

## **Women's Peace and Humanitarian Fund Call for Proposal**

*Call for proposals under the Regular Funding Cycle  
In the Philippines*

**Call Opens: 10 September 2021**

**Deadline for Submissions: 22 October 2021 before 5 p.m. (New York time)  
(6 weeks)**

### **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 20 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 European Union (EU), Germany, Canada and Austria), as well as 4 Civil Society Organizations (currently International Civil Society Action Network for women's rights, peace and security (ICAN), Global Partnership for the Prevention of Armed Conflict (GPPAC), Action Aid and Women's Refugee Commission).

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.

## 2. Nature and scope of the Call for Proposals

The WPHF will fund qualifying projects in **Philippines**. The projects must focus on **one** country. Multi-country projects will **NOT** be accepted.

The Philippines has a robust framework of national and regional policies and laws for the advancement of Women, Peace and Security (WPS). In 2010, the Philippines was the first country in Asia to launch a National Action Plan on WPS. The second National Action Plan on WPS (2014-2016) further advanced Gender and Development priorities and women's involvement in peacebuilding. The country is currently implementing its third National Action Plan on Women, Peace and Security (2017-2022). The overall goal of the National Action Plan is to ensure the expansion of women's roles in peace and security. In addition to the landmark National Action Plans on WPS, the Philippines has been at the forefront of translating the Convention on the Elimination of all Forms of Discrimination against Women (CEDAW) to national legislation through the Magna Carta of Women Act (Republic Act No.9710). In the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), a Regional Action Plan on WPS was launched in October 2020. With support from the Office of the Presidential Adviser on the Peace Process, efforts are currently underway for the adoption of a national and regional action plan on Youth, Peace and Security in compliance with UNSCR 2250. In addition, the National Action Plan against COVID-19 provides a focus on health safety, economic recovery, and guidelines to 'recover as one' in order to ensure that no one is left behind in mitigating the impacts of the pandemic, and ensuring the needs of women and girls are met.

Women meaningfully participated in the peace process with the Moro Islamic Liberation Front both in formal negotiations and parallel peacebuilding efforts. The peace agreement boasts several gender-oriented provisions and saw the first female chief negotiator -leading the Philippine government's negotiating team- to sign a major peace accord.

However, significant constraints persist for women's inclusive participation beyond the peace process including limited women's participation in security sector reform and slow progress in establishing transitional justice processes with defined women's roles, the ongoing culture of violence, impunity, clan-wars, and the intense conflict risks perpetuating patriarchal attitudes towards women. In the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), although there are women in key government and political positions and the Bangsamoro Women's Commission has been established, the legislative, policy and programmatic agendas of the transitional governance institutions are currently not reflecting the needs and priorities of diverse groups of women and girls, and women's voices and leadership from the community level up are needed to inform these agendas and actions. Especially in Mindanao, women and children constitute a majority of internally displaced persons (IDPs) and are vulnerable to violence and human rights abuses, economic distress and marginalization, and deep-rooted social uncertainty.

Outside of BARMM, women's engagement in conflict prevention and peacebuilding requires sustained support to mitigate the impact of communal tensions and/or other conflict dynamics. Furthermore, ongoing combat operations against local terrorist groups, horizontal conflicts, shrinking spaces for human rights defenders and CSOs as well as the COVID-19 pandemic have had an immense impact on the situation of women, women's rights and women-led organizations. As COVID-19 brings health and economic devastation to the country, there is a risk of a backslide of peace gains including women's opportunities to lead in conflict-prevention and decision-making in the country. Traditional gender roles have been reinforced and women's rights are backsliding. Throughout the whole country, the pandemic has led to an increase in psychosocial stress disorders, gender-based violence and domestic violence. In addition, the pandemic has exacerbated existing lines of conflict in the form of religious, ethnic and other community-based tensions. The economic devastation due to the pandemic further worsened the funding situation of Women's rights organizations (WROs).

While progress has been made toward meaningful and lasting peace in the Philippines, the country is at a critical juncture with regards to the transitional phase in the BARMM, ongoing conflicts as well as in maintaining the health and vibrancy of civil society and women's groups in light of the COVID-19 pandemic and in the lead up to the 2022 elections.

The focus of this WPHF call for proposals will be 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.

This call for proposals also provides the opportunity for civil society organizations, working on the implementation of the WPS agenda in Philippines, to reinforce their institutional capacities. It is encouraged for proposals to ensure gender is mainstreamed throughout all stages of the programme cycle. Proposals are also expected to identify how the application organization will utilize the grant to support coordination objectives, including coordination with other WPS actors.

Two streams of funding are available as detailed below – Institutional Funding (Stream 1) and Programmatic Funding (Stream 2). For applications to the Programmatic Funding Stream, joint proposals are encouraged. A joint proposal under the Programmatic Funding Stream may consist of a lead organization in partnership with an implementing organization. The lead organization must be formally registered as detailed below. If an implementing organization is not formally registered, it is encouraged to utilize the grant in part to formally register the organization. Funding proposals should identify the steps that will be undertaken to obtain registration of an informal organization as part of their capacity strengthening approach.

Special attention will be provided to applications supporting women and girls experiencing multiple and intersecting forms of discrimination, such as those marginalized and excluded due to poverty, ethnicity, disability, age, geography, conflict, migratory status, HIV status, among others, which is in clear alignment with the 2030 Agenda and the principle of leaving no one behind.

The proposal submitted must be aligned to the impact statements of the respective WPHF funding stream that the organization chooses to apply to:

**Programmatic funding stream (select one of the below focus):**

- **WPHF Impact area 1:** *Enhanced role of civil society organizations in advocating for and ensuring accountability on WPS commitments.*

**OR**

- **WPHF Impact area 2:** *Increased meaningful participation and decision-making of women in conflict prevention processes and response.*

**AND/OR**

- **Institutional funding stream:** *to reinforce the institutional capacity of civil society organizations working on the implementation of the Women, Peace, and Security Agenda in Philippines.*

Please read through the WPHF Tip Sheets for guidance on the result framework and indicators in Section 8 below.

### 3. Duration of Grants

All civil society organizations can apply for a project which would end by December 2022.

### 4. Location

Projects should be implemented in the following location(s): Philippines

### 5. Funding streams and amounts

The WPHF will grant around 1,000,000 USD to the Philippines. The Call for proposals aims at responding to the needs of local women's organizations in fragile settings, through two (2) funding streams:

#### **Funding stream 1: Institutional funding: from 2,500 USD to 30,000 USD**

This funding stream will provide institutional funding to local civil society 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. Prospective applicants will need to demonstrate how the current context affects their institutional and financial capacities and how the funding would support them as an organization. It will aim at financing a limited range of activities to support the development or strengthening of a CSO's institutional capacity. The purpose of this funding stream IS NOT to finance the delivery of a programmatic activity. This funding stream is not open to joint applications.

