

CALL FOR PROPOSALS

Low Value Grants to support registered NGOs delivering crisis response and/or prevention activities in relation to Gender-Based Violence (GBV) and/or Sorcery Accusation Related Violence (SARV) in Papua New Guinea

Background

With financial support from the Department for Community Development and Religion (DFCDR), the United Nations Development Programme (UNDP), under its Low-Value Grant mechanism, is pleased to launch a Call for Proposals for non-government organisations (NGOs) working to address Gender Based Violence (GBV) and/or Sorcery Accusation Related Violence (SARV).

UNDP is working with DfCDR to assist them to disburse the GBV funds provided through the 2022 National Budget. To that end, UNDP is seeking to award several small grants to support NGOs to strengthen the SARV and GBV crisis response services across the country, as well as to support prevention activities on these topics. NGOs who are successful with their applications will not only receive funding, but also technical and mentoring support from UNDP. The grants will be spread over a 12-month period from the date they are awarded.

Call for proposals

Eligible NGOs are encouraged to submit applications for Low-Value Grant Projects. This Call for Proposals will run from 08th August 2022 and **applications will close on 23rd August 2022** to allow interested applicants sufficient time to submit applications.

Registered Non-Government Organisations (NGOs), Civil Society Organisations (CSOs), Community Based Organisations (CBOs), Faith-Based Organisations (FBOs) are encouraged to submit applications. Organisations must demonstrate that they have experience implementing activities related to addressing GBV and/or SARV. Specifically, the proposed projects must contribute to some or all of the following areas:

1. Responding to SARV and/or GBV, by providing crisis responses services (including repatriation and reintegration) and other similar activities;
2. Operating safe houses for GBV or SARV survivors;
3. Providing counselling services to GBV or SARV survivors or perpetrators;
4. Engaging in GBV and/or SARV education or prevention activities;
5. Providing training or capacity building to organisations working to support SARV or GBV survivors.

In their applications (see Annex 2 for the template), recipients of grants should explain:

- How they work with provincial government authorities to ensure coordination of the local GBV or SARV response. Ideally, they should be an active member of their provincial GBV Action Committee/provincial FSVAC.
- How they operate as part of the provincial referral pathway, if appropriate.
- How they work with the Royal PNG Constabulary, the Provincial Division for Community

Development, Provincial Health Authorities, other stakeholders in the provincial law and justice sector, and other CSOs, as appropriate; and

- What kind of support they would like from UNDP, DFCDR or other partners to strengthen their own staff capacity, through trainings and networking.

Grant amount

The grant amount that can be awarded over 12 months for all activities is a **minimum of PGK 40,000** (Forty thousand Papua New Guinean Kina) to a **maximum of PGK 200,000** (Two hundred thousand Papua New Guinean Kina) per proposal. Proposals may cover multiple provinces and multiple issues (eg. crisis response, safe houses operations, counselling, education/prevention), or they may cover only one province and focus on only one issue.

Proposers should only request funding amounts that they sincerely believe they can deliver. DFCDR has a limited funding pool for 2022 and will seek to provide multiple grants to cover multiple provinces. Proposers may be requested to reduce their grant request to enable DFCDR to provide grants to more organizations to ensure better nationwide coverage.

If your application is successful, the grant will be done in four disbursements, paid quarterly.

Guidance for Preparing the Budget

Personnel budget should be limited to project personnel/staff only and may not exceed 10% of the total cost of the project. You must list the project staff(s) titles and associated costs. In the narrative, you must provide justification for the positions.

Equipment budget may not exceed 5% of the total cost of the project. You must specify why the equipment is needed for the Project and it must be clear that the equipment is directly related to the provision of activities under the grant.

Indirect cost should not exceed 5% of the direct cost indirect cost, such as rent, electricity, administration.

You may not propose activities which are contrary to the laws of PNG.

The selection committee will NOT consider proposals that:

- Have activities where a substantial part of the budget is allocated for travel and/or conference services;
- Have activities where a substantial part of the budget covers institutional recurrent costs and/or personnel costs.
- Request amounts of funding outside the window of this call (PGK 40,000 to PGK 200,000);

The Selection Committee reserves the right to change proposed project budgets where it deems necessary in the process of selecting successful applicants.

Grant Duration

The implementation period is 12 months from the date of signature of the grant agreement by the Grantee.

Criteria

NGOs, CSOs, CBOs, and Faith-based organisations interested in applying for Low-Value Grant

Projects should meet the following criteria:

- Proof of legal registration of the organisation with the Investment Promotion Authority of PNG.
- At least 2 years demonstrated experience working to implement relevant activities in relation to the topics mentioned above in the Call for Proposals section.
- An experienced team with demonstrated capacities to (i) implement the low-value grant projects and (ii) accountably administer and report on the funding provided. *An organisational structure including title, function and years of experience for each of the team members should be included in the application.*
- Organisations working at the provincial level, alongside GBV Secretariats or GBV Action Committees have an advantage.

