Help Guide

Creating a Project Form in the Fund Management Platform

Under a Multi-Partner Trust Fund

Introduction

This is a Help Guide for applicants to create and submit a project proposal for the Infrastructure Resilience Accelerator Fund (IRAF) of the Coalition for Disaster Resilient Infrastructure (CDRI) in the Fund Management Platform (FMP) of the Multi Partner Trust Fund (MPTF).

This document provides step-by-step guidance through the process of creating and submitting the project proposal in the FMP. For guidance and examples on preparing content please refer to the document, 'Guidance Note and Workbook for Project Proposal Development'. [*If you have not received the document, please reach out to the CDRI Secretariat*]

This document will first explain the general process of creating a project proposal using the FMP and subsequently provide detailed explanations on the project proposal template and how to provide the requested information.

If you have questions for using the Fund Management Platform (FMP) of the MPTFO Gateway platform, please contact:

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User Roles for Project Creation and Submission

User Type	Functions	Permissions
Applicant (from Participating Organization)	1. Create project proposal. 2. Edit all information in the project proposal and upload relevant documents. 3. Assign other focal points from Participating Organisation and Government Nodal Agency 4. Submit the final project proposal	Create, Save, Edit, Submit
Focal Points	The applicant can invite other focal points to collaborate on the development of the project proposal. Once the focal point is invited to the platform, the focal point can also provide inputs to the proposal development. The focal points can be from the participating organization and the government nodal agency.	Save, Edit

Warning. When registering your email address to get an invitation to create a project document in the Fund Management Platform (FMP), please make sure that you enter the email address of the designated person responsible for entering and submitting the project proposal online who will be the "Applicant". **Only the Applicant will be able to make the final submission of the project in the Fund Management Platform (only the Applicant will see the "submit" button).**

Content:

1.	**Register for the Fund Management Platform (FMP)**
2.	**Create the project proposal record (title, start date, duration, description)**
3.	**General information**
	Project overview, dates, contacts
	Universal markers (i) gender equity and women empowerment; (ii) risk marker)
	Fund specific markers (thematic focus, geographical focus, sectoral focus, eligibility)
	Geographical scope (global/inter-regional, regional, country project)
	Manage Partners: Participating Organization(s) and their implementing partners
	Programme and project costs (estimated budget & tranches)
	Thematic key words (EWS, Disability, Recovery, Nature-Based Solutions, Innovation, Private Sector)
4.	**Narrative**
	Qualification of the Participating Organization (5 narrative sections)
	Project justification: Needs Assessment & Rationale (max 500 words)
	Project Goal (max 100 words)
	Project Objectives (max 250 words)
	Project Key Deliverables (max 250 words)
	Project Approach and Methodology (max 1000 words)
	Expected Impacts (max 500 words)
	Alignment with Global, Regional & National Commitments
	Contribution to Sendai Framework for Disaster Risk Reduction targets
	Gender Equality and Social Inclusion plan (max 500 words)
	Sustainability strategy (max 500 words)
	Project implementation (management structure, coordination, partners, M&E)
	Project Timeline
	Project Procurement Plan
5.	**SDGs**
	SDG targets
	SDG indicator
	Contribution to SDGs
6.	**RBM** (& Manage indicators)
	Outcome tab: Outcome(s), Outputs and Activities
	Manage indicators tab
7.	**Risk management**
	For each risk: event, category, likelihood, impact, mitigating measures, risk owner
8.	**Project budget**
9.	**Workplan**
10.	**Documents** (uploading documents)
11.	**Workflow** (checking that you completed all the necessary steps and information)
12.	**Submitting your project**

1. Register for the Fund Management Platform (FMP)

The Applicant will receive an email from the MPTFO Fund Management Platform (FMP) on behalf of IRAF to request them to create the Project Proposal.

From: Admin SP Online no-reply@sharepointonline.com
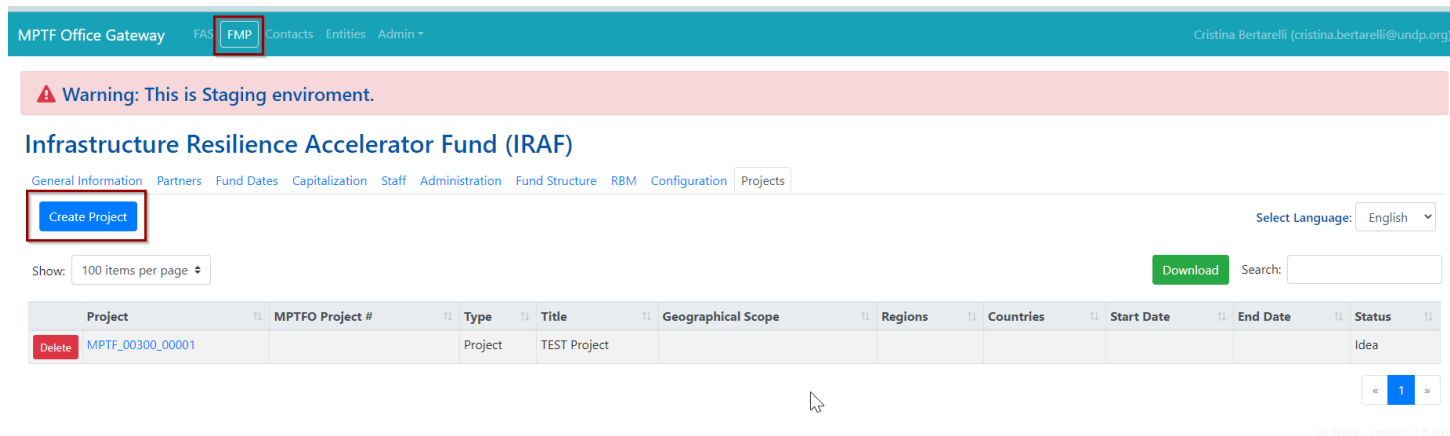Subject: Admin SP Online has invited you to "MPTFO Fund Management System"

Please accept this invitation to access our SharePoint Site.
Go to: MPTFO Fund Management System.

The Applicant can follow the link to go to the FMP. In order to access the FMP, the Applicant will have to access log in with a Microsoft account associated with the email address they want to use to create the proposal. If they do not have a Microsoft account, they need to create one.

2. Create the Project Proposal

The applicant has to create the project. They do so by:
1. selecting "FMP" in the top menu
2. and clicking on "Create Project"

The applicant is then taken to the project creation page and can finish the creation by entering the project's:
- title
- start date (IRIS second call for proposals-Recommended Start Date 01.03.2025)
- duration (as in the Call for proposals document)
- initial project description (first rows of the below table).

All entered information can be edited, revised and completed later. **By clicking "save"**, the FMP project will be created, and the applicant will be forwarded to the general information tab of the newly created project.

3. General Information

This applicant (and all other added contacts when relevant) can provide all required information in the project

template.

Heading	What's in it	Help-Guide
Fund	Name of the Fund – automatically populated	*This field will be automatically populated*
Title *	[enter the title you would like to give the project]	*To be entered by Applicant*
Anticipated Start Date*	[Select date from Calendar in the system]	*To be entered by Applicant*
Duration *	[numeric value]	*To be entered by Applicant*
Anticipated End Date	Automatically calculated	
Description*	[Summary to provide information of the Project] Please make sure that you list the country or countries in the description.	*To be entered by Applicant*
Save	Press the **Save** button	*Applicant hits save – and then the following rows will open-up to fill out.*
Comments	**[only available for reviewers – applicants do not fill this section]**	
Contacts*	You can add contacts of project stakeholders who will collaborate to the project. These should include focal points from the Government and the Participating Organization at strategic and technical level. Once you create their contacts, they will receive an invitation to collaborate on the Project. They will only be given user rights to "edit and save". To create contacts: click on "Manage Contacts" and "Add New Contact": **User Email**: (enter email I.D. of the focal point from participating organization or government) **Contact type**: Please select "FOCAL POINT" from dropdown **Role**: Please select "PARTICIPATING ORGANIZATION" from dropdown **First Name**: Enter text **Middle Name**: Enter text **Last Name**: Enter text Job Position: Enter Designation, Organization **Region**: Pick from dropdown, mandatory field from dropdown	*The Applicant invites other project stakeholders to collaborate to the Project*

	All other fields are optional. **Press the** Save **button**		

UNIVERSAL MARKERS

Universal Markers *	Gender Equality Marker	Risk	*To be entered by the Applicant*
	Pick from dropdown	Pick from drop down	

Gender Equality marker
Please pick from the drop-down menu:
GEM0 – the Key Activity (or project) is not expected to contribute to Gender Equality and Women Empowerment (GEWE)
GEM1 – the Key Activity (or project) is expected to contribute to Gender Equality Women Empowerment in a limited way
GEM2 – Gender Equality Women Empowerment is a significant objective of the Key Activity's (or project) overall intent
GEM3 - Gender Equality and Women Empowerment is the principal objective of the Key Activity (or project)

It is possible to select GEM0 or GEM1 when the project is expected to make a limited contribution to GEWE.