#### **Funding stream 2: Programmatic funding: from 30,000 USD to 200,000 USD**

This funding stream will finance projects which aim specifically to fund programmatic activities aligned with the WPHF Impact Area 1: Enabling Environment for Women Peace and Security (WPS) or WPHF Impact Area 2: Conflict Prevention. This funding stream is open to joint proposals from lead organizations together with implementing organizations. Lead organizations must be legally registered. Implementing organizations may be informal organizations. An application under this Stream between a lead organization and an informal organization is encouraged to identify how the grant will support formal registration of the informal organization.

Please select one of the two impact areas you would like to apply for programmatic funding.

**An organization can only apply one time either to one or both streams. Organizations who will apply for both streams will need to submit two applications packages based on the requirements and related templates of each stream.**

### 6. Eligibility, Application, and Selection Process

#### 6.1. Who is eligible to apply and receive funding?

International<sup>1</sup>, national and local women- led, women's rights, feminist, or civil society organizations with a proven track record working with women and girls, are eligible to apply. Grassroots and local community-based organizations are particularly encouraged to apply. Joint projects are allowed and encouraged.

To be considered a "Women's Rights or Feminist Organization," the organization's official mission/vision statement must reflect its commitment to addressing multiple/intersecting forms of discrimination and advancing gender equality and women's rights. The organization must aim to address the underlying

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<sup>1</sup> Only if registered at the national level.

drivers/systems/structures, including patriarchy and gendered power dynamics, and work to transform these.

“Women-led organization” must be headed by a woman as director/head of organization.

To be considered “Youth rights”, the organization’s official mission/vision must reflect its commitment to addressing multiple/intersecting forms of discrimination and advancing the rights of youth.

“Youth-led organization” must be headed by a youth as defined by the country/organization

Other CSOs must demonstrate experience in addressing violence against women and girls, gender inequalities and/or women’s rights.

The following are NOT eligible to apply for a grant from the WPHF:

- Organizations proposing a multi-country intervention;
- Organizations proposing an intervention in a country different from the eligible country;
- Lead-organizations that are not legally registered in the country/territory of implementation;
- Government agencies or institutions;
- UN agencies or UN Country Teams;
- Private individuals;
- Private sector entities;
- Universities and Education institutions

### **6.2. Do I need to be a legally registered entity/organization to apply?**

The lead applicant organization must have legal status with the competent national authority in the eligible country of project implementation. Grassroots, local and women’s organizations that are not registered in the country of implementation may apply in partnership with a locally registered implementing partner as the lead applicant under Stream 2.

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.

For applications under Stream 2, only the lead partner has to provide their legal registration. Implementing partners that are part of a joint proposal, do not have to be legally registered but have to be civil society organizations (non-profit and non-governmental). Implementing partners that are not registered are encouraged to address the prospect of becoming a legally registered organization with the support of the funding grant to strengthen their institutional capacity.

### **6.3. Can my project cover several countries?**

No, projects can only be implemented in one single country. Multi-country proposals are not eligible.

### **6.4. May I submit more than one application?**

No, organizations (either as lead or implementing partner) may not submit more than one application per funding stream. If an organization appears in more than one application in the same funding stream, only one project may be considered as eligible.

**6.5. Can more organizations apply jointly?**

Yes, joint projects are encouraged. For joint projects, only the lead organization is required to meet the eligibility criteria.

For joint projects, the roles and responsibilities of each organization must be clearly detailed within the application in the appropriate section in the proposal template. Proposals must clearly indicate which organization will take lead responsibility for project management and contractual obligations.

**6.6. May I apply for funding for an ongoing initiative or project?**

Yes, the WPHF accepts proposals for ongoing projects. However, the specific value added of the contribution should be clearly outlined.

**6.7. What are the requirements for project design?**

For this Call for Proposal, the project(s) must contribute to the following WPHF Impact area 1 for institutional funding and WPHF Impact Area 1 or 2 for programmatic funding as outlined in Section 3.

***Impact area 1 for Institutional Funding: Enhanced role of civil society organizations in advocating for and ensuring accountability on WPS commitments***

Required impact indicators (select at least two):

- 1.1. Average number of months organization can be sustained as a result of institutional funding
- 1.2. Development of risk management and/or contingency plans or strategies for organization
- 1.3. Types (and number) of adaptive strategies, tools or systems adopted by organization for continuity of operations

**OR**

***Impact area 1 for Programmatic Funding: Enhanced role of civil society organizations in advocating for and ensuring accountability on WPS commitments.***

Required Impact Indicators (select at least one)

- 1.1. Number/Percentage of supported CSOs involved in NAP1325 design, budgeting, implementation and monitoring and evaluation
- 1.2. Development of risk management and/or contingency plans or strategies for organization
- 1.3. Types (and number) of adaptive strategies, tools or systems adopted by organization for continuity of operations.

**OR**

***Impact area 2 for Programmatic Funding: Increased meaningful participation and decision-making of women in conflict prevention processes and response.***

Required Impact Indicators (select at least one)

- 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.

#### **6.8. Must applicants contribute to the project budget?**

Civil society organizations are not required to contribute to the budget.

#### **6.9 Where do we obtain more information about the call?**

An information session will be organized with prospective applicants on 23 September 2021 online organized 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](mailto:riza.torrado@unwomen.org) by 22 September 2021.

### **7. Where, when and how to apply for the Call for Proposals?**

- The deadline for submission of proposals is **22 October 2021 before 5 p.m. (New York time)**. 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 [rosemarie.delacruz@unwomen.org](mailto:rosemarie.delacruz@unwomen.org) and CC: [riza.torrado@unwomen.org](mailto:riza.torrado@unwomen.org)
- 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 a 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 be able to provide some limited support to grant applicants. Please note, that questions contained in this guidance note will be responded to. Please allow a minimum of 48 hours for responses to any questions. In addition, an **information session** for prospective applicants online will be organized on 23 September 2021. If you would like to participate, please register here: [rosemarie.delacruz@unwomen.org](mailto:rosemarie.delacruz@unwomen.org) and CC: [riza.torrado@unwomen.org](mailto:riza.torrado@unwomen.org)

#### **7.1. 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 or status of the lead organization (if you are in the process for renewal, please share proof)

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

#### **7.2. Evaluation Criteria**

As you write your application, please keep in mind that proposals will be evaluated against the following criteria:



### **Stream 1: Institutional Funding**

#### Project objectives:

- Alignment with the WPHF's theory of change, particularly with respect to a specific outcome in the results framework (Impact Area 1)
- Clear articulation of experience of organization and rationale how the current crisis affects their institutional and financial capacities
- Definition of clear objectives and expected results and outputs focused on strengthening CSOs institutional capacity and how the organization will be sustained
- Identification of risks and appropriate mitigation measures

#### Budget:

- Budget is consistent across all documents and detailed per output in the result framework
- The budget includes indirect operational costs at the allowed level (no more than 7%)
- The budget is sufficient and reasonable for the activities proposed and takes the scale of problems into account

### **Stream 2: Programmatic Funding**

#### Project design and objectives:

- Alignment with the WPHF's theory of change, particularly with respect to a specific impact in its results framework.
- Definition of clear objectives, results, and outputs, taking account of best practices of gender-responsive approaches.
- Ensuring meaningful participation of groups facing multiple and intersecting forms of discrimination, such as those marginalized and excluded due to poverty, ethnicity, disability, age, geography, conflict, migratory status, among others which are in clear alignment with Agenda 2030 of leaving no one behind.
- Partnership and capacity development of local women's organizations and/or a clear capacity building plan for CSO partners in place to deliver programme results. Joint projects are strongly encouraged.
- Complementarity with other Funds and Programmes.

