

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)**

<b>(A) Organization*</b>	Danish Refugee Council				
<b>(B) Type of Organization*</b>	<input type="checkbox"/> UN Agency <input type="checkbox"/> International NGO <input type="checkbox"/> Local NGO <input type="checkbox"/> International NGO				
<b>(C) Project Title*</b>	NGO SAFETY PROGRAM - NSP is committed to supporting NGOs in providing safety and security for staff and assets and to improve coordination for all humanitarian actors operating in Somalia				
<b>(D) CAP Project Code</b>	SOM-11/CSS/39994	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 2 (Feb 2011)				
<b>(G) CAP Budget</b>	1571984.05	Must be equal to total amount requested in current CAP			
<b>(H) Amount Request*</b>	567155.90	Equals total amount in budget, must not exceed CAP Budget			
<b>(I) Project Duration*</b>	12 months	No longer than 6 months for proposals to the Emergency Reserve			
<b>(J) Primary Cluster*</b>	Enabling Programmes				
<b>(K) Secondary Cluster</b>		Only indicate a secondary cluster for multi-cluster projects			
<b>(L) Beneficiaries</b> 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	350	
	Total beneficiaries include the following:				
	Aid Agencies	0	0	350	
		0	0	0	
<b>(M) Location</b> 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"/> L. 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"/> L. Shabelle <input type="checkbox"/> M. Shabelle <input type="checkbox"/> Nugaal <input type="checkbox"/> Sool <input type="checkbox"/> W. Galbeed				
<b>(N) Implementing Partners</b> (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:	\$ -	
			<b>Total</b>	Budget:	\$ -
		<b>Remaining</b>	Budget:	\$ 567,156	
<b>Focal Point and Details - Provide details on agency and Cluster focal point for the project (name, email, phone).</b>					
<b>(O) Agency focal point for project:</b>	Name*	Emmanuel Rinck	Title	Programme Manager	
	Email*	emmanuel@nspssomalia.org	Phone*	+254725236631	
	Address	P.O. Box 14762 - 00800, Nairobi			

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

<b>(A) Describe the project rationale based on identified issues, describe the humanitarian situation in the area, and list groups consulted. (maximum 1500 characters) *</b>	<p>Somalia is one of the most insecure countries to operate in for NGOs. Unfortunately, aid workers have paid a high price while on duty: kidnapping, arrests, executions, crossfires, clan conflicts, among others have claimed the life of many. This poses a real challenge for the numerous International and National NGOs: how to ensure efficient relief operations while ensuring security of their staff. This situation triggered the creation of NSP (formally known as NGO Safety Preparedness and Support – SPAS) in 2004; the Somalia NGO Consortium with the backing of the European Commission and other donors embarked on developing a program that would respond to NGO security needs and therefore the creation of SPAS/ NSP.</p> <p>Currently an estimated 350 NGOs are operating in Somalia. The specific objective of NSP is to ensure that NGOs operating in Somalia are receiving relevant and efficient support and preparation in terms of security. NSP cannot, for legal and practical reasons,</p>
<b>(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) *</b>	<p>The Situation of NGOs in terms of Security Management capacity and needs is extremely diverse:</p> <p>Geographical diversity of NGOs:</p> <ul style="list-style-type: none"> <li>o Somaliland: 40+ INGOs present, with app. 120 International permanent staff. Main locations: Hargeisa (60%), Burao (20%), Berbera (5%), Eregavo (5 %), others (10%). Frequent short visits of extra international staff. Numerous LNGOs.</li> <li>o Puntland: 55+ INGOs present with app. 20 International permanent staff. Main locations: Garowe (40%), Galkayo (30%), and Bossaso (20%), other (10 %). Regular short visits of extra international staff. Numerous LNGOs.</li> <li>o South Central: 20+ INGOs present with app. 10 International permanent staff. Rare short visits of extra international staff in South Galkayo. Numerous LNGOs. Main locations are: South Galkayo (15%), Mogadiciu (10%), Beletweyne (10%), Others (75 %). Note: INGO are quite scattered all around South Central Somalia. Regular short visits of extra international staff. Numerous LNGOs.</li> </ul>
<b>(C) List and describe the activities that your organization is currently implementing to address these needs. (maximum 1500 characters)</b>	<p>Security Briefings:</p> <ul style="list-style-type: none"> <li>• Reports: Daily, weekly, quarterly; Advisories</li> <li>• Security briefings in Nairobi, Puntland and Hargeisa and upon request</li> <li>• Written briefings: operational manuals "New to Somalia" specific to South Central, Puntland, Somaliland; Written Area Briefings</li> <li>• Security Risk Assessments; Development of relevant maps: area of control, threat maps, NGO presence maps</li> <li>• Database and incident tracking: production of specific reports and statistics on request or NGOs</li> </ul> <p>Training:</p> <ul style="list-style-type: none"> <li>• HEIST</li> </ul>

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

<b>(A) Objective*</b>	International and National Non-Governmental Organizations and CBOs in Somalia operate safely and securely and receive relevant ar	
<b>(B) Outcome 1*</b>	NGOs operating in Somalia have improved their understanding of the Somali security context and can base their decisions on relevant	
(C) Activity 1.1*	Daily reports, Weekly reports, Quarterly reports, Advisories	
(D) Activity 1.2	Nairobi, Puntland and Hargeisa regular security briefings; Ad hoc briefings on request; Security Risk Assessments in most common lo	
(E) Activity 1.3	Written briefings: operational manuals "New to Somalia" specific to South Central, Puntland, Somaliland and other relevant manuals at	
(F) Indicator 1.1*	Enabling Programmes	<b>Target*</b> 350
(G) Indicator 1.2	Enabling Programmes	Briefings are produced in at least 3 main locations (Puntland, Som <b>Target</b>
(H) Indicator 1.3	Enabling Programmes	Number of registered NGOs accessing reports has increased of a <b>Target</b>
<b>(I) Outcome 2</b>	NGOs operating in Somalia have built up their capacity in terms of security knowledge and practices.	
(J) Activity 2.1	Training; HEIST training, Medical training, Country Directors and Security Focal Point specific training, Ad Hoc training, on request	
(K) Activity 2.2	Development of a basic security SOP for NGOs that need it	
(L) Activity 2.3		
(M) Indicator 2.1	Enabling Programmes	<b>Target</b> 350
(N) Indicator 2.2	Enabling Programmes	At least 60% of NGOs using NSP Security SOP format as a base <b>Target</b>
(O) Indicator 2.3		<b>Target</b>
<b>(P) Outcome 3</b>	NGOs operating in Somalia are supported, on request, in terms of crisis management and evacuations.	
(Q) Activity 3.1	Development of a generic contingency plan for evacuation and medical evacuation, in link with other organisations (UN, medical NGOs	
(R) Activity 3.2	Development of a contingency plan for kidnapping management and support to NGOs during crisis	
(S) Activity 3.3	Support to NGOs on request for other kind of crisis situation (analysis of threats, post security incident inquiry, support to crisis manag	
(T) Indicator 3.1	Enabling Programmes	<b>Target</b> 350
(U) Indicator 3.2	Enabling Programmes	Number of response activities supported by NSP <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>NSP is organized in 3 departments : Training department; Information and Analysis department; Support department. The Program Manager supervises the coordination of the 3 departments.</p> <p>The training department is composed of 1 international Training Manager and 2 national Training Officers. 50% of the trainings will be conducted in Nairobi, and 50% in Somalia (mainly Hargeisa and Garowe). External consultants are used to bring additional expertise to the training.</p> <p>Information and Analysis department is composed of 1 International Information and Analysis Manager, 2 national Security Analysts</p>	

**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) \*

Activities will be managed on a Project Management basis. A Gantt chart will identify each deliverable (Activity) element. The Gantt will report against start date, days for completion and completion dates. Financial management will ensure that expenditures are linked to Activities and the accomplishments.

NSP Programme Manager (PM) and Senior Administration Finance Officer will be responsible for the daily operational monitoring of progress in accordance with the Gantt; NGO Focal Point will provide oversight of the NSP PM; the Danish Refugee Council (DRC) will ensure full and complete compliance with all contractual obligations and deliverables. Internal weekly situation reports are produced by the NSP team to allow proper monitoring of the activities. Regular visit on the field by Senior Management team ensures team cohesion and control of activities.

NGO surveys/stakeholder workshops form the basis of the performance review of the project; the needs of the beneficiaries are accurately captured in the online biannual surveys which are made available to the NSP Steering Committee. Financial and progress reports will also be provided at the quarterly Steering Committee meetings. The NSP Steering Committee is chaired by the Consortium Focal Point and otherwise consists of all donors, the Grant Holder DRC, the Consortium international Deputy Focal Point

**(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					
	Month 1-2	Month 3-4	Month 5-6	Month 7-8	Month 9-10	Month 11-12
1.1* Daily reports, Weekly rep	X	X	X	X	X	X
1.2 Nairobi, Puntland and Hd	X	X	X	X	X	X
1.3 Written briefings: operati				X	X	X
2.1 Training: HEIST training	X	X	X	X	X	X
2.2 Development of a basic s						X
2.3 Development of a generi					X	X
3.1 Development of a contin					X	X
3.2 Support to NGOs on req	X	X	X	X	X	X
3.3 Support to NGOs on request for other kind of crisis situation (analysis of threats, post security incident inquiry, support to crisis manage						

**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 UNOCHA	Sharing of NSP database information for monitoring purposes. In addition, on a regular basis, NSP is constantly in touch with UNDSS for creation of a mass medical evacuation plan. On a Bi-monthly basis, NSP organises a security brief for all NGO Consortium meetings. On a quarterly basis, NSP holds meetings with its donors and the grant holder DRC. DRC is the grant holder for NSP. All NSP Administrative, Finance, Procurement, L
2 UNDSS	
3 SOMALIA NGO CONSORTIUM	
4 NSP Donor Steering Committee	
5 Danish Refugee Council (DRC)	
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	Yes	One of NSPs core objectives and activities is capacity building, this is gender
Capacity Building		#####