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Resilient nations.*

United Nations Development Programme (UNDP) in Georgia

Project: "Support to Public Administration Reforms in Georgia through the Governance Reform Fund"

Civil Service Innovation Grants - Supporting the Public Administration Reform (PAR)

Background

The Administration of the Government of Georgia (AoG) has committed to reforming existing system of Public Administration. In 2015, "Public Administration Reform (PAR) Roadmap 2020" was adopted outlining six major policy areas as part of the overall PAR effort: policy development and cooperation, human resource management, accountability, service delivery, public finance management, and local self-government.

UNDP, through its Governance Reform Fund (GRF), has offered consistent support to assist AoG in successfully implementing mentioned reform. Specifically, with the funding of the UK Government, GRF has designed a multi-year initiative in close cooperation with AoG, which addresses a complementary but distinct package of specific, predetermined needs under the three (Policy development and Cooperation; Civil Service and Human Resource Management and Service Delivery) crucial areas of the PAR Roadmap.

The initiative intends to sustain, support and build key institutions and processes required for advancing the reform through offering consultancy and capacity building. It aims at the development of professional and modern civil service and public administration, ensuring the resilience of Georgia to internal and external shocks and improving citizens' access to their rights and better public services.

Within the context introduced above, and the law on civil service scheduled to enter into force from January 2017, UNDP GRF is announcing a call for proposals for non-profit civil society organizations to fund innovative and most practical projects that can assist relevant government institutions in the Public Administration Reform (PAR).

Purpose of the Grant Contest

Primary purpose of the Civil Service Innovation Grants is to support initiatives that contribute to the smooth, effective and timely implementation of ongoing Public Administration Reform (PAR). Therefore, applying organizations are expected to devise proposals on the most topical and challenging areas wherever most needed. CSOs are seen in this process as key possible partners of relevant government institutions to fill in the existing gaps and provide innovative, practical solutions.

To this end, UNDP GRF intends to:

- Build strong CSO network focusing on the implementation and monitoring of PAR;
- Facilitate lasting partnership between the government and civil society organizations;
- Enhance the role of the civil society in the PAR process;
- Encourage the flow of the best, innovative international practices in the context of PAR.

The Civil Service Innovation Grants are one part of the larger initiative which would bring together the government, expert community and civil society organizations in debating potential innovations in an open platform of collaboration and dialogue – Civil Service Innovations Lab.

Areas of Intervention

UNDP GRF encourages participants to develop proposals in these three policy areas that are part of the Public Administration Reform (PAR) in Georgia: policy development and cooperation; civil service and human resource management; and service delivery¹. Projects should have clear objectives and target specific audience that will benefit from the project activities.

Possible topics for grant projects include but are not limited to:

- Awareness raising about PAR and / or its components among civil servants or the general public;
- Awareness raising about different public services (particularly electronic or innovative services) to increase the usage of these services;
- Creating means for cooperation between various governmental agencies and civil society organizations as well as other groups on issues related to PAR;
- Establishing mechanisms that facilitate citizen participation into decision-making processes and increasing citizen feedback;
- Facilitating CSO involvement in the PAR process and government to CSO partnership.

The proposals should demonstrate what impacts are expected as a result of projects and how they will support the PAR.

Who Can Apply

- Non-profit organizations (non-governmental organizations, civil society organizations, think tanks, educational, training institutions, etc.) that have at least three years of proven experience in project management, policy research, policy analysis and similar. Organizations should be registered in accordance with the legal requirements of the Government of Georgia and must be able to provide organization's statute along with the debt certificate.

Procedures of Grant Proposal Submission

¹ See more on this topic in Public Administration Reform Roadmap 2020. Government Planning and Innovations Unit, 2015.

Those wishing to apply to Civil Service Innovation Grants, must submit:

1. Filled out Civil Service Innovation Grants Submission Form (See Annex A);
2. CVs of all project staff;
3. Detailed budget (see Annex B).

IMPORTANT: Please send all documents in one file (pdf format) electronically, signed and scanned to the following email: natalia.baratashvili@undp.org. If additional clarifications required, questions can be sent to the same email address indicated above. Answers to questions will be provided within two working days.

Deadline for applications is 30 December 2016, 17:00 hrs Tbilisi time. Applications received after the deadline will not be considered.

Maximum amount allocated for each grant is USD 50,000. Applicants are encouraged to submit proposals with lower budgets. Proposals with the project staff salary costs exceeding 25% of the total budget will be disqualified without further consideration. Co-funding and in-house contributions are strongly encouraged.

