

Women's Peace and Humanitarian Fund WPHF

ME Function Cover page

Project Title: ME function of the Women's Peace and Humanitarian Fund for Yemen	PUNO: UN Women - Yemen
Project Contact: Name: Shakib Al-Khayyat Entity: UN Women Title: Project Associate Email: Shakib.alkhayyat@unwomen.org	Implementing Partner(s): <ul style="list-style-type: none"> - University Youth Foundation for Development - Alzahra Women's Foundation - Angela Development and Humanitarian Response Organization - Itar Foundation for Social Development - Youth Leadership Development Foundation (YLDF) - YODET - Social Development Hodeidah Girls Foundation (SDHGF) - Yemen Peace School Organization (YPS) - Marib Girls Foundation
	Country: Yemen
	Total Project Cost: 1,250,000 USD
	Proposed Project Start Date: 1 April 2022 Proposed Project End Date: 30 September 2023 Total duration (in months): 18 months
WPHF's Outcomes the project is contributing to: <ul style="list-style-type: none"> • Outcome area 1: Enhanced role of civil society organizations in advocating for and ensuring accountability on WPS commitments • Outcome area 6: Improved socio-economic recovery and political participation of women and girls in peacebuilding contexts. 	
WPHF's Outcome indicators the project will be reporting on: <ul style="list-style-type: none"> • 1.1. Average number of months organization can be sustained as a result of institutional funding • 1.2. Development of risk management and/or contingency plans or strategies for organization • 1.3. Types (and number) of adaptive strategies, tools or systems adopted by organization for continuity of operations • 6.1. Number and types of plans and/or policies in peacebuilding contexts influenced by women or civil society organizations • 6.2. Number/percentage of women with increased agency as a result of economic productive resources • 6.3. Number of women participating in political and decision-making processes 	
Project description: The participation of displaced women and girls in social, economic and political decision-making is a crucial prerequisite to building peace and gender-responsive recovery in Yemen and globally. In response to this, the focus of this WPHF project will be on local civil society organizations that promote the social, political and economic empowerment of forcibly displaced women and girls (e.g. refugees, internally displaced people, asylum seekers) in crisis and conflict contexts. The project is supported by WPHF Funding Window on Forced Displacement which is linked to the German Federal Ministry for Economic Cooperation and Development (BMZ) Action Network on Forced Displacement.	
<u>Managing Arrangements</u> 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)	
<div>Name of PUNO¹ Name of PUNO Representative Title Signature Date & Seal</div>	<div>UN Women Iraq and Yemen Dina Zorba Representative</div> <div></div>

Budget per UNDG category

UNDG Categories	2021	2022	Total
6. Transfers and Grants to Counterparts	1,168,224 USD		
Sub total	1,168,224 USD		
8. Indirect Support Costs*	81,776 USD		
TOTAL	1,250,000 USD		

**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

¹ In the case of a CSO submitting a proposal, the PUNO is the Management Entity