



Project Proposal

| | | | | |
|-----------------------|--|-------------------|----------|-------|
| Organization | UNOPS (United Nations Office for Project Services) | | | |
| Project Title | Capacity Assessment of CHF NGO Partners | | | |
| CHF Code | CHF-DMA-0489-444ER | | | |
| Primary Cluster | Enabling Programmes | Secondary Cluster | | |
| CHF Allocation | Emergency Reserve | Project Duration | 6 months | |
| Project Budget | 64,944.39 | | | |
| CAP Details | CAP Code | CAP Budget | 0.00 | |
| | CAP Project Ranking | CAP Gender Marker | | |
| Project Beneficiaries | | Men | Women | Total |
| | Beneficiary Summary | 0 | 0 | 112 |
| | | Boys | Girls | Total |
| | | 0 | 0 | 0 |
| | | Total | | 112 |

Implementing Partners
 Organization focal point contact details
Name: Judy Kahure **Title:** Programme Management Office - Team Leader
Telephone: +254 (0)706 000 789 **E-mail:** JudithK@unops.org

BACKGROUND INFORMATION

- 1. Project rationale.** Humanitarian context: Give a specific description of the humanitarian situation in the target region based on newest data available (indicate source) (Maximum of 1500 characters)
 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. 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. 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. CHF recipients are accountable to UNOCHA for resources under the
- 2. Needs assessment.** Describe the capacities in place, then identify the gaps (previous and new). Explain the specific needs of your target group(s) in detail. State how the needs assessment was conducted (who consulted whom, how and when?). List any baseline data
 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. 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. The firm undertaking the assignment will meet the following criteria:- (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
- 3. Activities.** List and describe the activities that your organization is currently implementing to address these needs
 Recruit external consultants to conduct a capacity assessment of CHF partners.

LOGICAL FRAMEWORK

| Objective 1 | To provide the HC, CHF Advisory Board, donors and recipients with the proper level of assurance around the capacity of CHF partners to receive CHF funds. | | | | | | | | | | | | |
|-----------------------------------|--|---------|-----------------------|--------|--|-----------------|--|--|-----------------|--|--|-----------------|--|
| Outcome 1.1 | Assess the capacity of 112 CHF partners | | | | | | | | | | | | |
| Activity 1.1.1 | Consult with relevant units as necessary and propose the final timeframe and plan the capacity assessment exercise for the 112 partners | | | | | | | | | | | | |
| Activity 1.1.2 | Undertake HQ and field office visits to pre-test the questionnaire with 16 partners as pilot and scale up the assement for the remaining partners | | | | | | | | | | | | |
| Activity 1.1.3 | Produce a capacity assessment report with recommendations for capacity building for each partner and present it to OCHA for analysis and validation. | | | | | | | | | | | | |
| Indicators for outcome 1.1 | <table border="1"> <thead> <tr> <th>Cluster</th> <th>Indicator description</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td></td> <td>Indicator 1.1.1</td> <td></td> </tr> <tr> <td></td> <td>Indicator 1.1.2</td> <td></td> </tr> <tr> <td></td> <td>Indicator 1.1.3</td> <td></td> </tr> </tbody> </table> | Cluster | Indicator description | Target | | Indicator 1.1.1 | | | Indicator 1.1.2 | | | Indicator 1.1.3 | |
| Cluster | Indicator description | Target | | | | | | | | | | | |
| | Indicator 1.1.1 | | | | | | | | | | | | |
| | Indicator 1.1.2 | | | | | | | | | | | | |
| | Indicator 1.1.3 | | | | | | | | | | | | |
| Outcome 1.2 | | | | | | | | | | | | | |
| Activity 1.2.1 | | | | | | | | | | | | | |
| Activity 1.2.2 | | | | | | | | | | | | | |
| Activity 1.2.3 | | | | | | | | | | | | | |

| Indicators for outcome 1.2 | Cluster | Indicator description | Target |
|----------------------------|---------|-----------------------|--------|
| Indicator 1.2.1 | | | |
| Indicator 1.2.2 | | | |
| Indicator 1.2.3 | | | |

Outcome 1.3

Activity 1.3.1

Activity 1.3.2

Activity 1.3.3

| Indicators for outcome 1.3 | Cluster | Indicator description | Target |
|----------------------------|---------|-----------------------|--------|
| Indicator 1.3.1 | | | |
| Indicator 1.3.2 | | | |
| Indicator 1.3.3 | | | |

WORK PLAN

| Project workplan for activities defined in the Logical framework | Activity Description | Month | Month | Month | Month | Month | Month |
|--|--|-------|-------|-------|-------|-------|-------|
| | | 1-2 | 3-4 | 5-6 | 7-8 | 9-10 | 11-12 |
| | Activity 1.1 Consult with relevant units as necessary and propose the final timeframe and plan the capacity assessment exercise for the 112 partners | X | | | | | |
| | 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 remaining partners | | X | X | X | X | |
| | Activity 1.3 Produce a capacity assessment report with recommendations for capacity building for each partner and present it to OCHA for analysis and validation. | | | | X | X | X |

M & E DETAILS

| | |
|--|--|
| Implementation: Describe for each activity how you plan to implement it and who is carrying out what. | 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. 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. The contractors must undertake the following activities, among others: a. Consult with relevant units as necessary (OCHA, implementing agents and other concerned parties); b. Propose the final timeframe and plan the capacity assessment exercise for the 105 partners c. Undertake HQ and field office visits to pre-test the questionnaire with 6 partners and review it if necessary d. 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). e. Review and analyze existing documentation, f. Review the procedures and systems currently in use. Perform test-checks on accounts and documents; g. Write the Capacity Assessment report with recommendations for capacity building for each partner h. 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 i. OCHA will, if the need arises, share the f |
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| Monitoring: Describe how you will monitor the implementation of each activity. Describe the tools you plan to use (checklist, photo, questionnaires, interviews, suggestion box etc.) in order to collect data and how you will store data. Explain the frequency type and protocol of reporting (how often do you report about what to whom?). State if, when and how you plan to evaluate your project. | 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 incorporate 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. |
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OTHER INFORMATION