Eligible costs include honorarium/salary, workshops and trainings, rental, stationary and office equipment, printing and translation, creation of online tools and resources, and other costs directly related to this assignment.

Expenditures such as the infrastructure improvement, maintenance, utilities, overhead and similar costs are ineligible for this grant proposal.

Project Implementation Timeframe

Implementation period for approved projects shall not exceed ten (10) months, counted from the date of the contract signature to the date when all relevant activities have been successfully completed.

Selection Process

Decisions on awarding grants are made by a Grant Selection Board (GSB). The Board will be comprised of the representatives of relevant UNDP representatives.

All GSB decisions on funding projects will be taken no later than two weeks after the closing date for applications. UNDP will inform successful applicants in writing no later than two weeks after the date of the GSB decision.

Note: If the total cost of awards for successful applications exceeds the overall budgeted amount, 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. However, if there will still be a number of eligible applications for which grants cannot be awarded due to the insufficient funds available, these non-funded applications will, upon the consent of the GSB, be placed on a reserve list, in descending order of their scores. In the cases where applications awarded grants have subsequently been withdrawn or found non-compliant, applications will be replaced from the reserve list in order of their respective scores for funding.

Note: Applications submitted in partnership with the Administration of Government of Georgia, Civil Service Bureau, Public Service Delivery Agency, Data Exchange Agency or other relevant stakeholders aiming to contribute to their PAR related priorities are encouraged.

Applications will be disqualified and will not be further considered, if they:

- Do not comply with one or more priorities or instructions provided in this announcement;
- Are not consistent with the relevant policy documents of the GoG;
- Contradict to the principles of non-discrimination and gender equality;

Selection Criteria and Scoring

Proposed projects will be selected based on the criteria outlined in the table 1 below.

Table 1. Selection Criteria and Scoring

	Selection Criteria	Score
#	The project clearly demonstrates how it will support the Public Administration Reform	Max. 30 points
1	The project budget is relevant	Max. 20 points
2	The applicant organization has relevant experience	Max. 10 points
3	The project is coherent and technically feasible	Max. 10 points
4	The project is sustainable	Max. 10 points
5	The project enhances gender equality and encourages inclusion of marginalized and vulnerable groups	Max. 10 points
6	The project has strong potential for success	Max. 10 points
TOTAL		100 Points

Grants will be awarded in accordance with the nature and relevance of the project. The payment schedule will be agreed before signing the contract.

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

Attached documents:

Annex A. Civil Service Innovations Grant Submission Form

Annex B. Budget Form



Annex A.**Civil Service Innovation Grant Submission Form**

Name and Contact Details of Organization/Person Applying	
Name of organization and abbreviation	
Registration date of organization	
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)	
Project Title:	

Justification of expertise	
<i>Please list relevant activities undertaken by your organization in the past three years (please add rows below as needed):</i>	
Project name	
Government Partner Organization (if any)	
Duration of the project (months)	
Project cost (USD)	
Project name	
Government Partner Organization (if any)	
Duration of the project (months)	
Project cost (USD)	

Project Proposal (max. 250 words)	
Please provide a detailed and clear description of your project idea. Please justify why you think that your idea is unique or interesting. List any similar projects or initiatives that have been implemented by other organizations in the same field.	
Please indicate exact location/s of project implementation	
Estimated number of beneficiaries (direct and Indirect)	
Local or national Georgian partner organization (if any)	
Duration of the project (months)	
Estimated cost (USD)	

Problem Statement (max. 250 words)
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.

Project Strategy (max. 250 words)
List all project objectives. Provide an analysis of the project's proposed outputs and outcomes and their contribution to resolving the problems above.
Expected Impact and Sustainability (max. 250 words)

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.

Risks and Assumptions (max. 100 words)

Implementation Methodology (max. 300 words)

Please provide detailed description of all project activities. Provide project timeline and concrete names and proposed division of tasks and work between all project staff from your organization or any partner organization involved in the project.

Gender Mainstreaming (max. 150 words)

Please assess implications for women and men of any planned activities proposed in this project. 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.

Annex B. Budget Form

Budget (please add rows below as needed)

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.

Activity	Unit Type	No of Units	Unit Cost	Total Cost (USD)	Funds requested from UNDP	Applicant Cost Share
A. Program Cost						
B. Administrative Cost						
C. Other cost						
Total						

Unspent funds from this grant must be returned to UNDP.

Signature:

Date: