



## Impact and Indicator Tip Sheet

### Institutional Funding

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The following tip sheet provides guidance to WPHF prospective partners on institutional funding, as well as the indicators and other suggested indicators to be used to measure and track project progress and results.

#### About Institutional Funding

Institutional funding aims to reinforce the institutional capacity of women's rights/led and young women led organizations working on gender specific issues in peace and security and humanitarian contexts, to ensure they are able to sustain themselves and to improve their impact. These project should demonstrate how the current context affects the institutional and financial capacities of the organization, and how the funding would support the organization. The purpose of this funding stream is **not** to finance programmatic activities.

A variety of interventions and approaches can be included which contribute to the institutional strengthening and sustainability of women's rights, women-led or young women-led organizations. Some examples include:

- ▶ Adaptive strategies, tools or systems adopted by the organization for continuity of operations
- ▶ Risk management and contingency plans or strategies for the organization
- ▶ Payment of salaries for staff or stipends for volunteers/board members
- ▶ Payment of rent, utilities, or other operating costs
- ▶ Procurement of equipment, office furniture, software, etc.
- ▶ Capacity strengthening of staff, volunteers or board members on policies, procedures, strategies
- ▶ Strategic planning
- ▶ Resource mobilization strategies, communication strategies, PSHEA strategies, etc.
- ▶ Provision of mental health trainings and psychosocial support for staff and volunteers

**The above list is not exhaustive and CSOs should design their projects based on the specific needs in their contexts.**

#### Outputs, Activities and Time Frame

**Section 4** of the proposal template highlights the outputs and activities that your organization will carry out, as well as the time frame.

**Output:** An output is a completed product, service or action that is carried out by your organization, based on a group of activities. An output is written in the following way: *Gender sensitive strategic plan developed.*

**Activity:** An action that is carried out by your organization using human and financial resources. An activity is specific and written in the following way: *Conduct workshop with staff and board members to develop strategic plan.* You should have several activities contributing to the output and be as specific as possible.

**Time Frame:** when each activity is planned. The month and year should be identified.

The number of outputs and activities depends on several factors, including the available human and financial resources, the scope of your project, duration of your project and what is needed to contribute to the expected change.

**Example:**

Outputs	Activities	Time Frame
Output 1: Gender sensitive risk management and contingency plan developed	<ul style="list-style-type: none"> <li>Recruit consultant to support in organization’s new gender sensitive risk management and contingency plan</li> <li>Conduct training with staff and board members on risk management and contingency planning</li> </ul>	Jan 2024 Feb-April 2024
Output 2: IT systems updated to efficiently continue organization’s mandate	<ul style="list-style-type: none"> <li>Procure new financial and human resource management software</li> <li>Replace five non-functioning computers for staff to carry out remote work</li> <li>Provide training on financial and human resource management software</li> </ul>	Feb 2024 Feb 2024 Mar 2024
Output 3: Mental health sessions provided to staff and volunteers	<ul style="list-style-type: none"> <li>Prepare mental health and well-being guide for staff and volunteers</li> <li>Conduct training on mental health and well being for staff and volunteers working</li> </ul>	April 2024 May 2024

**Measuring Institutional Projects (Required Indicators)**

Projects under institutional funding **are required** to use the **four** following indicators to demonstrate the change and reach of the project, and as noted in the project proposal template:

1. Average number of months organization can be sustained as a result of institutional funding
2. Number and percentage of staff retained as a result of institutional funding
3. Number of staff/volunteers directly benefiting from the response (by sex and age group<sup>1</sup>)
4. Number of people indirectly benefiting from the response

**Optional to use (Select if relevant):**

5. Number/Types of adaptive strategies, tools or systems adopted by organization for continuity of operations
6. Development of risk management and contingency plans or strategies for organization

**Table 1: Indicator Definitions (Required Indicators)**

Required Indicators	Definitions
<b>Impact Indicator 1</b> Average number of months organization can be sustained as a result of institutional funding	This is a quantitative indicator which indicates the total number of months, on average, that your organization can continue and sustain itself as a result of the funding provided by WPHF. It can include months beyond the project period.  Calculations should be made based on the number of months your organization can: i) retain the same number of staff; ii) provide staff salaries; or iii) pay rent, electricity, internet, and other operating costs.
<b>Impact Indicator 2</b> Number/Percentage of staff retained as a result of institutional funding	This is a quantitative indicator which counts how many staff in your organization have retained their position/salaries as a result of funding provided by WPHF. Both the total number and percentage of staff retained should be reported. To calculate the percentage, divide the total number of staff retained, by the total number of staff in the organization.
<b>Indicator 3:</b> Number of staff/volunteers directly benefiting from the	Direct beneficiaries refer to the individuals, groups, or organizations, which benefit directly from your intervention, or who are the direct recipients of your

<sup>1</sup> **Disaggregation** is by sex (women/girls and men/boys, or if relevant, LGBTQI+ communities) and by age (0-17, 18-29 and 30 years and above). Other disaggregation can include disability, IDPs or refugees, women-headed households, etc., if relevant.

