

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'  
 Project Document

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

<b>(A) Organization*</b>	DANISH REFUGEE COUNCIL			
<b>(B) Type of Organization*</b>				
<b>(C) Project Title*</b> Please use a precise and informative title that accurately reflects the project.	NGO SECURITY PROGRAMME			
<b>(D) CAP Project Code</b>	SOM-10/CSS/33135/R	Not required for Emergency Reserve proposals outside of CAP.		
<b>(E) CAP Project Ranking</b>	High	Required for proposals during Standard Allocations.		
<b>(F) CHF Funding Window*</b>	Standard Allocation 1 (July 2010)			
<b>(G) CAP Budget</b>	\$ 632,820.00	Must be equal to total amount requested in current CAP.		
<b>(H) Amount Request*</b>	\$ 316,324	Equals total amount in budget. Grey cells are completed automatically.		
<b>(I) Project Duration*</b>	6 months	No longer than 6 months for proposals to the Emergency Reserve.		
<b>(J) Primary Cluster*</b>	Enabl. Progr.			
<b>(K) Secondary Cluster</b>	please select	Only indicate a secondary cluster for multi-cluster projects.		
<b>(L) Beneficiaries</b> Direct project beneficiaries. Specify target population disaggregated by number.	<b>Total*</b>	<b>Men</b>	<b>Women</b>	<b>Children under 18</b>
	Direct beneficiaries are 250 – 350 NGOs providing humanitarian assistance in Somalia. Secondary beneficiaries are stakeholders of the afore mentioned agencies as without NSPs support they would have trouble continuing operations in a safe and secure manner.			
As part of the beneficiaries, list any other groups of relevance (e.g. children under 5, IDPs, pastoralists)	<b>People in HE</b>	<b>People in AFLC</b>	<b>Indicate group name</b>	<b>Indicate group name</b>
<b>(M) Location</b> Region(s) and District(s) only, precise locations should be annexed	Regions	North Eastern Province, Gedo, Bay Bakool, Banadir, Jubas, Puntland, Hiran, Mudug, Somaliland		
<b>(N) Implementing Partners</b> (List name, acronym and budget)	1	NGO SECURITY PROGRAM	Budget:	\$ 316.324
	2		Budget:	\$ -
	3		Budget:	\$ -
<b>(O) Focal Point and Details - Provide details on agency and Cluster focal point for the project (name, email, phone).</b>				
<b>Agency focal point for project:</b>	Name: *	FRANS BARNARD	Title:	PROGRAMME MANAGER
	Email: *	frans@nspssomalia.org	Phone: *	0202607111/ 0202607110
	Address:	P. O. BOX 14762 - 00800, NAIROBI		

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



(F) Indicator 1.1*	Enabl. Progr.	Structured solicited agency specific self reporting will confirm effectiveness of the CPP (Comprehensive Planning Process) and NSP intervention	Target:*	250-350 INGOs,LNGOs and CBOs
(G) Indicator 1.2	Enabl. Progr.	NSP will maintain a detailed record of NSP agency specific CPP interventions. The CPP database will specifically identify: Date of intervention. Agency size, Agency location, Agency Mandate, Specifics of Threats to Activities and Assets identified. Vulnerability and consequent Risk specific Mitigation strategies and how NSP assists in implementation of them e.g. First Aid training or Compound Security training. Contingency Plans developed with NSP assistance and expertise and finally Continuity plans as developed in consultation with NSP	Target:	250-350 INGOs,LNGOs and CBOs
(H) Indicator 1.3			Target:	
<b>(I) Outcome 2</b>	Where Threats are identified and Risk quantified through thorough understanding of Agency specific Vulnerability, NGOs through the provision of training, technical advice and security advisories can demonstrate effective Risk Mitigation and Contingency plans			
(J) Activity 2.1	CPP training			
(K) Activity 2.2	Hostile Environment Individual Security Training (HEIST)			
(L) Activity 2.3	Agency or Topic specific training			
(M) Indicator 2.1	Enabl. Progr.	CPP delivery to individual NGOs with concomitant training and support to manage identified risks or security deficits	Target:	250-350 INGOs,LNGOs and CBOs
(N) Indicator 2.2	Enabl. Progr.	Training requests and evaluation of training services	Target:	250-350 INGOs,LNGOs and CBOs
(O) Indicator 2.3			Target:	
<b>(P) Outcome 3</b>				
(Q) Activity 3.1	Virtual & location specific Crisis Management			
(R) Activity 3.2	Emergency & Medical evacuation capacity/coordination			
(S) Activity 3.3				
(T) Indicator 3.1	Enabl. Progr.	Coordination of response activities.	Target:	250-350 INGOs,LNGOs and CBOs
(U) Indicator 3.2	Enabl. Progr.	Initial Crisis Management support (24 – 48 hours)	Target:	250-350 INGOs,LNGOs and CBOs
(V) Indicator 3.3			Target:	250-350 INGOs,LNGOs and CBOs

