**Project Description[[1]](#footnote-2) (\*)**

**Basic Information – Project Data**

|  |  |
| --- | --- |
| **Partner Name:** | *<insert data from PA>* |
| **Budget Year:** | *<insert data from PA>* |
| **Partner Code:** | *<insert data from PA>* |
| **Cost Centre/s:** | *<insert data from PA>* |
| **Pillar/s:** | *<insert data from PA>* |
| **Situation/s: (if applicable)** | *<Insert data from PA>* |
| **Project Start Date:** | *<Insert data from PA>* |
| **Project Planned End Date:** | *<Insert data from PA>* |
| **Total Project Budget:** | *<Insert data from PA Budget-Annex B>* |
| **Operation/Country:** | *<insert data from PA>* |
| **Impact Statement/s (with Impact Area):** | *<insert data from PA>* |
| **Outcome Statement/s (with Outcome Area):** | *<insert data from PA>* |
| **Output Statement/s:** | *<insert data from PA>* |

1. **Project Overview**

**1.1 Project and Output Statement(s)**

**<***This section is mandatory. To be jointly developed by UNHCR with partner.>*

*Provide a concise summary of the project (ex. this project seeks to improve the health status of 150,000 xxx refugees in yyy camp through the delivery of quality health care services). Describe the specific problem(s) addressed by the project and the applicable Output statement(s), within the operations’ strategy.*

**1.2 Operational Context**

**<***This section is mandatory. To be jointly developed by UNHCR with partner.>*

*Describe the overall operational context within which the project is situated. Ensure consistency with the Operations multi-year strategy. The description should take into account context, assumptions, issues and challenges.*

1. **Population Coverage**

*<If the project aims to provide direct protection and assistance to refugees and other persons of concern please complete 2.1 and 2.2 below>.*

**2.1 Project’s Population Coverage**

 *<This section is mandatory. The description is jointly developed with UNHCR and partner using the Operations Population Planning Figures and the population coverage.>*

*The population coverage reflects the intended population that will benefit from an intervention or group of interventions related to a results statement.* *Briefly describe the population coverage estimated, by Output (UNHCR to share respective Output population coverage where available), whose needs the project aims to address, including age, gender and diversity considerations. State which population type (refugees and asylum seekers; stateless persons; returnees; IDPs; host community etc) and Country of Origin under which the project’s population coverage falls. (ex. Of the 20,000 Henniez asylum seekers, roughly ¼ is registered with UNHCR, mainly Y-town. Of these, 12 women have been chosen to participate in this pilot project on asylum self-counselling.*

**2.2 Demographic Data for the Project’s Population Coverage[[2]](#footnote-3)**

 *<This section is mandatory, however the demographic data sets required differ dependent upon the problem and intended results. The demographic data relevant to the project is jointly developed with UNHCR and partner taking into account UNHCR’s statistical reporting requirements. If demographic data is not relevant to the project, the sub-title should remain and enter the text “Not applicable.”>*

*Document the demographic information for the project’s population coverage. The data must be captured in table format with additional information provided in narrative form, if required. The data captured can be tailored to the requirements of the project; however, it must include data required for any applicable UNHCR statistical reports. For example, an education project may require data on additional age group breakdowns , in order to collect data in accordance with technical standards.*

*<One table should be completed for each Population Type and Country of Origin>*

|  |  |
| --- | --- |
| **Population Type:** | *<Insert name of Population Type. (e.g. Returnees)>* |
| **Country of Origin:** | *<Insert Country of Origin. (e.g. Hennien)>* |
| **Age Group** | **Male** | **Female** | **Total** |
| **in numbers** | **in %** | **in numbers** | **in %** | **in numbers** | **in %** |
| 0-4 |  |  |  |  |  |  |
| 5-17 |  |  |  |  |  |  |
| 18-59 |  |  |  |  |  |  |
| 60 and > |  |  |  |  |  |  |
| **Total:** |  |  |  |  |  |  |
| **Major Sites:** |  |  |

