

CAP 2012

CHF/CAP Database



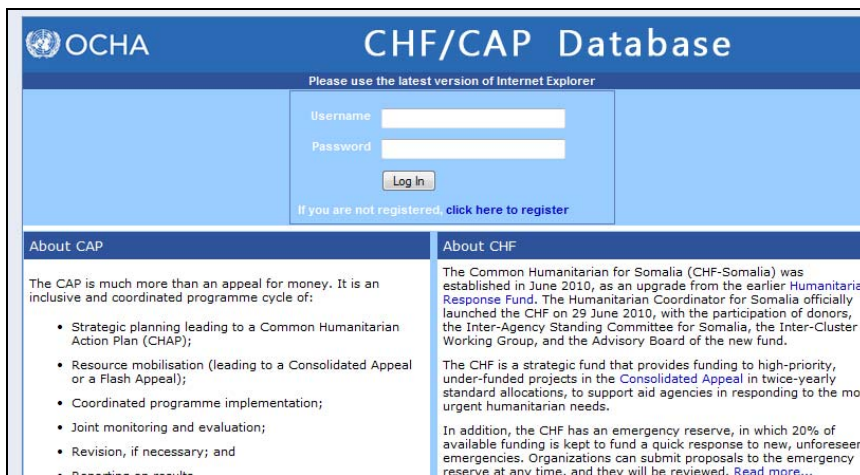
Online Project Sheet Upload How to Manual

Main steps

1. Online registration
2. Receive approval from OCHA Somalia through email
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. Mid year and end year reviews which may lead to budget revision or changes on the project document content

How to access the online CHF/CAP database

Use this link to access the online database <http://62.24.103.51/ochachf/> or <http://funding.ochasomalia.org/ochachf/>



OCHA CHF/CAP Database

Please use the latest version of Internet Explorer

Username

Password

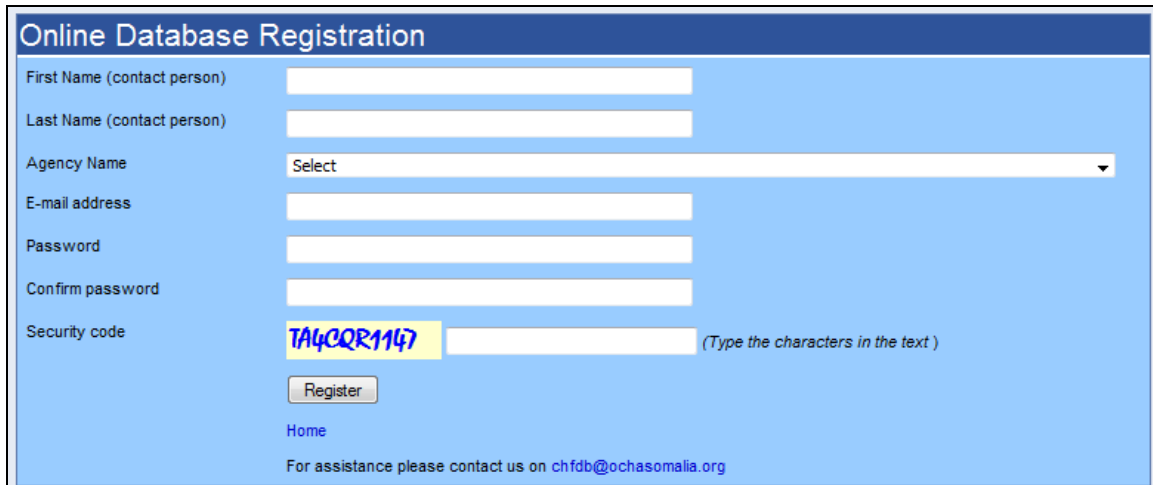
If you are not registered [click here to register](#)

