

Программа развития Организации Объединенных Наций  
United Nations Development Programme



Empowered lives.  
Resilient nations.

Date: 30-Sep-2020

## Call for Grant Proposals

### SEG 02-2020-Grant-UNDP-COVID - "Grant Proposals"

Dear Sir/Madam:

We invite you to submit a project proposal to provide support to establish and facilitate access to financial resources and advisory support, as one of the most important conditions for restarting business operations of MSMEs affected by COVID-19 and increasing revenue generation in the Kyrgyz Republic.

The Call for Grant proposal is announced within the framework of the UNDP project **"Supporting an Inclusive and Multi-Sectoral Response to COVID-19 and Addressing its Socio-Economic Impact in the Kyrgyz Republic"**. To mitigate the effects of the pandemic the UNDP Kyrgyzstan aims to support effective, multi-sectoral, equitable, inclusive, human rights-focused crisis response and recovery to COVID-19. This ambition is guided by the principle of 'leave no-one behind' and protecting the most vulnerable that stand higher risk of exclusion. It also is in line with the role of UNDP to act as technical lead in the socio-economic response, to support the UN system to elaborate its response and leverage the wider system to implement the socioeconomic work and contribute to the early recovery interventions. UNDP plans to work implementing the following Results Areas:

- Health sector
- Social Inclusion
- Socio-Economic.

UNDP's COVID-19 response strategy in Kyrgyzstan has been designed to support the government to deliver relief, social protection and early recovery support to effectively respond and mitigate negative impact of COVID-19 through multi-sectoral assistance. UNDP is also working closely with other donors in addressing the immediate needs while preparing for medium to long term interventions leveraging its main areas of operation. UNDP focuses on the social impact and the economic response and recovery. Unlike the 2008 financial crisis, injecting capital in the financial sector alone is not the answer. Most fundamentally, UNDP takes a human-centered approach, especially targeting low wage workers, micro, small and medium enterprises (MSME), the most vulnerable groups that stand risk of being left behind.

The project will support people through MSME by deploying its Business Advisory Support Facility (BASF) to help their quick recovery and revitalization in the COVID-19 context. The BASF's main focus will be to sustain existing jobs to ensure business continuity and employment generation in Kyrgyzstan. Specific attention will be placed on garnering post-COVID-19 proof jobs and skills in the Green Economy, sustainable agriculture or emerging growth sectors (e.g. creative and digital economy). Women and youth, as most vulnerable, will receive priority support. BASF plays an integral part of the ecosystem of interventions under this project. The other activities on registering recently unemployed and subsequent job matching followed with online training will complement the support delivered under the BASF.

A grant totalling USD 200,000 will be allocated to two selected NGOs (up to USD 100,000 to each) to provide business advisory, financial and investment support to micro-, small- or medium enterprises (MSME), with the special focus on women-led MSMEs, in all regions of the Kyrgyz Republic through:

- 1) Refining a methodology for administering the BASF with target groups building on previous successful UNDP projects and approaches;
- 2) Provision of low-value grants to MSMEs with special focus on women led MSMEs, according to criteria developed for the BASF. The aim should be to aid the quick restart of business operations, sustaining jobs and or creation and income generation for population;
- 3) Provision of business advisory support required for quick restart and or continuation of business operations of MSME, with the special focus on women-led MSMEs, to ensure effective use of financial support and sustainability of their business model;
- 4) Monitoring the results/impact of financial and advisory support with a special focus on decent jobs, livelihoods and sales.

UNDP requests to provide the methodology flexibility in terms of timeframe and regional coverage of implementation considering assumptions and risks of COVID-19<sup>1</sup>. Any changes of coverage and timeline should be discussed and agreed with UNDP.

2. The following documents must be submitted:

- |                              |             |
|------------------------------|-------------|
| i. Instructions to Offerors  | (Annex I)   |
| ii. Terms of Reference (ToR) | (Annex II)  |
| iii. Application Form        | (Annex III) |

3. Your offer comprising of the application package, should be submitted by e-mail to [procurement.osh@undp.org](mailto:procurement.osh@undp.org) (with indication of the Reference Number of the Call for Grant Proposals, the Date of Submission, and the Name of the Offeror in the subject of e-mail) addressed to Ms. Louise Chamberlain, Resident Representative UNDP in the Kyrgyz Republic, no later than **12:00 pm of Bishkek time, 12 October 2020**.

