

The Elsie Initiative Fund for Uniformed Women in Peace Operations

PROJECT DOCUMENT For Direct Costs

| Project Title: Elsie Initiative Fund Secretariat 2025 Budget | | | | | |
|---|---|--------------|--------------|----------|--------------|
| Project Number from MPTF Office Gateway (if existing project): 118008 | | | | | |
| Name of Recipient Fund: Elsie Initiative Fund for Uniformed Women in Peace Operations | | | | | |
| Contact list of all direct PUNOS (Name, title, email address): UN Women, EIF Secretariat elsie.mptf@unwomen.org , Fund Manager – Deborah.warren-smith@unwomen.org Program Associate - Naeemullah.naveed@unwomen.org | | | | | |
| Project Location (Country (ies) or Region/HQ): Global | Duration of Project <ul style="list-style-type: none"> ▪ Expected project commencement date¹: 21 March 2019 ▪ End Date: 31 December 2028 ▪ Total duration (in months): 117 | | | | |
| Project Description: The Elsie Initiative Fund for Uniformed Women in Peace Operations aims to support and incentivize efforts to increase the meaningful participation of uniformed women in United Nations peace operations. It seeks to accelerate progress towards achieving the United Nations Security Council's declared target of doubling the rate of women's participation within police and military contingents by 2020 compared to 2015. The Elsie Initiative Fund is also aligned with the UN's targets for women serving in uniformed military and police roles – objectives stated in the UN Department of Peace Operation's Uniformed Gender Parity Strategy 2018-2028 (UGPS). The EIF project is classified as Gender Equality Marker (GEM) 3 as 100% of resources programmed contribute to gender equality and women's empowerment. | | | | | |
| Project Total Cost (USD): 7,924,262.00 | | | | | |
| Breakdown by PUNOs <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 50%;">Name of PUNO</th> <th style="width: 50%;">Amount (USD)</th> </tr> <tr> <td>UN Women</td> <td>7,924,262.00</td> </tr> </table> | | Name of PUNO | Amount (USD) | UN Women | 7,924,262.00 |
| Name of PUNO | Amount (USD) | | | | |
| UN Women | 7,924,262.00 | | | | |
| Type of submission: <input type="checkbox"/> New project <input checked="" type="checkbox"/> Project amendment | | | | | |

¹ Note: actual commencement date will be the date of first funds transfer.

If it is a project amendment, select all changes that apply and provide a brief justification:

Extension of duration: ☐ Additional duration in months:

Change of project outcome/ scope: ☐

Change of budget allocation between outcomes or budget categories of more than 15%: ☐

Additional budget: ☒ Additional total amount (USD): 2,291,381.00

Additional amount breakdown by PUNOs

| Name of PUNO | Amount (USD) |
|--------------|--------------|
| UN Women | 2,291,381.00 |

Brief justification for amendment:

During the Steering Committee meeting on January 29, 2025, the Elsie Initiative Fund (EIF) Secretariat operating budget for 2025 was approved in the amount of 2,291,381.00 and we therefore, kindly request for the amount to be transferred to UN Women.

PROJECT SIGNATURES:

Recipient Organization(s)²

Name of Representative: Paivi Kannisto

Title: Chief, Peace & Security and Resilience Section, UN Women

Signature:

Date & Seal 11 Feb 2025

UN Co-Chair of the Steering Committee (back up)

Name of Representative: Fatemeh Ziai

Title: Director of Coordination and Shared Services, Department of Peace Operations

Signature:

Date & Seal 18 Feb 2025

² Please include a separate signature block for each direct recipient organization under this project.

I. Executive Summary

The executive summary contains a comprehensive summary of all sections focusing on the significance and relevance of the project, its contribution to national priorities and international commitments, the results expected to be achieved, intended beneficiaries, donors and implementing partners.

II. Situation Analysis

This section provides a brief evidence-based causality analysis. It outlines the economic, social, political, environmental and institutional context of the project. It identifies the development or human rights challenges to be addressed; provides specific, current and disaggregated data on these challenges, key causal factors, and the interventions that are necessary and sufficient for the achievement of the planned results.

III. Implementation Strategies

This section explains how the project will undertake the activities to ensure most effective and efficient achievement of results, including justification for geographic zones, criteria for beneficiary selection, timing among various activities, coherence between results and any other information on implementation approach.

IV. Result Framework

This section outlines all project results, outputs, activities with indicators of progress, baselines and targets.

V. Project Management and Coordination arrangements

This section would list direct participating organizations and their implementing partners (international and local), specifying the Convening Organization (if any), which will coordinate the project, and providing a brief justification for the choices, based on mandate, experience, local know-how and existing capacity. It should also present the project implementation team, including positions and roles and explanation of which positions are to be funded by the project (to which percentage).

VI. Fund Management arrangements

This section outlines the role and responsibilities of the Fund AA. (A standard text has been included and to not be removed or changed.)

