



**Call for Grant Proposal
2015-Grant-UNDP-CP-PEI-@**

Dear Sir/Madam:

United Nations Development Programme invites Civil Society Organizations (NGOs, CBOs) operating in Central Asia to provide proposals for the implementation of activities related to strengthening of the capacity of the national stakeholders of the countries of Central Asia on sustainable development, multi-state and multi-stakeholder cooperation, knowledge exchange; conducting capacity building exercises and awareness raising, etc. in the region. The grant will not exceed USD 140,000 and will be delivered in 3 instalments before the 30th of June 2016. Only one grant can be awarded to one NGO/CBO only.

The call for grant proposal is announced within the framework of Phase II of the UNDP's Poverty-Environment Initiative (PEI) Regional Programme "Capacity building for Sustainable Development in Central Asia: Looking beyond 2015". The overall goal of the project is to strengthen capacity of the national stakeholders of the countries of Central Asia on sustainable development, and facilitate a dialogue on joint regional actions towards the United Nations development agenda beyond 2015. **Details are provided in the attached ToR.**

2. The followings have to be submitted along with the proposal:

- | | |
|--|-------------|
| i. Instructions to Offerors | (Annex I) |
| ii. Term of Reference (ToR) | (Annex II) |
| iii. Application Form (Information on
Applicant and sub-project application form) | (Annex III) |

3. Your proposal comprising of the application form, should be submitted electronically addressed to Mrs. Duru Eroglu v.d. Schoor, Administrative and Finance Assistant, UNDP's Istanbul Regional Hub, not later than 12:00 pm, 10th of June 2015. The subject of the mail should be "PEI Grants Proposals". All scanned copies of the offers should be duly signed and stamped. Offers that are not duly signed and stamped, as well as late offers will not be accepted.

4. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal. Additional information could be obtained upon submitting the query via e-mail duru.eroglu@undp.org.

Thank you.

Dr. Stamatios Christopoulos
Environment Specialist
Istanbul Regional Hub

Instruction to Offerors

A. Introduction

1. General

The Poverty-Environment Initiative (PEI) of the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP) is a global programme that supports country-led efforts to mainstream poverty-environment objectives into national development and sub-national development planning, from policymaking to budgeting, implementation and monitoring. It assists government decision-makers and a wide range of other stakeholders to manage the environment in a way that improves livelihoods and leads to sustainable growth. In Central Asia, PEI directly involves Kyrgyzstan and Tajikistan, and sees the linkages with other countries of the region, especially through its project outcome *Pro-poor environmental outcomes are integrated into regional and global institutions and sustainable development processes*.

The PEI “Capacity building for Sustainable Development in Central Asia: Looking beyond 2015” project will work towards integrating the issues of sustainable development, poverty and environment in a capacity building exercise and regional dialogue that aims at the active exchange of knowledge on matters of sustainable development, poverty and environment mainstreaming, as well as environmental economic models for sustainable development.

2. Cost of Proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

3. Contents of solicitation documents

Proposals must include activities that will offer services for project output. Partial offers are not accepted. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify UNDP in writing at the organization's mailing address indicated in the Call. The UNDP will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals.

5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the UNDP, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, may modify the Solicitation Documents by amendment.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, UNDP may, at its discretion, extend the deadline for the submission of Proposals.

C. Preparation of Proposals

6. Language of the proposal

The Proposals prepared by the Offeror and all correspondence relating to the Proposal exchanged by the Offeror and UNDP shall be written in English language.

7. Documents comprising the proposal

The proposal should consist of following components:

1. Application form
2. Project Proposal;
3. Detailed budget breakdown of activities;

If UNDP finds submitted proposals insufficient to make the final decision on Civil Society Organizations (NGOs, CBOs) eligibility, it may request additional supporting documents from the Offeror.

8. Proposal currencies

All figures shall be quoted in US Dollars (USD) only.

9. Payment

UNDP shall effect payments to the Contractor in USD according to the official exchange rate of UNDP on the day of payment. Payments will be made to the bank account indicated in the contract signed with the winner organization of this call for grants.

D. Submission of Proposal

10. The Offeror should send the Proposal to below mentioned e-mail:

Mrs. Duru Eroglu v.d. Schoor
duru.eroglu@undp.org

11. Deadline for submission of proposals

Proposals must be received by UNDP at the address indicated prior to the deadline **12:00pm, 10th of June 2015**.

The UNDP may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause Amendments of Solicitation Documents, in which case all rights and obligations of UNDP Office and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

12. Late Proposal

Any Proposal received by the UNDP office after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.

