

GUIDANCE NOTE TO IMPLEMENTING PARTNERS ON HOW TO SUBMIT A PROJECT TO THE 2019 HRP

The Humanitarian Response Plan (HRP) is a document that is used for planning and managing the humanitarian response in a crisis, through the development of a country strategy and cluster plans implementing that strategy. In addition, the HRP can be used as an advocacy and communications tool and as a resource mobilization tool.

The HRP is not a fund, and having a project in the HRP is not a guarantee of funding. Individual partner organisations will still need to fundraise bilaterally with donors. The advantage of having a project in the HRP is that donors are likely to consider the project as well-coordinated and part of a multi-year comprehensive humanitarian strategy.

HRP projects are developed by the cluster partners, vetted by peer review panels, and finally approved by the Humanitarian Coordinator (HC).

Step 1. User login and registration

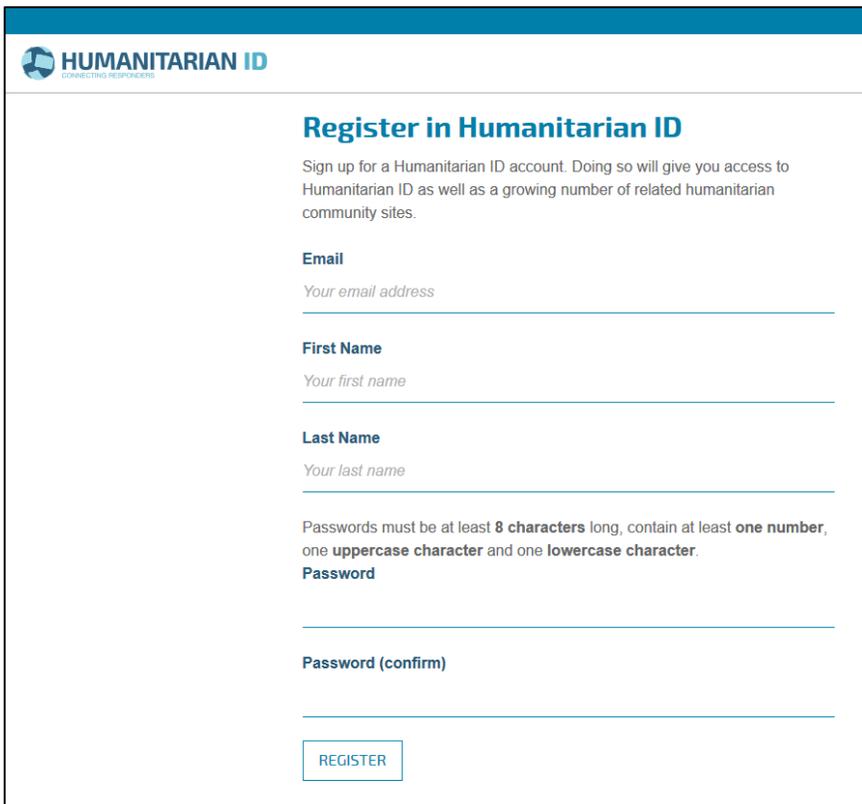
All users of the projects module must log into the application with a Humanitarian ID (HID) account.

1.1 If you already have an HID account

Please access to OPS (<https://projects.hpc.tools/>), click on login, and then enter your email and password, and then click on login. After clicking on the login button you will be directed to HID to enter your details.

