



# Call for Proposals

## *Harnessing Youth Potential for Transformational Impact for SDG and COVID 19 Economic Recovery*



Dear Sir/Madam,

You are invited to submit Proposals for the **Call for selecting Youth Organizations/Associations to participate in a youth business acceleration programme to foster youth social inclusion and economic opportunities in three provinces (Lusaka, Central and Copperbelt) in Zambia.**

Please be guided by the form labelled "Grant Proposal Application form" attached hereto as Annex 1 for the preparation of your Proposal, which should be made up of filled application materials sent electronically : in PDF (signed and stamped) and word formats to the following e-mail address [zambia.cso@undp.org](mailto:zambia.cso@undp.org) . **The subject line should read: "Youth Business Acceleration Programme | Youth Project 2021 | [Insert Name of your organization]"**.

The proposals should focus on the following;

1. Improving youth social inclusion and economic opportunities in the agriculture sector
2. Improving youth social inclusion and economic opportunities in the manufacturing sector
3. Improving youth social inclusion and economic opportunities in the tourism sector
4. Improving youth social inclusion and economic opportunities in the Transport sector.

**Deadline for submission of grant proposals is 25<sup>th</sup> June, 2021.** It should be noted that it is your responsibility to ensure the timely submission of your full Proposal to the indicated email address on or before the deadline. *Proposals that are received after the deadline, for whatever reason, shall not be considered for evaluation.*

**An information meeting will be held via Zoom for interested applicants**

**Meeting ID: 421 831 9276**

**Password: 088492**

**Meeting link:**

<https://undp.zoom.us/j/4218319276?pwd=OFBhbVlOGd6amVzSUVaNCt5T0FyUT09>

**Date: 21 June 2021**

**Time: 11:00 hrs**

The UNDP focal point for all technical questions is: Ms Edith S. Namukonda  
(e-mail: [edith.namukonda@undp.org](mailto:edith.namukonda@undp.org) ; Telephone: +260 978272022)

We look forward to receiving your proposal.

Yours Faithfully,



Roland SERI  
**Deputy Resident Representative**

**Call for selecting Youth  
Organizations/Associations to participate in a  
youth business acceleration programme to foster  
youth social inclusion and economic opportunities  
in three provinces (Lusaka, Central, and  
Copperbelt) in Zambia.**

**June, 2021**

**Guidelines**

**Please read the Guidelines before submitting your Proposal**

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# 1. BACKGROUND

Zambia has the largest population of young people in its history with young people aged 18-35 comprising over 36% of the total population and 82% of the population being under the age of 35<sup>1</sup>. Young people are recognized as a force for transformational change, and investments in young people are central to achieving the Sustainable Development Goals (SDGs), spurring equitable economic growth, and reducing poverty.<sup>2</sup> To invest in creating opportunities for young people, this initiation plan will kick-start implementation of key activities through catalytic Trac2 resources that have been awarded to the Country Office and will result in the development of a fully-fledged project.

The Zambian Government has a strong commitment and places a high priority towards youth development and empowerment, underscoring the importance of youth participation in the national development. The Revised National Youth Policy 2015 with a vision of “toward a skilled, enlightened, economically empowered, and patriotic youth impacting positively on national development.” By the same merit, the National Action Plan for Youth Empowerment and Employment of 2015 seeks to specifically address youth employment and empowerment, which have remained as the government’s top priorities. Key areas of growth for creating employment and driving economic growth as contained in the 7th National Development Plan (7NDP) are agriculture, mining, tourism production and distribution. To spur rural development and economic empowerment, engagement of young people in the agriculture sector is regarded as an area with great potential, especially in peri-urban areas with poorer development indicators.

Young people in Zambia are disproportionately affected by high unemployment rates compared to the rest of the population, with approximately more than 1.2 million youth out of work. Even though Zambia experienced sustained economic growth until 2015, job creation was not paralleled while the labour force has rapidly continued to grow. The Labour Force Survey (2019 Q1 release) indicates that youthful age groups are the most vulnerable to unemployment, with 15-35 -year old’s facing an unemployment rate (strict definition) of 18.2 % (18.4% rural, 18.1% urban, 18% male, 18.7% female), compared to the national average of 13.2%. The combined rate of unemployment and the potential labour force for youth stands at 51.9%, with females disproportionately affected (59.7% females versus 45.6% males)<sup>3</sup>.

Despite a high youth unemployment rate, the entrepreneurial spirit of young Zambian’s is strong and an important asset for sustained economic growth and social cohesion. However, the entrepreneurship ranking of Zambia is amongst the lowest in the world (Zambia is ranked 102 out of 137 countries) and its Global Competitiveness Index is 120 out of 141 countries<sup>4</sup>. Low investment in innovation and technology, minimal maintenance of standards leading to quality products, and lack of use of the abundant natural resources available in Zambia have impeded the sustainability of entrepreneurship in Zambia. In addition, challenges for young entrepreneurs in Zambia are more apparent and include lack of access to finance, skills shortages, insufficient information on how to set up and run a business, inadequate mentorship and training opportunities, and an absence of focus on product innovation and process innovation<sup>5</sup>. Without marketable skills or capabilities for lifelong learning youth are condemned to persistent, deepening poverty. As a result, innovative initiatives where young people are enabled and empowered to co-create solutions that address unemployment and job creation are imperative.

<sup>1</sup> 2010 Census Report. This is the latest census information available. Initial phases of the 2020 are ongoing, but data is not yet available.

<sup>2</sup> United Nations Department of Economic and Social Affairs. World Youth Report: Youth and the 2030 Agenda for Sustainable Development.

<sup>3</sup> Labour Force Survey 2019 (quarter one)

<sup>4</sup> Global Entrepreneurship Index 2018 & Global Competitiveness Report 2019

<sup>5</sup> Global Entrepreneurship and Development Institute, 2021 and Global Entrepreneurship Monitor Report, Zambia 2015

These challenges have been compounded by the COVID-19 pandemic. The results of a gender-sensitive Business Survey undertaken by the Ministry of Commerce, Trade, and Industry with the support from UNDP in June 2020, showed that the COVID-19 pandemic has adversely affected business operations in Zambia, with 71% of the respondents indicating that they were partially closed while 14% of businesses were totally closed. Negative impacts have been felt for small-scale businesses in non-agricultural sectors, with people losing their jobs, or having to downsize or completely close their businesses. As the economic prospects worsen, coupled with a drop in purchasing power of the Zambian Kwacha, the livelihoods of women and youth are particularly at risk. The UN Zambia Socio-economic Response Plan to COVID-19 (UNSERP) highlights the importance of addressing the protection of jobs by supporting small and medium-sized enterprises and informal sector workers through economic response and recovery programmes that address the innumerable effects of the COVID-19 pandemic on the socio-economic sphere, especially for women, youth, and informal workers.

