Project Design

Workshop

November 2019

Yangon, Myanmar
Eligible NGO Partners

- Only active NGOs which have completed the due diligence process through the online Grant Management System (GMS), have undergone the capacity assessment process
- Active participation in the humanitarian coordination system at sub-national level, including the sectoral coordination.
- A consortium approach with several partners working in cooperation is encouraged
- Organizations that have not yet completed MHF eligibility process can be sub-implementing partners to an eligible organization.
When can apply

As per **call-for-proposal**

Based on **actual analysis** of funding status (contributions and gaps), sector priority needs and real-time context

- **Standard Allocation**
  - Underfunded HRP needs

- **Reserve Allocation**
  - New emergency situations
2019 Strategy
Key elements

Operating principles

Age, gender and diversity

Localization

crisis-affected people

‘New way of working’

Effectiveness
Operating Principles

identified strategy

existing capacity

cash-based

consortia

direct funding

protection

nexus

conflict-sensitive

multi-sector
**Allocation**
- Prioritization
- Launch of Allocation Strategy Paper

**Submission of project proposal**
- Strategic review
- Technical and financial review

**Project Closure**
- Final financial and narrative report
- Refund process
- Audit report
- After action review

**Involving cluster / sector members and coordinators at sub-national level**

**Implementation**
- Progress Narrative Report
- Interim Financial Report
- Project revision request
- Field monitoring visit
- Financial spot check
- Fraud & Incident Reporting
How to create a Project Proposal
• **Project title:** Meaningful, specific.
• **Date:** Up to 2-month period (standard); 6-month period (reserve)
• **Project Summary:** Objective, targeted people and locations, main activities, main implementation strategy.
• **Needs:** Projects should be evidence-based. Specify type of assessment and date.
• **Justification:** Refers to main activities and why this is relevant
• **Link to the Allocation Strategy:** Refers to strategy paper, clusters/sectors objectives, Humanitarian Response Plan (HRP).
Logical Framework

Key Messages

• Overall Objective: SMART
• Sector Objectives and HRP Objectives: SMART
• Outcome > Output > Assumption, Risk & Mitigation Measures > Activity >
  Standard Indicators: AAP, CASH, PWD, Sector Specific, Customized Indicator

SMART
Specific and Measurable, Achievable (or attainable), Relevant, and Time-bound
Work Plan
Key Messages

• Complete only after finalizing the logical framework
• Just click in the boxes
• Realistic and achievable
Affected People
Key Messages

• Only affected people DIRECTLY targeted by the project
• Select a category
• Disaggregation by gender and age
• General disaggregation by gender, age and disability.
• Indirect beneficiaries can be added at the end, as a narrative.
Protection Mainstreaming

Key Messages

• Four elements:
  - Prioritize safety & dignity, and avoid causing harm
  - Meaningful access
  - Accountability
  - Participation and empowerment

• Age, gender and diversity approach is imbedded in all the MHF project cycle (elaboration of the strategy, the selection of the project proposals, project revision, implementation, reporting, monitoring, etc.)
Protection Mainstreaming
Why & How

**WHY:** To ensure that the protective impact of aid programming is maximized.

- activities target the most vulnerable,
- enhance safety and dignity of the beneficiaries, and
- promote and protect the human rights of the beneficiaries;
- all that, without contributing to or perpetuating discrimination, abuse, violence, neglect and exploitation.

**HOW:** By including the above-mentioned element into:
- the general project management as central to delivering humanitarian aid;
- into project cycle management through protection mainstreaming indicators for each sector.
Disability Inclusion in Humanitarian Action

Key Messages

• Continuous **awareness raising** through a multi-stakeholder approach

• Increasing **capacity building** to enhance the effective **inclusion and participation** of persons with disabilities and their representative organizations across the MHF project cycle: elaboration of the strategy, the selection of the project proposals, project revision, implementation, reporting, monitoring, etc.

• Reinforcing **disability-disaggregated** data collection and analysis

• Using [Washington Group Questionnaire](#) to identify people with a disability is recommended for MHF and partner projects applying for funds in 2019.
Gender with Age Marker

Key Messages

• Mandatory tool to track gender equality programming (including SGBV) for all MHF projects since January 2019.

• Self-assessment tool that focuses on supporting partners in ensuring gender responsive programming.

• MHF will reject projects in cases, where without justification, the GAM has not been applied.

• MHF will consider only projects with a GAM score 4 or 3. Below this, strong justification should be provided.

