

*This document aims at helping partners to develop a better proposal, but it is not a policy and does not include all the possible topics. This is a living document developed thanks to the feedback received from partners. For any further question or clarification, please contact OCHA at [MHF-Myanmar@un.org](mailto:MHF-Myanmar@un.org).*

*Please note that the document has been updated considering the MHF Flexibility Guidance on the Context of the COVID-19.*

- 1. Is any MHF staff based at sub-national level?** No. The seven staff are based in Yangon, but available to support sub-national activities and address questions as much as possible and upon request.
- 2. How to submit the project proposal?** Proposal submission: Go to the GMS website first for submission of proposal. Proposal template word version and budget excel version can be downloaded and prepared via offline before working in GMS.
- 3. Can we share the draft proposal to the field staff? How?** Yes, it can be downloaded from GMS in word and excel.
- 4. Is there any specific requirement for already eligible partners to apply to MHF funding?** Project proposals from eligible partners who did not address key questions requested by the MHF during current or previous projects' implementation (e.g. monitoring and audit recommendations, alleged fraudulent cases) and demonstrate to have specific provisions on prevention of sexual exploitation and abuse (PSEA) and anti-fraud and conflict of interest will not be considered and be excluded of the strategic review. Any technical questions with regards to eligibility and/or partnership arrangements can be directed at OCHA: [MHF-Myanmar@un.org](mailto:MHF-Myanmar@un.org).
- 5. Is the overall objective covering the whole project?** Yes, it is.
- 6. Should partners consult their proposal before submitting to MHF?** Yes, proposals should be designed and consolidated after consultation with clusters, sector and thematic advisers. This includes the Maungdaw Inter-Agency Group (MIAG) for proposals covering the northern part of Rakhine State, and the South-East Working Group (SEWG) for those proposals to be implemented in the South-East part of Myanmar. Please see the annex 5 of the allocation strategy.
- 7. Regarding to the COVID-19, which sectors are eligible for funding?** For COVID-19 related activities, please select "COVID-19" as sector and insert in the sector or multisector proposal submitted to MHF. The MHF will not accept stand-alone proposals only covering COVID-19 related activities, but mainstreamed throughout the response to the humanitarian needs.
- 8. When can the project start and expenditure be eligible?** Projects' start date and end date will be explicitly stated in Annex B of the Grant Agreement (delinking cost eligibility from signature date). The project start date can be as early as the date of budget clearance by OCHA HQ.
- 9. What is a standard indicator?** Standard indicators are included in the 2020 Myanmar HRP at the end of the document. Those standard indicators can be found under each cluster/sector in the drop-down list included when adding indicator within the logical framework of the project in GMS. The partner can choose the

relevant ones, but at least one standard indicator must be included in each output. These include new indicators related to COVID-19, as per HRP Addendum. Please see the annex 3 of the allocation strategy.

10. **Aside the HRP standard indicators, are there other mandatory indicators?** Yes, there are five additional mandatory indicators, covering the whole project, as follows: accountability to affected population (AAP), cash-based intervention (cash and voucher), and number of actions carried out to remove barriers and increase access to humanitarian assistance to persons with disabilities (disability). Target for AAP indicators must be presented in percentage; for cash and voucher indicator, it must be showed in number of beneficiaries disaggregated by age and gender; and for disability indicator, it must be described as the numbers of actions. These five indicators should be included at least in one sector but the partner will report for achievement across the whole project. Please see the annexes 2 and 3 of the allocation strategy.
11. **Can we create a custom indicator?** Custom indicators can be created by the partners and these should be related to the output and outcomes. Targets should refer to people, with disaggregated data by age and gender.
12. **How to put disaggregated data for the custom indicator?** In the system, there is no space for inserting disaggregated data for custom indicator. In this case, the partner could include those disaggregated data under the “mean of verification” box.
13. **What is the definition of children?** People under 18 years old can be defined as children. For elderly people over 60 years old.
14. **Which sector (Education or Protection) should be selected for the psycho-social supports ToT to teachers, CSOs and camp leaders?** Protection sector should be selected. In the case of COVID-19 related aspect, it can be included under “COVID-19” cross-sector.
15. **Gender and age disaggregation:** Number of men, women, girls and boys must be included. Also, important to include the number of people with disabilities and elderly people.
16. **How can we estimated the number of persons with disabilities if we do not have adequate data?** the MFH strongly recommended to applying a minimum of **12.8 per cent** to the total target population to estimate the persons with disabilities targeted by the submitted projects, following the provisional result from [2019 Inter-Census Survey](#) in Myanmar. Partner can estimate the persons with disabilities based on this percentage and, later, report against the actual number of people with disabilities during the progress and final narrative reporting processes.
17. **When to apply the Gender Age Marker (GAM)?** Firstly, complete the draft of the proposal including age and gender consideration in assessment, design, implementation and monitoring plans. After that go to <https://iascgenderwithagemarker.com>, register the project (a code will be generated) and conduct the assessment online. Once done, please add the score and the code generated in the website to the application. The GAM will help to know if your proposals is gender- and age-sensitive. If more guidance is needed on how to ensure the project is gender-responsive, you can contact the gender focal point, as per annexes.
18. **Regarding the COVID-19 pandemic, should the partner apply using a specific sector?** A cross-sector title “COVID-19” has been set up in GMS. The MHF suggest partners to choose this sector to apply for activities related to this situation. In case that the activity is very specific to a relevant cluster/sector, the partner can choose the cluster/sector included in GMS.
19. **Budget description:** Need to explain in detail the cost of expenditures in budget narrative. Some budget will be needed to breakdown, which can be provided in excel file and uploaded under “Documents” tab.