Considering the strong commitment of the government coupled with the clear-cut entrepreneurial spirit and drive of Zambian youth, the above-mentioned challenges are surmountable. If concerted efforts are made by government, with the support of UNDP, the UN system and other partners to empower and uplift young people, by scaling up innovations, increasing the capacity of youth, and using catalytic financing mechanisms, Zambia can achieve its Vision 2030 long term plan of becoming *a strong, dynamic middle income industrialized country by 2030*.

In this context, UNDP working collaboratively with the Government of the Republic of Zambia, through the Ministry of Youth and Child Development (MYSCD) will provide opportunities for youth projects from youth organizations/associations to receive entrepreneurship training and micro-grants aimed at increasing empowerment of young people, particularly young women, and youth with disabilities.

Entrepreneurship training, coaching and mentorship will be awarded to 200 youth from 5 youth associations/organizations, targeting youth-led businesses in the agriculture, Transport, manufacturing, and tourism sectors in Lusaka, Central, and Copperbelt provinces. Thereafter 40 youth-led business projects amongst the 5 youth associations/organizations will be selected and awarded micro-grants based on refined business proposals.

## 2. THE GOAL OF THE CALL FOR PROPOSALS

The overall goal of this project is to support the empowerment and employment of young people between the age 18 to 35 years old, particularly young women, to create transformative change for sustainable development in Zambia. This initiative aims to address some of the challenges while scaling up innovative interventions for youth empowerment and entrepreneurship resulting in the improvement of the livelihoods, income earning opportunities, wellbeing and resilience of young people, especially young women and people living with disabilities.

### Objectives

The objective of the *UNDP Call for Proposals for the youth business acceleration programme to foster youth social inclusion and economic opportunities in the three selected provinces in Zambia namely, Lusaka, Central, and Copperbelt* is to identify eligible youth organizations/associations to support youth-led businesses to increase their entrepreneurship skills and income generating activities.

More specifically, priority will be given to the Proposals that aim to achieve the following objectives:

- Promote business or income generating activities in the agriculture, manufacturing, and tourism sectors in Lusaka, Central, and Copperbelt provinces of Zambia
- Promote business or income generating activities for young women and young people with disabilities.

Applicants are advised to consider contribution to the achievement of SDGs as well as goals and objectives of the Provincial Development Plans (where applicable).

### 3. ELIGIBILITY

To be eligible for this call, an applicant (youth association/organization) must meet the following criteria for the selection:

- Youth organization or association officially registered in Zambia for at least two (02) years (*applications to be accompanied by proof of registration with relevant authorities (e.g NYDC, PACRA, Registrar of NGOs and Registrar of Societies)*);
- Independent, non-political affiliated organizations;
- Experience in the management of either donor funded micro-grants or GRZ loans with budget amounts equal to or more than amounts being requested;
- Membership comprises representation from young women and youth with disabilities (submit list of members with their NRCs);
- Youth organisations or associations must be able to submit a list of 40 individual business projects (at least led by 24 young women and 4 by young with disabilities) with clear descriptions as required in Annex I) for participating in the youth entrepreneurship skill training, and;
- Youth organisations or associations must be able to submit a budget for 8 individual business projects, including other associated costs, in one of the following sectors: agriculture, manufacturing, tourism, transport, that will receive the micro-grants through the organization/association. **It is important to note that these 8 individual business projects will be selected from the list of 40 individual business projects that were initially submitted with the proposals. Final selected 8 individual business projects will be done to ensure gender promotion and inclusiveness by providing quotas for business projects led by young women and youth with disabilities.**

#### Specific criteria for youth individual business promoters:

- Youths within the associations with or without general education qualifications are eligible to be included;
- Youths within the associations must be aged between 18 – 35 years of age at the time of selection;
- Youths within the organization must be available and accessible to attend entrepreneurship training for the entire training period, and;
- The association/organization must have valid bank accounts indicating Bank Name, Account Number, Branch Name, Swift Code, Sort Code and TPIN number (a letter from the Bank should be attached confirming the Bank Details).

**NOTE: Applications must satisfy the eligibility criteria applicable. Youth organizations/associations are expected to submit one application per organization/association detailing the comprehensive and detailed list of 40 individual youth business projects ( at least 24 projects led by young women and 4 youth with disabilities – more is welcome from your submission).**

### 4. TARGETED PROVINCES

The project shall be implemented in three provinces of Zambia (Lusaka, Central, Copperbelt). Submissions will need to take into consideration activities implemented by youth in these provinces i.e. final decisions will be made to ensure a fair distribution of activities implemented in all these provinces. As a result, submissions are encouraged to target the rural districts of the three provinces where there is a clear business case for implementing activities in line with the targeted economic sectors .

## 5. FINANCING SCHEME AND INELIGIBLE COSTS

Organizations are expected to submit:

1. A list of 40 individual business projects (with at least 24 led by young women and 4 by young with disabilities) with clear descriptions (see Annex I).
2. A total budget for 8 individual projects (led by at least 5 young women and 1 youth with disabilities and at least USD 4,500 per individual youth project) and associated management costs to the equivalent in Zambian Kwacha of USD 40,000 total at the United Nations Official Rate of Exchange UNORE ([UN Operational Rates of Exchange - Rates](#)) applicable at the time of the submission. The awarded youth organization/association will administer the funds to the chosen individual projects. **Co-funding and in-kind contributions are strongly encouraged.**

Expenditures such as maintenance, utilities, overhead and similar costs, that are not generated directly from the proposed grant project will not be financed under this grant scheme.

The following list indicates the types of expenditure that WILL NOT be covered:

- Retrospective activities (activities that have been completed or have commenced prior to signing the grant agreement).
- Costs incurred in the preparation of a grant application or related documentation.
- Any activity which is contrary to the objectives and intent of this Call for Proposals or the UNDP Youth project.

Applicants must demonstrate that there is the capacity for the continuation/development of the initiative after the grant activities has been completed. Furthermore, applicants must be able to demonstrate how they will continue to collaborate with government administrations in their respective localities to ensure sustainability of planned activities.

