

Guidance for developing YHF project proposals

December 2022

General Tips	• Ensure consistency. Key information such as beneficiary numbers, proposed activities, number of items to be distributed, names of targeted districts etc. should be consistent throughout all sections of the project proposal. • Keep the information in the proposal concise, up-to-date, and relevant to the intervention you are proposing. Do not copy information from other proposals or sources. • Make sure that the project proposal is aligned with the Yemen Humanitarian Fund (YHF) allocation strategy and Yemen Humanitarian Response Plan (YHRP) objectives. • Ensure that the cluster has been kept informed on the development of the project and a clearly documented cluster endorsement is attached. • Attach other required documents such as Bills of Quantities (BoQs), budgets of sub-implementing partners, needs assessment reports, letters of endorsement from local authorities etc. • For technical assistance on filling out proposals in the Grants Management System (GMS), refer to: https://gms.unocha.org/content/project-proposal-template-and-submission?plid=466
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1. Project Information

Project Title	• Explain clearly and concisely the project objective. • Mention the geographical areas of implementation. • Mention the type of beneficiaries. • Mention the allocation priority from the allocation paper, if available. <i>Example: Provision of protection against Gender-Based Violence to internally displaced women and girls in Marib governorate (priority 2)</i>
Cluster	• For single-cluster projects, select the cluster and sub-cluster. • For multi-cluster projects, fill in all clusters and sub-clusters, and provide the approximate budget split by cluster. After completing the locations tab (section 5 below), adjust the approximate budget split by cluster to match the information in the locations tab (if it will differ).
Start Date	• Factor in sufficient time between the project submission and the proposed project start date to ensure that the proposal can be reviewed and finalized on time.
Project Summary 200 words limit	• Outline the problem statement and explain how this project will contribute to resolving this problem, and why it is important. • Describe the project outcomes and mention key outputs/activities that will lead to achieving these outcomes. • List the names of governorates/districts where the project will be implemented. • Include the total number and types of beneficiaries that will be targeted. • Describe the role of sub-implementing partners, if applicable.
Other funding secured	• Reflect all funding complementary to YHF that the organization received from other sources for the same project (including CERF funding). • Provide donor names and amounts one by one (including the monetary value of in-kind support).
Focal points	• Provide names and contact details of the Head/Country Director of the organization as well as programme, finance and monitoring focal points for the project. • Provide names and contact details of sub-IP focal points, if applicable.

2. Country Context and Funding

Needs Assessment <u>300 words limit</u>	• Reference a specific needs assessment that was used to define the needs of crisis-affected people in this project (including assessment dates, areas covered, methodology used, and sample size applied). • Explain how this project will address the findings of the needs assessment and why it is relevant. • Explain how geographic areas have been prioritized for this project. • Provide the background information related to the target geographical areas, such as the number of IPDs/refugees/host community members, IPC results, whether they are front line and/or hard to reach areas, and other key information relevant to the humanitarian situation. • If it is a multi-cluster project and/or project covering several distinct geographical areas, organize the findings per cluster/area and do not lump them together. • If it was impossible to conduct an assessment, explain the actions undertaken by the organization to establish the evidence of needs, such as through secondary data sources. • Include information on different needs of women, men, girls, boys, age groups and vulnerable groups, as well as an explanation of how different needs of these groups will be addressed. • Provide information on Gender-Based Violence (GBV) relevant to this project.
Grant Request Justification <u>250 words limit</u>	• Include detailed information on why the organization is best placed to deliver this project. This may include long-lasting presence in the area, good access to project locations, expertise in the proposed interventions, excellent understanding of the situation and local customs, long history of coordination with clusters and other partners in the area, and good capacity to deliver the project. • Outline prior experience with the proposed interventions. If your organization does not have prior technical expertise in all proposed areas/interventions, explain how the organization will ensure that the project will meet the cluster standards.
Link to allocation strategy <u>200 words limit</u>	• Provide information on which allocation priorities the project responds to and include evidence that the project was developed to support these priorities. • Include information on the linkages between the specific interventions of this project and the allocation priorities. • Provide evidence that the project is aligned with the broader YHRP objectives.

