Somalia Online Projects System

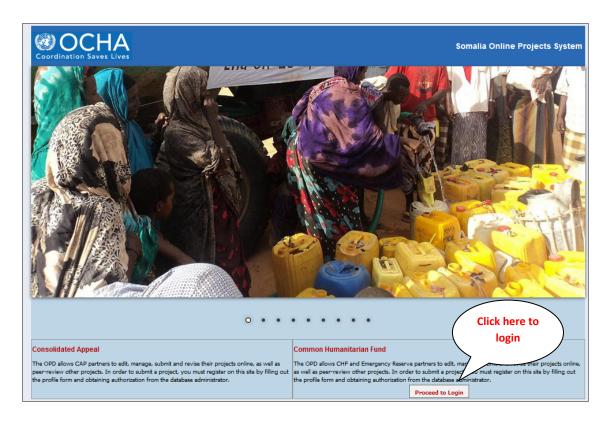
CHF DATABASE

Main steps

- 1. Partner registration. This is upon submission of the partners' profile (certificate of registration, contact details, board of directors details, a brief on partners work in Somalia etc)
- 2. Receive approval from OCHA Somalia. This is done through email providing partner with a username and password
- 3. Access the online database and apply
- 4. Submit application to OCHA Somalia for approval this locks the application from further editing by the applicant
- 5. Review by OCHA Somalia. During the review process, the application may be Unlocked for the applying Organization to make changes.
- 6. Once approved/rejected, the applicant will be notified accordingly
- 7. Budget revision and submission for approval by OCHA Somalia (optional)
- 8. Submit interim report
- 9. Submit final report

How to access the online database

The system url is http://funding.ochasomalia.org . Please use the latest version of Internet Explorer (IE9, IE10), Mozilla Firefox or Google Chrome browsers only.



Provide a valid username and password. All organizations must have a valid username (E-mail address) and password to access the system. If you have any challenges, contact the help desk using the e-mail and Skype addresses provided.



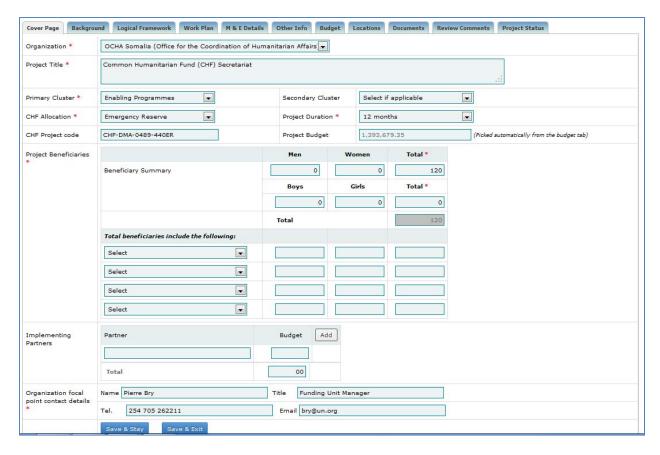
How to submit a standard allocation project proposal



- ✓ Click on the CHF standard allocations menu
- ✓ You will get a default page that allows you to filter your organization projects using various criteria. Please note the system will only display projects for your organization only.
- ✓ To create a new project, click on the *Create New Project* link on the left

Application sections

a) Cover page

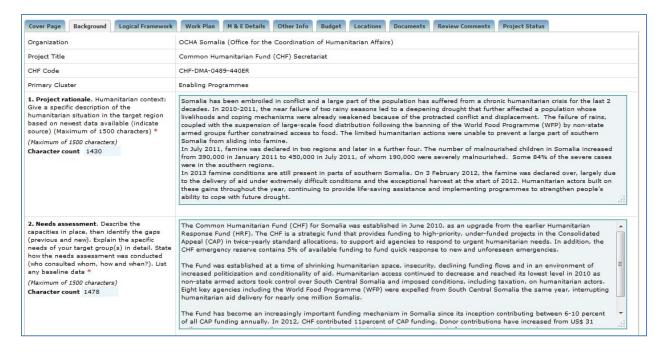


- To add a new implementing partner, click on the "Add" button and you will get a new line. If you add more lines than you need, just leave them blank and the system will ignore them.
- Mandatory fields are marked with a red asterisk (*)
- All numeric values should be entered without commas e.g. 1,500.82 should be 1500.82. The system will do the formatting
- Make sure the e-mail address provided is valid and accessed regularly to ensure that you don't miss on important communication regarding your proposal
- Once you save the cover page, the rest of the proposal sections (tabs) will be displayed for you to provide information accordingly.

