**Women’s Peace and Humanitarian Fund**

**PROGRAMMATIC FUNDING (IMPACT AREA 3: HUMANITARIAN & CRISIS RESPONSE)**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Lead Organization Name:** |  | **PUNO** | **CfP Number** |
|  | (applicants leave these boxes empty) |  |
| **Lead Organization Contact Information** | **Country and Region** | |
| City/Location:  Project Contact Name:  Title:  Email:  Telephone:  Alternative contact/email:  Website (if applicable): |  | |
| **Co-Implementing Partner (s)**[[1]](#footnote-1) | |
| *List each co-implementing partner and complete Section 5 with their details.* | |
| **Type of Lead Organization** | **Budget requested (USD)** | |
| *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: | Total Project Cost:  WPHF’s contribution[[2]](#footnote-2):  Other contributions: | |
| Proposed Project Start Date:  Proposed Project End Date:  Total duration (in months): | |
| **Is your organization led by a displaced person?** *(refugee, IDP, returnee or asylum seeker)*  Yes  No  *\*Please note that this is not an evaluation criteria and will not impact your eligibility.* |
| **WPHF Impact Area project is contributing to:** | | | |
| **Impact Area 3: Humanitarian and Crisis Response** | | | |

|  |  |
| --- | --- |
| **PUNO(s)** | **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**

|  |  |  |
| --- | --- | --- |
| **Project Title** |  | |
| **Location (Province/State/Regions)**  *List the locations where the project will be implemented* |  | |
| **Mission and Vision of Organization** |  | |
| **Targeted Beneficiaries**  *Specify the target beneficiary groups.*  *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)[[4]](#footnote-4) |  |
| Number of Women’s CSOs targeted for capacity strengthening *(do not include co-implementing partners)* |  |
| **Summary of Proposal, Objective(s) and Strategy** (Maximum 2 short paragraphs) |  | |

| **II. Context and Rationale (bullet points for each sub-question)**  *a) State the core problems the project aims to address based on the current crisis/conflict*  *b) Briefly describe your organization and why it is best placed to address the crisis.* |
| --- |
|  |

| **III. Expected Result, Outputs and Activities**  *1. Describe your project in narrative form, highlighted the expected changes (results) and strategies you will use to implement the interventions, and which will contribute to the impact statement of:* ***Enhanced participation and leadership of women in humanitarian and crisis planning and response.***  *2. Each project reports against the* ***required indicators*** *below for the impact level (grey shaded section). Please enter the target for each.*  *3. In the second table below, please list your outputs and key activities that will contribute to the impact area, as well as the estimated time frame. Please be specific, drawing on the example provided.*  *\*Please note, you will report against each of the impact indicators, the outputs and activities on a quarterly basis.* | |
| --- | --- |
| ***3.1. Please describe your project in narrative form (2-4 paragraphs).***  *a) What are the expected results (changes) the project aims to achieve based on the problems identified?*  *b) What strategies will you use to implement the interventions and activities? Who will benefit from these interventions. Please be specific.* | |
| **3.2. Please select one or both of the following indicators as relevant to your project and insert a target. You can add additional indicators as relevant to your project** | |
| Number and percentage of women participating in decision-making in humanitarian planning and response | Target: |
| Types of mechanisms established to improve gender responsive humanitarian planning, frameworks and programming | Target: |
| Other as relevant to your project (please insert): | Target: |
| **Required** | |
| Number of people directly benefiting from the response (by sex, age group[[5]](#footnote-5)) | Target: |
| Number of people indirectly benefiting (beneficiaries you serve/target) | Target: N/A |

|  |  |  |
| --- | --- | --- |
| **3.3. Outputs**  *(An output is completed product/service/action of your organization based on a group of activities. For example: Capacity strengthening to CSOs on leadership and advocacy skills for conflict prevention* | **Activities**  *For each output, list your activities in bullet form, as well as your target. Please be specific. For example:*   * Training for 25 CSOs on leadership and advocacy skills (50% youth-led organizations) * Provide coaching to 50 CSO members (25 young women and 25 women) on the development of community-based action plans for conflict prevention | **Time Frame**  *Enter month and year the activities for the output will take place* |
| Output 1: |  |  |
| Output 2: |  |  |
| Output 3: |  |  |
| *Add rows as needed* |  |  |

\*Selected CSOs may be asked for a more detailed results framework or monitoring and evaluation plan, at a later stage.

| **IV. Formal Partnerships (with Implementing Partners) – Optional**  *List any formal partners you will work with. Formal partners are those who are listed on the cover page and who have a direct role in implementation and who will receive funding. State their name, the main focus of their organization, the leadership of the organization, at which level they work (local, sub-national or national level), and describe what role they will have in the project. Please add rows, as required.* *If there are no formal partnerships, you can leave this blank. You can describe other types of collaborations you will have with local/national government or other networks in the NEXT section.* | | |
| --- | --- | --- |
| Implementing Partner Name | i) Main Focus of Organization *(women’s rights, youth focused OR other)*  ii) Leadership Type *(women led, young women led or other)* | Role and Responsibilities in the Project and implementation coverage (local, sub-national or national) |
|  |  |  |
|  |  |  |

| **V. Collaborations and Coordination (Maximum 1-2 paragraphs)**  *Describe any other organizations, government bodies or networks/associations that the project will coordinate or collaborate with. How will these collaborations create national/regional/local ownership? How have they been involved in the design of the project, or will support activities?* |
| --- |
|  |

| **VI. 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, or contextual risks. For each risk, highlight what measures you will take. Risks related to the protection of staff and beneficiaries should always be considered. Add rows, as required.* | | |
| --- | --- | --- |
| Risk | Risk Level (Very High, High, Medium, or Low) | Mitigation Strategy |
|  |  |  |
|  |  |  |

| **VII. Monitoring, Evaluation and Management Arrangements**  *a) Describe how you will monitor and evaluation your interventions. 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.*  *b) Highlight the management structure for the project. What staff will be involved and what will be their roles.* |
| --- |
|  |

| **VIII. Sustainability**  *How can your project be sustained after the financing period? Are there interventions or mechanisms in your project that will contribute to the sustainability of results? For example, this could include new structures, mechanisms, networks or approaches that you are establishing or strengthening, or involvement of national level duty bearers in adopting your approaches. Also mention (where applicable), how it could be replicated, scaled up or improved over time. Please be specific as possible. Please note that training is not considered a sustainability strategy.* |
| --- |
|  |

**Annex A - Budget per Category**

At the proposal stage, **a detailed budget is not required**. Selected CSOs may be asked for more detailed budgeting. Please do not alter the budget template.

|  |  |
| --- | --- |
| **UNDG Categories** | **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 (please add lines 1-7)** |  |
| 8. Indirect Support Costs\*  *\*Indirect support costs cannot exceed 7.0% of the sub-total (categories 1-7)* |  |
| **TOTAL (please add subtotal + indirect support costs)** |  |

|  |
| --- |
| **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 Line 6 in 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 amount noted in Stream 2 parameters in the call for proposals. [↑](#footnote-ref-2)
3. Applicants to leave this box empty [↑](#footnote-ref-3)
4. Disaggregation groups for WPHF are by sex (women/girls and men/boys) and by age (0-17, 18-29 and 30 years and above. [↑](#footnote-ref-4)
5. Age groups are: 0-17 years, 18-29 years, and 30 years and above [↑](#footnote-ref-5)