Risk marker
Please assess the overall risk level for your project (low, medium, high). You can make this overall assessment based on the evaluation of different risks faced by the project (see section / header 7 below). Pick from the drop-down menu:
- Low risk
- Medium risk
- High risk

FUND SPECIFIC MARKERS: thematic focus, sectoral focus, eligibility, accreditation

Fund Specific Markers *	Pick those that apply from drop down.		*To be entered by the Applicant*

Thematic focus (multiple choice):
Please pick from the multiple-choice drop-down menu the theme(s) that your project will contribute towards:
For the IRIS second call for proposals, please pick **only** amongst the five (5) themes highlighted in yellow:

- Knowledge, Research, Innovation
- Networking, Collaboration, Platform
- Training, Peer learning, Scholarships, Fellowships, Capacity building services
- Policies, Regulatory Frameworks
- Strengthening Data
- Social Inclusion, Gender, Disability
- Resource Mobilization / Facilitation of access to finance
- Fund management and Programme Delivery– **not applicable to calls for proposals**
- Project Preparation
- Capacities for Implementation and Management

Geographical windows (single select):
Please pick from the multiple-choice drop-down menu the geographical areas that your project will support:
For the IRIS second call for proposals, please **only** pick the geographical window highlighted in yellow:

- Small Island Developing States (IRIS)
- Urban areas
- Mountainous regions/countries
- n/a

Sectoral focus (multiple choice):
Please pick from the multiple-choice drop-down menu the sector(s) that your project will contribute towards:
For the IRIS second call for proposals, please pick **only** amongst the five (5) sectors highlighted in yellow:

- Telecommunication (including MHEWS)
- Power
- Transport
- Water
- Tourism
- Health & Education
- Coastal zone
- Multi-sectoral
- n/a

ELIGIBILITY TO RECEIVE IRAF FUNDING (multiple choice):

In case your project proposal is selected, please note that your organization would need to meet a number of requirements to be eligible to receive funding.
- Your organization current and valid legal registration document, or evidence that demonstrates that such registration is possible;
- A current and valid legal registration with the relevant host government(s) in the countries where the project will be implemented, or a legal document attesting of your organization formal relationship with a local subsidiary legally registered in the country, as well as a letter attesting that your organization will work through its local subsidiary;
- A donor reference letter attesting to satisfactory financial and programmatic management of a grant in the last three years;
- A HACT micro-assessment (Harmonized Approach to Cash Transfers) completed less than two years ago;
- A capacity assessment to implement the Prevention of Sexual Exploitation, Harassment and Abuse (PSEAH) requirements completed less than two years ago.

Please pick from the multiple-choice drop-down menu the eligibility requirements that your organization may have already met or indicate whether your organization would require additional support to prepare to meet some of these requirements (if you cannot see the sentence in full, you can see it hovering on the title).

- **Harmonized Approach to Cash Transfers**: Your organization has undergone a HACT micro-assessment less than two years ago.
- **Harmonized Approach to Cash Transfers**: Your organization has not undergone a HACT micro-assessment less than two years ago and may require additional support to prepare for such assessment.
- **Accreditation with other funding mechanisms:** Your organization has already been accredited to one or more of the following funds: Green Climate Fund, Global Environment Facility, Adaptation Fund, Global Fund, or evidence of EU pillar assessments.
- **Prevention of Sexual Exploitation, Harassment and Abuse (PSEAH)**: Your organization has an organizational policy to protect from sexual exploitation, abuse and harassment; offers training for personnel; has procedures for reporting and investigating allegations as well as procedures for victim assistance and referral.
- **Prevention of Sexual Exploitation, Harassment and Abuse (PSEAH)**: Your organization does not yet have an organizational policy to protect from sexual exploitation, abuse and harassment and/or established procedures, or is in the process of developing them, and may require additional support to establish these.

These eligibility requirements are not applicable to UN Agencies. UN Agencies please only select this marker:
- Not applicable

GEOGRAPHICAL SCOPE

Geographical Scope *	Geographical Scope	Name of the Region	Regions	Country (in case you selected "country")	To be entered by the Applicant Focal Point for each Project
	Pick from dropdown menu: - Global/interregional (several countries from different regions) - Regional/multi country - Country (single)	Only for regional projects: This field must be	Pick from dropdown menu: - Africa - Americas - Antarctica - Asia	Pick from dropdown *(when a given region is selected from the dropdown*	

4

| | | manually entered: Firstly enter specific Region name (for instance South China Sea)

Secondly, please also <mark>indicate the names of the countries here in the case of a regional project proposal</mark> | Europe Oceania | *list, the countries' selection is limited to that region)* | |

