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United Nations Development Program in Georgia (UNDP)

Project: Fostering Regional and Local Development in Georgia

Small Grant Scheme (SGS)

To

Support Implementation and Monitoring of the Projects Based on the Regional Development Strategies/Action Plans and Municipal Priority Documents and to Facilitate Citizens' participation in Local Self-Governance

General Overview:

In order to achieve the regional and local development goals and objectives, since the end of 2012 UNDP has been implementing a 5-year project with funding from SCO (Swiss Cooperation Office) and ADC (Austrian Development Cooperation) entitled "Fostering Regional and Local Development" (RLD). The RLD project aims to support decentralization, regional and local government reforms and development in order to strengthen capacity building of central and local authorities.

RLD also aims at developing the policy formulation of the Ministry of Regional Development and Infrastructure (MRDI) and other national stakeholders and supporting its implementation capacities for the regional and local governance reform and development.

Purpose of the Grant Contest

The *objective* of the Small Grant Scheme (SGS) is to advance decentralization, regional and local government reforms and development process through providing necessary financial means for resolving problems of local importance. The SGS will also seek to promote strengthening capacities of central and local authorities, national and local Non-Governmental Organisations (NGOs), and Civil Society Organisations (CSOs) in planning, implementing and monitoring projects.

Priority will be given to facilitating small-scale regional, municipal or inter-municipal projects, aiming to resolve problems of regional and local importance, which are the part of Regional Development Strategies, Action Plans and Municipal Priority Documents (MPDs) (if any). Financial grants under this scheme may be used to co-finance projects supported by municipalities from their own resources and resources from other donors (e.g. the World Bank (WB), Asian Development Bank (ADB), Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ), United States Agency for International Development (USAID), etc).

Small Grant Scheme for 2016 will also support the grant proposals that are oriented on the local self-governance reform particularly on citizens' participation in self-governance process.

It should be underlined that with the active involvement of civil society organizations, the Ministry of Regional Development and Infrastructure developed amendments to the draft law to be added to the Local Self-Government Code (further referred as Code) which was adopted by the Parliament in 2015 (Organic Law of Georgia on amending Organic Law on "Local Self-Government Code", Kutaisi, 22.07.2015, N4087 RS). The Paragraphs 12-17 of Article I of the given Law significantly changed Chapter XI of the Code regarding the citizens' participation in local self-governance. Namely, the Law defined the following forms of citizens' participation: 1) joint assembly of the community; 2) petition; 3) civil advisory board; 4) participation in the meetings of city councils and municipality council commissions; 5) hearing the reports of municipality Gamgebeli/Mayor and municipality council member regarding the implemented activities, as well as procedures for carrying out this forms.

Respectively, the projects aimed at effective implementation of the forms defined by the Code regarding the citizens' participation (joint meetings of the community, advisory boards and etc.) in the local government process will be given preference, as a result of which the communication between municipality agencies and the population will be improved, public awareness regarding local self-governance will be raised and the appropriate conditions will be created in order to realize the rights of citizens' participation that are guaranteed by Law.

Note: Applicants shall pay attention to the fact, that small grants funded by UNDP, should not duplicate the activities in the communities where similar projects are implemented with funding of other donors, or justify the coordination of planned activities in order to ensure their efficiency.

SGS Priorities:

Projects shall fall within the following directions:

- citizens' participation in local self-governance
- regional and rural development
- good governance
- environmental protection
- disaster risk reduction
- education
- social protection
- gender related issues

Note: Projects with innovative ideas contributing to regional and local needs will be strongly encouraged.

Individual grants shall be no less than 10.000 GEL and shall not exceed 100.000 GEL.

Procedures of Grant Proposal Submission:

IMPORTANT: If you have a project proposal, which contributes to SGS objectives, please complete a standard Project Proposal Submission Form (see end of this announcement) and send it electronically, scanned and signed to the following email address: tinatin.genebashvili@undp.org.

Grant proposals will be accepted until **18:00, May 6, 2016**. Applications received after this deadline will not be considered.

Information meetings will be held in:

- **Kutaisi, April 27, 2016** at Kutaisi Center for Democratic Engagement, 6 Pushkini street **12:00-13:00**
- **Tbilisi, April 28, 2016** at UN house 9 Eristavi str. Conference room from **16:00-17:00**

Meetings will be open to all parties interested in applying for SGS grants. The meetings will aim to clarify the application rules and requirements and provide guidance on preparing proper grant proposals.

Applicants may also send questions to the following email address: tinatin.genebashvili@undp.org. The closing date for sending questions is 18.00, April 26, 2016. Answers to questions will be provided within 2 working days.

Selection process

Decisions on awarding grants are made by a Grant Selection Board (GSB). The Board will be comprised of the representatives of the Swiss Cooperation Office for the South Caucasus (SCO), the Austrian Development Cooperation (ADC), the Ministry of Regional Development and Infrastructure (MRDI) and the United Nations Development Programme (UNDP) as the Chair of the Board.

All GSB decisions on funding projects will be taken no later than one calendar month after the closing date for applications. UNDP will inform successful applicants in writing no later than 2 week after the date of the GSB decision.

Note: If the total cost of awards for successful applications exceeds the overall budgeted amount listed in the Call for Proposals, GSB will award grants according to the total score for each application, starting with the highest scored application, until the available budget has been fully committed. There will still be a number of eligible applications, for which grants cannot be awarded due to insufficient funds available. However, these non-funded applications will, with the agreement of GSB, be placed on a reserve list, in descending order of their scores. In cases where applications awarded grants have subsequently been withdrawn or found non-compliant, replacement applications will be taken from the reserve list in order of their respective scores for funding.