## 6. TIMEFRAME

Key Dates	Milestones
14 June 2021	Announcement of the entrepreneurship training & micro-grant competition
21 June 2021	Exchange session to discuss requirements for the Proposals via Zoom
25 June 2021	Reception of Proposals from youth associations/organizations
1 July 2021	Review of submitted Proposals & analysis of profiles of applicants.
9 July 2021	Final selection of Grantees for entrepreneurship training (group into training groups) and notification to applicants
15 July 2021	Commencement of entrepreneurship training for 200 youth (~2 weeks)
30 July 2021	Submission of revised business proposals
1 August 2021	Review of reworked proposals/ signature of micro-grant agreements & disbursements of funds
25 August 2021	Submission of Interim Reports
30 November 2021	Submission of Final Reports



## 7. PROPOSAL DEVELOPMENT AND SUBMISSION PROCESS

**Call for applications will be open from 14<sup>th</sup> June 2021 ending on 25<sup>th</sup> June 2021.** The maximum timespan of the grant period is **4 months** starting from the date of the contract signature to the date when all relevant activities have been successfully completed, reported and accepted by UNDP (Youth Project). **No applications will be accepted after the deadline.**

**Applications should be submitted in English ONLY.** Filled application materials should be sent electronically to the following e-mail address: [zambia.cso@undp.org](mailto:zambia.cso@undp.org) in PDF (signed and stamped) and word formats. **The subject line should read: “Youth Business Acceleration Programme | Youth Project 2021 | [Name of your organization]”.**

UNDP will confirm the receipt of the application within three (03) working days after the submission via email. If the confirmation has not been received within the indicated period, please send an email to the designated contact person at: [edith.namukonda@undp.org](mailto:edith.namukonda@undp.org) to confirm the receipt of your application. Otherwise, UNDP will not be held responsible for a technical error which may cause a delay in receiving your application.

## 8. INFORMATION MEETING

Information meeting with interested applicants to discuss the required information about the preparation of proposals will be held using Zoom’s online platform:

**Meeting ID: 421 831 9276**

**Password: 088492**

**Meeting link:**

<https://undp.zoom.us/j/4218319276?pwd=OFBhbVlIOGd6amVzSUVaNCt5T0FyUT09>

**Date: 21 June 2021**

**Time: 11:00 hrs**

## 9. SUBMISSION OF ADDITIONAL QUESTIONS

Additional technical questions can also be sent to [edith.namukonda@undp.org](mailto:edith.namukonda@undp.org). Potential applicants will receive answers to their questions within three (03) working days. All questions must be sent before **23<sup>rd</sup> June 2021**.

## 10. REQUIRED DOCUMENTS

A submission will be considered as complete if it comprises ALL following documents:

- Completed **Proposal Form** (Annex 1)
- Status and Official Registration Certificate of the applicant(s) in Zambia.
- Note from Revenue Service on tax obligations in Zambia.
- Partnership Memorandums with partner organization(s) (if applicable)
- Two letters of recommendations (local authorities, donors, etc.)
- Any other documents which are related to the youth association/organization or the youth-led business proposals.

**UNDP reserves the right to request any additional information from applicants.**

## 11. PROPOSAL SELECTION PROCESS

Decisions on awarding proposals will be made by the selection commission (hereinafter referred to as the Commission). The Commission will be comprised of the representatives of the United Nations Development Programme (UNDP), Relevant State Actors and other stakeholders involved in the governance structure of the Youth project. Representatives of other international organisations/projects implementing similar projects may join sessions of the Commission in the capacity of observers upon an invitation to be extended by the chair of the Commission.

The Commission shall make a final decision no later than a calendar month after the deadline for submission of proposals. Successful applications will be notified via e-mail by UNDP within two weeks after the decision has been made. Applicants whose proposals fail to meet the requirements of the programme will not be contacted.

**Application(s) will not be considered if:**

- Applicant presents proposal (duplicate) already financed by another project/organization.
- It is provided by a non-eligible entity.
- It does not comply with objectives, priorities, and instructions provided in this announcement.
- It includes ineligible costs.
- Fails to uphold principles of gender equality and environmental principles.

**Each organization/association can be awarded with only one grant.** In total, a maximum of 5 youth associations/organization will be selected for award. However, no or less than 5 youth associations/organizations may be awarded depending on the evaluation results. UNDP will support the training of 200 youths from 5 youth associations/organizations in entrepreneurship training who will be trained to revise their projects and resubmit their business plans, which will then be reviewed to award 40 youth projects from 5 youth associations/organizations with a micro-grant through a **Low Value Grant (LVG) Agreement** with the winning applicants (LVG template attached as Annex 2).

## 12. SELECTION CRITERIA

The proposals will be evaluated based on the criteria outlined in the table below:

<b>12.1 Administrative &amp; admissibility criteria</b>		
	<b>Yes</b>	<b>No</b>
Proof of Registration		
Organizational Structure		
Profile of association/organization		
Membership list of association/organization, disaggregated by location, age, sex, and disability status		
A list of 40 individual business projects (at least 24 led by young women and 4 by young with disabilities) with clear descriptions. Details to include, individual name, age, gender, location, disability status, youth category e.g man, woman or person with disabilities, literacy/education level, sector of business project, short description of project, etc.		
A list and budget for 8 individual business proposals/projects from youth (led by at least 5 young women and 1 youth with disabilities) in the agriculture, manufacturing, tourism, or transports sectors (details to include, individual name, age, gender, location, disability status, youth category e.g man, woman or persons with disability, literacy/education level, sector of business project, short description of project, etc.		
Been in existence for two years and be able to provide evidence of previous experience which resulted in identifiable impact in enhancing youth empowerment.		
Minimum of two (02) years of operations and experience		
<b><i>Important: Any applicant/bidder who fails to submit any of the above documents (i.e. having a “No” answer to any of the above questions) will be automatically disqualified from the bid: this means they will not be considered for the next level of assessment</i></b>		

<b><i>below. Upon the review of all submitted applications, the selection committee might decide to establish risk assessment criteria to further review the applications.</i></b>	
<b>12.2 Technical Evaluation</b>	
<b>12.2.a. Technical aspects</b>	<b>Score</b>
Relevance of the business proposal with the goals and conditions of the call	<b>20</b>
Effectiveness of the business idea methodology and strategy <ul style="list-style-type: none"> <li>• Accurate and consistent proposal</li> <li>• Clear linkages between business activities and outcomes</li> </ul>	<b>20</b>
Demonstrable understanding of economic opportunities in one of the key sectors (agriculture, manufacturing, tourism, transport)	<b>10</b>
Overall coherence of the business idea/plans including cooperation with other stakeholders, logical and realistic plans for activities, proposed risk-management, monitoring and evaluation mechanisms.	<b>15</b>
Sustainability of business idea	<b>10</b>
Knowledge and understanding of the socio-economic context of Zambia.	<b>10</b>
Innovative approach to boosting economic opportunities and create employment for other youth in one of the 4 key sectors.	<b>5</b>
<b>12.2.b Other Requirements:</b>	
Detailed timeline of activities, baseline indicators and realistic proposed targets of the strategies to be utilized in the business idea to enhance the youth-led business/income generating activities.	<b>5</b>
Detailed budgets in Zambian Kwacha (ZMK) should be included as per activity for the business proposal and to a maximum equivalent of USD 40,000 using United Nations Official Rate of Exchange ( <a href="#">UN Operational Rates of Exchange - Rates</a> )	<b>5</b>
<b>Total Awarded Score</b>	<b>100</b>