Proposal Documentation Required

The following documents are required at the time of submission:

1. Application Form – check that all questions have been answered fully (refer to Appendix 2)
2. Annex 1: 12-month workplan and budget (refer to Appendix 3 for sample form)
3. Annex 2: List of Project Staff, including CVs of the Head of the NGO or the Team Leader for the Project and any other key staff who will be responsible for implementing the Project.
4. Annex 3: Organisation Certificate of Registration with IPA and Constitution or any other relevant documents explaining the organisation's mandate
5. Annex 4: Letters of support from any of the following authorities confirming that proposed Project is part of the local development plan or is supported by a government partner (refer to Appendix 4 for sample form):
 - National government official, including a Member of Parliament;
 - Provincial government official, including the Governor or District MP.
 - District government.
 - Local-level government.
 - Provincial GBV Secretariat or Focal Point;
 - Official from the local Police FSVU or Health Family Support Centre.

Information Sessions for Interested Applicants

In order to provide information and to respond to any questions from interested applicants, the UNDP and DFCDR Project team will hold an information session for interested applicants, upon request. Applicants can reach out to the UNDP Procurement Unit directly via email on procurement.pg@undp.org or call on Telephone 321 2877.

Information for submission of the applications

Applicants should send the set of documents via email to procurement.pg@undp.org with the following subject: **"DFCDR GBV and SARV Low Value Grant Project Proposal"** OR the proposal and attachments can be delivered by hand in an envelope bearing the following mention: **"DFCDR GBV and SARV Low Value Grant Project Proposal"** at the following address: United Nations Development Programme, Kina Bank Haus, Level 14, Port Moresby, phone: 675-321-2877.

Closing date of applications

The Call for Proposals will run for two week 08th August 2022 to 23rd August 2022. Incomplete or



late submissions will not be considered. The UNDP reserves the right to reject the application without any explanations.

Appendix I: Instructions to Applicants

A. Summary

1. General provisions

With financial support from the Department for Community Development and Religion (DFCDR), the United Nations Development Programme (UNDP), under its Low-Value Grant mechanism, is pleased to launch its Call for Proposals and invites local organisations operating in the space of Gender Based Violence (GBV) or Sorcery Accusation Related Violence (SARV) in Papua New Guinea to submit applications for a Low-Value Grant Projects.

The Applicant assumes all costs of the preparation and submission of application for a 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.

B. Documents for accepting applications for the low-value grant project

2. The content of documents for accepting applications

Applications for a low-value grant must comply with the general requirements of these Instructions in full. Partially eligible applications will be rejected.

The Applicant should consider all relevant instructions, forms, and conditions contained in the documents for accepting a low-value grant project. The risk of non-compliance with the requirements of these documents lies with the Applicant and may adversely affect the evaluation of the application.

3. Clarification of documents for accepting applications for the low-value grant project

If the Applicant requires clarification of the documents necessary to constitute an acceptable application, he/she shall notify UNDP by writing to **UNDP Procurement Email Address: procurement.pg@undp.org**. UNDP will provide a written response to any request for clarification provided that the request is received no later than one week before the deadline for submitting applications.

4. Amendment of documents for the acceptance of applications for the 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 application dossier at any time before the deadline for submitting applications for a low-value grant project.

All applicants who have submitted their applications will be notified in writing through email or phone about any modifications that are needed to provide applicants with an acceptable timeframe for the introduction of amendments and the preparation of applications; the notifying organisation, at its discretion, may extend the deadline for submitting applications for the low-value grant project.

C. Preparation of low-value grant project

5. Language of application

The application prepared by the Applicant, as well as the correspondence that takes place between the Applicant and UNDP, shall be in English.

6. Documents constituting the application

The application should consist of the following components:

- Application form, including the description of the action flowing the template in Annex 2.
- A copy of the Certificate of Registration of a Legal Entity by the Investment Promotion Authority of PNG.
- CVs of the Head of NGO or the Team Leader for the Project and other key experts.
- Endorsement letter from any of the following authorities confirming that proposed Project is part of the community or local development plans (refer to Appendix 4 for sample form):
 - National government official, including a Member of Parliament;
 - Provincial government official, -Division for Community Development, including the Governor or District MP.
 - Official from the local Police FSVU or Health Family Support Centre.
 - District government.
 - Local-level government.
 - Provincial GBV Secretariat or Focal Point;

7. Currency of the application

All prices should be in PGK.

8. Payment

UNDP makes payments in Papua New Guinea Kina (PGK). Payment will be transferred to the bank account indicated in the Contract signed with the successful Grantee.