20. **What is the maximum flexibility (budget shift) between budget categories once the budget is approved?** A maximum of 15 per cent of increase is allowed between budget categories. The MHF will extend the 15 per cent budget flexibility on “Staff and Other Personnel Costs” budget category, provided that there is prior communication to the Fund Manager and the variation is due to COVID-19 related reasons. Any variation exceeding 15 per cent requires prior budget revision request, approval by the HC and an amendment to the grant agreement. Any variation exceeding 15 per cent will require an amendment to the grant agreement.
21. **Can the partner create new budget lines?** In case that partner with CBPF ongoing funding cannot associate COVID-19 related expenditures to an existing budget line, the MHF can approve the creation of additional budget lines within the 15 per cent parameter, provided that they are directly related to COVID-19 responses. The approval process can be conducted in GMS, after budget revision request, without amendment to the grant agreement. If the new budget line(s) exceed the 15 percent ruler, the revision requires an amendment to the grant agreement. This should be requested by partner to the MHF with strong justification
22. **How should the budget be prepared?** The partner should consult the annex on “Budget Preparation” for each specific allocation. The calculation of the budget must be logical and realistic. For support staff: one budget line is enough, but partner needs to provide breakdown in an Excel with all the support staff that may be charged under this budget line, indicating unit costs and total (percentage and amount) to be charged to MHF. Equipment costs should go under budget category 3. MHF will not approve purchasing of equipment every time and will review the list of equipment provided in the previous MHF funded projects, considering approvals case by case.
23. **Where should staff be included within the budget?** All staff positions from the MHF funded organization signing the Grant Agreement should be added in budget category 1. Staff positions from the sub-implementing partners should be included under a related budget line in budget category 6, with detailed breakdown.
24. **Can direct staff costs be pooled in one single budget line?** No, exactly. It should be disaggregated in different budget line. However, MHF will allow to have a single budget line for a group of direct staff under the same activity (e.g. Protection Team), indicating in an Excel all the related staff that may be charged under this budget line, indicating unit costs and total (percentage and amount) to be charged to MHF.
25. **What is the maximum allowable percentage for staff cost over total budget?** A maximum of 20 per cent of total budget is accepted, but depending on the project and activities. Some projects require bigger staffing costs. MHF consider case by case.
26. **How to do cost sharing for project implementation staff?** It will depend on the time that the staff works for the MHF funded project. For support staff, it could be grouped under a single budget line. Number of staffs per group / position should be mentioned in the breakdown, including unit cost per month and total percentage to be charged to the MHF applied to the total of all the positions. If there is a change in the breakdown, as including an extra position, due to the context of the implementation conditions, the partner should inform MHF before applying it, providing a revised breakdown and getting written approval.
27. **Can staff development costs be accepted by MHF?** Yes, if related to the project, small amounts are accepted, but please think that MHF is a humanitarian fund and cannot support all field assessments, capacity building, etc. Depends of the policy of the organization. If training is part of the “contract”, it must be in budget category 1 as part of the staff salary. If it is over normal cost, should be shown in the general budget as part of the staffing costs (one budget line, category 1). If the training is related to the project, it should be included in category 2. That applies also to induction meetings with staff working in a related

project. Specific trainings need to show how the total costs was estimated (breakdown: venue, trainers, refreshments, etc.).