PARTICIPATING ORGANIZATIONS AND THEIR IMPLEMENTING PARTNERS

Participating Organizations and their Implementing Partners *	Participating Organizations	Government, Multilateral, NGO, Other	New entity		
	Pick from dropdown menu if you are **a MPTF "participating organization"** such as: <mark>**UN entity**</mark>	Pick from dropdown menu <mark>**if your organization is already accredited**</mark> to participate in the UN Multi Partner Trust Fund: such as: - AFD - Enabel - GIZ - JICA	Pick from dropdown menu your organization name <mark>**if you are a new entity invited to submit a project to the IRAF MPTF**</mark> <mark>**(Your organization names should have been pre-set here.)**</mark>	*To be entered by the Applicant.*	

Implementing Partners	Indicate if your organization plans to **sub-contract** other "implementing partners" to implement specific activities under your project (for instance a research center, a local NGO, a private sector entity, a government entity, a UN entity that would be expected to receive funding from your organization under this project to complete specific deliverables etc.).			*To be entered by the Applicant*

PROGRAMME AND PROJECT COST

Estimated Budget *	Budget requested	Enter amount		*To be entered by the Applicant*
	Other Sources **In case your organization mobilized parallel funding for the same**	Enter amount		

| | project that will complement your IRAF project budget (you can use the comments section to explain)

In case your organization would like to indicate in-kind contribution (you can use the comments section to explain) | | | |
| | Total | Automatically calculated | | |
| Tranches | The transfer of funds to the Participating Organization will be made in three tranches: a first tranche of 20%, a second tranche of 50% and a third tranche of 30%. Please calculate the tranches accordingly. This is mandatory. | | | *To be entered by the Applicant* |

THEMATIC KEY WORDS

Please select maximum five (5) key words that are relevant for your project from the dropdown menu (not mandatory):
- Early warning systems
- Disability
- Recovery & Build Back Better
- Nature Based Solutions
- Innovation
- Private Sector

4. Narrative

The narrative section is composed of several text boxes preset by the CDRI IRAF Fund Management Unit.
All questions must be answered in the narrative section and reviewed by the Applicant before submission of the Project. **Each narrative text box has a detailed description hovering on the title.**

Please also refer to the CDRI IRAF IRIS SIDS Call for proposal – Guidance note and workbook for project development which includes guidance and examples to help you develop the narratives for project justification, impact, sustainability strategy, gender equality and social inclusion plan

Please feel free to hyperlink relevant documents that are publicly available in the text using the rich text format. Also, feel free to **attach documents** relevant to the narrative question. They will all be available under the "Documents" tab. Please, make a reference to the narrative question in the abstract of each document for ease of reference. A visual example of one narrative box is included here below.

TIP: Please make sure to hit "Save" button after completing each question/section.

Qualification of the Participating Organization: **Organization Mission and Mandate**
Qualification of the Participating Organization: **Organization Geographical Coverage**
Qualification of the Participating Organization: **Thematic Expertise Relevant to the Project**
Qualification of the Participating Organization: **Human Resources**
Qualification of the Participating Organization: **Portfolio Analysis**
Project justification: **Needs Assessment and Rationale**
Project: **Project Goal**
Project: **Project Objectives**
Project: **Key Deliverables**
Project: **Approach and Methodology**
Project: **Expected Impact**
Project: **Alignment/Complementarity with global, regional and national commitments**
Project: **Contribution to Sendai Framework for Disaster Risk Reduction targets**
Project: **Gender Equality Social Inclusion (GESI) plan**
Project: **Sustainability Strategy**
Project: **Project Implementation**
Project: **Project Timeline** (upload chart)
Project: **Project Procurement plan** (upload document)

NOTE: The comment section is disabled and made available to the reviewers after the submission of the proposal.

5. SDGs, SDG targets, SDG indicators and contribution to SDGs

The full library of SDGs with goals, targets and indicators is preloaded.

They may be in either of these two categories.
1) **Main Goals: Only three goals have been pre-selected for IRAF:**
   SDG 9 (Industry, Innovation and Infrastructure)
   SDG 11 (Sustainable Cities & Communities)
   SDG 17 (Partnerships for the Goals)
2) **Secondary Goals: Only seven goals have been pre-selected for IRAF:**

SDG 3 (Good health & well-being)
SDG 4 (Quality education)
SDG 5 (Gender equality)
SDG 6 (Clean water and sanitation)
SDG 7 (Sustainable energy)
SDG 10 (Reduced Inequalities)
SDG 13 (Climate action)

Select at least one (maximum 3) Sustainable Development Goal(s) towards which your project will contribute and for each goal select at least one (maximum 2) target(s).

TIP: Click on the + sign to open any of the Goal and the list of corresponding SDG targets will show up. For ease of navigation, you can click on + right at the top left corner that will collapse all the other expanded lists.

