



CALL FOR PROPOSALS
TO SUPPORT CAPACITY DEVELOPMENT TO ADVOCATE MEETING THE NATIONAL AND INTERNATIONAL OBLIGATIONS UNDER THE BIODIVERSITY CONSERVATION, CLIMATE CHANGE ADAPTION AND MITIGATION AND SUSTAINABLE LAND MANAGEMENT PRACTICES

The Call for proposals is announced for NGOs under the project “**Harmonization of Information Management for Improved Knowledge and Monitoring of Global Environment in Georgia**” (CCCD in Georgia) funded by the **Global Environmental Facility** and **United Nations Development Programme**.

The project is implemented by UNDP in partnership with the Ministry of Environment and Natural Resources Protection of Georgia through its subordinated entity “Environmental Information and Education Centre”.

1. BACKGROUND

Georgia is fully committed to meet its obligations under the Multilateral Environmental Agreements (MEAs) and the proposed project is intended to facilitate an important step towards developing the capacities for an effective national environmental management framework in Georgia. More specifically the project, directly or indirectly, addresses articles related to monitoring and reporting under the Rio Conventions: UN Framework Convention on Climate Change (Articles 4 and 5); UN Convention on Biological Diversity (Articles 12, 14, 17 and 26) and UN Convention to Combat Desertification (9, 10 and 16).

The **goal** of the project is to make the best practices and innovative approaches available and accessible for implementation through national development policies and programmes for meeting and sustaining the Rio Conventions. The project’s **objective** is to develop individual and organizational capacities in the Ministry of Environment and Natural Resources Protection (MENRP), in particular at the Environmental Information and Education Centre (EIEC) for improved monitoring of environmental impacts and trends for elaboration of collaborative environmental management.

To achieve its objective, the project works to deliver two components: development of coordinated information management and monitoring system and enhancement of capacities for evidence-based policy making and management. Within the components the project intends to address institutional constraints by establishing formal, informal and virtual collaboration mechanisms for catalyzing sustainable and coherent interactions and collaborations between relevant stakeholders. The project focuses on building system that envisages improved environmental monitoring in implementing Rio Conventions through establishing clear legal framework and developing web-based data collection, analysis and sharing system as well as enhancing monitoring capacities and introducing inter-ministerial cooperation mechanisms for collaborative decision-making.

OBJECTIVE OF THIS CALL FOR PROPOSAL

This call for proposals will support the intention to mobilize media and academic sector to proactively engage in monitoring and cooperation activities related to climate change, biodiversity and land by providing funding opportunity to local NGOs for arranging targeted advocating and awareness raising campaigns.

In this context enhancement of capacities of selected NGO in promoting relevant awareness in a long-run is expected. The intervention is to target enhancement of understanding on the national priorities and international obligations as well as current state, opportunities for improvement and the contribution the media and academic sector could have in climate change, biodiversity, land degradation and related issues. The interlinkage between those cross-cutting issues should also be demonstrated.

2. GRANT MECHANISM

2.1 Eligibility for receiving grant

Eligible NGOs are legally registered national NGOs.

The applicant can be an individual NGO or a consortium of NGOs. In case of a consortium a lead NGO should apply on behalf of the consortium.

2.2 Project Duration:

Maximum 4 months

Starting date - no later than June, 2017

2.3 Geographic coverage:

Nationwide

2.4 Grant size:

Up to 25 000 USD including management costs.

Own contributions from the NGO consortia are not mandatory but will be considered positively.

2.5 Project proposal thematic area and scope:

UNDP/GEF CCCD project seeks to select qualified non-governmental organization (or a group of NGOs) to support enhancement of awareness of media and academic sector for active involvement in the activities promoting biodiversity conservation, climate change adaption and mitigation and sustainable land management.

Presently poor understanding of national and international obligations and priorities for biodiversity conservation, land degradation and climate change and of other practical measures to contribute environmentally friendly behavior limits capacities of media and academic sector to see their respective roles and being actively engaged in the implementation and monitoring processes. Therefore, the thematic area of the assignment is to cover issues that give more insight on:

- The current state and trends related to biodiversity, land degradation and climate change at national and international levels;
- Challenges related to biodiversity conservation sustainable land management and adapting to and mitigating the impacts of climate change;
- Opportunities to meet obligations and targets of multi-lateral environmental agreements that are consistent with national development obligation and targets;

- The contribution that stakeholder group can have in implementation and monitoring processes;

The general scope of the work shall include but not be limited to, the following tasks/activities:

- Stakeholder analysis and identification of relevant target audiences at national level (coverage of all regions is to be preferred); Participation of representatives of both types of media -broadcast and print as well as representatives of major educational and research institutions with duly defined criteria for selection is to be ensured;
- Identification of number of awareness campaigns and total number of participants; The campaigns should be individual for academic sector and media and should use tools such as workshops/seminars; For each target group the number of participants should be in a range of 45-50 with equal distribution of women and men;
- Production of education/awareness raising and promotional materials; Produced materials should be simple, illustrative and target -tailored.

2.6 Reporting requirements

The results of the work shall be presented in the form of inception and final reports, describing the preparatory work and implemented activities respectively. Special attention should be paid to the justifications over decisions made and detail on challenges and ways of solutions. All produced materials should be annexed (both soft and hard copies) to the final report.

The documents such as list of participants, signed attendance sheets and as well as photos should also be the part of the final report.

3. SELECTION PROCESS

A selection panel comprised of staff from UNDP-Georgia will review the applications.

