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TOR approved by:
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Terms of Reference

For Members of the Low-Value Grant Evaluation Committee (GEC) under the UNDP Projects “Inclusive and Multi-sectoral Crisis Management and Responses” (PID 00122793) and «Strengthening Resilience to Violent Extremism in Asia» (STRIVE Asia, EU-UN Joint partnership) (PID 00107398).

Project Title:	UNDP Projects “Inclusive and Multi-sectoral Crisis Management and Responses” (PID 00122793) and «Strengthening Resilience to Violent Extremism in Asia» (STRIVE Asia, EU-UN Joint partnership) (PID 00107398).
Assignment:	Evaluation of the project proposals within the Low-Value Grant Component

The purpose of the Project Low-Value Grant funding: to support at-risk young men and women (youth) and community members to enable their own businesses, entrepreneurship and/or startups in pilot regions for better prevention and response to PVE.

INTRODUCTION

Youth’s creativity, innovation and motivation can play a transformational role in accelerating the local development progress. However, today, the lack of enabling business ecosystems at the grass-roots level, limited access to capital, insufficient tools to enhance appropriate entrepreneurship skills and alike are one of the main challenges for youth and communities’ resilience.

As a response to existing challenges in rural areas, UNDP in the Kyrgyz Republic within the framework of the UNDP Projects “Inclusive and Multi-sectoral Crisis Management and Responses” (PID 00122793) and «Strengthening Resilience to Violent Extremism in Asia» (STRIVE Asia, EU-UN Joint partnership) (PID 00107398) promotes an increased opportunities for employment, personal growth and/or meet local labor demands among disadvantaged young men and women and community members in pilot locations of UNDP project.

The Goal

To support at-risk young men and women (youth) and community members to enable their own businesses, entrepreneurship and/or startups in pilot regions.

The GEC objectives

- Consider and evaluate project proposals at GEC meeting.
- Make decision on project proposals (approve or reject).
- Review and make decision on bringing any amendments to the approved project budgets.

When evaluating project proposals, GEC members shall follow the terms and requirements indicated in the Guide for the Project Low-Value Grant Applicants.

The Low-Value Grant Evaluation Committee

To ensure transparency of project proposals' review and approval, the Low-Value Grant Evaluation Committee (GEC) composed of UNDP, State agency on youth, State Agency on LSG and interethnic relations representatives and, as necessary, subject matter specialists/experts in various areas shall be established by the Project.

The GEC membership shall be voluntary and on a pro bono basis.

The GEC membership is formed and approved by the Project Management (Annex 1).

The GEC is an authorized body responsible for the review, selection and decision making regarding the submitted project proposals.

GEC evaluation and approval/rejection procedure for the project proposals

- 1) Selection and approval of the project proposals – Low-Value Grant winners - will be a one-stage process at the GEC meeting.
- 2) The algorithm for the GEC meeting preparation and running will be developed by the Project and circulated to the GEC members no later than 10 working days before the scheduled date of the meeting.
- 3) The GEC Project Proposals Evaluation Meeting will be held on the scheduled date no later than 5 working days after the deadline for the project proposals submission.
- 4) Decision making on Low-Value Grant proposals demands the presence of at least 5 Commission members.
- 5) During the GEC meeting, the project proposals shall be evaluated in accordance with the selection criteria for the project proposals (Annex 2).
- 6) The projects shall be approved with the consent of the majority of GEC members through individual project evaluation according to the five-rating system based on the established criteria. The GEC member will calculate the number of points and provide an overall score or notes. All GEC members' evaluation results will be summarized in a single form; total and average scores will be calculated for each project proposal; the Commission will record whether or not the threshold score is passed; and opinions – Approved/Rejected/Approved as Revised – for each project proposal will be issued. The final GEC meeting minutes, including the list of approved projects, shall be signed by all GEC members. The GEC member evaluation form and the final evaluation form are attached hereto (Annex 3).
- 7) The final decision on the Low-Value Grant award will be made by UNDP management based on the GEC findings. The Low-Value Grant award decision will be followed by official signing of the Cooperation Agreement (Low-Value Grant Agreement between UNDP and the Applicant Winner).
- 8) Applicant winner will be informed of the decision made within one week after its approval by

UNDP management. The projects meant for revision shall be finalized and resubmitted to UNDP within the next 2 weeks.

9) The project proposal may be rejected provided that:

- It does not meet one of the selection criteria;
- The project addresses the interests of a narrow group of people or one person;
- It infringes on the interests and rights of others, including the rights of women and people with disabilities;
- The project has direct or indirect adverse environmental effects;
- The project was previously supported or implemented by other donors.

The Low-Value Grant Evaluation Commission Composition

1. Mr. Kuvanych Koshoev, Programme Associate, UNDP (Chairperson)
2. Mr. Mukash Kaldarov, Peace adviser, UNDP, member
3. Mr. Artur Bukalaev, Peacebuilding Programme Specialist, UNDP, member
4. Mr. Murataly Uchkempirov, Head of the department, State Agency on youth, physical culture and sports under the Government of the Kyrgyz Republic, member
5. Ms. Gulnaz Isaeva, Head of the department, State Committee for Religious Affairs of the Kyrgyz Republic, member

The project proposal evaluation criteria

1. The Low-Value Grant applicant shall have proven experience working with vulnerable youth;
2. The applicant has a network of representative offices/branches in the south and north of the Kyrgyzstan;
3. At least 150 confirmed trained youth participants during the last 3 years (2017-2020);
4. The project proposal provides appropriate mechanisms to work with hard-to-reach and vulnerable youth;
5. The project proposal offers indicators for the selection of Low-Value Grant projects that are relevant in terms of PVE and Covid-19 context and cost-effective in terms of startups;
6. The project proposal is composed in strict accordance with the format; the information provided is complete, accurate and clear.

Annex 3

Low-Value Grant Projects Evaluation form for the Low-Value Grant Evaluation Commission (GEC)

During the GEC meeting, the Commission members shall evaluate each project according to the five-rating system based on the 7 established criteria.

The project proposal evaluation is performed based on the below template:

#	Project Title	Criteria							Score	Overall Rating/Notes
		1	2	3	4	5	6			

Signature of the Commission Member _____

The final evaluation of projects is performed based on the total and average scores; approval is granted to the projects with at least 70% of the maximum possible score.

#	Project Title	No. of experts	Total score	Average score	Final Opinion (Approved/ Rejected/Approved as revised)

Signed:

1. _____ First/Last name_
Signature _____

2. _____ First/Last name_
Signature _____

3. _____ First/Last name_
Signature _____

4. _____ First/Last name_
Signature _____

5. _____ First/Last name_
Signature _____