



**AMKENI WAKENYA
CIVIL SOCIETY DEMOCRATIC GOVERNANCE FACILITY**

Strengthening Civic Space for Realization of Sustainable Development Goals-SDGs in Kenya

Guidelines for Submission of Concepts – Call7

Open Call for Concepts

**Deadline for receipt of applications: 28th February 2022,
1630Hrs Kenya Time**

Supported by: Embassy of the Kingdom of the Netherlands

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1. Background

Amkeni Wakenya (hereinafter Amkeni) is a United Nations Development Programme (UNDP) project/facility that was established in 2008 to promote democratic governance through civil society strengthening in Kenya. The name “Amkeni WaKenya” draws inspiration from the second stanza of the National Anthem of the Republic of Kenya, which calls upon Kenyans to “arise” and actively participate in nation-building. The facility is currently in phase two (2015-2022) of project implementation. Domiciled in UNDP-Kenya’s Governance and Inclusive Growth (GIG) Unit, the project provides technical and financial support to civil society organizations (CSOs) that promote human rights and democratic governance. The primary target groups are Civil Society Organizations (CSOs) including Community-Based Organizations (CBOs), Faith-Based Organizations (FBOs), Non-Governmental Organizations (NGOs), Trusts, Research Institutions, and Academia.

The strategic focus of Amkeni has continued to be: access to justice and realization of human rights; entrenching human rights-centered and accountable devolved governance; promoting an enabling environment for CSOs and; building capacity of CSOs to respond effectively to contemporary governance issues. Amkeni contributes to United Nations Development Assistance Framework (UNDAF): Strategic Priority Area 1 (Transformative Governance); CPD Outcome 2 (By 2022, people in Kenya live in a secure, peaceful, inclusive, and cohesive society); CPD Output 2.5 (Rule of law, justice, and legislative institutions have technical and financial capacities to deliver normative inclusive, accountable, equitable services of the programme).

In line with the strategic focus of Amkeni, an agreement was signed between the Embassy of the Kingdom of Netherlands (EKN) and the UNDP Kenya on October 8, 2021, to support the implementation of the “Strengthening Civil Society and Citizen Voice for Realization of Sustainable Development Goals-SDGs in Kenya 2021-2024”. This project seeks to strengthen the role of civil society in making meaningful contributions towards achieving Sustainable Development Goals (SDGs), particularly promoting the ability of CSOs in holding governments and the private sector accountable for the realization of SDGs. The project seeks to contribute further to addressing the constrained environment within which CSOs operate to advocate for human rights and governance issues that are pertinent to the realization of SDGs. The project principally contributes to the realization of SDG 16 which promotes peaceful and inclusive societies for sustainable development, with a focus on access to justice, citizen participation, and adoption of non-discriminatory laws. The project is expected to run for 3 years, 2021 – 2024, and targets 4 counties including Kilifi, Kwale, Kitui & Turkana. The project will support both State and Non-state Actors in these counties. Additionally, Amkeni Wakenya will partner with the Consolidating Gains and Deepening Devolution in Kenya project (Joint Devolution Programme – JDP) through UNDP, to provide grants to support the counties of Turkana, Kilifi and Wajir and Garissa with the objective of increasing capacity of CSOs to engage county governments on planning, budgeting and programme/project social audit.

It is against this background that Amkeni seeks to award grants to prospective CSOs under its 7th Call for Proposals.

2. Thematic Focus of this Call for Concepts and Priority Issues

Call 7 focuses on two outcome areas as follows:

Outcome 1: Improved enabling environment for civil society (Regulation of civic space aligned with the Constitution of Kenya 2010).

- a) Policy and legal advocacy: One grant will be issued to a county-focused CSO for 3 years involved in policy and legal advocacy on CSO law.
- b) Civil society self-regulation: Grants to CSO self-regulatory forums at county level for 4 years in the 4 counties; One grant will be issued to a county-focused CSO as an Emerging Issues Fund (EIF to one CSO in one county alternately per year for the 4 years) to support the coordination of self-regulatory forums in the 4 counties.
- c) Digital space protection: One grant will be issued to a national level CSO with a focus on all four counties for 3 years involved in the protection of digital space.