3. Logical Framework

General Tips	• Information provided in the logical framework should match with the information provided in all other sections of the project proposal. This includes the numbers and types of beneficiaries, proposed activities, geographical locations, types and quantities of goods to be provided, etc. • The respective elements of the logical framework should be concise, rational, and well related to each other. Activities should lead to achieving outputs; outputs should lead to achieving outcomes; and outcomes should lead to achieving the overall project objective. • The logical framework and budget should be interlinked. The activities proposed in the logical framework should be clearly reflected in the budget and vice versa.
Overall Project Objective	• Describe the intended overall benefits of the project for the beneficiaries. • Make the project objective specific and measurable. <i>Example: The most vulnerable 20,000 IDP households in Lahj, Hajjah and Taiz Governorates will be able to meet their immediate needs through receiving multi-cluster life-saving assistance.</i>
Outcome	• Describe the intended short- and medium-term effects of an intervention included in the project. • Make the project outcomes specific and measurable. • Ensure that there is a clear link between outcomes and the project objective (outcomes should jointly lead to the achievement of the project objective).

	Add the mandatory outcome on Accountability to Affected Populations (AAP) and Prevention of Sexual Exploitation and Abuse (PSEA) included in the Annex. This outcome should be part of each YHF project proposal and the content of it should not be altered. <i>Example: The living conditions, safety, health, and psychological wellbeing of the most vulnerable 10,000 IDP households in Lahj, Hajjah and Taiz Governorates will improve because they will receive shelter assistance, bedding kits, and cooking utensils.</i>
Output	- Describe the specific products or services, which will be delivered to beneficiaries. - Make the project outputs specific and measurable. - Ensure that there is a clear link between outputs and the corresponding outcome (outputs should jointly lead to the achievement of the corresponding project outcome) <i>Example: 5,000 IDP households in Lahj, Hajjah and Taiz Governorates will receive rental subsidies, transitional shelters, and shelter kits.</i>
Activities	- Describe the specific action that needs to be undertaken to achieve the project output. - Ensure that there is a clear link between activities and the corresponding output (activities should jointly lead to the achievement of the corresponding project output) - Ensure that the activities are in line with the relevant cluster standards. - Include clear information on 'who, what, where, when and how', including details on the quantity, type, and frequency of assistance. - Ensure that the activities are specific and measurable. - Do not lump together distinct activities (e.g., registration, verification and distribution cannot be included under the same activity because they require different actions with different timelines). - Do not limit activities to the programmatic actions leading to the delivery of goods or services. Activities related to coordination with stakeholders, monitoring, procurement, etc. should be listed as well. - As much as possible, use the list of standard activities included in GMS. - If standard activities are inapplicable to the output, add customized activities. <i>Example: Provide transitional shelters to 1,000 IDP households in Lahj, Hajjah and Taiz Governorates.</i>
Assumptions and Risks	For each output, provide corresponding assumptions and risks including: - Required preconditions that will have to be in place to implement the output. - Potential risks that may hamper the achievement of the output. - Mitigation measures that your organization will put in place to avert these risks.
Indicators	For each output, provide a list of indicators that will allow for a comprehensive measurement of the achievement of the output. They should be a mix of activity- and output-level indicators. Each indicator should: - Be Specific, Measurable, Achievable, Relevant and Time-bound (SMART). - Include the end-cycle target. - Include Means of Verifications (MoV) that will allow for checking if the end-cycle target was achieved. MoVs should be simple, practical, and tailored to the indicator. - As much as possible, indicators should be selected from the standard list of indicators included in GMS. - If standard indicators are inapplicable, add customized indicators.

4. Work Plan

	- All activities listed in the logical framework will automatically appear in the workplan. - For each activity, provide information on the timeframe in which this activity will be implemented.
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	- Sequence the implementation of activities rationally. For example, distribution of supplies cannot start before beneficiaries have been selected or monitoring cannot be conducted before activities have been implemented. - Factor in the approximate time it will take to receive necessary permits from the authorities for the implementation of the project. - Ensure that the duration of an activity as listed in the work plan matches with the financial information provided in the corresponding project budget line if applicable (i.e., number of distribution rounds).
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5. Targeted Affected Persons and Locations

Directly Affected Persons	- Select the type of beneficiaries from the drop-down lists and fill out corresponding information on their numbers disaggregated by sex and age (girls and boys are people under 18 years old). - Only include beneficiaries directly benefitting from the project intervention, which are people who will be direct recipients of goods or services provided by the project. Do not include indirect beneficiaries, such as people who will sell goods to beneficiaries receiving cash assistance, contractors engaged by the organization in delivering the project, etc. Also, do not include mass-scale beneficiaries, such as the entire population of the country or a governorate receiving messages through media campaigns, etc. - Avoid counting the same beneficiaries multiple times if they are assisted through several activities. For instance, a person who received medical care, legal protection and cash support should be counted only once.
Persons with Disabilities	- Provide numbers of People with Disabilities (PwD), disaggregated by sex and age, that are included within the direct beneficiaries provided above. - YHF partners are expected to make an effort to identify the specific needs of PwDs. Only if specific information on PwDs is not available, use WHO global estimate indicating that 15 per cent of people have disabilities.
Indirect Beneficiaries	Describe indirect beneficiaries of the project and provide their rough estimate. These may include communities at large, people who sell goods to beneficiaries receiving cash assistance, contractors hired to deliver the project, or mass-scale beneficiaries receiving humanitarian messages through media campaigns.
Locations	- Use the following tutorial for assistance on filling out the locations tab: https://gms.unocha.org/content/project-proposal-template-and-submission#LOCATIONS - Locations are at district level. However, when relevant, they can be changed to the governorate level. This applies for country-wide projects, contingency projects where locations are unknown up front, etc. If this is the case, contact the YHF for assistance.