UNDP will open Proposals in the presence of a Grant Committee formed by the Head of UNDP in the Kyrgyz Republic.

4. If you request additional information, we would endeavor to provide information expeditiously but any delay in providing such information will not be considered a reason for extending the submission date of your proposal. Additional information could be obtained upon submitting a query via e-mail [procurement.osh@undp.org](mailto:procurement.osh@undp.org)

Thank you,

Louise Chamberlain,  
Resident Representative  
UNDP in the Kyrgyz Republic



---

<sup>1</sup> Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus which was confirmed by WHO as pandemic.

## Instruction to Offerors

### A. Introduction

#### 1. General

UNDP implements the “Supporting an Inclusive and Multi-Sectoral Response to COVID-19 and Addressing its Socio-Economic Impact in the Kyrgyz Republic” project funded by the Government of Japan. UNDP’s COVID-19 response strategy in Kyrgyzstan has been designed to support the government to deliver relief, social protection and early recovery support to effectively respond and mitigate negative impact of COVID-19 through multi-sectoral assistance. UNDP focuses on the social impact and the economic response and recovery.

#### 2. Cost of Proposal

The Offeror shall bear all costs associated with the preparation and submission of their Proposal. UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

### B. Solicitation Documents

#### 3. Contents of the solicitation documents

Proposals must offer services to meet all requirements. Proposals meeting the requirements partially will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents may affect the evaluation of the Proposal.

#### 4. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify UNDP in writing at the organization’s mailing address indicated in the Call. The UNDP will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the Proposals submission.

#### 5. Amendments of solicitation documents

At any time prior to the deadline for Proposals submission, UNDP, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, has the right to modify the Solicitation Documents by an amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing (through the same mass-media outlet where the Call was placed for advertisement and through the UNDP website:

<https://www.kg.undp.org/content/kyrgyzstan/en/home/procurement.html>) of all amendments to the Solicitation Documents.

In order to allow prospective Offerors reasonable time to take the amendments into account in preparing their offers, UNDP may, at its discretion, extend the deadline for the Proposals submission.

## C. Preparation of Proposals

### 6. Language of proposals

Proposals prepared by the Offeror and all correspondence relating to the Proposal exchanged by the Offeror and UNDP shall be provided in the Russian or English language. In this case, and with the purpose of interpretation of Proposal, the Russian version will be prevailing.

### 7. Documents comprising the proposal

Application package shall consist of the following items:

1. Application form (available on the UNDP website at <https://www.kg.undp.org/content/kyrgyzstan/en/home/procurement.html>);
2. Project Proposal;
3. Copy of the Legal documents, licenses, etc.;
4. Report on balance, income and expenditures;
5. Information about past experience of organization;
6. References from past clients and partners;
7. CVs of Director and other key personal to be engaged in implementation of the project.

### 8. Proposal currencies

All figures shall be quoted in USD or KGS.

### 9. Payment

UNDP shall disburse payments to the Local Contractor in national currency of the Kyrgyz Republic according to the official exchange rate of UNDP on the day of payment. Payments will be transferred to the bank account indicated in the contract signed with a winner organization.

## D. Submission of Proposal

### 10. The Offeror shall send the Proposal by e-mail addressed to:

Ms. Louise Chamberlain  
Resident Representative, UNDP in the Kyrgyz Republic  
With the note – **SEG 02-2020-Grant-UNDP-COVID - “Grant Proposals”**

and:

Date of Submission and Name of the Offeror.

### 11. Deadline for submission of proposals

Proposals must be received by UNDP at the e-mail address indicated above by the deadline of **12:00 pm Bishkek time on 12 October 2020**.

UNDP may, at its own discretion, extend the deadline for the Proposals submission by amending the solicitation documents in accordance with the clause Amendments of Solicitation Documents, in which case all rights and obligations of UNDP Office and Offerors previously subject to the deadline will thereafter be subject to an extended deadline.

## 12. Late submission

Any Proposal received by the UNDP office after the deadline for proposals submission, pursuant to the clause Deadline for the submission of proposals, will be rejected.