Outcome 2: Civic society voice in policy making strengthened at national and county levels (Inclusive platforms for public participation and civic engagement strengthened at County and national levels)

- a) Public participation: Four grants will be issued to county-level CSOs involved in advocacy towards the implementation of public participation frameworks. These grants will run for three (3) years. A CSO in each of the four target counties will receive a grant throughout this support.
- b) Support to marginalized groups: Four grants will be issued to county-level CSOs involved in empowering marginalized and vulnerable groups to engage and hold accountable duty bearers. These grants will run for three (3) years. A CSO in each of the four target counties will receive a grant throughout this support.
- c) Support to CSOs to engage county governments on planning, budgeting and programme/project social audit. Three grants will be issues to CSOs in Turkana, Kilifi, Garissa and Wajir. This will support dialogue with county government executive and county assemblies on inclusivity of children, youth and gender in county planning, budgeting and county development. The CSOs will also undertake a social audit of selected county projects to ascertain the impact on service delivery. This work with CSOs will enhance civic engagement in county planning, budgeting and social audit. These grants will run for one year.

3. Geographical focus

Actions geared towards the promotion of civic space will target six (6) counties in Kenya, i.e., Kilifi, Kwale, Kitui, Turkana Garissa and Wajir. These six counties have well-documented human rights challenges, high poverty indices, deep pockets of marginalization. ¹Four of them have emerging extractive industries that have the potential to exacerbate human rights abuses thereby constraining civic spaces. In addition, except for Kilifi, all the target counties fall within the bottom half of the human development index ranking in Kenya. Out of the four counties, only Turkana and Kwale have adopted public participation legal framework, hence a gap exists. This notwithstanding, public satisfaction with public participation in all the six counties remain low. However, Kilifi has registered the third-highest ranking on inequalities among counties in Kenya, hence the need to ensure the poor and marginalized in this county are reached as well. The choice of these counties is also informed by the need to sustain the work that was supported in the counties with funding from the EKN between 2016 and 2019. This is in line with a major recommendation from the End-Term Evaluation of Phase1 of the Amkeni project, which exhorted the importance of long-term investment in specified regions for the maximization of impacts and sustainability. The project will also target Nairobi as the arena for county and national-level advocacy on human rights and therefore interventions related thereto will be undertaken by advocacy CSOs operating at that level, under the EIF grants. To guarantee gender equality and women empowerment (GEWE), interventions and outcomes within this programme will ensure that at least a third (1/3rd) of the CSOs selected have a specific gender focus as part of their core mandate. Amkeni will also ensure a sustained youth and disability focus by either targeting organizations which work for the empowerment of these constituencies or mainstreaming such focus on the mandates of all beneficiary CSOs.

Below is a summary of key target groups in each of the four target counties:

Category of Target group	County	Rationale
The County Governments (County Executive and Assembly)	All	The County authorities have a mandate to legislate on public participation and enforce the frameworks which are key for safeguarding civic space; Counties also regulate private sector activities that infringe on the rights of persons.
Disability Persons Organizations (DPOs),	All	These organizations not only advocate for the rights of marginalized groups but are beneficiaries of a conducive civic space.

¹ Kwale, Kilifi, Turkana, Kitui

Category of Target group	County	Rationale
Extractive companies	All	Whereas Turkana, Kilifi, and Kwale have active extractives industries, Kitui County is still at the prospecting stage. These companies may adversely affect civic space if their activities imperil the interests of local communities
Youth organizations	All	Youth groups are likely to engage in innovation challenges aimed at providing technological solutions to civic space issues
Minority action groups	Kilifi, Kwale and Turkana	Except for Kitui, all the other target counties are home to significant minority groups that have historically been excluded from participation on basis of ethnicity and clans. The groups are key to promoting the participation of their respective minority constituencies
Women-led organizations	All counties	These organizations are critical for empowering their respective constituencies but also engaging in civic space issues at county and national levels
Digital space organizations	National	In recent years, groups have emerged which advocate for digital rights and the protection of civic space. The project will engage these groups through grants assistance in advocacy and capacity building activities
Regulatory authorities	National	The project will seek to enhance the capacity of CSO regulators (including NGO Board), private-sector regulators, and digital space regulators (Communications Authority) to promote responsiveness to demands by civic actors on civic space issues.
Private sector associations	National	The project will establish linkages between civic actors and private sector associations (KEPSA, KAM, KNCCI) to address civic space issues emanating from the activities of businesses.