#### Programme management and monitoring:

- Identification of comprehensive risks and appropriate mitigation measures
- 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

#### Budget:

- The budget is sufficient and reasonable for the activities proposed and takes the scale of problems into account.
- The budget includes indirect operational costs at the allowed level (no more than 7%).



Sustainability and national ownership:

- Promotion of national and local ownership in developing and establishing activities, and specific objectives to build the capacities of national and local players.
- Sustainability of the programme beyond the financing period and (where applicable), how to reproduce it and improve it over time.

**8. Useful Resources**

- The WPHF's website [www.wphfund.org](http://www.wphfund.org)
- [Indicator Tip Sheet: WPHF Impact Area 1 \(Institutional Funding\)](#)
- [Indicator Tip Sheet: WPHF Impact Area 1 \(Programmatic Funding\)](#)
- [Indicator Tip Sheet: WPHF Impact Area 2.](#)
- [Results Based Management Capacity Building Webinar](#)
- The Women's Peace and Humanitarian Fund's [Operations Manual](#)
- 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](#)
- 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>
- M&E Standards and Guidelines. The United Nations Evaluation Group (UNEG) Standards for Evaluations, available in English, French, Spanish, Arabic and Russian [http://www.uneval.org/papersandpubs/documentdetail.jsp?doc\\_id=22](http://www.uneval.org/papersandpubs/documentdetail.jsp?doc_id=22)



## Indicator Tip Sheet

### WPHF Impact Area 1: Enabling Environment for Women Peace and Security (WPS)

The following tip sheet provides guidance to WPHF grantees on the required indicators to be used for WPHF Impact Area 1: An Enabling Environment for WPS. It also provides other suggested indicators and gives some general guidelines around the use of indicators, baselines, and targets, and means of verification<sup>1</sup>.

#### Results Framework

The impact statement is: ***Enhanced role of civil society organizations in advocating for and ensuring accountability on WPS commitments.***

You must use this statement at the impact level and select from the list of required indicators (see definitions in next section). You must also develop your own outcome statement(s), output statement(s) and indicators<sup>2</sup> as relevant to your projects.

Expected Results	Indicators	Means of Verification/Sources	Activities	Budget
<b>Impact</b> Enhanced role of civil society organizations in advocating for and ensuring accountability on WPS commitments <sup>3</sup>	Select at least one (1):  1.1. Number/Percentage of supported CSOs involved in NAP1325 design, budgeting, implementation and monitoring and evaluation  1.2. Number/types of propositions by civil society that are included into policy documents	Document Review, Observation, or Interviews  Document Review of policy documents		
<b>Outcome(s)<sup>4</sup></b> Develop outcome statement(s) based on your project.	Include both reach indicators at the outcome level:  R1. Number of people directly benefiting from the response (by sex, age group, or other variables <sup>5</sup> )  R2. Number of people indirectly benefiting from the response	Document Review/ Participant Lists  Document Review/		

<sup>1</sup> A separate monitoring and evaluation guide will be provided to all grantees which provides more in-depth technical guidance on monitoring and evaluation approaches, including how to develop a results framework.

<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.

<sup>3</sup> The **impact** is the longer-term change of the project that is expected to occur as a result of the outcome(s) being achieved. It does not mean the change has to only occur at the national level. The extent of the impact is up to you.

<sup>4</sup> **Outcomes** are the medium-term changes that are expected to occur because of completed outputs. You can have one outcome or multiple. A maximum of 2 outcomes is a good rule. An example of an outcome statement is "*Increased coordination of local stakeholders in implementing conflict prevention mechanisms*".

<sup>5</sup> Other variables (or **disaggregation**) can include disability, IDPs or refugees, women-headed households, etc., if needed.

Expected Results	Indicators	Means of Verification/Sources	Activities	Budget
	<b>And</b> develop 1-2 additional indicators for each outcome that captures the change of your project.	Estimation <sup>6</sup>  To be determined by the grantee		
<b>Output (s)</b> <sup>7</sup> Develop a set of outputs for <u>each</u> outcome.	Develop 1-2 indicators for each output	Determine a means of verification and source for each indicator	For each output, list your activities	For each output, enter the budget amount

## Required Indicators

As WPHF grantees, you are required to use a set of standard indicators (See Table 1) in order to facilitate global reporting and articulation of the impact and reach of your projects.

Therefore, you must select:

- **At least one** impact level indicator; and
- **Both** reach indicators (direct and indirect beneficiaries)

You can add additional indicators, as relevant to your project. A good rule is to have no more than three (3) indicators per outcome and per output statement.

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

Required Indicators	Definitions
<b>Impact Indicator 1.1</b> Number/Percentage of supported CSOs involved in NAP1325 design, budgeting, implementation and monitoring and evaluation	<p>This is a quantitative indicator and counts the total number of CSOs (including your own organization) which are working on NAP1325 design or implementation, with the support of WPHF funding.</p> <p>This could be being directly involved in NAP budget design, monitoring, and evaluating its implementation, or even contributing to any part of it. This can be at the local, regional, or national levels. You may count your own organization as part of this indicator.</p> <p>You must report the total ‘number’ of CSOs supported and are not required to use the unit of ‘percentage’. In cases where you want to provide a percentage in addition to the number, this is calculated by dividing the total number of CSOs involved in NAP1325, by the total number of CSOs in the target area. For example, 28% (5 out of 18 CSOs).</p> <p>Where applicable, disaggregate the indicator by the type of organization. For example, a women’s rights organization, women-led organization, youth-led organization, or disability-focused organization.</p> <p><i>Alternative use:</i> In some cases, civil society actors are not organizations but may refer to journalists or other individuals involved in NAP1325. In this case, you would count the number of people involved, and disaggregate accordingly.</p>
<b>Impact Indicator 1.2</b> Number/types of propositions by civil society that are included into policy documents	<p>This is both a quantitative and qualitative indicator and counts the number and types (description) of propositions or demands made by CSOs (or civil society actors), which have successfully been integrated into documents or policies related to the implementation of the women, peace and security (WPS) agenda, as a result for your project funded by WPHF.</p>

<sup>6</sup> See Indirect Beneficiary definition.

<sup>7</sup> An **output** is concrete deliverable, product or service provided as a result of activities implemented. An example of an output statement is: “Access to information on the WPS agenda is provided to communities”.