E. Opening and Evaluation of Proposals

13. Opening of Proposals

The proposals will be evaluated by the selection panel.

14. Clarification of Proposals

During examination, evaluation and comparison of Proposals, the UNDP may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and may concern any questions regarding grant proposal. The Offeror should provide clarifications at the shortest time after request, but no later than 7 (seven) working days.

15. Evaluation and Comparison of Proposals

Review and evaluation of project proposals will be carried out separately. Before evaluation, the members of the selection panel may provide comments/remarks on any project proposal or inform other members about additional information on Offerors if this information concern or may influence on the project implementation in the future. Members of the selection panel may take into consideration these comments/remarks during evaluation of proposal. Grant selection panel may organize and conduct several meetings to evaluate individually each project proposal, if the Offeror is required to provide amendments and clarification.

Each member of the selection panel should sign disclaimer of conflict of interest. In case if occurs a conflict of interest with any member than this member has no right to participate in discussion and voting.

The criteria and scoring system are used to evaluate project proposals. Scores of each criteria is counted immediately after discussion of each project proposal and entered in the evaluation form where scores of each criteria are shown.

The total score made by each member of selection panel is considered as a crucial factor during review of each proposal for financing. Those project proposals, which received minimum number of points (no less 80%) will be considered as technically answering Offeror and will be recommended to financing.

Proposal is evaluated on the meet of the requirements of Term of Reference (ToR), and on the rational budget submission as well.

Criteria of Technical Evaluation

Brief Summary of Technical Evaluation Form		Score	Points obtainable (maximum)	Company/Organization				
				A	B	C	D	E
1	Reputation (Potential) of organization		30					
2	Similar previous experience in the same area		30					
3	Technical capacity		50					
4	Mission strategy/proposals		40					
5	Rational use of resources		30					
Total			180					

Evaluation form of technical part of Proposal is on the next page. Received scores should be shown per each evaluating criteria, and indicate article value rate during evaluation.

Evaluation Form of Technical Part of Proposal:

Evaluation of Technical Part of Proposal Form 1		Points obtainable (maximum)	Company/Organization				
			A	B	C	D	E
Reputation of Company/Organization							
1	Reputation of Organization and its Personnel (Capacity/Solidity)	30					
	Total part 1	30					
Evaluation of Technical Part of Proposal Form 2		Points obtainable (maximum)	Company/Organization				
			A	B	C	D	E
Similar experience in the same area							
2.1	General organizational potential to implement project(s) in Tajikistan, Kyrgyzstan and other CA countries, which may influence the implementation (availability of branch or office in regions.	15					

	organization's charter/manual, size of memberships, qualification of personnel, strong side in project management, for instance, financial potential and control of project management and target group representativeness)						
2.2	Possession: - Tailored Knowledge - Experience of similar Program/Projects - Experience with UNDP project/ multilateral and bilateral programs	15					
Total Part 2		30					
Evaluation of Technical Part of Proposal Form 3		Points obtainable (maximum)	Company/Organization				
			A	B	C	D	E
Technical capacity							
3.1	How well the Offeror understands the objective?	10					
3.2	How deep in detail has the Offeror described the main aspects of the task?	10					
3.3	Is there an adequate link amid different components of project?	10					
3.4	How well is defined the scale of objective and meet the requirements of ToR?	10					
3.5	How bright and clear the purpose is described and how far the action plan is logical and consistence, and whether it guarantees effective implementation of the project?	10					
Total Part 3		50					

Evaluation of Technical Part of Proposal Form 4		Points obtainable (maximum)	Company/Organization				
			A	B	C	D	E
Mission strategy							
4.1	How well the approach and mechanism are defined to implement the project?	10					
4.2	How much the impact of the project is effective on the targeted group?	5					
4.3	How much the sustainability dimension of the project results is taken into account and what method is there to ensure that?	25					
Total Part 4		40					
Evaluation of Technical Part of Proposal Form 5		Points obtainable (maximum)	Company/Organization				
			A	B	C	D	E
Rational use of resources							
5.1	Coherence and consistency of the financial proposal with the project's overall goal and activities, including considerations of value for money and complementarity of resources	15					
5.2	Realistic timeliness of the project work plan	15					
Total Part 5		30					

F. Award of Contract/Sign of Grant Contract

16. Award criteria, award of contract

The UNDP reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the

affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action.

Prior to expiration of the period of proposal validity, the procuring UNDP entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

17. Purchaser's right to vary requirements at time of award

The UNDP reserves the right at the time of award of contract to increase or decrease the quantity of services (as determined in the Call for Proposal).

18. Signing of the Contract

Within 15 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the UNDP.