1.2 If you do not have an HID account

Click on login, and then click on the “register” button

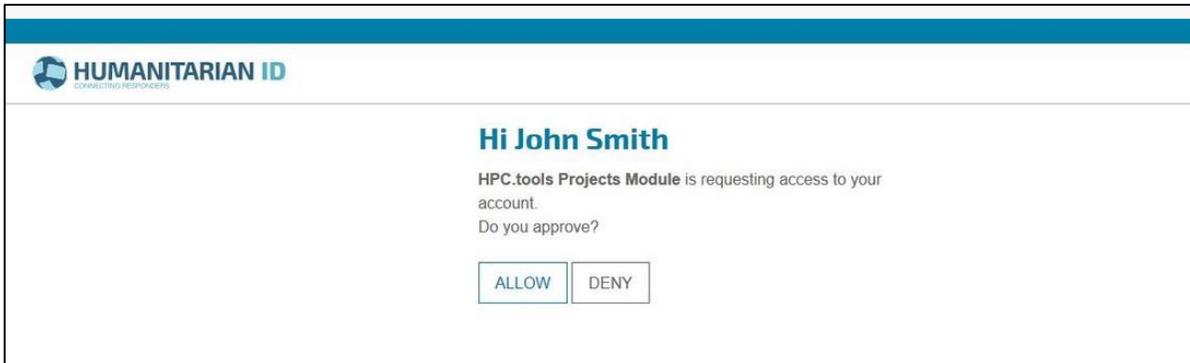


The screenshot shows the 'Register in Humanitarian ID' page. At the top left is the Humanitarian ID logo with the tagline 'CONNECTING RESPONSES'. The main heading is 'Register in Humanitarian ID'. Below this is a sub-heading: 'Sign up for a Humanitarian ID account. Doing so will give you access to Humanitarian ID as well as a growing number of related humanitarian community sites.' The form contains three input fields: 'Email' with the placeholder 'Your email address', 'First Name' with the placeholder 'Your first name', and 'Last Name' with the placeholder 'Your last name'. Below these fields is a password requirement note: 'Passwords must be at least 8 characters long, contain at least one number, one uppercase character and one lowercase character.' There are two password input fields: 'Password' and 'Password (confirm)'. At the bottom of the form is a blue 'REGISTER' button.

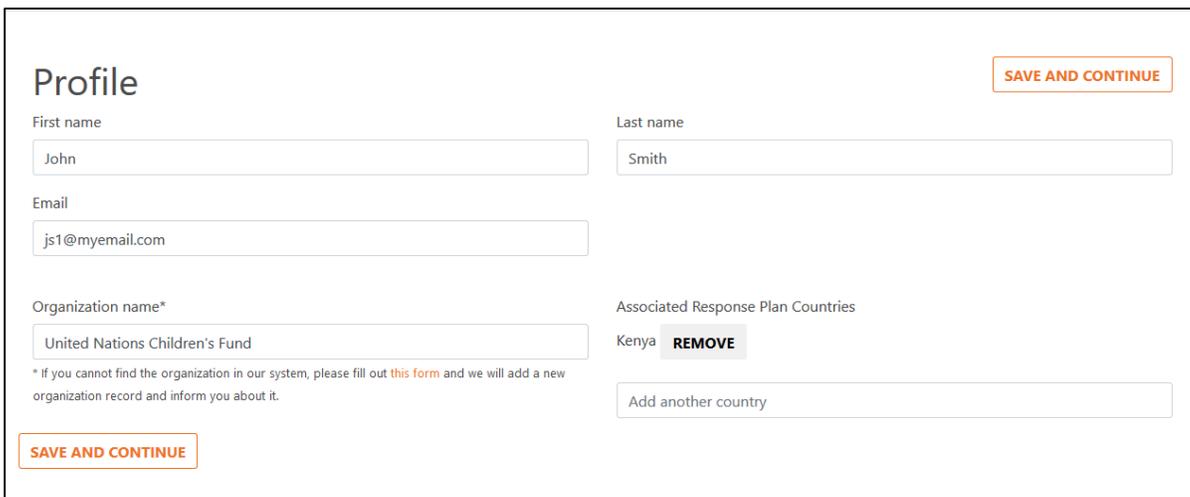
Fill out the details and click register. You will then receive a confirmation email from HID to verify you address. Open the email and click on the link. Now return to PRISM, click login, and enter your email and password to login.

