


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

ME Function Cover page

Project Title: ME function of the Women's Peace and Humanitarian Fund for Ukraine	PUNO: UN Women Ukraine
Project Contact: Name: Sabine FREIZER GUNES Entity: UN Women Title: UN Women Representative Email: sabine.freizer@unwomen.org 	Implementing Partner(s): <ol style="list-style-type: none"> 1. Zaporuka Foundation 2. Charitable organization "Positive Women" 3. Youth non-governmental organization "Christian Association YMCA" 4. Non-governmental organisation "LAMPA" 5. Fight for Rights 6. Helping to Leave 7. Charitable Foundation Pomogaem
	Country: Ukraine
	Total Project Cost: USD2,804,400 Current budget: USD631,344 New funding requested: USD2,173,056 (This includes USD1,965,702 in programmatic funding, USD65,192 in monitoring and evaluation costs and USD142,163 in direct support costs)
	Proposed Project Start Date: May 2023 Proposed Project End Date: November 2023 Total duration (in months): 7 months
WPHF's Outcomes the project is contributing to: Outcome 3: Enhanced participation and leadership of women in humanitarian planning and response	
WPHF's Outcome indicators the project will be reporting on: <ul style="list-style-type: none"> • 3.1. Number/Percentage of women participating in decision-making in humanitarian and crisis response • 3.2. Types of mechanisms established to improve gender responsive humanitarian and crisis planning, frameworks and programming 	
Project description: This project seeks to support women's rights organizations to respond to the humanitarian and protection needs of displaced women and girls due to the ongoing crisis in Ukraine. <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)	
<i>Name of PUNO¹</i> <i>Name of PUNO Representative</i> <i>Title</i> <i>Signature</i> <i>Date & Seal</i>	UN Women Ukraine Sabine FREIZER GUNES UN Women Representative to Ukraine  25.05.23

Budget per UNDG category

UNDG Categories	2022	New Request 2023 (Round 1)	Total
6. Transfers and Grants to Counterparts	571,101	1,965,702	2,536,803
7. General Operating Expenses and Other Direct Costs	18,940	65,192	84,132
Sub total	590,041	2,030,894	2,620,935
8. Indirect Support Costs*	41,303	142,163	183,466
TOTAL	631,344	2,173,056	2,804,400

*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