About CAP	About CHF
<p>The CAP is much more than an appeal for money. It is an inclusive and coordinated programme cycle of:</p> <ul style="list-style-type: none">• Strategic planning leading to a Common Humanitarian Action Plan (CHAP);• Resource mobilisation (leading to a Consolidated Appeal or a Flash Appeal);• Coordinated programme implementation;• Joint monitoring and evaluation;• Revision, if necessary; and• Reporting on results.	<p>The Common Humanitarian for Somalia (CHF-Somalia) was established in June 2010, as an upgrade from the earlier Humanitarian Response Fund. The Humanitarian Coordinator for Somalia officially launched the CHF on 29 June 2010, with the participation of donors, the Inter-Agency Standing Committee for Somalia, the Inter-Cluster Working Group, and the Advisory Board of the new fund.</p> <p>The CHF is a strategic fund that provides funding to high-priority, under-funded projects in the Consolidated Appeal in twice-yearly standard allocations, to support aid agencies in responding to the most urgent humanitarian needs.</p> <p>In addition, the CHF has an emergency reserve, in which 20% of available funding is kept to fund a quick response to new, unforeseen emergencies. Organizations can submit proposals to the emergency reserve at any time, and they will be reviewed. Read more...</p>

Provide a valid username and password. All organizations must have a valid username (email address) and password to access the system. If the agency does not have a username and password click on the “*click here to register*” link and follow the instructions.

New user registration

All NGOs are required to register only once and they will have a username and password to access the database.



The screenshot shows a web form titled "Online Database Registration" with a blue header. The form fields are as follows:

- First Name (contact person): Text input field.
- Last Name (contact person): Text input field.
- Agency Name: Dropdown menu with "Select" as the current selection.
- E-mail address: Text input field.
- Password: Text input field.
- Confirm password: Text input field.
- Security code: A yellow box displays the code "TA4CQR1147" next to a text input field. A note below the input field says "(Type the characters in the text)".

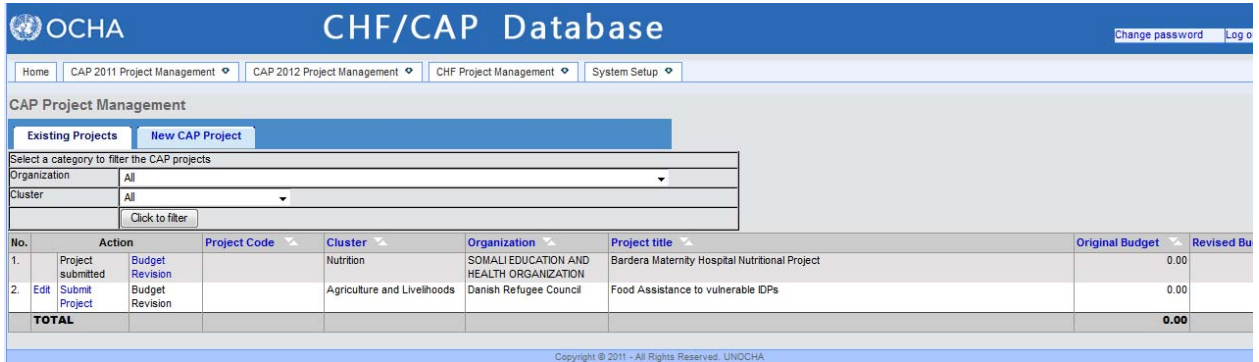
At the bottom of the form, there is a "Register" button, a "Home" link, and a footer note: "For assistance please contact us on chfdb@ochasomalia.org".

Please note

- If you were already issued with a password to access the database during the CHF Second Allocation window then you can use the same password to log in hence you do not to register again.
- The security code should be entered as it appears.
- The registration details will be submitted to OCHA secretariat for approval before you are notified via the e-mail address provided for you to proceed with the application
- If possible use a generic email address that is accessible to all project staff in your organization.
- Only one username and password is supplied per agency. You can use this to submit proposals and access all projects submitted by your agency. It is the responsibility of the organization to keep the username and password secret, and only disclose it to staff members responsible for the project to maintain the integrity of your data. You can change the password as many times as you deem necessary. Once your proposal is submitted you will receive an automatic message acknowledging receipt. Upon submission your proposal will first be reviewed by the Cluster concerned and later by the CAP/CHF Secretariat.

