Funding Window on Women Human Rights Defenders

**Proposal Template: INGO partner in Asia pacific region**

# Project Document Cover Page

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| **Organization Name** | |  | **Country of Registration** |
|  | |  | *If multiple country offices, please also specify.* |
| **Contact Information** | |  | **Type of INGO** |
| Head Office Location (city):  Project Contact Name:  Title:  Email:  Telephone/Mobile:  Website (if applicable): | |  | *Select all that apply:*  Women’s Rights  Women-Led  Youth Rights  Young Women Led (18-29 years)  Other. *Please specify:* |
| **Language Capabilities in Organization**  (select all that apply) | | **Budget requested (USD)[[1]](#footnote-2)** |
| English  French  Arabic  Spanish | Dari  Pashto  Other. *Please specify:* |  |

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| **NUNO** |
| Name of I/NGO:  Name of I/NGO Representative:  Title:  Signature:  Date & Seal: |

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| **1. Vision/Mission of the Organization** |
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| **2. Geographical Reach**  *List the* ***specific countries/contexts*** *in Asia where your organization has worked/supported women human rights defenders* ***in the last 3 years*** |
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| **3. Rationale for Partnership with WPHF and Technical Experience** *(maximum 500 words)*  *i) Summarize why your organization is applying to be a partner with the WPHF and the funding window for WHRDs*  *ii) Also provide a brief overview of your organization’s experience in working with women human rights defenders in conflict and humanitarian contexts in Asia, especially in Afghanistan and Myanmar. Include your technical expertise and experience relevant to women’s protection issues, specifically for WHRD* |
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| **4. Grants/cash transfers to individuals and Management Experience** *(maximum 500 words)*  *Provide a detailed account of your organization’s experience in grant-making to individual WHRDs in crises and conflict-affected contexts. Include your experience in:*  *i) assessing requests and protection of data*  *ii) processes in place for the management and transfer of timely funds in a secure way, various approaches/methods to fund transfers, particularly in difficult contexts*  *iii) best practices and challenges in managing grants/funds for WHRDs* |
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| **5. Risks and Mitigation Strategies**  *Using the table below, identify the risks, 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.* | | |
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| **Risk** | **Risk Level**  *(Very High, High, Medium, or Low)* | **Mitigation Strategy** |
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| **6. Monitoring, Evaluation and Management Arrangements**  *i) Describe how you will monitor your support of WHRDs, 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 WHRDs. The description should align to the Results Framework (Annex A below).*  *ii) Highlight the management structure for your partnership with WPHF. What staff will be involved and what will be their roles?* |
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# Annex A. Results framework

* The impact and outcome statements and associated indicators in the results framework below must be used for the proposal. Additional indicators can be included to effectively measure the support provided by your organization.
* Under the outcome statement, include the outputs to be achieved and which will contribute to the associated outcomes. Add relevant outputs as required.
* Develop appropriate indicators to track your outputs. Once I/NGO partnerships are in place, organizations will have opportunities to update their results framework and indicators. When developing indicators, please keep in mind the principle of S.M.A.R.T.[[2]](#footnote-3)
* 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.

| **Expected Results** | **Indicators** | **Means of Verification/Sources of Information** | **Activities** | **Budget (USD$)** |
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| **Impact Area 5[[3]](#footnote-4):**  Enhanced safety, security and mental health of women and girls’ and their human rights respected | 1. Number of WHRDs and peace activists supported through flexible funding (by country of origin) | Document Review or Interviews |  |  |
| **Outcome 1**  Enhanced and efficient flexible and rapid funding and support to WHRDs in conflict and crisis contexts in Asia/Pacific | 1. Amount of funding transferred to WHRDs (by country of origin) 2. Types of support, guidance or referrals provided to WHRDs[[4]](#footnote-5)   *(Add additional indicators as or if relevant)* | Document Review or Interviews |  |  |
| **Output 1.1 :**  *Specify your output statement* | *(1-2 indicators maximum)* |  |  | $ |
| *Etc.* |  |  |  |  |

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\* *(7% maximum of sub-total)* |  |
| **TOTAL** |  |

*\*Please note a more detailed budget will be developed with successful I/NGO partners.*

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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. Should not exceed 400,000 USD. For consortiums, the budget should not exceed 700,000 USD. [↑](#footnote-ref-2)
2. 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-3)
3. 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-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)