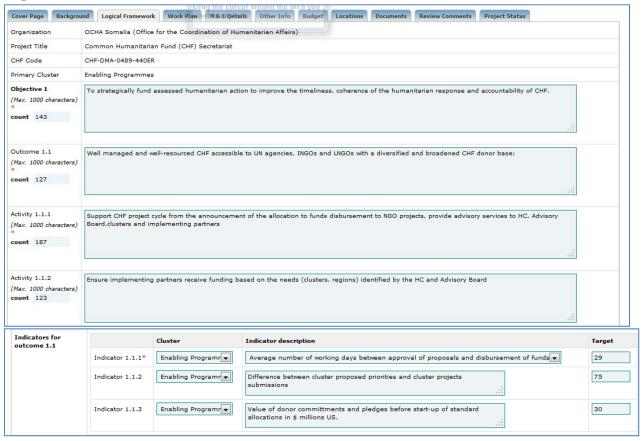
b) Background

Please note

- Pay attention to the field character limits. Any characters past the given limits will be automatically truncated on saving.
- Mandatory fields are marked with a red asterisk (*)

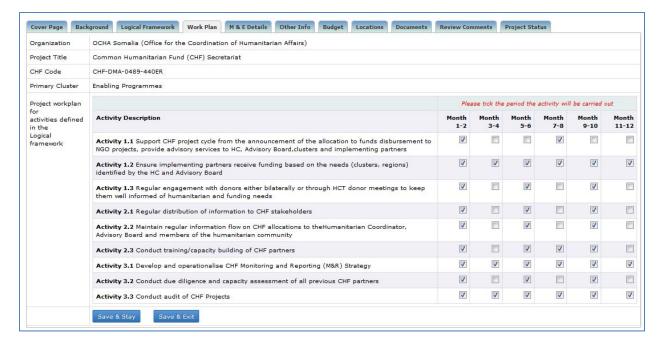


c) Logical framework



- The information filled in the activities will be automatically reflected in the work plan
- The indicator targets field should be filled using numerals for computation purposes.
- Mandatory fields are marked with a red asterisk (*)

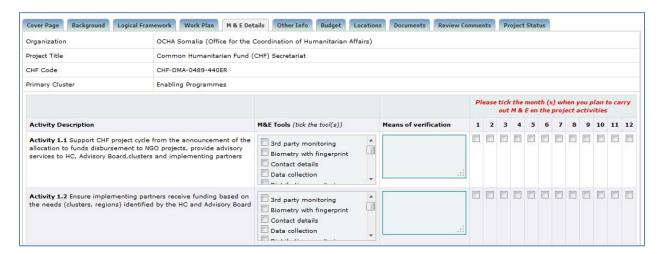
d) Work plan



Please note

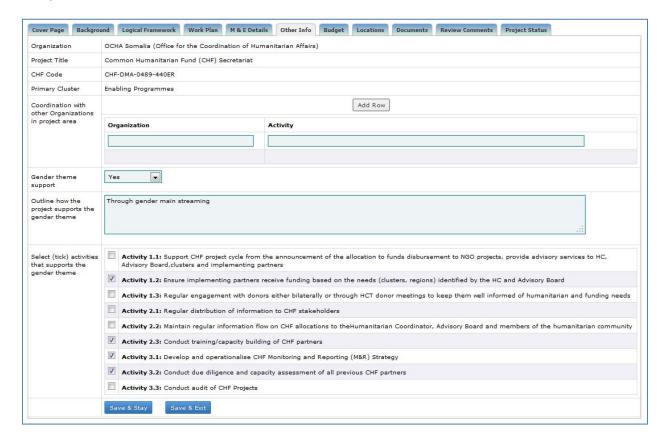
- The activities information filled in the log frame will be automatically reflected in the work plan
- Please tick the month to denote the time period when the activity will be carried out.

e) M & E details



- Tick from the list provided the M & E tools you will use for each of the activities
- Tick the month (s) when you intent to carry out the M & E activities
- Please provide for each activity the means of verification.

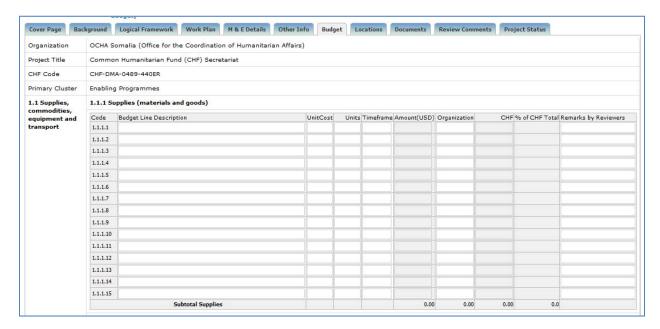
f) Other info



Please note

- Click on the "Add" button and you will get a new line for organization and activity
- If you add more lines than you need, just leave them blank and the system will ignore them.
- Tick the activities in your proposal that support the gender theme.