4. [Funding under this Call for Concepts](#)

The funding under this project is aimed at promoting an enabling civic space and therefore strengthening the ability of CSOs in holding governments and the private sector accountable for the realization of SDGs. The design of the project is premised on the Theory of Change that, without a fully engaged civil society and conducive civic space, pledges to leave no one behind and reach the furthest first are likely to remain unfulfilled. The UN defines civic space as the environment that enables civic actors as people and groups to participate meaningfully in the political, economic, social, and cultural life of their societies. In this regard, the project seeks to contribute further to addressing the constrained environment within which CSOs operate to advocate for human rights and governance issues that are pertinent to the realization of SDGs.

4.1 OUTCOME 1 Indicative activities include:

Policy and legal advocacy.

- *Enacting policies on extractive industries.*
- *Enhancing the citizenry's knowledge on existing policies that regulate the CSOs.*
- *Support the operationalization of the PBO Act 2013.*
- *Carry out civic education and awareness raising of policies and laws that affect the public for example the Kenya youth development policy and ensure adoption and implementation of the same*

Civil society self-regulation

- *Support to the establishment/operationalization of County CSO self-regulation networks.*
- *Strengthen the coordination and working relations between the CSOs and the duty bearers at the County and National levels.*
- *Address the issue of weak governance structures, lack of leadership skills, and poor coordination within the existing networks among the CSOs.*
- *Enhance CSO's social capital so they can achieve greater results.*
- *Linkages with national networks should be encouraged and Capacity building (fundraising, advocacy, governance, financial management, Project Cycle Management) conducted for the CSOs.*
- *Grant-making and sustainability mechanisms also need to be developed. Additionally, the County needs to develop CSOs self-regulation Policies.*
- *Sharing of information with the NGO Coordination Board needs to be improved and the NGO Coordination operations need to be decentralized.*
- *Provide support to CSOs so they can meet minimum requirements for compliance as per the PBO Act*
- *Organize frequent local forums to address issues of self-regulation and enhance the efficacy of CSOs*
- *Enhance the resource mobilization capacity and sustainability of CSOs as well as the governance structures of CSOs.*
- *Provide financial and economic support to CSOs to facilitate the rollout of interventions*
- *CSOs to avoid duplication of activities through peer learning/exchange and documentation*
- *CSOs to ensure the internal formulation of policies to guide organizations on issues like financial reconciliation, auditing, HR policies, and constitution development.*
- *There is a need to create a database and profiling of each organization.*
- *Create structures for strengthened collaboration between the organizations at national level and the organizations at the grassroots.*

- *Create and support platforms at national level where individual CSOs as well as CSO networks can coalesce around specific advocacy agenda to enhance unity of purpose and reduce competition and duplication.*
- *Build the capacity of CSOs to develop self-regulatory mechanisms to ensure they meet minimum global standards and reduce the risk of the state developing regulation for civil society that may restrict their spaces*

