

IRAQ CAP 2009 PILLAR II
TECHNICAL INFORMATION NOTE
NUMBER 3
26 August 2008

As mentioned in Technical Information Note Number 1, organizations wishing to submit projects within the Iraq CAP 2009 appeal will need to propose a project summary sheet presenting a brief overview of each project. OCHA is currently finalizing the electronic submission procedure and project summary template; however this system is not likely to be functional until mid-September. Given that many organizations are now developing their projects, a template for Pillar II has been developed that can later be transferred into the new electronic format.

Sector working group chairs and UNHCR Offices, as relevant, are requested to distribute this note to all organizations planning to submit projects within the CAP. Organizations should fill in the template (page 2), and submit it to their sector working group chair or respective UNHCR Office, as relevant, as part of the sector working group planning exercise. The project summaries will then be reviewed by the sector working groups to ensure consistency with the sector response plans, as well as the Pillar II overall strategic objectives. Once agreed, the projects and the corresponding sector response plans will be submitted together by sector working group chairs to the CAP Support Team or UNHCR Office, as relevant.

Each completed project summary may not be longer than 2 pages, using Arial 10 font. When the new online system is active, it will be possible to upload additional supplementary information.

Below is the template for project summaries for use by Pillar II countries. A brief example using a fictional education project follows the template. While the final electronic template may differ slightly from the template presented below, most of the information required will remain the same. The Pillar II CAP Secretariat will distribute the final electronic template and instructions for the new online system as soon as they are received from OCHA.

PILLAR II PROJECT SUBMISSION TEMPLATE GUIDELINES

Appealing Agency(ies) or Organization(s):	Name(s) of appealing organization(s) in bold and capital letters, followed by the acronym in parenthesis, if relevant.
Project Title:	Insert a concise, one-sentence description capturing the essence of the project.
Project Code:	Leave this blank. A code will be assigned by the Office for the Coordination of Humanitarian Affairs (OCHA) for the Financial Tracking Service (FTS).
Sector:	Identify the sector/working group for which the project is submitted.
Sector Objective:	Identify what the project aims to achieve. This should relate directly to at least one of the sector working group objectives.
Beneficiaries:	Insert the total number of individuals (i.e., Iraqi refugees and vulnerable host communities) the project plans to assist in 2009 with figures disaggregated as much as possible.
Implementing Partner(s):	Identify the organization(s), and/or agency(ies), and/or government ministry(ies) envisioned to directly (i.e., contractually) perform the project activities on behalf of the Appealing Agency or Organization.
Project Duration:	State the project period and/or start and end dates.
Total Project Budget:	Only use if the "Project Duration" exceeds one year. The amount inserted here is the entire budget for the duration of the project. State the amount in USD.
Funds Requested for 2009:	State the amount in USD required for 2009.

Needs

After identifying the targeted beneficiaries, specify the priority needs that the project intends to address. This should not be a repetition of the analysis in the sector response plan. Instead, this would ideally include an evidence-based approach to needs identification for the target group such as a recent assessment and beneficiary feedback.

Activities

State the main activities of the project. These must relate to the sector response plan and overall Pillar II strategic objectives.

Cross-cutting themes

State how the project addresses and incorporates protection and vulnerability considerations such as age, gender, HIV/AIDS, people living with disabilities, etc... Please note this is not an extensive list.

Outcomes

State the expected outcomes of the project. These must link to the sector response plan and overall Pillar II strategic objectives.

Indicators

List approximately three project indicators (quantitative and/or qualitative), and state the standard and/or target for measuring each indicator. Identify the source of data collection and/or means of monitoring and how often monitoring will take place during the implementation period.

The Financial Summary should provide a simple three to four line budget outline.

FINANCIAL SUMMARY	
Budget Items	US\$*
Insert expenditure line item	
Insert expenditure line item	
Insert expenditure line item	
TOTAL (The total should equal the "Funds Requested for 2009" stated above.)	

* Values should be rounded to the nearest hundreds/thousands.

