

**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: Program Analyst WPS-H Email: Shakib.alkhayyat@unwomen.org	Implementing Partner(s): <ol style="list-style-type: none"> 1. Women & Girls Protection & Rehabilitation Center 2. To Be Foundation for Freedom and Rights (To Be) 3. For You Foundation for Humanitarian Response and Development 4. Wogod for Human Security (WHS) 5. Education for Employment 6. Sheba Youth Foundation for Development 7. Yemeni Organization for Development and Exchange Technology (YODET)
	Country: Yemen
	Total Project Budget: \$2,104,636.46 Current Project Budget: \$1,250,000 Total New Request: \$854,636.46
	Proposed Project Start Date: 28 March 2022 Proposed Project End Date: 31 December 2026 Total duration (in months): 57 months
WPHF’s Outcomes the project is contributing to: 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: 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: <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

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)	
Name of PUNO ¹ Name of PUNO Representative Title Signature Date & Seal	UN Women Yemen Dina Zorba Representative  

Budget per UNDG category

UNDG Categories	2021	2024	Total
1. Staff and other personnel costs	0	63,370.91	63,370.91
2. Supplies, Commodities and Materials	0	5,000	5,000
3. Equipment, Vehicles and Furniture, including Depreciation	0	0	0
4. Contractual Services	0	0	0
5. Travel	0	0	0
6. Transfers and Grants to Counterparts	1,168,224	730,354.75	1,898,578.75
7. General Operating Expenses and Other Direct Costs	0	0	0
Sub total	1,168,224	798,725.66	1,966,949.66
8. Indirect Support Costs*	81,776	55,910.80	137,686.80
TOTAL	1,250,000	854,636.46	2,104,636.46

*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 + email

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