

Project Description

The following text describes activities Charitable Organization "Charity Foundation "Unity and Strength" commits within the Humanitarian Funding Project entitled "HAVEN – Humanitarian Action through Volunteers, Enablers, and Networks – Phase Four".

This document is an annex to the agreement signed between Acted and Charitable Organization "Charity Foundation "Unity and Strength" concerning the above-mentioned project.

1. General Information

*mandatory information

Project area of implementation (city, region) *	Sumy Oblast: Sumy raion and the city of Sumy; Romny raion and the city of Romny; Okhtyrka raion and the city of Okhtyrka.
Activities Start Date - End Date *	8 months, tentative dates: August 1, 2026 – March 31, 2027
Total amount requested to Acted *	25,190.00 GBP
Legal Address of the organization *	61146 Kharkiv Oblast, city of Kharkiv, Valentynivska St., Building 23-B, Apartment 65
Phone Number *	+38 (063) 203-52-06 — Project Director, Tetyana Drozdova +38 (096) 329-47-94 — Project Manager, Oleksiy Reutsky
E-mail address *	contact@unityandstrength.in.ua

2. Organization Portfolio

The "Unity and Strength" Charitable Foundation was established on April 21, 2022, in Kharkiv. Today, we are a mature, professional humanitarian organization with offices in Kharkiv, Zaporizhzhia, and Sumy (the Sumy office opened in late 2025). We provide comprehensive humanitarian response in the Kharkiv, Sumy, Zaporizhzhia, and Donetsk regions.

Over more than four years of operation, the foundation has implemented more than 30 large-scale projects. Our main areas of work include: evacuation of the civilian population (early and emergency), emergency repairs of damaged housing, psychosocial and legal support, and the creation of safe educational spaces for children.

In addition to direct assistance, we have a proven track record of developing coordination models. In particular, we developed and implemented an evacuation coordination mechanism in northern Sumy Oblast (centered in the city of Shostka).

The Foundation is a reliable partner of leading international organizations, including Acted, as well as the Norwegian Refugee Council (NRC), Medair, Samaritan's Purse, the Lumos Foundation, and UN Women. We are fully integrated into the OCHA system, operate with high standards of transparency (annual turnover: 57 million UAH), and regularly publish financial reports. This combination of responsiveness, in-depth knowledge of local needs, and professional management allows us to work effectively even in the most challenging frontline communities of Sumy Oblast.

Our social media links:

Website: <https://www.unityandstrength.in.ua/>

Facebook: <https://www.facebook.com/unityandstrengthkh/>

Instagram: https://www.instagram.com/unity.and.strength_/?igshid=YmMyMTA2M2Y%3D

3. Project Summary

The "Unity and Strength" Charitable Foundation plans to use ACTED funding to establish an effective humanitarian response coordination system for local civil society organizations in the Sumy, Okhtyrka, and Romny districts, based on the principles of Area-Based Coordination (ABC). Key activities include: identifying and networking active local initiatives; assessing their capacity by developing individual development plans and providing training on OCHA standards to ensure a transparent and accountable response; conducting a series of facilitation sessions for community activists; systematically collecting and analyzing the urgent needs of communities, as well as continuing the digitalization process by migrating coordination processes and the request database to the Baserow platform. More than 10 local civil society organizations (CSOs) will be the direct beneficiaries of the project, while the vulnerable populations of frontline communities will be the ultimate beneficiaries. The expected outcome is the formation of a sustainable regional partnership network that ensures a rapid and transparent response to humanitarian challenges: local CSOs will transition to systematic work in accordance with OCHA standards, which will significantly improve the quality of support provided to the population. The Foundation has proven organizational capacity to successfully implement the project thanks to four years of experience managing large-scale humanitarian initiatives, an established coordination model in northern Sumy Oblast, a professional team, and transparent financial reporting standards that are fully integrated into the OCHA system. We strive to build a community where every local initiative feels supported and has a collective voice in the region's humanitarian sphere.

4. Target Audience

Total Number of Direct Beneficiaries

More than 10 local civic organizations and volunteer initiatives (about 30 regular participants in seminars and training events).

Beneficiary Profile

Local civil society organizations, volunteer groups, and community coordinators that provide assistance to internally displaced persons (IDPs), older adults, people with disabilities, single-parent families, veterans, and children in designated communities.

Beneficiary Selection Criteria

Civil society organizations and volunteer groups operating in the Sumy, Okhtyrka, and Romny districts; adherence to core humanitarian principles (humanity, impartiality, neutrality, and independence); willingness to adopt a standardized reporting system and integrate into a cluster system and network.