1. How to submit a CAP project proposal

- Click on the “CAP 2012 project management” menu and select “CAP project creation”



- The first tab “Existing projects” shows a list of applications made by your organization. If the project is not locked, you can edit details or submit the project by click the relevant link from the list.
- Click on the second tab “New CAP project”.
- This takes you to a screen with seven (7) tabs which represent the various sections of a CAP project proposal.
- You must fill in the information required in “Cover” tab and save it before proceeding with other tabs.
- The project information remains available to the applicant until the time they “submit” it for review by OCHA Somalia.

Application sections

a) Cover

Pease Note: Mandatory fields are marked with an asterisk *. Save your information before changing tabs

Appealing Organization * Access Development & Relief Organization (ADRO) Multiple Agencies (Applicable only to joint projects)

Project Title * water and sanitation

Project Code (To be completed by OCHA)

Cluster * Water, Sanitation and Hygiene

Cluster Objectives Support * Objective 1 Objective 2 Objective 3

Needs Analysis (Maximum of 4,000 characters) * there is need for water and sanitation especially because of the current drought.

Beneficiaries	Male	Female	Total
Total Beneficiaries	3790	785	4575
Total beneficiaries include the following:			
Children under 18	478	2000	2478
Combatants and Ex-Combatants	568	200	768
People in HE and/or AFLC	643	0	643
Pregnant and Lactating Women	466	90	556

Implementing Partners (Maximum of 250 characters) * saado Add

Project Duration * Start Month: May End Month: August

Save details

Please note

- 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.
- The project code will be completed by OCHA.
- 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.
- Where you have more than one agency applying for the CAP, click on “Multiple Agencies” to specify the other agencies.

b) Objectives

Please note

- The content on each field should not exceed the number of characters stated.
- Mandatory fields are marked with a red asterisk (*)
- To select the regions click on the particular region and then click on the (>) button and to remove a selected region click on the (<) button. You can hold down the ‘ctrl’ key on your keyboard if you want to select multiple regions
- Take note of the character limits on some fields of this section. E.g the total number of characters for all activities is 4,000 characters
- Remember to save before changing tabs to avoid losing the data.

c) Budget

CHF/CAP Database

Home CAP 2012 Project Management CHF Project Management System Setup

CAP Project Information

Cover Objectives **Budget** Budget by Location M & E and Details Project status Project Reviews

Please Note: Mandatory fields are marked with an asterisk *. Save your information before changing tabs

Appealing Agency Access Development & Relief Organization

Project Title water and sanitation

Cluster Water, Sanitation and Hygiene

Project Budget Lines *	Budget Lines	Agency 1	Agency 2	Total (USD)
	<i>Applicable only to joint projects</i>			
1.	Supplies, commodities, equipment and transport	6660	30000	36660
2.	Personnel (staff, consultants, travel and training)	3970	4870	8840
3.	Training of counterparts	2900	3000	5900
4.	Contracts (with implementing partners)	5000	19000	24000
5.	Other direct costs	36500	20030	56530
6.	Indirect costs	1600	24000	25600
	TOTAL			157,530.00

Save details

Please note

- 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.
- Save the information before changing tabs.

d) Budget by location

CHF/CAP Database

Home CAP 2012 Project Management CHF Project Management System Setup

CAP Project Information

Cover Objectives Budget **Budget by Location** M & E and Details Project status Project Reviews

Please Note: Mandatory fields are marked with an asterisk *. Save your information before changing tabs

Appealing Agency Access Development & Relief Organization

Project Title water and sanitation

Cluster Water, Sanitation and Hygiene

Total Budget 157,530.00

Zone *	Region *	District (s) (hold down the ctrl key to click/select multiple districts)	Location	Amount (USD) *
Northwest (NL)	Andal	Baki Bakouba Lughaye Zeylac	kvetu	4949

Save details

Please note

- You have to select a zone to get Regions and select a region to get districts, and then pick a district one has to type in the location.
- To select more than one district hold ctrl key and then click on the various districts.
- All numeric values should be entered without commas e.g. 1,500.82 should be 1500.82. The system will do the formatting.
- The system allows you to save one location details at a time and you can add as many locations as your project covers.
- Mandatory fields are marked with a red asterisk (*)

e) M&E and Details

Please Note: Mandatory fields are marked with an asterisk *. Save your information before changing tabs

Appealing Agency: Access Development & Relief Organization
 Project Title: water and sanitation
 Cluster: Water, Sanitation and Hygiene
 Monitoring & Evaluation: Describe your M&E details here

Information Availability

1. Will an organizational background document (including key accountability commitments) be available in Somalia? *	Yes	5. Will the IASC Ground Rules for humanitarian negotiations be disseminated to staff, communities, and other stakeholders? *	No
2. Will project goals and objectives, expected results, timeframe, and relevant financial information be available in Somalia? *	Yes	6. Will the Somalia Inter-Agency Code of Conduct on PSEA be disseminated to staff, communities, and other stakeholders? *	Yes
3. Will project progress reports be available in Somalia at least once per year? *	Yes	7. Will community consultations be held for the purposes of information dissemination and participation throughout the project cycle? *	Yes
4. Will a Frequently Asked Question (FAQ) document be available in Somalia to address recurrent and basic questions about the project? *	No	8. Will the project make use of radio announcements to inform communities about the project and entitlements? *	Yes

Theme
 Gender: No
 Outline how the project supports Cross-Cutting Theme: Test content
 Write activity number(s) from section (B) that supports Cross-Cutting Theme: 1,7

UNSAAS (For UN agencies only)
 Primary Sub-Outcome (Please indicate which UNSAAS sub-Outcome your project supports): 2.2: Livelihoods assets –of different groups (for women and men) according to their needs in Humanitarian Emergency and Acute Food and Livelihood Crisis – are protected and restored.
 Secondary Sub-Outcome (if applicable a secondary sub-Outcome can be selected): 3.4: Security is improved and the protection environment strengthened for all Somalis.

Contact Information *
 Name: My Name | Telephone: 0075438766 | E-mail: wen@rem.com

[Save details](#)

Please note

- Mandatory fields are marked with a red asterisk (*)
- Save the information before changing tabs.

f) Project reviews

OCHA CHF/CAP Database

Home | CAP 2012 Project Management | CHF Project Management | System Setup

CHF project information - Reviews

Cover | Objectives | Budget | Budget by Location | M & E and Details | Project Status | Project Reviews

Appealing Agency: Access Development & Relief Organization
 Project Title: water and sanitation
 Cluster: Water, Sanitation and Hygiene

[Print comments](#)

Comments
 CHF Secretariat

Date Posted	Posted By	Section	Comment
7-Sep-2011 Delete	administrator	Locations	You must add the locations details for you project
7-Sep-2011 Delete	administrator	Budget	Please make sure the budget is in line with CAP guidelines 2011

Please note

- This section will give you a list of review comments on your project by OCHA Somalia for the Agency to act on.

g) Submitting the project for review

The screenshot shows the 'CHF/CAP Database' interface. At the top, there is a navigation bar with 'Home', 'CAP 2012 Project Management', 'CHF Project Management', and 'System Setup'. Below this, there are tabs for 'Existing Projects' and 'New CAP Project'. A filter section allows users to select a category for CAP projects, with 'Organization' and 'Cluster' dropdown menus. The main content area displays a table of existing projects.

No.	Action	Project Code	Cluster	Organization	Project title	Original Budget	Revised Budget
1.	Edit Submit Project Budget Revision		Education	Action Africa Help International	ssdd	21,000.00	0.00
2.	Edit Submit Project Budget Revision		Water, Sanitation and Hygiene	Access Development & Relief Organization	water and sanitation	157,530.00	0.00
TOTAL						178,530.00	0.00

Once all the tabs have been completed click on “CAP 2012 project management” and select CAP project creation. In the list of existing projects, click on the link “Submit project”. This action sends an automatic e-mail notification to OCHA Somalia to start reviewing your project. If there are changes needed or change of status of your project, you will be notified by e-mail.