Coordination with other Organizations in project area

Gender theme support

Outline how the project supports the gender theme

| | |
|---|--|
| Select (tick) activities that supports the gender theme | <input type="checkbox"/> Activity 1.1: Consult with relevant units as necessary and propose the final timeframe and plan the capacity assessment exercise for the 112 partners <input type="checkbox"/> 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 remaining partners <input type="checkbox"/> Activity 1.3: Produce a capacity assessment report with recommendations for capacity building for each partner and present it to OCHA for analysis and validation. |
|---|--|

BUDGET

| 1.1 Supplies, commodities, equipment and transport | 1.1.1 Supplies (materials and goods) | | | | | | | | | | | | | | | | | | |
|---|---|-------------------------|-------------------------|-----------|-------------|--------------|--------------|----------------|----------------|----------------|---------------------------------------|--|--|--|--|------|------|------|-----|
| | <table border="1"> <thead> <tr> <th>Code</th> <th>Budget Line Description</th> <th>Unit Cost</th> <th>Units</th> <th>Timeframe</th> <th>Amount(USD)</th> <th>Organization</th> <th>CHF</th> <th>% of CHF Total</th> </tr> </thead> <tbody> <tr> <td colspan="5">Subtotal Supplies</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.0</td> </tr> </tbody> </table> | Code | Budget Line Description | Unit Cost | Units | Timeframe | Amount(USD) | Organization | CHF | % of CHF Total | Subtotal Supplies | | | | | 0.00 | 0.00 | 0.00 | 0.0 |
| | Code | Budget Line Description | Unit Cost | Units | Timeframe | Amount(USD) | Organization | CHF | % of CHF Total | | | | | | | | | | |
| Subtotal Supplies | | | | | 0.00 | 0.00 | 0.00 | 0.0 | | | | | | | | | | | |
| 1.1.2 Transport and Storage | | | | | | | | | | | | | | | | | | | |
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| Code | Budget Line Description | Unit Cost | Units | Timeframe | Amount(USD) | Organization | CHF | % of CHF Total | | | | | | | | | | | |
| Subtotal Transport and Storage | | | | | 0.00 | 0.00 | 0.00 | 0.0 | | | | | | | | | | | |
| 1.2 Personnel | 1.2.1 International Staff | | | | | | | | | | | | | | | | | | |

| (staff, consultants, travel and training) | Code | Budget Line Description | Unit Cost | Units | Timeframe | Amount(USD) | Organization | CHF | % of CHF Total |
|---|--|-------------------------|-----------|-----------|-------------|--------------|--------------|----------------|----------------|
| | Subtotal International Staff | | | | | | 0.00 | 0.00 | 0.00 |
| 1.2.2 Local Staff | | | | | | | | | |
| Code | Budget Line Description | Unit Cost | Units | Timeframe | Amount(USD) | Organization | CHF | % of CHF Total | |
| Subtotal Local Staff | | | | | | 0.00 | 0.00 | 0.00 | 0.0 |
| 1.3 Training of Counterparts | | | | | | | | | |
| Code | Budget Line Description | Unit Cost | Units | Timeframe | Amount(USD) | Organization | CHF | % of CHF Total | |
| Subtotal Training of Counterparts | | | | | | 0.00 | 0.00 | 0.00 | 0.0 |
| 1.4 Contracts (with implementing partners) | | | | | | | | | |
| Code | Budget Line Description | Unit Cost | Units | Timeframe | Amount(USD) | Organization | CHF | % of CHF Total | |
| 1.4.1 | Baker Tilly Meralis Certified Public Accountants (K) Fee | 57259.79 | 1 | 1 | 57,259.79 | 0.00 | 57,259.79 | | |
| Subtotal Contracts | | | | | | 57,259.79 | 0.00 | 57,259.79 | 94.3 |
| 1.5 Other Direct Costs | | | | | | | | | |
| Code | Budget Line Description | Unit Cost | Units | Timeframe | Amount(USD) | Organization | CHF | % of CHF Total | |
| 1.5.1 | UNOPS direct support costs | 3435.96 | 1 | 1 | 3,435.96 | 0.00 | 3,435.96 | | |
| Subtotal Other Direct Costs | | | | | | 3,435.96 | 0.00 | 3,435.96 | 5.7 |
| TOTAL | | | | | | 60,695.75 | 0.00 | 60,695.75 | |
| 2.0 Indirect Costs | | | | | | | | | |
| Code | Budget Line Description | Unit Cost | Units | Timeframe | Amount(USD) | Organization | CHF | % of CHF Total | |
| 2.0.1 | Indirect Costs | | | | 4,248.64 | 0.00 | 4,248.64 | 6.9999 | |
| GRAND TOTAL | | | | | | 64,944.39 | 0.00 | 64,944.39 | 100.0 |

Other sources of funds

| Description | Amount | % |
|--------------|------------------|--------|
| Organization | 0.00 | 0.00 |
| Community | 0.00 | 0.00 |
| CHF | 64,944.39 | 100.00 |
| Other Donors | a) 0.00 | |
| | b) 0.00 | |
| TOTAL | 64,944.39 | |

LOCATIONS

DOCUMENTS