**Only applications with proposal scoring at least 70% or higher of the total available score will be considered. Selection of 5 youth associations will be using top proposals on the basis of considered applications, geographical distributions, gender promotion and inclusiveness, innovation out of those passing 70%.**

## **13. MONITORING AND REPORTING**

Any key changes to your organization that may affect the implementation of the Proposed Grant must be notified to UNDP immediately.

Following the entrepreneurship training, the 200 selected youths from the selected 5 youth associations/organizations will be required to submit their refined business proposals using the skills and knowledge acquired from the training. 8 revised business proposals (led by at least 5 young women and 1 youth with disability) will be selected from the initial submitted 40 business proposals following the entrepreneurship training. Selected youth organizations will sign a Low Value Grant Agreement with UNDP upon completion of their nomination to participate in the youth entrepreneurship programme. Disbursements of the first tranche (60% of the total agreement) will be made upon signature.

Contracted applicants will be required to submit interim report by 25<sup>th</sup> August, 2021 and the final reports by 30<sup>th</sup> November, 2021 (both financial and narrative) in line with requirements and procedures set forth in the Grant Agreement. Reports should provide the evidence on:

- Progress against agreed milestones, outcomes, and indicators
- Expenditures of the grant.

UNDP will monitor progress by assessing reports and may conduct site visits or request records to confirm details of your report if necessary. UNDP may also seek further information within a year after the completion of the grant implementation for the assessment of achieved results. Contracted applicants must discuss any reporting delays with the UNDP as soon as they become aware of them.

### **13.1 INTERIM PROGRESS REPORT**

For the micro-grants, interim progress reports and a final report are required.

Interim progress reports must:

- Include evidence of the progress towards completion of agreed activities, outputs, and indicators.
- Be submitted by the report due date.
- Provide financial report reflecting expenditures incurred against agreed grant budget within reporting period.

First Grant instalment (60% of the total amount of the Grant) upon signature of the agreement on 1<sup>st</sup> August, 2021 , second tranche (20% of the total amount of the Grant) will be transferred upon monitoring and submission of an interim progress report to UNDP by 25<sup>th</sup> August, 2021, and the final tranche (20% of the grant) will be transferred upon completion of activities by 30<sup>th</sup> November, 2021.

### **13.2 FINAL REPORT**

When grant activities are completed, the grantee shall submit a final report by 30<sup>th</sup> November 2021 that:

- Describes in clear and detailed manner how outcomes have been achieved (what and how) as well as any objectively identified challenges affecting the achievement of these outcomes (if any).
- Provides any document/information confirming the completion of grant activities.
- Includes the agreed evidence as specified in the grant agreement.
- Provides financial report reflecting expenditures incurred against agreed grant budget.

The last payment (20% of the total amount of the Grant) will be made after completion of activities detailed through a final report submitted to UNDP, combined with the certification of expenditures.

## **FINANCIAL REPORTING**

Financial reports are prepared and submitted in line with UNDP's standard procedures and requirements laid down in the grant agreement. Each report should include total eligible expenditure incurred with respective bank statements.

## ANNEX 1 – GRANT PROPOSAL APPLICATION FORM



## Section 1. General Information

Name of the Applicant and Contact Information		
Youth-led business proposal title		
Name of applicant organization, registration date, identification number, address, e-mail		
Contact information of the person in charge of the grant in the applicant organization	Name	
	Mailing address	
	Work landline	
	Mobile	
	Email	
Identification data, address and contact information of partner organization(s), if any		
Exact location(s) of the grant implementation (region, municipalities, communities)		
Goal of the business proposal/idea:  <i>Each project should have one primary Focal Area which should be indicated. In addition, projects may have secondary focal areas which should be specified in the project rationale and approach. Appropriate indicators should be selected in line with the primary and secondary focal areas of the project.</i>	<input type="checkbox"/>	Improving youth social inclusion and economic opportunities in the agriculture sector
	<input type="checkbox"/>	Improving youth social inclusion and economic opportunities in the manufacturing sector
	<input type="checkbox"/>	Improving youth social inclusion and economic opportunities in the tourism sector
	<input type="checkbox"/>	Improving youth social inclusion and economic opportunities in the transport sector
Target groups and estimated number of direct and indirect beneficiaries ( <b>Breakdown between male and female and estimated number of Person with Disabilities is required</b> )		
Duration of the grant (max. 4 months), tentative start and end dates		
Total budget (USD)		
Requested from UNDP (USD)		
Share of co-funding, if any (USD and %)		

**Section 2. Business proposal description and implementation strongly encouraging applications from young women and youths with disabilities (to be submitted for each youth-led business idea/proposal (40 total), by the youth association/organization, with representation of at least 24 young women and 4 youth with disability across the 40 proposals)**

In this part please provide information on problems that your business proposal is designed to address as well as about activities, expected outcomes and compliance with the set criteria.

Table 2: Template for submission of individual projects

Project #	Name of individual	Gender	Youth Category (Women, Men, Young with disability)	Short description of the project	Estimated amount \$	Co-financing amount \$
Total						

**1. Background of the business idea/proposal (max. 250 words)**

*Please provide the background information on the business idea or plan. Explain why this business idea or plan is uniquely suited to deliver on the objectives*

**2. Brief description of the business idea/plan (max. 300 words)**

*Please provide a brief and clear description of the business idea. Justify why you believe this business proposal meets the selection criteria and is capable to advance youth economic opportunities and social inclusion.*

**3. Problem statement (max. 250 words)**

*Describe the existing situation and highlight major challenges that the business idea/plan will respond to in your area.*

**4. Business strategy (max. 300 words)**

*Please describe your strategy for resolving the above described problems and how it will contribute to the achievement of the objectives of the Call for Proposals.*

**5. Business goal and specific results (outputs) (max. 250 words)**

Please specify the goal and specific results (outputs) to be achieved from the business within the implementation of the grant.

