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: Direct Support**

# 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:  Contact Name:  Title:  Email:  Telephone:  Website (if applicable): |  |  |
| **Type of Organization** *(of Lead Organization)* |  | **Estimated cost of services requested** *(USD$)[[2]](#footnote-3)* |
| ***Select ALL that apply***  *(Click in the checkbox to select)*  Women’s Rights  Youth Rights  Other *(specify)*  Women Led  Youth Led  *Please specify:* |  |  |
|  | **Estimated intervention duration** |
|  | Proposed Intervention Start Date:  Proposed Intervention End Date:[[3]](#footnote-4)  Total duration (in days): |
| **Targeted process***(Select ONE (1) option below)* |
| Track 1 peace process  Track 2 peace process  Peace agreement implementation |

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

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| --- | --- |
| **Select as many as apply** *(Click in the checkbox to select)* | |
| WPHF website  Social media  Women Mediator Network  INGO *Please specify:* | DPPA  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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| **Proposal Title**  *The title you give your proposal* |  | |
| **Location (Province/State/Regions)**  *If possible, please also list the district/ municipality where the intervention will be implemented* |  | |
| **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 | |
| **Type of Direct Support**[[5]](#footnote-6)*(Select up to* ***THREE (3)*** *options relevant to this application)*  *The selection(s) below should indicate the services relevant to your proposal that RRW will finance directly, e.g. the costs for logistical services and/or technical services.* | | |
| **Logistical** | | **Technical *(provided by a consultant)*** |
| Access for persons living with disabilities  Childcare  Communications/campaigns materials  Daily subsistence allowance  Language: simultaneous interpretation  Language: translation of documents  Travel *(e.g. flights; visas; accommodation)*  Other logistical support *(outline below)* | | Advocacy/campaigns  Capacity building  Coalition building  Community engagement  Consultations *(e.g. to feed into the process)*  Data collection *(e.g. for an evidence-base)*  Drafting participatory demands/declarations  Expert advisory deployment to CSOs  Other technical support *(outline below)* |
| **If you selected ‘other’ please outline here:** | | **If you selected ‘other’ please outline here:** |
| **Targeted beneficiaries** *Specify the target beneficiary groups and the estimated reach.*  *Please also include the number of local/women’s CSOs engaged.* | | |
| **Targeted beneficiaries and estimated number of direct beneficiaries** | | **Number of local/ women’s CSOs** |
|  | |  |
| **Please also indicate if you are planning to work with any of the following groups**  *Select as many as apply, add rows as necessary.* | | |
| Internally displaced persons (IDPs) | | Refugees |
| Indigenous persons | | Persons with disabilities |
| Young persons | |  |
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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.* |
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# Proposed Intervention and Expected Results *(maximum 1 page)*

| *In narrative form, describe the proposed intervention, including the expected outcome it aims to achieve. Outline how direct support from the Rapid Response Window will enable you to achieve the outcome. The outcome should be aligned with the Call for Proposals and should address the barriers to women’s meaningful participation identified above.*  ***The impact statement that the outcome will contribute to is provided in the box below.***  *Your proposal must include details on the following areas:[[6]](#footnote-7)*   * *Participatory and inclusive approach, including how your organization will include and/or feedback key demands from women of different backgrounds;* * *What specific decision-making process/event you are aiming to influence;* * *Level (subnational, national or international) and track (1 or 2) of the targeted peace process/agreement;* * *Stage at which service provision will take place (e.g. before a peace process; during a peace process; after a peace process).* |
| --- |
| **Impact statement: Representation and leadership of women is increased in formal peace negotiations and/or the implementation of peace agreements.**  Outcome:  Details on your proposed intervention: |

# Previous experience relevant to this application

| *Provide an overview of past initiatives on women’s participation in peace processes and/or the implementation of peace agreements that your organization(s) has led or contributed to.*  *Include details on impact, documented evidence, lessons and good practices to explain how your organization(s) is well-placed to achieve results.* |
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# Previous or existing financial support relevant to this application *(leave blank if not applicable)*

| *If you have received or are currently receiving other financial support for activities related to the peace or political process targeted in this application, please provide details on that support, including:*   * *Timeline of the support provided (start date and (projected) end date);* * *Total amount of support provided (USD);* * *Type of organization providing support.* |
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# 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** |
| *Women engaged in the initiatives may face additional security risks if exposed.* |  |  |
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# Annex A. Estimated Cost of Services

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| --- | --- |
| **UNDG Categories** *(for more information see Box 1 below)* | **Amount (USD$)** |
| **1.** Staff and other personnel costs | *NOT APPLICABLE* |
| **2.** Supplies, Commodities and Materials |  |
| **3.** Equipment, Vehicles and Furniture, including Depreciation |  |
| **4.** Contractual Services |  |
| **5.** Travel |  |
| **6.** Transfers and Grants to Counterparts | *NOT APPLICABLE* |
| **7.** General Operating Expenses and Other Direct Costs | *NOT APPLICABLE* |
| **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. |

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. Estimated cost of services cannot exceed 25 000 USD for the Direct Support stream. [↑](#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. For more information on the types of support that the RRW provides, please see the RRW Call for Proposals, Section 3. [↑](#footnote-ref-6)
6. *For more information refer to the RRW Call for Proposals, Section 5.*  [↑](#footnote-ref-7)