**Women’s Peace and Humanitarian Fund**

**Call for Proposals – The Philippines**

**Enhancing local women’s civil society organizations’ institutional capacities in the Philippines**

***Call Opens: 04 February 2022***

***Deadline for Submissions: 04 March 2022***

1. **About the Women’s Peace and Humanitarian Fund (WPHF)**

Composed of representatives from donors, United Nations entities, and civil society organizations, the WPHF is a global pooled funding mechanism which aims to re-energize action and stimulate a significant increase in financing for women’s participation, leadership, and empowerment in peace and security processes and humanitarian response. The WPHF is a flexible and rapid financing mechanism. It supports quality interventions designed to enhance the capacity of local women to prevent conflict, respond to crises and emergencies, and seize key peacebuilding opportunities.

The WPHF breaks silos between humanitarian, peace, security, and development finance by investing in enhancing women’s engagement, leadership, and empowerment across all phases of crisis, peace and security, and development. It addresses structural funding gaps for women’s participation in key phases of crisis, peace and security, and development by improving the timeliness, predictability, and flexibility of international assistance. Notably, it will ensure a timely investment in conflict prevention after receipt of early warning signals from women and will accelerate the dispersal of development assistance after successful peace negotiations. It recognizes that peace cannot be created nor sustained without investment in civil society organizations. Therefore, the WPHF invests in strengthening civil society organizations, particularly in grassroots women’s organizations, with the required financial and technical support.

The overall goal of the WPHF’s theory of change is to contribute to **peaceful and gender equal societies**. Achievement of this goal will require that women are empowered to participate in, contribute to, and benefit from conflict prevention, crisis response, peacebuilding, and recovery. Since its launch in 2016, WPHF has been supporting over 400 civil society organizations and is present in 25 countries or group of countries.

The WPHF is governed by a Funding Board at the global level, which is comprised of four UN entities (currently UN Women, UNDP, UNFPA and PBSO), four donor Member States (currently Germany, Australia, Norway and Sweden), as well as 4 Civil Society Organizations (currently Action Aid, Women Refugee Commission, Kvinna till Kvinna and the Feminist Humanitarian Network). UN Women acts as the WPHF’s Technical Secretariat at the global level. UN Women also acts as Management Entity for civil society organizations where UN Women has a country presence.

1. **About WPHF in the Philippines**

In September 2021, a WPHF call for proposals was launched for CSOs on increasing women’s participation in advocating for and ensuring accountability on the WPS agenda as well as on enhancing decision-making of women in conflict prevention processes and response.

In January 2022, a new Call for Proposals will be launched to support national and local women’s rights organizations working on the implementation of the WPS agenda, through dedicated institutional capacity. This is to address the low turnout of application from grassroot women’s group because they lack the necessary legal documents, primarily the Securities and Exchange Commission registration. Moreover, this intends to address organizational development-related capacity challenges in the areas of administration and governance, financial management, and the likes which are essential components of evaluations when applying for donor funding.

Given the contextual realities of local women’s rights CSOs in the Philippines and to facilitate their legal registration, WPHF is launching this call for proposal to identify INGOs or NGOs legally registered and fund projects to support local women’s rights organizations (in particular non-registered women’s organizations) working on issues of peace and security to strengthen their institutional capacity and support them with the registration process and costs.

1. **Purpose and Objectives**

The overall purpose of this call is to identify and partner with a National, Regional or International Non-Governmental Organization (NGO), to support local women’s rights organizations working on women, peace, security, and humanitarian action (WPS-HA) in the registration process as legal entities in the Philippines, as well as other institutional strengthening activities such as resource mobilization and proposal writing to ensure continued sustainability of the organizations. Specifically, the objectives are to:

* Support non-registered women’s rights organizations in the preparation for and registration process as legal entities to continue their work in WPS-HA
* Provide technical training and support on proposal writing and resource mobilization strategies to local women’s rights organizations through both in-person workshops, meetings and virtual sessions.
* Provide technical training on financial management, strategic planning and development of anti-corruption plans and prevention of sexual harassment and abuse policies and mechanisms.

This call for proposals is aligned with WPHF Impact Area 1: Enabling Environment for WPS. Selected I/NGO will also document process, achievements, challenges, and successful approaches in strengthening local women’s rights and led organizations in the Philippines.

1. **Nature and Scope of the Call for Proposals**

The WPHF will fund a qualifying national, regional or international NGO with preferably presence or experience working with local grassroots organizations in the Philippines to support local women’s rights organizations, including non-registered and youth organizations, working on issues related to WPS-HA. Special attention will be provided to NGOs that have demonstrated experience in providing capacity building support to CSOs and grassroots organizations working on the implementation of the WPS agenda, and civil society strengthening. Special attention will also be provided to women-led and women’s rights/feminist applicants[[1]](#footnote-2) and to organisations that apply feminist and gender-sensitive methodologies.

1. **Duration of Partnership**

The partnership will be for up to 9 months and ends in December 2022.

1. **Location**

Institutional support will be provided to grantees situated across the Philippines. It is expected that the N/R/INGO will provide to beneficiary CSOs **remote support**, and **in-person support** adhering to the existing COVID-19 restrictions.

1. **Size of Grants and Funding Amount**

Grants/project proposals should not exceed **$250,000 USD** to deliver the aforementioned activities and support to local organizations until December 2022. This includes all costs related to travel and logistics, training initiatives and contribution to staff costs.

1. **Eligibility, Application, and Selection Process**

**8.1. Who is Eligible to Apply?**

National, Regional and International[[2]](#footnote-3) Non-Governmental Organizations (NGOs) who have experience working with local CSOs in the Philippines and who have a proven track record working on women’s rights, feminist and human rights based principles and demonstrated experience in institutional capacity building and knowledge on registration processes, are eligible to apply. CSO consortiums are also eligible.

The following are NOT eligible to apply:

Government agencies or institutions;

UN agencies or UN Country Teams;

Private individuals;

Private sector entities;

A proof of legal registration (or legal status) is a required attachment for any grant application. Applications without clear proof of legal status will be considered incomplete and will be withdrawn from the application process. Note that articles of incorporation are **not** proof of legal status.

**8.2. Eligibility Criteria**

NGOs who submit applications to this Call for Proposals will undergo a technical review based on the answers in the Proposal Template. Applicants should be able to demonstrate the following:

* Demonstrated technical expertise on institutional strengthening of civil society organizations, particularly in registration processes, proposal writing, resource mobilization, financial management, strategic planning and development of anti-corruption plans and prevention of sexual harassment and abuse policies and mechanisms.
* Experience and track record of working on programming and issues related to women, peace and security, and humanitarian action.
* Reach and access to youth and local women’s rights organizations in the Philippines, including in remote areas and non-registered youth and local women’s rights organizations
* Experience in financial management and reporting
* Experience in participatory and inclusive approaches in monitoring and evaluation.

Evaluation criteria are found in Section 9.2

**8.3. Must applicants contribute to the project budget?**

Applicants are not required to contribute to the budget.

**8.4. Where do we obtain more information about the call?**

An online information session will be organized with prospective applicants on February 15 at 3pm Manila time, 2022 by UN Women with WPHF Secretariat support. To register, please email: [rosemarie.delacruz@unwomen.org](mailto:rosemarie.delacruz@unwomen.org) and cc riza.torrado@unwomen.org

**9. Where, When and How to apply for the Call for Proposals?**

* The deadline for submission of proposals is **04 March 2022**. Applications received after that date will not be considered.
* Applications are accepted in **English**. Only applications in these languages will be accepted.
* You may not make changes to your application after it is submitted.
* Application packages should be emailed to riza.torrado@unwomen.org with the following subject line: **WPHF-I/NGO CFP**
* Applications can be submitted in .doc, .docx, or .pdf format. No other formats will be accepted. Legal registration certificates can be submitted in jpeg, doc., docx., or pdf format. All documents should be submitted together as one package.
* The UN Women Country Office will aim to acknowledge receipt of application within three days of receipt. Please DO NOT resend your application unless you do not receive a confirm of receipt within three days.
* The UN Women Country Office will accept questions related to this proposal until **28 February 2022** Please allow a minimum of 48 hours for responses to any questions.

**9.1. Required Components of the Application Package**

Applicants are required to use the WPHF templates provided. Please note, incomplete applications or use of different templates will not be considered.

* WPHF Proposal Template (attached, no more than 10 pages, excluding Annex A and B)
* Results Framework (Proposal Template Annex: A)
* Project Budget (Proposal Template Annex: B)

AND

* Proof of valid legal registration

**DO NOT submit photos or additional documents other than the ones listed.**

**9.2. Evaluation Criteria**

A technical evaluation of proposals will be conducted, and proposals will be evaluated using the following criteria:

Project design and objectives:

* Organization mandate and mission is aligned with WPHF’s theory of change, particularly with respect to the objectives of this call for proposals
* Definition of clear objectives and expected results, taking account of best practices of participatory and inclusive approaches for capacity building.
* Clear demonstration of organization’s technical experience in institutional capacity building and support to women’s rights organizations working on WPS-HA to register legally as organizations and mobilize resources (including project design, development of strategic plans and risk management policies, set up of financial management systems and processes, anti-corruption plans and prevention of sexual harassment and abuse mechanisms, etc.).
* A clear capacity building plan and set of activities, including appropriate participatory approaches and modalities to building capacity and conducting training for CSO partners

Programme management and monitoring:

* Geographical reach and language capabilities to access remote and non-registered local WROs
* Realistic activity schedule and implementation strategy to achieve objectives within the time frame.
* Identification of relevant and appropriate monitoring and evaluation approaches based on the results framework and indicators
* Identification of comprehensive risks and appropriate mitigation measures

Budget:

* Proposal budget falls within the funding limits of the Call for Proposals
* The budget includes indirect operational costs at the allowed level (no more than 7%).

**10. Useful Resources**

* The WPHF’s website <https://wphfund.org/>
* The WPHF’s page on the Multi-Partner Trust Fund Office’s Gateway: <http://mptf.undp.org/factsheet/fund/GAI00>
* The WPHF’s Twitter account: [@wphfund](https://twitter.com/AcceleratePeace)
* [WPHF Monitoring and Evaluation Manual for Grantees](https://wphfund.org/wp-content/uploads/2021/08/ME-Manual-for-WPHF-Grantees_ENG_16082021.pdf)
* M&E and Results Based Management Terms. The OECD/DAC Glossary of Key Terms in Evaluation available in English, French and Spanish. <http://www.oecd.org/dataoecd/29/21/2754804.pdf>

Women’s Peace and Humanitarian Fund

**CAPACITY BUILDING OF LOCAL CSOs IN THE PHILIPPINES**

# Project Document Cover Page

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| --- | --- | --- | --- | --- |
| **Organization Name:** |  | | **PUNO** | |
|  |  | | **UN Women Philippines** | |
| **Lead Organization Contact Information** |  | | **Country of Organization** | |
| City/Location:  Project Contact Name:  Title:  Email:  Telephone/Mobile:  Website (if applicable): |  | |  | |
|  | | **Co-Implementing Partner (if relevant)**[[3]](#footnote-4) | |
|  | |  | |
| **Type of INGO** |  | | **Budget requested (USD)** | |
| *Select* ***all that apply****:*  🞏 Women’s Rights  🞏 Youth Rights  🞏 Other (specify)  🞏 Women Led  🞏 Youth Led |  | | USD: | |
|  | | Proposed Project Start Date:  Proposed Project End Date: (maximum December 31st, 2022)  Total duration (in months): | |
|  | |
| **Indicate your organization’s expertise relevant to the CfP** (Select all that apply) | | | |
| Women Peace and Security and/or Humanitarian Response  Trainings in resource mobilization including proposal writing  Knowledge of the legal registration process for local women’s organizations in the country  Experience in supporting local CSOs in the legal registration process in the country | | Capacity Assessment of CSOs and development of internal processes/plans to respond to identified areas of weakness  Strategic planning trainings  Financial Management and anti-corruption trainings  Prevention of sexual harassment and abuse policies and mechanisms  Other technical support (Specify below) | |

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| **PUNO(s) and Lead Organization** | |
| Name of PUNO[[4]](#footnote-5) (to be completed by UN entity)  Name of PUNO Representative  Title  Signature  Date & Seal | Name of applicant:  Name of applicant Representative:  Title:  Signature:  Date & Seal: |

# Organization Background and Motivation

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| **Vision/Mission of the Organization** |  |
| **Rationale and Motivation for Partnership with WPHF** *(maximum 500 words)*  *Summarize why your organization is applying to be a partner with WPHF. This section should:*   * *Demonstrate the organization’s commitment to working on women’s peace and security and humanitarian action* * *Describe your organization’s added value to capacity building of CSOs* * *Outline other motivation(s) for working in partnership with the WPHF* | |
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| **3. Reach**  *Indicate in which geographical areas your organization can support local women and youth organizations and how many local women’s rights and youth organizations this project will support.*  *Describe how you will select the local CSOs and the estimated number of these organizations which will be supported through this project.*  *Include any other elements that demonstrates your reach, including languages your organization is able to operate, relevant to this Call for Proposal.* |
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| **4. Organizational Experience on and in working with women’s rights organizations in the Philippines**  *Describe your organization’s own experience in working on issues related to women’s peace and security and humanitarian action (WPS-HA) in the Philippines. Include details on impact, documented evidence, lessons, and good practices to explain how your organization is well-placed to support CSOs is well-placed to support CSOs to mobilize resources and sustain their efforts.* |
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| **5. Objectives and Expected Results**  *Please describe in narrative form, what expected results (outcomes) the project aims to achieve. 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 Framework to define indicators, outputs, and activities.* |
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| **6. Experience in Institutional Strengthening and Capacity Building**  *Please describe your organization’s experience in institutional strengthening and training of local CSOs, specifically with women’s rights organizations. Include the year of this support, who the support was provided to and the nature of the support. Highlight specifically capacity building experience facilitating registration processes for women’s rights organizations as well as for strengthening local CSOs’ internal processes in resource mobilization including proposal writing, financial management and anti-corruption policies, strategic planning and M&E and reporting and prevention of sexual harassment, exploitation and abuse policies.* |
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| 7. Proposed Capacity Building Initiatives and Approach *a) Describe what specific capacity building initiatives and activities you will provide and a timeline for carrying this out. Also outline the capacity building approach you will take, highlighting any innovative approaches,* *feminist and gender-sensitive methodologies, or modalities to ensure local CSOs develop new knowledge and skills that can be applied to their organizations.*  *b) Specifically highlight how you will support CSOs in registering as legal entities in the Philippines.* |
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| **8. Potential Risks and Mitigation Measures**  *Using the table below, identify any potential risks related to this mandate and the achievement of results and planned activities. Highlight what measures you will take to mitigate the outlined risk. Risks should include programmatic, operational, contextual risks, and consider the context of COVID-19 and risks associated to women’s rights organizations working in the country. Add rows, as required.* | | |
| --- | --- | --- |
| **Risk** | **Risk Level**  *(Very High, High, Medium, or Low)* | **Mitigation Strategy** |
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| **9. Monitoring, Evaluation and Management Arrangements**  *a)**Describe how you will monitor your support for CSO capacity building 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*  *b) Describe how you will evaluate the effectiveness of the institutional capacity building and support provided to CSOs. The description should align to Results Framework (Annex A below).*  *c)**Highlight the management structure for your partnership with the WPHF. What staff will be involved and what will be their roles?* |
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# Annex A. Results framework

| **Expected Results** | **Indicators** | **Means of Verification/Sources of Information** | **Activities** | **Budget (USD$)** |
| --- | --- | --- | --- | --- |
| *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.* | *Develop 1-2 indicators for the impact level.*  *You must use the indicators at the outcome level but can add additional. Each output should have indicators.*  *Please ensure that indicators are kept to a minimum and that they are S.M.A.R.T*[[5]](#footnote-6) | *The method for data collection to be used and where the information will come. Consider adaptive/alternative methodologies to minimize risk.* | *Include activities for each output. Do not develop activities for impact or outcome level.* | *For each output, enter the budget. This should align with the budget in Annex B.* |
| **Impact (required)**  Enhanced role of civil society organizations in advocating for and ensuring accountability on WPS commitments | * Number of CSOs supported/provided capacity building to effectively influence and advocate for WPS agenda (required) (disaggregate by type: women’s rights/led organizations, women’s rights and youth led organizations) * *Add additional indicator(s) as relevant* |  |  |  |
| **Outcome 1**  **Develop an appropriate outcome statement** | * Number of local women’s organizations that have successfully registered as legal entities * Types of support provided to CSOs[[6]](#footnote-7) * *(add additional indicators as relevant)* | Document Review or Interviews |  |  |
| **Output 1.1 :**  **Develop an output statement** | *(1-2 indicators maximum)* | *List means of verification* | *List specific activities for this output* | $ |
| **Output 1.2:**  Etc. | *(1-2 indicators maximum)* | *List means of verification* | *List specific activities for this output* | $ |

\*Add additional outputs as required.

# Annex B. Budget

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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, 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 shall not exceed 7% of the total of categories 1-7*

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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, 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. To be considered a "woman-led CSO," the organisation must be headed by a woman.   
   To be considered a “women’s rights or feminist organisation,” the organisation’s official mission/visions statements must reflect its commitment to addressing multiple/intersecting forms of discrimination and advancing gender equality and women’s rights. The organisation should aim to address the underlying drivers/systems/structures, including patriarchy and gendered power dynamics, that perpetuate EVAWG and gender-based violence and work to transform these. [↑](#footnote-ref-2)
2. Only if registered at the national level. [↑](#footnote-ref-3)
3. Co-implementing partners are those who be co-implementing activities. Do not include government bodies or other organizations who you are collaborating with, and who do not have implementation roles or responsibilities. [↑](#footnote-ref-4)
4. Applicants to leave this box empty [↑](#footnote-ref-5)
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. [↑](#footnote-ref-6)
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-7)