

APPENDIX I.

INSTRUCTIONS TO APPLICANTS

A. Summary

The UNDP-GEF is implementing a project titled “Conservation of globally important biodiversity and associated land and forest resources of Western Tian Shan mountain ecosystems to support sustainable livelihoods” aimed at conservation of Key Biodiversity Areas (KBA, sustainable forest management and pastures, which are important for biodiversity conservation, including conservation of the snow leopard and its prey species, as well as the sustainable development of local communities residing in the project implementation areas.

B. Costs of preparing a low-value grant project

The applicant assumes all costs associated with preparation and submission of application for low-value grant project and UNDP in no case bears responsibility, or liability for the repayment of these costs, regardless of the progress and outcome of the process for accepting applications.

C. Documents for accepting applications for low-value grant project

1. The list of documents for accepting applications

The applications for a low-value grant project have to fully comply with the general requirements of this Instructions. Partially eligible applications will be rejected. The applicant should carefully read all relevant instructions, forms and conditions that are listed in the documents for accepting low-value grant project. The risk of non-compliance with the requirements of these documents is borne by the applicant and may negatively affect the evaluation of the application.

2. Clarification of documents during acceptance of applications for low-value grant project

If the applicant requires clarification of the documents for accepting applications, he/she shall notify UNDP to this extent by writing to the organization’s email address indicated in the Request for the Submission of Applications. UNDP will provide a written response to any clarification regarding the submission of applications; however, this request should be received not later than one week before the deadline for the submission of applications.

3. Amendment of documents for the acceptance of applications for low-value grant project

UNDP, for any reason, either on its own initiative or in response to a request for amendment submitted by the applicant, may modify the documents for accepting applications at any time before the deadline for submitting applications for low-value grant project.

All applicants, who have received documents on the acceptance of application, will be notified in the written form through e-mail and phone about all modifications made in the relevant documents.

To provide applicants with acceptable timeframe for the preparation of amendments in the applications, the notifying organization, at its own discretion, may extend the deadline for submission of applications for low-value grant project.

D. Preparation of a low-value grant project.

4. Language of application

Application prepared by the applicant, as well as the correspondence between the applicant and UNDP, shall be in Russian and/or Kyrgyz languages.

5. Documents constituting application

Application should consist of the following components:

1. Application for participation is provided in Appendix II (also available on our website

<https://www.kg.undp.org/content/kyrgyzstan/en/home/procurement.html>);

2. The low-value grant project template is provided in Appendix III;
3. A copy of the package of constituent documents (charter, certificate of registration);

6. Application currency.

All prices should be indicated in USD.

7. Payment

UNDP makes payments in the national currency of the Kyrgyz Republic at the official rate of UNDP on the day of payment. Payment will be transferred to the bank account indicated in the contract signed with the organization – successful grantee.

E. Submission of applications

- 8. The applicant shall send the signed and stamped application** by e-mail grants@env.undp.kg addressed to:

Ms. Louise Chamberlain
UNDP Resident Representative in Kyrgyzstan
With a note - “Grant Proposal”
and
Date of filing and name of Applicant.

Instructions for electronic submission (by e-mail):

Having prepared the application in paper format the full set of documents for the application, please convert them into format (Doc or Pdf) and attach them to one or more e-mail(s).

It is mandatory to indicate the subject of email - "Low-value grant project". *Please note only proposals in Doc or PDF format will be accepted for consideration.*

9. Deadline for the submission of applications

The applications must be received by UNDP at the email indicated in the Clause on the Sealing and Marking of applications, not later than the set time, 18:00pm Bishkek time (GMT+6), 08/10/2021.

UNDP, at its discretion, may extend the deadline for the submission of applications in connection with amendments to the documents for the submission of applications, in accordance with the Clause on Amendments to the Documents for the Acceptance of Applications. In this case, all the rights and obligations of the UNDP office and the applicants, which had effect before the deadline for submission, will continue to be valid until the extended deadline for the submission of applications.

10. Applications received after the deadline

Any applications received by the UNDP office after the deadline for the submission of applications, in accordance with the Clause on the deadline for the submission of applications, will be rejected.

F. Opening and evaluation of applications

11. Opening of applications

The Commission Secretary (UNDP Project) is responsible for collecting applications and keeps a register of incoming applications. The opening and preliminary assessment of all required documents is carried out by the Commission Secretary (UNDP Project) and 2-3 members of the Grant Evaluation Commission, and preliminary assessment minutes, approved by the Chairperson of the Commission, is transmitted to all members of the GRANT EVALUATION COMMISSION.

