



## ANNEX I

### APPLICATION FORM (STAGE I)

#### 93981 - UNV Innovation Challenge Fund

#### Modelling the economic and social contributions of volunteers to the Sustainable Development Goals

The application should be sent to UNV Procurement [procurement@unv.org](mailto:procurement@unv.org) – Ref. 93891 – UNV Innovation Challenge fund by 16 December 2019 COB (GET).

An application will be accepted only if it:

- is submitted on the correct form, completed in full and dated;
- is submitted in English;
- is signed by the person authorized to enter into legally binding commitments on behalf of the applicant or applicant organization;
- presents a budget in conformity with the call for proposal;
- meets the submission arrangements set out in the call for proposal;
- is submitted by the deadline.

#### 1. PROJECT

Research project title:

Date:

Amount applied for (in USD):

Duration and key milestones (please refer to terms of reference deliverables):

#### 2. APPLICANT - CONTACT DETAILS

Name of applicant's organization or individual applicant:

Legal registration number, country and year of registration:

Type of entity:

Postal address:

E-mail:

Telephone:

Website of applicant's organization (if available):

Name of contact person:

E-mail:

Telephone:

The Applicant is kindly asked to inform UNV Procurement [procurement@unv.org](mailto:procurement@unv.org) ref.93981 about any contact details change during the implementation of the project.

#### 3. EXECUTIVE SUMMARY OF THE RESEARCH PROJECT

Please summarize the research project, proposed innovative solution and the its expected results

#### 4. PROPOSED APPROACH

Please elaborate on:



- A. The research question(s) that you will address in the paper in terms of the economic and social contributions of volunteering
- B. Provide detail on the proposed solution, including data sources, analytical approaches to be used
- C. What is innovative about the proposed solution? Does this build on earlier efforts, propose an entirely new approach, or bring a new idea to the volunteering sector?
- D. What is the potential for scale up and replication including in least developed countries? Consider aspects from financial feasibility to data availability to political acceptance across a wide range of countries.

## **5. ESTIMATED RESULTS**

Please describe the estimated overall results to be achieved in the timeline specified.

## **6. ACTIVITIES**

Please describe the planned activities to produce the paper. Please note the deliverables in the terms of reference, including participation in the Innovation Challenge Community of Practice.

## **7. BUDGET**

Applications must include a detailed estimated budget in balance using the Excel sheet in Annex II, in which the estimated costs are identified. These costs shall be given in USD. The estimated budget shall also be summarized below.

In case UNV requests partners to participate in any event (e.g. kick-off workshop, community of practice) travel costs will be covered and do not need to be budgeted in your proposal. However, staff time for these activities should be available from within the budget submitted based on the deliverables in the Terms of Reference.

Requested costs:

## **8. COLLABORATION**

Please provide details below of any other organizations or individuals who will be involved in the implementation of the research paper.

Local partner (name of the organization)  
Legal registration number, country and year of registration:  
Legal status:  
Postal address:  
R-mail:  
Telephone:  
Contact person:  
Website:

## **9. PROJECT IMPLEMENTATION**

The Applicant should describe how the project will be managed, including the role of partners and division of labour. The Applicant should provide a description of its relevant competences and



previous experience as well as those of the key staff who will be involved in the project implementation (according to their profiles or CVs) as a proof of its capacity to implement project effectively.

**10. INSTITUTIONAL CAPACITY**

Please summarize previous experience within the area of expertise of the institution and/or individual

**11. RISK MANAGEMENT**

Please list the potential risks in completing the deliverables in the terms of reference to the standard required, and your mitigation strategy.

**12. ATTACHMENTS TO THE APPLICATION:**

- CVs of Experts
- Budget (excel sheet)
- Extract from Public Registry
- The declaration of the partnership with local or other partners
- Any other relevant documents supporting the application

**13. ACCEPTANCE OF TERMS AND CONDITIONS**

By signing this form, the applicant accepts the following terms and conditions:

- The applicant declares that he/she has read, understood and hereby accepts the Terms of Reference describing the duties and responsibilities of this Call for Proposals ref. 93981 - UNV Innovation Challenge Fund - Modelling the economic and social contributions of volunteers to the Sustainable Development Goals;
- The applicant declares that he/she has also read, understood and hereby accepts UNDP's General Conditions included in the agreement for individuals or companies to be signed if awarded a prize
- The applicant declares that he/she is bounded by the process and rules of the competition that have been highlighted in the Guidelines and shall accept the outcome of the process without any deviation or reservation.
- The applicant shall bear all costs related to the preparation and submission of the proposal regardless of whether his/her proposal is selected or not. He/she accepts that UNV will in no case be held responsible or liable for those costs regardless of the outcome of the process.
- The applicant accepts that UNV determines the level of responsiveness to a challenge fund window exclusively on the contents of the written application forms.
- The applicant accepts that information relating to the examination, evaluation, and comparison of applications, and recommendation of contract award shall not be disclosed to you or any other person not officially concerned with such processes.
- The applicant confirms that the offer shall remain valid for a total period of 90 days after the submission deadline;
- The applicants certify that the statements made in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on this form or other document requested by the Organization may result in the termination of the agreement without notice.

Signature: .....

Name: .....

Date: .....