

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*	Office for the Coordination of Humanitarian Affairs			
(B) Type of Organization*	<input type="checkbox"/> UN Agency <input type="checkbox"/> International NGO <input type="checkbox"/> Local NGO <input type="checkbox"/> UN Agency			
(C) Project Title*	Common Humanitarian Fund (CHF) Secretariat			
(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*	\$ 1,439,131.00	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 (http://www.fsnau.org)		Men	Women	Total
	Total beneficiaries	0	0	120
	Total beneficiaries include the following:			
	Other (Select)			0
	Other (Select)			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:	\$
	Remaining	Budget:	\$	1,439,131
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*	Tim Mander	Title	Head of Funding Unit a.i.
	Email*	chfsomalia@un.org	Phone*	254733643737
	Address			

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 humanitarian crisis in Somalia remains one of the largest and most complex in the world with climatic shocks, armed conflict and protracted displacement. An estimated 3.2million people, still require humanitarian aid. Some 870,000 people, the vast majority of them internally displaced person, require life-saving humanitarian assistance. An additional 2.3 million people- a third of Somalia's population – remain on the margin of food insecurity. They may struggle to meet their minimal food requirement through the end of the year and are highly vulnerable to shocks. Some 2.75 million people do not have sustainable access to water, sanitation and hygiene and about 1.74 million school-age children are not in school. □</p> <p>Acute malnutrition continues to afflict hundreds of thousands of children, especially in the south of the country. About 206 000 children under five are malnourished and an estimated 600,000 children are acutely malnourished and 100,000 pregnant and lactating mothers need sustained nutritional support to prevent them from becoming acutely malnourished. Such persistent emergency levels of malnutrition are not just related to food intake, but also to dietary balance, disease, lack of clean water and poor hygiene practices.</p> <p>There are an estimated 1.1 million people IDPs and over 12,000 asylum seekers and refugees living in Somalia. Of the people in need, the IDPs are worst off. In addition to the wider life-saving and livelihood needs, most IDPs do not have pro</p>
	<p>The Common Humanitarian Fund (CHF) for Somalia was established in June 2010, as an upgrade from the earlier Humanitarian Response Fund (HRF). The CHF is a strategic fund that provides funding to high-priority, under-funded projects in the Consolidated Appeal (CAP) in twice-yearly standard allocations, to support aid agencies to respond to urgent humanitarian needs. In addition, the CHF emergency reserve contains 5% of available funding to fund quick response to new and unforeseen emergencies.</p> <p>The Fund was established at a time of shrinking humanitarian space, insecurity, declining funding flows and in an environment of increased politicization and conditionality of aid. Humanitarian access continued to decrease and reached its lowest level in 2010 as non-state armed actors took control over South Central Somalia and imposed conditions, including taxation, on humanitarian actors. Eight key agencies including the World Food Programme (WFP) were expelled from South Central Somalia the same year, interrupting humanitarian aid delivery for nearly one million Somalis.</p> <p>The Fund has become an increasingly important funding mechanism in Somalia since its inception contributing between 6-10 percent of all CAP funding annually. In 2012, CHF contributed 11percent of CAP funding. Donor contributions have increased from US\$ 31 million in 2010 to US \$95million in 2012. This has enabled the Fund support a total of 169 projects in 2012 and 336 projects since 2010.</p>
(C) List and describe the activities that your organization is currently implementing to address these needs.(maximum 1500 characters)	<p>As the CHF Secretariat, OCHA's priority is to improve the overall effectiveness of the Fund by ensuring that it is well resourced and well managed, supports prioritised humanitarian action, enhances coordination and is accountable. OCHA is responsible for facilitating the allocation process on the basis of humanitarian analysis and strategic prioritized needs and acts, as secretariat to the Board to ensure regular communication between the Board, UN agencies, donors and NGOs on all matters concerning CHF management and allocations. OCHA ensures the adequacy of the projects in relation to the CAP objectives and projects as well as the follow up of outcomes of all projects funded through the CHF. In doing so OCHA works closely with cluster working groups at the national and regional level.</p> <p>Under the overall guidance of the UN Humanitarian Coordinator, and the direct joint supervision of the UN/OCHA Head and Deputy Head of Office, the CHF Unit aims at ensuring adequate and efficient management of the pooled fund mechanism in Somalia.</p>

