



**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): <ul style="list-style-type: none"> • Terre des Hommes Italy • Institute for Partnership and Sustainable Development
	Country: Ukraine
	Total Project Cost: USD 3,034,705 Current budget: USD 2,184,290 New funding requested: USD850,415 MPTF project ID: 00131407
	Proposed Project Start Date: December 2023 Proposed Project End Date: March 2025 Total duration (in months): 15 months
WPHF's Outcomes the project is contributing to: Outcome 3: Enhanced participation and leadership of women in humanitarian planning and response Outcome 5: Support to the enhanced safety, security and mental health of women and girls' and the respect of their rights	
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 planning • 3.2. Types of mechanisms established to improve gender-responsive humanitarian and crisis planning, frameworks and programming • 5.1. Number and percentage of CSOs, that report having greater influence and agency to work on ending sexual and gender-based violence (SGBV) • 5.2. Degree to which social accountability mechanisms are used by civil society in order to monitor and engage in efforts to end SGBV • 5.3. Number of local women's organization, CSOs or autonomous social movements coordinating efforts to end SGBV 	
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 the 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:	



A United Nations & Civil Society Partnership

- 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:

- Annual narrative progress reports, to be provided within a maximum of three months of the end of the calendar year (by 31 March).
- 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

- 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;
- 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 DocuSigned by:  805B28243CBF4E9...

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



A United Nations & Civil Society Partnership

Budget per UNDG category

UNDG Categories	2022	2023	2023 (2)	New funding request 2023	Total
1. Staff and other personnel costs					
2. Supplies, Commodities and Materials					
3. Equipment, Vehicles and Furniture, including Depreciation					
4. Contractual Services					
5. Travel					
6. Transfers and Grants to Counterparts	319,158	1,422,601	221,164	542,900	2,505,823
7. General Operating Expenses and Other Direct Costs	10,585	47,180	20,704	251,880	330,349
Sub total	329,743	1,469,781	241,868	794,780	2,836,172
8. Indirect Support Costs*	23,082	102,885	16,931	55,635	198,533
TOTAL	352,825	1,572,666	258,799	850,415	3,034,705

**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

Certificate Of Completion

Envelope Id: 3EAD3A672CD24BCDBDB3B3221239C868	Status: Completed
Subject: Complete with DocuSign: ME Function cover page__Ukraine CfP4_Outcome5_Reserve list.docx	
ID/Number e.g. Service Tracker Number or DAMS ID: UNW	
Application: ME Function cover page__Ukraine CfP4_Outcome5_Reserve list	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Anna Savrasna
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	220 E 42nd St
	New York, NY 10017
	anna.savrasna@unwomen.org
	IP Address: 176.100.26.164


Record Tracking

Status: Original	Holder: Anna Savrasna	Location: DocuSign
12/11/2023 11:03:08 PM	anna.savrasna@unwomen.org	

Signer Events

Sabine FREIZER GUNES
 sabine.freizer@unwomen.org
 Representative
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 805B28243CBF4E9...
 Signature Adoption: Pre-selected Style
 Using IP Address: 195.177.222.2

Timestamp

Sent: 12/11/2023 11:05:47 PM
 Viewed: 12/12/2023 4:31:48 AM
 Signed: 12/12/2023 4:36:01 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/11/2023 11:05:47 PM
Certified Delivered	Security Checked	12/12/2023 4:31:48 AM
Signing Complete	Security Checked	12/12/2023 4:36:01 AM
Completed	Security Checked	12/12/2023 4:36:01 AM
Payment Events	Status	Timestamps