

The EIF Secretariat held three workshops: 26-28 October 2022 with troop and police contributing countries (T/PCCs), UN Women Country Offices (CO) and research institutions conducting an EIF-funded MOWIP barrier assessment, to seek feedback and identify lessons about EIF processes and requirements. The matrix below captures emerging practices, challenges, and recommendations shared by workshop participants under Chatham House rules, per EIF project step. It also includes specific actions to be taken by the EIF to address feedback and aims to be a living document to monitor progress in completing these actions.

Completed	In progress/ Ongoing	Not started – to be completed for 3 <sup>rd</sup> PR launch
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**Step 1: Call for LOI**

<b>What is working well</b>	
<ul style="list-style-type: none"> <li>• Many fund recipients heard about the EIF call for LOI through Permanent Missions (PMs) and Defense attachés. PM usually receive this kind of information and then trickle it down to capitals.</li> <li>• Some TPCCs heard about the call for LOI through UN Women COs who filled out the call for LOI and approached the T/PCC to provide useful information and prepare the LOI.</li> <li>• Research institutions were contacted by the T/PCC or UN Women CO as they were preparing the LOI - they had existing relationships with the T/PCC. Applicants also used the EIF website to get more information and contacted the EIF Secretariat to receive technical support.</li> <li>• Fund recipients appreciated the availability and support of the EIF Secretariat in French and English to answer any questions</li> <li>• EIF Secretariat organized Technical briefing and information sessions were practical and instructive to better understand different funding modalities.</li> <li>• MOWIP webinars are useful and contribute to experience sharing</li> </ul>	
<b>What is not working well</b>	
<ul style="list-style-type: none"> <li>• Specific dates, timeline and technical information about the call for LOI on the website were not clear.</li> <li>• Fund recipients expressed that they didn't have a clear idea about how to provide the information in a detailed manner as requested by the EIF.</li> <li>• some applicants could not meet deadlines / provide requested information such as project objectives and budget due to security institution bureaucracy</li> <li>• The entire application process is long and time consuming and this should be factored into research institutions' work plans.</li> </ul>	
<b>Recommendations</b>	
The EIF should communicate about the call for LOI to Regional and CO through existing platforms and encourage Regional Offices (RO) to send the information directly to country offices through their own existing mechanisms.	
The EIF should organize more webinars where UN Women COs and security institutions can share their experiences.	
<b>Actions to be taken by EIF - the EIF will:</b>	<b>Status - 1 Dec 2022</b>

<ul style="list-style-type: none"> <li>communicate the call for LOI using EIF email, twitter, Community of Practice (COP), EIF website – to all EIF stakeholders and specifically including: UNW RO and COs, PM, Defense Attachés, the MPAC</li> </ul>	
<ul style="list-style-type: none"> <li>encourage ROs to share the call for LOI with COs, CSOs, women’s networks and UNDP CO where there is no UNW presence</li> </ul>	
<ul style="list-style-type: none"> <li>provide as much forward warning of the launch date for future PR s for applicants to prepare and submit LOIs.</li> </ul>	
<ul style="list-style-type: none"> <li>continue to improve information available on the website and be readily available to answer any questions</li> </ul>	
<ul style="list-style-type: none"> <li>continue to be available to answer any questions from potential T/PCCs / UN Women RO and CO, research institutions and partners</li> </ul>	
<ul style="list-style-type: none"> <li>organize additional technical briefings, webinars, and information sessions to inform potential applicants about EIF application processes and requirements, and to foster experience sharing among fund recipients.</li> </ul>	
<ul style="list-style-type: none"> <li>strive to provide potential applicants with more clarity and advice on EIF application procedures, approval processes, indicative project approval timeframes during technical briefing/webinars and ensure they are uploaded to the EIF website in a timely manner</li> </ul>	
<ul style="list-style-type: none"> <li>invite T/PCCs, UN Women COs and research institutions to share experiences with potential applicants during EIF and EIF partner webinars.</li> </ul>	

### Step 2: LOI submission

<b>What is working well</b>
<ul style="list-style-type: none"> <li>It is important for T/PCC high-level representatives to sign the LOI to indicate leadership support and foster ownership.</li> <li>Consultations with UN Women COs on monitoring &amp; evaluation (M&amp;E) and risk mitigation was very helpful.</li> </ul> <p><b>NOTE:</b> EIF does not require the M&amp;E results framework table be completed for a barrier assessment project - only for flexible project funding requests (FPF).</p>
<b>What is not working well</b>
<ul style="list-style-type: none"> <li>Some T/PCCs expressed that they lacked experience in filling out the results framework table.</li> <li>The DCAF/Cornell Partnership Model explainer is useful; however it lacks detailed explanation on partnership models – especially the difference between partnership model A and B, and information about data access and how it is collected, used, and stored - differences between partnership models should be explained in more detail.</li> </ul>
<b>Recommendations</b>
<ul style="list-style-type: none"> <li>EIF to continue to require T/PCC representatives’ signatures on the LOI (and DP).</li> <li>EIF to support T/PCCs to develop their project results framework, and to request UN Women CO support where required / available.</li> <li>DCAF and Cornell to update the MOWIP partnership model explainer and include additional details about each partnership model and to ensure clear information is provided in relation to the use, sharing and storage of data</li> </ul>

