

## PROJECT SHEET TEMPLATE – INFORMATION REQUIRED ON OPS

(Explanation text in green and example text in blue. You can use this template to prepare your project info in advance, before going onto OPS to upload it)

|  |   |
|--|---|
| Appealing Agency(ies)                                | <i>(Use the search box on OPS to find your org's name in the database. The project can have more than one appealing agency on OPS – but each must have its own budget.)</i>   |
| Project Title  | <i>Be very concise. Capture the essence of the project. If a project belongs to a sub-cluster or other special coordination group (i.e. child protection, nutrition, psycho-social and mental health, etc.), please make sure to include those words in the project title to ensure that requirements and funding can be more easily identified for advocacy and analytical purposes.</i> |
| Project Code   | <i>[Project code is now assigned automatically by OCHA's OPS after you save the draft project – you don't need to do anything.]</i>   |
| Sector or cluster                                    | <i>OPS will give you a drop-down menu of the sector/cluster names in your country.</i>  |
| Objective  | <i>A summary in a sentence or two of what the project aims to achieve. This should relate directly to one of the sector/cluster objectives.</i>   |
| Beneficiaries  | TOTAL: 1000 <i>[always individuals, not households]</i><br>Children: 500      Women: 200<br>Other group (specify): 20 community health promoters<br><i>Disaggregate women and children from TOTAL wherever possible. On OPS, don't put commas between digits.</i>   |
| Implementing Partner(s)                              | <i>List partners ONLY in the sense of those whom you will subcontract – NOT those with whom you will coordinate. (It's assumed you'll coordinate laterally with the rest of the sector/cluster.) e.g. Ministry of Health, Oxfam</i>   |
| Project Duration                                     | <i>From when to when does the project run? Note that a project's duration can exceed one year. In that case, funds requested should be the portion needed for 2010 only. e.g. January – December 2010 or February 2010 – March 2011</i>   |
| Location (1)   | <i>Choose ONE location from the drop-down menu that OPS will offer, tailored to your appeal.</i>  |
| <b>NEW Location (2) Enhanced Geographical fields</b> | <i>In OPS, select all the locations of your project from the highest to the lowest administrative levels, as appropriate.</i>   |
| Priority   | <i>Choose the priority rating, using the scheme adopted by the HCT, and which should be applied within your sector/cluster group following peer review. The priorities will be available from the drop-down menu that OPS will offer (tailored to your appeal).</i>   |
| Project Contact Name:                                | <i>Joe Schmoe</i> <i>Warning: this information will eventually be published, to allow interested donors to contact the right person in your org. So don't give confidential contact information. Use a generic contact if you prefer (e.g. donor-relations@unxyz.org).</i>  |
| Project Contact e-mail:                              | <i>Joe.Schmoe@unxyz.org</i> <i>Warning: this information will eventually be published, to allow interested donors to contact the right person in your org. So don't give confidential contact information. Use a generic contact if you prefer (e.g. donor-relations@unxyz.org).</i>  |
| Project Contact Phone:                               | <i>Tel. +41 22 XXXXXXX</i> <i>Warning: this information will eventually be published, to allow interested donors to contact the right person in your org. So don't give confidential contact information. Use a generic contact if you prefer (e.g. donor-relations@unxyz.org).</i>   |

**Needs** (maximum 4,000 characters, which is about 1.5 pages)

**Activities** (maximum 4,000 characters)

**Outcomes** (maximum 4,000 characters)

|  |                |
|--|----------------|
| <b>Requested budget</b> (Note: if the project goes longer than the CAP's common planning horizon, usually one year, this budget should reflect the 2010 portion only.) |                |
| <b>Budget Items</b>  | <b>\$</b>      |
| Cost A (e.g. staff)  | 100,000        |
| Cost B (e.g. inputs)   | 50,000         |
| Cost C (e.g. administration)   | 50,000         |
|  |                |
| <b>TOTAL</b> (OPS will calculate total automatically from the lines above.)  | <b>200,000</b> |

**NOTE:** OPS offers only five (5) budget lines, to keep the information manageable. If your organisation's standard format has more than 5, combine some of the smaller ones.

## SCREENSHOTS

### Screenshot of OPS project upload page

CAP - Consolidated Appeal Process - Project Database - Windows Internet Explorer

http://ocha.unog.ch/OPS/ProjectPage.aspx?projectId=25840&appealId=862

**Humanitarian Appeal** Project Database

Robert Smith (smith00@un.org) | Office for the Coordination of Humanitarian Affairs | OCHA CAP - Geneva Section | [Logout] | [Edit Profile]

Home  
All Appeals  
Projects  
Help/Contact

Appeal Title: **TEST APPEAL FOR OPS**

Comments :

Go Back Save & Close Save & Stay

Current Project Status : **Draft**

**PROJECT DETAILS** Last Updated: 28-08-2009

Project Title \* :

Temporary CAP Project Code :

Appealing agency:

+ Add Appealing Agency

| Agency  | Agency Abbrev. |          |
|---|----------------|----------|
| Office for the Coordination of Humanitarian Affairs | OCHA           | [Remove] |

Requested budget, per appealing agency:

Office for the Coordination of Humanitarian Affairs

US\$ ( like 500000 or -500000 without

\*Original Budget Summary

### Screenshots of Enhanced Geographical Fields (EGF) link

#### 1. Main page

**Enhanced Geographical fields** (Click on Add/Edit to provide additional information on the project location) **[Add / Edit]**

#### 2. EGF page

**Project Other Details**

**Project Title** : Improving Food Security and prevent hunger and for flood affected communities in four districts (Mi Umarkot) in Sindh Province

**Temporary CAP Project Code** : PAK-FL-11/F/43123

**Funds Requested** :

|                             |                     |
|-----------------------------|---------------------|
| <b>Total Original Funds</b> | <b>645,357 US\$</b> |
| <b>Total Revised Funds</b>  | <b>645,357 US\$</b> |

**Beneficiaries** :

| Type                          | Number | Beneficiaries Description              |
|-------------------------------|--------|--|
| <b>TOTAL:</b>                 | 28000  | 4000 families (Average Family Size: 7) |
| <b>Children:</b>              | 15372  |  |
| <b>Women:</b>                 | 17280  |  |
| <b>Other group: (specify)</b> |        |  |

**Cluster/Sector** : FOOD

**Enhanced Geographical Field** (Please select from the highest to the lowest administrative/geographical fields)

**Locations** :

|                 |  |                       |
|-----------------|--|-----------------------|
| Select Province |  | Sindh - Badin ✘       |
| Select District |  | Sindh - Mirpur Khas ✘ |
| Select Tehsil   |  | Sindh - Thatta ✘      |
|                 |  | Sindh - Umerkot ✘     |

Add