Use <b>BOTH</b> Reach Indicators. Place your reach indicators at the Outcome level	
<p><b>Reach Indicator 1:</b> Number of people directly benefiting from the response (by sex, age group, or other variables)</p>	<p>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.</p> <p>Direct beneficiaries must be disaggregated by sex and age group (under 18 years old and over 18 years old). Other disaggregation can be included (e.g. disability, IDPs, refugees or host community members, women-headed households, stakeholder, etc.), if needed.</p>
<p><b>Reach Indicator 2:</b> Number of people indirectly benefiting from the response</p>	<p>Indirect beneficiaries refer to other individuals, groups or organizations who are not the direct target of your interventions as outlined in the results framework but are indirectly affected by your activities. They could be other members of the community, or family members who benefit positively from interventions of direct beneficiary participation.</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>

### Other Suggested Outcome Indicators

The following outcome indicators are only suggestions to help guide you when defining your indicators for the outcome level. They are not mandatory.

Suggested Outcome Indicators	Definitions
Number of CSOs supported/provided capacity building to effectively influence and advocate for WPS agenda	<p>This is a quantitative indicator and counts the total number of CSOs that have been supported or who received capacity building to strengthen their advocacy or coordination for the Women Peace and Security agenda (WPS) implementation, through your project funded by WPHF.</p> <p>Capacity building can refer to any training, technical assistance, or coaching/mentoring in topics and strategies your organization has implemented to help CSOs effectively influence or advocate for WPS. Some examples include training on advocacy skills, human rights, WPS agenda, working with media, monitoring of implementation of WPS commitments, etc. This can also include coalition building or supports such as accompaniment or coaching of CSOs or women groups/associations.</p> <p>Disaggregate the indicator by the type of organization. For example, a women's rights organization, women-led organization, youth-led organization, or disability-focused organization.</p>
Types of tools developed by CSOs for better coordination, monitoring and accountability systems	<p>This is a qualitative indicator and describes the various tools, strategies or processes established through your project by CSOs (including your organization), to facilitate coordination with other organizations or authorities or to help monitor implementation of WPS commitments.</p> <p>Some examples can include monitoring systems or tracking tools on the implementation of WPS commitments, including mobile applications, online platforms, joint monitoring between CSOs and communities, community scorecards to demonstrate progress on implementation, research products for dissemination, checklists, gender-based analysis tools, developing shadow reports, etc.</p>
Number of awareness raising campaigns and/or events conducted on	<p>This is a quantitative indicator which captures the total number of campaigns or awareness raising meetings, or advocacy events, that are conducted on WPS agenda and associated topics with local authorities, the general public, or other</p>

Suggested Outcome Indicators	Definitions
WPS agenda and frameworks with local authorities and stakeholders	stakeholders at local, regional, or national levels. It does not include training or capacity building. You may also want to track the number of participants in the campaigns and events.

## What are Indicators?

Indicators are defined as ‘*quantitative or qualitative factors or variables that provides a simple and reliable means to measure achievement, to reflect the changes connected to an intervention, or to help assess the performance of a development actor*’<sup>8</sup>.

Simply stated, indicators are ‘**signals**’ to demonstrate that progress has been made on outputs, and to demonstrate that changes have occurred through expected outcomes.

There are three types of indicators:

- **Output indicator:** These are indicators that are used to track the completion of an output (a product or a service provided)
- **Outcome or Performance Indicator:** These are indicators which measure shorter term changes, as a result of the completion of the outputs.
- **Impact indicator:** These are indicators which measure the long-term change of an intervention, as a result of outcomes occurring.

An indicator is developed in the following way:

**Unit of Measurement + what is being measured/tracked (unit of analysis) +  
(Relevant Disaggregation)**

### Examples:

- Number (or percentage) of + CSOs involved in NAP1325 design, budgeting, and implementation + (disaggregated by type of CSO)
- Number of + awareness campaigns conducted on WPS agenda + (disaggregated by region)

## Baseline Values and Targets

For each indicator, a baseline value and target are required.

A **baseline value** is information gathered at the beginning of a project to indicate the starting point of the indicator. For outcome and impact indicators, a baseline will be the first time the data is collected. In some cases, depending on the indicator, this can sometimes also be a zero (0).

*For example, for the indicator, “Number of CSOs involved in NAP1325 design, budgeting and implementation”, at the start of your project maybe there are 2 CSOs (out of 10) in your target area that are involved in NAP1325. 2 would be your baseline.*

*If also using “percentage” (in addition to number), this would mean 2 (or 20%) out of 10 CSOs are involved. 2 (20%) would be your baseline.*

For output indicators, the baseline value is generally zero (0) as the intervention did not exist before.

<sup>8</sup> OECD Glossary of Key Terms in Evaluation and RBM (2002) <https://www.oecd.org/dac/evaluation/2754804.pdf>

*For the indicator, “Number of awareness campaigns conducted on WPS agenda”, at the start of your project there may have been no campaigns previously conducted. This means your baseline would be 0.*

**Targets** are where you want to be by the end of the project. Targets need to be realistic and aligned with the intervention. All indicators should have a target. Using the same indicator, here is an example:

*For the indicator, “Number of CSOs involved in NAP1325 design, budgeting, and implementation”, maybe you feel that through your interventions, the baseline of 2 CSOs will increase, at which point your target could be 5 CSOs, for example.*

*Another example, using the indicator of “Number of awareness campaigns conducted on WPS agenda”, your project is planning to conduct 5 campaigns, this would be your target.*

### **Means of Verification and Sources**

Each indicator in the results framework also requires a means of verification and a source.

The means of verification is ‘how’ (method) you collect data. It is also known as a methodology for data collection. *Examples: document review, interviews, survey, assessment, observation, focus group discussion, etc.*

A source is ‘where’ you will get your data. *Examples: national survey, institution statistics, targeted population, etc.*



## Indicator Tip Sheet for Institutional Funding

### WPHF Impact Area 1: Enabling Environment for Women Peace and Security (WPS)

The following tip sheet provides guidance to WPHF grantees receiving institutional funding on the required indicators to be used for WPHF Impact Area 1: An Enabling Environment for WPS. It also provides other suggested indicators and gives some general guidelines around the use of indicators, baselines, and targets, and means of verification<sup>1</sup>.

#### Results Framework

The impact statement is: ***Enhanced role of civil society organizations in advocating for and ensuring accountability on WPS commitments.***

You must use this statement at the impact level and select from the list of required indicators (see definitions in next section). You must also develop your own outcome statement(s), output statement(s) and indicators<sup>2</sup> as relevant to your projects.

Expected Results	Indicators	Means of Verification/ Sources	Activities	Budget
<b>Impact</b> Enhanced role of civil society organizations in advocating for and ensuring accountability on WPS commitments <sup>3</sup>	Select at least two (2): 1.1 Average number of months organization can be sustained as a result of institutional funding 1.2 Number/Percentage of staff retained as a result of institutional funding 1.3 Number/Types of adaptive strategies, tools or systems adopted by organization for continuity of operations 1.4 Development of risk management and contingency plans or strategies for organization	Document Review, Observation, or Interviews  Document Review, Observation  Document Review of plans		
<b>Outcome(s)<sup>4</sup></b> Develop outcome	Include the reach indicators at the outcome level:			

<sup>1</sup> A separate monitoring and evaluation guide will be provided to all grantees which provides more in-depth technical guidance on monitoring and evaluation approaches, including how to develop a results framework.