<b>(W) Implementation Plan*</b> Describe how you plan to implement these activities	<b>Specific Objective</b>	To ensure that International and local Non-Governmental Organisations and CBOs actors in Somalia operate with a clear understanding of Threat, Vulnerability, Risk, Mitigation, Contingency and Continuity and how this understanding critically affects their ability to operate in a hostile environment within an acceptable Risk Threshold.
	<b>Outcome 1</b>	Information specific to understanding operational environments, threats specific to humanitarian activities and assets will be collected, recorded in a database and inform NSP analysis.
	Activity 1.1	Daily, Weekly security reports and Advisories
	Activity 1.2	Bi-monthly Security Briefings & Agency specific briefings (Nairobi & Field)
	Activity 1.3	Critical Incident and Reportable item data collection, entry, analysis & reporting
	Indicator 1.1	Structured solicited agency specific self reporting will confirm effectiveness of CPP (Comprehensive Planning Process) and NSP intervention.
	Indicator 1.2	NSP will maintain a detailed record of NSP agency specific CPP interventions. The CPP database will specifically identify: Date of intervention. Agency size, Agency location, Agency Mandate, Specifics of Threats to Activities and Assets identified. Vulnerability and consequent Risk specific Mitigation strategies and how NSP assists in implementation of them e.g. First Aid training or Compound Security training. Contingency Plans developed with NSP assistance and expertise and finally Continuity plans as developed in consultation with NSF
	<b>Outcome 2</b>	Where Threats are identified and Risk quantified through thorough understanding of Agency specific Vulnerability, NGOs through the provision of training, technical advice and security advisories can demonstrate effective Risk Mitigation and Contingency plans
	Activity 2.1	CPP training
	Activity 2.2	Hostile Environment Individual Security Training (HEIST)
	Activity 2.3	Agency or Topic specific training
	Indicator 2.1	CPP delivery to individual NGOs with concomitant training and support to manage identified Risks or security deficits
	Indicator 2.2	Training requests and evaluation of training services
	<b>Outcome 3</b>	Active support to beneficiary agencies in time of crisis
	Activity 3.1	Virtual & location specific Crisis Management
	Activity 3.2	Emergency & Medical evacuation capacity/coordination
	Indicator 3.1	Coordination of response activities.

Indicator 3.2	Initial Crisis Management support (24 – 48 hours)
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**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.  
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NGO surveys form the basis of the performance review of the Programme; the needs of the beneficiaries are accurately captured in the online biannual surveys which are made available to the Steering Committee. But the bottom line for NSP is that due to the critical and potentially life-saving nature of NSP activities and the constantly evolving security environment there is by necessity a continual evaluation and monitoring of all activities by NSP itself. NSP's primary business is information and to a degree this is self regulating. If the information provided by NSP is inaccurate, lacks currency, is poorly analysed or is false, NSP has failed and the repercussions may be potentially dire. NSP is therefore involved in a constant process of evaluation, monitoring and critically questioning every aspect of its' operations. This is primarily done through a Lessons Identified (LI), Lessons Implemented and Lessons Learned (LL) cycle. After each activity, critical incident or training the NSP team will conduct an After Action Review (AAR). Depending on the activity completed this will be informal or involve a formal procedure involving external actors. An NSP officer will then be assigned to ensure that all LIs are examined and implemented. Each and every report distributed and meeting held contains an offer for the NGO community to engage in discussion and dialogue. Training evaluation is conducted by online survey immediately post course and then again 6 months later to ensure 'distance' from the subject. NSP personnel rotate through the trainings to ensure they remain current with the NGO community. Senior NSP management conduct regular site visits and Somalia based trainings to address specific skill sets and issues. This is further reinforced by field staff rotating through Nairobi to ensure they are able to understand the wider Regional security issues. The NGO community is aggressively pursued for them to articulate their security needs more clearly to allow NSP to implement new practices or improve performance. Therefore the key monitoring tool is our interaction with the NGOs themselves. Failure to engage with NGOs is a failure of NSP. Our success as a life saving institution lies solely on the quality of the product produced.

(B) Work Plan  
Must be in line with the log frame

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*	Daily, Weekly security reports and Advisories	X	X	X	X		
1.2	Bi-monthly & Agency specific briefings	X	X	X	X		
1.3	Data collection, entry, analysis & reporting	X	X	X	X		
2.1	CPP training	AR	AR	AR	AR		
2.2	Hostile Environment Individual Security Training (HEIST)	X	X	X	X		
2.3	Agency or Topic specific training	AR	AR	AR	AR		

	Virtual & location specific Crisis						
3.1	Management	AR	AR	AR	AR		
3.2	Emergency & Medical evacuation capacity/coordination						
3.3		AR	AR	AR	AR		

**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>1 Organization</b> NSP does not implement physical projects; instead NSP works on safety and security information, coordination, dissemination as well as safety and security training. Therefore, the Programme does not have any implementing partners. All NSP Programme activities are carried out by NSP staff and if need be, consultants are hired on the basis of need i.e. specialised training such as medical trauma training. Currently the grant holder for the NGO Security Programme is the Danish Refugee Council (DRC). DRC oversees all NSP funding as well as its financial reporting, procurement and logistic requirements. However, NSP operates as an independent Programme from all other DRC Programmes.</p>	<p><b>Activity</b></p>
<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>

	<b>Gender</b>	Yes	In line with NSPs desire to see security mainstreamed throughout humanitarian agencies, the goal of demystifying security practice and removing it from the sole domain of security practitioners will have the same effect as recent well documented efforts to mainstream issues such as gender awareness within the humanitarian community. By mainstreaming security we will create humanitarian agencies which are reflective and capable of self learning and direction with regards their security environment and needs. Overall this process will lead to a reduction of security incidents as individuals and agencies demonstrate capacity. Given the highly mobile nature of workers within the humanitarian field this will lead to an impact far beyond the individuals and agencies influenced by this action.	1.2, 2.1, 2.2, 2.3, 3.1
	<b>Capacity Building</b>	Yes	One of NSPs core objectives and activities is 'capacity building'. Where threats are identified and risks quantified through thorough understanding of agency specific vulnerability, NGOs through the provision of training, technical advice and security advisories can demonstrate effective Risk Mitigation and Contingency plans. Because NSP is aimed at creating positive and sustainable change within humanitarian agencies, it is expected that from both an individual and agency level that security understanding and application of sound security management strategies will lead to improved security. This might well extend beyond the Somalia context. Given the increased understanding of the centrality of security to all aspects of humanitarian operations NSP regards the accomplishment of this as a critical achievement. NSP through the implementation of a humanistic security understanding seeks to empower agencies from the individual to the corporate to accept responsibility for personal and agency security. A direct consequence of this is the increased capacity throughout agencies to understand and appropriately deal with their environment in a sustained manner. Given that safety and security are cross cutting thematic and not linked to relief, rehabilitation or development individually but rather to all three – this approach ensures relevance beyond this immediate action.	1.2, 2.1, 2.2, 2.3, 3.1