D.Submission of applications

The Applicant shall send their application by email procurement.png@undp.org addressed to: Mr Dirk Wagener, UNDP Resident Representative in Papua New Guinea, with the subject line stating - "**DFCDR GBV and SARV Low Value Grant Project Proposal**". The body of the email should include the email and phone details of the main contact person for the application. The application form should be in Doc or PDF format.

Alternatively, the application can be delivered by hand with a note "Low-value grant project" at the following address: United Nations Development Programme, Kina Bank Haus, Level 14, Port Moresby, phone: 675-321-2887

9. Deadline for the submission of applications

UNDP must receive the applications at the email indicated in the Clause on the Sealing and Marking of applications. The Call for proposals will run for two weeks Monday 08th August 2022, closing at 5pm Port Moresby time on Tuesday 23 August 2022.

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 submitting applications, in accordance with the Clause on the deadline for the submission of applications, may still be considered by UNDP at their discretion.

E. Opening and evaluation of applications

11. Opening of applications

The UNDP PNG Procurement Unit is responsible for collecting applications and keeps a register of incoming applications. UNDP will assign a Grants Evaluation Committee to review and evaluate the proposals received. The opening and preliminary assessment for the availability of all required documents are carried out by the UNDP procurement unit and 2-3 members of the Grant Evaluation Committee. A preliminary assessment protocol approved by the Chairperson of the Committee is transmitted to all Grant Evaluation Committee members.

At the pre-screening stage, all the received applications will be reviewed by UNDP to check that the applications meet the minimum eligibility criteria and confirm reasons for disqualification. Only selected applications after pre-screening will be evaluated based on following the criteria by Grant Evaluation Committee.

12. Clarification of applications

In the process of studying, evaluating, and comparing the assessment, the Grant Evaluation Committee, at its 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 writing. It may relate to any questions regarding the application for a low-value grant project. The Applicant shall provide their clarifications as soon as possible after receiving the request, but no later than 7 (seven) calendar days.

13. Evaluation and comparison of applications

The applications received for low-value grant projects are evaluated individually. Before the evaluation, the members of the Grant Evaluation Committee can provide their comments/remarks on any application or provide additional information about the Applicant to other members of the Grant Evaluation Committee. The members of the Grant Evaluation Committee will review the comments based on the supporting documents and collectively decide when evaluating applications.

The Grant Evaluation Committee may organize online or offline meetings to evaluate grant applications if applicants are asked to introduce amendments or provide clarifications.

The Grant Evaluation Committee will review the applications in four steps:

- Step 1 - Preliminary evaluation: In this stage, the committee will ensure that the Applicant has submitted all relevant documents (specified in section 6 of the above). If the Applicant has not submitted documents completely, the committee will either reject the proposal.
- Step 2 - Eligibility Review: In this stage, the evaluation committee will review the applications against the following criteria:
 - o The Applicant is a legally registered entity as NGOs, CSOs, CBOs or FBOs.
 - o The Applicant is not suspended, debarred, or otherwise identified as ineligible by any UN Organisation, the World Bank Group, or any other international Organisation .

- Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.
 - Non-performance of a contract did not occur as a result of contractor default for the last three years.
 - No consistent history of court/arbitral award decisions against the Bidder for the last three years.
 - No conflicts of interest exist with UNDP or the Project Team.
- Step 3 – Technical Evaluation: At this stage, the Evaluation Committee will review all proposals against a pre-determined criterion (*Form 1: Technical Assessment Criteria*). A scoring system is used to evaluate the applications. Scores for each evaluation criterion are calculated immediately after the discussion of each application and are filled in evaluation forms, which indicate the points assigned for each criterion. The applications that score 70% or above in the technical evaluation will be considered as technically eligible for funding.
 - Step 4 – Financial Evaluation: The Evaluation Committee will review the budgets of the proposals that obtained 70% or more in technical evaluation for their rationality and value for money.
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Form 1: Technical Assessment Criteria

Summary of the Technical Application Assessment Form		Maximum score	Comments
Relevance of the Action			
1	The relevance of the low-value grant project in reducing the negative impact of GBV and SARV cases, through one of the following services; crisis response service, education, prevention or advocacy.	20	
2	How well does the proposal demonstrate synergy with other local initiatives to address GBV? Does the organisation apply good practice principles of coordinating efforts to address GBV or SARV? Does the organisation work with the provincial, district or local government?	15	
Design of the Action			
1	Work experience in addressing GBV and/or SARV, understanding the referral pathway within provinces and offering crisis response services or undertaking education and prevention activities	20	
2	How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the expected results realistic?	15	

3	Does the design take into account external factors (risks and assumptions)	10	
4	A 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.	10	
5	To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?	10	
	Total	100	

F. The 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 can award an agreement to any Applicant, whose application is considered appropriate under the grant criteria.

