

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*		Provision of Audit Services for CHF Projects in Somalia																																							
(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*		\$ 271,887.02 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		<table border="1"> <thead> <tr> <th></th> <th>Men</th> <th>Women</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Total beneficiaries</td> <td>0</td> <td>0</td> <td>90</td> </tr> <tr> <td colspan="4">Total beneficiaries include the following:</td> </tr> <tr> <td></td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>					Men	Women	Total	Total beneficiaries	0	0	90	Total beneficiaries include the following:					0	0	0		0	0	0		0	0	0		0	0	0								
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(M) Location		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		<table border="1"> <thead> <tr> <th>1</th> <th>Budget:</th> <th>\$</th> </tr> </thead> <tbody> <tr><td>2</td><td>Budget:</td><td>\$ -</td></tr> <tr><td>3</td><td>Budget:</td><td>\$ -</td></tr> <tr><td>4</td><td>Budget:</td><td>\$ -</td></tr> <tr><td>5</td><td>Budget:</td><td>\$ -</td></tr> <tr><td>6</td><td>Budget:</td><td>\$ -</td></tr> <tr><td>7</td><td>Budget:</td><td>\$ -</td></tr> <tr><td>8</td><td>Budget:</td><td>\$ -</td></tr> <tr><td>9</td><td>Budget:</td><td>\$ -</td></tr> <tr><td>10</td><td>Budget:</td><td>\$ -</td></tr> <tr><td>Total</td><td>Budget:</td><td>\$ -</td></tr> <tr><td>Remaining</td><td>Budget:</td><td>\$ 271,887</td></tr> </tbody> </table>				1	Budget:	\$	2	Budget:	\$ -	3	Budget:	\$ -	4	Budget:	\$ -	5	Budget:	\$ -	6	Budget:	\$ -	7	Budget:	\$ -	8	Budget:	\$ -	9	Budget:	\$ -	10	Budget:	\$ -	Total	Budget:	\$ -	Remaining	Budget:	\$ 271,887
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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* Judik@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) *	<p>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. .</p> <p>UNOCHA receives funds from donors, for which it is accountable, and allocates these funds to International 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. All projects funded by the CHF must be audited before the final installment, which constitutes 20% of the project budget, is paid.</p>
(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) *	<p>The CHF has in this year alone funded more than 75 projects and yet majority of the 227 projects funded in 2011 are yet to be audited as the contract with the current auditors has come to an end. Meanwhile, many NGOs are awaiting their final installment of 20%. This is a strain for both small local NGOs and large international NGOs that have multiple projects funded by the CHF. OCHA through UNDP has advertised this service and as the process of selecting an auditor is very lengthy and while waiting for this process to end a solution to the audit backlog had to be sought. OCHA is therefore seeking UNOPs services in selecting an auditor that would meet the criteria below.</p> <p>a) Show proven capacity to audit projects in the shortest time possible, in Somalia where access is limited and also in Kenya b) Demonstrate experience in auditing similar humanitarian projects in Somalia, especially those implemented in Central and Southern Somalia c) Understand the operating context with field experience and knowledge of capacity constraints in Somalia and d) Willingness and availability of senior audit staff to avail time to the CHF Secretariat to discuss progress of the audit and findings/recommendations. e) Avail a dedicated team of between 5 to 10 staff to carry out the proposed long term audit contract f) Submit 3 reference letters from UN or other donor agencies g) Hold registration with the local accountability regulators and demonstrate quality standards h) Have no conflict of interest in providing audit services directly to CHF partners</p>
(C) List and describe the activities that your organization is currently implementing to address these needs.(maximum 1500 characters)	Under the overall supervision of OCHA/CHF and in close collaboration with CHF partners, the auditor will conduct audits of 90 key projects among the many implemented in 2011. A detailed list of projects to be audited will be provided by the CHF secretariat on regular basis and as agreed with the audit company. The audit will ensure that resources are being managed in accordance with the set guidelines.

4. LOGICAL FRAMEWORK (to be completed by organization)

(A) Objective*	Conduct Audits of the CHF projects implemented in 2011	
(B) Outcome 1*	A comprehensive audit of the common humanitarian fund successfully conducted	
(C) Activity 1.1*	Recruit an external audit firm to conduct the audit of 90 CHF- Somalia projects (Activity to be conducted by CHF Somalia)	
(D) Activity 1.2	Reviewing and comment on final audit reports (Activity to be conducted by CHF Somalia)	
(E) Activity 1.3	Review the performance of the audit firm and authorise the payments for services rendered (Activity to be conducted by CHF Somalia)	
(F) Indicator 1.1*	Enabling Programmes	Target* 90
(G) Indicator 1.2	Enabling Programmes	No of projects sucessfully audited and final findings accepted 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 NGO or the UN agency that is implementing the project and OCHA, and other concerned entities as appropriate, will provide the auditors with all relevant information required by them for conducting the audit.</p> <p>Using this information the auditors must produce an audit report for 90 of the selected projects and shall do so to the extent possible, in the suggested format, presented in the TOR for the audit.</p> <p>The auditors must undertake the following activities, among others:</p> <p>(a) Consult with relevant units as necessary (OCHA, implementing agents and other concerned parties);</p> <p>(b) Obtain and analyse existing documentation;</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) *

The audit should be conducted in accordance with professional judgment of the auditor, and with appropriate reference to:
 (a)The International Standards on Auditing (ISA), namely the standards on auditing promulgated by the international Federation of Accountants;
 (b)Generally accepted common auditing standards in the country;
 (c) The standards and terms of reference established for the United Nations Board of Auditors.

The audit report must contain comments, observations and an opinion on each of the audit scopes above, as well as a general opinion of the project.
 Before finalizing the audit report the auditors must discuss their findings with the implementing agency and UNOCHA representative. The auditors will present or incorporate the responses in the audit report
 The auditors must submit the final audit report to the NGO or UN agency that is implementing the project in two copies. The auditors must also stamp the final financial report of the project, certified by the implementing agency and attach it to the audit report.
 Once a final signed audit is submitted, the CHF secretariat will work on releasing the final installments to the NGOs. Before any payment is made to the auditor, OCHA will confirm that the services delivered were satisfactory.

(B) Work Plan
 Must be in line with the log frame. Mark "X" to indicate the period activity will be carried out

Activity	Timeframe					
	Week 1-4	Week 5-8	Week 9-12	Week 13-16	Week 17-20	Week 20-24
1.1* Recruit an external auditor	X					
1.2 Reviewing and commenting	X	X	X	X	X	X
1.3 Review the performance		X	X	X	X	X
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)

(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 HC	Overall responsibility for CHF-Somalia
2 OCHA	Daily management of CHF-Somalia
3	
4	
5	
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 The AUDIT review will take gender aspects into account.	
Capacity Building		