<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.

<sup>3</sup> The **impact** is the longer-term change of the project that is expected to occur as a result of the outcome(s) being achieved. For institutional funding, this change is at the organizational level. It does not mean the change occurs at the national level.

<sup>4</sup> **Outcomes** are the medium-term changes that are expected to occur because of completed outputs. You can have one outcome or multiple. A maximum of 2 outcomes is a good rule. An example of an outcome statement is *"Increased coordination of local stakeholders in implementing conflict prevention mechanisms"*.



Expected Results	Indicators	Means of Verification/ Sources	Activities	Budget
statement(s) based on your project.	R1. Number of people directly benefiting from the response (by sex, age group, or other variables <sup>5</sup> )  <b>AND</b> develop 1-2 additional indicators for each outcome that captures the change of your project.	Document Review/ Participant Lists  To be determined by the grantee		
<b>Output (s)</b> <sup>6</sup> Develop a set of outputs for <u>each</u> outcome.	Develop 1-2 indicators for each output	Determine a means of verification and source for each indicator	For each output, list your activities	For each output, enter the budget amount

## Required Indicators

As WPHF grantees, you are required to use a set of standard indicators (See Table 1) in order to facilitate global reporting and articulation of the impact and reach of your projects.

Therefore, you must select:

- **At least two** impact level indicators; and
- **Direct beneficiary** indicator

You can add additional indicators, as relevant to your project. A good rule is to have no more than three (3) indicators per outcome and per output statement.

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

Required Indicators	Definitions
<b>Impact Indicator 1.1</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 1.2</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>Impact Indicator 1.3</b> Number/Types of adaptive strategies, 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, 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.

<sup>5</sup> Other variables (or **disaggregation**) can include disability, IDPs or refugees, women-headed households, etc., if needed.

<sup>6</sup> An **output** is concrete deliverable, product or service provided as a result of activities implemented. An example of an output statement is: "Awareness sessions with staff on organizational contingency plans provided".

Required Indicators	Definitions
<b>Impact Indicator 1.4</b> Development of risk management and contingency plans or strategies for organization	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.
<b>AND use the reach indicator at the Outcome level</b>	
<b>Reach Indicator 1:</b> Number of people directly benefiting from the response (by sex, age group, or other variables)	<p>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.</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 (under 18 years old and over 18 years old). Other disaggregation can be included (e.g. disability, IPDs, refugees or host community members, women-headed households, stakeholder, etc.), if needed.</p>

### Other Suggested Outcome Indicators

The following outcome indicators are only suggestions to help guide you when defining your indicators for the outcome level. They are not mandatory.

Suggested Outcome Indicators	Definitions
Number/Percentage of staff or volunteers with new knowledge on adopted organizational tools and strategies	<p>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.</p> <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 (under 18 years old and over 18 years old).</p>
Amount of funds mobilized as a result of new resource mobilization strategies	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.
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 (under 18 years old and over 18 years old).</p>

### What are Indicators?

Indicators are defined as *'quantitative or qualitative factors or variables that provides a simple and reliable means to measure achievement, to reflect the changes connected to an intervention, or to help assess the performance'*<sup>7</sup>.

Simply stated, indicators are **'signals'** to demonstrate that progress has been made on outputs, and to demonstrate that changes have occurred through expected outcomes.

<sup>7</sup> OECD Glossary of Key Terms in Evaluation and RBM (2002) <https://www.oecd.org/dac/evaluation/2754804.pdf>

There are three types of indicators:

- **Output indicator:** These are indicators that are used to track the completion of an output (a product or a service provided)
- **Outcome or Performance Indicator:** These are indicators which measure shorter term changes, as a result of the completion of the outputs.
- **Impact indicator:** These are indicators which measure the long-term change of an intervention, as a result of outcomes occurring.

An indicator is developed in the following way:

**Unit of Measurement + what is being measured/tracked (unit of analysis) +  
(Relevant Disaggregation)**

### Examples:

- Number of + staff or volunteers with new knowledge on strategies, tools or systems adopted by organization for continuity of operations + (disaggregated by sex)
- Number of + staff or volunteers trained on new contingency plans for the organization + (disaggregated by sex)

### Baseline Values and Targets

For each indicator, a baseline value and target are required.

A **baseline** value is information gathered at the beginning of a project to indicate the starting point of the indicator. For outcome and impact indicators, a baseline will be the first time the data is collected. In some cases, depending on the indicator, this can sometimes also be a zero (0).

*For example, for the indicator, “Number of staff or volunteers with new knowledge on strategies, tools or systems adopted by the organization for continuity of operations”, at the start of your project maybe no staff have knowledge on these tools/strategies. This means your baseline would be 0.*

For output indicators, the baseline value is generally zero (0) as the intervention did not exist before.

*For the indicator, “Number of new information technology (IT) tools installed in the organization”, at the start of your project no IT tools existed. This means your baseline would be 0.*

**Targets** are where you want to be by the end of your project. Targets need to be realistic and aligned with the intervention. All indicators should have a target. Here is an example:

*For the indicator, “Number of staff or volunteers with new knowledge on strategies, tools or systems adopted by the organization for continuity of operations, your project is planning to conduct one training with all 20 staff. Your target then would be: 20 staff.*

### Means of Verification and Sources

Each indicator in the results framework also requires a means of verification and a source.

The means of verification is ‘how’ (method) you collect data. It is also known as a methodology for data collection. *Examples: document review, interviews, survey, assessment, observation, focus group discussion, etc.*

A source is ‘where’ you will get your data. *Examples: national survey, institution statistics, targeted population, etc.*



## Indicator Tip Sheet

### WPHF Impact Area 2: Conflict Prevention

The following tip sheet provides guidance to WPHF grantees on the required indicators to be used for WPHF Impact Area 2: Conflict Prevention. It also provides other suggested indicators and gives some general guidelines around the use of indicators, baselines, and targets, and means of verification<sup>1</sup>.

#### Results Framework

The impact statement is: ***Increased meaningful participation and decision-making of women in conflict prevention processes and response.***

You must use this statement at the impact level and select from the list of required indicators from Table 1 (see next section). You must also develop your own outcome statement(s), output statement(s) and indicators<sup>2</sup> as relevant to your projects.

Expected Results	Indicators	Means of Verification/ Sources	Activities	Budget
<b>Impact</b> Increased meaningful participation and decision-making of women in conflict prevention processes and response <sup>3</sup>	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	Document Review, Interviews or Observation		
<b>Outcome(s)<sup>4</sup></b> Develop outcome statement(s) based on your project.	Include both reach indicators at the outcome level: 1. Number of people directly benefiting from the response (by sex, age group, or other variables <sup>5</sup> ) 2. Number of people indirectly benefiting from the response <b>AND</b> develop 1-2 additional indicators for each outcome that	Document Review/ Participant Lists  Document Review/ Estimation <sup>6</sup>  To be determined		

<sup>1</sup> A separate monitoring and evaluation guide will be provided to all grantees which provides more in-depth technical guidance on monitoring and evaluation approaches, including how to develop a results framework.