Digital protection

- *Support and ensure the sustainability of the CSO's initiatives.*
- *Support in the enhancement of the digital space.*
- *Increase access to information on websites.*
- *Addressing the security threats among the CSOs operating in the four counties.*
- *Addressing security risks for Human Rights Defenders.*
- *Addressing the issue of the shrinking civic space.*
- *Addressing the issues of CSO profiling especially those dealing with issues of governance.*
- *There is a need to revamp the forms for filing by the NGOs Coordination Board or automate their services for ease of access.*
- *Increasing network coverage as well as access to digital equipment, e.g. phones, laptops.*
- *Enacting the CSO technical capacity to package information.*
- *Avail resources to support print/electronic media.*
- *Addressing the issue of cyber-crime.*
- *Enhancing awareness on existing legal frameworks that guide digital media.*
- *Address the fear of sharing information through the platforms due to misinterpretation.*
- *Increasing the Right-holders' access to digital media platforms.*
- *increasing the literacy levels among the right-holders' and other stakeholders on issues related to digital space.*
- *CSOs would need to strategically engage with media and maximize use of community radio, a resource that is under-utilized.*
- *Decentralization and digitization of the regulator's operations.*
- *Need to protect the use of digital space which has the potential to become exclusive especially for spaces and areas where digital infrastructure is weak.*
- *Advocate for the development of jurisprudence in digital space from the courts as well as development of a code of conduct to ensure safe use of digital spaces.*
- *Social media space is a progressive space that allows for enjoyment of rights and freedoms of expression. However, the space is highly unregulated, which also creates risks of cybercrime, identity theft, cyber bullying, hacking etc. Enact regulation that would clean the space but also reduce engagement because of fear of state monitoring and state capture of self-regulatory space.*

- *Carry out digital education to provide citizens with the right skills to cushion them from being attacked. Also carry out civic education and engagement on responsibilities on the use of the spaces to ensure responsible use.*
- *Ensure the needs of different populations including persons with disabilities are considered when coming up with interventions at the county levels and advocating the same at the national level.*

4.2 Outcome 2 indicative activities

Public participation

- *Enhance the accountability of the county governments.*
- *Support the participation of the CSOs in the County Integrated Development Planning.*
- *Support socio-accountability audits.*
- *Supporting legal framework and strategy for engagement with the county governments.*
- *Strengthen the capacity of local organizations working in various thematic areas.*
- *CSOs should enhance the knowledge of the citizens on existing policies and laws as well as on how to advocate (how to demand/claim for their rights) so they can petition the county governments on human rights issues.*
- *Design effective public participation strategies.*
- *Ensure that feedback from the key stakeholders during public participation is included in the decision-making process.*
- *Fully involvement of marginalized groups and special interest groups in public participation.*
- *Develop an adequate mobilization strategy during public participation.*
- *Support timely sharing of budgetary information by the County government.*
- *Develop the correct channels for communicating information on public participation.*
- *Ensure that the public participation documents are shared on time.*
- *Establishing a directorate that supports c discourses.*
- *Adopt public participation policy at the county level fully where they exist and develop some if they do not exist.*
- *Enhance the understanding of the public participation and Civic Education Act at the county levels.*

Marginalized groups

- *Enhance access to human rights for the marginalized communities in the four counties.*
- *Enhancing access to human rights for the PWDs, Women, Children, Youth.*
- *Addressing the SGBV issues.*
- *Enhancing public participation; climate; Youth empowerment; and Mainstreaming issues of PWDs in development.*
- *Address inequality and lack of policies, representation, and mainstreaming of disability issues/concerns at the county level.*

- *Support in the addressing of the human rights issues related to the extractive industry.*
- *Outreach & Advocacy programs targeting marginalized groups.*
- *Enhance Inclusive Public Participation Barazas.*
- *Enhance advocacy to minimize discrimination and stigmatization.*
- *Lobby for affirmative action to address inequalities.*
- *Support economic empowerment of marginalized groups to enhance their capacity to participate.*
- *Linking the marginalized groups with opportunities at county and national government.*
- *Train more paralegals, Pro-Bono lawyers to address the legal gaps among the community and CSOs.*
- *Advocate for legal frameworks and legislation to address the gaps within social protection interventions.*
- *Support awareness creation to address SGBV, early marriages, and other negative cultural practices.*
- *Capacity building of HRDs and HRD groups for effective advocacy.*
- *Link HRDs to national networks that would provide legal services to enhance their work.*
- *Capacity building around resource mobilization and training to respond to challenges through proposal writing*
- *Working with PWDs to enhance their capacity in ensuring their rights are upheld, especially for children with disabilities; ensuring access to information on PWDs; enhancing access to services and opportunities for PWDs. The county should also establish a disability department to be used to consult, advise relevant education, health, infrastructure, etc.*
- *Need to focus on child education and school feeding programs, Drug abuse rehabilitation, youth empowerment, and positive parenting*
- *Constructive engagement of the media platforms to channel grievances and raise awareness is critical*
- *Formulating policies, budget allocation, and monitoring frameworks for initiatives that address the needs of PWDs, HRDs, and other marginalized groups. Both County and National governments should ensure they have bills that support these marginalized groups.*
- *Ensure the civil and political rights especially those of women are upheld. Empower women to vie for political posts*
- *Bridge existing policy gaps*
- *Awareness creation is necessary on issues around gender and gender-based violence. The citizens need to know what to do and what not to do when confronted with an SGBV issue.*
- *Enhance access to justice for SGBV survivors by providing a gender desk manned by knowledgeable persons in addition to the police to support and ensure justice for survivors.*
- *Civic education of the citizenry is important to the rights of all persons including the marginalized. This includes awareness-raising on provisions of the constitution on different issues.*
- *Citizens should also receive education on good governance and on electing good leaders.*
- *Ensure inclusion of PWDs and the youth in the development agenda.*