1.3 Approving access to HID and entering the project module for the first time

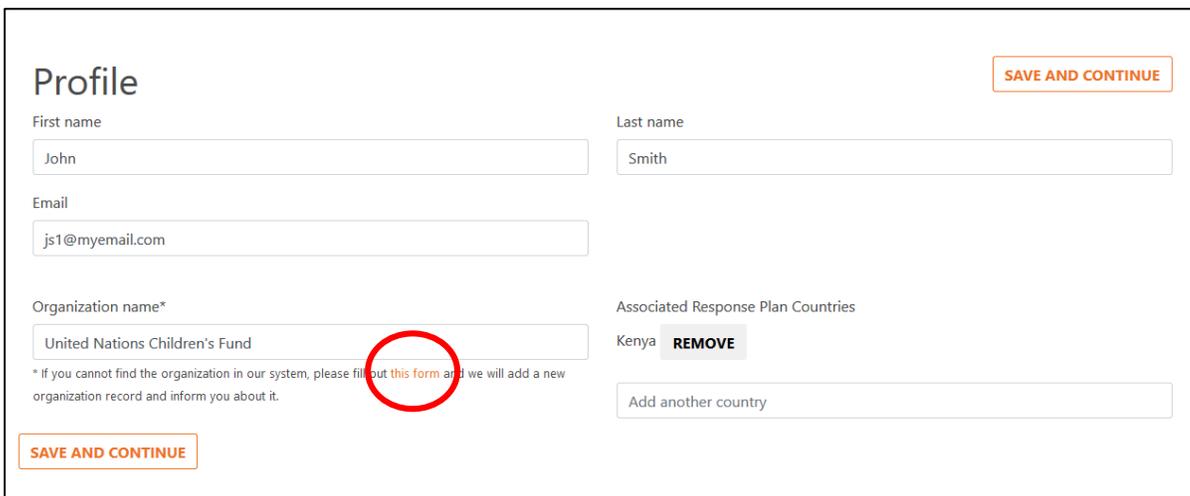
Please access to OPS (<https://projects.hpc.tools/>). You will then be asked if you want to allow HPC project module to access your HID details. Click "Allow"



You will now see the "User profile screen". You must fill out your organization and the country in which you are working in. Start typing into the box and the system will try to find a match for your organization and country. Note that you may select more than one country. When complete, click "save and continue" and you will be directed to the map screen.



If you cannot find the organization you are looking for, then click on the link circled below, where you will be directed to a form to fill out.



We will review your submission and add the organization for you and inform you by email. You will not be able to proceed until you have added this organization, so you will have to return to the HPC projects module after you have received this confirmation.

KoBo Toolbox 

Organisation Registration Form (Project Planning)

PLEASE COMPLETE THIS FORM TO REGISTER YOUR NEW ORGANISATION INTO THE OPS (ONLINE PROJECT SYSTEM) .

PLEASE PROVIDE YOUR NAME	*
PLEASE PROVIDE YOUR E-MAIL ADDRESS	*
PLEASE PROVIDE YOUR PHONE NUMBER <i>with international calling code, i.e. "+41 22 917 11 12"</i>	*
PLEASE PROVIDE THE NAME OF YOUR ORGANISATION	*
PLEASE PROVIDE THE ABBREVIATION OF YOUR ORGANISATION	*
PLEASE PROVIDE YOU ORGANISATION'S WEBSITE ADDRESS <i>If applicable</i>	*
PLEASE SPECIFY YOUR ORGANISATION TYPE	*

- International NGO
- National NGO
- Private Organisations & Foundations
- UN Agencies
- Red Cross/Red Crescent

Step 2. Project Development Basics

Projects are developed to “operationalize” the cluster plans in the HRP. Projects should only be developed after the cluster/sector response plan is developed, in order to ensure projects implement the strategy set forth in the cluster plan. Projects show what will be done where, how, by whom and how much it will cost. Projects are the actions needed to implement the cluster/sector plan. The Cluster Coordinators can provide specific guidance to their cluster partners on project development in line with the cluster/sector strategy.

The cluster/sector response plan and strategy should include the following elements:

- Identification of vulnerable groups to be targeted (disaggregated by sex and age) and geographical scope;
- The desired multi-year outcomes of the response;
- Which activities and outputs are needed to contribute to the multi-year outcomes;
- The targets to be reached.

