Women’s Peace and Humanitarian Fund

**CAPACITY BUILDING OF LOCAL CSOs in PNG**

# Project Document Cover Page

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organization Name:** |  | | **PUNO** (applicants leave this box empty) | |
|  |  | |  | |
| **Lead Organization Contact Information** |  | | **Country of Organization** | |
| City/Location:  Project Contact Name:  Title:  Email:  Website (if applicable): |  | |  | |
|  | | **Co-Implementing Partner (if relevant)**[[1]](#footnote-2) | |
|  | |  | |
| **Type of INGO** |  | | **Budget requested (USD)** | |
| *Select* ***all that apply****:*  🞏 Women’s Rights  🞏 Youth Rights  🞏 Other (specify)  🞏 Women Led  🞏 Youth Led |  | |  | |
|  | | Proposed Project Start Date:  Proposed Project End Date: December 31, 2022  Total duration (in months): | |
|  | |
| **Indicate your organization’s expertise relevant to the CfP** (Select all that apply) | | | |
| EVAW and protection of women and girls  Advocacy/campaigns  Coalition/network building  Participatory and inclusive approaches  Monitoring  Feminist Evaluation | | Capacity building of women’s rights organizations  Training design and delivery  Financial Management and Monitoring  Other technical support *(Specify below)* | |

|  |  |
| --- | --- |
| **PUNO(s) and Lead Organization** | |
| Name of PUNO[[2]](#footnote-3) (to be completed by UN entity)  Name of PUNO Representative  Title  Signature  Date & Seal | Name of applicant:  Name of applicant Representative:  Title:  Signature:  Date & Seal: |

# Organization Background and Motivation

|  |  |
| --- | --- |
| **Vision/Mission of the Organization** |  |
| **Rationale and Motivation for Partnership with WPHF/Spotlight Initiative** *(maximum 500 words)*  *Summarize why your organization is applying to be a partner on the WPHF/Spotlight initiative. This section should:*   * *Demonstrate the organization’s commitment to working on women’s protection issues including ending violence against women and girls and coalition building* * *Describe your organization’s added value to capacity building hub* * *Outline other motivation(s) for working in partnership with the WPHF/Spotlight* | |
|  | |

# Languages

| *Indicate in which languages your organization is able to operate. Select as many as apply* | | | |
| --- | --- | --- | --- |
| English | Tok Pisin | Hiri Motu | Other(s) |
| List other languages here: | | | |

# Organizational Experience on and in working with women’s rights organizations in EVAW, protection and coalition building

|  |
| --- |
| *Describe your organization’s own experience in working on issues related to EVAW, protection of women and girls and coalition building. Include details on impact, documented evidence, lessons, and good practices to explain how your organization is well-placed to support CSOs to achieve results.* |
|  |

# Objectives and Expected Results

| *Please describe in narrative form, what expected results (outcomes) the project aims to achieve. Expected results should contribute to the achievement of the overall impact as noted in the call for proposal. Projects can have one outcome or multiple outcomes, but each should be described. For each outcome, however, please provide a short description.*  *Use Annex A: Results Framework to define indicators, outputs, and activities.* |
| --- |
|  |

# Experience in Institutional Strengthening and Capacity Building

| *Please describe your organization’s experience in institutional strengthening of local CSOs, specifically with women’s rights organizations as well as capacity building conducted with local CSOs. Include the year of this support, who the support was provided to and the nature of the support. Highlight specifically capacity building experience in design, implementation, monitoring, evaluation, and results-based reporting.* |
| --- |
|  |

# Proposed Capacity Building Initiatives and Approach

| *Describe what specific capacity building initiatives and activities you may provide and a timeline for carrying this out. Also outline the capacity building approach you will take, highlighting any innovative approaches,* *feminist and gender-sensitive methodologies, or modalities to ensure local CSOs develop new knowledge and skills that can be applied to their projects.* |
| --- |
|  |

# Proposed Exchanges and Networking Activities and Approach

| *Describe your approach to facilitating exchanges and networking activities between CSO grantees. Describe the specific exchange/networking activities when they would be planned and the approach or modality for carrying them out.* |
| --- |
|  |

# Potential Risks and Mitigation Measures

| *Using the table below, identify any potential risks related to this mandate and the achievement of results and planned activities. Highlight what measures you will take to mitigate the outlined risk. Risks should include programmatic, operational, contextual risks. Add rows, as required.* | | |
| --- | --- | --- |
| **Risk** | **Risk Level**  *(Very High, High, Medium, or Low)* | **Mitigation Strategy** |
|  |  |  |
|  |  |  |
|  |  |  |

# Monitoring, Evaluation and Management Arrangements

| *a)**Describe how you will monitor your support for CSO capacity building 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 WPHF/Spotlight).*  *b) Describe how you will evaluate the effectiveness of the institutional capacity building and support provided to CSOs. The description should align to Results Framework (Annex A below).*  *c)**Highlight the management structure for your partnership with the WPHF/Spotlight Initiative. What staff will be involved and what will be their roles?* |
| --- |
|  |

# Annex A. Results framework

| **Expected Results** | **Indicators** | **Means of Verification/Sources of Information** | **Activities** | **Budget (USD$)** |
| --- | --- | --- | --- | --- |
| *Develop an appropriate outcome statement and outputs for each outcome. Only one outcome is recommended. The impact statement must be used and cannot be changed.* | *Develop 1-2 indicators for the impact level.*  *You must use the indicators at the outcome level but can add additional. Each output should have indicators.*  *Please ensure that indicators are kept to a minimum and that they are S.M.A.R.T*[[3]](#footnote-4) | *The method for data collection to be used and where the information will come. Consider adaptive/alternative methodologies to minimize risk.* | *Include activities for each output. Do not develop activities for impact or outcome level.* | *For each output, enter the budget. This should align with the budget in Annex B.* |
| **Impact (required)**  Enhanced institutional capacity of women’s rights organizations to design, implement, monitor, and report on programming focused on EVAW, protection of women and girls and coalition building | Develop 1-2 indicators maximum to demonstrate the impact has been achieved (refer to Section X) |  |  |  |
| **Outcome 1**  Develop appropriate outcome statement | * Number of local women’s organizations or CSOs supported/provided capacity-building * Types of support provided to CSOs[[4]](#footnote-5) * *(add additional indicators as relevant)* | Document Review or Interviews |  |  |
| **Output 1.1 :** | *(1-2 indicators maximum)* |  |  | $ |
| **Output 1.2:** | *(1-2 indicators maximum)* |  |  | $ |

\*Add additional outputs as required.

# Annex B. Budget

|  |  |
| --- | --- |
| **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** |  |

|  |
| --- |
| **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. Co-implementing partners are those who be co-implementing activities. Do not include government bodies or other organizations who you are collaborating with, and who do not have implementation roles or responsibilities. [↑](#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. 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-5)