5. Project Team and Human Resources

Project Manager	Overall strategic management and component coordination; representing CSO network interests in humanitarian clusters, ABC working groups, and key stakeholders; participating in field missions and leading facilitation sessions; supervising the Baserow need-tracking database.
Capacity Development Specialist	Searching, verifying, and assessing local CSOs using Catalyst scoring tools; drafting customized institutional development plans; providing consultations on OCHA standards; facilitating regular training sessions and workshops; gathering primary community needs.
Finance Manager	Coordinating financial operations, budget execution, and co-funding compliance; preparing financial reports and maintaining primary accounting documentation.
MEAL Specialist	Collecting feedback from partners and beneficiaries; conducting activity effectiveness evaluations; tracking performance indicators and preparing analytical MEAL reports.
Logistics Officer	Managing procurement procedures for initial project assets (office IT equipment) in compliance with donor guidelines; collecting commercial offers, verifying suppliers, and inventory labeling.
Driver (CO CF Contribution)	Providing safe logistics for field missions to targeted districts; maintaining service vehicle technical readiness.

Other resources owned by the charitable organization: office space in Sumy at 2 Pokrovska Square, a printer and scanner for preparing project documentation, and a car for travel.

6. Proposed Activities And Timelines

1. Preparatory Phase (Month 1)

- **Objective:** To launch the project promptly and coordinate efforts with the donor.
- **Actions:** Kickoff meeting with ACTED, signing of the agreement, team formation, detailed planning.
- **Coordination:** Introductory meetings with partners working in the northern districts of Sumy Oblast to assign areas of responsibility.
- **Responsible Parties:** Project Manager, Capacity Building Specialist, Financial Manager.

2. Main Activities (Months 1–8)

CLUSTER SECTOR: Coordination

Information required	Description
Activity 1.1	Identification, Engagement, Networking, and Capacity Development of Local CSOs
Activity description	Forming a network of local initiatives by creating a unified coordination platform to synchronize efforts, facilitate mutual assistance, and enable the rapid exchange of data; continuously updating the database of organizations; conducting initial screening; capacity assessment, development of individual development plans, and conducting regular facilitation sessions, trainings, and information sessions on humanitarian standards, cluster operations, OCHA, and ABC.
Duration and frequency	Months 1–8 (Continuous mapping; 16 training/facilitation sessions).
Responsible staff	Project Manager, Capacity Development Specialist.

Information required	Description
Activity 1.2	Regional Coordination and Strategic Partnership Development
Activity description	Participating in monthly OCHA/ABC meetings; facilitating CSO integration into sectoral reporting; organizing experience-sharing sessions; and conducting monthly coordination meetings with hromada leaders and District Military Administrations to collect humanitarian needs and harmonize NGO actions.
Duration and frequency	Months 1–8 (Monthly sessions).
Responsible staff	Project Manager.

Information required	Description
Activity 1.3	Community Needs Assessment and Response Coordination
Activity description	Systematically gathering humanitarian needs across frontline hromadas, logging data into the centralized Baserow database, coordinating with clusters, redirecting unaddressed gaps across the network, and tracking referral resolutions.
Duration and frequency	Months 2–8 (Continuous database management and referral tracking).
Responsible staff	Project Manager, Capacity Development Specialist, MEAL Specialist.

Information required	Description
Activity 1.4	Final Regional Workshop and Evaluation
Activity description	Conducting a final regional workshop to analyze project achievements, document lessons learned, and develop long-term sustainability recommendations for the coordination network.
Duration and	Month 8 (1 final workshop).

Information required	Description
frequency	
Responsible staff	Project Manager, MEAL Specialist.

7. Risk Assessment and Mitigation Plan

Please identify the main risks that could affect the successful implementation of the project and describe how they will be managed. Consider external, internal, strategic, operational, financial, security, environmental, or other relevant risks.

Risk Category	Risk Description	Potential Impact on the Project	Likelihood	Risk Mitigation Measures
Security (External)	Active shelling, missile threats, or air raid alerts in Sumy, Okhtyrka, or Romny districts.	Delays in field visits or event postponements; safety risks for staff and CSO partners.	High	Select venues near bomb shelters; adhere strictly to safety protocols; transition to online/hybrid formats during heightened risk levels.
Operational (Internal)	Low initial engagement or high turnover among volunteer CSO staff.	Delays in completing Catalyst assessments and training schedules.	Medium	Offer flexible event schedules; provide individualized mentoring support; leverage established relationships with local authorities.
Financial / Strategic	Foreign exchange rate fluctuations (GBP/UAH) affecting local procurement costs.	Minor budget variances for event logistics or administrative lines.	Low	Continuous budget execution tracking by the Finance Manager; adjusting minor line allocations within donor-permitted variance thresholds.