At the prescreening stage, all the received applications will be reviewed by UNDP to see, if the applications meet the minimum eligibility criteria or should be disqualified. Only selected applications after prescreening will be evaluated based on the following criteria by GRANT EVALUATION COMMISSION.

12. Clarification of applications

In the process of reviewing, evaluating and comparing the assessment, the GRANT EVALUATION COMMISSION, at its own discretion, may ask the applicant to clarify its application. The request for clarification of the application and the answer to it shall be made in written form and may relate to any questions regarding the application for low-value grant project. The applicant shall provide his/her clarifications as soon as possible after receiving the request, but not later than 7 (seven) calendar days.

13. Evaluation and comparison of applications

The received application for low-value grant project is evaluated individually. Prior to the evaluation, the members of the GRANT EVALUATION COMMISSION can provide their comments/remarks on any application or provide additional information about the applicant to other members of the GRANT EVALUATION COMMISSION, if the information relates to or may affect the implementation of the project in the future. The members of the GRANT EVALUATION COMMISSION may take these comments into account when evaluating applications.

The GRANT EVALUATION COMMISSION may organize one or more online or offline meetings to evaluate grant applications, if applicants are asked to introduce amendments or provide clarifications.

Evaluation criteria and a scoring system are used to evaluate the application. Scores for each evaluation criteria are calculated immediately after the discussion of each application and are filled in evaluation forms, which indicate the points assigned for each criterion.

Evaluation of voting results is carried out by the Secretary. The total score of each member of the GRANT EVALUATION COMMISSION shall be regarded as a decisive factor when considering applications for funding. Those applications that have scored the required threshold (at least 75%) will be considered as a technically compliant application for funding.

The application is evaluated on the basis of its compliance with the technical assessment criteria, and also the rationality of the presented budget is taken into account.

The application for low-value grant project may include the implementation of the following activities aimed at creation of alternative livelihoods for local communities, as well as the demonstration and implementation of land and forest management practices favorable to biodiversity:

- **Reducing the load on ecosystems** (collection of medicinal plants and non-wood forest products; beekeeping, recycling of honey and beeswax products; recycling of agricultural products; income-generating activities that reduce the load on ecosystems, etc.)

- **Sustainable land use and sustainable forest management** (combating land degradation, transition to more highly profitable and sustainable forms of agriculture, seed funds, horticulture, nurseries, etc.)
- **Increasing the interest and support of local communities in the creation of protected areas** (the development of ecotourism and recreation, the creation of public micro-reserves, the dissemination of the CBT concept, the development of tourist packages, etc.)

Form 1: Technical Assessment Criteria

Summary of the Technical Application Assessment Form		Score	Maximum score	Company / Organization				
				A	B	C	D	E
1	The relevance of a low value grant project in creation of alternative livelihoods for local communities, as well as demonstration and implementation of land use and forest management practices favorable to biodiversity		25					
2	The goals and objectives of the proposed application are relevant for the local community, which is confirmed by the relevant documents (copies of minutes of meetings / gatherings, letter of support of ayil okmotus)		10					
3	The number of beneficiaries standing to benefit from the project, including vulnerable groups (children, women, the elderly, disabled persons), i.e. improving the living conditions of most village or community residents		25					
4	Description of the project sustainability or the existence of an action plan to ensure the project sustainability, that is, the application should provide clear and concise measures to ensure the sustainability of project results after the completion of the project cycle		20					
5	The realistic budget of the low-value grant project and own contribution (at least 20% of the total project cost), i.e. the budget of the application should contain realistic financial calculations and a specific indication of the budget articles for which low-value grant project funds are requested, budget articles that will be funded from other sources (community contribution)		20					
Total			100					

The list of documents required:

- Application template for low-value grant project
- Application form for low-value grant project
- A copy of the Certificate of Registration of a Legal Entity in the Ministry of Justice
- A copy of the Charter for legal entities;
- Documents confirming coordination with the community - the first stage of selection (Minutes of the meeting of the Local Development Committee or the community) and local authorities or Aiy! Kenesh with clear explanations on issues of solving specific economic problems of the pilot municipality or region;

G. Signing of a grant agreement

14. Criteria

The UNDP reserves the right to accept or reject any application, cancel the entire grant process and reject all submitted applications at any time before the agreement award, and does not undertake to inform the applicant or applicants of the reasons for such a decision.

Prior to the deadline for the application, UNDP will award an agreement to the applicant, whose application, after the assessment, will be accepted as the most appropriate for the goals and objectives.

