**Women’s Peace and Humanitarian Fund**

**STREAM 2: PROGRAMMATIC FUNDING**

**PROJECT DOCUMENT TEMPLATE (Length: 7-10 pages excluding annexes)**

**Project Document Cover Page**

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| **Lead Organization Name:** |  | **PUNO** (applicants leave this box empty) |
|  |  |  |
| **Lead Organization Contact Information** |  | **Country and Region** |
| City/Location:  Project Contact Name:  Title:  Email:  Telephone:  Website (if applicable): |  |  |
|  | **Implementing Partner (s)**[[1]](#footnote-1) |
|  |  |
| **Type of Lead Organization** |  | **Budget requested (USD)** |
| *Select* ***all*** *that apply:*  o Women’s Rights  o Youth Rights  o Women Led  o Youth Led  o Other (specify) |  | 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 Lead CSO Applicant** | |
| 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* | Estimated number of direct beneficiaries (disaggregate where possible) |  |
| Number of Women’s CSOs targeted |  |
| **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 crisis/conflict/emergency humanitarian situation, and its impact. 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 WPHF Support (Maximum 1 page)**  *a) State the core problems the project aims to address*  *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**  *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, however, please provide a short description.*  *Use Annex A: Results Framework*[[4]](#footnote-4) *to define indicators, outputs, and activities.* |
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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. Indicate if they are a women’s rights and/or women’s led organization, or youth rights/led organization. Provide a brief explanation of who they are (including local, sub-national or national level organizations) 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 impact indicators in the call for proposal (CfP) must be used.
* Develop your own outcome and output statements. Then include the indicators you will use to demonstrate the completion of the output and achievement of the outcome. Indicators should be S.M.A.R.T 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**[[6]](#footnote-6)  Enhanced inclusive and gender responsive humanitarian/crisis planning, frameworks, and programming | Select at least one (1):  3.1. Number/Percentage of women participating in decision-making in humanitarian and crisis response  3.2. Types of mechanisms established to improve gender responsive humanitarian and crisis planning, frameworks and programming | Document Review or Survey  Document Review, Interviews or Observation |  |  |
| **Outcome**[[7]](#footnote-7)  Develop outcome statement(s) based on your project. | Include both reach indicators at the outcome level:  R1. Number of people directly benefiting from the response (by sex, age group, or other variables5)  R2. Number of people indirectly benefiting from the response  **AND** develop 1-2 additional indicators for each outcome that captures the change of your project.  Baseline: Target: | Document Review/ Participant Lists  Document Review/ Estimation |  |  |
| Output1.1[[8]](#footnote-8) | Develop 1-2 indicators for each output  Baseline: Target: | Determine a means of verification and source for each indicator | For each output, list your activities. | For each output enter the budget amount. |
| Output 1.2 | Baseline: Target: |  |  |  |
| 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 with the lead organization, and which receiving sub grants (as per Annex B). 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. 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-5)
6. The impact statement reflects the call for proposals and 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-6)
7. 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-7)
8. 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-8)