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: Short-Term Grants**

**(Length: 7-10 pages excluding annexes)**

# Project document cover page

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| --- | --- | --- |
| **Lead Organization Name** |  | **Country and Region** |
|  |  |  |
| **Lead Organization Contact Information** |  | **Implementing Partner(s)**[[1]](#footnote-2)*(if relevant)* |
| City/Location:  Project Contact Name:  Title:  Email:  Telephone:  Website (if applicable): |  |  |
| **Type of Organization** *(of Lead Organization)* |  | **Budget requested** *(USD$)* |
| ***Select all that apply***  *(Click in the checkbox to select)*  Women’s Rights  Youth Rights  Other *(specify below)*  Women Led  Youth Led  *Please specify:* |  | Total Project Cost:WPHF’s contribution[[2]](#footnote-3):Other contributions: |
|  | **Proposed project duration** |
|  | Proposed Project Start Date:  Proposed Project End Date:[[3]](#footnote-4)  Total duration (in months): |
| **Targeted process***(Select ONE (1) option below)* |
| Track 1 peace process  Track 2 peace process  Peace agreement implementation |

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| 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)* | **RRW INGO partner** *Please specify:*  Conciliation Resources  Cordaid  Netherlands Institute for Multiparty Democracy (NIMD)  Women’s International League for Peace and Freedom (WILPF International) |
| **If you selected ‘Other’, please include a brief explanation** *(a word or sentence)* | |
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# Summary of Proposal

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| **Project Title**  *The title you give your project* |  | |
| **Location (Province/State/Regions)**  *If possible, please also list the district/ municipality where the intervention will be implemented* |  | |
| **Vision/Mission of the Organization** |  | |
| **Name of Peace Process/Agreement** *The name of the formal process/ agreement that your project targets* |  | |
| **Track[[4]](#footnote-5) and Type of Peace Process/Agreement** *e.g. Track 1, ceasefire process* |  | |
| **Level of peace process/agreement** *Select ONE (1)* | Subnational  National  International | |
| **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.* | | |
| **Targeted beneficiaries and estimated number of direct beneficiaries** | | **Number of local/ women’s CSOs** |
|  | |  |
| **Summary of Proposal, Objective(s) and Strategy** *(Maximum 2 paragraphs)* | | |
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# Context and Situation Analysis *(maximum 2 paragraphs)*

| *Provide a brief analysis of the context including an outline of the barrier(s) to women’s participation as indicated in the proposal summary above. 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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# Rationale for WPHF RRW Support *(maximum 1 page)*

| 1. *State the core problem(s) the project aims to address as related to women’s meaningful participation in a formal (track 1 or track 2) peace process or the implementation of a peace agreement, including on:*    1. ***Timeliness:*** *the need for rapid or urgent strategic support. Specify whether the organization’s project takes place before, during or after a peace process*    2. ***Relevance:*** *the specific gap related to women’s meaningful participation that is targeted by the project* 2. *Describe why the organization is best placed to address the problem, including the organization’s experience on women’s participation in peace processes/peace agreement implementation* 3. *(If relevant) 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.* 4. *(If relevant) Provide details on other financial support related to this application.* |
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# Description of Expected Results *(maximum 1 page)*

| *Please describe in narrative form what expected results (outcomes) the project aims to achieve based on the problems identified, who they target, and how these will be achieved (implementation strategies). 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, please provide a short description.*  *Use Annex A: Results Framework*[[5]](#footnote-6) *to define indicators, outputs, and activities.* |
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# Participatory and Inclusive Approach *(maximum 2 paragraphs)*

| *Provide further detail of how this project will take a participatory and inclusive approach, including how your organization(s) will include and/or feed back key demands of diverse groups of women and other stakeholders.* |
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# 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[[6]](#footnote-7) | Role and Responsibilities in the Project |
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# Collaborations and Coordination *(Optional; 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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# 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 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

| *Describe how you will monitor your intervention 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.* |
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# Annex A. Results Framework

* Select **at least 2 of the 3** impact level indicators indicated below. The impact statement and selected impact-level indicators must be used for the proposal. Guidance on collection of these indicators will be provided.
* Develop an outcome statement. Only ONE (1) outcome statement is required. Additional outcomes may be added, as relevant.
* Under each outcome statement, include the outputs to be achieved which will contribute to the associated outcome. Add relevant outputs as required.
* Develop appropriate indicators to measure the outcome and outputs. When developing indicators, please keep in mind the principle of S.M.A.R.T.[[7]](#footnote-8)
* The reach indicators (direct and indirect) must be used at the outcome level. Additional indicators can be added based on the change the project aims to achieve.
* 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.
* Please read through the WPHF Tip Sheet for guidance on Annex A: Results Framework:

[*https://wphfund.org/wp-content/uploads/2021/06/Indicator-Tip-Sheet-RRW-Short-Term-Grants-ENGLISH.pdf*](https://wphfund.org/wp-content/uploads/2021/06/Indicator-Tip-Sheet-RRW-Short-Term-Grants-ENGLISH.pdf)

| **Expected Results** | **Indicators** | **Means of Verification/Sources of Information** | **Activities** | **Budget (USD$)** |
| --- | --- | --- | --- | --- |
| **Impact:[[8]](#footnote-9)** Increased representation and leadership of women in formal peace processes and/or implementation of peace agreements | *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 and/or implementation of peace agreements | Document Review or Interviews |  |  |
| **Outcome 1.1:**  *Develop your own outcome statement* | *Include both reach indicators at the outcome level:*  R1. Number of people directly benefiting from the intervention (by sex, age group, or other variables[[9]](#footnote-10))  R2. Number of people indirectly benefiting from the intervention  **AND** develop 1-2 additional indicators for each outcome that captures the change of your project. |  |  |  |
| **Output 1.1 :** *(add additional outputs as required)* | *(1-2 indicators maximum)*  Baseline: Target: |  |  | $ |
| **Output 1.2:** *(add additional outputs as required)* | *(1-2 indicators maximum)*  Baseline: Target: |  |  | $ |
| **Etc.** |  |  |  |  |

# 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. Partners are those organizations who are co-implementing activities and receiving sub grants. Please do not include government bodies or other organizations you are collaborating with who do not have implementation roles or responsibilities. [↑](#footnote-ref-2)
2. The total WPHF amount requested cannot exceed 100 000 USD. [↑](#footnote-ref-3)
3. Maximum 6 months from proposed start date. No intervention should exceed 6 months. For longer-term proposals, please go through the WPHF’s regular funding Call for Proposals process. [↑](#footnote-ref-4)
4. The RRW supports initiatives aimed at formal processes (tracks 1 and 2):

   **Track 1:** high-level negotiations involving country leadership or governments, often led by the UN or multilateral regional organizations.

   **Track 2:** dialogues or problem-solving workshops involving leading figures in society, often led by mediators or (I)NGOs.

   Some peace processes take a multi-track approach with activities conducted and/or linked at multiple or all tracks. For more information see[*Basics of Mediation*](https://peacemaker.un.org/sites/peacemaker.un.org/files/Basics%20of%20Mediation.pdf)p.3. [↑](#footnote-ref-5)
5. Please refer to Annex A: Results Framework for further guidance and definitions on outcomes and outputs. [↑](#footnote-ref-6)
6. Please note if implementing partners are local, regional or a national partner. If any of the implementing partners are **youth rights/led organizations**, please also indicate this. [↑](#footnote-ref-7)
7. 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-8)
8. 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-9)
9. Other variables (or **disaggregation**) can include disability, IDPs or refugees, women-headed households, etc., if needed. [↑](#footnote-ref-10)