19. Failure of the successful Offeror to comply with the requirement of Clause 18 shall constitute sufficient grounds for the annulment of the award. In this case the UNDP may make the award to the next evaluated Offeror.

TERMS OF REFERENCE
FOR
CALL FOR GRANTS
2015-Grant-UNDP-PEI-@

Project Title:	Poverty-Environment Initiative (PEI) Phase II “Capacity Building for Sustainable Development in Central Asia: Looking beyond 2015”.
Strategic Outcome:	By 2017, the capacity of public, private and civil society actors is increased to address human development challenges through evidence-based, inclusive and sustainable policies and through private sector-based pro-poor development.
Implementing Partners:	UNDP together with partners including the Government, other agencies and NGOs/CBOs.
Sub-Project Duration	1 (one) year.

Brief Description

The Rio+20 outcome document *The Future We Want* resolved to establish an inclusive and transparent intergovernmental process on Sustainable Development Goals (SDGs) that is open to all stakeholders with a view to developing global sustainable development goals. It, inter alia, set out a mandate to establish an open working group to develop a set of sustainable development goals for consideration and appropriate action by the General Assembly at its sixty-eighth session. The document gave the mandate that the sustainable development goals should be coherent with and integrated into the United Nations development agenda beyond 2015. At the same time, poverty eradication, which is seen as the greatest global challenge facing the world today was reiterated as an indispensable requirement for sustainable development. The outcome document highlighted that the commitment should be taken to freeing humanity from poverty and hunger as a matter of urgency.

The Poverty-Environment Initiative (PEI) of the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP) is a global programme that supports country-led efforts to mainstream poverty-environment objectives into national development and sub-national development planning, from policymaking to budgeting, implementation and monitoring. It assists government decision-makers and a wide range of other stakeholders to manage the environment in a way that improves livelihoods and leads to sustainable growth. In Central Asia, PEI directly involves Kyrgyzstan and Tajikistan, and sees the linkages with other countries of the region, especially through its project outcome Pro-poor environmental outcomes are integrated into regional and global institutions and sustainable development processes.

Main Objective

The objective of the project is to (a) strengthen capacity of the national stakeholders of the countries of Central Asia on sustainable development (SD), poverty and environment mainstreaming and environmental economic models in support of SD processes. Furthermore, (b) facilitate a dialogue and active knowledge exchange on joint regional actions towards the United Nations development agenda beyond 2015 and the relevance of the above-mentioned to address the requirements for the upcoming SDGs.

Proposed Activities:

There are three main activities within the proposed project, each of them is closely linked with each other and strives to integrate the issues of sustainable development, poverty and environment in a capacity building exercise and regional dialogue. It is expected that the first activity will lay a foundation for learning opportunities through the development of a training curriculum, touching different topics of SD. Activity 2, afterwards, based on the curriculum and modules will bring together the national counterparts of the PEI project together at a 5-

days face-to-face training in Almaty. Activity 3 aims to set up a regional dialogue for the countries of Central Asia and explore opportunities for joint actions towards SDGs beyond 2015.

Activity 1: Training curriculum and on-line training module

The proposed activity aims to develop a training / educational curriculum, targeting policy makers, educational institutions, civil society. The modules will include but not limited to: SDGs – Post 2015 Agenda, Water-Energy-Food Nexus, IWRM, climate change and poverty, sustainable energy and low carbon development, economic tools in environmental management i.e. the Natural Capital Approach in general (PES, RES, and economic valuation of environmental services together with Environmental Accounts and others), Shared Environmental Information System (SEIS), Green Economy, Green Growth, Gender Equality, as well as other aspects of the SD notion in a UN context (e.g. measuring beyond GDP and the post 2015 development agenda). It is expected that the module developed throughout the Activity 1 will be transformed in on-line training module and target broader audience.

Expected result of the Activity 1: Educational curriculum and respective syllabi, capturing the issues of SD and crosscutting topics developed and on-line module launched. Roadmap to incorporate the modules to the official curricula of the interested institutions.

Activity 2: Capacity building for mid-level policy makers

Using the developed training / educational module in the frames of Activity 1, a 5-days training will be conducted, in the most convenient and cost-efficient Central Asian location, to strengthen the capacity of the national counterparts of the PEI project, namely Kyrgyzstan and Tajikistan, but also their mirror counterparts from other CA countries. The number of trainees, gender balanced, is estimated between 25-30 participants, and includes mid-level policy makers from the Ministry of economy, environment, energy and water, etc. The lecturers and trainers will include representatives from academia, governmental agencies of the countries other than Kyrgyzstan and Tajikistan, regional and international organizations, which have comparative advantage to the selected topics of the modules. Lessons learned are expected to be addressed as a living organism, expanding and getting enhanced through time in order to be incorporated in future trainings with a view to strengthen the sustainability dimension.

