



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

ME Function Cover page

Project Title: ME function of the Women's Peace and Humanitarian Fund for Burundi	PUNO: UN Women Burundi
Project Contact: Name: Clara Mah Anyangwe Entity: UN Women Title: Country Representative Email: clara.anyangwe@unwomen.org	Implementing Partner(s): 1. Centre d'Initiatives et d'Actions pour le Développement Durable au Burundi (CIAD Burundi) 2. Alliance pour la Promotion de l'Employabilité des Jeunes et Femmes (APEF) 3. Solidarité pour la Paix et le développement intégré Burundi (SOPADI-BDI) - Institutional 4. Solidarité pour la Paix et le développement intégré Burundi (SOPADI-BDI) - Programmatic 5. Association des Femmes Rapatriées du Burundi (AFRABU) 6. ICIRORE C'AMAHORO (ICCA) 7. Actions pour la paix et la gouvernance pour le développement durable (APG-Inkingi) 8. Unissons-nous pour la Promotion des Batwa (UNIPROBA)
	Country: Burundi
	Total Project Cost: USD 4,248,994.50 Current Budget: USD 3,276,147 Total New Request: USD 972,847.50
	Proposed Project Start Date: 1 May 2024 Proposed Project End Date: 31 October 2026 Total duration (in months): 30 months
	WPHF's Outcomes the project is contributing to: Outcome 2: Increased meaningful participation and decision-making of women in conflict prevention processes and response Other Outcomes: Outcome 1 (Institutional Funding): Enhanced role of civil society organizations in advocating for and ensuring accountability on WPS commitments
WPHF's Outcome indicators the project will be reporting on: 2.1. Number/Percentage of women participating in decision-making in conflict prevention processes and response 2.2. Number and types of conflict prevention mechanisms that are gender sensitive Other Outcome Indicators: 1.1 Average number of months organization can be sustained as a result of institutional funding 1.2 Number/Percentage of staff retained as a result of institutional funding 1.3 Number/Types of adaptive strategies, tools or systems adopted by organization for continuity of operations 1.4 Development of risk management and contingency plans or strategies for organization	
Project description: 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)



Women's Peace & Humanitarian Fund

A United Nations & Civil Society Partnership

Name of PUNO ¹	[REDACTED]
Name of PUNO Representative	[REDACTED]
Title	[REDACTED]
Signature	[REDACTED]
Date & Seal	[REDACTED]

Budget per UNDG category

UNDG Categories	2016	2018	2020	2021	2024 (NEW REQUEST)	Total
1. Staff and other personnel costs					16,000	16,000
2. Supplies, Commodities and Materials					15,000	15,000
3. Equipment, Vehicles and Furniture, including Depreciation					4,576.89	4,576.89
4. Contractual Services					25,000	25,000
5. Travel					14,069	14,069
6. Transfers and Grants to Counterparts	631,000	559,698	841,122	1,030,000	831,375	3,893,195
7. General Operating Expenses and Other Direct Costs					3,182.38	3,182.38
Sub total	631,000	559,698	841,122	1,030,000	909,203.27	3,971,023.27
8. Indirect Support Costs*	44,170	39,179	58,878	72,100	63,644.23	277,971.23
TOTAL	675,170	598,877	900,000	1,102,100	972,847.50	4,248,994.50

*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

NSC meeting minutes

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