15. Signing of the agreement

Within 10 days after awarding the agreement, the successful grantee shall sign the documents, indicate the date and return them to the UNDP.

If the successful applicant does not fulfill the requirements of Clause 15, this will serve as the basis for the cancellation of the agreement. In this case, the UNDP may award an agreement to another applicant, who is a second choice as a result of the evaluation.

16. Reporting requirements

NGOs should deliver quarterly reports (both descriptive and financial) to UNDP regularly. All reports shall be prepared in Russian in printed form and in electronic version, in MS Word format, font ARIAL-11 on A4 paper. Reports can be submitted to UNDP in paper format or by e-mail in PDF format. All reports shall contain a cover sheet with the name and code of the subproject and the UNDP logo. Reports delivered in violation of any of the above requirements will be considered as a violation of the agreement. Reporting requirements will be further specified in an agreement with UNDP.

The Grantee will deliver reports based on the results (products) achieved in the agreed format (the report format should be agreed upon at the initial stage of the assignment, however, UNDP has the right to introduce the necessary amendments and clarifications on the reporting form) for all activities performed during the assignment. Reports will be delivered after each result with the attachment of intermediate products produced in accordance with the schedule and in agreement with the UNDP Project Coordinator to make the corresponding payments stipulated

by the contract. After completing the set of assignments, the grantee will deliver a final report with all the documents prepared, which shall be agreed and approved by the UNDP Project Coordinator for the final payment. If necessary, the grantee will modify the prepared expected products before making the final payment.

Recommended “Expected Results” Table:

	RESULTS	DEADLINE	PAYMENT SCHEME
1	1. the Interim Report is delivered based on the developed work schedule	Within the first month upon the agreement signing	40 %
2	2. The Interim Report is delivered based on the works performed according to the work schedule	Upon the completion of works performed	55%
3	The Final Report is delivered with attachments (photos, video materials)	After the final report is delivered	5%

The grantee, if necessary, may propose a change in the payment scheme and provide an appropriate justification.

Types of reports:

- Brief monthly reports on project progress during the reporting period;
- Financial and final descriptive reporting with photos, video materials.

17. Payment Terms

- In cases where there is a need to revise the amount of payments as a the fault of the funding recipient, the grantee provides financial justification to UNDP.
- Payments shall be made in tranches according to the schedule indicated in the “Expected Results” Table. The last tranche will be paid after receiving the final report.

The total amount of grant funds allocated under this low-value grant project for successful NGOs will be no more than USD 15,000.00 (fifteen thousand USD). The contribution of NGOs to the project should be at least 20% of the grant amount. This contribution of 20% can be expressed in cash at the disposal of NGOs, or as the in-kind contribution of applicants (for example, property, inventory necessary for the implementation of the application, physical work by the applicant). Applications having community’s or local government body’s contribution in addition to the contribution of the applicant, will have an advantage.

The NGO is fully responsible for paying taxes arising from the agreement with UNDP. UNDP will transfer monetary funds to an NGO/local community's account in accordance with the schedule and payment terms.

18. Monitoring and evaluation

UNDP reserves the right to carry out spot checks of funding recipients, to ensure the quality of services, through interviews to get feedback on the quality of the grantee's work.

When conducting an independent external evaluation by UNDP, any of the low-value grant project may be selected for the evaluation.

19. Liability of the parties

The successful grantee is obliged to:

- perform works in a timely manner in accordance with the schedule of planned works;
- bear full responsibility for the fulfillment of all stated goals and objectives;
- ensure interaction with local self-government bodies and authorized state institutions;
- attract the youth of the pilot municipality with a focus on women when creating jobs;
- bear full responsibility for the implementation of low-value grant project in accordance with the legislation of the Kyrgyz Republic;
- ensure free access for the Programme staff to all documentation (including financial documents, reports and supporting documents relating to the Project funds) in order to monitor the implementation of the Programme's goals and objectives;
- assume all subsequent risks associated with destruction, loss, theft, premature wear and tear, damage, regardless of the possibility of correcting the damage;
- inform the Programme staff of any problems that arise during the implementation of the low-value grant project;
- bear organizational, legal and financial responsibility for accounting and preparation of financial reports, as well as for the provision of state statistical reporting. The Programme has the right to request appropriate accounting, financial and statistical reporting from the successful Grantee of the low-value grant project;
- provide financial and descriptive reporting to UNDP.
- coordinate with the Project the technical specification of the equipment declared in the application for low-value grant project.

UNDP is responsible for:

- provision of appropriate technical assistance in the process of implementing the low-value grant project;
- regular monitoring of the achievement of the objectives of the low-value grant project.