6. Participation of and Accountability to the Affected Population

Accountability to the Affected Population	<u>Participation</u> - Describe how diverse groups of beneficiaries (women, children, persons with disabilities, minorities, etc.) were directly consulted on the development of this project to ensure that the project activities are aligned with their needs. - Explain how affected populations have been and will be involved in the different stages of the project management cycle: needs assessment, project design, implementation, and reporting and evaluation. <u>Information sharing</u> - Describe the information sharing mechanisms that will be in place to ensure that beneficiaries will be informed on the details of the project, the assistance available to them, distribution times, etc.
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	<u>Feedback and complaints mechanism</u> - Describe the beneficiary feedback mechanism that your organization will use in this project. - Provide specific information on how beneficiaries will be able to provide feedback, how your organization will analyze the feedback received, how it will undertake corrective actions, and how it will inform beneficiaries of the corrective actions taken as a result of their feedback. - Explain how your organization will promote YHF Beneficiary Feedback and Complaints Mechanism (BFCM) to ensure that beneficiaries, should they choose to, can provide feedback directly to the YHF in addition to using your organization's internal feedback mechanism.
Protection Mainstreaming and GBV	- Describe how your organization considered the principle of Do No Harm in the project design. Include a brief analysis of potential tensions and how these will be mitigated by the organization. (i.e., tensions between host communities and IDPs, between vulnerable groups, different tribes, etc.) - Provide information on how the organization will ensure safety and dignity of beneficiaries while accessing the assistance with specific attention to age, gender, diversity groups and people with disabilities. - Explain how equal and impartial access to assistance for these groups will be achieved and how this will be monitored throughout the implementation phase. - Describe what your organization will do to prevent and reduce the risk for GBV cases. Give particular attention to risk encounter by girls and boys, especially in advance of and during distributions. - Provide information on how the organization will follow up in case GBV cases occur to address them in confidentiality and in sensitivity to survivors' needs. Explain if there is trained staff in place, defined referral pathways and procedures, etc. - Explain what mechanisms of Protection from Sexual Exploitation and Abuse (PSEA) the organization has in place and outline what are defined procedures for dealing with PSEA cases. - Describe how customs and traditions are considered in organizing the project activities. - Outline the mechanisms that will be in place to support the development of self-protection capacities assisting affected populations to claim their rights and be empowered.
GAM Reference Number	- Complete the online Gender and Age Marker (GAM) tool on https://ee.humanitarianresponse.info/single/::8oF7kcMN for this project. Enter all information truthfully as per your project design. - Use the information provided by this tool to adjust the design of this project as necessary. - Enter the valid GAM reference number generated after the completion of the online GAM tool (for example, G123456789).
Gender with Age Marker Code	Enter the overall GAM code generated for this project by the online GAM tool.

7. Risk Management	
Risk Management	- Describe the risks to the overall project including operational, environmental, procurement, security, access, financial, personnel and data/privacy risks. - Outline each risk one by one and explain how they were identified. - Explain what measures your organization put in place to manage and mitigate these risks.
Access	- Explain if your organization has ongoing interventions in the targeted areas. - Describe how your organization will be able to access and operate in the project areas. - Outline the steps that your organization undertook to secure the necessary permits from authorities for the implementation of this project. - Explain the collaboration that your organization undertakes with OCHA Access Unit in securing access (if relevant).

	Describe how your organization will ensure acceptance by beneficiaries, local communities, and other local actors that will enable a successful implementation of this project.
Monitoring and Reporting	- Outline the monitoring mechanisms that will be used, such as distribution/post distribution monitoring for distribution activities, post service monitoring for health interventions, etc. - Explain why these modalities are relevant and appropriate for this project. - Specify what monitoring tools and technics will be used to collect data on the indicators to monitor the progress towards the results achieved. - Explain how often your organization will monitor the implementation of this project through field visits to the project sites. - Explain how the information collected during the monitoring will inform project management and decision-making and how it will lead to undertaking corrective measures when appropriate. - Outline the roles and responsibilities in your organization for collecting, recording, reporting, and using monitoring information in this project. - Ensure that key monitoring activities are included in the project's work plan and sufficient resources for monitoring are included in the project's budget.

