

For 'new-line' in text fields pres [ALT] and [ENTER] keys on keyboard (do not insert spaces to create line shift)  
Please do not change the format of the form (including name of page) as this may prevent proper registration of project data.



For new proposals, please complete the tab for 'Project Document', 'Budget' and 'Locations'  
Mandatory fields are marked with an asterisk\*

## Project Document

### 1. COVER (to be completed by organization submitting the proposal)

(A) Organization*	United Nations Office for Project Services			
(B) Type of Organization*	<input type="checkbox"/> UN Agency <input type="checkbox"/> International NGO <input type="checkbox"/> Local NGO <input checked="" type="checkbox"/> UN Agency			
(C) Project Title*	Enhance Monitoring of Projects funded by the CHF and Expand Risk Assessment Process			
(D) CAP Project Code	Not required for Emergency Reserve proposals outside of CAP			
(E) CAP Project Ranking	Required for proposals during Standard Allocations			
(F) CHF Funding Window*	Standard Allocation 2 (Oct 2012)			
(G) CAP Budget	Must be equal to total amount requested in current CAP			
(H) Amount Request*	\$	349,944.98	Equals total amount in budget, must not exceed CAP Budget	
(I) Project Duration*	12 months No longer than 6 months for proposals to the Emergency Reserve			
(J) Primary Cluster*	Enabling Programmes			
(K) Secondary Cluster	Only indicate a secondary cluster for multi-cluster projects			
(L) Beneficiaries Direct project beneficiaries. Specify target population disaggregated by number, and gender. If desired more detailed information can be entered about types of beneficiaries. For information on population in HE and AFLC see FSNAU website ( <a href="http://www.fsnau.org">http://www.fsnau.org</a> )		Men	Women	Total
	Total beneficiaries	0	0	24
	Total beneficiaries include the following:			
		0	0	0
		0	0	0
(M) Location Precise locations should be listed on separate tab	Regions: <input type="checkbox"/> Awdal <input type="checkbox"/> Banadir <input type="checkbox"/> Bay <input type="checkbox"/> Gedo <input type="checkbox"/> Juba <input type="checkbox"/> M Juba <input type="checkbox"/> Mudug <input type="checkbox"/> Sanaag <input type="checkbox"/> Togdheer <input type="checkbox"/> Bakool <input type="checkbox"/> Bari <input type="checkbox"/> Galgaduud <input type="checkbox"/> Hiraaan <input type="checkbox"/> Shabelle <input type="checkbox"/> M Shabelle <input type="checkbox"/> Nugaal <input type="checkbox"/> Sool <input type="checkbox"/> W Galbeed			
(N) Implementing Partners (List name, acronym and budget)	1		Budget:	\$ -
	2		Budget:	\$ -
	3		Budget:	\$ -
	4		Budget:	\$ -
	5		Budget:	\$ -
	6		Budget:	\$ -
	7		Budget:	\$ -
	8		Budget:	\$ -
	9		Budget:	\$ -
	10		Budget:	\$ -
		Total	Budget:	\$ -
Focal Point and Details - Provide details on agency and Cluster focal point for the project (name, email, phone).				
(O) Agency focal point for project:	Name*	Mathew Leslie	Title	Head of Risk Management Unit
	Email*	mathew.leslie@one.un.org	Phone*	+254 071 603 188
	Address	Springette, Off Lower Kabeete Road, PO Box 28832, 00200		

### 3. BACKGROUND AND NEEDS ANALYSIS (please adjust row size as needed)

(A) Describe the project rationale based on identified issues, describe the humanitarian situation in the area, and list groups consulted. (maximum 1500 characters) *	<p>The UNCT Somalia comprises 24 United Nations entities and works in a complex security environment that has witnessed on-going conflict, droughts and humanitarian emergencies resulting in limited access and remote management of programmes. In response to these challenges, the UNCT Somalia formalised its risk management regime in October 2011, with the establishment of a dedicated Risk Management Unit (RMU) situated within the office of the Resident and Humanitarian Coordinator to build agency capacity in risk management as well as facilitate better decision-making. This enables the United Nations to make better-informed decisions about the financial, programmatic and reputational risks facing the United Nations in Somalia as well as support partners and donors in achieving the same.</p> <p>The RMU undertakes due diligence activities and generates reports and assessments identifying risks relating to programme management such as fraud, corruption, reputation, and partner management. This activity supports the CHF directly as well as UNCT agencies, funds and programmes. The RMU also has a dedicated Risk Monitoring Team (RMT). The RMT is tasked with undertaking impartial monitoring missions to assess the quality and effectiveness of aid delivery for the UN in Somalia. This team supports the CHF directly by undertaking monitoring missions to assess CHF funded projects and determine if funding has been used in accordance with the CHF project documents.</p>
(B) Describe in detail the capacities and needs in the proposed project locations. List any baseline data. If necessary, attach a table with information for each location. (maximum 1500 characters) *	<p>The provision of humanitarian and development support in Somalia has increased in recent times, heightening concern about exploitation of some of that assistance. Donors and partners are increasingly concerned about the impact and effectiveness of aid efforts. This has been articulated in the Paris Declaration (2005) and the Accra Agenda for Action (2008). The Fourth High Level Forum on Aid Effectiveness, (November-December 2011) resulted in an increased focus on ownership, results, accountability and transparency, as well as a requirement to address corruption. Corruption and misappropriation of assistance was identified as a significant issue within the 2011 Monitoring Group Report (July 2012). This report identified "...pervasive corruption within the transitional federal institutions" as well as "...the systematic misappropriation, embezzlement and theft of public resources [that] have essentially become a system of governance..."</p> <p>The RMU is unique within the UN system (including the Risk Monitoring Team) and directly responds to the challenges in addressing corruption, fraud and misappropriation of assistance. Until recently, the UN in Somalia relied solely on third party monitoring and assistance, which have shown to have problems related to transparency and integrity. The UNCT through the Risk Committee (comprised of 8 Heads of United Nations) supported the establishment of the RMU and the Risk Monitoring to identify these risks / issues and propose risk mitigation options.</p>
(C) List and describe the activities that your organization is currently implementing to address these needs. (maximum 1500 characters)	<ol style="list-style-type: none"> <li>1.) The Risk Management Unit applies the international Enterprise Risk Management Standard ISO31000) to support both humanitarian and development interventions.</li> <li>2.) Risk analysis / Assessments. The RMU has identified risks relating to operations in Somalia, which include (for example) Reputation, Fiduciary, Misappropriation of Assistance, Partner Management, Programme Management, Corruption, Fraud, and Human Rights. These reports have enhanced information sharing amongst the UNCT and enabled agencies funds and programmes to make more effective decisions based upon accurate, timely and logical analysis.</li> <li>2.) The RMT undertakes missions to assess the quality and effectiveness of aid delivery. These missions are undertaken throughout Mogadishu and South Central Somalia to provide an assessment and progress report of aid delivery including highlighting existing or potential problems.</li> <li>3.) The CIMS database is an information sharing platform to enhance due diligence efforts and management of Contractors in Somalia. Presently this database holds information on more than 1100 individual Contractors and over 2000 Contracts valued at approximately 370 million USD.</li> <li>4.) The RMU has developed a Common Minimum Standards for Due Diligence template, which is designed to assist the UNCT, CHF and Clusters in partner management.</li> <li>5.) Risk Management training is provided to all UN staff (local and International) within Somalia as well as for partners and donors.</li> </ol>

**4. LOGICAL FRAMEWORK (to be completed by organization)**

<b>(A) Objective*</b>	To ensure a consistent Risk Management and Risk Monitoring programme is provided that enables effective engagement with the U	
<b>(B) Outcome 1*</b>	To provide an effective and operational Risk Monitoring approach, which enhances Monitoring of UN Somalia and CHF Projects.	
(C) Activity 1.1*	Recruitment of a Somali national to provide primary support as a Somali Language Interpreter to the Monitoring and Surveillance Te	
(D) Activity 1.2	Establish and maintain a well functioning Risk Monitoring Team which is continuously trained; kept up to date with new international	
(E) Activity 1.3		
(F) Indicator 1.1*	Enabling Programmes	<b>Target*</b> 52
(G) Indicator 1.2	Enabling Programmes	18 Risk Monitoring Team reports will be provided for missions for <b>Target</b>
(H) Indicator 1.3		34 Risk Monitoring Team reports will be provided in support of M <b>Target</b>
<b>(I) Outcome 2</b>	A common ERM System is provided to the UNCT Somalia including the CHF, which includes enhanced risk reporting and informati	
(J) Activity 2.1	Establish and maintain a well functioning Risk Management Unit (RMU), which is effectively resourced; continuously trained; kept up	
(K) Activity 2.2	RMU produces reports as required and ensures that they can be used by the relevant UN-organisations, the CHF, other UN country	
(L) Activity 2.3		
(M) Indicator 2.1	Enabling Programmes	<b>Target</b> 80
(N) Indicator 2.2		20 Analytical Risk Reports will be created (by request from the C <b>Target</b>
(O) Indicator 2.3		60 Entities will be created within the Contractor Information Man; <b>Target</b>
<b>(P) Outcome 3</b>		
(Q) Activity 3.1		
(R) Activity 3.2		
(S) Activity 3.3		
(T) Indicator 3.1		<b>Target</b>
(U) Indicator 3.2		<b>Target</b>
(V) Indicator 3.3		<b>Target</b>
<b>(W) Implementation Plan*</b> Describe how you plan to implement these activities (maximum 1500 characters)	<p>The Head of Risk Management Unit will through the RMT recruit a Somali national to provide primary support as a Somali Language Interpreter to the Monitoring and Surveillance Team in Mogadishu. This role will report to the Senior Monitoring and Coordination Officer based in Mogadishu for tasking and reporting. Oversight for this position is with the Head of Risk Management Unit.</p> <p>The Head of Risk Management Unit will undertake to ensure the Risk Monitoring Team is resourced and supported to ensure it has the operational tools and effectiveness required to undertake its role. This includes communication with relevant partner and donor forums of the ERM approach and ensure best practise is employed.</p> <p>The Head of Risk Management Unit is responsible for establishing and maintaining a well functioning Risk Management Unit (RMU). This includes ensuring resources are provided to enable the RMU to deliver analytical reporting and services to the UNCT Somalia. This includes the recruitment of a Risk Information Analyst to undertake risk reporting.</p> <p>The Head of Risk Management Unit provides oversight on risk reporting and analytical performance. Requests for reporting are received and tracked within the CIMS database and allocated to an analyst. Continuous dialogue is undertaken with the client to determine a time frame and objective. A risk register is maintained and used for audit and reporting to ensure that risks are being identified.</p>	

