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**Short Term Grant Concept Note Template**

**Rapid Response Window on Women’s Participation in Formal Peace Processes and the Implementation of Peace Agreements**

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| --- | --- | --- |
| Deadline |  | No deadline |
| Application submission |  | WPHF-RRW@unwomen.org |

If you feel you are at risk, we encourage you to use a secure computer and internet connection or open a separate email account to submit your application. For further information on safe online communication, please see: <https://ssd.eff.org/en/module/communicating-others>.

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\*Before completing the template, please read the Call for Proposals Concept Note at: <https://wphfund.org/rrw/>

The Rapid Response Window (RRW) addresses short-term urgent requests for logistical or programmatic support to increase women’s participation and influence in formal peace processes and in the implementation of national/international/sub-national peace agreements. The RRW is not intended to fund medium/long-term peacebuilding initiatives. Please note that community-focused peacebuilding initiatives and non-urgent[[1]](#footnote-2) initiatives are NOT eligible.

 To start, please answer the following questions to see if you are eligible:

* 1.a Is your country an ODA country?[[2]](#footnote-3) Is your country currently undertaking a formal peace process negotiation to resolve violent conflict? **Or** Is your country currently implementing a peace agreement with monitoring mechanisms and/or commissions responsible for its implementation?

*Please consult:* [*https://www.peaceagreements.org/search*](https://www.peaceagreements.org/search)

**AND**

* 2a. Is your request focused on a **Track 1** process?

*High-level decision-making process involving country leadership or national governments often led by the UN, or multilateral regional organizations through a committee or a special envoy. For example: Ceasefire, National Dialogue, Peace Treaty negotiations, Political Transition, Constitution Writing, International Mediation.*

**OR**

* 2b. Is your request focused on a **Track 2** process?

*Activities or exchanges between influential actors intended to influence, advise, or complement a Track 1 process. This can include building trust of stakeholders, increasing communication, or raising awareness for community-buy in on the peace process or implementation of the peace agreement. For example: Dialogues, conferences, workshops or forums involving civil society, community leaders, other experts and mediators.*

**OR**

* 2c. Is your request focused on **the implementation of a formal peace agreement**

*Activity/event related to the monitoring of the recommendations or action points of a peace agreement at international, national and subnational level. For example: through monitoring mechanisms or committees, parliamentary processes, Truth and Reconciliation Commissions, reporting and shadow reporting, or civil society activities to hold decision-makers accountable on the commitments made.*

\*For more information see Basics of Mediation: Concepts and Definitions, Pg. 3. <https://peacemaker.un.org/sites/peacemaker.un.org/files/Basics%20of%20Mediation.pdf>

**If you can answer “Yes” to question 1 and question 2 (a, b or c) above, you may be eligible for RRW support. If you are unsure, feel free to contact us.**

Please note that organizations can apply for both Direct Support and Short-Term Grant **at the same time**. If you are applying for both, you must submit a separate application form using the appropriate templates found at: <https://wphfund.org/rrw/>

**Concept Note Template**

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| --- | --- | --- |
| **Country of Intervention** |  |  |
| **Organization Lead Name** |  |  |
| **Mission/Vision of the Organization (maximum 100 words) ?***Please, if consortium of organizations, please explain how/why you come together*  |  |  |
| **Office location (country/city) and email address** |  |  |
| **Website/Facebook/Twitter (if applicable)** |  |  |
| **Please, provide a relevant experience from your organization related to women peace and security (maximum 100 words)** |  |  |
| **Formal Peace Process Track** *(select one and provide the name of the formal peace process or the year the agreement was signed)* |  | [ ]  Track 1 [ ]  Track 2 [ ]  Peace Agreement ImplementationName of Peace Process/Agreement (and year):  |
| **Were you referred by a WPHF-I/NGO partner?** If yes, please state which one.  |  | [ ] Yes, Please Specify: [ ] No |
| **Please answer the following questions about your concept. Please keep in mind the maximum word limits for each question.**  |
| **1. Context/Gap:** Please a brief summary of the peace process in the country and the gaps for women’s participation. (maximum 100 words) |  |  |
| **2. Summary:** Please provide a brief summary of your proposed initiative and how it aims to address the gaps identified. (maximum 100 words) |  |  |
| **3. Relevance:** Briefly describe why this initiative is relevant to increasing women’s participation in formal peace processes or implementation of a peace agreement (Track I&II). (maximum 100 words) |  |  |
| **4. Results/core activities:** What is the overallexpected result, and list in bullet form 2-3 core activities that you plan to carry out? |  | Expected Result of your initiative: * Activity 1:
* Activity 2:
* Activity 3:

Etc. |
| **5. Timeliness/Urgency:** Why is support rapidly and urgently needed? Indicate a brief timeframe of the proposed initiative within six months, with the dates and places, if possible. (maximum 100 words) |  |  |
| **6. Estimated Cost***\*Please note that the maximum for short-term grant is $USD 100,000.* |  |  |

**After Submission of the Concept Note (Next Steps):**

Concept notes will be screened for eligibility and alignment with the objectives of the RRW. Organizations whose concepts are aligned with the objectives of the Rapid Response Window will be contacted within 5 working days.

1. If you do not hear from us within five days, your concept note was not successful.
2. WPHF-RRW unit will contact only selected applicants for the next phase.
* Eligible organizations will be sent a full application template, along with further guidance, asking for more details (e.g. budget, expected results, risks and mitigation measures, monitoring and evaluation, partnerships, etc.). A phone/video conversation may be requested, if needed.
* During this process, the RRW will aim to provide guidance and answer questions to strengthen the design of your intervention. Please note that this assistance does not guarantee that your final application will be successful.
* Completed applications above $10,000 will be evaluated by a technical evaluation committee composed of UN agencies and INGOs.
* A final decision will be communicated to the applicant. Please note that for a Short-Term Grant, final approval of a proposal is based on a risk assessment/due diligence process undertaken with an INGO Partner.
1. The RRW is targeting a specific process or event/timeliness which aims to improve women influence within upcoming 6 months. [↑](#footnote-ref-2)
2. <http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm> [↑](#footnote-ref-3)