Step 1: Incomplete and late applications will be rejected (please refer to the list of documents to be submitted in the Submission Details section below)

Step 2: The selection panel will evaluate the proposals against the criteria listed below

Step 3: The selection panel will select the top scoring NGO for granting. NGOs will be informed of the selection results approximately 2-4 weeks after the application deadline. The Micro Capital Grant Agreement will be signed with the selected NGO (or a group of NGOs) per the UNDP regulations.

Qualification criteria:

Organization:

1. At least 2 years' experience in implementing awareness raising activities/trainings within the environmental protection projects in Georgia.
2. At least one project documenting experience in working with non-state sector.
3. At least 1 project of the value no less than USD 50,000 within the last 3 years.
4. Good track record confirmed by at least 1 letter of reference from the clients and or donors on the projects implemented at least within the last 3 years.
5. Previous experience of working with the UN or other development agencies, preferably in the areas of environmental protection.
6. Good tax payment record.

7. Sound financial management, monitoring and reporting practices demonstrated by at least 3 projects funded by the UN or other international donor organization.

Project Team:

The project team should comprise of key and supportive personnel. The key personnel should include a team leader and experts/trainers satisfying the following qualifications:

1. Team leader
 - At least 3 years' experience of managing the similar types of projects;
2. Team Experts
 - At least 3 assignments related to awareness raising activities in the field of climate change, biodiversity conservation and land degradation (each topic per individual expert);
 - Good understanding of national and international obligations in the field of climate change, biodiversity conservation and land degradation (each topic per individual expert) proved with participation in at least one related assignment;
 - Familiarity with current state, problems and challenges as well as best practices (in the field of climate change, biodiversity and land (each topic per individual expert);

Submission of Proposals by a group of NGOs

If the grant proposal is submitted by a consortium (all of them shall be non-governmental organizations), they shall confirm in the Proposal that: (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the group jointly and severally, and this shall be duly evidenced by a duly signed and stamped letters from CEOs of all organizations comprising the consortium (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member organizations comprising the group of entities (iii) proposal shall clearly explain the justification for forming consortium, added value and respective role of each entity in the implementation of the work.

4. REQUIRED DOCUMENTS TO BE SUBMITTED

The interested NGOs should submit the following documentation:

1. Official stamped letter of expression of interest for implementing the announced scope of work signed by a CEO of an organization.
2. Grant Technical Proposal filled and signed by the CEO of the applying NGO (please see the template attached as ANNEX 1) demonstrating:
 - 2.1. The NGOs profile: the list of the projects implemented at least within last 3 years, indicating budgets, donors, stakeholders and general description (not more than half a page for each project).
 - 2.2. Description of the methodology and approach for the implementation of the work assignment
 - 2.3. Budget proposal
 - 2.4. Other information per the template grant technical proposal
2. CVs of the key personnel (including the Team Leader, Experts/Trainers) to be compliant to the requirements for key staff listed in the section 'Qualification Criteria' above.
3. Tax Registration/Payment Certificate issued by the National Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Proposer.

4. At least 1 letters of references from the previous project beneficiary and or donors
5. If the proposal is submitted by consortium of NGOs, they shall in addition to abovementioned documentations, provide: i) signed and stamped letters of CEOs of NGOs designating one party to act as a lead NGO ii) NGOs profile as per 2.1. of Section 4 for each NGO comprising the consortium iii) Tax Registration/Payment certificate as per 3 of Section 4 for each NGO comprising the group.

Language of submission: English

- **Address of submission:**

Proposals will be received in Tbilisi at the addresses indicated below:
UN House, #9, Eristavi St., Tbilisi, 0179, Georgia Tel: (+995 32) 25 11 26

UNDP will not consider any package of expression of interest that arrives after the deadline.

- **Deadline for submission of the package:**

The package of documents and the letter of expression of interest should be submitted in hard copies no later than **17:00 p.m. 2nd May, 2017** in a sealed envelope with a text on it: **CCCD in Georgia. CALL FOR PROPOSALS - To Support Capacity Development to Advocate Meeting the National and International Obligations Under the Biodiversity Conservation, Climate Change Adaption and Mitigation and Sustainable Land Management Practices.**

In addition to the hard copies one electronic copy of all documents (text and/or PDF files on a CD).

The consultation meeting:

The consultation meeting will be held on **25th April, 2017 10:00** at #76^c Chavchavadze Ave. (Project office).

The organisations interested to attend the meeting should notify UNDP no later than 24th of April via e-mail to the following address: eka.zedelashvili@undp.org

Contact Person for the Call for Expression of Interest:

Eka Zedelashvili
CCCD project in Georgia, Project Assistant
eka.zedelashvili@undp.org

5. WORK PLAN FOR THE ASSIGNMENT AND SCHEDULE FOR PAYMENTS

Note: All Deliverables must be cleared and approved by the Project Manager and Chief Technical Adviser prior to the disbursement of subsequent tranches.

1. Tranche 1

Installment Date: Upon signing the Agreement
Installment Amount: **60% of the total budget**

Deliverables:

1. **Detailed work plan for the Assignment and inception report** – within 4-6 weeks from signing the Agreement

2. **Tranche 2**

Installment Date: One week before expire date of the Agreement

Installment Amount: **40% of the total budget**

Deliverables:

1. **Final report with accompanying materials and documents (see 2.6 of the section 2)** – three weeks before expire date of the Agreement.