

Explainer - Letter of Interest (LOI) – 3rd Programming Round

Instructions to Complete

Please read these instructions together with the EIF Call for Letters of Interest – Third Programming Round.

This Letter of Interest (LOI) form is designed to capture the information required by the EIF Secretariat to assess your application. It contains five parts and two annexes.

Please only enter text in the white boxes, and note the word count guidance in red.

- *Part One: Applicant Details*
- *Part Two: Project Summary*
- *Part Three: Barrier Assessment Details*
- *Part Four: Project Details*
- *Part Five: Project Outputs and Budget*
- *Annex A: Security Institution Personnel Data*
- *Annex B: Deployment Planning for United Nations Peace Operations*

A panel of experts from the Security Sector including Police and Military, as well as Gender, and Women Peace and Security (WPS) experts from academia and civil society will review each LOI. Therefore, ensure you complete all parts of the LOI, provide clear and logical descriptions of your project and activities and pay special attention to the word limits.

The LOI form must be completed electronically; the Secretariat is unable to accept hand-written submissions. The LOI must be signed by the relevant authority, either a Minister or Chief of Defence, a Minister of the Interior or Police Commissioner, or equivalent.

The EIF can only accept one Military LOI and one Police LOI per country per programming round. Where several security institutions deploy military or police personnel (e.g., gendarmerie, national guard, road security force), please combine the proposals under either ‘military’ or ‘police’.

Applicants are required to email **two copies** of the LOI completed in full, to: elsie.mptf@unwomen.org not later than **31 July 2023**, as follows:

1. **Copy One:** A file which contains the electronic signature of the Authorised Signatory, the Fund Recipient, and implementing partners. Where an electronic signature cannot be added, please send a scanned file of the manually signed LOI.
2. **Copy Two:** The original version of the LOI completed in full, without electronic signatures (Microsoft word or an alternate e-word processor is acceptable).

Part One: Applicant Details

All sections in Part 1 are to be completed in full for all funding modality applications: Flexible project funding, Barrier assessment and a Gender Strong Unit (GSU) premium.

FUND RECIPIENT. An EIF fund recipient can be either a **National Government**, and therefore implementing entity, or a Participating UN organisation (**PUNO**) which includes United Nations Agencies, Funds, Programs (AFP) and United Nations missions, also an implementing entity. For further information in relation to definitions, please see the EIF [Operations Manual](#)¹.

¹ EIF Operations Manual – Section 1 <https://elsiefund.org/wp-content/uploads/2022/10/221021-EIF-OPS-MANUAL-V1.0-Published.pdf>

IMPLEMENTING PARTNER/S. The EIF requires contact details for the project focal point for each of the project’s implementing partners. For further information about Implementing Partners, please refer to the EIF [Operations Manual](#) – Section 1.6.

FUNDING MODALITY. Select the funding modality/ies that you are requesting and include the amount requested for the selected funding modalities. Please note the following important information:

- a) **Barrier Assessment.** Applicants can request funding to conduct a barrier assessment, where a credible barrier assessment has not been conducted. A barrier assessment is vital, as it informs the design of proposed activities and for measuring change. Therefore, the conduct of a credible barrier assessment is mandatory when applying for flexible project funding. Appendix A of the EIF [Terms of Reference \(TOR\)](#) provides information on the minimum standards required for a barrier assessment.
- b) **Flexible Project Funding.** For the flexible project funding modality only, where a credible barrier assessment has already been conducted, can an application for flexible project funding be considered.
- c) **Gender Strong Unit (GSU) premium.** The GSU premium is paid at the end of a specified deployment period (normally 12 months), to a T/PCC that deployed a GSU. A GSU is a military or police unit that includes a high percentage of women in operationally significant roles, where women have been fully integrated into the unit including throughout all pre-deployment training, and where women hold leadership, command, and technical positions.² The GSU calculator, located on the [EIF website](#), can be used to calculate the GSU premium.

UN UGPS 2018-2028 Targets	2023	2024	2025	2026	2027	2028
Troop Contingents on UN Missions Female Targets	10.00%	11.00%	12.00%	13.00%	14.00%	15.00%
UGPS 2018-2028 Target + 5% points	15.00%	16.00%	17.00%	18.00%	19.00%	20.00%
Formed Police Units (FPU) Female Targets	13.00%	14.00%	15.00%	17.00%	19.00%	20.00%
UGPS 2018-2028 Target + 5% points	18.00%	19.00%	20.00%	21.00%	22.00%	23.00%

For a military contingent or a formed police unit (FPU) to be considered a GSU, the unit must exceed targets for uniformed women’s participation as set out in the Department of Peace Operations (DPO) [Uniformed Gender Parity Strategy \(UGPS\)](#) 2018-2028, by at least five percentage points, as shown in table 1 below.

Where a GSU premium is requested, applicants are strongly encouraged to conduct a credible barrier assessment. Funding for barrier assessment is available.