After having selected the relevant SDG targets, specific SDG indicators for these targets can be selected. **This is optional.**

Also, applicants have to indicate how much each organization will contribute to each selected SDG in terms of percentage. The "Contribution to SDG" table will list each lead Participating Organizations (POs) for the project as a row and selected SDG targets as columns. In the case of only one participating organization for your project, you can fill only one row that needs to total 100. See the sample below to indicate how the various rows and columns are relevant and should add up.

Link SDG Targets

SDG Targets *   SDG Indicators   Contribution to SDGs *

Participating Organization	% TARGET_1.1 *	% TARGET_5.1 *	% TARGET_1.2 *	% TARGET_5.2 *	% Total	
WFP	80	20	0	0	100	Edit
UNICEF	0	0	30	70	100	Edit
Total contribution by target	80	20	30	70		
Project contribution to SDG by target	40	10	15	35	100	

Tip: Do not be confused with the numbers for "Total contribution by target" and "Project contribution to SDG target", which, may seem off while editing the percentages. They are automatically created and will be corrected once the tab is closed and reopened.

6. RBM (Results Based Management)

The RBM section serves two purposes:

Firstly, you are expected to import the IRAF **Fund level** outcome, output (tab "Outcomes") and indicators (tab "manage indicators").

Secondly, you are expected to provide detailed information on **your project level** outcome(s), outputs and activities (tab "Outcomes") and your project outcome(s) and outputs indicators against which the project's progress will be measured (tab "manage Indicators").

The "Outcomes" tab

STEP 1 - IMPORT FUND OUTCOME & OUTPUT
Firstly, applicants are required to import a pre-set IRAF **Fund level** outcome and outputs. Applicants are required to import pre-set IRAF outcomes and outputs from a drop-down menu listing all IRAF outcomes and outputs.

Under the IRIS second call for proposals, there is **only one** IRAF outcome and **only one** IRAF output that should be selected and imported by the applicant.

Click IMPORT FUND OUTCOME and select:

> **CDRI IRAF Outcome 3:** Countries have increased access to knowledge and resources to increase the resilience and inclusivity of their critical infrastructure systems by 2030

Click IMPORT FUND OUTPUT and select:

> **IRAF Output 3.1:** Small Islands Developing States are equipped with knowledge and resources to increase the resilience and inclusivity of their critical infrastructure systems by 2030

Warning: Do not create any activity under the **Fund level** pre-set outputs (Do not click "Manage Activities").
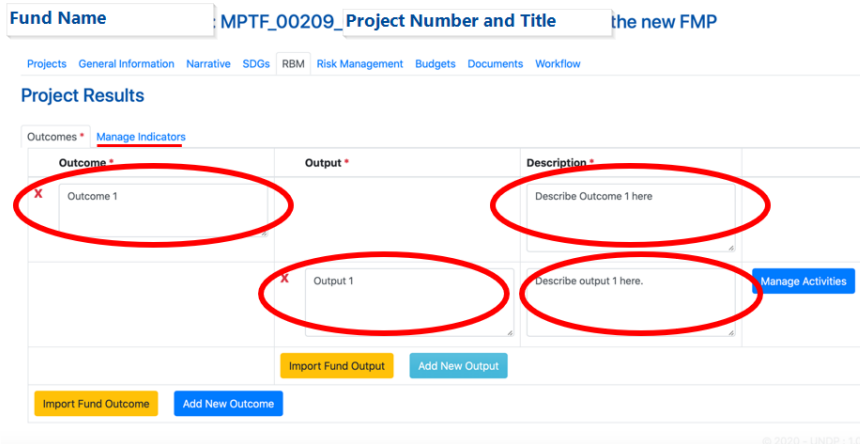
STEP 2 - CREATE project-specific outcome(s) and outputs and activities.
Secondly applicants are required to create **project specific** Outcome(s) and Outputs and create related activities:

Click ADD NEW OUTCOME and enter **the number, short title** of your project outcome. You can create only one project outcome or several project outcomes. In the 'Description' enter the long description of your project outcome.
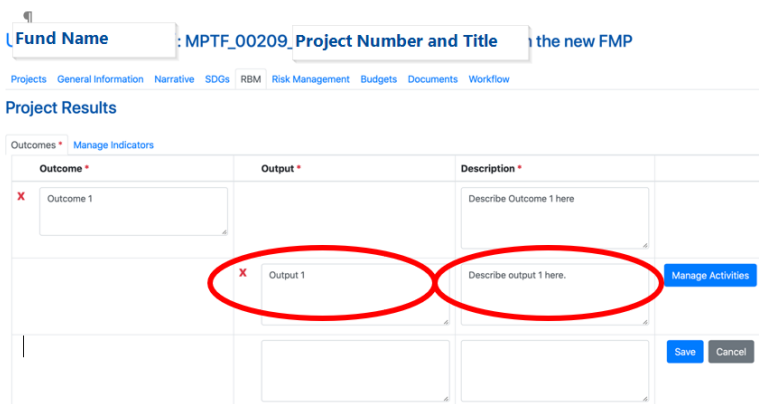
Click "ADD NEW OUTPUT" and two blank boxes will appear for the output, enter number and short title and the output description.