<b>LOI template:</b>	
<ul style="list-style-type: none"> <li>• While the LOI template is clear, it would be good to clarify the difference between the applicant, the beneficiary, and the institution.</li> <li>• The LOI template should explain in more details data sharing considerations and requirements so that they are factored in early on while choosing the partnership model.</li> </ul>	
<b>Timeline:</b>	
<ul style="list-style-type: none"> <li>• Make the LOI template and instructions available on the EIF website well before the LOI call so applicants have time to understand processes when developing their LOI.</li> <li>• Provide fund recipients with additional time to submit LOIs.</li> </ul>	
<b>EIF Support:</b>	
<ul style="list-style-type: none"> <li>• Explain the different partnership models in detail - and especially considerations regarding data sharing with Cornell.</li> <li>• Explain EIF processes and the benefits of undergoing a MOWIP more clearly so penholders can explain to their senior leadership</li> <li>• Research institutions would like more information on UN Women administrative requirements to be provided up front.</li> </ul>	
<b>Actions to be taken by EIF - the EIF will:</b>	<b>Status - 1 Dec 2022</b>
<ul style="list-style-type: none"> <li>• Improve the LOI template: (i) separate out the LOI instructions from the LOI template; (ii) clarify differences between applicants, beneficiaries, and security institutions, and (iii) provide clear information in relation to signing authorities, being the government coordinating entity (GCE) and the national entity (NE).</li> </ul>	
<ul style="list-style-type: none"> <li>• work with DCAF / Cornell to ensure data sharing requirements are explained to the security institution and research institution, and where required, a Data Agreement is signed.</li> <li>• ensure the LOI template refers to the updated DCAF / Cornell partnership model explainer.</li> </ul>	
<ul style="list-style-type: none"> <li>• include additional information on EIF processes and administrative requirements.</li> </ul>	
<ul style="list-style-type: none"> <li>• ensure the LOI template and instructions are available on the EIF website as early as possible prior to the commencement of each PR , to provide maximum time for fund recipients to complete the LOI.</li> </ul>	
<ul style="list-style-type: none"> <li>• Urge UN Women CO to provide information on UN Women administrative arrangements (i.e. contracting / procurement) to implementing partners including T/PCC and research institutions</li> </ul>	

## Step 5: Detailed Proposal (DP) development & submission

<b>What is working well</b>
<ul style="list-style-type: none"> <li>• The budget template is user-friendly</li> <li>• It takes time to establish trust between the T/PCC and the research institution but that time is well spent and important prior to the submission.</li> <li>• It was useful to have a work plan that includes a narrative section to identify any challenges, track what has been planned, and what is not going as planned.</li> </ul>
<b>What is not working well</b>
<p><b>Budget:</b></p> <ul style="list-style-type: none"> <li>• Fund recipients didn't have a clear idea of how the contingency line can be used and sometimes it wasn't enough to deal with implementation challenges.</li> <li>• Explaining the budget and differences between local currency and USD to security institutions can be time consuming.</li> </ul>
<p><b>Work plan:</b></p> <ul style="list-style-type: none"> <li>• It has been difficult to develop a detailed work plan during the DP development and submission step because it is too early on to determine what can be done when. A long time often happens during this step and when project implementation starts so fund recipients had to re-work the work plan entirely.</li> </ul>
<p><b>Annexes:</b></p> <ul style="list-style-type: none"> <li>• Information about detailed deployment plans is sometimes difficult to get.</li> </ul>
<b>Recommendations</b>
<p><b>Budget:</b></p> <ul style="list-style-type: none"> <li>• continue to provide the simplest budget template and budget explainer</li> <li>• Ensure room for flexibility in the budget given COVID-related constraints or any other major change happening in the country.</li> <li>• Provide more information about the UNDG categories and provide early guidance on costs per MOWIP step when developing the DP</li> <li>• UNW COs require to understand the MOWIP methodology structure and research requirements - to align the budget with the work plan and include budget for activities such as interpretation, validation workshops and report launch activity.</li> </ul> <p><b>Note:</b> The EIF has included guidance in relation to contingency funds and their use in the EIF Operations Manual V1.0</p>
<p><b>Work plan:</b></p> <ul style="list-style-type: none"> <li>• Ask fund recipients to develop a tentative work plan when designing the DP; this will require to be completed in moderate detail to demonstrate the RI / Project manager's understanding of the BA methodology and how each activity is sequenced and planned</li> </ul>
<p><b>Senior leadership buy-in:</b> to encourage</p> <ul style="list-style-type: none"> <li>• TPPCs to select a research institution that they trust.</li> <li>• communication between the EIF Secretariat and T/PCC high-level senior leadership to explain why advancing women's participation is important and encourage strong commitment from senior leadership through an overall statement of commitment</li> </ul>
<p><b>Data agreement:</b></p>

<ul style="list-style-type: none"> <li>It is important for the TPCC to be aware of data sharing requirements as well as the research institution.</li> </ul>	
<b>Actions to be taken by EIF - the EIF will:</b>	<b>Status - 1 Dec 2022</b>
<b>Assessment Plan Timeline</b> <ul style="list-style-type: none"> <li>request DCAF / Cornell to include a narrative column on <u>Template 4 - Assessment Plan Timeline</u>, to enable project planning and monitoring.</li> <li>update <u>Template 4 - Assessment Plan Timeline</u> instructions - to be 'Month 1, Month 2', etc., rather than specific date / month / year format, to allow for delays in approvals / due diligence requirements.</li> </ul>	
<b>Budget</b> <ul style="list-style-type: none"> <li>review a Fund Recipient's proposed budget in detail, to ensure the budget demonstrates value for money, and that a contingency amount / % is included to allow for unexpected expenditures such as COVID.</li> <li>provide additional guidance on UNDG categories, contingency amounts and MOWIP phases / milestones to ensure they are covered in a TPCC / PUNO budget</li> </ul>	
<ul style="list-style-type: none"> <li>review LOI and DP annexes to confirm that that only key data and information is requested</li> </ul>	
<ul style="list-style-type: none"> <li>communicate Senior leadership buy-in considerations to TPCCs and UN Women COs during the LOI and DP step.</li> </ul>	
<ul style="list-style-type: none"> <li>Data Agreement – as per LOI above</li> </ul>	

### Step 7: Approval, disbursement & announcement

<b>What is working well</b>	
<ul style="list-style-type: none"> <li>The fund transfer process has been good for many recipients; when challenges occurred, they were due to UN Women internal processes and logistics.</li> <li>The fact that the EIF sent 100% of the funding, and not via tranches, minimized paperwork and delays.</li> </ul>	
<b>What is not working well</b>	
No comment	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>To speed up contracting processes, contract a research institution early, and most preferably an RI with an existing relationship with the TPCC.</li> </ul>	
<b>Actions to be taken by EIF - the EIF will:</b>	<b>Status - 1 Dec 2022</b>
<ul style="list-style-type: none"> <li>update their LOI and DP to include project duration rather than start and end date. The end date will reflect the fund transfer date plus the project duration as is already recorded on the MPTFO's EIF webpage</li> </ul>	
<ul style="list-style-type: none"> <li>transfer funds by tranche for Flexible Project Funding activities, as informed by the HACT micro-assessment.</li> </ul>	
<ul style="list-style-type: none"> <li>Identify ways to reduce UN Women procurement / contracting procedural delays, and advise these early to UN Women CO</li> </ul>	

### Step 8: Project Implementation

<b>What is working well</b>	
<ul style="list-style-type: none"> <li>Quarterly reporting and check-ins are working well to track progress. They give fund recipients the opportunity to reflect on project implementation and identify gaps or challenges.</li> <li>The quarterly reporting template provides clear guidance on what information is required and how to report on it. It is a useful monitoring tool for fund recipients to know where things are and what needs to be done.</li> <li>During annual reporting last year, the EIF didn't have a clear reporting template but the EIF has made improvements through its quarterly reporting system and that should continue.</li> </ul>	
<b>What is not working well</b>	
<ul style="list-style-type: none"> <li>challenges with the MOWIP survey software and the long length of questionnaire – which led to survey fatigue.</li> </ul>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>EIF to communicate to fund recipients about the quarterly reporting requirements early on and attach the template as part of the project document annexes</li> <li>Research institutions expressed that more training and lessons/experience sharing on MOWIP implementation would be helpful.</li> </ul>	
<b>Actions to be taken by EIF - the EIF will:</b>	<b>Status - 1 Dec 2022</b>
<ul style="list-style-type: none"> <li>schedule a meeting with fund recipient at project start date to explain ¼ly reporting requirements, reporting templates and support to project monitoring and evaluation</li> </ul>	
<ul style="list-style-type: none"> <li>ensure all reporting templates are available on its website</li> </ul>	
<ul style="list-style-type: none"> <li>advise Cornell / DCAF feedback on the survey length and software</li> </ul>	
<ul style="list-style-type: none"> <li>create an EIF COP to exchange lessons and share experience</li> </ul>	
<ul style="list-style-type: none"> <li>share Fund Recipient's contact information with other recipients as part of building the EIF COP.</li> </ul>	

### Step 9: Project Closure

Fund Recipients' Feedback	
<ul style="list-style-type: none"> <li>No comment</li> </ul>	
<b>Actions to be taken by EIF - the EIF will:</b>	<b>Status - 1 Dec 2022</b>
<ul style="list-style-type: none"> <li>finalize narrative and financial project closure templates - to be completed by fund recipients within 3 months of project closure.</li> </ul>	