• Using website: https://iascgenderwithagemarker.com/
Accountability to Affected Population

Key Messages

• How beneficiaries have been involved in:
  • needs assessment
  • project design
  • implementation

• Complaints and Feedback Mechanisms
• Conflict Sensitivity and ‘Do No Harm’
• Protection Mainstreaming
• Gender with Age Marker (reference number)
• Risk and mitigation measures
• Operational, security, financial, personnel, management, etc.
• Considering environmental risks and mitigation measures.
Access

Key Messages

• Strategies
• **Access**: constraints, alternate ways to access to the affected population
Monitoring & Reporting
Key Messages

• **How** indicators and sources of verification will allow in a timely and cost-effective manner to collect information that can inform project management and decision-making

• **Role and responsibilities** for collecting, recording, reporting, and using information

• Specify what **monitoring tools** and technics will be used to collect data on the indicators to monitor the progress towards the results achieved

• Provide an indication of the **frequency** data will be collected and if there is already a baseline for the indicators or if a baseline will be collected

• Ensure key monitoring and reporting activities are included in the project’s **workplan**
Exit Strategy & Sustainability

Key Messages

• Exit strategy and closure steps for the project or program
• Assessment of the sustainability of the results
Coordination & Complementarity

Key Messages

• Describe any coordination efforts, any synergy that developed, and recommendations for improving coordination in the future

• Complementarity with other humanitarian partners at field level, with sector coordination, with Government, with other development / peacebuilding projects funded by other donors, etc.
Sub-Implementing Partners
Key Messages

• Choose from the list

• If not, add a profile

• MHF should approve later

• Important to provide under “document” tab a profile, reference on the sub-implementing partner.

• Include the activity linked to the specific sub-implementing partner.

• Please conduct minimum due diligence / capacity assessment, particularly regarding internal financial control and management.
Budget

Key Messages

• Clear description of budget lines

• Shared cost: full unit cost * % covered by MHF

• Support staff: ONE budget line – Under “documents” tab, please add a clear breakdown of staff which costs may be charged to MHF: title, function, unit cost per month.

• Support cost (operating costs): ONE budget line per each main concept – Under “documents” tab, clear breakdown of items that may be charged to MHF: item, unit costs per month.

• Activities provided by a private company, service provider or consultancy: under category 4 – Contractual Services

• Activities conducted by a partner (Govt., NGO, CSO, etc.) with direct transfer of funds: under category 6 – Transfers and Grants to Counterparts
Category 6 – Transfers and Grants to Counterparts: per partner, please include a budget line grouping each main budget category:

- Staff and other personnel costs
- Supplies, commodities, material
- Equipment
- Contractual Services
- Travel
- Transfers and Grants to Counterparts (if any)
- Operating costs

Only use the budget categories that are required

No program support costs (PSC) of 7 per cent is allowed in category 6.
Cash Tracking
Key Messages

• In case that there is a cash-based intervention
• Add one row for each type of modality
• Only indicated the estimated value of cash that will be transferred to people assisted through each modality.
Location
Key Messages

• Only after completing budget, logical framework activities and affected persons tabs.

• Minimum: Township level

• No box to click, not able to select – Go to the down level

• Distribution of budget per location
  • Insert % of budget per location > then, % of this budget per cluster > save

• Distribution of beneficiaries per location
  • Insert same % of budget per same location
  • Distribute by sector (automatically or manually)
  • Include activity per sector
Documents

Key Messages

- Upload here any relevant document:
  - Budget breakdown
  - LoA with sub-implementing partners
  - Assessment reports
Submission
Key Messages

• Please check every tab before submitting, mainly:
  • Date of implementation
  • Final budget (only 7% for PSC)
  • Budget breakdown (document uploaded)
  • Location distribution
Prevention of Sexual Exploitation and Abuse

Key Messages

• Zero tolerance, extended to partners, sub-partners, contractors, consultants, vendors, etc.

• Appropriate policies and mechanisms in place to prevent and report any allegation or incident of SEA (review of due diligence)

• Immediate reporting on any alleged PSEA case.

