

Women's Peace and Humanitarian Fund
WPHF
ME Function Cover page

Project Title: ME function of the Women's Peace and Humanitarian Fund for the WHRDs window_Gender Equality Network_(Global)	NUNO: Gender Equality Network (GEN)
Project Contact: Name: Okkar Shein Entity: Gender Equality Network (GEN) Title: Head of Program Email: headofprogram@genmyanmar.org	Implementing Partner(s): N/A
	Country: Global
	Total Project Budget: USD 200,000 1st Tranche requested: USD 160,000 2 nd Tranche: USD 40,000
	Proposed Project Start Date: 16 May 2024 Proposed Project End Date: 15 May 2025 Total duration (in months): 12 months
WPHF's Outcomes the project is contributing to: Enhanced safety, security and mental health of women and girls' and their human rights respected	
WPHF's Outcome indicators the project will be reporting on: Number of WHRDs and peace activists supported through flexible funding (by age group and country of origin)	
Project description: GEN will provide safety net/protection emergency grants to women human rights defenders at risk due to their activism.	
<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: <ul style="list-style-type: none"> 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 The NUNO, as the Management Entity, will assume full programmatic and financial accountability for the funds disbursed to them by the Administrative Agent. Such funds will be administered by the NUNO in accordance with its own regulations, rules, directives and procedures. The NUNO will provide the Administrative Agent and the WPHF Global technical Secretariat with:	

- a)

Annual narrative progress reports, to be provided by 28 February each year for WPHF review and to MPTF by 31 March each year.
- b)

A final narrative report at the end of the project's activities, to be provided within a maximum of four months of the end of the year (by 30 April). The final report provides a summary of the results and achievements compared with the Fund’s aims and objectives.

NUNO 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, NUNO 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 the NUNO and WHRDs. It will also provide technical support and capacity building to the WHRDs to facilitate the achievement of results.

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>).

NUNO and Implementing Partner(s)	
<div> <div>Name of NUNO</div> <div>Name of NUNO Representative</div> <div>Title</div> <div>Signature</div> <div>Date & Seal</div> </div>	<div> <div>Gender Equality Network (GEN)</div> <div>May Sabe Phyu</div> <div>Director</div> <div>   </div> <div>May 26 2024</div> </div>

Budget per UNDG category

UNDG Categories	2024 (USD) First tranche	2024 (USD) Second tranche	Total (USD)
1. Staff and other personnel costs	56,036	14,009	70,045
2. Supplies, Commodities and Materials			
3. Equipment, Vehicles and Furniture, including Depreciation			
4. Contractual services	5,600	1,400	7,000
5. Travel			
6. Transfers and Grants to Counterparts			
7. General Operating Expenses and Other Direct Costs	87,897	21,974	109,871
Sub total	149,533	37,383	186,916
8. Indirect Support Costs* (7% maximum of sub-total)	10,467	2,617	13,084
TOTAL	160,000	40,000	200,000

**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:
NUNO signed prodocs