



**ACP-EU Development Minerals Programme
Implemented in partnership with UNDP**

SUPPORTING COVID-19 RESPONSE IN CAMEROON

**SMALL GRANTS PROJECT PROPOSALS FOR ARTISANAL
AND SMALL-SCALE MINING OF DEVELOPMENT
MINERALS**

APPLICATION GUIDELINES AND TEMPLATE

The ACP-EU Development Minerals Programme implemented by UNDP Cameroon COVID-19 Response Grants will provide an allocation to support sensitization and adapted communication on COVID-19, innovative solutions in support to recovery of vulnerable ASM who lost their income, and for home-based outreach and assistance to the People with disabilities and Indigenous Peoples in Development Minerals sector.

The ACP-EU Development Minerals Programme is launching a national call for projects with three-layered response and an accelerated and simplified submission, evaluation and selection process. With this call for proposals, The ACP-EU Development Minerals Programme implemented by UNDP Cameroon wishes to contribute to the global response to the COVID-19 outbreak with a focus on leaving no one behind and reaching the furthest and most vulnerable. Artisanal and Small-scale Mining (ASM) businesses, NGOs and national Civil Society Organisations (CSO) that participated at least at one of the Training of Trainers (ToT) activity during the phase I of the programme including all the pilots zones are invited to submit projects relating to i) **Emergency response; ii) Enhanced Occupational Health and Safety at workplace, home and community levels; and iii) Business Continuity Support to the SMEs in the sector**, intended to sensitise/communicate, limit, or even overcome, the economic, health and societal effects of the crisis linked to the COVID-19 coronavirus pandemic.

Instructions

- Fill the project application template
- Write all sections of the project template following the outline below. The whole proposal should not exceed 10 pages of text (including any charts or diagrams)
- Additional attachments (not more than 10 pages) may be submitted, including documents certifying the status of the organization, endorsements of the proposed project, funding commitments or other indicators of participation and support from other institutions, and evidence of community support and participation
- Fill tables Annex 1 and sign. You can use additional sheets for tables if those provided are not enough
- Send a hard or an electronic copy of the project document to UNDP Cameroon office at the following mailing address:

*United Nations Development Programme
N° 1232 Immeuble Mellopolis, Rue 1794, Ekoudou, Bastos
PO Box 836 Yaounde – Cameroon
Phone: +237 222 200 800/ 222 200 801
Email: Procurement.cameroon@undp.org*

BACKGROUND

The ACP-EU Development Minerals Programme is capacity building program that aims to build the profile, and improve the management, of Development Minerals. The program is an initiative of the African, Caribbean and Pacific (ACP) Group of States, financed by the European Union and the United Nations Development Programme (UNDP), and implemented by UNDP. Phase II of the ACP-EU Development Minerals Programme kicked off with a EUR 11.1 million funding from the EC and the UNDP. The Programme will strengthen the capacity of Artisanal small-scale mining enterprises (ASMEs) operating in member countries of the Organization of African, Caribbean and Pacific States (OACPS). The Programme aims to support the ASMEs to enhance productivity, create jobs, increase income and put in place environmental and social safeguards in and around mining areas. Six focus countries benefit from the Programme (Cameroon, Guinea, Uganda, Zambia, Jamaica and Fiji).

Implemented by UNDP in collaboration with Ministry of Transport & Mining is inviting grant applications from qualified Artisanal and Small- Scale Mining and Quarrying operators, Mining Associations as well as small enterprises in the Development Minerals sector.

The outbreak and spread of COVID-19 has impacted on the growth and sustainability of the entire Artisanal and Small-scale Mining (ASM) businesses. Preliminary indications are that production and trade have been affected mainly from Governments' swift decision to lockdown countries, in order to control the spread of the pandemic. The Development Minerals sector has become financially stressed due to reduced production, high cost of inputs, low sales and poor access to markets. This is leading to a slowing down and closing of businesses, mines on care and maintenance and outright cutting labour. This has a ripple effect on the poverty levels in the country, and on livelihoods generally.

APPLICATION GUIDELINES

Strategic Priorities and alignment with Cameroon's COVID-19 response

The Development Minerals sector is one of the key input providers for a large range of economic activities including construction, housing, infrastructure, farming and manufacturing. These areas have already been hit hard, as its artisanal and small-scale nature calls for labor- intensive work whereas the required workforce is confined at home since the beginning of the pandemic. The easing measures which are unfolding gradually, are nowhere close to filling the void created by the "retreat" of the sector's workers and subsequent socio-economic impact.

In this context and in order to contribute to Cameroon's response to COVID-19, UNDP through the ACP-EU Development Minerals Programme is proposing a three-layered response to mitigate the fallouts from the pandemic. This is expected to help ASMEs to stay afloat while ensuring swift economic recovery in order to build back better.

In line with the above, the ACP-EU Development Minerals Programme is seeking to fund COVID-19-response-oriented proposals from Artisanal and Small-scale Miners operating in the Development Minerals sector that focus on i) **Emergency response**; ii) **Enhanced Occupational Health and Safety at workplace, home and community levels**; and iii) **Business Continuity Support to the SMEs in the sector**.

First, "**emergency response**" will consist of rescue activities to support ailing businesses and operations in the sector. It will encompass a large range of support aimed at keeping ASMEs afloat in order to avoid bankruptcies and massive layoffs in the face of a market breakdown such as

operations costs, overhead costs and even provision of meals.. Support can also be used to revitalize working capital and take care of fixed costs such as (rent/mortgage, taxes, water and electricity) for grantees, in order to maintain or re-launch immediate production.

