

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 UN Agency			
(C) Project Title*	Capacity Assessment of CHF NGO Partners			
(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*	Emergency Reserve			
(G) CAP Budget	Must be equal to total amount requested in current CAP			
(H) Amount Request*	\$	728,915,61	Equals total amount in budget, must not exceed CAP Budget	
(I) Project Duration*	6 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 (http://www.fsnau.org)		Men	Women	Total
	Total beneficiaries	0	0	112
	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"/> Salgadood <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:	\$ -
	Remaining	Budget:	\$ 728,916	
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*	Judy Kahure	Title	Programme Management Office - Team Leader
	Email*	JudithK@unops.org	Phone*	+254 (0)706 000 789
	Address	UNOPS KEOC		

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>United Nations established the United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA) to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors in order to alleviate human suffering in natural disasters and emergencies, promote preparedness and prevention efforts to reduce future vulnerability, facilitate sustainable solutions by addressing root causes and advocate for the rights of people.</p> <p>UNOCHA receives funds from donors, for which it is accountable, and allocates these funds to International Non-Governmental/Local Non-Governmental Organizations and the UN agencies who will be able to implement directly or through local NGO partners to support humanitarian activities. The Common Humanitarian Fund for Somalia (CHF) is administered by OCHA. The objective of the fund is to strategically fund assessed humanitarian action in Somalia and improve timeliness as well as coherence of humanitarian response. The fund also supports priority clusters and regional priorities in accordance with identified needs.</p> <p>The Common Humanitarian Fund for Somalia (CHF) was established in June 2010, as an upgrade from an earlier Humanitarian Response Fund (HRF). This year the fund has attracted a total contribution of \$100 million. CHF projects are implemented in Southern Somalia where 3 million of the 4million people in crisis reside.</p> <p>CHF recipients are accountable to UNOCHA for resources under their management. Each CHF partner or potential new partners must be evaluated in order to assess their capacity to implement a CHF project. The Humanitarian Coordinator for Somalia (HC), the Advisory Board, donors and OCHA have agreed to assess the capacity of all CHF partners.</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>Since the CHF was set up in June 2010, the HC has allocated almost \$189 million to 425 projects through the standard allocations and emergency reserve. The CHF has become an important funding mechanism for humanitarian action in Somalia. Overall, the volume of pooled funding has increased sixfold over the past years, and support from pooled funds was essential in allowing aid agencies to respond to the humanitarian needs of people affected by drought, famine, malnutrition, disease or displacement in Somalia.</p> <p>Given the central role of the CHF, the large amount of funds allocated and the high number of aid agencies and projects funded, it is essential to review the functioning of the fund externally, in order to generate concrete recommendations on how to improve it. External consultants will conduct this process review, and they will be recruited by UNOPS on behalf of the Humanitarian Coordinator.</p> <p>The firm undertaking the assignment will meet the following criteria:-</p> <ul style="list-style-type: none"> (a) The partner has the minimum requirement to implement CHF projects (b) The partner has the minimum financial requirement to manage the CHF grant (c) Operational for at least 2-5 years within the Somalia context in at least two of the following areas : Audit of humanitarian projects, project monitoring, programme Management, capacity building (d) Has a business licence in Kenya and/or Somalia (e) Shows proven capacity to carry out capacity assessment or audit of humanitarian projects in Somalia in the shortest time possible (f) Understands the operating context with field experience and knowledge of capacity constraints (g) Demonstrates experience in monitoring or evaluating projects in Somalia
(C) List and describe the activities that your organization is currently implementing to address these needs.(maximum 1500 characters)	Recruit external consultants to conduct a capacity assessment of CHF partners.