**2.3 Other Supported Entities**

*<The description is jointly developed with UNHCR and partner using the Operation’s Multi-Year Strategy. This section is included if this project is for activities where refugees and persons of concern are not a direct recipient of protection and assistance (ex. capacity development for a partner organization, production of manuals, advocacy, strengthening of national/local systems and /or service delivery, etc.).*

*Briefly describe the entity whose needs the project aims to address (ex. Henniez is a NGO based in Gota whose mandate is to assist refugees. This project aims to assist Henniez to improve financial management capabilities by providing access to financial services and ongoing mentoring).*

1. **Implementation Arrangements**

**3.1 Implementation**

**<***This section is mandatory. To be jointly developed by UNHCR with partner.>*

*Describe the implementation strategies and activities that will be undertaken to deliver the expected outputs. Reference any relevant UNHCR policies and guidelines to which the project must comply. This includes, where applicable, the objectives of UNHCR’s* [*Strategic Framework for Climate Action*](https://www.unhcr.org/604a26d84.pdf)[*https://www.unhcr.org/604a26d84.pdf*](https://www.unhcr.org/604a26d84.pdf) *explaining measures to integrate environmental sustainability throughout the entire lifecycle of the project. Where applicable, describe plans and requirements related to procurement; assignment to non-commercial entities; goods and property (UNHCR and/or Project inventory, serially tracked items, PPE), whether UNHCR wishes to be consulted with any key partner personnel recruitment as provided for in the Partnership Agreement, detail plans and arrangements related to any specialized project activities.*

**3.2** **Participation of and Accountability to Affected Populations**

**<***This section is mandatory. Jointly developed by UNHCR with partner.>*

***Describe how the project has been designed to maximize accountability towards affected populations*** *Outline how the activities will address age, gender and diversity considerations, as contextually appropriate and possible, among the population, including any targeted actions in support of specific groups. Describe how people of concern and local communities have participated in project design and the mechanisms in place to ensure participation throughout implementation, including age, gender and diversity groups. Outline multi-channel communication mechanisms with people of concern and local communities throughout the project cycle.* ***Identify and describe the two-way feedback and response mechanisms*** *that will be available to gather the views of people of concern and utilize them for project changes and amendments as well as to respond to reports of to report cases of mismanagement, misconduct and or sexual exploitation.*

**3.3 Risk Management and Integrity**

*<This section is mandatory. The content should be jointly developed by UNHCR and partner.>*

*Identify, as a minimum, three key project risks that could have significant impact on the achievement of, outputs and/or cause deviation from, the project’s expected results and describe corresponding mitigation activities, if any.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RISK #** | **IF** | **THEN** | **RESULTING IN** | **RISK TREATMENT** | **FOCAL PERSON** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*UNHCR Offices should ensure the risks mentioned in this document are reflected in the Project Performance Monitoring Plan (PMC01-PMP), for consistency. Briefly mention the partner’s policies and mitigation measures on anti-fraud, protection against sexual exploitation and abuse/sexual harassment and any other misconduct.  If partner does not have policies and measures, what are planned actions to address them.*

**3.4 Coordination**

***<****This section is mandatory. To be jointly developed by UNHCR with partner.>*

*Describe the coordination and consultation mechanisms between UNHCR and partner as well as with all relevant stakeholders (ex. Host government, UN agencies, NGOs), other relevant organization and broader humanitarian system, including the cluster system and alignment to HRP/other relevant UN-led appeals/coordinated responses (where applicable), including involving the project’s population of concern.*

**3.5** **Visibility**

***<****This section is mandatory. If visibility is not relevant to the project, the sub-title should remain and enter the text “Not applicable.”>*

*Describe the visibility measures that have been agreed by UNHCR and partner. Consideration should be given to donor, UNHCR and partner requirements taking into account operational/security constraints. Visibility requirements must be in compliance with relevant articles of the PA and the* [*UNHCR Brand Hub*](https://www.unhcr.org/brand/) *guidelines, including the Brand Book <https://www.unhcr.org/brand/>. Partners may be granted access to the online Brand Hub, which outlines specific instructions on acceptable format, use etc. of the UNHCR logo.*