#### 6. Planned activities (max. 500 words)

Please describe specific activities to be implemented under each output and short and long-term results of the grant implementation.

#### 7. Grant beneficiaries (max. 300 words)

Please define grant target groups, direct and indirect beneficiaries, age and gender distribution, their needs and constraints, and state how the grant will address these needs.

#### 8. Expected impact and sustainability (max. 300 words)

Describe the impact that the business will bring about in a long-term perspective on youth social inclusion and economic opportunities. Please describe how the business will benefit local communities especially, women, youth, and persons with disabilities.

Please identify how sustainability of positive results will be ensured, sustained and expanded after the completion of the grant to support the business.

#### 9. Engagement with stakeholders (max. 250 words)

Please describe how you are going to engage with and ensure participation of stakeholders and beneficiaries in the planning and implementation of the business proposal and use of the grant.

#### 10. Risk analysis and mitigation strategies

Please describe potential risks which may affect the implementation of the grant, and measures for mitigation/management of such risks.

Risks		Likelihood (low, medium, high)	Risk mitigation strategy
Internal			
External			

#### 11. Action plan

Planned activities <sup>1</sup>	Month <sup>2</sup>	
---------------------------------	--------------------	--

	Time period 1						Planned Budget for the Activity (in grant currency) <sup>3</sup>					
	1	2	3	4								
<b>Output 1</b>												
1.1 Activity												
1.2 Activity												
1.3 Activity												
<b>Output 2</b>												
2.1 Activity												
2.2 Activity												

- 1 State what activities will be completed with the grant funds. Use as many activity lines as necessary.
- 2 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Use as many time periods as necessary. Typically, time periods relate to when the tranches of funds are released (monthly).
- 3 Indicate the budget amounts in the grant currency.

## 12. Performance Targets

State the indicators for measuring results that will be achieved for the business using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES		
			Time Period 1		FINAL TARGET
Output 1.					
1.1					
1.2					
1.3.					
...					
...					
Output 2.					
2.1.					
2.2.					
....					



**13. Budget**

To be filled per template below

Activity	Unit	# of units	Cost per unit	Total	Requested from UNDP	Applicant's Contribution, if any	
				Kwacha	Kwacha	Kwacha	%
<b>Output 1</b>							
<b>Activity 1.1</b>							
1.1.1							
1.1.2							
....							
1.1.5							
<b>Sub-total for Activity 1.1</b>							
<b>Activity 1.2</b>							
1.2.1							
1.2.2							
....							
1.2.5							
<b>Sub-total for Activity 1.2</b>							
<b>Output 2</b>							
<b>Activity 2.1</b>							
2.1.1							
2.1.2							
...							
2.1.5							
<b>Sub-total for Activity 2.1</b>							
<b>Activity 2.2</b>							
2.2.1							
2.2.2							
...							
2.2.5							
<b>Sub-total for Activity 2.2</b>							
<b>Management costs</b>							
<b>Personnel (please break down by position/workload)</b>							
<b>Transportation</b>							
<b>Other administrative costs</b>							
<b>Sub-Total for Management Costs</b>							
<b>Total:</b>							

**WHILE PUTTING TOGETHER A BUDGET PLEASE CONSIDER THE FOLLOWING:**

- YOU CAN ADD OUTPUTS, ACTIVITIES AND SUB-ACTIVITIES IF NEED BE
- PROPOSED BUDGET MUST NOT INCLUDE OVERHEAD COSTS
- UNDP FUNDED GRANTS ARE EXEMPT FROM VAT, THEREFORE A PROPOSED BUDGET MUST NOT INCLUDE VAT TAX



### Section 3. Social and Environmental Safeguards Checklists

This checklist will help us understand how your grant can enhance social and environmental benefits and reduce potential risks

<b>1. Will there be any building rehabilitation or new construction?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<i>If yes, provide more information:</i>		
<b>2. Are there buildings in the grant area with historical or cultural significance which could be affected by the project?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, provide more information:</i>		
<b>3. Will there be any activities related to community social development undertaken by the grant?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, provide more information:</i>		
<b>4. Which of the following groups will this grant engage with?</b>		
<input type="checkbox"/> Business Owners <input type="checkbox"/> Agriculture sector stakeholders <input type="checkbox"/> Ethnic minorities <input type="checkbox"/> Women <input type="checkbox"/> People with disabilities <input type="checkbox"/> Migrants/refugees <input type="checkbox"/> Government <input type="checkbox"/> Other (Please specify)		
<b>5. Will there be any changes in land use due to the grant?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, provide more information:</i>		
<b>6. Will workers be contracted under the grant?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, provide details on contracting arrangements:</i>		
<b>7. Will the grant affect the natural ecosystem or agricultural land in the project area?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, provide more information:</i>		
<b>8. Will there be any legal dispute with respect to the grant implementation (e.g. with private owners etc)?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, provide more information:</i>		

- ☐ **The head of the organization hereby confirms that s/he has read conditions outlined in this form**
- ☐ **The head of the organization hereby confirms that s/he will be responsible for implementing the grant if the applicant is awarded with the grant**

**Date of submission:**

**Signature of the head of the organization:**

**Stamp of the organisation:**

**Section 4 - List of past projects**

List maximum five similar projects/grants implemented by the applicant organization in the past four years (especially those implemented in target regions/municipalities)

Dates of implementation	Project title	Brief description (the objective and achieved results)	Budget	Source of funding

## ANNEX 2. TEMPLATE OF THE LOW VALUE GRANT AGREEMENT

Rev: Sep 2019



### LOW VALUE GRANT AGREEMENT

Between United Nations Development Programme and a Recipient Institution

#### HOW TO USE THIS AGREEMENT

- This template is provided as a tool that can be adapted to the specific needs of a particular project. Low Value Grant Agreements should be approved by an independent mechanism such as a Steering Committee/Project Board or a selection committee nominated by the Project Board. The agreement serves to register the commitments and results that the Recipient Institution has agreed to produce. It is recommended that funds be released in tranches, based on demonstrated achievement of results, however grants may also be given in one tranche. The terms should be clearly specified so that it is clear to all parties when a Recipient Institution qualifies for release of tranches of funds.
- Please make sure to complete the face sheet with correct information.
- Please make sure to attach all the annexes listed on the face sheet.
- This instruction page, as well as all footnotes and any other instructions in this template, are only for the Business Unit's guidance and should be deleted before the agreement is sent to the Recipient Institution for review and signature.
- Any substantive changes to the provisions in this template agreement must be cleared with the Legal Office, Bureau for Management Services, UNDP.
- Please have two originals of this agreement signed. After signature, UNDP keeps one original and provides the Recipient Institution with the other original.