Required Indicators	Definitions
response (by sex, age group)	<p>activities and are explicitly stated in the output and outcome statements of the results framework. Direct beneficiaries and the target groups are the same.</p> <p>For institutional funding, the direct beneficiaries are the staff of your organization, volunteers or members who receive training through institutional funding.</p> <p>Direct beneficiaries must be disaggregated by sex and age group (0-17 years old 18-29 years and 30 years and above). Other disaggregation can be included (e.g. disability, IPDs, refugees or women-headed households, stakeholder, etc.), if needed.</p>
<b>Indicator 4:</b> Number of people indirectly benefiting from the response	<p>Indirect beneficiaries refer to individuals, groups or organizations who are not the direct target of your interventions but are indirectly affected by your activities. For institutional funding, indirect beneficiaries refer to the community members that your organization serves.</p> <p>The calculation of indirect beneficiaries is usually done by taking an average family size and multiplying by your direct beneficiaries. While this may create double counting, using a smaller average size will help. For example, if the average family size is 5 and the direct beneficiaries is 100, you would multiply 5 x 100 = 500.</p> <p>Indirect beneficiaries do not need to be disaggregated.</p>
<b>Impact Indicator 5 (Optional)</b> Number/Types of adaptive strategies, tools or systems adopted by organization for continuity of operations	<p>This indicator is both numeric and descriptive. It counts the number and types (description) of new strategies, tools, or technologies developed in your organization to help continue your work related to the WPS agenda and/or gender-responsive humanitarian response. This can include new IT infrastructure, software, computer systems, and new ways of working (e.g. mobile technologies or remote working, etc.). It can also include new approaches or strategies put in place such as resource mobilization strategies, human resource strategies, continuity plans or any other strategy that will support your organization to continue its operations in fragile environments.</p>
<b>Impact Indicator 6 (Optional)</b> Development of risk management and contingency plans or strategies for organization	<p>This is a qualitative indicator which describes if you have developed or updated your risk management strategy, contingency plans, humanitarian or emergency strategy, pandemic response plans, or any other plan or strategy that will strengthen your organization's ability to carry out its work and mission for peace and supporting women, including young women, in crises and conflict affected contexts.</p>

### Other Suggested Indicators<sup>2</sup>

In addition, projects can add an additional indicator which is relevant. This should be included in **Section 4** of the proposal template. The indicator should be able to demonstrate the expected change the project is aiming to achieve based on the interventions.

The following indicators are **only suggestions** to help guide you when defining any additional indicators. They are not mandatory.

Other Suggested Indicators	Definitions
Number/Percentage of staff or volunteers with new knowledge on	This is a quantitative indicator and counts the total number of staff or volunteers of your organization that have gained new knowledge of new tools or strategies that you have adopted in the organization.

<sup>2</sup> There should be a balance between quantitative and **qualitative** indicators in your results framework. Qualitative indicators allow you to explore in-depth the experiences, opinions and perceptions of individuals and groups and help to explain 'how' and 'why' changes have occurred.

Other Suggested Indicators	Definitions
adopted organizational tools and strategies	<p>This can be achieved through training, coaching, or mentoring or working sessions you conduct in the organization.</p> <p>Disaggregate this indicator by sex and age group (0-17 years old 18-29 years and 30 years and above).</p>
Amount of funds mobilized as a result of new resource mobilization strategies	<p>This is a quantitative indicator which demonstrates how much of additional funding you have secured as a result of improving resource mobilization strategies in your organization. This can be in the local currency or in U.S dollars.</p>
Number of staff or volunteers adopting new ways of working to continue delivering to communities	<p>This is a quantitative indicator which captures the total number of staff or volunteers in your organization that are using new tools such as tele-work, mobile messaging or other strategies in the organization based on institutional funding.</p> <p>Disaggregate this indicator by sex and age group (0-17 years old 18-29 years and 30 years and above).</p>