**5. MONITORING AND EVALUATION (to be completed by organization)**

<p><b>(A)</b> Describe how you will monitor, evaluate and report on your project activities and achievements, including the frequency of monitoring, methodology (site visits, observations, remote monitoring, external evaluation, etc.), and monitoring tools (reports, statistics, photographs, etc.). Also describe how findings will be used to adapt the project implementation strategy. (maximum 1500 characters) *</p>	<p>The Head of Risk Management Unit is directly accountable to the Resident and Humanitarian Coordinator, who provides executive leadership. The RMU also reports to the Risk Committee and the Risk Project Board.</p> <p>The former is for direction on the work programme and revision of recommendations. The Risk Committee meets every quarter and is chaired by the RC/HC. Reports provided to the Risk Committee include budget reporting, CIMS reporting and reporting on analytical performance. The latter (Risk Project Board) to account for financial expenditure and ensure that the project objectives and milestones are being met. The Risk Project Board meets every 6 months. Reports provided to the Risk Committee include budget reporting, CIMS reporting and reporting on analytical performance. As well as this, the RMU provides support and briefings to the UN Country Team for Somalia, individual agencies risk focal points, donors, partners, the Executive Committee of the Coordination of International Support to Somalia group (CISS Ex-Comm), and groups such as the Humanitarian Country Team.</p> <p>The CIMS database is the primary tool for capturing data, risk reporting and monitoring team reporting. It also provides an audit function whereby all monitoring missions undertaken are captured (for what purpose and for what UNCT entity).</p> <p>The RMU is also able to produce reporting on request for the CHF on project expenditure and to ensure the objectives are on track and / or have been met.</p>
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<p><b>(B) Work Plan</b> Must be in line with the log frame. Mark "X" to indicate the period activity will be carried out</p>	<b>Timeframe</b>						
	Please select 'weeks' for projects up to 6 months, and 'months' for projects up to 12 months						
	<b>Activity</b>	<b>Month 1-2</b>	<b>Month 3-4</b>	<b>Month 5-6</b>	<b>Month 7-8</b>	<b>Month 9-10</b>	<b>Month 11-12</b>
	1.1* Recruitment of a Somali	X					
	1.2 Establish and maintain a	X	X	X	X	X	X
	1.3 Establish and maintain a		X	X	X	X	X
	2.1 RMU produces reports as	X	X	X	X	X	X
	2.2 RMU produces reports as required and ensures that they can be used by the relevant UN-organisations, the CHF, other UN country te						
2.3 0							
3.1 0							
3.2 0							
3.3 0							

**6. OTHER INFORMATION (to be completed by organization)**

<p><b>(A) Coordination with other activities in project area</b> List any other activities by your or any other organizations, in particular those in the same cluster, and describe how you will coordinate your proposed activities with them</p>	<p><b>Organization</b></p> <p>1 UNCT Somalia</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p>	<p><b>Activity</b></p> <p>Monitoring and risk reporting is provided to all 24 UNCT entities including the CH</p>
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<p><b>(B) Cross-Cutting Themes</b> Please indicate if the project supports a Cross-Cutting theme(s) and briefly describe how. Refer to Cross-Cutting respective guidance note</p>	<p><b>Cross-Cutting Themes</b> (Yes/No)</p>	<p><b>Outline how the project supports the selected Cross-Cutting Themes.</b></p>	<p><b>Write activity number(s) from section 4 that supports Cross-Cutting theme.</b></p>
		The 24 Beneficiaries as indicated on the Cover Page as well as Locations Page	
	<b>Gender</b>		
	<b>Capacity Building</b>		