO** (applicants leave this box empty) |
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| **Lead Organization Contact Information** |  | **Country and Region** |
| City/Location:  Project Contact Name:  Title:  Email:  Website (if applicable): |  |  |
|  | **Implementing Partner (s)[[1]](#footnote-1)** |
|  |  |
| **Type of Organization (of Lead Organization)** |  | **Budget requested (USD)** |
| ***Select ONE (1) only:***  ☐ Women’s Rights  ☐ Women Led  ☐ Both Women’s Rights and Women Led  ☐ Other |  | Total Project Cost:  WPHF’s contribution[[2]](#footnote-2):  Other contributions: |
|  | Proposed Project Start Date:  Proposed Project End Date:  Total duration (in months): |
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| **PUNO(s) and Implementing Partners** | |
| Name of PUNO[[3]](#footnote-3)  Name of PUNO Representative  Title  Signature  Date & Seal | Name of CSO:  Name of CSO Representative:  Title:  Signature:  Date & Seal: |

**I. Summary of Proposal**

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| **Project Title** |  | |
| **Location (Province/State/Regions)**  *List also the district/municipality where the project will be implemented* |  | |
| **Mission and Vision of Organization** |  | |
| **Targeted Beneficiaries**  *Specify the target beneficiary groups and the estimated reach.*  *Please also include the number of local/women’s CSOs engaged in the implementation of the project and/or supported in capacity building* | Targeted beneficiaries and Estimated number of direct Beneficiaries |  |
| Number of Women’s CSOs |  |
| **Summary of Proposal, Objective(s) and Strategy**  (Maximum 2 paragraphs) |  | |

| **II. Context and Situation Analysis (Maximum ½ page)**  *Provide a brief analysis of the context (political, nature of conflict and how it relates to the current COVID19 crisis and the impact of the crisis on sexual and gender-based violence (SGBV) and protection of women and girls. It should also describe 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 context.* |
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| **III. Rationale for Spotlight/WPHF Support (Maximum 1 page)**  *a) State the core problems the project aims to address as it relates to women’s safety and rights, including eliminating violence against women and girls (EVAW) in conflict-affected and humanitarian settings, strengthening CSOs and building women’s movements and organizations.*  *b) Describe why the organization is best placed to address the crisis.*  *c) Also include an overview of other initiatives at the national level and/or in the geographic area of the project that your project will complement and add value.* |
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| **IV. Description of Expected Results**  *Describe the expected results (outcomes) to be achieved by the project and the means of implementation in narrative form. Outcomes should be aligned with the call for proposal and aiming to address the problems identified, particularly in addressing protection (safety, security, and human rights) of women and girls, providing gender-responsive response, including EVAWG in conflict-affected and humanitarian settings, and strengthening local women’s organizations and building women’s movements.*  *Projects can have one outcome, or multiple outcomes, but each should be described. For example, an outcome could be “Increased access to SGBV services for women and female adolescents living in refugee camps”. Specific outputs and activities will also be formulated in Annex A: Results Framework and should align[[4]](#footnote-4). Do not repeat all your activities in this section but briefly describe the strategies you will use to achieve each of your outcomes. For example, an output statement could be, “Legal aid and referrals provided for women and girls that have experienced SGBV”.* |
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| **V. Formal Partnerships (with Implementing Partners) - Optional**  *Describe the roles of implementing partners (those who are listed on the cover page) and who have a direct role in implementation and who will receive funding. Provide a brief explanation of who they are and what role they will have in the project. Please add rows, as required.*  *If there are no formal partnerships, you can describe other types of coordination/collaboration you will have with local/national government or other networks in the NEXT section.* | |
| --- | --- |
| Implementing Partner Name and Type of Organization[[5]](#footnote-5) | Role and Responsibilities in the Project |
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| **VI. Collaborations and Coordination (Maximum ½ page)**  *Describe any other organizations, government bodies or networks/associations that the project will coordinate or collaborate with. These are not formal implementing partners. How will these collaborations create national/regional/local ownership? How have they been involved in the design of the project, or in supporting activities?* |
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| **VII. Capacity Building of CSOs**  *If your project is targeting building capacity of local women’s organizations/CSOs, please describe what capacity building initiatives will be carried out and the plan for doing so. Outputs and activities in Annex A: Results Framework should also reflect this plan. If there is no capacity building with local women’s organizations/CSO, state this.* |
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| **VIII. Risks and Mitigation Measures**  *Using the table below, list the 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. Risks related to COVID-19 and protection of staff and beneficiaries should be considered. Add rows, as required.* | | |
| --- | --- | --- |
| Risk | Risk Level (Very High, High, Medium, or Low) | Mitigation Strategy |
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| **IX. Monitoring, Evaluation and Management Arrangements**  *a) Describe how you will monitor your interventions and evaluate results, 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) during the crisis to ensure risk is minimized to staff and beneficiaries. The description should align with what is proposed in Annex A: Results Framework.*  *b) Also, highlight the management structure for the project. What staff will be involved and what will be their roles.* |
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| **X. Sustainability**  *How will the project ensure that project outcomes are sustained after the financing period? What structures, mechanisms or approaches will facilitate this. Please be specific. Also mention (where applicable), how it could be replicated, scaled up or improved over time.* |
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**Annex A: Results Framework**