Please note: an LOI can request funding for a combination of funding modalities:

- a. Barrier assessment only
- b. Flexible Project funding – where accompanied by a completed credible barrier assessment report
- c. Flexible Project funding and GSU premium combined, accompanied by a completed credible barrier assessment
- d. Barrier assessment and GSU premium - combined
- e. GSU premium only – strongly recommended to request funding to undergo a barrier assessment if not already conducted.

² Additional information on the GSU requirements is in the [EIF TOR](#) – section 3.5.

BUDGET REQUESTED. Include the amount requested for the selected funding modalities, and the total amount requested.

- a. **Flexible Project Funding.** The amount must be between USD 100,000 and USD 1,500,000.
- b. **GSU premium amount** is an amount separate to any flexible project funding requested and is calculated on the size of the deployed unit. Please see the GSU calculator on the EIF website (<https://elsiefund.org/funding-types/>) to calculate the GSU reimbursement amount.
- c. **Barrier Assessment funding.** The cost to conduct a barrier assessment will depend on the size and geographical spread of the country; its gendarmerie, military, or police institutions; and the requirements of a research institution and / or research partner.

Where a T/PCC uses the DCAF - Geneva Centre for Security Sector Governance Measuring Opportunities for Women in Peace Operations ([MOWIP](#)) barrier assessment methodology, an approximate cost to conduct for one security institution is between USD 180,000 – USD 250,000.

Where using the DCAF MOWIP methodology, a detailed budget estimate is not required to be provided at the LOI stage; please use the above indicative figures in this section.

For additional information on the DCAF MOWIP, refer to the DCAF toolbox which includes a range of Explainers and Templates: <https://www.dcaf.ch/mowip>.

PROJECT DURATION

All project activities must be able to be planned, implemented, and finalized within a maximum of two years. Barrier assessments are expected to take up to 12 months. The maximum term that a GSU premium can be requested is three years.

COMPLIANCE WITH UN DUE DILIGENCE REQUIREMENTS

EIF funding approval is contingent on the T/PCC Ministry or security organization agreeing to support the EIF to undergo the following two requirements as part of the EIF's due diligence processes. The *transfer of funds* can only be approved after the successful completion of the HACT micro- assessment and the HRDDP risk assessment, and where required, agreement to implement recommended mitigating measures.

a. **Harmonized Approach to Cash Transfers (HACT) Micro-Assessment³**

The HACT ([policy](#)) is a United Nations system-wide policy that is applied to government and CSO/NGO participation in United Nations projects.

The EIF Secretariat contracts an international consultant to conduct the HACT micro-assessment, in accordance with the HACT policy, to assess the security organization's financial management capacity including accounting, financial and procurement management, reporting, internal controls, etc., to determine the overall risk rating, cash transfer modality and assurance activities.

EIF recipients are required to support the HACT micro-assessment by providing direct on-site access or access via virtual meetings and the provision of documents electronically. EIF recipients are also required to put in place measures to mitigate any identified risks, and report on their implementation as part of the monitoring and evaluation of the project.

b. **Human Rights Due Diligence Policy (HRDDP) Risk Assessment⁴**

³ For more information on the HACT, see the [EIF Operations Manual](#) – Section 8.8.

⁴ For more information on the HRDDP, see the [EIF Operations Manual](#) – Section 8.7.

The HRDDP ([policy](#) and [guidance note](#)) is a United Nations system-wide policy primarily aimed at ensuring that any United Nations support provided to non-United Nations security forces, is consistent with the United Nations purposes and principles and its responsibility to respect, promote and encourage respect for international humanitarian law, international human rights law, and international refugee law.

The EIF Secretariat contracts an international consultant to conduct the HRDDP risk assessment, to determine the Human Rights risks involved in providing financial support to a security institution, to ensure that EIF support will not be used for human rights violations, and that procedures related to the support provided are human rights compliant.

AUTHORISED SIGNATORY: For the LOI to be eligible, the LOI must be signed by the Minister or Chief of Defence, Minister of Interior or Police Commissioner, or equivalent. The EIF is unable to process an LOI without this signature.

Part Two: Project Summary

Part two is to be completed in full for all funding modality applications.

Part Three: Barrier Assessment Section

Part three is to be completed in full for all funding modality applications. To be eligible to access flexible project funding, T/PCCs are required to conduct a credible barrier assessment, using the minimum barrier assessment criteria detailed in Appendix 1 of the [EIF TOR](#), or the [DCAF MOWIP methodology](#).

If you have already conducted a barrier assessment and are now requesting flexible project funding, only complete the **“YES” section** in full.

If you are requesting funding to conduct a barrier assessment, only complete the **“NO” section** in full.

Part Four: Project Details

Part four is to be completed in full for all funding modality applications. This part requires information about your proposed project and each section must be completed in full for all funding requests. For each funding modality you are requesting, review the ‘prompt questions’ to assist in drafting your response.

Part Five: Project Outputs and Budget

Part five is to be completed as relevant for all funding modality applications. The first step is to review the EIF’s results framework,⁵ and to identify which of the four EIF outcomes that your proposed project and activities will best fit. All projects and activities must be designed to address at least one of the EIF’s Outcomes.