4. LOGICAL FRAMEWORK (to be completed by organization)

(A) Objective*	To strategically fund assessed humanitarian action to improve the timeliness, coherence of the humanitarian response and account	
(B) Outcome 1*	Well managed and well-resourced CHF accessible to UN agencies, INGOs and LNGOs with a diversified and broadened CHF donor	
(C) Activity 1.1*	Support CHF project cycle from the announcement of the allocation to funds disbursement to NGO projects, provide advisory service	
(D) Activity 1.2	Ensure implementing partners receive funding based on the needs (clusters, regions) identified by the HC and Advisory Board by cl	
(E) Activity 1.3	Regular engagement with donors either bilaterally or through donor meetings to keep them well informed of humanitarian and fund	
(F) Indicator 1.1*	Enabling Programmes	Average number of working days between approval of proposals Target* 100
(G) Indicator 1.2	days between approval of proposa	Target
(H) Indicator 1.3	days between approval of proposa	Target
(I) Outcome 2	Improved understanding of pooled funding mechanism by HFU staff participating in inter agency evaluation mission to enhance the	
(J) Activity 2.1	Regular distribution of information to CHF stakeholders boosting knowledge of NGO's through clarifying budgetary issues, review p	
(K) Activity 2.2	Maintain regular information flow on CHF allocations to the Humanitarian Coordinator, Advisory Board and members of the humanit	
(L) Activity 2.3	Conduct training/capacity building of CHF partners through organizing regular training on CHF guidelines and sound training Curric	
(M) Indicator 2.1	days between approval of proposa	Average number of working days between approval of proposals Target
(N) Indicator 2.2	days between approval of proposa	Target
(O) Indicator 2.3	days between approval of proposa	Target
(P) Outcome 3	Improved Accountability of the CHF	
(Q) Activity 3.1	Operationalise CHF Accountability Framework by updating the accountability framework for the CHF. Develop and implement the ri	
(R) Activity 3.2	Review due diligence and conduct capacity assessment of Common Humanitarian Fund implementing partners. Conduct field mon	
(S) Activity 3.3	Conduct audit of CHF Projects in time - engaging with audit firm through a long term agreement, collecting relevant documents	
(T) Indicator 3.1	days between approval of proposa	Average number of working days between approval of proposals Target
(U) Indicator 3.2	days between approval of proposa	Target
(V) Indicator 3.3	days between approval of proposa	Target
(W) Implementation Plan*	Describe how you plan to implement these activities (maximum 1500 characters)	

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

<p>(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) *</p>																																																																																			
<p>(B) Work Plan Must be in line with the log frame. Mark "X" to indicate the period activity will be carried out</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="3">Activity</th> <th colspan="6">Timeframe</th> </tr> <tr> <th colspan="6">Please select 'weeks' for projects up to 6 months, and 'months' for projects up to 12 months</th> </tr> <tr> <th>Month 1-2</th> <th>Month 3-4</th> <th>Month 5-6</th> <th>Month 7-8</th> <th>Month 9-10</th> <th>Month 11-12</th> </tr> </thead> <tbody> <tr> <td>1.1*</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.2</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.3</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.1</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.2</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.3</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.1</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.2</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.3</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Activity	Timeframe						Please select 'weeks' for projects up to 6 months, and 'months' for projects up to 12 months						Month 1-2	Month 3-4	Month 5-6	Month 7-8	Month 9-10	Month 11-12	1.1*	X						1.2	X						1.3	X						2.1	X						2.2	X						2.3	X						3.1	X						3.2	X						3.3	X					
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6. OTHER INFORMATION (to be completed by organization)

<p>(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</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 5%;">Organization</th> <th style="width: 15%;">Activity</th> </tr> <tr> <td>1</td> <td>X</td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> <tr> <td>5</td> <td></td> </tr> <tr> <td>6</td> <td></td> </tr> <tr> <td>7</td> <td></td> </tr> <tr> <td>8</td> <td></td> </tr> <tr> <td>9</td> <td></td> </tr> <tr> <td>10</td> <td></td> </tr> </table>	Organization	Activity	1	X	2		3		4		5		6		7		8		9		10		
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<p>(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</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Cross-Cutting Themes (Yes/No)</td> <td style="width: 40%;">Outline how the project supports the selected Cross-Cutting Themes.</td> <td style="width: 30%;">Write activity number(s) from section 4 that supports Cross-Cutting theme.</td> </tr> <tr> <td>Gender</td> <td></td> <td></td> </tr> <tr> <td>Capacity Building</td> <td></td> <td></td> </tr> </table>		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															
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