![Women's Peace & Humanitarian Fund — A United Nations & Civil Society Partnership]

Impact and Indicator Tip Sheet
Institutional Funding

The following tip sheet provides guidance to WPHF prospective partners on institutional funding, as well as on required 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 in conflict and crisis settings. 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 contribute to the institutional strengthening and sustainability of women's rights organizations. Some examples include, but are not limited to:

- Adaptive strategies, tools or systems adopted by the organization for continuity of operations
- Risk management and contingency plans or strategies for the organization to operate in crisis and conflict settings
- 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 integrating a WPS and humanitarian lens
- Resource mobilization strategies, communication strategies, PSHEA strategies, etc.
- Provision of mental health trainings and psychosocial support for staff and volunteers
- Upgrading IT systems (data security training, mobile data collection, internet, etc.

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	• Recruit consultant to support in organization's new gender sensitive risk management and contingency plan • Conduct training with staff and board members on risk management and contingency planning	Jan 2026 Feb-April 2026
Output 2: IT systems updated to efficiently continue organization's mandate	• Procure new financial and human resource management software • Replace five non-functioning computers for staff to carry out remote work • Provide training on financial and human resource management software	Feb 2026 Feb 2026 Mar 2026
Output 3: Mental health sessions provided to staff and volunteers	• Prepare mental health and well-being guide for staff and volunteers • Conduct training on mental health and well being for staff and volunteers working	April 2026 May 2026

Measuring Institutional Projects (Required Indicators)

Projects under institutional funding **are required** to use the **five** 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 (by sex and age group[1])
3. Development/update of risk management, contingency plans or strategies to operate in crisis and conflict settings
4. Number/Types of organizational tools or systems adopted by organization for continuity of operations
5. Number of staff/volunteers directly benefiting from the response (by sex and age group)

Optional to use: If the project is building capacity in resource mobilization, we recommend the use of the following indicator:

6. Number of new proposals submitted to other donors for new funding (and amount) as a result of resource mobilization efforts

Table 1: Indicator Definitions (Required Indicators)

Required Indicators	Definitions
Impact Indicator 1 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.
Impact Indicator 2 Number/Percentage of staff retained as a result	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

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[1] **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
of institutional funding (by sex, age group)	reported. To calculate the percentage, divide the total number of staff retained, by the total number of staff in the organization.
Impact Indicator 3: Development/update of risk management, contingency plans or strategies to operate in crisis and conflict settings	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.
Impact Indicator 4: Number/Types of organizational tools or systems adopted by organization for continuity of operations	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, installation of secure internet, digital safety training, and new ways of working (e.g. mobile technologies or remote working, etc.).
Indicator 5: Number of staff/volunteers directly benefiting from the response (by sex, age group)	Direct beneficiaries refer to the individuals, groups, or organizations, which benefit directly from your intervention, or who are the direct recipients of your activities and are explicitly stated in the output and outcome statements of the results framework. Direct beneficiaries and the target groups are the same. For institutional funding, the direct beneficiaries are the staff of your organization, volunteers or members who receive training through institutional funding. 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.
Impact Indicator 6 (Optional) Number of new proposals submitted to other donors for new funding (and amount) as a result of resource mobilization efforts	If the project involves developing or updating a resource mobilization strategy, proposal design and writing training, it is recommended that this indicator is used to capture the effect of these efforts. It includes the number of proposals that the organization has submitted to any external donor for the request of funds. If during the course of the project, a proposal has been awarded, please also report the amount in USD and from where you carry out your reporting.

Other Suggested Indicators[2]

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 adopted organizational tools and strategies	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. This can be achieved through training, coaching, or mentoring or working sessions you conduct in the organization.

[2] 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
	Disaggregate this indicator by sex and age group (0-17 years old 18-29 years and 30 years and above).
Number of staff or volunteers adopting new ways of working to continue delivering to communities	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.
	Disaggregate this indicator by sex and age group (0-17 years old 18-29 years and 30 years and above).