For the 2018-2020 HRP, partners will be able to develop and submit single-year projects, as well as multi-year projects. Where possible and strategic, partners are encouraged to develop multi-year projects. However, all projects, including multi-year projects, and their related funding requirements, will continue to be uploaded onto OPS on a single-year basis.

MANAGING MULTI-SECTORIAL PROJECTS IN 2019

- Humanitarian partners planning to submit a multi-sectorial project for this year’s HRP will need to inform the respective cluster coordinators ahead of the project submission to Online Project System (OPS) by Friday 28 September to allow sufficient time for consultation between clusters before the commencement of the vetting process.
- Protection mainstreaming is an expectation across all clusters. Protection mainstreaming within a WASH, Health, Education, Shelter or Food Security project does not indicate a multi-sectorial cluster. To be identified as a protection project, the activities must clearly and substantially contribute to identified indicators within the protection cluster response plan.

Step 3. Upload your new project on the OPS or update your 2018 HRP projects on the OPS

3.1 Upload a new project

To upload a new project for the HRP, please access to OPS (<https://projects.hpc.tools/>). After logging-in, click “new project”, and filled in the online project form with the required information and submit it **by 23:59PM, Sunday, 14 October 2018.**

3.2 Update an existing project from 2018 HRP

To updated an existing project from 2018 HRP, please access to OPS (<https://projects.hpc.tools/>). After logging-in, select “2019” and then select appeal “Occupied Palestinian Territory 2019 (part of 2018-2020 HRP)” from the appeal list, click on your cluster. It will show the list of 2018 HRP projects. From the list, please select your project and updated the online project form with the requirement information and submit it **by 23:59PM, Sunday, 14 October 2018.**

2018	2019
RESPONSE PLAN	
<input type="checkbox"/> Iraq 2019 <input type="checkbox"/> Somalia 2019 <input type="checkbox"/> Sudan 2019 <input type="checkbox"/> Syria Humanitarian Response Plan 2019 <input type="checkbox"/> TEST PLAN 2019 <input type="checkbox"/> Test Plan 2019 B <input type="checkbox"/> Test Plan 2019 C <input type="checkbox"/> Ukraine Humanitarian Response Plan 2019 <input checked="" type="checkbox"/> Occupied Palestinian Territory 2019 (Part Of 2018-2020 HRP)	
<input checked="" type="checkbox"/> FIELD CLUSTER	
<input type="checkbox"/> WASH <input type="checkbox"/> Education <input type="checkbox"/> Health And Nutrition Cluster <input type="checkbox"/> Coordination And Support Service <input type="checkbox"/> Protection <input type="checkbox"/> Shelter/NFIs <input type="checkbox"/> Food Security Sector	
<input checked="" type="checkbox"/> APPROVAL STATUS	

(Screenshot example)

Step 4. Project Vetting

Cluster/Sector Coordinators have the responsibility to ensure that only approved projects are presented to the Humanitarian Coordinator (HC) for inclusion in the HRP. This is done by vetting the projects. The vetting is done by a panel established by the cluster/sector. Panels should include at least the Cluster/Sector Coordinator, an international NGO, a national NGO, and the Cluster Gender Focal Point. A line-ministry participant can be an active advisor at all panel sessions to ensure that there is synergy between projects and development/national programmes. The panel will use clear vetting criteria for the objective review of all projects, and the vetting discussion and decisions will be documented and kept for reference. The panel may approve or reject projects. It may also recommend that projects are amended in order to fit needs and fill gaps. The vetting panel will also determine selected projects by priority and verify a gender and age marker code. Partners would be informed on the final project vetting results by respective cluster coordinators by Thursday, 1 November.

Step 5. Final approval of HRP projects

Based on the recommendations made by the cluster/sector vetting panels, the HC has the authority to review and finally approve all projects that are included in the HRP. Appeals against vetting panel decisions can be conveyed to the HC via OCHA oPt in Jerusalem. In order to appeal against vetting panel decisions, please send your project code and a brief reason why you would like to appeal, by email to moore23@un.org and minhee@un.org by **Friday, 2 November 2018**.