<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.

<sup>3</sup> The **impact** is the longer-term change of the project that is expected to occur as a result of the outcome(s) being achieved. It does not mean the change has to occur at the national level. The extent of the impact is up to you.

<sup>4</sup> **Outcomes** are the medium-term changes that are expected to occur because of completed outputs. You can have one outcome or multiple. A maximum of 2 outcomes is a good rule. An example of an outcome statement is "*Increased coordination of local stakeholders in implementing conflict prevention mechanisms*".

<sup>5</sup> Other variables (or **disaggregation**) can include disability, IDPs or refugees, women-headed households, etc., if needed.

<sup>6</sup> See Indirect Beneficiary definition.

Expected Results	Indicators	Means of Verification/ Sources	Activities	Budget
	captures the change of your project.	by the grantee		
<b>Output (s)</b> <sup>7</sup> Develop a set of outputs for <u>each</u> outcome.	Develop 1-2 indicators for each output	To be determined by the grantee for each indicator	For each output, list your activities	For each output, enter the budget amount

## Required Indicators

As WPHF grantees, you are required to use a set of standard indicators (see Table 1) in order to facilitate global reporting and articulation of the impact and reach of your projects .

Therefore, you must select:

- **One or both** impact level indicators; and
- **Both** reach indicators (direct and indirect beneficiaries)

You can add additional indicators, as relevant to your project. A good rule is to have no more than three (3) indicators per outcome and output statement.

## Table 1: Indicator Definitions (Required Indicators)

Required Indicators	Definitions
<b>Impact Indicator 2.1</b> Number/Percentage of women participating in decision-making in conflict prevention processes and response	<p>This is a quantitative indicator and refers to the number of women who actively participate in decision-making bodies, community committees, or other spaces where women can voice opinions and influence decisions to prevent conflict in their communities.</p> <p>Active participation is not about how many women are simply present, but those that are able to give meaningful contribution to a conflict prevention process and response.</p> <p>CSOs must report the total ‘number’ of women and are not required to use the unit of measurement of ‘percentage’. If a grantee wishes to also calculate the percentage, this is done by dividing the number of women actively participating by the total number of people (both men and women) involved in the same decision-making space.</p> <p>For example: 10 women actively participated, divided by 25 male and female participants = 40%.</p>
<b>Impact Indicator 2.2</b> Number and types of conflict prevention mechanisms that are gender sensitive	<p>This indicator is both numeric and descriptive in nature. It counts the number of conflict prevention mechanisms or processes that are gender sensitive. It also provides a description (types) of these conflict prevention mechanisms. These are mechanisms that may be supported by your organization or other CSOs.</p> <p>A gender-sensitive conflict prevention mechanism means that it considers the specific concerns of women and other marginalized groups in the prevention of potential triggers to conflict. These are also led by women, or women at the forefront, and addresses the different ways women are affected by conflict. Gender-sensitivity mechanisms may also involve a gender analysis to understand how women and marginalized groups are impacted differently by the conflict.</p>
<b>Use BOTH Reach Indicators. Place your reach indicators at the Outcome level</b>	

<sup>7</sup> An **output** is concrete deliverable, product or service provided as a result of activities implemented. An example of an output statement is: “Access to Information on the rights of women in conflict prevention processes is provided”.

Required Indicators	Definitions
<p><b>Reach Indicator 1:</b> Number of people directly benefiting from the response (by sex, age group, or other variables)</p>	<p>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.</p> <p>Direct beneficiaries must be disaggregated by sex and age group (under 18 years old and over 18 years old). Other disaggregation can be included (e.g. disability, IDPs, refugees or host community members, women-headed household, stakeholder, etc.), if needed.</p>
<p><b>Reach Indicator 2:</b> Number of people indirectly benefiting from the response</p>	<p>Indirect beneficiaries refer to other individuals, groups or organizations who are not the direct target of your interventions as outlined in the results framework but are indirectly affected by your activities. They could be other members of the community, or family members who benefit positively from interventions of direct beneficiary participation.</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>

### Other Suggested Outcome Indicators

The following outcome indicators are only suggestions to help guide you when defining your indicators for the outcome level. They are not mandatory.

Suggested Outcome Indicators	Definitions
<p>Number of conflicts prevented by women</p>	<p>This is a quantitative indicator which counts the number of community level conflicts that have been averted as a result of women's involvement, and by women. This can be prevention as a result of community dialogues, promoting mediation, or mechanisms established by women to reduce tension in the community. It is useful to report both the number of conflicts prevented, and the types of conflict that were potentially prevented.</p> <p>This indicator is used at the Outcome level.</p>
<p>Types of efforts initiated by civil society organizations in establishing or strengthening women-led early warning systems</p>	<p>This is a qualitative indicator which describes the types of initiatives carried out by CSOs (including your organization) in establishing or participating in women-led early warning systems for the prevention of conflict.</p> <p>Early warning systems (EWS) track factors that can indicate rising tensions or change. These are mechanisms to anticipate and respond to conflicts before their escalation, and essential for effective conflict prevention<sup>8</sup></p> <p>Initiatives for establishing/strengthening women-led EWSs are context specific, but could include integration of gender-sensitive indicators<sup>9</sup>, establishing a network of women monitors, dissemination of reports which identify risks to women and marginalized groups, processes which help women and their families be aware, digital technology which send out messages or where reporting can take place, etc.</p> <p>This indicator is used at the Outcome level.</p>

<sup>8</sup> For more see *Gender and Early Warning Systems*: <https://www.osce.org/files/f/documents/1/a/40269.pdf>

<sup>9</sup> For examples of EWS indicators see the following case study from the Solomon Islands:

[https://www.peacewomen.org/assets/file/Resources/UN/unifem\\_earlywarnsolomonislands\\_2006.pdf](https://www.peacewomen.org/assets/file/Resources/UN/unifem_earlywarnsolomonislands_2006.pdf)

## What are Indicators?

Indicators are defined as ‘quantitative or qualitative factors or variables that provides a simple and reliable means to measure achievement, to reflect the changes connected to an intervention, or to help assess the performance of a development actor’<sup>10</sup>.

Simply stated, indicators are ‘signals’ to demonstrate that progress has been made on outputs, and to demonstrate that changes have occurred through expected outcomes.

There are three types of indicators:

- **Output indicator:** These are indicators that are used to track the completion of an output (a product or a service provided)
- **Outcome or Performance Indicator:** These are indicators which measure shorter term changes, as a result of the completion of the outputs.
- **Impact indicator:** These are indicators which measure the long-term change of an intervention, as a result of outcomes occurring.