- *Build the capacity of women and create platforms to facilitate their engagement and participation.*
- *Empower and mentor the youth to engage in meaningful economic activities to deter them from engaging in drugs. Parents should also be targeted for empowerment on good parenting*
- *Lobby the County government to support CSO initiatives by providing resources e.g. for civic education.*
- *Enhance the unity of purpose and reduce competition between different forms of disabilities.*

Increased capacity of CSOs to engage county governments on planning, budgeting and programme/project social audit.

- *Strategic actions to engage with county executives and legislature (county assemblies) on planning and budgeting with a view of lobbying for increased budgets on children, youth, gender, disaster management and SDGs.*
- *Work with CSOs to enhance civic engagement on programme/project social audit to ascertain their impact on service delivery.*

4.2 OUTCOME 1 Indicative results

The following are the indicative results under this outcome area.

- Regulation of civic space aligned with the Constitution of Kenya 2010.
- Enabling regulatory framework for CSOs in Kenya.
- Enhanced evidence to support advocacy towards the adoption of laws, policies, and administrative measures that ensure an enabling civic space.
- Enhanced advocacy towards operationalization of the PBO Act of 2013.
- Enhanced capacity for the CSO regulators in their engagement with CSOs in key aspects on regulation and enabling environment for civil society at both national and county levels.
- Strengthened capacity of national and county-based self-regulatory mechanisms of CSOs.
- Empowered civic actors in the digital space, particularly those operating at the county level with knowledge, skills, and tools on how to safeguard digital rights and address emergent constraints.
- Gender-based constraints to digital space addressed.

4.4 Outcome 2 indicative results

The following key results will be achieved after the intervention.

- Inclusive platforms for public participation and civic engagement strengthened at County and National levels.
- Improved engagement of CSOs with county governments on planning and budgeting.
- Counties' appreciation on improving budgetary allocation to disadvantage groups (children, youth, gender), disaster management and SDGs. social audit.

- Enhanced Citizen voices on the impact of projects/programmes on service delivery (e.g. are the funded health centres completed and citizen's accessing services?).
- Enhanced engagement between the duty-bearers and the right-holders.
- Enhanced accountability for service delivery.
- Promotion of civic space through the facilitation of meaningful and effective public participation.
- Adopt policies and legal frameworks to govern public participation.
- Inclusive engagement of the women, youth, PWDs in public participation.
- Advocacy towards enactment and full implementation of policies and legislative frameworks to uphold public participation.
- Address barriers to effective participation by women and other marginalized groups in the respective counties and consequently, formulate appropriate advocacy strategies to address the said gaps.
- Develop and uptake innovative platforms and strategies for engaging all persons in policymaking and governance processes at the county levels.
- Promote the use by marginalized groups, of evidence-based policy advocacy, policy dialogues, gender analysis, participatory budgeting, social audits, and targeted strategic public interest litigation at both national and county levels.