• Mandatory Training on PSEA for all the partner staff and involved personnel in managing MHF funding.
## Prevention of Sexual Exploitation and Abuse

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>MHF Action</th>
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<tbody>
<tr>
<td>If the partner plans to sub-contract activities to another entity, the partner has</td>
<td></td>
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<tr>
<td>the necessary reporting and monitoring mechanisms in place to prevent and respond</td>
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<tr>
<td>to allegations and incidents of sexual exploitation and abuse (SEA).</td>
<td>Request the partner to describe reporting and monitoring mechanisms in place.</td>
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<tr>
<td>The partner has properly screened staff for involvement or alleged involvement in</td>
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<tr>
<td>SEA or violations of human rights.</td>
<td>Confirm that reference and background checks for partner personnel have been</td>
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<td></td>
<td>completed.</td>
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<tr>
<td>The partner has reporting procedures in place for SEA allegations for employees,</td>
<td></td>
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<tr>
<td>contractors/sub-implementing partners and beneficiaries.</td>
<td>Request and review partner's reporting procedure.</td>
</tr>
<tr>
<td>The partner is informed of the UN zero tolerance policy on SEA, and related UN</td>
<td></td>
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<tr>
<td>agency, funds and programme policies on SEA.</td>
<td>Confirm in writing that the partner is informed of the UN zero tolerance</td>
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<tr>
<td>policy on SEA, and related UN agency, funds and programme policies on SEA.</td>
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<tr>
<td>The partner’s staff who are working on MHF funded projects have completed SEA</td>
<td></td>
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<tr>
<td>training, or equivalent.</td>
<td>Confirm that the partner has completed a SEA training, or equivalent.</td>
</tr>
<tr>
<td>The partner has dealt appropriately with any past SEA allegations.</td>
<td>Request the partner to describe any past allegations and outcomes.</td>
</tr>
</tbody>
</table>
How to register in GMS

STEP 1

Go to the MHF Grant Management System (GMS) website:
https://cbpf.unocha.org
Then enter your email address and click “continue”
How to register in GMS

STEP 2

The system will bring you to the below screen. Since you are a new user, please click “Register”.

Log in

Email
Your email address

Password
Your password

REGISTER  LOGIN

Forgot your password?
How to register in GMS

Then, please complete the below information, and click register. Follow the instructions.
GMS Support

https://gms.unocha.org/support

The Grant Management System (GMS) is a standard platform for the management of all Country-based Pooled Funds. Implementing partners use this interface to submit project proposals and reports, and OCHA coordinates project review, monitoring and partner performance. The system captures evaluation results, tracks timelines and promotes accountability in humanitarian response. OCHA maintains a system-wide overview of all funds, enabling support and coordination and provides real-time fund information for stakeholders.

For any issues related to GMS, contact:

GMS Support: gms-support@un.org
MHF : Feedback & Complaints Mechanism

MHF Stakeholders with insufficiently addressed concerns or complaints regarding MHF processes or decisions can at any point in time send an email to MHFComplaints@un.org.

Complaints will be compiled, reviewed and raised to the HC, who will then take a decision on necessary action(s). The HC will share with the Advisory Board any such concerns or complaints and actions taken thereof.
• No mandatory, but important when possible (visual to be provided by HFU).

• Conflict sensitivity will be taken into consideration prior the use of MHF visibility.

• Success stories with visual supporting documents disseminated to MHF Advisory Board and social media with appropriate consent of the affected population, particularly to meet child protection requirements.
About the MHF

The Myanmar Humanitarian Fund (MHF) is an OCHA-managed country-based pooled funding mechanism which enables the Humanitarian Coordinator (HC) to provide an emergency response and timely assistance to urgent or chronic humanitarian needs of people affected by natural disaster or conflict. Prior to 2015, the MHF was known as the Myanmar Emergency Response Fund (ERF). Up to 2013, the Fund was known as the Humanitarian Multi-Stakeholder Fund (HMSF).
Myanmar Humanitarian Fund

The Myanmar Humanitarian Fund is a multi-donor country-based pooled fund that supports humanitarian response for people in need of life-saving assistance.

Myanmar Humanitarian Fund
@MHF_Myanmar

58 million available from @MHF_Myanmar under its 1st Standard Allocation, to respond to essential humanitarian needs of people affected by protracted crisis in Myanmar. Deadline for submission of proposals open until 4 August 2019. More information here: unocha.org/myanmar/about...
CBPF BUSINESS INTELLIGENCE (BI) PORTAL

The CBPF BI portal provides detailed contribution and allocation data in real-time.

- 23 Donors
- 302 Partners Funded
- 458 Projects
- $323M Contributed
- $297M Allocated
- $122M Under Approval

Data updated on 22/05/2019 3:59:16

Allocations Overview: Click here to find more about CBPF regions
Questions & Answers

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