ANNEX: ANNOTATED TEMPLATE FOR OPS

1. Basic project information

Provide your project name; a short project summary; the project start and end dates; appealing organization(s); implementing partners; and primary contact details.

2. Response Plan

- **Association Response Plan**

Select “occupied Palestinian territory 2019 (part of 2018-2020 HRP)” from the drop down list.

- **Select the cluster(s) that will be participating in this project**

If unsure of which cluster to select, or designing multi-sectoral project(s), please consult with relevant Cluster coordinators.

- **Needs**

Your narrative on the needs should not be too long (4,000 character limit). Use this space to enter specific information on the needs of the area/ people that your project is targeting, referencing any specific assessments or secondary information that adds to what is already in the 2019 HNO. Please do not waste space by repeating large parts of the HNO analysis or including lengthy general descriptions of the context – instead you can make brief reference to which of the needs identified in the 2019 HNO you are responding to.

Information on the specific vulnerable groups and their needs that the project is targeting should be included. Include *protection concerns* in your needs analysis as appropriate. Make sure to also include a *gender analysis*, explaining any differences in the needs identified for women, men, girls, and boys that have been considered, demonstrating evidence that relevant gender and age vulnerabilities have been included in your analysis for the project.

While there is a specific section (below) to identify *community engagement* elements of the project, briefly outline in the needs section the methodology used for consultations with women, men, girls, and boys, that took place in order to identify needs and design the project.

- **Activities and Indicators**

Please provide narrative on the “Activities” and “Indicators” (4,000 character limit each), making sure to address the gender needs and priorities (as outlined in your gender analysis in the “Needs” section).

- **Is this project including responsive/remedial/resilience building activity?**

Select at least one kind of activities your project will implement. For the definition of each activity, please ask to the relevant cluster coordinators.

- **IASC Gender with Age Marker (GAM)**

Partners should ensure gender mainstreaming is included at every step – design, implementation, monitoring and evaluation – with the aim of promoting equality between women, men, children, elderly and adult. All partners are required to identify the Gender with Age Marker (GAM) code for your project, by using the GAM system.

In order to identify the GAM code for your project, please follow below instruction:

- 1) Consult with the Gender Focal Points of your cluster, in order to improve gender mainstreaming of your project. A separate guidance document on gender mainstreaming with the contact information of Gender Focal Points is provided.
- 2) Access the IASC Gender with Age Marker through <https://ee.humanitarianresponse.info/single/::lKbQTg7d>.

3) Answer to the questionnaire based on your project sheet that you will submit to OPS.

For the definition of each gender group, please refer below:

- *Women*: Females more than 18 years old
- *Girls*: Females under 18 years old
- *Boys*: Males under 18 years old
- *Men*: Males more than 18 years old
- *Diverse gender*: While humanitarians often consider the sexual orientation of the affected population to be heterosexual and the gender identities to be cis-gender, there are calls to include an option to consider how people with alternative orientations and/or identities are excluded from assistance based on the lack of conformity to gender norms and rules. The GAM provides the option to operations and agencies to factor this spectrum (mostly Lesbian, Gay, Bisexual, Transgender and Intersex persons/LGBTI) into its programming.

Clusters will inform its partners about the specific age breakdowns required for their projects. Age categories are different for different organizations, so the GAM uses broad age group descriptions instead. This allows comparison and analysis beyond the agency or cluster level. While the GAM only looks at generalized age groups (younger, older, etc.) the cluster is likely to expect a more detailed breakdown in project documents.

4) Provide GAM code and GAM reference number that you received in the end of GAM questionnaire to OPS. See below screenshots for your reference.

▼ » Overall GAM code for this phase

GAM Code: 4 (M)

The project will significantly contribute to gender equality, including across age groups.