5. Indicative Financial allocation by category type

The indicative overall total allocation available for this Call is **USD 1,620,000** distributed as follows.

- a) Provide grant and technical support to CSO involved in policy and legal advocacy on CSO law (PBO Act, CBO law, CSO policy)- One grant valued at USD 50,000 p.a will be issued to a country-focused CSO involved in policy and legal advocacy on CSO law. This grant will run for three (3) years (**One grant for 3 years**).
- b) Grants to CSO self-regulatory forums at county level for 4 years in the 4 counties; One grant will be issued to a county-focused CSO as an Emerging Issues Fund (EIF to one CSO in one county alternately per year for the 4 years) to support the coordination of self-regulatory forums in the 4 counties. (**1 grant alternate for each county in 4 years**).
- c) Provide grant and technical support to CSO involved in the protection of digital space- One grant valued at USD 50,000 p.a will be issued to a national level CSO with a focus on all the four counties and involved in the protection of digital space. This grant will run for three (3) years (**One grant for 3 years**).
- d) Provide grants and technical support advocacy for adoption and implementation of public participation frameworks in 4 counties- Four grants, each valued at USD 50,000 p.a will be issued to county-level CSOs involved in advocacy towards the implementation of public participation frameworks. These grants will run for three (3) years. A CSO in each of the

four target counties will receive a grant throughout this support **(4 grants per year for 3 years)**.

- e) Technical and grants support to CSOs empowering marginalized groups to engage and hold accountability duty bearers- Four grants, each valued at USD 50,000 p.a will be issued to county-level CSOs involved in empowering marginalized and vulnerable groups to engage and hold accountable duty bearers. These grants will run for three (3) years. A CSO in each of the four target counties will receive a grant throughout this support **(4 grants per year for 3 years)**.

Increased capacity of CSOs to engage county governments on planning, budgeting and social audit. Four grants, each valued at USD 20,000 p.a will be issued to county-level CSOs involved in supporting engagements with county executives and legislature on county planning, budgeting and programme/project social audit. These grants will run for one (1) year. A CSO each in Turkana, Kilifi Garissa and Wajir counties will receive a grant for one year.

6. [Eligibility Criteria](#)

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

To be eligible for a grant, applicants must:

- Be a non-profit-making Civil Society Organization (CSO) registered under the relevant Laws of Kenya for **not less than two (2) years (certified DOCUMENTS REQUIRED)**
- Have a physical presence in the county applied for in the case of county-based CSOs. **(certified DOCUMENTS REQUIRED)**
- Be directly responsible for the preparation and management of the project, not acting as an intermediary (no sub-granting).
- Demonstrate prior experience of at least two years or more, carrying out activities in the field of development of the kind covered under this programme;
- Demonstrate a good sustainability potential
- Have a bank account. **(certified DOCUMENTS REQUIRED)**
- Must submit audited financial statements for the past 2 years **(certified DOCUMENTS REQUIRED)**
- Must submit at least one Letter of Endorsement from a grant organization other than Amkeni Wakenya

7. [Eligible projects](#)

Definition:

A project is composed of a set of activities, outputs, outcomes contributing towards a goal.

Duration

The project grant duration will vary from one year to three years depending on the category of the grant.

Sectors or themes

The project will cover Outcome 1 and Outcome 2 as stipulated in section 4 above.

The projects should propose innovative and sustainable implementation approaches to achieve the results (outputs and outcomes) intended. In addition, the projects should:

- Demonstrate proof of participatory planning and consultations with beneficiaries;
- Demonstrate a clear Theory of Change (*A theory of change encompasses all actions required by partners to realize transformative change e.g. If duty bearers are trained in human rights-based approaches, policies are reviewed to address women concerns then women will be participating more effectively in the devolved structures at the county level*)
- Provide verifiable data on the outcome of the project at the level of activity, results and specific objectives
- Demonstrate relation with relevant state actors and county and/or national policies;
- Ability to engage with county executives and legislature on planning and budgeting issues to lobby for inclusivity of disadvantaged groups, disaster risk issues and SDGs.
- Ability to undertake social audit of key county projects/programmes to demonstrate their impact on service delivery.
- Mainstream cross-cutting issues e.g. human rights (rights-based approaches), gender, conflict sensitivity, environment and leadership;
- Provide clear Communication and visibility strategy.
- Provide clear sustainability strategy
- Provide clear exit strategy.

