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*

**CHF** SOMALIA

# 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*** | ☐ UN Agency  ☐ International NGO  ☐ Local NGO    UN Agency |
| **(C) Project Title*** <br> For standard allocations, please use the CAP 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*** | $  665,074.50   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 | 120 | |
| Total beneficiaries include the following: | | | | |
| **Aid Agencies** | 0 | 0 | 120 | |
| **Other** | 0 | 0 | 15 | |
| | 0 | 0 | 0 | |
| | 0 | 0 | 0 | |

**(M) Location**
Precise locations should be listed on separate tab

| Regions | ☐ Awdal | ☐ Banadir | ☐ Bay | ☐ Gedo | ☐ L. Juba | ☐ M Juba | ☐ Mudug | ☐ Sanaag | ☐ Togdheer |
|---|---|---|---|---|---|---|---|---|---|
| | ☐ Bakool | ☐ Bari | ☐ Galgaduud | ☐ Hiiraan | ☐ L. Shabelle | ☐ M Shabelle | ☐ Nugaal | ☐ Sool | ☐ W Galbeed |

**(N) Implementing Partners**
(List name, acronym and budget)

| | | 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: | | $ | 665,075 |

**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* | Pierre Bry | Title | Funding Unit Manager |
|---|---|---|---|---|
| | Email* | bry@un.org | Phone* | 254 705 262211 |
| | Address | P.O.Box 28832-00200 Nairobi, KENYA | | |

## 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) * | Somalia has been embroiled in conflict and a large part of the population has suffered from a chronic humanitarian crisis. The near failure of two rainy seasons (the Deyr rains of October-December 2010 and the Gu rains of April to June 2011) led to a deepening drought that further affected a population whose livelihoods and coping mechanisms were already weakened because of the protracted conflict and displacement. The failure of rains, coupled with the suspension of large-scale food distribution following the banning of the World Food Programme (WFP) by non-state armed groups further constrained access to food. The limited humanitarian actions were unable to prevent a large part of southern Somalia from sliding into famine. <br> In July 2011, famine was declared in two regions and later in a further four. By August, 750,000 people were at risk of death and living in famine conditions. Malnutrition levels increased throughout the year. The number of malnourished children in Somalia increased from 390,000 in January to 450,000 in July, of whom 190,000 were severely malnourished. Some 84% of the severe |
| **(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) * | 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 20% of available funding to fund quick response to new and unforeseen emergencies. <br><br> 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 |
| **(C)** List and describe the activities that your organization is currently implementing to address these needs.(maximum 1500 characters) | 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 prioritised 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. <br> 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 |

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

| | | | | |
|---|---|---|---|---|
| **(A) Objective*** | To strategically fund assessed humanitarian action to improve the timeliness and coherence of the humanitarian response | | | |
| **(B) Outcome 1*** | Well managed and well-resourced CHF accessible to UN agencies, INGOs and LNGOs with a diversified and broadened CHF dono | | | |
| (C) Activity 1.1* | Support CHF project cycle from the announcement of the allocation to funds disbursement to NGO projects, provide advisory servic | | | |
| (D) Activity 1.2 | Ensure implementing partners receive funding based on the needs (clusters, regions) identified by the HC and Advisory Board | | | |
| (E) Activity 1.3 | Regular engagement with donors either bilaterally or through HCT donor meetings to keep them well informed of humanitarian and | | | |
| (F) Indicator 1.1* | Enabling Programmes | | **Target*** | 29 |
| (G) Indicator 1.2 | Enabling Programmes | Pooled funding projects respond to assessed needs and gaps | **Target** | |
| (H) Indicator 1.3 | Enabling Programmes | Value of donor committments and pledges before start-up of sta | **Target** | |
| **(I) Outcome 2** | Improved understanding of pooled funding mechanism | | | |
| (J) Activity 2.1 | Regular distribution of information to CHF stakeholders | | | |
| (K) Activity 2.2 | Maintain regular information flow on CHF allocations to theHumanitarian Coordinator, Advisory Board and members of the humanita | | | |
| (L) Activity 2.3 | Conduct training/capacity building of CHF partners | | | |
| (M) Indicator 2.1 | Enabling Programmes | | **Target** | 4 |
| (N) Indicator 2.2 | Enabling Programmes | Number of guidelines and communiques issued | **Target** | |
| (O) Indicator 2.3 | Enabling Programmes | Number of training sessions held for partners | **Target** | |
| **(P) Outcome 3** | Improved Accountability of the CHF | | | |
| (Q) Activity 3.1 | Develop and operationalise CHF Monitoring and Reporting (M&R) Strategy | | | |
| (R) Activity 3.2 | Conduct due diligence and capacity assessment of CHF partners | | | |
| (S) Activity 3.3 | Conduct audit of CHF Projects | | | |
| (T) Indicator 3.1 | Enabling Programmes | | **Target** | 40 |
| (U) Indicator 3.2 | Enabling Programmes | Number of partners assessed | **Target** | |
| (V) Indicator 3.3 | Enabling Programmes | Number of CHF projects audited | **Target** | |
| **(W) Implementation Plan*** Describe how you plan to implement these activities (maximum 1500 characters) | OCHA Somalia is the designated CHF Secretariat and will be under the supervision of the Humanitarian Coordinator and OCHA Deputy and Head of Office. OCHA oversees the management of the CHF on behalf of the HC and acts as the Managing Agent (MA) for NGO funded projects. Its role includes ensuring the capacity assessment of NGO by clusters at the level of project identification; technical reviews of selected projects; administrative and programmatic processes (signature of standard cooperation agreements with NGOs and of project documents; financial processes including the disbursement of funds; coordinating the audit process for all NGO funded projects; progress reporting and lessons learned; and partners' technical capacity building, where needed. In addition, 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 | | | |

## 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) *

All activities will be monitored according to the Secretariats internal workplan that includes objectives, activities, indicators and timeframe for achieveing deliverables. This will be reviewed half yearly to measure progress against objectives. To strengthen information sharing and accountability to its stakeholders, the secretariat will develop information products to disseminate pertinent updates quarterly , and publish a half yearly report on achievements and an annual report. These will be availed through the CHF webpage http://www.unocha.org/somalia/financing/common-humanitarian-fund on the OCHA website The Fund will also be subject to the global three year evaluations of CHFs, commissioned by the Funding Coordination Section, New York and periodic external monitoring commissioned by the Advisory Board.

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

**Timeframe**
Please select 'weeks' for projects up to 6 months, and 'months' for projects up to 12 months

| Activity | Week 1-4 | Week 5-8 | Week 9-12 | Week 13-16 | Week 17-20 | Week 20-24 |
|---|---|---|---|---|---|---|
| **1.1*** Support CHF project cyc | X | X | X | X | | |
| **1.2** Ensure implementing pa | X | X | X | X | X | X |
| **1.3** Regular engagement wi | X | | X | | X | |
| **2.1** Regular distribution of in | X | | X | | X | X |
| **2.2** Maintain regular informa | X | | X | | X | |
| **2.3** Conduct training/capacit | X | | X | | X | |
| **3.1** Develop and operational | X | X | X | | | |
| **3.2** Conduct due diligence a | X | X | X | X | X | X |
| **3.3** Conduct audit of CHF Pa | X | X | X | X | X | X |

## 6. OTHER INFORMATION (to be completed by organization)

**(A) Coordination with other activites 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 | All partners, clusters and donors | Infomation sharing, capacity building |
| 2 | | |
| 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 | | |
| **Capacity Building** | | | |