An indicator is developed in the following way:

**Unit of Measurement + what is being measured/tracked (unit of analysis) +  
(Relevant Disaggregation)**

### Examples:

- Number (or percentage) of + women who actively participate in decision-making processes + (disaggregated by age group)
- Number of + advocacy campaigns conducted to promote inclusion of women in conflict prevention mechanisms + (disaggregated by region)

## Baseline Values and Targets

For each indicator, a baseline value and target are required.

**A baseline** value is information gathered at the beginning of a project to indicate the starting point of the indicator. For outcome and impact indicators, a baseline will be the first time the data is collected. In some cases, depending on the indicator, this can sometimes also be a zero (0).

*For example, for the indicator “Number of women who actively participate in decision-making processes”, at the start of your project maybe only 10 women (out of 50) from CSOs in your target area who previously participated in a decision making process related to conflict prevention. 10 women would be your baseline.*

*If also using “percentage” (in addition to number), this would mean 10 (or 20%) out of 50 women have actively participated. 10 (20%) would be your baseline.*

For output indicators, the baseline value is generally zero (0) as the intervention did not exist before.

*For the indicator “Number of advocacy campaigns conducted to promote inclusion of women in conflict prevention mechanisms”, at the start of your project there may have been no advocacy campaigns previously conducted. This means your baseline would be 0.*

**Targets** are where you want to be by the end of the project. Targets need to be realistic and aligned with the intervention. All indicators should have a target. Using the same indicator, here is an example:

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<sup>10</sup> OECD Glossary of Key Terms in Evaluation and RBM (2002) <https://www.oecd.org/dac/evaluation/2754804.pdf>



*For the indicator, “Percentage of women who actively participate in decision-making processes”, maybe you feel that through your interventions, the baseline of 10% will increase significantly, at which point your target could be 50%, for example.*

*Another example, using the indicator of “Number of advocacy campaigns conducted to promote inclusion of women in conflict prevention mechanisms”, your project is planning to conduct 5 advocacy events, this would be your target.*

## **Means of Verification and Sources**

Each indicator in the results framework also requires a means of verification and a source.

The means of verification is ‘how’ (method) you collect data. It is also known as a methodology for data collection. *Examples: document review, interviews, survey, assessment, observation, focus group discussion, etc.*

A source is ‘where’ you will get your data. *Examples: national survey, institution statistics, targeted population, etc.*

**Women's Peace and Humanitarian Fund**  
**STREAM 1: INSTITUTIONAL FUNDING**

**PROJECT DOCUMENT TEMPLATE (Length: 7-10 pages excluding annexes)**  
**Project Document Cover Page**

<b>Lead Organization Name:</b>	<b>PUNO</b> (applicants leave this box empty)
<b>Lead Organization Contact Information</b>	<b>Country and Region</b>
City/Location: Project Contact Name: Title: Email: Telephone: Website (if applicable):	<b>Implementing Partner(s)</b>
<b>Type of Organization (of Lead Organization)</b>	Not Applicable
<i>Select <b>all</b> that apply:</i>	<b>Budget requested (USD)</b>
<input type="checkbox"/> Women's Rights	Total Project Cost:
<input type="checkbox"/> Youth Rights	WPHF's contribution <sup>1</sup> :
<input type="checkbox"/> Women Led	Other contributions:
<input type="checkbox"/> Youth Led	Proposed Project Start Date:
<input type="checkbox"/> Other (specify)	Proposed Project End Date:
	Total duration (in months):

<b>PUNO(s) and Lead CSO Applicant</b>	
Name of PUNO <sup>2</sup> Name of PUNO Representative Title Signature Date & Seal	Name of CSO: Name of CSO Representative: Title: Signature: Date & Seal:

**I. Summary of Proposal**

<b>Project Title</b>	
<b>Vision/Mission of the Organization</b>	
<b>Location (Province/State/Regions)</b>	
<i>State where the organization is located. If there are multiple locations, please list these.</i>	

<sup>1</sup> The total WPHF amount requested cannot exceed the amounts noted in the CFP from 2,500 USD to 30,000 USD.

<sup>2</sup> Applicants to leave this box empty



<p><b>Targeted Beneficiaries</b></p> <p><i>Specify the target beneficiary groups and the estimated reach. These should be staff/volunteers of your organization. Disaggregate your data by sex.</i></p>	
<p><b>Summary of Proposal, Objective(s) and Strategy (Maximum 2 paragraphs)</b></p>	

**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**

*Describe how the current crisis has impacted your institutional and financial capacities and continuity of the organization, and how the funding will support your organization's during the crisis and strengthen the organization's institutional capacities<sup>3</sup>.*

**IV. Description of Expected Results**

*Please describe in narrative form, what expected results (outcomes) the project aims to achieve based on the problems identified, who they target, and how these will be achieved (implementation strategies). 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<sup>4</sup> to define indicators, outputs, and activities.*

**VI. Collaborations and Coordination (Maximum ½ page)**

*Describe any other organization, government bodies or networks/associations, or external resource persons that the organization may collaborate with in order to achieve the aims of the project. How will they be involved in supporting activities?*

<sup>3</sup> Please refer to Annex B for a list of eligible costs and examples. Programmatic funding is not eligible under Stream 1.

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

**VII. 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, 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

**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.

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## Annex A: Results Framework

- The impact statement and associated indicators below must be used for Institutional Funding. Please refer to the call for proposals and indicator tip sheets.
- Develop your own outcome and output statements. Then include the indicators you will use to demonstrate the completion of the output and achievement of the outcome. Indicators should be S.M.A.R.T<sup>5</sup> and appropriate to collect within the current crisis.
- For each indicator, include a means of verification (what methodology will you use to collect the information) and Source of information (where or from whom will you obtain the information). Consider alternative methodologies to minimize risk during the crisis.
- For each output, list the activities that will be conducted. DO NOT include sub-activities or tasks.
- Ensure that budget amounts for each output are included. These should equal the total amount in Sub-Total of Annex B: Budget

Results	Indicators	Means of Verification/Sources of Information	Activities	Budget
<b>Impact<sup>6</sup></b> Enhanced role of civil society organizations in advocating for and ensuring accountability on WPS commitments.	Select at least 2 : 1. Average number of months organization can be sustained as a result of institutional funding <sup>7</sup> 2. Number/Percentage of staff retained as a result of institutional funding 3. Development of risk management and/or contingency plans or strategies for organization 4. Types (and number) of adaptive strategies, tools or systems adopted by organization for continuity of operations	Document review (staffing lists/payroll and strategies and tools)		
<b>Outcome<sup>8</sup></b> <i>Develop your own outcome statement here</i>	1. Number of people directly benefiting from the response (by sex, age group, or other variables <sup>9</sup> )  <i>Develop 1-2 additional indicators for each outcome that captures the change of your project.</i>			

<sup>5</sup> 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. For example, # of primary school girls trained on COVID-19 prevention each semester).

<sup>6</sup> The impact statement cannot be changed. Impact refers to the long-term change that is expected to occur as a result of the outcomes being achieved.

<sup>7</sup> The three indicators should be used for Institutional Funding. Organizations can add additional indicators, as it pertains to their proposal.