## E. Opening and Evaluation of Proposals

### 13. Opening of Proposals

UNDP will open the Proposals in the presence of a Grant Committee formed by the Head of UNDP in the Kyrgyz Republic.

### 14. Clarification of Proposals

During examination, evaluation and comparison of Proposals, UNDP may at its discretion ask the Offeror for clarification of their Proposal. The request for clarification and the response shall be in writing and may concern any questions regarding the Proposal. The Offeror shall provide clarifications at the shortest time possible but no later than seven (7) days.

### 15. Evaluation and Comparison of Proposals

Review and evaluation of project proposals will be carried out separately. Before evaluation, the members of the committee may provide comments on any project proposal or inform other members about additional information on Offerors, if this information concern or may influence the project implementation in the future. Members of the Committee may take into consideration these comments during evaluation of proposal. The Grant Committee may conduct several meetings to evaluate each project proposal individually, if the Offeror is required to provide amendments or clarification.

Each member of the Committee shall sign a disclaimer of conflict of interest. In case a conflict of interest occurs with any member, then this member shall discontinue to participate in any discussion or voting procedure.

The criteria and scoring system are used to evaluate project proposals. Scores of each criterion is counted immediately after discussion of each project proposal and entered in the evaluation form, where scores of each criterion are shown.

Evaluation of results of voting is conducted by the Secretary. The total score made by each member of the grant committee is considered as a crucial factor during review of each proposal for financing. Those project proposals received minimum number of points (no less 80%) will be considered as technically qualified Offeror and will be recommended to financing.

Proposal is evaluated based on meeting the requirements of the Terms of Reference (ToR), and on the rational budget submission as well.

#### Criteria of Technical Evaluation

Brief Summary of Technical Evaluation Form		Score	Points obtainable (maximum)	Company/Organization				
				A	B	C	D	E
1	Reputation (Potential) of organization and its initiators		20					

2	Investment experience of key personnel		35					
3	Value building strategy		25					
4	Organization of pre investment process and exit strategy including reaching potential recipients through solutions for remote access considering restrictions on meetings, mass gatherings and travel because of emergency situation on COVID-19		20					
5	Methodology on innovative financing and investment for women entrepreneurs. Methodology should be flexible in terms of timeframe and regional coverage of tasks implementation considering assumptions and risks of COVID-19.		30					
6	Effective impact measurement and monitoring approach		10					
<b>Total</b>			<b>140</b>					

The evaluation form of the technical part of the Proposal is on the next page. Received scores should be shown per each evaluating criterion and indicate article value rate during evaluation.

#### Evaluation Form of Technical Part of Proposal:

Evaluation of Technical Part of Proposal Form 1		Points obtainable (maximum)	Company/Organization				
			A	B	C	D	E
Reputation (Potential) of organization and its initiators							
1	Reputation of Organization and its Personnel and Initiators of the Innovate Investment Vehicle (Capacity/Solidity): <ul style="list-style-type: none"><li>Legal entity, NGO;</li><li>Key local partner (holder) in form of legal entity that has at least 1 years of investment experience in Kyrgyzstan and Central Asian countries. 3 years and more is an advantage.</li><li>Presence of strategic partner that has international expertise in developing finance and investment</li></ul>	5 10 5					

	markets						
	Total part 1	20					
Evaluation of Technical Part of Proposal Form 2		Points obtainable (maximum)	Company/Organization				
			A	B	C	D	E
Investment experience of key personnel							
2.1	Team Leader						
	• University degree in finance or business administration or economy.	5					
	• Experience of managing Investment portfolio equal to or not less than USD 1 mln.	5					
	• Experience in investment and / or business support for women entrepreneurs	5					
	Investment Analytic						
	• University degree in finance or business administration or economy.	5					
	• Experience of managing Investment portfolio equal to or not less than USD 1 mln.	5					
	• Has invested in at least 3 industries/sectors	5					
	• Experience in investment and / or business support for women entrepreneurs	5					
<b>Total Part 2</b>		<b>35</b>					
Evaluation of Technical Part of Proposal Form 3		Points obtainable (maximum)	Company/Organization				
			A	B	C	D	E
Value building strategy (including reaching potential recipients through solutions for remote access considering restrictions on meetings, mass gatherings and travel because of the COVID-19 emergency)							
3.1	Clear and concise understanding of why value needs to be built in portfolio investments	5					
3.2	Applicants approach to building capacity of management in portfolio investments	5					
3.3	Applicants approach to operational efficiency improvement	5					
3.4	Applicants approach to developing financial efficiency	5					
3.5	Applicants approach to building corporate governance	5					
<b>Total Part 3</b>		<b>25</b>					
Evaluation of Technical Part of Proposal Form 4		Points obtainable (maximum)	Company/Organization				
			A	B	C	D	E
Organization of pre investment process and exit strategy (including reaching potential recipients through solutions for remote access considering restrictions on meetings, mass gatherings and travel because of emergency situation on COVID-19)							

