

Women's Peace and Humanitarian Fund
STREAM 2: PROGRAMMATIC FUNDING

PROJECT DOCUMENT TEMPLATE (Length: 7-10 pages excluding annexes)

Lead Organization Name:	PUNO (applicants leave this box empty)
Lead Organization Contact Information	Country and Region
City/Location: Project Contact Name: Title: Email: Telephone: Website (if applicable):	
Type of Lead Organization	Co-Implementing Partner (s)¹
<i>Select the main focus of your organization (ONE ONLY):</i> <input type="checkbox"/> Women's Rights <input type="checkbox"/> Youth Focused <input type="checkbox"/> Other (Specify): AND select one: <input type="checkbox"/> Women Led <input type="checkbox"/> Young Women Led (18-29 years) <input type="checkbox"/> Other:	<i>List each co-implementing partner and complete Section 5 with their details.</i>
Is your organization led by a displaced person? <i>(refugee, IDP, returnee or asylum seeker)</i>	Budget requested (USD)
<input type="checkbox"/> Yes <input type="checkbox"/> No <i>*Please note that this is not an evaluation criteria and will not impact your eligibility.</i>	Total Project Cost: WPHF's contribution ² : Other contributions:
WPHF Impact Area project is contributing to (select one as per the Cfp)	Proposed Project Start Date: Proposed Project End Date: Total duration (in months):
<input type="checkbox"/> Impact Area 2: Conflict Prevention OR <input type="checkbox"/> Impact Area 5: Protection of Women and Girls	

PUNO(s)	Lead CSO Applicant
Name of PUNO ³ Name of PUNO Representative Title Signature Date & Seal	Name of CSO: Name of CSO Representative: Title: Signature: Date & Seal:

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.

² The total WPHF amount requested cannot exceed the amount noted in Stream 2 parameters in the call for proposals.

³ Applicants to leave this box empty

I. Summary of Proposal

Project Title		
Location (Province/State/Regions) <i>List the locations where the project will be implemented</i>		
Mission and Vision of Organization		
Targeted Beneficiaries <i>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</i>	Estimated number of direct beneficiaries (disaggregate where possible)	
	Number of Women's CSOs targeted	
Summary of Proposal, Objective(s) and Strategy (Maximum 2 paragraphs)		

II. Context and Situation Analysis (Maximum ½ page)
Provide a brief analysis of the context (political, nature of conflict and how it relates to the current crisis/conflict/emergency humanitarian situation, and its impact. It should also describe the situation of local civil society organizations working on women's engagement in peace and security and humanitarian processes, as well as that of women and girls in your context.

III. Rationale for WPHF Support (Maximum 1 page)
*a) State the core problems the project aims to address
 b) Describe why the organization is best placed to address the crisis.
 c) Also include an overview of other initiatives at the national level and/or in the geographic area of the project that your project will complement and add value.*

IV. Description of Expected Results
Please describe in narrative form what expected results (outcomes) the project aims to achieve based on the problems identified, and how these will be achieved (implementation strategies and key activities). Expected results should contribute to the achievement of the overall impact as noted in the call for proposal.

Projects can have one outcome or multiple outcomes, but each should be described. For each outcome, however, please provide a short description. Use Annex A: Results Framework⁴ to define indicators, outputs, and activities.

⁴ Please refer to Annex A: Results Framework for further guidance and definitions on outcomes and outputs.

V. Formal Partnerships (with Implementing Partners) - Optional

Describe the roles of co-implementing partners (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)

VI. Collaborations and Coordination (Maximum ½ page)

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?

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VII. Capacity Building of CSOs

If your project is building capacity of local women's organizations/CSOs, please describe what capacity building initiatives will be carried out and the plan for doing so. Outputs and activities in Annex A: Results Framework should also reflect this plan. If there is no capacity building with local women's organizations/CSO, state this.

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VIII. 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 COVID-19 and protection of staff and beneficiaries should be considered. Add rows, as required.

Risk	Risk Level (Very High, High, Medium, or Low)	Mitigation Strategy

IX. Monitoring, Evaluation and Management Arrangements

a) Describe how you will monitor your interventions and evaluate results, 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) during the crisis to ensure risk is minimized to staff and beneficiaries. The description should align with what is proposed in Annex A: Results Framework.

b) Highlight the management structure for the project. What staff will be involved and what will be their roles.

X. Sustainability

How will the project ensure that project outcomes are sustained after the financing period? What structures, mechanisms or approaches will facilitate this. Please be specific. Also mention (where applicable), how it could be replicated, scaled up or improved over time.

Annex A: Results Framework

IMPORTANT: Select either Impact Area 2 or Impact Area 5 and use the impact indicators noted. Delete the Impact Area (row) that is not applicable to your project.

Results	Indicators	Means of Verification/Sources of Information	Activities	Budget
<i>Develop an appropriate outcome statement and outputs for each outcome. Only one outcome is recommended. The impact statement must be used and cannot be changed.</i>	<i>Select from the required impact level indicators. For the outcome level, include both reach indicators (direct/indirect) and develop 1-2 indicators. Each output should have 1-2 indicators. Please ensure that indicators are kept to a minimum and that they are S.M.A.R.T⁵</i>	<i>The method for data collection to be used and where the information will come. Consider adaptive/alternative methodologies to minimize risk.</i>	<i>Include activities for each output. Do not develop activities for impact or outcome level.</i>	<i>For each output, enter the budget. This should align with the budget in Annex B.</i>
Impact 2:⁶ Increased meaningful participation and decision-making of women in conflict prevention processes and response	Select one or both: 2.1. Number/Percentage of women participating in decision-making in conflict prevention processes and response 2.2. Number and types of conflict prevention mechanisms that are gender sensitive			
OR Impact 5: Enhanced safety, security and mental health of women and girls' and their human rights respected	Select at least two (2): 5.1. Number and percentage of CSOs, that report having greater influence and agency to work on ending sexual and gender-based violence (SGBV) ⁴ 5.2. Degree to which social accountability mechanisms are used by civil society in order to monitor and engage in efforts to end SGBV 5.3. Number of local women's organizations, CSOs or autonomous social movements coordinating efforts to end SGBV			
Outcome⁷	Include both reach indicators at the outcome level:			

⁵ **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).

⁶ The **impact statement** reflects the call for proposals and cannot be changed. Impact refers to the long-term change that is expected to occur as a result of the outcomes being achieved.

⁷ **Outcomes** are the shorter-term changes that are expected to occur as a result of the completion of outputs. There should be a direct cause and effect relationship between outputs and outcome, and a direct cause and effect of outcomes to the impact. Multiple outcomes can be included.

Results	Indicators	Means of Verification/Sources of Information	Activities	Budget
<i>*Develop your own outcome statement here</i>	R1. Number of people directly benefiting from the response (by sex, age group, or other variables) R2. Number of people indirectly benefiting from the response <i>*add 1-2 additional indicators for each outcome that captures the change of your project.</i> Baseline: Target:			
Output1.1 ⁸	Develop 1-2 indicators for each output Indicator Target:	<i>How will you collect the information? And, from where will you collect the information?</i>	<i>Enter Activities</i>	<i>Enter the total budget allocated to this output</i>
Output 1.2	Indicator: Target:			
Etc.				

⁸ **Outputs** are the concrete deliverables or services provided. For example, an output could be women trained to monitor early warning signals. If multiple outcomes, ensure that there is a set of outputs for each outcome statement.

Annex B - Budget per Category

UNDG Categories	Amount (US\$)
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*	
TOTAL	

**Indirect support costs cannot exceed 7% of the sub-total (categories 1-7)*

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