AMKENI WAKENYA

CIVIL SOCIETY DEMOCRATIC GOVERNANCE FACILITY

Supporting an Inclusive and Multi-Sectoral Response to COVID-19 and Addressing its Socio-Economic Impact in Kenya

Guidelines for Grant Applicants

Restricted/Targeted Call for Proposals

Deadline for receipt of applications: 25th September 2020
Background

Amkeni WaKenya is a civil society strengthening project of UNDP- Kenya established in 2008 supported by various development partners with the principal aim of providing coordinated technical and financial support to Civil Society Organizations (CSOs) working on democratic governance in Kenya. In the first phase of the project (2008-2014), Amkeni Wakenya provided financial and technical support to over 370 CSOs in urban and rural Kenya under four thematic pillars: **Access to justice, Human Rights, Devolution and Capacity development for CSOs.** In 2014, UNDP Kenya began a participatory and consultative process of designing the second phase of the Programme for 2015-2022, themed “Towards Human Rights Centered and Transformational Governance in Kenya: Empowering Civil Society for Change,”. Since then, the project has rolled out four (4) calls of proposals, and in the process rendered grants assistance to over 100 CSOs. Amkeni Wakenya is currently supported Embassy of the Netherlands, the European Union Delegation in Kenya, the Embassy of Japan and the United Nations Development Programme (UNDP).

The objective of Amkeni Wakenya is to support civil society organizations (CSOs) that work in the democratic governance sector in Kenya to facilitate citizens’ participation in governance and reforms. This entails strengthening the technical, institutional and financial capacities of civil society organizations.

Under the UNDP Global Strategic Plan 2017-2021 and guided by Government’s MTPIII 2018-2022; Amkeni WaKenya focuses on four (4) strategic outcomes:

**Outcome 1:** Increased citizen participation in devolved government structures.

**Outcome 2:** Access to justice for all, especially the poor and marginalized, and realization of human rights in Kenya improved

**Outcome 3:** Capacity of civil society organizations in the democratic governance sector strengthened to enable them to sustainably discharge their mandates effectively and efficiently

**Outcome 4:** Efficiency and effectiveness of Amkeni WaKenya to provide support to civil society organizations in the Democratic Governance sector in Kenya increased.

To achieve the above objectives and strategic outcomes, Amkeni Wakenya utilizes three (3) Programme delivery methodologies: (a) Grant Making, (b) Capacity Building, and (c) Learning and Knowledge management.

The COVID-19 outbreak was first reported in March 2020 in Nairobi and has since spread to all the 47 counties of Kenya. By late August 2020, the country had reported estimated 33,000
positive cases, with 20,000 recoveries and 600 recoveries.\(^1\) The Government of Kenya (GoK) adopted various measures aimed at containing the spread of the disease through testing, tracing and isolation; containment of the spread to geographic hotspots through movement restrictions and curfew; enhancing the country's health system to respond; and economic measures to cushion the population from socio-economic impacts of the pandemic. The GoK constituted a National Emergency Response Committee (NERC) on Coronavirus to evaluate and monitor the evolving risk and advise on appropriate measures for preparedness, prevention and response in order to mitigate the public health impact of the COVID-19 pandemic. Similar mechanisms were replicated at the County levels to coordinate response efforts at the sub-national level.

To support the Governments the above-mentioned measures, UNDP has received funding from the Government of Japan to implement a COVID-19 response project for a period of 6 months. Through this project, UNDP Kenya aims at strengthening of the country's health system in terms of equipment and commodities; waste management, strengthening of governance systems, communications, innovation and policy support. UNDP recognizes that while COVID-19 exerts pressure on the health care systems, it nevertheless has broader socio-economic, governance, human rights, gender and other impacts. For this reason, UNDP has prioritized safeguarding human rights and protecting vulnerable groups. Related to this, UNDP also seeks to support policy and legal advisory to counties to address stigma, discrimination, gender and human rights concerns in COVID-10 responses. These interventions sit well with Amkeni Wakenya’s mandate and therefore UNDP seeks to undertake the same through channelling financial and technical support to civil society organizations through the Facility.