4.1	How well the approach and mechanism are defined as to preliminary negotiations, market research, transaction structuring?	10					
4.2	How well the approach and mechanism are defined as to conducting due diligence and developing operational model?	10					
Total Part 4		20					
Evaluation of Technical Part of Proposal Form 5		Points obtainable (maximum)	Company/Organization				
			A	B	C	D	E
Methodology on innovative financing and investment for target group in target regions (including reaching potential recipients through solutions for remote access considering restrictions on meetings, mass gatherings and travel because of emergency situation on COVID-19)							
5.1	The proposed methodology contains structured and well-described on process of selection of business projects for women entrepreneurs to be funded including selection criteria	20					
5.2	The proposed methodology contains description of resource mobilization including existing commitments from third investors and / or pipeline of projected resources to be attracted for upcoming 3 years.	10					
Total Part 5		30					
Effective impact measurement and monitoring approach (including reaching potential recipients through solutions for remote access considering restrictions on meetings, mass gatherings and travel because of emergency situation on COVID-19)							
6.1	The applicant has sophisticated impact measurement approach	5					
6.2	The applicant has sophisticated impact monitoring approach to investments provided	5					
Total Part 6		10					

## E. Award of Contract/Signing of Grant Contract

### 16. Award criteria, award of contract

UNDP reserves the right to accept or reject any Proposal, to annul the solicitation process and reject all Proposals at any time prior to the award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action.

Prior to expiration of the proposal validity, the procuring UNDP entity will award the contract to the qualified Offeror whose Proposal, after being evaluated, is considered to be the most responsive to the needs of the organization and activity concerned.

### 17. Purchaser's right to vary requirements at the time of award

UNDP reserves the right at the time of award of contract to increase or decrease the quantity of services (as determined in the Call for Proposal).



## **18. Signing of the Contract**

Within 15 days of receipt of the contract, the successful Offeror shall sign and date the contract and return it to the Purchaser.

If the winner organization does not abide with the provisions set in Clause 18, it shall lead to contract annulment. In this case, UNDP may sign a contract with another Offeror that based on the evaluation results ranks second.

## TERMS OF REFERENCE

### SEG 02-2020-Grant-UNDP-COVID - "Grant Proposals"

Project: «**Supporting an Inclusive and Multi-Sectoral Response to COVID-19 and Addressing its Socio-Economic Impact in the Kyrgyz Republic**»

## BACKGROUND

The Call for Grant proposal is announced within the framework of the UNDP project "Supporting an Inclusive and Multi-Sectoral Response to COVID-19 and Addressing its Socio-Economic Impact in the Kyrgyz Republic". To mitigate the effects of the pandemic the UNDP Kyrgyzstan aims to support effective, multi-sectoral, equitable, inclusive, human rights-focused crisis response and recovery to COVID-19. This ambition is guided by the principle of 'leave no-one behind' and protecting the most vulnerable that stand higher risk of exclusion. It also is in line with the role of UNDP to act as technical lead in the socio-economic response, to support the UN system to elaborate its response and leverage the wider system to implement the socioeconomic work and contribute to the early recovery interventions. UNDP plans to work implementing the following Results Areas:

- Health sector
- Social Inclusion
- Socio-Economic.

UNDP's COVID-19 response strategy in Kyrgyzstan has been designed to support the government to deliver relief, social protection and early recovery support to effectively respond and mitigate negative impact of COVID-19 through multi-sectoral assistance. UNDP is also working closely with other donors in addressing the immediate needs while preparing for medium to long term interventions leveraging its main areas of operation. UNDP focuses on the social impact and the economic response and recovery. Unlike the 2008 financial crisis, injecting capital in the financial sector alone is not the answer. Most fundamentally, UNDP takes a human-centered approach, especially targeting low wage workers, micro, small and medium enterprises (MSME), the most vulnerable groups that stand risk of being left behind.