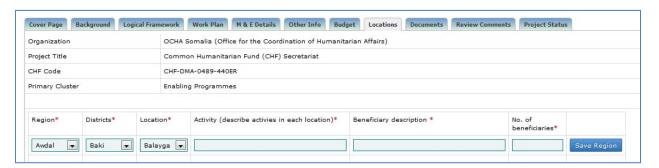
g) Budget



Please note

- The grayed zones contain calculated fields.
- Fill in the budget lines that you require and leave the rest blank in each section
- Budget lines that have a blank budget line description and amount (USD) as zero will be ignored when saving records.
- All numeric values should be entered without commas e.g. 1,500.82 should be 1500.82. The system will do the formatting

h) Locations



Please note

- You have to select a region to get districts and select a district to get locations, once you pick a location, the system will automatically give you the coordinates in the database.
- Region and district are compulsory
- Countrywide projects, pick all regions and all districts
- Mandatory fields are marked with a red asterisk (*)

i) Documents



- No single files should not be more than 2 MB in size
- Winzip or winrar compressed files will not be permitted
- Give concise descriptions to the files you upload
- Mandatory fields are marked with a red asterisk (*)

How to submit an emergency allocation project proposal

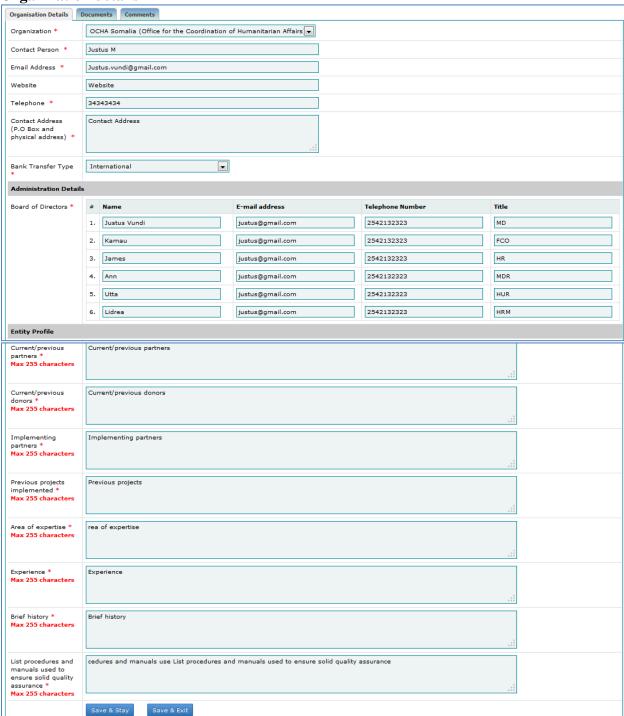
- Click on the "CHF Emergency Reserve".
- You will get a default page that allows you to filter your organization projects using various criteria. Please note the system will only display projects for your organization only.
- To create a new project, click on the *Create New Project* link on the left
- Please note that when you submit a project, budget revision or a report for review, the system automatically locks it from editing until it is unlocked by OCHA Somalia.
 You will receive an e-mail notification whenever you are required to make changes to your proposal.



DUE DILIGENCE

All partners are required to keep an updated profile of their organization in the database — whenever you have changes on the information you have provided in the due diligence section, kindly write an e-mail to help desk to unlock your information so that you can update.

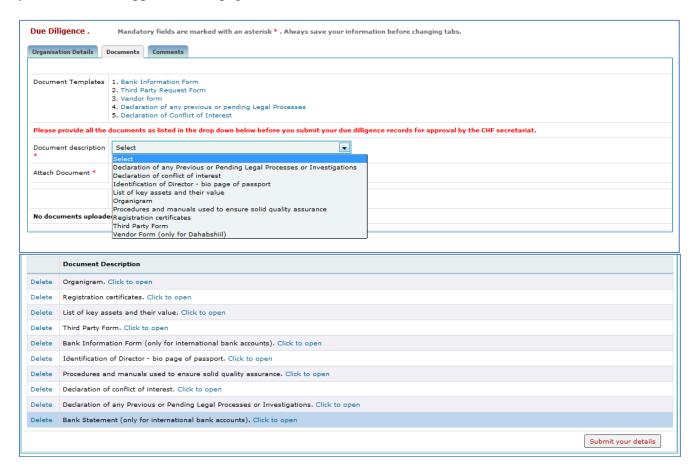
Organization details



- Stick to the word limit provided. Any excess characters will be truncated
- All fields are mandatory in this page
- Remember to keep your organization data as current as possible

Documents

The system has a drop-down with a list of all the documents you are required to fill for due diligence. Once you have uploaded all the documents in the drop down, the button to submit your details will appear on this page.



HELP DESK CONTACTS

For assistance please contact the help desk on the addresses below:-

- ✓ E-mail: chfdb@ochasomalia.org
- ✓ SkypeID: chfonlinedatabase