### 1.2 THEMATIC FOCUS OF THIS CALL FOR PROPOSALS AND PRIORITY ISSUES

According a survey conducted by the Kenya National Bureau of Statistics (KNBS) on the socio-economic impacts of COVID-19, a growing number of Kenyans are enjoy their basic rights as a result of the pandemic. The survey estimate that 62% of the working population did not report to work due to COVID-19 restrictions and out of this proportion, 80% were either not able to return or not sure when their jobs would resume.\(^2\) The situation is equally dire for persons with disability, which according to research by Ulemavu Center revealed that 23% respondents reported either having lost their jobs or forced to close down their businesses.\(^3\) Related to the foregoing, 61% of Kenyans are unable to pay rent due to reduced income linked to COVID-19

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\(^1\) See [https://www.coronatracker.com/country/kenya/] last accessed on 28/08/2020


\(^3\) Ulemavu Research Institute, ‘Exploring the experiences of persons with disability in Kenya during the COVID-19 pandemic’ (Ulemavu Research Institute, July 2020) 20
crisis-induced economic downturn. This group is at risk of evictions, with no access to relief for unpaid rent.

A significant 22% of the households lack adequate food stocks hence predisposed to some form of hunger. With prolonged closure of schools, 58% of learners had resorted to self-learning, whereas only 17% were not using any method to continue with learning. With regards to health care, 18% of households reported having at least a member with a pre-existing medical condition hence highly vulnerable to COVID-19 infection, whereas a World Bank study indicated a slight decline in access to health services due to COVID-19 related disruptions. From the foregoing, basic rights related to housing, food, health and education were at risk for many as a result of the pandemic.

Domestic violence is a matter of concern with 24% of households reporting that they had witnessed or heard of domestic violence within their communities following the introduction of COVID-19 containment measures. The Kenya National Commission on Human Rights has reported human rights violations arising enforcement of containment measures wherein 10 people lost lives and 87 suffered degrading and inhuman treatment in the hands of law enforcement agents.

The above statistics (though not exhaustive) on impacts of COVID-19 pandemic makes it necessary for ongoing and emerging response mechanisms to embrace a rights-based approach. UNDP considers the COVID-19 pandemic not only as a health or humanitarian but also a development crisis, threatening to reverse progress made towards realization of sustainable development goals. UNDP has therefore formulated a three-by-three integrated response framework which aims to enhance capabilities of countries to prepare for and protect

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4 KNBS supra, 12
5 Ibid p14
6 Ibid p21
8 KNBS supra, p26
people from the pandemic and its impact; *respond* during the outbreak; and *recover* from the economic and social impacts in the months to come.\(^{10}\) To operationalize this framework UNDP prioritized strengthening health systems, inclusive and integrated crisis management and response and; social and economic impact needs assessment and response.

The UNDP response integrates with the UN Sustainable Development Group (UNSDG)

Framework for the Immediate Socio-Economic Response to COVID-19, which prioritizes; protection of health services; social protection; job protection (including small business and informal sector); macroeconomic response and multilateral cooperation and; promotion of social cohesion and community resilience.\(^{11}\) These measures are to be implemented at the country level through coordination and collaboration by the UN Country Team (UNCT). In Kenya, UNDP has localized the above priorities into the following areas: ensuring business continuity of government at both levels; human rights monitoring, documentation and responses; promotion of peace, cohesion and conflict prevention; continuity in devolved services; and strengthening institutional coordination mechanism for COVID response at both levels of government.\(^{12}\)

This call for proposals seeks to provide *immediate and impactful* support to CSO projects aimed at promoting/supporting an Inclusive and Multi-Sectoral Response to COVID-19 and Addressing Socio-Economic Impact of COVID-19 in Kenya. This support aims at improving citizen participation and engagement in two integrated thematic results areas namely: Safeguarding human rights and protecting vulnerable group and policy legal advisory services on COVID-19.

There will thus be one (1) Lot under this call for proposals which will seek to support CSOS with project funding under the following thematic focus: -

a. **Thematic Focus 1:** Safeguarding human rights and protecting vulnerable groups
b. **Thematic Focus 2:** Legal and policy advisory services.

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Applicants are encouraged to submit applications which demonstrate adequate integration of the two thematic areas of focus in the proposed interventions.

**Thematic focus 1: Safeguarding human rights and protecting vulnerable groups**

Under this Category, UNDP will seek to strengthen structured citizen participation, engagement, and voice in national and local level protection of the vulnerable groups and ensure their human rights are safeguarded. Areas that will be given priority include: Projects that contribute to awareness creation for an informed citizenry; effective citizen engagement in policy (down and upstream); monitoring and building effective, strategic partnerships with relevant state and non-state actors. In addition, the following activities will be considered:

- Providing policy and technical support to National and County governments on human rights dimensions of public health-related laws, policies, and practices
- Reducing the risk to vulnerable populations, including prisoners, detainees, and corrections officials by providing training material on health
- Training duty bearers (e.g. judicial and administrative authorities and lawmakers) on prison/detention decongestion,
- Supporting governments to work within existing legal, community, security and oversight frameworks for use during emergency powers

**Thematic focus 2: Legal and Policy Advisory services**

This category will focus on promoting rights-based response interventions and actions by duty-bearers through legal and policy advisory services. CSOs are expected to develop innovative research, legal and policy advocacy interventions that identify barriers to enjoyment of rights and protection of vulnerable groups (PWDs, youth and prisoners) from under stigma and discrimination.