8. Monitoring, Evaluation, Accountability and Learning (MEAL)

a. Summary of MEAL mechanism

The “Unity and Strength” uses a structured MEAL system integrated into the standards of the Office for the Coordination of Humanitarian Affairs:

- **Monitoring and Evaluation:** Project implementation is tracked using participant attendance sheets, pre- and post-training tests, “Catalyst” capacity assessment forms, and logs of resolved inquiries. Site visits and monthly reviews ensure alignment with target outcomes.
- **Accountability to beneficiaries:** A feedback and complaint management (CFM) mechanism has been implemented, allowing beneficiaries and partner CSOs to contact the project manager directly by phone (+38 096 329-47-94), by email (contact@unityandstrength.in.ua), and through printed feedback forms distributed at all events. All feedback is recorded and addressed within 5 business days in accordance with data protection and confidentiality guidelines.
- **Training:** Best practices and operational challenges are documented during monthly team reviews and summarized in a final workshop report to improve coordination practices and facilitate the exchange of experiences with ACTED and OCHA.

b. Project Performance Indicators

Project Level <i>(Impact, Activity, Output, or Outcome)</i>	Description <i>(Brief description of the expected result)</i>	Indicator <i>(Brief description of the expected result)</i>	Target <i>(Expected value by project completion)</i>	Means of Verification <i>(Evidence used to verify the indicator (attendance sheets, monitoring reports, surveys, photos, invoices, completion certificates, etc.))</i>
IMPACT	Strengthening local capacity to respond to humanitarian needs and coordinate actions in communities located in Sumy Oblast.	% of targeted local CSOs reporting improved institutional capacity and coordination.	80%	Endline evaluation survey & Catalyst
Activity 1.1	Identification, Engagement, Networking, and Capacity Development of Local CSOs			
Output 1.1	Institutional capacity of local CSOs assessed, enhanced through tailored training, and integrated into a unified coordination network.	Number of local CSOs assessed with finalized Catalyst development plans. Number of capacity building and facilitation sessions conducted.	10+ CSOs, 16 sessions	Completed Catalyst assessment forms. Workshop reports, photo documentation, attendance sheets.
Outcome 1.1	Local CSOs operate according to standardized humanitarian principles and actively collaborate to reduce aid duplication.	Number of CSO representatives trained in OCHA standards and ABC processes.	30 regular participants	Training pre/post-tests, signed attendance lists.
Activity 1.2	Regional Coordination and Strategic Partnership Development			
Output 1.2	Coordination meetings hosted with clusters, local CSOs, and District Military Administrations (RVA) in Sumy,	Number of regional coordination meetings conducted.	8 meetings	Meeting minutes, signed attendance sheets.

	Okhtyrka, and Romny.			
Outcome 1.2	Enhanced regional coordination, harmonized NGO activities, and regular CSO sectoral reporting into OCHA clusters.	% of participating local CSOs regularly involved in joint cluster/regional reporting.	75%	Cluster meeting logs & partner reporting records.
Activity 1.3	Community Needs Assessment and Response Coordination			
Output 1.3	Digital need-tracking platform launched and operational on Baserow for logging and processing community requests.	Number of centralized digital databases created and maintained. The number of requests regarding community needs that have been registered and processed.	3 databases, 30+ requests	Baserow database exports & referral logs.
Outcome 1.3	Rapid and transparent referral of frontline community needs across the network, minimizing aid duplication.	% of logged community needs redirected and resolved by network partners.	70%	Referral tracking logs & resolution verification reports.
Activity 1.4	Final Regional Workshop and Project Evaluation			
Output 1.4	Final evaluation workshop conducted with CSOs, Acted, and stakeholders to analyze results and document lessons learned.	Number of final regional evaluation workshops conducted.	1 workshop	Workshop report, photos, attendance sheets.
Outcome 1.4	Formulated long-term sustainability strategy and actionable recommendations for the regional CSO coordination network in Sumy Oblast.	Final evaluation and sustainability report finalized and shared with stakeholders.	1 report	Final project report & shared documentation package.

9. Annexes

1. Please attach the following documents to your proposal *

- *Charter – 16 pgs;*
- *Extract from the Register of Non-Profit Organisations and Institutions – 1 pgs;*
- *Extract from the Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organisations – 2 pgs;*
- *Bank Account Details Certificate – 1 pgs.*