Who can apply:

- NGOs and CSOs should have at least three years of working experience in one of the following six Regions of Georgia: 1) Guria, 2) Racha Lechkumi and Kvemo Svaneti, 3) Samegrelo-Zemo Svaneti, 4) Kvemo Kartli, 5) Imereti and 6) Mtskheta-Mtianeti;
- NGOs and CSOs should be registered in accordance with legal requirement of Government of Georgia and must provide the Statute, along with debt certificate;
- CSOs and NGOs must provide evidence that they have sufficient capacity to execute the proposed application and operating experience of minimum 3 years (e.g. number of projects implemented, letters from donor organizations and other supporting documentation);
- In case of consortium, apart from the leading organization's requirements, sub-contractor organization(s) should have no less than 1 year registration certificate in at least one of the regions mentioned above.

An eligible applicant may apply for more than one project. In this case, separate sets of application forms must be completed and submitted for each individual project along with comprehensive list of required documents for each project (Please view below requirements).

Note: Applications submitted in partnership with local self-governments (LSGs) are strongly encouraged.

Applications that:

- Do not comply with one or more priorities or instructions provided in attached proposal form;
- Are not consistent with the relevant Regional Development Strategy/Action Plan or/and Municipal Priority Documents (if any);
- Contradicts to the principals of gender equality;

will be disqualified and will not be further considered.

Note: Applications obtaining less than 33 points will not be considered for award of grant. Non-compliant applicants will not be contacted

IMPORTANT:

- Project proposal shall be in compliance with SGS priorities, as well as with Regional Development Strategy/Action Plan and/or Municipality Priority Documents (if any) and strategic directions defined within those documents;
- Applicants must provide at least 10% of the resource costs of the proposed project. The share can either be provided entirely from the applicant's own resources or be made up in whole or in part from grants or financial contributions from other Georgian or international sources of aid. Priority in allocating SGS grants will be given to small regional and jointly planned inter-municipal projects, ensuring the high level

of beneficiaries engagement with low costs. It is essential to present realistic benefit and cost analysis in project proposals.

DURATION: Implementation period for approved projects shall not exceed 10 months, counted from the date of approval of the application to the date works are finally completed.

Indicative Timetable for project awards and completions:

Table 1

	Indicative Weekly SGS Project Cycle											
2016-2017	1	2	3	4	5	6	7	8	9	10	----	50
Announcement	X											
Information meetings	X											
Deadline for clarification requests			X									
Deadline for submission of the applications					X							
Pre-screening of the applications and analysis					X	X						
Meeting of the Selection Board								X				
Notification of the applicants									X			
Award of grant										X		
Project completion deadlines											----	X

Grants will be awarded in accordance with the nature and relevance of the project. Grants will be paid in the following stages provided the conditions set out in the table below are met:

Table 2

Stage	Condition to be met	% of total grant
1	Signature of grant agreement by all parties	25
2	Inception report/business plan submitted and approved	25
3	Mid-term tranche	40
4 (Final)	<ul style="list-style-type: none"> • Activities completed • Satisfactory results from all UNDP checks and any inspection visits • Final report approved 	10

IMPORTANT: You will be notified by email no later than two working days after we receive your application. If you do not hear from us within this time, please contact us during the next 2 days and request a confirmation of receipt of email. Otherwise, UNDP will not be responsible for any problems in considering the application.

Attached documents:

Annex A. SGS Project Proposal Submission Form (please select the language)



Annex 1

Grant Proposal Form

Name and Contact Details of Organization	
Name of organization and abbreviation	
Name of contact person in organization responsible for project	
Mailing address	
Telephone no	
Mobile no	
URL / website address and e-mail	
Local or national Georgian Partner Organization (if any)	
1. Project Title	

Grant Application/Project Proposal (max. 250 words) ²	
<p>Please provide a brief and clear description of your project idea. Please justify why you think that your idea is unique or interesting. List any similar projects which have been or are being implemented in your region or neighboring regions. If possible, list any government schemes or foreign aid projects that have provided finance for these similar projects</p>	
Please indicate exact location/s of project implementation	
Estimated number of beneficiaries (direct and Indirect) ³	
Local or national Georgian Partner Organization (if any)	
Duration of the project (months)	
Estimated cost (GEL)	

1. Problem Statement: (max. 250 words) ⁴
<p>Describe the problems this project seeks to address. Include only the relevant factors that will be directly addressed through the proposed project. Pay special attention to the intended beneficiaries of the project, including their special characteristics (especially from the perspective of gender and ethnic composition) and an estimate of their numbers.</p>

Project Strategy
<p>Provided an analysis of the project proposed outcome, outputs and actions and their contribution to resolving the problems above.</p>

Expected Impact and Sustainability
<i>Describe the impact(s) you expect from the project and how this (these) can be measured. Describe how the project's expected outcomes will be sustained after the project has ended. Describe how you expect the results of the project to benefit both men and women and the balance between male/female beneficiaries. Describe what measures will be included in the project to avoid creating negative outcomes for either men or women.</i>
Risks (max. 100 words)⁵

Implementation Methodology (max. 300 words)⁶
<i>Please provide concrete names of any collaborators and proposed division of tasks and work between these, any partner organizations and your organization that will be involved in the project.</i>

Budget
<i>Please provide a total line-item budget of expenses by phase of this initiative according to the enclosed outline, including expenses requested for support by the Program and expenses covered by other resources and/or in-kind contributions. Please provide a qualitative and, as far as possible, quantitative analysis of costs and benefits for achieving key outcomes and results from the project</i>