Secondly, the ***“work environment health and safety support”*** will be needed to ensure home, office, pit-side and community-based activities are made safer enough for ASMEs to re-start operation gradually and where possible. The support will cater for the design and/or effective implementation of viable health and safety measures and protocols that already exist to break the spread of the disease and keep workplaces safe. This will be built on the mining-specific health and safety measures already mastered and capitalized by miners during the Programme’s Phase I. Intervention will focus on sensitization of the use of PPE, hand washing tools for improved sanitation and the provision of non-medical requirements, as well as to strengthen women’s leadership and their meaningful participation in the COVID-19 response.

Thirdly, **“business continuity support”** effort will cover urgent production continuity needs and related matters in order to minimize immediate, short- and medium-term impact on ASMEs in the Development Minerals Sector. The support will encompass work and production logistics as well as inputs which are eligible under the current funding, being made available by the European Union. Business continuity support will encompass inclusive value chains development activities, maintaining production and productivity while weathering and navigating through COVID-19 and positioning ASMs, to tap into financial and market opportunities and production capital.

This will be facilitated under a COVID-19 Response partnership initiative with the Ministry of Transport and Mining..

Target: The proposed response will be targeted at ASMEs working on the pilot sites covered by the Programme’s Phase I. Additionally, it is anticipated that it will include a larger number of ASM operators and businesses which are active in the sector.

General Requirements

Applicants should have at least participated in one of the Training of Trainers’ (TOT) Training Workshop under the ACP-EU Development Minerals Programme.

All Applications should be received no later than June 22nd,2020.

Please ensure that your project proposal is clear and concise, preferably no more than 8-10 pages of text, excluding the attachments (not more than 10 pages). Please ensure that your submission is complete and received via email to: *Email:* Procurement.cameroon@undp.org. (File should not exceed 10mb). Please go online on: <https://procurement-notice.undp.org> to download the full project proposal template and kindly follow instructions.

Grant Funding Requests

The funding awarded to successful applicants will be a maximum of **\$5,000** per project. Proposals must cover the areas of interest, as guided in the project proposal template.

The project proposal should include: A signed cover letter, the completed project proposal, relevant additional attachments.

Candidates who do not receive feedback within 14 days from the closing date, must consider their applications as unsuccessful.

APPLICATION TEMPLATE

Project title
Section 1: Applicant/Organization details
1.1. Organization/company name & address:
1.2. Type of organization:
1.3. Years of creation:
1.4. Location:
1.5. Total number of employees/members (be specific in choices that apply):
a. Total male/female:
b. Total youth:
1.6. Legal representative name and contact information:
Section 2: Brief summary of proposal detailing, clearly, the three (3) layered response to COVID-19 and how it will impact targets, if successfully implemented.
Section 3: Relevance of project to the ACP-EU Development Minerals Programme's response to COVID-19
3.1. Proposed emergency response and link with country's response; involvement of stakeholders at local, sub-national levels; enhancement of gender equality and women's empowerment; geographical coverage; key outcomes etc.
3.2. Proposed community and occupational health and safety support: Should be Community-oriented, problem solving. Demonstrated impact.
3.3. Business continuity support: describe activities and potential impacts
2. Sustainability; replicability and degree of up-scalability; inclusiveness etc.
3. Applicants'/organization capacities
a. Project management experience (history of previous projects undertaken); available human resources to run the project (number and type of human resources available); professional qualifications and experience of the available human resources etc.
b. Robust Monitoring & Evaluation framework; Participation of local community and key stakeholders at local level in project implementation; inclusion of women and youth in key decision-making organs of the project; collaboration with other local projects and programs etc.
4. Budget/expenditure
a. Appropriateness and feasibility of budget & corresponding work plan; consistency with budgeting guidelines (e.g. no budget lines for "indirect costs" such as rent)
b. Co-funding or funds mobilized from other sources
5. Total number of direct and indirect beneficiaries:
a. Total Male
b. Total Female
c. Total Youth

PLANNING

<div> <div>TIMELINE</div> <div>ACTIVITIES</div> </div>	MONTHS					
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Strategic Priority 1: Eemergency response						
Activity 1:						
Activity 2:						
Activity 3:						
Strategic Priority 2: Enhanced Occupational Health and Safety at workplace, home and community levels						
Activity 1:						
Activity 2:						
Activity 3:						
Strategic Priority 3: Business continuity support						
Activity 1:						
Activity 2:						
Activity 3:						

ANNEX 1: DECLARATION OF CONFLICT OF INTEREST:

Definition:

Conflict of Interest - A situation in which professional or objective judgment, or behavior concerning a primary interest (in this case the integrity of the United Nations) has been improperly influenced by a different interest (such as, but not limited to, financial gain) by a contractor, employee or implementing partner of the United Nations (and/or his/her immediate family, close relatives or personal friends).

Failure to complete the Declaration of Conflict of Interest:

Completion of this Declaration of Conflict of Interest is a **requirement** for participation in the selection and award of the small grants projects by the ACP-EU Development Minerals Programme. Failure to comply with this Declaration of Conflict of Interest may be considered cause for removal as a member of the selection committee of the small grants projects. Any member with existing/potential conflict of interest will be required to excuse themselves from the committee, during the selection and award process for the small grants projects.

Declaration of Conflict of Interest:

I would like to declare the following existing and/or potential conflict of interest situation where applicable:

- Businesses in which I, or any family members, own or have a financial interest in, that have applied for the small grants project (brief description):

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- Non-Profit Organizations and/or Non- Government Organizations with which I, or any family members, are involved that have applied for the small grants project (brief description):

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I, _____, have read, understood and agreed to the above statement. I have fully disclosed any existing or potential conflicts of interest,

Signed:

Name:

Position:

Date: