

**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 Central African Republic (CAR)	PUNO: UN Women Central African Republic (CAR)
Project Contact: Name: Novella NIKWIGIZE Entity: UN Women Title: WPSHA Program Officer Email: novella.nikwigize@unwomen.org	Implementing Partner(s): <ol style="list-style-type: none"> 1. Share Hope Worldwide (SHW) (Partager l'Espoir dans le Monde) 2. Assistance Rapide pour le Développement Durable en Centrafrique en abrégée (ARDDCA) 3. Comité Inter Africain pour la Lutte contre les Pratiques Traditionnelles Néfastes et les Violences faites aux Femmes et aux Enfants (CIAF-Centrafrique)
	Country: Central African Republic (CAR)
	Total Project Budget: \$474,006 New requested budget: \$474,006
	Proposed Project Start Date: 1 May 2025 Proposed Project End Date: 31 October 2027 Total duration: 30 months
WPHF's Outcomes the project is contributing to: Outcome 3 (Humanitarian & Crisis Response): Enhanced participation and leadership of women in humanitarian and crisis planning and response.	
WPHF's Outcome indicators the project will be reporting on: Institutional Funding: <ol style="list-style-type: none"> 1. Average number of months organization can be sustained as a result of institutional funding 2. Number and percentage of staff retained as a result of institutional funding 3. Number of staff/volunteers directly benefiting from the response (by sex and age group) 4. Number of people indirectly benefiting from the response Outcome 3 (Humanitarian & Crisis Response): <ol style="list-style-type: none"> 3.1. Number and percentage of women participating in decision-making in humanitarian planning and response 3.2. Types of mechanisms established to improve gender responsive humanitarian planning, frameworks and programming 	
Project description: This project supports local women's organizations in CAR to enhance the participation and leadership of women in humanitarian and crisis planning and response, as well as supports them through institutional funding. <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)



Women's Peace & Humanitarian Fund

A United Nations & Civil Society Partnership

Name of PUNO ¹	UN WOMEN CAR
Name of PUNO Representative	Anne-Marie Rachelle DJANGONE-MIAN
Title	Country Representative UN WOMEN
Signature	
Date & Seal	02/05/2025

Budget per UNDG category

UNDG Categories	2025	Total
1. Staff and other personnel costs	30,099	30,099
2. Supplies, Commodities and Materials	711	711
3. Equipment, Vehicles and Furniture, including Depreciation	-	-
4. Contractual Services	-	-
5. Travel	4,740	4,740
6. Transfers and Grants to Counterparts	407,446	407,446
7. General Operating Expenses and Other Direct Costs	-	-
Sub total	442,996	442,996
8. Indirect Support Costs*	31,010	31,010
TOTAL	474,006	474,006

*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 approval

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