8. Exit Strategy and Sustainability

- Explain how livelihoods of beneficiaries were considered in the long term in the project design.
- Describe your exit strategy, such as coordination with the clusters and other partners to ensure sustainability of the proposed intervention.
- If the project will end after the YHF funding will expire, explain to which organization the assets will be handed over and how the organization will ensure that they will be appropriately used.

9. Coordination and Complementarity

- Describe how this project was developed in coordination with the authorities, clusters and cluster partners at the national and local levels.
- Describe how integrated multi-cluster response was ensured (either through designing an integrated project or through complementarity with other organizations to deliver an integrated response).
- List the organizations that are implementing complementary projects in the same area and outline the complementary interventions they are undertaking.

10. Sub-implementing Partners

- List the sub-implementing partners (name of the organization is mandatory) one by one, including the amounts of sub-granted funding that they will receive and activities that they will implement.
- Ensure that the budget values for each sub-implementing partner included in the budget category 6 (Transfers and Grants to Counterparts) are consistent with the amounts provided in this section.
- Ensure that full-bodied budget for each sub-implementing partner (in GMS Excel template) including relevant BoQs are uploaded under the Documents tab.
- To the extent possible, try to diversify the portfolio of partners to facilitate capacity building of new organizations.

11. Budget

- Ensure that the budget clearly reflects the project narrative and proposed activities.
- Ensure that the budget is aligned with quantities proposed in the logical framework and duration of activities outlined in the work plan.
- Refer to the YHF Budget Preparation Guidance for detailed guidance on budget development.

12. Cash Tracking

Specify the following for each project intervention that includes Cash Transfer Programming (CTP):

- **CTP Modality:** Select the type of modality using examples included in GMS as guidance.
- **Objectives:** Specify if it is a multi-purpose or sector-specific assistance.
- **Cluster:** Select a cluster if the assistance modality is sector-specific.
- **Conditionality:** Select “Conditional” if beneficiaries are required to undertake a specific action/activity (e.g. attending school, building a shelter, attending nutrition screenings, undertaking work, participating in trainings) in order to receive assistance. Select “Unconditional” if beneficiaries are not required to undertake a specific action/activity to receive assistance.
- **Restriction:** Select “Restricted” if beneficiaries are required to use the assistance provided to purchase specific goods or services. This includes vouchers, which are restricted by default. Select “Unrestricted” if beneficiaries are free to use the assistance the way they choose to.
- **Value of Cash:** Enter the total value of cash to be provided to beneficiaries under this modality and ensure that it matches with the value included in the corresponding budget line in the project budget.

Annex: Mandatory outcome to be included in the logical framework of all YHF project proposals

Outcome	The most vulnerable people benefited from high-quality assistance that was provided to them in full adherence to the principles of Accountability to Affected Populations (AAP) and Prevention of Sexual Exploitation and Abuse (PSEA).
Output	Beneficiaries will be selected in adherence to the selection criteria approved by clusters, they will receive assistance matching their needs, they will be satisfied with it, they will have access to functional feedback and complaints instruments, and they will be protected by appropriate PSEA mechanisms.
Indicators	• % of beneficiaries included in the beneficiary list verified (target: 100%) • % of beneficiaries aware of your organization’s complaints and feedback mechanism (target: 90%) • % of feedback/complaints addressed in a timely manner through your organization’s complaints and feedback mechanism (target: 100%) • % of beneficiaries aware of the YHF Beneficiary Feedback and Complaints Mechanism (BFCM) (target: 90%) • % of feedback/complaints addressed in a timely manner through the YHF BFCM (target: 100%) • % of beneficiaries reporting satisfaction with the assistance received (target: 95%) • % of reported PSEA cases addressed (target: 100%) • Number of human-interest stories produced (target: X)
Activities	• Consult diverse groups of beneficiaries on the development of the project • Conduct 100% verification of beneficiary list • Keep beneficiaries informed on the assistance available to them through this project • Promote your organization’s complaint and feedback mechanism among beneficiaries • Promote YHF Beneficiary Feedback and Complaints Mechanism (BFCM) among beneficiaries • Timely review and follow up on all feedback/complaints received • Timely review and follow up on all PSEA allegations • Produce human interest stories documenting the value added of the project