### Low Value Grant Agreement

[Reference No. insert reference number, if any; if none, delete bracketed text]

1. Country: [Click <b>here</b> and enter Host Country name]					
2. Recipient Institution: "[Click here and enter full name of Recipient Institution]" incorporated under the laws of "[Click here and enter jurisdiction of incorporation]" with address at "[Click here and enter full address of Recipient Institution]"					
3. Project Number and Title: "[Click here and enter Project number (if any) and title]"					
4. Implementation Period: From [Click <b>here</b> and enter date] to [Click <b>here</b> and enter date]					
5. Budget: Up to the amount of US\$ [Click <b>here</b> and enter amount] ([Click <b>here</b> and amount in words] United States Dollars)					
6. Schedule of Disbursement of Funds to Recipient Institution: <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; width: 60%;"><u>Disbursement Date/Milestone</u></th> <th style="text-align: left;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td style="padding-left: 40px;">[insert specific date/milestone]</td> <td style="padding-left: 40px;">[specify amount]</td> </tr> </tbody> </table>		<u>Disbursement Date/Milestone</u>	<u>Amount</u>	[insert specific date/milestone]	[specify amount]
<u>Disbursement Date/Milestone</u>	<u>Amount</u>				
[insert specific date/milestone]	[specify amount]				
7. Information for Recipient Institution Bank Account into Which Funds Will Be Disbursed: Account Name: [Click <b>here</b> and enter Owner of Bank Account] Account Title: [Click <b>here</b> and enter Account Title] Account Number: [Click <b>here</b> and enter Account Number] Bank Name: [Click <b>here</b> and enter Bank name] Bank Address: [Click <b>here</b> and enter Bank Address] Bank SWIFT Code: [Click <b>here</b> and enter Bank SWIFT Code] Bank Code: [Click <b>here</b> and enter Bank Code] Routing instructions for disbursements: [Click <b>here</b> and enter any additional instructions]					
8. Notices to Recipient Institution: Name: Address:  Tel: Fax: Email:	9. Notices to UNDP: Name: Address:  Tel: Fax: Email:				
10. Signed for "[Click here and enter Recipient Institution name]" by its Authorized Representative    <table style="width: 100%; margin-top: 20px;"> <tr> <td style="width: 50%;">Date: _____</td> <td style="width: 50%;">Signature: _____</td> </tr> <tr> <td>Name: _____</td> <td>Title: _____</td> </tr> </table>		Date: _____	Signature: _____	Name: _____	Title: _____
Date: _____	Signature: _____				
Name: _____	Title: _____				

11. Signed for the **United Nations Development Programme** by its Authorized Representative

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**The following documents constitute the entire Agreement between the Parties and supersedes all prior agreements, understandings, communications and representations concerning the subject matter: this face sheet ("Face Sheet")**

**Standard Terms and Conditions**

**Annex A – Accepted Grant Proposal**

**Annex B – Reporting Format**

**Annex C – Project Document for the Project funding this Grant Agreement**



## **STANDARD TERMS AND CONDITIONS**

This **Low Value Grant Agreement** (hereinafter referred to as the “Agreement”) is made between the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter “UNDP”), and the Recipient Institution named in block 2 of the Face Sheet (the “Recipient Institution,” and together with UNDP, the “Parties”).

WHEREAS, UNDP [is the Implementing Partner] *or* [provides support services to {name of partner}, the Implementing Partner]<sup>6</sup> of the project named in block 3 of the Face Sheet (hereinafter referred to as “the Project”) and more specifically described in the project document [Insert project number and title] attached as **Annex C** (the “Project Document”), implemented at the request of the Government of the country named in block 1 of the Face Sheet;

WHEREAS, UNDP desires to provide funds to the Recipient Institution in the context of the Project for the purposes of undertaking the activities in the accepted Grant Proposal (the “Funds”), and on the terms and conditions hereinafter set forth; and

WHEREAS, the Recipient Institution is ready and willing to accept such Funds from UNDP for the activities (the “Activities”) described in the accepted Grant Proposal in **Annex A** (the “Proposal”) on the terms and conditions hereinafter set forth in this agreement;

NOW, THEREFORE, the Parties hereto agree as follows:

### **1.0 Responsibilities of the Recipient Institution**

1.1 The Recipient Institution agrees to undertake the Activities and achieve the deliverables described in the accepted Proposal (Annex A) with due diligence and efficiency, pursuant to the schedule set forth in the Proposal, and in accordance with the terms and conditions of this Agreement. The Activities must be undertaken in a manner consistent with the regulations, rules, policies and procedures of UNDP, and in accordance with the Project Document which forms an integral part of this Agreement. Funds provided pursuant to this Agreement shall be prudently managed by the Recipient Institution and used solely for the Activities to produce results specified in the Proposal.

1.2 The Recipient Institution agrees to reach the performance targets (the “Performance Targets”) as indicated in the accepted Proposal. If the Recipient Institution fails to meet its responsibilities outlined in this Agreement, or to attain at least 70% of any one Performance Target for any given year, then this will be considered grounds to suspend any further disbursement of Funds. The suspension shall remain in effect until the Recipient Institution has achieved the relevant Performance Targets.

1.3 The Recipient Institution shall inform UNDP about any problems it may face in attaining the objectives agreed upon.

### **2.0 Duration**

2.1 This Agreement, prepared in two originals, shall become effective on the date of its signature by both the Recipient Institution and UNDP, acting through their duly Authorized Representatives, indicated in blocks 10 and 11 of the Face Sheet, and expire on the Implementation Period end date indicated in block 4 of the Face Sheet, unless earlier terminated pursuant to Article 6.4 or 7.9 below.

### **3.0 Payments**

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<sup>6</sup> Select only the relevant option and delete the other

3.1 Subject to the express terms of this Agreement, UNDP shall provide Funds to the Recipient Institution in an amount not to exceed the amount set forth in block 5 of the Face Sheet according to the schedule set out in block 6 of the Face Sheet. Payments are subject to the Recipient Institution meeting the Performance Targets.

3.2 All payments shall be deposited into the Recipient Institution's bank account, the details of which are set forth in block 7 of the Face Sheet.

3.3 The amount of payment of such Funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Recipient Institution in the performance of the Activities under this Agreement.

#### **4.0 Records, Information and Reports**

4.1 The Recipient Institution shall maintain clear, accurate and complete records in respect of the Funds received under this Agreement. Upon completion of the Activities, or the termination of this Agreement, the Recipient Institution shall maintain the records for a period of at least five (5) years.