Expected result of the Activity 2: Capacity and knowledge of the formal and informal national counterparts of the PEI project is strengthened through face-to-face training on SD and crosscutting issues, including Natural Capital Approaches.

Activity 3: Regional conference towards UN Development Agenda 2015

A two-day regional conference aims at bringing together policy makers of the Central Asian countries and explore opportunities for joint regional actions on SDGs towards the United Nations development agenda beyond 2015. Participants will have to include core SDG focal points and leading UN agencies and regional institutions. The Implementing Agency will serve as a facilitator in formulating the joint statement of actions towards SDG agenda beyond 2015.

Expected result of the Activity 3: The conference outcome document, envisaging joint regional actions towards SDG agenda beyond 2015, is formulated, including a needs assessment of the key actors/implementers, the ICSD and other SD regulatory bodies, together with showcasing the value of Natural Capital Approaches in nationalization of the SDGs for CA.

Grant Programme Budget and Funding

Successful NGOs/CBOs selected to implement above-mentioned specific activities will be awarded one grant on the basis of criteria set for the assessment of the proposals. Chances of selection will be improved in proportion to association's plans for activities to be implemented on the national level and have a synergistic effect on the implementation of the planned by government reforms. Responsibility for all reporting and institutional arrangements on national-based activities will be the sole responsibility of NGO/CBO contracted to UNDP's Istanbul Regional Hub.

Method and Approach

The Implementing Partner (IP) should develop a method to implement each of the agreed activities, clearly indicating the timeframe, budget and any other partner associations or organizations to be involved. Each proposed activity should be based on assessments or surveys that indicate the activity as a priority for business communities and government authorities, which will contribute to improving economic and trade related policy.

The overall implementation schedule is to be mutually agreed between UNDP and IP. It is required that selected NGOs/CBOs will undertake and fully complete all activities before 30th June 2016.

Reporting, Monitoring & Evaluation

Implementing NGOs/CBOs should provide monthly reports on all activities indicated in the Proposal. All reports should be submitted to UNDP PEI Phase II Regional Programme unit within the first 3 days of each month. All reports should contain a full description of all activities undertaken within the reporting period. The reports should consist of narrative and photos of pre/post project intervention, etc. Detailed reporting templates will be negotiated after selection of Implementing Partner(s).

Budget

The Implementing Partner shall provide a detailed budget for each activity/sub-activity, covering all project related expenses. Based on the budget and payment schedule, the Implementing Partner will be required to prepare and present a financial report using a UNDP format.

Payments

The total cost under the current initiative covers the complete set of activities envisaged for implementation. Implementing Partners' administrative expenses are to be shown as a separate budget line as a direct project cost and should not exceed 20% out of the total cost. UNDP's Istanbul Regional Hub will make payments to Implementing Partner in 3 instalments through bank transfer. The first payment (%30) will be done in 2015 upon delivery of the detailed work plan for the whole project. The second payment will be done in 2016 subject to smooth continuation and timely delivery of the project activities. The final payment will be done in 2016 upon final completion and delivery of all activities.

Eligibility criteria

- UNDP CO (partnerships with NGOs/CSOs are strongly encouraged) or
- Country Offices of other UN agencies that are members of UN Development Group (UNEP, UN Habitat, UNICEF, UNIDO, UNFPA, UNRWA, UN Women, WHO, WFP, etc.)
- Non-governmental organizations (including Community Based Organizations (CBOs), Civil Society Organizations (CSOs), chambers, unions, business support organizations, professional associations, federations, platforms, foundations) or
- Development cooperatives, village cooperatives, village development cooperatives, agricultural cooperatives or
- Unions or
- Regional development agencies, regional development unions or
- Capacity development institutes/centers.

The Applicants should meet the following criteria:

- Registered as legal entities;
- Have a not-for-profit status;
- At least 5 years of activity in abovementioned areas of expertise;
- Availability an audit report for the last year.

In order to be eligible for the Grants, applicants must be directly responsible for the preparation and management of the projects with their partners.

Please note the following issues:

- Individuals are not eligible under this Call for Proposals.
- Municipalities are not eligible under this Call for Proposals.
- Profit making activities or private companies are not eligible under this Call for Proposals.
- Partnerships of different eligible organizations are encouraged.
- An applicant may submit more than one project proposal but only one of its project proposals may be supported. The maximum amount of a grant agreement to be signed by a single legal entity as a Beneficiary cannot exceed USD 140,000.
- The project duration is 12 months.