▼ Project GAM Reference Number

Your Project GAM Reference Number is:

G922281567

Please write this reference number down. You will need it to be able to recall your GAM report, and to be able to enter additional information (e.g. during or after the end of your project) in the future.

(GAM System: Screenshot example)

IASC Gender with Age Marker (GAM)

To access the IASC Gender with Age Marker click here - link to open new window - <https://ee.humanitarianresponse.info/single/::lKbQTg7d>

4 (M): The project will significantly contribute to gender equality, including across age groups. ▼

Please provide GAM Reference number for this project

G922281567

(OPS: Screenshot example)

5) Please consult with your cluster Gender Focal Point for any additional guidance or if you would like to improve the GAM code. This will be validated or changed by the vetting panel and gender advisors.

For details of the weekly webinar on GAM, please visit: <https://iascgenderwithagemarker.com/>

- **Multi-year programming**

The purpose of this section is to provide some information about the “evolution” of the project, if it is part of a multi-year programme. Partners should specify the duration (upto 24 months) if their project is part of a multi-year programme, and select the nature of activities (repeated or new activities) over the time period.

- **Cash based interventions**

For the 2019 planning cycle, the project form will include new fields to indicate if the project consists of cash based interventions and if so, what the specifics of this program are.

Is any part of this project cash transfer programming?
(including vouchers)

Restrictions

Unrestricted

Estimated percentage of project requirements to be used for cash

Estimated percentage of project requirements to be used for cash/vouchers:

50

(Screenshot example)

1. “Is any part of this project cash based intervention (including vouchers)”
 - Tick this box if your project is wholly or partly related to cash based intervention
2. “Restrictions” (definition: A restricted transfer requires the beneficiary to use the assistance provided to access specific, pre-determined goods or services. Vouchers are, by default, restricted transfers as the range of goods and services and/or the retailers or service providers from which they are accessed are pre-determined.)
 - This field is mandatory if you had ticked the box in part 1.
 - This is to specify if the cash based intervention is restricted, unrestricted, combined or unknown.
3. “Estimated percentage of project requirements to be used for cash/vouchers”
 - This field is mandatory if you had ticked the box in part 1.
 - This is to specify the percentage of the total budget requirements which go towards cash based intervention

- **Geographical disaggregation**

Please provide a funding requirement breakdown by percentage of the geographical location(s) in which your project will be implemented.

Please provide the budget percentage by area

East Jerusalem
10

Area C
20

Hebron H2
40

Area A & B
10

ARAs
10

Gaza (rest of)
10

(Screenshot example)

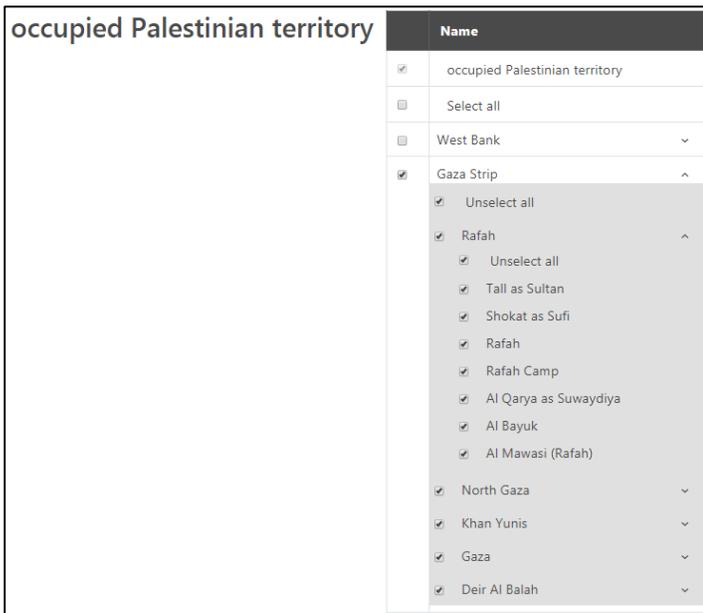
- **Community Engagement**

As a new feature, you will be reflecting your project’s Community Engagement in a more detailed way on your OPS project sheet. Community Engagement is an umbrella term that includes the concepts of Communication with Communities (CwC) and Accountability to Affected Populations (AAP). You will be able to identify the measures taken and/or planned for the project during the project design, implementation, monitoring and evaluation phases.

- Whether the project uses focus group discussions organized with affected girls, women, boys and men to influence decisions made on design of programmes, standards, selection criteria, etc. and/or is information routinely collected during project implementation to assess the quality and accessibility of the response provided.
- Whether the project provides printed and disseminated information products (e.g. info leaflet, newspaper advert, public notice, etc.) and/or other type of outreach (e.g. community meeting, radio announcement, etc.) to describe and explain the project (not including application requests) to affected community members.
- Whether the project has a built-in feedback and complaints mechanism.
- Whether the project includes post-distribution monitoring or end-term evaluation that measures the outcomes of the assistance provided and beneficiary satisfaction.

3. Locations

Please select locations of your project plans to implement. Use this step to specify governorate and community levels by clicking on the relevant checkboxes.



(Screenshot example)

4. Clusters

If more than one cluster was selected in Step 2, then you can switch between the selected clusters to add the caseload and cluster activities and target.



(Screenshot example)

- Caseload**

Provide the number of targeted beneficiaries that your project plans to reach. By ticking the box “Include disaggregation and targets”, disaggregated your project beneficiaries by age and gender at least (Children (<18 years old), female adult (>18 years) and male adult (>18 years)). Add another disaggregation level as needed. In projects where the numbers of direct beneficiaries are unequal for males/females/children/adults/elderly, the Needs narrative section should provide a justification explaining the reason for this (e.g. a project on children in detention will have higher number of male beneficiaries as they are most affected by child detentions).

Protection

Caseloads

Enter the target amounts for this cluster. If a metric or location is not applicable for this cluster, leave the target field blank.

Location	Affected	In Need	Targeted	Project Target
All Locations <input style="width: 100%;" type="text"/>				

Include disaggregation and targets

	Male		Female		Total	
	plan	project	plan	project	plan	project
occupied Palestinian						

(Screenshot example)

- Cluster Activities**

Select the activities and indicators for your project. These pre-defined options will come directly from your cluster strategy and response plans. Cluster partners will have had the opportunity to input to these during the cluster discussions on their strategy and response plans. Please make sure to select all the activities and indicators that apply to your project. It is possible to select activities and indicators related to a different cluster, in order to facilitate better monitoring of projects that have multi-sector components (e.g. your project is an Education Cluster project but there are WASH or Protection components also, you can select activities related to education, WASH and protection).

Cluster Activities +

CL4/CA1

Rehabilitation and provision of productive assets and inputs, for farmers, herders, breeders, and fishers, including promotion of technical capacities and small scale production units, and using the BBB (Build-Back Better) approach for increased resilience

Indicator	Description	Unit	Plan Target	Project Target
<input checked="" type="checkbox"/> 1.A	# of farmers and herders beneficiaries receiving inputs and services	People	234,030	<input style="width: 50px;" type="text" value="50"/>

Include disaggregation and targets

	Male		Female		Total
	plan	project	plan	project	
occupied Palestinian	128,499		105,531		234,030

(Screenshot example)

5. Budget

While the HRP will be based on a multi-year strategy, projects will only be able to identify 2019 single-year funding requirements. Therefore, if your project is multi-year, please provide the budget components for 2019 only. The following categories are suggestions/recommendations, however, ALL PROJECTS MUST SPECIFY INDIRECT COSTS – these are typically corporate costs incurred by HQ, which cannot be linked to the implementation of activities.

Direct costs (a minimum of 89% of the whole budget is considered a good indicator of cost efficiency)

1. Staff and other personnel costs

Costs of staff, consultants and other personnel to be recruited by the organisation for project implementation. Staff under this line is supposed to be the “support staff”, and not the technical staff who are considered a direct input of the project. For example, a logistician is under this line, while a nurse or a teacher who works with patients and children are under the “Direct inputs and services to beneficiaries” line (#2). But, if the nurse is not directly managing patients, or if the teacher is coordinating or supervising, but not working with the children, then they should be under this budget line. Agronomists hired for designing, supervising and coordinating agricultural-related activities should be under this budget line. A water engineer designing a water supply or storage system is under this line as well.

2. Direct inputs and services to beneficiaries (Supplies, Commodities, Materials, Services, and dedicated Staff whose job is considered as project outputs)

Costs of consumables and supplies to be purchased under the project, including associated transportation, freight, storage and distribution costs. Costs for personnel that directly deliver the outputs of the project. For example, the counsellor for a GBV project who directly handles cases. Or a veterinary who provides medical treatment to animals is also under this budget line. However, if the veterinary is hired to set standards, to control quality of service, then it should be considered support staff and should be registered under the “Staff and other personnel” budget line (#1).

3. General operating and other running costs

General operating expenses and other direct costs for project implementation (security expenses, office stationary, and utilities such as telecommunications, internet, office rental and other direct costs, including expenses for monitoring, evaluation and reporting, related to the implementation of the project).

Indirect / Overhead Costs (max 11% of the whole budget is required)

4. Indirect / Overhead Costs

This refers to all costs that are incurred by the implementing partner, which cannot be traced unequivocally to specific activities, projects or programmes, including corporate costs (i.e. headquarters and statutory bodies, legal services, general procurement and recruitment etc.) not related to the service provision towards a particular project. Indirect / overhead costs should maximum be 11% of the overall total budget.

Positive consideration can be given to projects that meet the oPt Humanitarian Fund standards of max. 7%. Should there be some concerns related to the cost efficiency of the project, the vetting panels may decide to run a calculation of the total number of direct beneficiaries by total cost of project.

Project Cost USD

\$ 10,000

I understand that by submitting this project proposal my organization will be expected to report on funding received to the Financial Tracking Service (FTS, fts@un.org, or fts.unocha.org) on a regular basis for coordination purposes.

Line Items	Cost or % of Total			
Staff and other personnel costs	\$ 900	9	%	×
Direct inputs and services to beneficiaries	\$ 8,000	80	%	×
General operating and other running costs	\$ 300	3	%	×
Indirect/overhead costs	\$ 800	8	%	×
Total	\$ 10,000	100	%	

[+ ADD ANOTHER LINE ITEM](#)

(Screenshot example)

Multi-sectoral projects must indicate a primary cluster that the project belongs to, by indicating budget under a primary cluster as below. **Multi-sectoral projects should not indicate budget line under a secondary cluster.** Please consult with relevant cluster coordinators, in order to identify a primary cluster.

Health and Nutrition Cluster ▾	\$ 10,000	100	%
Food Security Sector	\$ 0	0	%
Total for Office for the Coordination of Humanitarian Affairs	\$10,000	100%	

(Screenshot example)

If you are submitting a project sheet for Health and Nutrition Cluster, please put 100% of budget for 'Health' and **do not** put any budget percentage for 'Nutrition'.

Health and Nutrition Cluster ^	\$ 10,000	100	%
Nutrition	\$ 0	0	%
Health	\$ 10,000	100	%
Total for Health and Nutrition Cluster	\$10,000	100%	

(Screenshot example)

6. Review

After the review of your project sheet, please submit your project sheet **by 23:59PM, Sunday, 14 October 2018**, by clicking “SUBMIT PROJECT FOR REVIEW”. After the submission, the vetting panel will review your project.



(Screenshot example)

Let us help you:

For technical assistance, contact the OCHA oPt:

(English) Minhee Noh, OCHA oPt Jerusalem, 054-331-1841, minhee@un.org

(English) Martin Winkler, OCHA oPt Jerusalem, 054-331-1817, winklerm@un.org

(Arabic) Ibrahim Haddad, OCHA oPt Gaza, 059-729-1108, haddad17@un.org

(Arabic) Firas Qaimary, OCHA oPt Jerusalem, 054 331 1808, qaimary@un.org