

FREQUENTLY ASKED QUESTIONS (FAQS) GUIDE FOR NATIONAL PUBLIC INFORMATION FORUM

DATE: 11TH FEBRUARY 2022

1. Can you apply if your organization is directly funded by the Embassy of Kingdom of Netherlands?

Yes, you can. You need to disclose this at the same time mentioning which county you operate in and what is the focus of that budget/support. This will aid in avoiding duplication of resources.

2. If you are a national NGO based in Nairobi, but you operate in Turkana County do you qualify to propose an advocacy project touching just on Turkana County alone?

A proposal needs to cover the four counties. However, as a national NGO one is eligible to apply for either of the three project intervention areas covering the four counties

3. Should budgeting be for the whole project period or per year?

The budgeting should be done on an annual basis. This is because situations can change slightly in the proceeding years for instance Covid 19, and a candidate may therefore be required to slightly adjust the concept as well as the budget. Therefore, there should be a budget for the first year only and the concept for the first year only. Compliance towards the year will also done. For instance, UNDP may require the grantee to slightly change the budget for y2 and concept for y3.

4. Does an unregistered organization that is physically hosted by another qualify to apply for the grants?

No. The host organization should apply in the place of the hosted organization. This is because direct application of the latter will automatically lead to disqualification during the admin checks since it is not registered. It is also advised that an organization breaks away from the host once it's able to fully function on its own and become a registered entity. Indirect applications are many instances surrounded by various complications especially with the host government, auditors as well as potential donors. This is because they are deemed to non-compliant to the national government rules and regulations.

5. Is it possible to work as a consortium to apply for the grants?

UNDP normally encourages individual grantees to apply because of the conflicts that may arise. However, it is possible to do this. The only unacceptable aspect is sub-granting.

6. Are national organizations that have physical office in some of the target counties and are interested in Outcome 2 which is focused on public participation eligible to apply for the grants?

For an organization to be able to apply they are required to have presence in the target counties for at least the last past two years and are specific to those counties and it should be able to demonstrate its presence in them.

7. Are the budget and the workplan part of the 12-page limit of the concept or are supposed to be attached as a separate document?

The budget and the work plan are a separate document. The 12-page limit will cover the concept only.

8. How do the exchange losses become eligible costs to an institution and what does it mean to the exchange gains is it also an eligible cost?

As much as this has been included it may not come to reality since the grant shall not be disbursed in US dollars but rather the local currency (KSH). Therefore, issue of exchange losses or gains may not occur.

9. How many organizations are targeted from Garissa and Wajir?

Garissa-1

Wajir-1

Total estimated cost-\$20,000 in each county to be spent by December 2022.

10. The budget template given in the application form is not detailed as explained during the forum. Is there a detailed version in excel to be shared or is the format in the concept to be used and then the detailed version to be presented during the proposal writing process?

It is advisable that the budget is presented in Excel. Additionally, an excel version will be uploaded in the UNDP procurement website to aid in avoiding errors.

11. Can a CBO registered in 2019 and has a 2-yr audit report be considered eligible for funding?

It would be advisable to also look at the other areas of eligibility criteria on the website.

12. Will Garissa and Wajir participate in public participation or they can work on marginalized groups?

The projects in Garissa and Wajir will work on enhancing citizenry participation in budget making processes in enhancing social accountability among the duty bearers including the county government in enhancing citizen participation in county integrated development planning.

13. The point that County based CSOs are required to have physical presence and the certified documents required is not clear.

This is very important and will be verified during the cache (simplified capacity assessment). UNDP will go physically to the office of the NGOs, for the County based CSOs. This includes staff and infrastructure.

The certified documents may include a copy of a bank statement and this must be certified. In the case of the certificate of registration this also must be certified.

14. Are national based organizations required to have a county presence within the four counties if they are applying for the national grant?

No. They can be based any area and operate from there as long as they implement programs in the four counties.

15. Can a national NGO apply for a specific county grant?

No. They should apply for the three grants. The ones at the county level are meant for county based CSOs.

16. Can a corporate foundation apply for this grant?

Yes. In Amkeni Wakenya's project document it is indicated that it can work with the private sector. Within UNDP Strategic Plan 2021, this is mentioned, as long as they are legally registered in Kenya.

17. Does this call open to organizations in Central Kenya, Kiambu, Nyeri and Nyandarua County?

No, this call is focused on the target counties. However, a request can be written to the Resident Representative for allocation of funds for CSOs in those areas.

18. Are audited accounts necessary for the application?

Yes. Audited financial statements are key since they are tools used for risk assessment and informed decision making. A third party can therefore rely on these documents to make informed decisions since they have been verified by auditors.

19. What are the number of proposals that will be request from Turkana at the county level?

3 proposals.

One on public participation, the second one on supporting and protecting the most marginalized populations (women, youth, children and Persons living With Disabilities (PWDs)). Th third one on enhancing citizen participation in budget making processes.

20. Clarity on the difference between a national based organization and county-based organization

An organization is considered national-based depending on its capacity to mount programs across several counties in the country. But most importantly the ability of that organization to influence policy on a national level is the criteria used. Physical presence in the counties is not required as long an organization can show evidence of its ability to advocate and implement activities within the four specific counties. On the other hand, county-based organizations are required to have physical presence in the counties.

21. Is there a limit on the number of counties an organization can have for this call?

No. However you should be able to implement activities within the four specific counties that are the focus of this call for proposals.

Clarity on audited financial statement

22. What are the thematic focus areas at the national and county level?

National level

- i. Policy and Legal Advocacy on CSO law at national level (PBO Act, CBO Law, CSO Policy)
- ii. Digital space protection with a focus on the four counties
- iii. Support the coordination of self-regulatory forums within target counties

County level

- i. Support to public participation

- ii. Protecting the most marginalized populations in those counties, including women children youth and Persons living With Disabilities (PWDs); and enhancing their participation in decision making at the county level
- iii. Enhancing citizen participation in budgetary processes, social accountability and the whole process of county integrated development plans

23. Where can organization certify their registration certificates at the county level?

Any Commissioner of Courts, inclusive of law firms at the county level can assist with this.

24. Does your organization allow partnerships with upcoming NGOs or CBOs?

The lead organization that is to be granted and is making the application must fall within the provided criteria of fundable organizations and is the one that will engage with the contract and the expectations of the contract with UNDP. On the aspect of the partnering with upcoming organizations this is at an organization's own discretion

25. In terms of capacity building of upcoming organizations, how can organizations that are not being funded by Amkeni WaKenya apply for such grants?

An application can be addressed to the Project Manager for support and thereafter be evaluated on an individual basis.

26. Can organizations in Wajir and Garissa apply for \$50,000 grants or they can only apply for the \$20,000 grant.

Organizations in these counties can therefore **only** apply for the \$20,000. However, if an organization has the capacity to implement projects in the four counties as a national organization, they can apply for the \$50,000 grant.