VII. Risk Management, Monitoring, evaluation and reporting

Risk management – assess the level of risk for project success (low, medium and high) and provide a list of major project specific risks and how they will be managed, including the approach to updating risks and making project adjustments. Include any Do No Harm issues and project mitigation.

Monitoring and evaluation – What will be the M&E approach for the project, including M&E expertise in the project team and main means and timing of collecting data?

Project exit strategy/ sustainability – Briefly explain the project's exit strategy to ensure that the project can be wrapped up at the end of the project duration, either through sustainability measures, agreements with other donors for follow-up funding or end of activities which do not need further support. If support from other donors is expected, explain what the project will do to try to ensure this support from the start.

VIII. Workplan, detailed budget and budget per UNDG Categories

The work plans will detail the activities to be carried out within the joint programme and the responsible implementing partners, timeframes and planned inputs from the participating UN organizations. The basis for all resource transfers to an implementing partner should be detailed in the work plans, agreed between the implementing partners and participating UN organizations.

The work plan should be attached as an Annex to the project document and should follow the format represented in the table below.

Fund Administrative arrangements

(This section uses standard wording – please do not remove)

The UNDP MPTF Office serves as the Administrative Agent (AA) of the Elsie Trust and is responsible for the receipt of donor contributions, the transfer of funds to Participating UN Organizations, the consolidation of narrative and financial reports and the submission of these to the Secretariat and the Fund's donors. As the Administrative Agent, MPTF Office transfers funds to PUNOS on the basis of the signed Memorandum of Understanding between each PUNO and the MPTF Office.

AA Functions

On behalf of the Participating Organizations, and in accordance with the undg-approved "Protocol on the Administrative Agent for Multi Donor Trust Funds and Joint Programmes, and One UN funds" (2008), the MPTF Office as the AA of the Elsie Trust Fund will:

- Disburse funds to each of the PUNO in accordance with instructions from the Fund Secretariat. The AA will normally make each disbursement within three (3) to five (5) business days after having received instructions from the Secretariat along with the relevant Submission form and Project document signed by all participants concerned;
- Consolidate the financial statements (Annual and Final), based on submissions provided to the AA by PUNOS and provide the Elsie Trust Fund annual consolidated progress reports to the donors and the Secretariat;
- Proceed with the operational and financial closure of the project in the MPTF Office system once the completion is completed by PUNOs. A project will be considered as operationally closed upon submission of a joint final narrative report. In order for the MPTF Office to financially closed a project, each PUNO must refund unspent balance of over 250 USD, indirect cost (GMS) should not exceed 7% and submission of a certified final financial statement by the recipient organizations' headquarters;
- Disburse funds to any PUNO for any cost's extensions that the Steering Committee may decide in accordance with the Fund's rules & regulations.

Accountability, transparency and reporting of the Participating United Nations Organizations

Participating United Nations Organizations will assume full programmatic and financial accountability for the funds disbursed to them by the Administrative Agent. Such funds will be administered by each PUNO in accordance with its own regulations, rules, directives and procedures.

Each PUNO shall establish a separate ledger account for the receipt and administration of the funds disbursed to it by the Administrative Agent from the Fund's account. This separate ledger account shall be administered by each PUNO in accordance with its own regulations, rules, directives and procedures, including those relating to interest. The separate ledger account shall be subject exclusively to the internal and external auditing procedures laid down in the financial regulations, rules, directives and procedures applicable to the PUNO.

Each PUNO will provide the Administrative Agent and the Secretariat (for narrative reports only) with:

| Type of report | Due when | Submitted by |
|--------------------------------|----------|---|
| Annual project progress report | 30 March | Convening Agency on behalf of all implementing organizations and in |

| | | |
|--|--|---|
| | | consultation with/ quality assurance by the Fund Secretariat |
| End of project report covering entire project duration | Within three months from the operational project closure (it can be submitted instead of an annual report if timing coincides) | Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance Fund Secretariat |

Financial reporting and timeline

| Timeline | Event |
|---|--|
| April | Annual reporting – Report Q4 expenses (Jan. to Dec. of previous year) |
| <i>Certified final financial report to be provided by 30 June of the calendar year after project closure</i> | |

UNEX also opens for voluntary financial reporting for UN recipient organizations on a quarterly basis.

Unspent Balance exceeding USD 250, at the closure of the project would have to be refunded and a notification sent to the MPTF Office, no later than six months (30 June) of the year following the completion of the activities.