Under this Result, activities that contribute to the following among others will be given priority:

- analysis of legal and policy barriers to the effective realization of rights for vulnerable groups in the context of COVID and developing necessary advisories
- Engagement with duty bearers at the county level to ensure human rights concerns of vulnerable groups (PWDs, youth, prisoners) are addressed in ongoing COVID-19 responses
- Engagement with COVID-19 steering committees at county levels to adopt rights-based approaches in response interventions especially those targeting vulnerable groups
- Building capacity of COVID-19 steering committees and vulnerable groups.
Crosscutting Results

In addition to the Results anticipated under each of the two (2) Categories, this project will:

1. **Persons with Disabilities (PWDs)** focus. The project has identified PWDs as the primary focus of this Call for proposal, given that they face not only greater inequalities in accessing healthcare services, but also suffer discrimination and stigma exacerbated by COVID crisis. The project will thus consider:

   - Institutional/CSO strengthening and programming, to ensure effective reach to PWDs.
   - Integrate inmates focusing on PWDs in prisons and remand; SGBV on PWDs; youth PWDs, PLWHIV/AIDs/PWDs
   - Production of medical guidelines and protocols (health and environment) for PWDs.
   - Participation and Representation, to ensure PWDs/CSOs advise the GoK on disability-specific issues, challenges, systemic gaps, strategies and measures which need to be taken in ensuring that they are not left behind.
   - Access to justice/employment-considering that, spaces which existed in informal economy for PWDs are currently constrained/closed;
   - Documentation of human rights violations to this group; influencing the legal and policy environment for a responsive PWD policy agenda.
   - Ensure the continued supply and access to Healthcare services for PWDs during COVID-19 pandemic
   - Provide information and facilitate access to support on socio-economic recovery of livelihoods of PWDs

2. **Youth centric**

   - Specific awareness/sensitization forums for youth-engaging in hazardous actions-exacerbate spread of the virus.
   - Provide information-socio-economic impact of COVID-19 and opportunities available to the youth to support socio-economic recovery.

3. **Prison and judiciary support.**

   - Virtual legal aid and counselling in prisons.
   - Training & psycho-social support-prison officers, judicial officers-magistrates.
- Decongesting prisons- Support a COVID-19 Community Service Order Policy-reduce admission to prisons/less sentences; review and release orders for prisoners who are wrongfully detained.
- Advocacy for non-imprisonment of short-term sentences.
- Integrating lessons learned in past few months from use of toll-free lines.

4. Legal and Policy advocacy

1.3 Financial allocation provided by Amkeni Wakenya

Indicative allocation of funds by Lot

The overall indicative amounts made available for this Lot is **USD 200,000**

Size of grants

Grant size for this call will be **USD 20,000** (for all categories)

Time frame

This is a **Quick impact project.** The planned duration for the project will **not exceed 6 months** (1st October 2020 up to 30th March 2021).

2. Rules for this call for proposals

The guidelines below, set out the rules for the submission, selection and implementation of projects financed under this Restricted Call.

2.1 Eligibility criteria

To be eligible for a grant, applicants **must:**

2.1.1. Eligible projects

- Be a non-profit making Civil Society Organization (CSO) registered under the relevant Laws of Kenya with all regulatory/statutory compliance in place.
- Be registered in Kenya for a period of **not less than two (2) years**
• Be directly responsible for the preparation and management of the project with their partners, not acting as an intermediary and.
• Demonstrate prior experience of at least two years or more, carrying out activities in the field of development of the kind covered under this project.
• Have a bank account with certified and audited books of accounts for the past two years.

2.1.2. Eligible projects

**Definition:**

A project is composed of a set of activities.

**Duration**

The planned duration of a project **may not exceed 6 months.**

**Sectors or themes**

All projects must cover the main strategic objectives of the wider UNDP-Amkeni project as per the advert.