<sup>8</sup> 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.

<sup>9</sup> Other variables (or **disaggregation**) can include disability, IDPs or refugees, women-headed households, etc., if needed.

Results	Indicators	Means of Verification/Sources of Information	Activities	Budget
Output1.1 <sup>10</sup> <i>Develop your output statement(s)</i>				
Output 1.2				
Etc.				

<sup>10</sup> 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	
<b>Sub-total</b>	
8. Indirect Support Costs*	
<b>TOTAL</b>	

### 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



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

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

**Project Document Cover Page**

<b>Lead Organization Name:</b>	<b>PUNO</b> (applicants leave this box empty)
<b>Lead Organization Contact Information</b>	<b>Country and Region</b>
City/Location: Project Contact Name: Title: Email: Telephone: Website (if applicable):	
<b>Type of Lead Organization</b>	<b>Implementing Partner (s)</b> <sup>11</sup>
Select <b>all</b> that apply:  <input type="checkbox"/> Women's Rights <input type="checkbox"/> Youth Rights <input type="checkbox"/> Women Led <input type="checkbox"/> Youth Led <input type="checkbox"/> Other (specify)	<i>Please indicate if co-implementing partners are women's rights, women-led or youth rights/led.</i>
	<b>Budget requested (USD)</b>
	Total Project Cost: WPHF's contribution <sup>12</sup> : Other contributions:
	Proposed Project Start Date: Proposed Project End Date: Total duration (in months):

<b>PUNO(s) and Lead CSO Applicant</b>	
Name of PUNO <sup>13</sup>	Name of CSO:
Name of PUNO Representative	Name of CSO Representative:
Title	Title:
Signature	Signature:
Date & Seal	Date & Seal:

**I. Summary of Proposal**

<sup>11</sup> Partners are those who be co-implementing activities with the lead organization, and which receiving sub grants (as per Annex B). Do not include government bodies or other organizations who you are collaborating with, and who do not have implementation roles or responsibilities.

<sup>12</sup> The total WPHF amount requested cannot exceed the amounts noted in Stream 1 and 2 parameters.

<sup>13</sup> Applicants to leave this box empty

<b>Project Title</b>		
<b>Location (Province/State/Regions)</b> <i>List also the district/municipality where the project will be implemented</i>		
<b>Mission and Vision of Organization</b>		
<b>Targeted Beneficiaries</b> <i>Specify the target beneficiary groups and the estimated reach.</i>  <i>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	
<b>Summary of Proposal, Objective(s) and Strategy</b>  (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, who they target, and how these will be achieved (implementation strategies). 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<sup>14</sup> to define indicators, outputs, and activities.

**V. Formal Partnerships (with Implementing Partners) - Optional**

Describe the roles of implementing partners (those who are listed on the cover page) and who have a direct role in implementation and who will receive funding. Indicate if they are a women’s rights and/or women’s led organization, or youth rights/led organization. Provide a brief explanation of who they are (including local, sub-national or national level organizations) and what role they will have in the project. Please add rows, as required.

If there are no formal partnerships, you can describe other types of coordination/collaboration you will have with local/national government or other networks in the NEXT section.

Implementing Partner Name and Type of Organization <sup>15</sup>	Role and Responsibilities in the Project

**VI. Collaborations and Coordination (Maximum ½ page)**

Describe any other organizations, government bodies or networks/associations that the project will coordinate or collaborate with. These are not formal implementing partners. How will these collaborations create national/regional/local ownership? How have they been involved in the design of the project, or in supporting activities?

**VII. Capacity Building of CSOs**

If your project is targeting 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.

<sup>14</sup> Please refer to Annex A: Results Framework for further guidance and definitions on outcomes and outputs.

<sup>15</sup> Please note if implementing partners are local, regional or a national partner. If any of the implementing partners are **youth rights/led organizations**, please also indicate this.

**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, 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, 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) 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) Also, highlight the management structure for the project. What staff will be involved and what will be their roles.*

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**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.*

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## Annex A: Results Framework

- The impact statement and associated impact indicators in the call for proposal (CfP) must be used. **Please select either Impact Area 1 or Impact Area 2.**
- Develop your own outcome and output statements. Then include the indicators you will use to demonstrate the completion of the output and achievement of the outcome. Indicators should be S.M.A.R.T and appropriate to collect within the current crisis.
- For each indicator, include a means of verification (what methodology will you use to collect the information) and Source of information (where or from whom will you obtain the information). Consider alternative methodologies to minimize risk during the crisis.
- For each output, list the activities that will be conducted. DO NOT include sub-activities or tasks.
- Ensure that budget amounts for each output are included. These should equal the total amount in Sub-Total of Annex B: Budget

**IMPORTANT:** Select either Impact Area 1 or Impact Area 2 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
<b>Impact Area 1<sup>16</sup></b> Enhanced role of civil society organizations in advocating for and ensuring accountability on WPS commitments.	Select at least one (1) or both:  1.1 Number/Percentage of supported CSOs involved in NAP1325 design, budgeting, implementation and monitoring and evaluation  1.2 Number/types of propositions by civil society that are included into policy documents	<i>Suggested methods can include:</i>  Document Review, Observation, or Interviews	/	/
<b>OR</b>				
<b>Impact Area 2:</b> Increased meaningful participation and decision-making of women in conflict prevention processes and response.	Select at least one (1):  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	Document Review, Observation, or Interviews  Sample Survey or Document Review	/	/

<sup>16</sup> 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.

Results	Indicators	Means of Verification/Sources of Information	Activities	Budget
		Document Review, Interviews or Observation		
<b>Outcome(s)<sup>17</sup></b>  Develop outcome statement(s) based on your project.	Include <u>both</u> reach indicators at the outcome level:  1. Number of people directly benefiting from the response (by sex, age group, or other variables) Baseline: 0 Target:  2. Number of people indirectly benefiting from the response  <b>AND</b> develop 1-2 additional indicators for each outcome that captures the change of your project. Include baseline and target for each indicator proposed  Baseline: Target:	Document Review/ Participant Lists  Document Review/ Estimation <sup>18</sup>  To be determined by the grantee		
Output1.1 <sup>19</sup>	Develop 1-2 indicators for each output Baseline: 0 Target:	Determine a means of verification and source for each indicator	For each output, list your activities.	For each output enter the budget amount.
Output 1.2	Baseline: 0 Target:			
Etc.				

<sup>17</sup> 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.

<sup>18</sup> Please refer to the tip sheet on beneficiaries for the calculation of indirect beneficiaries at: [https://wphfund.org/wp-content/uploads/2021/02/beneficiary-tip-sheet\\_eng\\_final.pdf](https://wphfund.org/wp-content/uploads/2021/02/beneficiary-tip-sheet_eng_final.pdf)

<sup>19</sup> 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**

<b>UNDG Categories</b>	<b>Amount (US\$)</b>
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	
<b>Sub-total</b>	
8. Indirect Support Costs*	
<b>TOTAL</b>	

**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".
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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