Types of projects

Types of projects that are aimed at achieving the strategic objectives, priorities, and results as indicated in section 4 will be eligible for funding under this Call for Proposals.

The following types of projects are **ineligible**:

- Projects concerned mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;

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

Eligible and Ineligible costs:

Only eligible costs can be considered for a grant. The categories of costs considered as eligible and ineligible are indicated below. The budget is both a cost estimate and a ceiling for eligible costs.

Note: The eligible costs must be based on real costs with supporting documents with exception for subsistence costs and indirect costs where; flat-rate funding applies as per the relevant policies.

Recommendations to award a grant are always subject to the condition that the reviewing process which precedes the signing of the contract does not reveal problems that requires amendments to the budget (for instance arithmetical errors, inaccuracies, unrealistic costs, other ineligible costs etc.). The reviews may also give rise to further requests/ clarifications and may lead to UNDP imposing corrections or reductions in amounts to address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing as a result of these corrections should not surpass the ceiling.

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

i. Eligible Direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of the UNDP's **grant contractual documents**.

ii. Eligible Indirect costs (overheads)

The indirect costs incurred implementing the project may be eligible for flat-rate funding, fixed at not more than 15% of the eligible Total Direct Programme costs.

iii. Other Eligible costs

Other eligible costs with ceilings are staff costs (salaries) and organizational sustainability costs. It should be noted that, both staff salaries and indirect costs under (ii) above will not exceed 30% of Total Direct Programme costs. Sustainability costs may be budgeted to a maximum of 5% of the total grant applied.

Note: Sustainability costs do not apply for EIF grants

Contributions in kind

Contributions in kind are not considered actual expenditures and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary. The cost of staff assigned to the project is not a contribution in kind and may be considered as co-financing in the Budget of the project when paid by the Beneficiary or his partners. Notwithstanding the above, if the description of the project as proposed by the beneficiary foresees the contributions in kind, such contributions have to be provided. If co-financing in kind is proposed, they have to be included in Annex 3 to the Guidelines for applicants related to the expected sources of funding for the project.

iv. Ineligible costs

The following costs are ineligible:

- Provisions for losses or debts;
- Interest owed;
- Items already financed in another framework;
- Purchases of items of Capital in nature such as land, vehicles or buildings etc,
- Currency exchange losses;
- Taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- Credit/Loans to third parties.

8. How to apply and the procedures to follow

Application form

- Applications must be submitted in line with the Concept Note Application Template – Call7. At this stage, the Application will comprise of a Concept Note and indicative workplan & budget submitted with relevant supporting documents as the checklist.
- All applications MUST be in English.

- Hand-written applications will not be accepted.
- Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to the rejection of the application.
- Clarifications will only be requested when the information provided is unclear, thus preventing UNDP from conducting an objective assessment.
- Please note that only the application form and the published annexes which have to be filled will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the project. No additional annexes should be sent.

Where and how to send the Applications

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

The Concept Note Application Template – Call7 should be completed in the requisite format contained in the document *Guidelines for Submission of Concepts - Call 7*.

UNDP-Amkeni Wakenya will hold interactive physical and/or virtual public information forums between 11th February 2022 to 24th February 2022 to provide more details and answer frequently asked questions.

Applicants must verify that their application is complete using the checklist contained in the *Concept Note Template - CALL7*. Incomplete applications will be rejected.

***ALL Concepts notes should be submitted via email consultants.ken@undp.org**

***Application documents and guidelines can be accessed via UNDP Procurement Notice Site:
(Insert Link)**

Deadline for Submission of Applications:

The deadline for the submission of Concept Note Applications is on or before **28th February 2022, 1630Hrs Kenyan time.**

Any application submitted after the deadline will automatically be rejected.

Submission deadline:

28th February 2022 – 1630Hrs Kenya Time