The project will support people through MSME by deploying its Business Advisory Support Facility (BASF) to help their quick recovery and revitalization in the COVID-19 context. The BASF's main focus will be to sustain existing jobs to ensure business continuity and employment generation in Kyrgyzstan. Specific attention will be placed on garnering post-COVID-19 proof jobs and skills in the Green Economy, sustainable agriculture or emerging growth sectors (e.g. creative and digital economy). Women and youth, as most vulnerable, will receive priority support. BASF plays an integral part of the ecosystem of interventions under this project. The other activities on registering recently unemployed and subsequent job matching followed with online training will complement the support delivered under the BASF.

Up to USD 200,000 will be allocated to two selected NGOs (up to USD 100,000 to each) for providing business advisory, financial and investment support to micro-, small- or medium enterprises (MSME), with the special focus on women-led MSMEs, in all regions of the Kyrgyz Republic through:

- 5) Refine a methodology for administering the BASF with target groups building on previous successful UNDP projects and approaches;
- 6) Provision of low-value grants to MSMEs with special focus on women led MSMEs, according to criteria developed for the BASF. The aim should be to aid the quick restart of business operations, sustaining jobs and or creation and income generation for population;

- 7) Provision of business advisory support required for quick restart and or continuation of business operations of MSME, with the special focus on women-led MSMEs, to ensure effective use of financial support and sustainability of their business model;
- 8) Monitoring the results/impact of financial and advisory support with a special focus on decent jobs, livelihoods and sales.

## OBJECTIVES AND SCOPE

The "Supporting an Inclusive and Multi-Sectoral Response to COVID-19 and Addressing its Socio-Economic Impact in the Kyrgyz Republic" project will provide support to establish and facilitate access to financial resources and advisory support, as one of the most important conditions for restarting business operations of MSMEs affected by COVID-19 and increasing revenue generation. This project will particularly encourage support to MSMEs that are working in green and digital economies areas, with the special focus on women-led MSMEs. This component of the Programme is one of the key approaches and foresees the following activity areas:

- **Providing financial support through low-value grants to MSMEs to effectively relaunch and restart businesses;**
- **Business advisory to MSMEs to effectively relaunch and restart businesses along with financial support;**

Potential needs that BASF may support:

- Working capital to restart a business up to USD 10,000;
- Business advisory to the existing businesses to help restart and rationalize their operations and services;
- Purchase of equipment for MSMEs that produce goods and services in demand, especially with COVID-19 emphasis;
- Marketing and sales through digital platform.

Strategic areas where MSMEs may be supported:

- Recycling and green economy;
- Digital and creative economy;
- Sustainable agricultural production, agribusiness.

After receiving grant resources from UNDP, the selected NGOs will manage the BASF in the above focus areas. The applications from the MSMEs will be selected by the Grant Selection Committee formed by the UNDP RR/DRR (GSC). Period of submission of business project proposals by MSMEs is two (2) weeks after announcement.

Selected NGO will conduct its own assessment considering assumptions and risks of COVID-19 in a region and flexibility of implementation in terms of timeline and regional coverage, in accordance with their internal procedures of the recommended/selected by PPEC applications. This assessment includes at minimum a basic due diligence assessment (including labor rights), as well as basic environmental and economic sustainability assessment.

UNDP will prioritize NGOs demonstrating strong capacity and experience working with target MSMEs. The NGO will be selected based on competitive process, which includes two stages:

1. Review of applications and preliminary selection of NGOs (specialized in providing financial and business advisory support); and

2. Assessment of institutional, operational and market capacities of NGOs in managing funds, in provision of financing, in developing capacity of target MSMEs.