4. LOGICAL FRAMEWORK (to be completed by organization)

(A) Objective*	To provide the HC, CHF Advisory Board, donors and recipients with the proper level of assurance around the capacity of CHF partners		
(B) Outcome 1*	Assess the capacity of 112 CHF partners		
(C) Activity 1.1*	Consult with relevant units as necessary and propose the final timeframe and plan the capacity assessment exercise for the 112 partners		
(D) Activity 1.2	Undertake HQ and field office visits to pre-test the questionnaire with 16 partners as pilot and scale up the assessment for the remainder		
(E) Activity 1.3	Produce a capacity assessment report with recommendations for capacity building for each partner and present it to OCHA for analysis		
(F) Indicator 1.1*	Enabling Programmes		Target* 1
(G) Indicator 1.2	Enabling Programmes	External Firm contracted	Target
(H) Indicator 1.3	Enabling Programmes	No of NGOs whose capacity is assessed	Target
(I) Outcome 2			
(J) Activity 2.1			
(K) Activity 2.2			
(L) Activity 2.3			
(M) Indicator 2.1			Target
(N) Indicator 2.2			Target
(O) Indicator 2.3			Target
(P) Outcome 3			
(Q) Activity 3.1			
(R) Activity 3.2			
(S) Activity 3.3			
(T) Indicator 3.1			Target
(U) Indicator 3.2			Target
(V) Indicator 3.3			Target
(W) Implementation Plan* Describe how you plan to implement these activities (maximum 1500 characters)	<p>The CHF will provide funding to hire consultants using UNOPS as a procurement mechanism. UNOPS will recruit external firm to conduct a capacity assessment of the CHF-Somalia partners.</p> <p>The capacity assessment process will take 60 working days (90 calendar days). The contractor will provide a detailed schedule of the mission. The work plan will provide an estimate of the duration of each step in a timetable to be developed by the contractor team.</p> <p>The contractors must undertake the following activities, among others:</p> <ol style="list-style-type: none"> Consult with relevant units as necessary (OCHA, implementing agents and other concerned parties); Propose the final timeframe and plan the capacity assessment exercise for the 105 partners Undertake HQ and field office visits to pre-test the questionnaire with 6 partners and review it if necessary Undertake an HQ and field office visits to scale up the assessment to all partners. The sampling will be determined depending on the size of the organisation (for example 50% of field offices). Review and analyze existing documentation; Review the procedures and systems currently in use. Perform test-checks on accounts and documents; Write the Capacity Assessment report with recommendations for capacity building for each partner Present the report to OCHA for analysis and validation. When the capacity assessment is approved submit two copies, one to OCHA and one to the NGO OCHA will, if the need arises, share the findings of the assessment with key stakeholders/partners. <p>Timetable:</p> <ol style="list-style-type: none"> Briefing on CHF guidelines – December 2012. Capacity Assessment exercise takes place from: December 2012 to February 2013 Office visit takes place from: December 2012 to February 2013 Presentation of draft capacity assessment reports to all concerned parties – TBA, for each partner assessed Final capacity assessment reports should be ready – the latest Feb 28, 2013. <input type="checkbox"/> Capacity assessment duration – 1-2 days per partner office depending on the size of the organisation. <input type="checkbox"/> <p>The HC with the support of OCHA will:</p> <ul style="list-style-type: none"> Advise on strategic directions of the assessment and provide guidance and input on methodology, content and recommendations. <input type="checkbox"/> Manage progress of the assessment in accordance with agreed budget and timeline. <input type="checkbox"/> Ensure all stakeholders are kept informed. <input type="checkbox"/> 		

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

(A) 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) *

Feedback on implementation status of the project will be provided to UNOCHA and discussions will be held with contractor. A capacity assessment report will be produced for each partner in the standard template provided by OCHA (sample capacity assessment report). The capacity assessment report must contain comments, observations and an opinion on each of the capacity assessment scopes above, as well as a general opinion of the partner. Before finalizing the capacity assessment report discussions will be held with UNOCHA representative. Responses will be presented or incorporated in the capacity assessment report. A final capacity assessment report will be submitted to the NGO or UN agency that is implementing the project in two copies. The final capacity assessment report will be signed and stamped. OCHA will, if the need arises, share the findings of the assessment with key stakeholders/partners.

(B) Work Plan
Must be in line with the log frame. Mark "X" to indicate the period activity will be carried out

Activity	Timeframe					
	Please select 'weeks' for projects up to 6 months, and 'months' for projects up to 12 months					
	Week 1-4	Week 5-8	Week 9-12	Week 13-16	Week 17-20	Week 20-24
1.1* Consult with relevant un	X					
1.2 Undertake HQ and field		X		X	X	
1.3 Produce a capacity asse				X	X	X
2.1 0						
2.2 0						
2.3 0						
3.1 0						
3.2 0						
3.3 0						

6. OTHER INFORMATION (to be completed by organization)

(A) Coordination with other activities in project area
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

Organization	Activity
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

(B) Cross-Cutting Themes
Please indicate if the project supports a Cross-Cutting theme(s) and briefly describe how. Refer to Cross-Cutting respective guidance note

Cross-Cutting Themes (Yes/No)	Outline how the project supports the selected Cross-Cutting Themes.	Write activity number(s) from section 4 that supports Cross-Cutting theme.
Gender		
Capacity Building		