28. **Are allowances for staff accepted?** Yes, but only if supported by clear human resources policy.
29. **Where should consultancy costs and volunteers' incentives be included in the budget?** Consultancy costs should be included under budget category 4. Volunteers receiving incentives should be linked to the relevant activity under budget category 2.
30. **How detailed should the activities costs be reflected in the budget?** MFH requests to include number of the related activity as per the logical framework. A group of activities with a similar area could be grouped under a single budget line. A clear breakdown, including specific activity, unit cost per month and total percentage to be charged to the MHF applied should be added in an annexed Excel document.
31. **Is equipment cost accepted by MHF?** Depending on the type of project and requirements, new equipment directly linked to the project may be approved and it should be included under budget category 3. General support (lumpsum) based on an estimation (list of equipment that may be required should be written) can be added in budget category 7 (specific separated budget line), just in case some equipment needs to be replaced, this lumpsum could be used, but linked to the project. Inventory could be provided, with the proposal and explanation about how assets are used.
32. **Can partner contract private service providers for implementing some activities?** Yes. Activities developed through a private service provider should be included in budget category 4. BoQ should be provided. In the case that the activity is done through a CSO, local partner or other type of humanitarian partners, but not a private service provider, it should be included in budget category 6.
33. **How to present travel costs within the budget?** MHF recommend grouping each type of travel costs (national, international) under one single budget line, with clear breakdown showing the calculation of the estimated expenditures, including percentage to be charged to MHF as needed. It could include: accommodation, per diem, flight travel, internal transportation, visa costs. This split is essential to understand how the project has been done. Specific rental car for monitoring activity need to be added in budget category 5. Possible means of transport to be added as needed, even with small amount, to have more flexibility and avoid unnecessary budget revision.
34. **How to present the budget for sub-implementing partners?** Under budget category 6. If many sub-implementing partner, just including a single budget line per partner. If just one or two sub-implementing partners, please include a budget line indicating the name of the partner following the same structure than the general budget (staff, supplies, equipment, contracts, travel, transfer to counterpart and general operating costs) as needed. Breakdown for sub-implementing partners should be provided in an annexed Excel document.
35. **Which costs can be included under budget category 7 "General Operating and Other Direct Costs"?** There is no a fixed percentage to calculate these costs because it depends of the size of the project, the kind of project. As an emergency fund, MHF cannot be too much supportive for general operating cost. If the budget explains well the logic for calculation rule of the support costs (including HR, rental cost, etc.), then it can be accepted proportionally. If it is accepted, the costs need to follow the cost allocation methodology used by the partner. presented. Warehouse costs could be included here. MHF will accept to group under one single budget line related costs, with clear breakdown and calculation of the estimated expenditures, showing percentage to be charged to MHF. One single budget line grouping expenditures for field related office and one single budget line for expenditures in Yangon. On each of those single budget lines, partner should provide a breakdown including vehicle support, IT and communication support, office rental and

maintenance, guest house support cost. Breakdown should clearly show the calculation of the estimated expenditures, showing percentage to be charged to MHF. In addition, single budget lines can be added for bank fees and visibility, considering that not a mandatory requirement for MHF, but depending on the project a small amount could be requested. Hospitality costs (coffee, tea, sugar, water dispenser, etc.) are not accepted by MHF.