Warning: Each project outcome should have multiple project outputs.

Click "MANAGE ACTIVITIES," then "ADD NEW ACTIVITY" to add the activities within each Output. Activities can only be created under outputs (not under outcomes). Use the "Title" to insert the number and short name for the activity and "Description" to describe it. Under the lead participating organization, select the name of the participating organization.

Warning: It is recommended to create an output named "Project Management" to record expenditures for the overall project such as General Operating Costs, Salaries (of Project Manager, Project Accountant), etc. Add appropriate budget lines as activities for this output. This is recommended to ensure the Results-based Budget total matches with the UNSDG Budget total.

The "Manage Indicators" tab

In the "Manage Indicators" tab, Participating Organizations are required to provide indicators to measure project progress for the results framework. The Applicants will fill out the indicator title, description (how the indicator will be measured) baseline value, and target values.

Signature indicators: Not relevant under IRAF. Please disregard.

STEP 1 - IMPORT IRAF Fund pre-set outcome / output indicator(s)

Firstly, applicants are required to import pre-set IRAF **Fund level** Outcome indicator(s) and output indicator(s) from a drop-down menu listing IRAF Outcomes and outputs indicators.

Under the IRIS second call for proposals, there is only **one pre-set IRAF outcome indicator** and there are only **two IRAF output indicators** that are relevant:

Click "IMPORT FUND OUTCOME / OUTPUT INDICATORS" which will prompt a dropdown menu.

CDRI IRAF Outcome 3: Countries have increased access to knowledge and resources to increase the resilience and inclusivity of their critical infrastructure systems by 2030
CDRI IRAF Outcome INDICATOR 1: Increase in No. of countries that have adopted enhanced disaster resilient and inclusive standards for infrastructure system development and post disaster recovery

IRAF output 3.1: Small Islands Developing States are equipped with knowledge and resources to increase the resilience and inclusivity of their critical infrastructure systems by 2030
CDRI IRAF output 3.1 –INDICATOR 1: No. of SIDS countries with enhanced DRI inclusive policies, plans, standards and/or enhanced DRI gender and age disaggregated and open-source datasets
CDRI IRAF output 3.1 –INDICATOR 2: No. of DRI / resilient recovery knowledge products that are locally relevant in SIDS contexts and promoting inclusion, community knowledge and/or nature-based solutions, disseminated

Applicants are required to select IRAF OUTCOME 3 INDICATOR 1 (country systems) and you must select **one or both** IRAF OUTPUT 3.1 INDICATORS.

STEP 2 - CREATE project-specific outcome(s) and outputs indicators

Applicants are required to provide indicators to measure project progress towards project outcome and project outputs..

The Applicants will fill out the indicator title (number and short title), description (how the indicator will be measured), means of verification, category, cycle, scope, baseline value, and target values. Click 'MANAGE' select the project outcome and output linked to the indicator.

7. Risk management

Use this section to indicate all known risks pertaining to the project. For each risk, provide information on
- **Event**: Describe what is at risk of happening
- **Category**: Social and Environmental, Financial, Operational, Organizational, Political, Regulatory, Strategic (choose at least one)
- **Level**: Low, High Medium, High, Very High, n/a (choose one)
- **Likelihood:** Rare, Unlikely, Possible, Likely, Very Likely, n/a (choose one)
- **Impact**: Insignificant, Minor, Moderate, Major, Extreme, n/a (choose one)
- **Mitigating Measures**: Describe steps being taken to mitigate this risk
- **Risk Owner**: List lead Participating Organizations linked to this risk

For more details, refer to the document, 'Guidance note and workbook for project proposal development'.

8. Budgets

The applicants must create two budget presentations: the budget in UNSDG categories, and the results-based budget.

Warning: The total of the Budget by UNSDG categories **must match** the project budget in the cover page in the General Information tab and **must match** the total in the Results Based Budget. Both budgets must include the 7% overhead costs.

Warning: The applicant is expected to work offline to develop the "Detailed Budget Breakdown" in annexure to the Guidance note and workbook for project proposal development, prior to starting to enter the budget figures in the FMP platform. **The "Detailed Budget Breakdown" excel table is a mandatory document to be uploaded to the FMP.**

The UNSDG categories budget

The UNSDG budget categories are explained in the "Detailed Budget Breakdown" in annexure to the Guidance note on project proposal development.

The project budget needs to be indicated **in total** and UNSDG budget categories.

It is recommended to develop the budget in total instead of annually. Click on a 'YEAR' and enter the total budget against each budget category.

When the Applicant clicks "Edit" two text boxes will appear.

Please add each number with **no commas or dollar signs**.
In the Description text box, the Applicant can add details about the budget category.

Budget by UNSDG Categories: Over all

⚠ Please, check the budget amount requested in the Programme and Project Cost in the General Information

Budget Lines	Description		UNDP (7%) *	ACCORD (7%) *	Total	
1. Staff and other personnel					$0	Save Cancel

Budget by UNSDG Categories: Over all

⚠ Please, check the budget amount requested in the Programme and Project Cost in the General Information

Budget Lines	Description	PO1 (7%) *	PO2 (7%) *	Total	
1. Staff and other personnel		$1,000,000	$500,000	$1,500,000	Edit
2. Supplies, Commodities, Materials				$0	Edit
3. Equipment, Vehicles, and Furniture, incl. Depreciation				$0	Edit
4. Contractual services				$0	Edit
5. Travel				$0	Edit
6. Transfers and Grants to Counterparts				$0	Edit
7. General Operating and other Direct Costs				$0	Edit
Project Costs Sub Total		$1,000,000	$500,000	$1,500,000	
8. Indirect Support Costs		$70,000	$35,000	$105,000	
Total		$1,070,000	$535,000	$1,605,000	

Automatic calculation based on the preset Indirect Cost %

1. Staff and other personnel costs: Includes all related staff and temporary staff costs including base salary, post adjustment and all staff entitlements.

2. Supplies, Commodities, Materials: Includes all direct and indirect costs (e.g. freight, transport, delivery, distribution) associated with procurement of supplies, commodities and materials. Office supplies should be reported as "General Operating".

3. Equipment, Vehicles and Furniture including Depreciation: For those reporting assets on UNSAS or modified UNSAS basis (i.e. expense up front) this would relate to all costs to put asset into service. For those who do donor reports according to IPSAS this would equal depreciation for period.

4. Contractual Services: Services contracted by an organization which follow the normal procurement processes. In IPSAS terminology this would be similar to exchange transactions. This could include contracts given to NGOs if they are more similar to procurement of services than a grant transfer.

5. Travel: includes staff and non-staff travel paid for by the organizations directly related to a project.

6. Transfers and Grants to Counterparts: Includes transfers to national counterparts and any other transfers given to an implementing partner (e.g. NGO) which is not similar to non-exchange transactions.

7. General Operating and Other Direct Costs: Includes general operating costs that can be directly attributed to the project implementation such as project telecommunications, project finance charges and other costs which cannot be mapped to other expenditure categories.

8. Indirect Support Costs: frequently referred to as "overhead expenses" that support the entire operations of the implementing organization. They typically include the implementing organization headquarters rent, utilities, equipment, and associated information systems and support and administrative staff such as HR, general finance, accounting, IT, and legal.

Once rows 1-7 are complete (clicking save after each one) the Sub Total, row 8, and the Total will all automatically calculate.

The overall indicated budget must exactly match the amount indicated under the requested budget in the **general information tab**. Please note that Indirect support costs are automatically calculated at 7% of overall requested budget.

Tip: if tranches are indicated in the General information the Budget is automatically calculated per number of tranches

Performance-based Tranches Breakdown

Tranche		Tranche %	UNDP	ACCORD	Total
Tranche 1		75%	$1,125,000	$1,125,000	$2,250,000
Tranche 2		25%	$375,000	$375,000	$750,000
Total			$1,500,000	$1,500,000	$3,000,000

The Result Based Budget

Please ensure that the 7% overhead cost is included in the Results Based Budget and make sure that the Results Based Budget matches with the UNSDG budget.

Warning: When preparing the results-based budget, as recommended in the RBM section, please create an output (usually the last output) named "project management" to record expenditures for the overall project such as General Operating Costs, Salaries (Project Manager, Project Accountant), etc. Any costs that are for the overall project and cannot be attributed to an activity are suggested to be included under this output – project management.

Warning: When preparing the results-based budget, please do <u>not</u> forget to include overhead costs (indirect costs) in each activity budget line calculation (contrary to the UNSDG budget, it is not calculated automatically).

According to the RBM project setting the Applicant can indicate to which Outcome/Output/Activities the budget is attributed to and the % attributed to Gender Equality and Women Empowerment (GEWE). See screenshot for reference. (**not required** in your project application).

Gender per Gender: Budget per gender is not applicable in this call for proposals (**not required** in your project application).

Results based budget

Outcome *	Output *	Activity *		Agency *	Budget (USD) *	% allocated to GEWE (if any)		
I. Fortalecer la presencia del Estado en el nivel local: a través de la implementación efectiva del Plan Nacional de Seguridad Ciudadana (2019-2030).				Sub Total	$1,000,000		$750,000	
	o Fortalecer la interacción entre distintas instituciones del Estado con responsabilidades en la implementación del Plan Nacional de Seguridad Ciudadana, tanto a nivel nacional como local.			Sub Total	$1,000,000		$750,000	
		X reuniones		UNDP (7%)	$1,000,000	75%	$750,000	Edit
Total					$1,000,000			

Budget per Gender (GEWE)

	UNDP	ACCORD	Total $
$ Towards GEWE	$802,500	$0	$802,500
% Towards GEWE			26.75%

9. Work Plan

The work plan section will be populated automatically based on the Activities indicated in the RBM section. Please use the boxes to indicate when activities are scheduled to be conducted.

10. Documents

This section represents the repository of the supporting documents of the Project to complement the narrative section. They will be categorized as "Other Docs" as default, and the description is included in the document abstract.

TIP: In the abstract include the reference to the narrative txt box the document is related to

Narrative Documents

Document Type *	Other Docs
Document Abstract	
Document Date *	dd-MMM-yyyy
	Choose File * [Choose File] TEST numbe...cument.docx [Upload]

List of documents
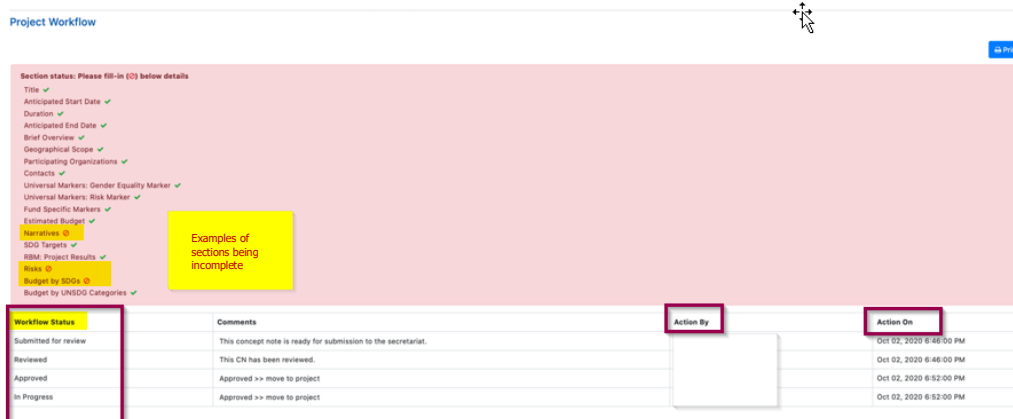
Document	Document Type	Document Source	Document Abstract	Document Date	Modified By	Modified On
✗ TEST number 2 uploading document.docx	Other Docs	Concept Narrative	TEST for Narrative Section [1]	13-Mar-2022	cristina.bertarelli@undp.org	13-Mar-2022 9:31:30 AM

Please make sure that you upload the following documents in support of your application for the second IRIS call for proposals under IRAF:

- ✓ Government Letter of Endorsement of the Project
- ✓ Annexure-1: Budget Summaries and Detailed breakdown (Excel) using the template provided in the Guidance note and workbook for project proposal development.
- ✓ One pager CV of key Human Resources in the Project
- ✓ Gantt chart on project implementation timeline
- ✓ Procurement Plan (only if your procurement of goods and services exceeds 100k)
- ✓ HACT micro assessment report (only if your organization has undergone a HACT micro assessment <u>over the past two years</u>) –only applicable to Non-UN Organizations.

11.   Workflow

The workflow tab tracks the progress of every required field for the project proposal at every stage. The screenshot below shows an example of how a workflow tab looks like for an **incomplete project proposal**:

At the end of your project proposal, please make sure that all sections are completed "green" in the workflow tab. Once all fields are completed, the workflow tab changes from red to green and the "Submit" button becomes available.

TIP: You can use the "PRINT" function to see the entirety of your submission before you hit "SUBMIT".

Project Workflow

Example of Submission

12.   Submitting Proposal

Once all fields are completed, the workflow tab changes from red to green and the "Submit" button becomes available.

TIP: Use can use the "PRINT" to see the entirety of your submission before you hit "SUBMIT".

Project Workflow

Example of Submission

The **Applicant is the only user who can submit project proposal**.

This will generate an automatic notification with a copy to the MPTFO and Fund Management Unit/CDRI Users as well as to the Applicant:

MPTF Office: Infrastructure Resilience Accelerator Fund (IRAF) | Concept Note / Project - Submitted for review