

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* <small>For standard allocations, please use the CAP title.</small>	Support the CHF Process Review			
(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*	\$	56,000.00	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	200
	Total beneficiaries include the following:			
	Aid Agencies	0	0	200
		0	0	0
	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:	\$ 56,000	
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	PMO - Team Leader
	Email*	JudithK@unops.org	Phone*	+254706000789
	Address	UNOPS Building, UN Lane, Off UN Avenue. P. O. Box 783, Village Market, 00621		

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) *	Numerous studies have been carried out around humanitarian pooled funds. Three, specifically focused on Common Humanitarian Funds (CHF), were undertaken in 2006, 2007 and 2010. The most recent review in 2010 was commissioned by OCHA to study the three CHF in the Central African Republic (CAR), Democratic Republic of Congo (DRC) and Sudan, and its results were published in 2011. As the CHF-Somalia was newly established at the time it was not included. The Common Humanitarian Fund for Somalia (CHF) was established in June 2010, as an upgrade from an earlier Humanitarian Response Fund (HRF). Since then, the Humanitarian Coordinator (HC) has allocated more than \$100m to more than 250 projects, in two standard allocations (July/August 2010 and February/March 2011), two emergency allocations (January and October 2011), and from the emergency reserve. The CHF has the following two main objectives:
(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) *	Since the CHF was set up in June 2010, the HC has allocated almost \$110 million to 264 projects under two standard allocations, two emergency allocations, and directly from the 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
(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 process review of the CHF-Somalia.

4. LOGICAL FRAMEWORK (to be completed by organization)

(A) Objective*	Conduct a process review of the Common Humanitarian Fund for Somalia		
(B) Outcome 1*	A comprehensive process review of the common humanitarian fund successfully conducted		
(C) Activity 1.1*	Recruit external consultants to conduct a process review of the CHF-Somalia		
(D) Activity 1.2	Follow up on contractual status of external consultants, including payments, during their review of the CHF-Somalia		
(E) Activity 1.3			
(F) Indicator 1.1*	Enabling Programmes		Target* 200
(G) Indicator 1.2	Enabling Programmes	External consultants recruited	Target
(H) Indicator 1.3			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 consultants to conduct a process review of the CHF-Somalia.</p> <p>The HC with the support of OCHA will:</p> <ul style="list-style-type: none"> • Advise on strategic directions of the review and provide guidance and input on methodology, content and recommendations <input type="checkbox"/> • Manage progress of the review in accordance with the agreed budget and timeline <input type="checkbox"/> • Ensure all stakeholders are kept informed <input type="checkbox"/> • Secure as principal interlocutor between the review team and the Advisory Board <input type="checkbox"/> 		

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>To ensure that the tasks will be performed as required and inception report will be produced and presented to the Advisory Board for approval. To monitor the tasks performed the consultant will be required to produce a review report one week after field meeting with key partners takes place. The report will be reviewed and commented upon. At this stage compliance to aspects in the inception report will be checked. A final report will be required. A draft report and final report will be shared with the key stakeholders including the clusters, Agencies, NGOs, Donors and CHF Advisory board for comment.</p> <p>Final Reports A report will be produced including the following: &#61607:Executive summary of 1,500 words or less &#61607:Table of contents &#61607:List of acronyms &#61607:Methodology summary – a brief chapter of no more than 1,000 words with a more detailed description provided in the annex &#61607:Analysis of context in which the CHF was implemented and operating &#61607:Core report of 25 pages or less excluding annexes with chapters structured around the review criteria. The chapters</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"> <thead> <tr> <th rowspan="2">Activity</th> <th colspan="6">Timeframe</th> </tr> <tr> <th>Week 1-4</th> <th>Week 5-8</th> <th>Week 9-12</th> <th>Week 13-16</th> <th>Week 17-20</th> <th>Week 20-24</th> </tr> </thead> <tbody> <tr> <td>1.1* Recruit external consultants</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.2 Follow up on contractual</td> <td></td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>1.3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.1 0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.2 0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.3 0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.1 0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.2 0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.3 0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Activity	Timeframe						Week 1-4	Week 5-8	Week 9-12	Week 13-16	Week 17-20	Week 20-24	1.1* Recruit external consultants	X						1.2 Follow up on contractual		X	X	X	X	X	1.3							2.1 0							2.2 0							2.3 0							3.1 0							3.2 0							3.3 0						
Activity	Timeframe																																																																												
	Week 1-4	Week 5-8	Week 9-12	Week 13-16	Week 17-20	Week 20-24																																																																							
1.1* Recruit external consultants	X																																																																												
1.2 Follow up on contractual		X	X	X	X	X																																																																							
1.3																																																																													
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)

<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>	<p>Organization</p> <ol style="list-style-type: none"> 1 HC 2 OCHA 3 4 5 6 7 8 9 10 	<p>Activity</p> <p>Overall responsibility for CHF-Somalia Daily management of CHF-Somalia</p>									
<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"> <thead> <tr> <th>Cross-Cutting Themes (Yes/No)</th> <th>Outline how the project supports the selected Cross-Cutting Themes.</th> <th>Write activity number(s) from section 4 that supports Cross-Cutting theme.</th> </tr> </thead> <tbody> <tr> <td>Gender</td> <td>Yes</td> <td>The process review will take gender aspects into account.</td> </tr> <tr> <td>Capacity Building</td> <td></td> <td></td> </tr> </tbody> </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	Yes	The process review will take gender aspects into account.	Capacity Building		
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	The process review will take gender aspects into account.									
Capacity Building											