* The impact statement and associated indicators must be used for the proposal. Please refer to footnotes.
* Under each Outcome statement, include the outputs to be achieved. Then include the indicator you will use to demonstrate the completion of the output and achievement of the outcome. Indicators should be S.M.A.R.T[[6]](#footnote-6) and appropriate to collect within the current crisis.
* 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 during the crisis.
* 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

| **Results** | **Indicators** | **Means of Verification/Sources of Information** | **Activities** | **Budget** |
| --- | --- | --- | --- | --- |
| **Impact[[7]](#footnote-7)**  Women's rights groups, autonomous social movements and relevant CSOs, including those representing youth and groups facing multiple and intersecting forms of discrimination/ marginalization, more effectively influence and advance progress on GEWE and ending VAW, including SGBV  AND  Women and girls' safety, security and human rights are enhanced | **Choose 2 indicators that are most relevant:**  1. Number of targeted CSOs that are coordinating efforts to jointly advocate on ending SGBV  2. Degree to which social accountability mechanisms are used by civil society in order to monitor and engage in efforts to end SGBV  3. Number and Percentage of CSOs, that report having greater influence and agency to work on ending SGBV | Document Review of Meeting minutes  Key Informant Interviews (online/telephone)  Observations of CSOs  CSO Influence and Agency Survey[[8]](#footnote-8) |  |  |
| **Outcome[[9]](#footnote-9)** |  |  |  |  |
| Output1.1[[10]](#footnote-10) |  |  |  |  |
| Output 1.2 |  |  |  |  |
| Etc. |  |  |  |  |

**Annex B - Budget per Category**

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| **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** |  |

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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. Partners are those who be co-implementing activities and receiving sub grants. Do not include government bodies or other organizations who you are collaborating with, and who do not have implementation roles or responsibilities. [↑](#footnote-ref-1)
2. The total WPHF amount requested cannot exceed the amounts noted in Stream 1 and 2 parameters. [↑](#footnote-ref-2)
3. Applicants to leave this box empty [↑](#footnote-ref-3)
4. Please refer to Annex A: Results Framework for further guidance and definitions on outcomes and outputs. [↑](#footnote-ref-4)
5. Women’s Rights; Women’s Led; Both Women’s rights and led; Other. Also note if they are a local, regional, or national partner. [↑](#footnote-ref-5)
6. SMART indicators are those that are i) **S**pecific (clear indicators which state what is being measured, of whom. For example # of women’s organizations trained on emergency response planning), ii) **M**easurable (it can be counted, observed, assessed, etc.); iii) **A**ttainable (can be measured/tracked within the time frame); iv) **R**elevant (the indicator should measure the expected outcome or track the outputs most directly); and v) **T**imebound (can be collected and measured within the time frame of the project, and/or has a specific time period attached to it. For example, # of primary school girls trained on COVID-19 prevention each semester). [↑](#footnote-ref-6)
7. 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-7)
8. Grantees will be provided technical guidance on measurement of influence and agency as it pertains to Indicator 3. [↑](#footnote-ref-8)
9. Outcomes are the shorter-term changes that are expected to occur as a result of the completion of outputs. There should be a direct cause and effect relationship between outputs and outcome, and a direct cause and effect of outcomes to the impact. Multiple outcomes can be included. [↑](#footnote-ref-9)
10. Outputs are the concrete deliverables or services provided. For example, an output could be women trained to monitor early warning signals. If multiple outcomes, ensure that there is a set of outputs for each outcome statement. [↑](#footnote-ref-10)