36. **Can the sub-implementing partner include a budget line for Programme Support Cost (PSC of 7 per cent) under category 6 (Transfer and Grants to Counterparts)?** No, it depends on the agreement between implementing partners and sub-implementing partners. PSC of 7 per cent against the total budget is allowed only in the general budget. However, administrative costs to support implementation, linked to specific positions, can be included in sub-implementing partners budget (budget category 6) as needed.
37. **Can the partner overspend the approved total budget?** No, the partner can spend up to the approved budget. The expenditure beyond the approved budget will be considered ineligible expenditure. Between budget category a maximum of 15 per cent of over expenditure is accepted against saving in other budget categories. However, no over expenditure is accepted in category 1 (Staff and other personnel costs).
38. **Can all staff costs be extended during the no-cost extension period if the partner has saving from other budget lines?** Partner cannot extend all staff costs for NCE period. MHF may accept some extension of key staff who will implement the activities during the NCE period.
39. **Partners have the difficulty to do a realistic budgeting by townships, how to do?** MHF suggest planning as best as the partner can with the available information. Projects can be later amended as needed.
40. **Should volunteer payment (incentives) be included in the cash tracking?** No, only the amount of money directly goes to the beneficiaries as part of a cash-based intervention. Incentive should be included as part of the category 2 (Supplies, Commodities, Materials) indicating the related activity.
41. **For instance, if community-based organizations (CBOs) receive grants for construction/renovation of schools, are these considered as cash-based interventions?** No, MHF funded partner should have an agreement or contract between with the CBOs. It should be reflected under category 6 (Transfer and Grants to Counterparts).
42. **Can we consider cash-based intervention the cash support provided to GBV survivors?** Yes, these interventions are allowed and funded by MHF. Just reflect in the cash tracking tool.
43. **Location:** Only at township level, not lower, indicating budget distribution by sector, and later distribution of beneficiaries by sector using the same percentage. The sum of all townships should be the same that the total budget and the total targeted people. Project proposals covering different areas in Kachin and Shan are allowed for interventions where operations are often done using same logistics/teams. For Rakhine and Chin, project proposals should be submitted separately. In the case of Chin, the MHF is looking for a unique multisector project and it may be not compatible with the intervention in Rakhine, where logistics are different including access in some cases.
44. **The distribution of targeted people among clusters and sectors for a location (township) within multisector projects, could it include the same number of people?** Yes, the total distribution of targeted people for a specific location can be the same for each concerned cluster or sector, but not more than the total for the location (included disaggregation per age and gender).
45. **If the partner cannot implement the planned activities due to the security or other reasons on the ground, what should they do?** Partners should inform OCHA HFU in writing by email about any significant challenges

or deviations from the original proposal, including access, budget, location, beneficiaries, implementation plan, etc. In some case, OCHA will request a formal revision.

46. **Can the partner include a budget line for emergency response activities to unforeseen situation?** Yes, it is possible. We suggest including a small budget for these questions, and in case that this is not used, the budget can be transferred to other budget lines prior the end of the project. That can be applied to all type of projects in all the geographical areas.
47. **Can the partner include costs for common services such as safety and security, coordination within the project and specific needs assessments related to the intervention?** Yes, it is possible. This does not include regular coordination with clusters and sectors, or similar, which should be costed by the own organization. Also, this does not include studies or needs assessment that are not related to the specific intervention, which should be covered by the own organization or with other sources of funding. We suggest to plan according to the most likely scenario, with good acknowledge of risks and mitigation measures, ensuring that requested MHF funding supports an enabling operational environment.
48. **Can the partner include costs related to activities promoting the participation of affected population?** Yes, the MHF encourages it. The MHF will prioritize projects that have a clear strategy to promote the participation of affected population in all the programme cycle, including the strengthening of existing complaints and feedback mechanisms.
49. **Can partners add a contingency budget line related to COVID-19?** partners can include a contingency budget line of up to 4 per cent of the total project budget under “General Operating and Other Direct Costs” budget category. This approach will expedite re-programming processes to address needs directly related to COVID-19 responses, if the situation deteriorates. Contingency budget lines must be designed to facilitate rapid responses to unforeseen urgent humanitarian needs that may be outside of the original geographic location/sector, and must not be used to compensate for overspending or expansion of other ongoing/planned activities. Activation of a contingency budget line requires formal pre-approval by the Fund Manager. Approval will be in writing and within 24 hours of request. If not utilized within the project implementation timeframe, the amount budgeted for contingencies must be refunded to the MHF following project closure. Partners are required to provide a detailed breakdown of the utilization of the contingency budget line also via financial reporting.
50. **Who should request endorsement from clusters/sectors in the case of project location change?** This is a responsibility of the partners, also on behalf of sub-partners. To speed-up the process, the partner is encouraged to discuss with the cluster/sector in an early stage and get endorsement by email, and then upload the communication in GMS during the project revision.
51. **What should the partner do when there is an incident (fire, theft) and some material is lost?** All the alleged cases of fraud, corruption and other incidents, should be immediately reported by the partner, submitting the incident report to MHF. A full report, including the findings of the internal investigation suggested in the initial incident report, should be submitted within 30 days.
52. **Do the partners need to give the PSEA trainings to staff and suppliers?** Training on PSEA are mandatory for all the partner’s staff and involved personnel in managing MHF funding. Partner must explain suppliers and contractors about its PSEA policy.