

**Women's Peace and Humanitarian Fund  
WPHF**

**ME Function Cover page**

<b>Project Title:</b> Women's Peace and Humanitarian Fund	<b>PUNO:</b> UN Women
<b>Project Contact:</b> Name: Heba Zayyan Entity: UN Women Title: Office Manager in Gaza Email: heba.zayyan@unwomen.org	<b>Implementing Partner(s):</b>  ADWAR Arab Education Institute REFORM UAWC YMCA YWCA
	<b>Country:</b> Palestine
	<b>Total Project Cost:</b>  USD 1,170,702.00
	<b>Proposed Project Start Date:</b> 15/03/2020 <b>Proposed Project End Date:</b> 14/03/2022 <b>Total duration (in months):</b> 24
<b>WPHF's Outcomes the project is contributing to:</b>  <p><b>Outcome 2: Women's meaningful participation in conflict prevention:</b> promoting favorable attitudes towards women's participation in conflict prevention by the parties to the conflict and local communities; ensuring that local women's organizations have the capacity to identify and respond to threats by establishing networks, early-warning systems and mechanisms that offer opportunities for dialogue and peaceful engagement; connecting women's conflict prevention mechanisms to national and international reporting and response systems.</p> <p><b>Outcome 6: Peacebuilding and recovery investments which benefit women:</b> ensuring that women have the capacity and opportunity to meaningfully participate in recovery planning in order to guarantee that women's and girls' specific needs are met in conflict and post-conflict situations.</p>	
<b>WPHF's Outcome indicators the project will be reporting on:</b>  <p><b>Outcome 2:</b> Proportion of conflict prevention systems or mechanisms that are gender-sensitive. Existence of women-led early warning systems.</p> <p><b>Outcome 6:</b> Number of policies in post conflict and recovery contexts influenced by local women's organizations</p>	
<b>Project description:</b> The project aims to increase the participation of women of Hebron in political decision-making, give voice to their protection concerns, and address and build their leadership and resilience in local communities. The project will focus in particular towards the vulnerable and marginalized communities in Hebron, including H2 and Area C inside Hebron.	



### **Managing Arrangements**

#### **AA Functions**

As the Administrative Agent of the fund, MPTF Office is responsible for the receipt of donor contributions and transfers funds to PUNOS on the basis of the signed Memorandum of Understanding between each PUNO and the MPTF Office.

On behalf of the Participating UN Organizations the MPTF Office as the AA of the fund will:

- Disburse funds to each of the PUNO in accordance with instructions from the Steering Committee. The AA will normally make each disbursement within three (3) to five (5) business days after having received instructions from the Fund Secretariat along with the relevant Submission forms and Project document signed by all participants concerned;
- Consolidate narrative reports and financial statements (Annual and Final), based on submissions provided to the AA by PUNOs and provide consolidated progress reports to the donors and the Fund Secretariat;
- Proceed with the operational and financial closure of the project in the MPTF Office system once the completion is notified by the PUNO (accompanied by the final narrative report, the final certified financial statement and the balance refund);
- Disburse funds to any PUNO for any costs extension that the Fund Secretariat may decide in accordance with the fund rules & regulations.

#### **Role of the ME**

UN Women, as the Management Entity for Civil Society Organizations, will assume full programmatic and financial accountability for the funds disbursed to them by the Administrative Agent. Such funds will be administered by UN Women in accordance with its own regulations, rules, directives and procedures.

UN Women will provide the Administrative Agent and the Global technical Secretariat with:

- a) Annual narrative progress reports, to be provided within a maximum of three months of the end of the calendar year (by 31 March).
- b) A final narrative report at the end of the project's activities, to be provided within a maximum of three months of the end of the year (by 31 March). The final report provides a summary of the results and achievements compared with the Fund's aims and objectives.

UN Women will also provide the AA with the following financial statements and reports prepared in accordance with the accounting and reporting procedures applicable to the concerned

- (a) Annual financial report as of 31 December with respect to the funds disbursed to it from the Fund Account no later than four (4) months (30 April) after the end of the calendar year;
- (b) Certified final financial statements and final financial reports after the completion of the activities in the approved programmatic document, including the final year of the activities in the approved programmatic document to be provided no later than five (5) months (31 May) after the end of the calendar year in which the financial closure of the activities in the approved programmatic document occurs

In its role as the UN Management Entity, UN Women will ensure monitoring, evaluation and audits of the project in line with its rules and regulations and with the provisions comprised in the Project Cooperation Agreement signed between UN Women and the CSO. It will also provide technical support and capacity building to the CSO to facilitate the achievement of results.

#### **Role of partner CSO**

The CSO will be responsible for quality, results oriented and timely implementation of the project. Any change in the project activities must be done in close consultation with and after approval from the Management Entity. The CSO provides UN Women quarterly narrative and financial reports, using UN Women's reporting templates. The CSO will also provide annual and final narrative reports, no later than two months after the end of the calendar year (by 28 February).


The CSO will ensure full participation in the initiatives launched by the Management Entity or the Global Secretariat, linked to monitoring, evaluation, knowledge management and/or communications.

CSOs will inform UN Women of any public activity related to the project at least two weeks in advance.

#### **Public Disclosure**

The Fund Secretariat and Administrative Agent will ensure that operations of the fund are publicly disclosed on the Administrative Agent's website (<http://mptf.undp.org>).



PUNO and Implementing Partner(s)	
Name of PUNO <sup>1</sup> : UN Women Palestine	
Name of PUNO Representative: Maryse Guimond	
Title: Special Representative	
Signature	21/02/2020
Date & Seal	

**Budget per UNDG category in USD (est.)**

UNDG Categories	2020	2021	2022	Total
6. Transfers and Grants to Counterparts	1,094,114			1,094,114
<b>Sub total</b>	1,094,114			1,094,114
8. Indirect Support Costs*	76,588			76,588
<b>TOTAL</b>	1,170,702			1,170,702

*\*The rate shall not exceed 7% of the total of categories 1-7. Note that PUNO/Implementing Partner -incurred direct project implementation costs should be charged to the relevant budget line, according to the PUNO/Implementing Partner s regulations, rules and procedures*

Annexes:  
CSO signed prodocs

<sup>1</sup> In the case of a CSO submitting a proposal, the PUNO is the Management Entity