The application should propose innovative and sustainable implementation approaches in relation to the proposed types of projects to achieve the results intended and:

- Demonstrate proof of participatory planning with consultations with beneficiaries.
- Relate with relevant state actors and national policies.
- Mainstream cross-cutting issues e.g. PWDs, human rights (rights-based approaches), leave no one behind (LNOB), gender, conflict sensitivity, environment, and leadership.
- Verify data on the outcome of the project at the level of activity, result and specific objectives
- Communication and visibility strategy.
- Exit strategy.
- Bring about United nations Response context of ensuring inclusion, collaboration, building enduring partnerships and supporting innovative financing and;
- Demonstrate Integration of the UN Social-economic framework & UNDP integrated COVID-19 response framework.
- Innovative integration of the two thematic focus of this Call for proposal

**Location**

Projects will take place only in the proposed five (5) counties of the following regions:
1. Western Region Kisumu, and Busia Counties
2. Coast Region Kilifi County
3. Northern frontier Region- Mandera County
4. Nairobi Metropolitan Region-Nairobi City County with contiguous parts of Kiambu Machakos and Kajiado counties

Types of projects

It is only the types of projects that are aimed at achieving the strategic objectives, priorities and results as indicated in section 1.2 above, that will be eligible for funding under this Call for Proposals.

The following projects are ineligible:

- Those only or mainly concerned with individual sponsorships for participation in workshops, seminars, conferences, congresses.
- Projects concerned only or mainly with individual scholarships for studies or training courses.
- One-off workshops, conferences, and seminars: they can only be funded if they form part of a wider range of activities to be implemented in the lifetime of the project.
- Credit or loan schemes
- Debts and provisions for losses or debts
- Projects which consist exclusively or primarily in capital expenditure e.g. land, buildings, equipment, vehicles, etc.
- Projects which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs, or lack of them, or their ethnic origin
- Scholarships, sponsorships, and school fees
- Cash donations
- Political party and religious activities.

Number of applications and grants per applicant

An applicant may submit only one proposal under this Call for Proposals

2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant

Only "eligible costs" can be considered for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs supporting documents (except for subsistence costs and indirect costs that a flat-rate funding applies).
Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead UNDP-Amkeni Wakenya to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing because of these corrections may not be increased.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

**Eligible direct costs**

To be eligible under the Call for Proposals, costs must comply with the provisions of the UNDP Project Co-operation Agreement.

**Eligible indirect costs (overheads)**

The indirect costs incurred in carrying out the project may be eligible for flat-rate funding fixed at not more than 30% of the total eligible direct costs.

If the applicant is in receipt of an operating grant financed from the Community budget, no indirect costs may be claimed within the proposed budget for the project.

**Contributions in kind**

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary. The cost of staff assigned to the project is not a contribution in kind and may be considered as co-financing in the Budget of the project when paid by the Beneficiary or his partners. Notwithstanding the above, if the description of the project as proposed by the beneficiary foresees the contributions in kind, such contributions must be provided. If co-financing in kind is proposed, they must be included in Annex B (worksheet 2) to the Guidelines for applicants related to the expected sources of funding for the project.

**Ineligible costs**

The following costs are not eligible:

- debts and provisions for losses or debts.
- interest owed.
- items already financed in another framework.
• purchases of land or buildings, except where necessary for the direct implementation of the project, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the project.
• currency exchange losses.
• taxes, including VAT, unless the Beneficiary (or the Beneficiary’s partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes.
• credit to third parties.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1 Application form

Applications must be submitted in accordance with the instructions on the Expression of interest and Full application form included in the Grant Application Form annexed to these Guidelines (Annex A).

Applicants must apply in English.

Any error or major discrepancy related to the points listed in the instructions on the Full Proposal or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear, thus preventing Amkeni Wakenya from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes which must be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the project. No additional annexes should be sent.

2.2.2 Where and how to send the Applications

Organizations should submit applications and the required supporting documents as stipulated in the proposal guidelines.

The Full Proposal Application should be completed in the requisite format contained in the document Guidelines for Submission of proposals (Call 5) which will be uploaded on the UNDP Kenya Website and can be accessed through the **E-tendering link**.
Amkeni Wakenya will hold an interactive virtual public information meeting on 16 September 2020 from 9.00am to 12.00pm to provide more details on the call for proposal and provide answers to frequently asked questions. Applicants are advised to use the link below: https://bit.ly/2DOeOaq

ALL proposals MUST be submitted through e-tendering.

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<th>2.2.3 Deadline for submission of Applications</th>
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The deadline for the submission of applications is **September 25, 2020 at 4.30 p.m.** Kenyan Time. If there is a conflict between Kenya Time and E-tendering time on submission, e-tendering time will prevail.