1. **Related inputs and Projects**

**4.1 Partner**

*<This section is mandatory. To be completed by partner. >*

*Describe the complimentary financial and in-kind resources contributed by the partner for attaining the overall intended result(s) of the project as well as any related activities undertaken by the partner in support of implementation of this project. Add specific details of the partner’s in-kind assets and/or vehicles that may be supported financially via this PA. For example, fuel, repairs and/or services paid from the PA towards a partner’s vehicle.*

**4.2 Third Parties**

***<****This section is mandatory.>*

*Describe the input or contribution (in resources or activities) from other stakeholders, if any, in support of implementation of this project. List any* ***sub-partners*** *for this project detailing its role and expected contributions. If Third Parties are not relevant to the project, the sub-title should remain and enter the text “****Not applicable****”.*

**4.3 Exit Strategy and Sustainability**

*<To be completed by UNHCR/partner, as relevant.>*

*Describe the exit strategy and closure steps planned for the project and describe the sustainability of the results. Describe how the project will contribute to the resilience of the communities or how it will support local partners’ capacity (especially if local partners’ capacity is part of the project). Describe how the project will feed into other long-term development and rehabilitation efforts (if applicable). Detail what will happen with equipment, inventory (project goods and property) acquired under the project.*

1. **Changes and Amendments**

*<This section is optional and for tracking amendments>.*

*List any Agreement Amendments and describe main changes if applicable.*

1. **Measuring Planned Results (Work plan)**

*<The table below is repeated for each Output. The blue text below represents an example for ease of reference>.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Output(s) Statement** | **Key Output activities** | **Output Indicator(s)** | **Pop. Type** | **Output Targets by Pop. Type** | **Output indicator disaggregation agreed for reporting - *if and as applicable to the indicator, agreed by UNHCR and Partner\**** | **Timeframe (quarterly)** | **Means of Verification** |
| **CoO** | **Gender** | **Age** | **Disability**  | **Site** | **Q1** | **Q2** | **Q3** | **Q4** |
| <Mandatory. UNHCR Results Framework> | <Describe the main activities supporting the output> | <Mandatory. UNHCR Results Framework> | <Mandatory. UNHCR Results Framework> | <Mandatory. Targets **disaggregated by Pop. Type**> | <As applicable> | <As applicable> | <As applicable> | <As applicable> | <As applicable> | <Timeframe may be detailed on monthly basis, in agreement with UNHCR & Partner> | <Optional. How and where data is obtained for an indicator > |
| *By 2022, refugees are engaged and empowered to participate in activities that contribute to addressing root causes of GBV* | *Consult Women and girls on the design, delivery & location of services and assistance* | *# of women and girls who participate in targeted empowerment activities as part of GBV prevention programs* | *Refugees and asylum seekers* | *20,000* | *Hennien* | *Female & Male* |  *0- 17 & 18+*  | *Yes & No* | *N/A* |  | **X** | **X** |  | *Registration of participants for each activity.* |
| *Gotanien* |
| *Host Community* | *5,000* | *N/A* |
| *Establishment of Women and Girls Centres and listening and counselling centres.* | *# of Women and Girls Centres constructed, repaired, or converted* | *Refugees and asylum seekers* | *3x new constructions* | *N/A* | *N/A* | *N/A* | *N/A* | *X-site* |  | **X** |  |  | *Structure completion/ site validation* |
| *Y-site* |  | **X** | **X** |  |
| *Host Community* | *1x repair* | *Z-site* |  | **X** |  |  |

*\*At the time of reporting some disaggregated data sets may be unknown.*

*Depending on UNHCR’s data source, partners may report disaggregated data toward* ***Core Impact and Core Outcome indicators*** *to facilitate Global and/or Context-Specific Results Framework reporting. Where this may apply, this is jointly agreed prior with UNHCR and partner, and applicable indicators and disaggregated data sets inserted above to ensure clarity ahead of reporting. Further support can be sought from IMAS: UNHCR’s Implementation Management and Assurance Service (IMAS) at* *epartner@unhcr.org*

1. **Updated as of** **Oct 2021** [↑](#footnote-ref-2)
2. Understanding and analysing the impact of intersecting personal characteristics on people’s experiences of forced displacement or statelessness are necessary for an effective response. [↑](#footnote-ref-3)