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

**INGO partners**

# Project Document Cover Page

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| **Organization Name** |  | | **Country of Registration** |
|  |  |
| **Contact Information** | **Proposed partnership start date** |
| City/Location:  Project Contact Name:  Title:  Email:  Website (if applicable): |  |
| **Type of partnership** (select ONE (1)) | **Type of INGO** |
| Direct Support stream  Short-Term Grants stream  Both Direct Support & Short-Term Grants | *Select* ***the main focus*** *of your organization* ***(ONE ONLY):***  Women’s Rights  Youth Focused  Other (Specify):  ***AND select one:***  Women Led  Young Women Led (18-29 years)  Other: |
| **Budget requested (USD)[[1]](#footnote-2)** |
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| *Using the checkboxes below, indicate your organization’s expertise relevant to the WPHF RRW.*  ***Check as many boxes as are relevant for your proposal*** *as an INGO partner on the RRW.* | | | |
| Advisory support to local and national CSOs  Advocacy/campaigns  Capacity building  Coalition/network building  Community engagement  Consultations *(e.g. to feed into a process)*  Data collection *(e.g. for an evidence-base)* | | Developing communications/campaigns materials  Drafting participatory demands/declarations  Urgent logistical arrangements *(e.g. travel; childcare; translation services; access for persons with disabilities)*  Urgent protection support  Other technical support *(outline below)* | |

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| **PUNO(s) and Implementing Partners** | |
| Name of P/NUNO[[2]](#footnote-3)  Name of P/NUNO Representative  Title  Signature  Date & Seal | Name of I/NGO:  Name of Representative:  Title:  Signature:  Date & Seal: |

# Organization Profile

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| **1. Vision/Mission of the Organization** | | | | | | |
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| **2. What is your geographic reach inside conflict and crisis-affected countries[[3]](#footnote-31931) working with local and national CSOs in that context on projects relevant to the RRW. Please list all countries which you target and work.** | | | | | | |
|  | | | | | | |
| **Indicate in which languages your organization is able to operate. Select as many as apply** | | | | | | |
| Arabic | English | French | Russian | Spanish | Portuguese | Swahili |
| If other languages, please list here: | | | | | | |

**Experience**

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| **3. Please describe your organization’s technical expertise and experience relevant to women peace and security agenda, particularly in relevance to women’s influence and meaningful participation in peace processes and the implementation of peace agreements.**  *This section should demonstrate the organization’s commitment and past and current initiatives in working on women’s participation in peace processes. Provide a brief overview of the types of technical support your organization has provided to local and national CSOs on women’s influence and participation in track 1 and track 2 peace processes and/or the implementation of peace agreements. Include details on impact, documented evidence, lessons and good practices to explain how your organization is well-placed to support local and national CSOs to achieve results.* |
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| **4. Describe your organization’s experience in understanding of Do No Harm and intersectionality approaches for women peacebuilders and Women Human Rights Defenders engaged in initiatives who face additional security risks.**  *Please provide examples.* |
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| **5. What is your organization’s experience in carrying out advocacy and outreach activities for women’s participation in peace processes.**  *Please provide examples. If there are any external documents, policy briefs or other supporting evidence, you can include relevant weblinks.* |
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| **6. Describe your organization’s experience and approaches for establishing equal partnerships and engaging with local and national civil society organizations, including through capacity enhancement.** *Provide examples.* |
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| **7. Describe your organization’s experience as a grant-making organization with local and national CSOs**  *\*only applicable to INGOs proposing partnership support that includes the Short-Term Grants stream. Provide examples and detail your organization’s experience in grant-making and sub-granting to local and national CSOs in fragile and conflict-affected contexts, including any internal process that are used, detail your organizations criteria for grant making and list any fast tracking policies and procedures that can be utilised.* |
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**Risks and Mitigation Measures**

| **8. Describe your organization’s due diligence/risk assessment processes when identifying, selecting and working with local organizations. Also indicate how long your risk assessment processes take on average.** | | |
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| **9. Identify the potential risks which would impact the achievement of results and carrying out planned activities, and what measures you will take to mitigate the risk. Also identify the risk level.**  *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** |
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**Monitoring and Evaluation and Management Arrangements**

| **10. Describe how you will monitor your support for CSO RRW 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 (those supported by the RRW). The description should align to the Results Framework (Annex A below).*  *Also Highlight the management structure for your partnership with the RRW. What staff will be involved and what will be their roles?* |
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# Annex A. Results framework

* Select **at least 2 of the 3** impact level indicators indicated below. The impact statement and indicators must be used for the proposal. Please refer to the [Indicator Tip Sheet](https://wphfund.org/wp-content/uploads/2023/03/Indicator-Tip-Sheet_Outcome4_RRW-INGOs_2023.pdf) for further information.
* Under each 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 measure the outcome and outputs. Once NGO partnerships with RRW-funded projects are in place, organizations will have opportunities to review the results framework and update indicators with the RRW Unit. When developing indicators, please keep in mind the principle of S.M.A.R.T.[[4]](#footnote-4)
* 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$)** |
| --- | --- | --- | --- | --- |
| **Impact (WPHF Outcome 4)[[5]](#footnote-5):** Increased representation and leadership of women in formal peace processes | *(Select at least 2 of 3 Indicators)*   * Number of women that participate in formal peace processes or negotiations (*by role [mediator/advisor/stakeholder]*) * Existence of gender responsive elements/provisions in peace agreements, dialogues, and/or decision-making processes * Types of strategies used/implemented to participate in/contribute to the peace process | Document Review or Interviews |  |  |
| **Outcome 1**  CSOs are supported in an efficient and timely manner to increase women’s participation and influence in peace processes | * Number of local women’s organizations or CSOs supported/provided capacity-building to effectively influence peace negotiations * Types of support provided to CSOs[[6]](#footnote-6) * *(add additional indicators as relevant)* | Document Review or Interviews |  |  |
| **Output 1.1 :** *(add additional outputs as required)* | *(1-2 indicators maximum)* |  |  | $ |
| **Outcome 2**  Results of and knowledge on effective strategies for women’s participation in peace processes is enhanced and reported on | * Number and types of case studies, policy briefs and/or good practices developed and disseminated[[7]](#footnote-7) * *(add additional indicators, as relevant)* |  |  |  |
| **Output 2.1:** *(add additional outputs as required)* | *(1-2 indicators maximum)* |  |  | $ |

Add additional outputs as required.

# Annex B. Budget

\*Please note that the maximum budget allowed under this CfP is $1,000,000 USD

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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, 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 cannot exceed 7% of the sub total*

*\*\** *Staff/personal costs & other direct costs should not exceed 25% of the total budget (indirect-cost not included).*

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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 and Furniture:** Includes costs for purchase of new equipment, furniture, etc. (e.g. computers, software, internet, motorcycles, desks, chairs, etc.). Please note that vehicles are not an allowable expense.  **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 $1,000,000 USD as per the CfP. [↑](#footnote-ref-2)
2. Applicants to leave this box empty [↑](#footnote-ref-3)
3. in the regions of Sub Saharan Africa, Latin America and the Caribbean, Asia & Pacific, Europe & Central Asia, Middle East & North Africa [↑](#footnote-ref-31931)
4. 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)
5. 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-5)
6. 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-6)
7. This is a required indicator. Add additional indicators, as relevant [↑](#footnote-ref-7)