Ownership of Equipment, Supplies and Other Property

Ownership of equipment, supplies and other property financed from the Elsie Trust Fund all vest in the PUNO undertaking the activities. Matters relating to the transfer of ownership by the PUNO shall be determined in accordance with its own applicable policies and procedures.

| Outcomes | Outputs | Indicators | Means of Verification/ frequency of collection | indicator milestones |
|------------|---|--|---|----------------------|
| Outcome 1: | | Outcome Indicator 1 a Baseline: Target: | | |
| | | Outcome Indicator 1 b Baseline: Target: | | |
| | | Outcome Indicator 1c Baseline: Target: | | |
| | Output 1.1 List of activities under this Output: | Output Indicator 1.1.1 Baseline: Target: | | |
| | | Output Indicator 1.1.2 Baseline: Target: | | |
| | | Output Indicator 1.1.3 Baseline: Target: | | |
| | Output 1.2 List of activities under this Output: | Output Indicator 1.2.1 Baseline: Target: | | |
| | | Output Indicator 1.2.2 Baseline: Target: | | |
| | | Output Indicator 1.2.3 | | |

| | | | | |
|------------|---------------------------------------|-------------------------|--|--|
| Outcome 2: | | Baseline: Target: | | |
| | Output 1.3 | Output Indicator 1.3.1 | | |
| | List of activities under this Output: | Baseline: Target: | | |
| | | Output Indicator 1.3.2 | | |
| | | Baseline: Target: | | |
| | | Output Indicator 1.3.3 | | |
| | | Baseline: Target: | | |
| | | Outcome Indicator 2 a | | |
| | | Baseline: Target: | | |
| | | Outcome Indicator 2 b | | |
| | | Baseline: Target: | | |
| | | Outcome Indicator 2 c | | |
| | | Baseline: Target: | | |
| | | Outcome Indicator 2.1.1 | | |
| | Output 2.1 | Baseline: Target: | | |
| | | Output Indicator 2.1.2 | | |
| | | Baseline: Target: | | |
| | | Output Indicator 2.1.3 | | |
| | List of activities under this Output: | Baseline: Target: | | |
| | | Output Indicator 2.2.1 | | |
| | | Baseline: Target: | | |
| | | Output Indicator 2.2.2 | | |

| | | | | |
|------------|---|------------------------|--|--|
| | | Baseline: | | |
| | | Target: | | |
| | Output 2.3 List of activities under this Output: | Output Indicator 2.2.3 | | |
| | | Baseline: | | |
| | | Target: | | |
| | | Output Indicator 2.3.1 | | |
| | | Baseline: | | |
| Outcome 3: | | Target: | | |
| | | Output Indicator 2.3.2 | | |
| | | Baseline: | | |
| | | Target: | | |
| | | Output Indicator 2.3.3 | | |
| | | Baseline: | | |
| | | Target: | | |
| | | Outcome Indicator 3 a | | |
| | | Baseline: | | |
| | | Target: | | |
| | Output 3.1 List of activities under this Output: | Outcome Indicator 3 b | | |
| | | Baseline: | | |
| | | Target: | | |
| | | Outcome Indicator 3 c | | |
| | | Baseline: | | |
| | | Target: | | |
| | Output 3.1 | Output Indicator 3.1.1 | | |
| | | Baseline: | | |
| | List of activities under this Output: | Target: | | |
| | | Output Indicator 3.1.2 | | |
| | | Baseline: | | |
| | | Target: | | |
| | Output 3.2 | Output Indicator 1.1.3 | | |
| | | Baseline: | | |
| | List of activities under this Output: | Target: | | |
| | | Output Indicator 3.2.1 | | |
| | | Baseline: | | |
| | | Target: | | |

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|------------|---------------------------------------|--|--|--|
| | List of activities under this Output: | Output Indicator 3.2.2 Baseline: Target: | | |
| | | Output Indicator 3.2.3 Baseline: Target: | | |
| | Output 3.3 | Output Indicator 3.3.1 Baseline: Target: | | |
| | List of activities under this Output: | Output Indicator 3.3.2 Baseline: Target: | | |
| | | Output Indicator 3.3.3 Baseline: Target: | | |
| | | | | |
| Outcome 4: | | Outcome Indicator 4 a Baseline: Target: | | |
| | | Outcome Indicator 4 b Baseline: Target: | | |
| | | Outcome Indicator 4 c Baseline: Target: | | |
| | Output 4.1 | Output Indicator 4.1.1 Baseline: Target: | | |
| | List of activities under this Output: | Output Indicator 4.1.2 Baseline: Target: | | |
| | | Output Indicator 4.1.3 Baseline: Target: | | |
| | | | | |
| | Output 4.2 | Output Indicator 4.2.1 | | |
| | | | | |

| | | | | |
|--|---------------------------------------|------------------------|--|--|
| | List of activities under this Output: | Baseline: Target: | | |
| | | Output Indicator 4.2.2 | | |
| | Output 4.3 | Baseline: Target: | | |
| | | Output Indicator 4.2.3 | | |
| | List of activities under this Output: | Baseline: Target: | | |
| | | Output Indicator 4.3.1 | | |
| | | Baseline: Target: | | |
| | | Output Indicator 4.3.2 | | |
| | | Baseline: Target: | | |
| | | Output Indicator 4.3.3 | | |