#### **Eligibility criteria:**

- Legal status of civil society organization/NGO according to legislation of the Kyrgyz Republic.
- Proven institutional capacity for business advisory and financing management, comprising a framework/system for undertaking business proposal evaluation, due diligence and appropriate governance, and risk management;
- Capacity of key personnel in working with target MSMEs — including past experience in technical assistance and developing other organizations' capacity including providing financing and business advisory for MSMEs social service delivery, managing grants/investments, etc.;
- Capacity to assess and manage risk, including safeguarding people and the environment from harm – availability of relevant policies/methodologies;
- Comprehensive methodology of organization of evaluation of business project proposals for grants, including reaching potential recipients through solutions for remote access considering restrictions on meetings, mass gatherings and travel because of emergency situation on COVID-19;
- Methodology of granting for operations recovery and business advisory for target MSMEs including templates for assessment eligibility of potential grants recipients and selection process. Methodology should be flexible in terms of timeframe and regional coverage of tasks implementation considering assumptions and risks of COVID-19 in each target region;
- Programmatic capacity, including competency for monitoring and evaluation.

#### **Additional criteria:**

1. Previous experience in business support including financing and/or business advisory to MSMEs;
2. Previous experience of working with women entrepreneurs and women groups, micro, small and medium business.

#### **The following documents package shall be submitted with a proposal:**

1. Application form (available on our website at <https://www.kg.undp.org/content/kyrgyzstan/en/home/procurement.html>);
2. Project Proposal;
3. Copy of the Legal documents, licenses, etc.;
4. Report on balance, income and expenditures;
5. Information about past experience of organization;
6. References from past clients and partners;
7. CVs of Director and other key personal to be engaged in implementation of the project

#### **DELIVERABLES**

- 1) Develop and agree with UNDP a ToR for the Project Proposal Evaluation Committee with consideration of principles of fairness, integrity and transparency. PPEC should include business advisory experts, representative of local authorities responsible for investment and business development, other relevant stakeholders.
- 2) Organize an open and transparent process of business proposals solicitation and selection.
- 3) Facilitate the PPEC meetings to review the business plans and project proposals.
- 4) Review and assess capacity of recommended MSMEs and feasibility of business plans.

- 5) Based on recommendations provide funds to at least 15 selected MSMEs in the form of cash, equipment or advisory.
- 6) Monitor the activity of supported MSMEs, provide advisory support and business mentoring to ensure effectiveness and sustainability of provided grants. Collect relevant data and report to UNDP on regular basis on the results of the project implementation.
- 7) Ensure proper visibility of UNDP and donor support and relevant communication coverage of implemented activities and project results in social media.

UNDP requests from the grant recipient to provide in the methodology flexibility in terms of timeframe and regional coverage of implementation considering assumptions and risks of COVID-19 in each target region. Any changes of coverage and timeline should be discussed and agreed with UNDP.

#### **Expected outcomes:**

MSMEs, including women-led MSMEs, from most affected sectors by COVID-19 restart their business operations and are able to sustain / create decent jobs for vulnerable population.

Sustained capacity of MSMEs, with the special focus on women-led MSMEs, in handling the COVID-19 crisis and safeguarding existing or creating new jobs.

Developed capacity of the selected NGO in providing business support services.

#### **Indicators:**

- At least 15 MSMEs received business support, where at least 50% are women-led;
- At least 50 jobs retained or created, where 50% are women and youth.

### **REPORTING**

The NGO should provide short monthly narrative reports and quarterly financial report to UNDP, based on the agreement. All reports should be prepared in Russian in hard copies and in electronic-version, in MS Word format, font ARIAL-11 on a paper of format A4. All reports should contain a title page with the name and code of the sub-project and UNDP logo. Reports submitted in violation of any of the above requirements will be considered as inappropriate to the Agreement. Requirements on report submission will be further specified in the agreement with UNDP.

### **PAYMENT**

The total amount of grant portfolio allocated to NGOs will be USD 200,000 (two hundred thousand) will be directed to the business advisory and grant-making program. Selected NGOs are fully responsible for the payment of taxes emanating from the agreement with UNDP. UNDP will transfer the money to the NGOs accounts according to the schedule and terms of payment, which will be discussed between the parties prior to the signing of the agreement. The last disbursement will be made upon submission of the final narrative report. UNDP shall disburse payments to selected local NGOs in national currency of the Kyrgyz Republic according to the official exchange rate of UNDP on the day of payment. Payment will be transferred to the bank account indicated in the agreement signed with the grantee.

### **DURATION**

The duration is 4 months, from October 2020 to the end of January 2021. The NGO will ensure that all services are completed by the end of January 2021.