Women’s Peace and Humanitarian Fund

**CAPACITY BUILDING OF LOCAL CSOs IN THE PHILIPPINES**

# Project Document Cover Page

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| **Organization Name:** |  | | **PUNO** | |
|  |  | | **UN Women Philippines** | |
| **Lead Organization Contact Information** |  | | **Country of Organization** | |
| City/Location:  Project Contact Name:  Title:  Email:  Telephone/Mobile:  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 |  | | USD: | |
|  | | Proposed Project Start Date:  Proposed Project End Date: (maximum December 31st, 2022)  Total duration (in months): | |
|  | |
| **Indicate your organization’s expertise relevant to the CfP** (Select all that apply) | | | |
| Women Peace and Security and/or Humanitarian Response  Trainings in resource mobilization including proposal writing  Knowledge of the legal registration process for local women’s organizations in the country  Experience in supporting local CSOs in the legal registration process in the country | | Capacity Assessment of CSOs and development of internal processes/plans to respond to identified areas of weakness  Strategic planning trainings  Financial Management and anti-corruption trainings  Prevention of sexual harassment and abuse policies and mechanisms  Other technical support (Specify below) | |

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| **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

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| **Vision/Mission of the Organization** |  |
| **Rationale and Motivation for Partnership with WPHF** *(maximum 500 words)*  *Summarize why your organization is applying to be a partner with WPHF. This section should:*   * *Demonstrate the organization’s commitment to working on women’s peace and security and humanitarian action* * *Describe your organization’s added value to capacity building of CSOs* * *Outline other motivation(s) for working in partnership with the WPHF* | |
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| **3. Reach**  *Indicate in which geographical areas your organization can support local women and youth organizations and how many local women’s rights and youth organizations this project will support.*  *Describe how you will select the local CSOs and the estimated number of these organizations which will be supported through this project.*  *Include any other elements that demonstrates your reach, including languages your organization is able to operate, relevant to this Call for Proposal.* |
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| **4. Organizational Experience on and in working with women’s rights organizations in the Philippines**  *Describe your organization’s own experience in working on issues related to women’s peace and security and humanitarian action (WPS-HA) in the Philippines. Include details on impact, documented evidence, lessons, and good practices to explain how your organization is well-placed to support CSOs is well-placed to support CSOs to mobilize resources and sustain their efforts.* |
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| **5. 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.* |
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| **6. Experience in Institutional Strengthening and Capacity Building**  *Please describe your organization’s experience in institutional strengthening and training of local CSOs, specifically with women’s rights organizations. Include the year of this support, who the support was provided to and the nature of the support. Highlight specifically capacity building experience facilitating registration processes for women’s rights organizations as well as for strengthening local CSOs’ internal processes in resource mobilization including proposal writing, financial management and anti-corruption policies, strategic planning and M&E and reporting and prevention of sexual harassment, exploitation and abuse policies.* |
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| 7. Proposed Capacity Building Initiatives and Approach *a) Describe what specific capacity building initiatives and activities you will 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 organizations.*  *b) Specifically highlight how you will support CSOs in registering as legal entities in the Philippines.* |
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| **8. 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, and consider the context of COVID-19 and risks associated to women’s rights organizations working in the country. Add rows, as required.* | | |
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| **Risk** | **Risk Level**  *(Very High, High, Medium, or Low)* | **Mitigation Strategy** |
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| **9. 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*  *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. What staff will be involved and what will be their roles?* |
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# 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 role of civil society organizations in advocating for and ensuring accountability on WPS commitments | * Number of CSOs supported/provided capacity building to effectively influence and advocate for WPS agenda (required) (disaggregate by type: women’s rights/led organizations, women’s rights and youth led organizations) * *Add additional indicator(s) as relevant* |  |  |  |
| **Outcome 1**  **Develop an appropriate outcome statement** | * Number of local women’s organizations that have successfully registered as legal entities * Types of support provided to CSOs[[4]](#footnote-5) * *(add additional indicators as relevant)* | Document Review or Interviews |  |  |
| **Output 1.1 :**  **Develop an output statement** | *(1-2 indicators maximum)* | *List means of verification* | *List specific activities for this output* | $ |
| **Output 1.2:**  Etc. | *(1-2 indicators maximum)* | *List means of verification* | *List specific activities for this output* | $ |

\*Add additional outputs as required.

# 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** |  |

*\* Indirect support costs shall not exceed 7% of the total of categories 1-7*

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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. 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)