4.2 The Recipient Institution shall furnish, compile and make available at all times to UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the Funds received by the Recipient Institution.

4.3 The Recipient Institution shall provide progress reports ("Performance Reports") including financial and narrative information, to UNDP at least 30 days before the expected release of the next tranche or at least annually within 30 days after the end of year until the activities have been completed. The Performance Report, including the financial reporting component, shall follow the format in **Annex B** and shall include certification by the Recipient Institution's representative with institutional responsibility for financial reporting, including the certification date.

4.5 Within [X, but no more than 60] days after completion of the Activities, the Recipient Institution shall provide UNDP with a final financial and narrative report with respect to all expenditures made from such Funds and indicating the results achieved, utilizing the reporting format contained in **Annex B**.

4.6 All further correspondence regarding the implementation of this Agreement should be addressed to the addresses set forth in blocks 8 and 9 of the Face Sheet, as applicable.

#### **5.0 Audits and Investigations**

5.1 Notwithstanding the above, UNDP shall have the right to audit or review the Recipient Institution's related books and records as it may require, and to have access to the books and record of the Recipient Institution, as necessary.

5.2 The Recipient Institution acknowledges and agrees that, at any time, UNDP may conduct investigations relating to any aspect of the Agreement, the obligations performed under the Agreement, and the operations of the Recipient Institution generally. The right of UNDP to conduct an investigation and the Recipient Institution's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Agreement.

5.3 The Recipient Institution shall provide its full and timely cooperation with any such inspections, audits or investigations. Such cooperation shall include, but shall not be limited to, the Recipient Institution's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Recipient Institution's premises at reasonable times and on reasonable conditions in connection with such access to the Recipient Institution's personnel and relevant

documentation. The Recipient Institution shall require its agents, including, but not limited to, the Recipient Institution's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, audits or investigations carried out by UNDP hereunder.

5.4 UNDP shall be entitled to a refund from the Recipient Institution for any amounts shown by such audits and investigations to have been used by the Recipient Institution other than in accordance with the terms and conditions of the Agreement. The Recipient Institution also agrees that, where applicable, donors to UNDP whose funding is the source of, in whole or in part, the Funds for the Activities, shall have direct recourse to the Recipient Institution for the recovery of any Funds determined by UNDP to have been used in violation of or inconsistent with this Agreement and/or the Proposal.

## **6.0 Representations and Warranties**

6.1 The Recipient Institution represents and warrants that:

(a) it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Agreement or the award thereof to any representative, official, employee, or other agent of UNDP.

(b) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.

(c) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

(d) it shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled by the Recipient Institution to perform any services under the Agreement. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Recipient Institution shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitive or degrading to any person. UNDP shall not apply the foregoing standard relating to age in any case in which the Recipient Institution's personnel or any other person who may be engaged by the Recipient Institution to perform any services under the Agreement is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such personnel or such other person who may be engaged by the Recipient Institution to perform any services under the Agreement.

(e) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiary, affiliated entities (if any), suppliers and subcontractors is engaged in any transactions with, and/or the provision of resources and support to, individuals and organizations associated with, receiving any type of training for, or engaged in, any act or offense described in Article 2, Sections 1, 3, 4 or 5 of the International Convention for the Suppression of the Financing of Terrorism, adopted by the General Assembly of the United Nations in Resolution 54/109 of 9 December 1999.

6.2 The Recipient Institution shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Agreement.

6.3 The Recipient Institution acknowledges that it has read the Project Document attached hereto as Annex C, including the section entitled "Risk Management". The Recipient Institution hereby agrees that in undertaking the Activities in the Proposal, it will be bound, *mutatis mutandis*, by the obligations and agreements set forth in the Project Document as applicable to the Implementing Partner of the Project.

6.4 The Recipient Institution acknowledges and agrees that the provisions of this Article 6.0 constitute an essential term of the Agreement and that breach of any such representation and warranty or covenant shall entitle UNDP to terminate the Agreement immediately upon notice to the Recipient Institution, without any liability for termination charges or any other liability of any kind.

## **7.0 General Provisions**

7.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between the Parties, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

7.2 The Recipient Institution shall carry out all Activities described in the Proposal with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the Recipient Institution shall have exclusive control over the administration and implementation of the Activities and that UNDP shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals of the Activities shall be subject to review by the Project's Steering Committee/Project Board. If at any time the Steering Committee/Project Board is not satisfied with the quality of work or the progress being made toward achieving such goals, the Steering Committee/Project Board may advise UNDP to: (i) withhold payment of Funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the Recipient Institution as described in Article 7.9 below; and/or seek any other remedy as may be necessary. The Steering Committee/Project Board's determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the Recipient Institution insofar as further payments are concerned.

7.3 UNDP undertakes no responsibility in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking Activities under this Agreement. Such responsibilities shall be borne by the Recipient Institution.

7.4 The rights and obligations of the Recipient Institution are limited to the terms and conditions of this Agreement. Accordingly, the Recipient Institution and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

7.5 The Recipient Institution shall be fully responsible for all services performed by its personnel, agents, employees, contractors, subcontractors and any other party undertaking Activities in relation to implementing the Proposal on behalf of the Recipient Institution (hereinafter referred to as "Recipient Institution Personnel") and shall ensure that all of its obligations under this Agreement extend to the Recipient Institution Personnel. The Recipient Institution may not assign, transfer, pledge, or make any other disposition of the Agreement, of any part of it, or of any of its rights, claims or obligations under the Agreement, except with the prior written authorization of UNDP. Any authorized assignee or transferee shall be bound by the terms and conditions of this Agreement. The Recipient Institution may not use the services of subcontractor(s) unless prior written authorization is granted by UNDP. If such authorization is granted, the Recipient Institution shall ensure that such subcontractor(s) do not use further tiers of subcontractors, unless prior written

authorization is granted by UNDP. Any authorized subcontractor shall be bound by the terms and conditions of this Agreement. The use of subcontractors shall not relieve the Recipient Institution of any of its obligations under this Agreement.

7.6 The Recipient Institution shall indemnify, hold and save harmless, and defend at its own expense, UNDP, its officials and persons performing services for UNDP, from and against all suits, claims, demands and liability of any nature and kind, including their cost and expenses, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) or relating to the acts or omissions of the Recipient Institution, Recipient Institution Personnel or other persons hired for the management of the present Agreement and the Project. The Recipient Institution shall be responsible for, and deal with all claims brought against it by any Recipient Institution Personnel.