For barrier assessment only requests. The conduct of a barrier assessment will contribute directly to EIF Outcome 1. Completion of part five for a barrier assessment only would be similar to the example below:

<i>Part Five: Project Outputs and Budget</i>			
Outcome 1: Increased country-specific knowledge of barriers to deployment of uniformed women peacekeepers to UN peace operations			
Activity	Output	Description	Estimated budget
Barrier Assessment	Barrier Assessment Report	A study on the barriers to uniformed women in peace operations in Country XXX Armed Forces using the DCAF MOWIP methodology	\$225,000

⁵ EIF Monitoring and Evaluation Framework (MEF), page 16: <https://elsiefund.org/wp-content/uploads/2022/10/221021-EIF-MEF-V1.0.pdf>

For flexible project funding requests. The barrier assessment report will have outlined several key issue areas and barriers to uniformed women’s participation in UN peace operations, within the context of a country and the security institution. For outcomes, 2, 3 and 4, applicants will need to complete the following sections:

- a) **Barrier:** identify and prioritize the specific barriers that your project seeks to address or remedy – within the context of the EIF’s four outcomes.
- b) **Output:** are the ‘final product’, or ‘deliverables’ that an activity will produce. For example, an output could be the number of persons certified from a training course, the development of a training curriculum, or a published report.
- c) **Activity:** the specific activity/ies you intend to conduct to address an identified barrier and achieve the output, for example a recruitment campaign, construction of a creche, development of a gender policy.
- d) **Description:** provide additional information on the specific activities you intend to conduct to address the identified barrier, for example the design of a recruitment campaign to be conducted twice a year for two years, or the conduct of a three-day gender sensitization and awareness workshop for senior male and female officers, twice a year for two years.
- e) **Budget:** Provide an estimate of the budget for each activity.

Ineligible costs for EIF funded projects include **vehicles** of any type, **salaries** or **wages** for Ministry, Government, Security Institution, Military or Police personnel, or other already salaried personnel, any type of **non-lethal** or **lethal weapons**, or **ammunition**. Additional categories of ineligible costs are detailed in the [EIF Operations Manual](#) (section 7.3.7).

[Annex A: Security Institution Personnel Data](#)

Completion of Annex A for all funding requests is mandatory.

The provision of gender-disaggregated data is necessary to set a base line against which to measure progress and to substantiate project objectives. The EIF will request for this data to also be provided in the year the project concludes, to understand how your project has contributed to an increase in uniformed women’s participation within your organisation.

Please provide the numbers and/or percentages of women in the security institution, for 2023. Where the total number of women is unavailable for security reasons, please provide the percentages of women in these table.

[Annex B: United Nations Peace Operations Deployment Planning and Targets \(# and %\) of Women](#)

Completion of Annex B in full for all funding requests is mandatory. Include the numbers of personnel currently deployed in each of the five categories for your country; and planned deployments for the next three years.⁶

We draw your attention to the following guidance and information from DPO and recommend that you consult directly with DPO if your T/PCC has plans to increase the overall numbers of personnel in each category, that your T/PCC currently deploys.

⁶ DPO’s website contains details on T/PCC current and historical contributions: <https://peacekeeping.un.org/en/troop-and-police-contributors>.

DPO GUIDANCE - DEPLOYMENT PLANNING FOR UNITED NATIONS PEACE OPERATIONS

Applicants to the EIF are to note that it is the **United Nations Department of Peace Operations - Office of Military Affairs and Police Division**, who has the authority to select and deploy T/PCC personnel to United Nations peace operations.

The following factors will determine whether an EIF-funded project can achieve the outcome, as set out in the Terms of Reference of the Elsie Fund, of “increased meaningful deployment of uniformed women peacekeepers to United Nations missions”:

- A T/PCC’s ability to deploy trained female and male personnel with the required skillsets in the timeframe stipulated in the project proposal and to address challenges related to performance and sustainability when it increases the number of Formed Police Units and/or military contingents it is deploying.
- DPO’s processes, criteria, and available infrastructure for deployment of military and police personnel, including but not limited to:
 - actual and future needs for police and military personnel, taking into consideration any United Nations field missions projected to close or downsize.
 - the obligation to ensure geographical representation of Troop Contributing Countries (TCCs) and Police Contributing Countries (PCCs) in the military and police components of United Nations field missions.
 - the obligation to respect the pledges made by TCCs and PCCs in the framework of the United Nations Peacekeeping Capability Readiness System (PCRS).
 - the availability in the United Nations field mission(s) of the requisite logistics, welfare, and medical facilities for women.

In addition to the above, any provision of training or other assistance by DPO to TCCs and PCCs that is outlined in a project proposal will be contingent upon the availability of relevant DPO personnel and financial resources unless the EIF or other partners can mobilize requisite resources—in a timely manner—to enable the planning for and creation of additional capacities to address the scale and scope of activities envisaged in the project proposal(s).