7.7 If provided for in the Project Document (or if otherwise agreed between UNDP and the Government of the country named in block 1 of the Face Sheet), assets and equipment purchased with the Funds will become the property of the Recipient Institution. The Recipient Institution shall be responsible for substantive and financial reporting on its use of the Funds to the Steering Committee set up to oversee grant making and/or the implementing partner, as defined in the Project Document. The assets and equipment shall be used for the purpose indicated in the Proposal throughout the period of this Agreement. Procurement of goods, services and technical assistance required under the Proposal will be conducted by the Recipient Institution in accordance with the principles of highest quality, transparency, economy and efficiency. Such procurement will be based on the assessment of competitive quotations, bids, or other proposals, unless otherwise agreed in writing by UNDP.

7.8 Ownership of patent rights, copyrights, and other similar rights ("Intellectual Property Rights") to any discoveries, inventions or works resulting from implementation of the Activities under this Agreement shall vest in the Recipient Institution. Nonetheless, the Recipient Institution shall grant UNDP a perpetual, irrevocable, world-wide, non-exclusive and royalty-free license to use, reproduce, adapt, modify, distribute, sub-license and make use of such Intellectual Property Rights, including the ability to further license to program country governments in accordance with the requirements of the agreement between the UNDP and the government(s) concerned.

7.9 This Agreement may be terminated by either Party before completion of the Agreement by giving thirty (30) days written notice to the other Party, and the Recipient Institution shall promptly return any unutilized Funds to UNDP.

7.10 The Recipient Institution acknowledges that UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. Although project related documents may indicate a total amount of funds that could be available for this Recipient Institution, actual disbursements will be based upon the Recipient Institution meeting the Performance Targets. If any of the Funds are returned to UNDP or if this Agreement is rescinded, the Recipient Institution acknowledges that UNDP will have no further obligation to the Recipient Institution as a result of such return or rescission.

7.11 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the Parties or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the Parties hereto.

7.12 The Parties shall try to settle amicably through direct negotiations, any dispute, controversy or claim arising out of or relating to the present Agreement, including breach and termination of the Agreement. If these negotiations are unsuccessful, the matter shall be referred to arbitration in accordance with United Nations Commission on International Trade Law Arbitration Rules. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

7.13 Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

7.14 Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party to the other Party during the term of this Agreement shall be considered confidential and shall be handled pursuant to the UNDP Information Disclosure Policy, not attached hereto but known to and in the possession of the Parties. The Recipient Institution may disclose information to the extent required by law, provided that and without any waiver of the privileges and immunities of the United Nations, the Recipient Institution will give UNDP sufficient prior notice of a request for the disclosure of information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General of the United Nations.

7.15 The Recipient Institution shall only use the name (including abbreviations), emblem or official seal of the United Nations or UNDP in direct connection with the Activities under this Agreement and upon receiving prior written consent of UNDP. Under no circumstances shall such consent be provided in connection with the use of the name (including abbreviations), emblem or official seal of the United Nations or UNDP for commercial purposes or goodwill.

7.16 The provisions of Article 4.1, Article 5.0, and Articles 7.3, 7.6, 7.7, 7.8, 7.12, 7.13, 7.14 and 7.15 shall survive and remain in full force and effect regardless of the expiry of the Project Implementation Period or the termination of this Agreement.

**ANNEX A**  
**Low Value Grant Proposal**

**TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL**

Project Number: \_\_\_\_\_

Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Name of the RECIPIENT INSTITUTION: \_\_\_\_\_

Total Amount of the Grant (in USD): \_\_\_\_\_

**1- PURPOSE OF THE GRANT**

- Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.
- Explain why the grantee is uniquely suited to deliver on the objectives

**2- PROPOSED ACTIVITIES AND WORK PLAN**

- Describe the activities that will be completed to achieve the objectives
- Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?

**WORK PLAN**

PLANNED ACTIVITIES <sup>1</sup>	Timeline <sup>2</sup>				Planned Budget for the Activity (in grant currency) <sup>3</sup>
	T1	T2	T3	T4	
1.1 Activity					\$
1.2 Activity					\$
1.3 Activity					\$
<b>Total</b>					\$

1 State what activities will be completed with the grant Funds. Use as many activity lines as necessary

2 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.

3 Indicate the budget amounts in the grant currency.

**3- PERFORMANCE TARGETS**

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES			
			Period 1	Period 2	Period ...	Final Target
1.1						
1.2						

**4- RISK ANALYSIS:**

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

Risk	Risk rating* (High/Medium/Low)	Mitigation measures

\*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

**5- GRANT BUDGET OF RECIPIENT INSTITUTION** (state currency)

PERIOD COVERING FROM \_\_\_\_\_ TO \_\_\_\_\_

General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	TOTAL
Personnel				
Transportation				
Premises				
Training/Seminar/Workshops, etc.				
Contracts (e.g., Audit)				
Equipment/Furniture (Specify)				
Other [Specify]				
Miscellaneous				
<b>TOTAL</b>				

\* Please note that all budget Lines are for costs related only to grant Activities.

\*\* These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.

\*\*\* Add as many tranches columns as necessary



## Annex B REPORTING FORMAT

### THE NARRATIVE AND THE FINANCIAL REPORT TO BE PREPARED BY THE RECIPIENT INSTITUTION.

Recipient Institution: \_\_\_\_\_

Year \_\_\_\_\_

#### Period covering this report:

- This report must be completed by the Recipient Institution and accepted by UNDP
- The Recipient Institution must attach any relevant evidence to support the activities reported
- The information provided below must correspond to the information that appears in the financial report
- Attach the accepted grant proposal to this report

#### Performance:

##### 1- Workplan Performance (cumulative, including the current period)

COMPLETED ACTIVITIES	Timeline <sup>2</sup>				Planned Budget for the Activity (in grant currency) <sup>3</sup>	Funds Delivered for the Activity (in grant currency)
	T1	T2	T3	T4		
1.1 Activity					\$	
1.2 Activity					\$	
1.3 Activity					\$	
<b>Total</b>					\$	

##### 2- Performance Targets

INDICATOR(S)	Data Source	Baseline	Reporting Period Milestone/Target	Reporting Period Actual Performance Against the Target
1.1				
1.2				

##### 3- Challenges and Lessons Learned:

**Financial Reporting:** \*Note: Financial reporting can be in local currency but cannot exceed the grant value in USD.

General Category of Expenditures	Budgeted Amount	Actual Expense
Personnel		
Transportation		
Premises		
Training, Workshops, etc.		
Contracts (e.g., Audit)		
Equipment/Furniture (Specify)		
Other [Specify]		
Miscellaneous		
<b>TOTAL</b>		