15. The signing of the agreement

Within 15 days after awarding the agreement, the successful Grantee shall sign and date the documents and send them back to UNDP.

16. Reporting requirements

NGOs, CSOs, FBOs and Community Based Organisations (CBOs) shall deliver quarterly reports (both descriptive and financial) to UNDP. All reports shall be prepared in English 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 email in Doc or PDF format. All reports shall contain a cover sheet with the project's name, and the UNDP and DfCDR logos. Reporting requirements will be further specified in the 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. After completing the project, the Grantee will deliver a final report with all the documents prepared, which shall be agreed upon and approved by the UNDP Project Manager for the final payment. If necessary, the Grantee will modify the prepared expected products before making the final payment.

The grantee will provide data and other information for production of communication materials to UNDP as required by the grant agreement or upon request, to be used by the UNDP Communication Specialist and/or the DFCDR website manager.

Recommended "Expected Results" Table:

	RESULTS	DEADLINE	PAYMENT SCHEME
1	Upon signing of the agreement	Within the first month upon the agreement signing	25 %
2	Quarter 1 narrative and financial report submitted to UNDP and accepted	Within 2 weeks of the end of Q1	25%
3	Quarter 2 narrative and financial report submitted to UNDP and accepted	Within 2 weeks of the end of Q2	25%
4	Quarter 3 narrative and financial report submitted to UNDP and accepted	Within 2 weeks of the end of Q3	20%
5	The Final Report is delivered with appendices (photos, video plots)	Within 2 weeks of the end of Q4	5%

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

19. Payment Terms

UNDP will transfer monetary funds to an NGO/local community's account following the schedule and payment terms. Payments will be made in tranches according to the schedule indicated in the "ExpectedResults" Table. The last tranche will be paid after receiving the final report.

In the cases where there is a need to revise the number of payments due to the fault of the funding recipient, the Grantee provides financial justification to UNDP.

The total amount of grant funds allocated under this Project for successful recipients will be no more than PGK 200,000.00 (Two hundred thousand Papua New Guinean Kina) and a minimum of PGK 40,000.00 (Forty Thousand Papua New Guinean Kina).

Grantees are fully responsible for paying taxes arising from the agreement with UNDP.

20. Monitoring and evaluation

UNDP reserves the right to carry out spot checks of funding recipients to ensure the quality of services. Interviews will be conducted, and feedback on the quality of the Grantee's work will be received.

When conducting an independent external evaluation of UNDP, any low-value grant project may be included in the evaluation procedures.

21. Liability of the parties

The successful Grantee shall be obliged to:

- Perform works promptly following the Project Workplan and budget.
- Bear full responsibility for the fulfilment of all stated goals and objectives.



- Ensure interaction with local level government bodies and authorized state structures, as required.
- Bear full responsibility for the implementation of low-value grant projects following the legislation of Papua New Guinea.
- Ensure free access for the UNDP Programme staff to all documentation (including financial documents, reports, and supporting documents relating to the Project funds) to monitor the implementation of the Programme's goals and objectives.
- Bear organisational, legal, and financial responsibility for accounting and preparation of financial reports and 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.
- 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.
- Provide financial and descriptive reporting to UNDP.
- Coordinate with the Project the technical specification of the equipment declared in the application for a 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.
- Continuous monitoring through verification missions and spot-checks to ensure compliance with UNDP rules and regulations.

Annex 2: Applicant Information Template for Low-Value Grant Project

Date: _____	
From: [Applicants name], on behalf of [Organisations Name] To: <u>United Nations Development Programme in Papua New Guinea</u> Dear Mr Wagener, After studying and reviewing the specifications and all documents related to the application, I, the undersigned, agree to carry out the works under the Project "Support to GBV and/or SARV crisis response, education and/or prevention activities in Papua New Guinea" and submit the attached application documents. If UNDP accepts our application, we undertake to perform the work strictly following the work schedule. We agree to adhere to the deadline for the application after opening the tender applications and confirm the assumption of these obligations during this period.	
1. Information on the Applicant:	
1.1. Name of Organisation:	
1.2. Registration number:	
1.3. Date of registration:	
1.4. Legal address:	
1.5. Postal address:	
1.6. Main contact	Name:
	Position:
	Telephone Number:
	Fax:
	Email:
1.7. Additional Contact:	Name:
	Position:
	Telephone Number:
	Fax:
	Email:
1.8. What is the organisations mission?	
1.9. Please give a brief description of the history and experience of the organisation	

**1.10. Management (Board) of the non-governmental organisation / Key persons in the organisation**

No.	Name	Profession	Function	Years of Experience

1.11. Please describe the funding sources you have at the moment:

SR. NO.	Funding Source:	Currency:	Amount:

1.12. Banking Information:

Name of account holder:

Bank name:

Bank division name:

Account No:

Bank address:

2. Low value grant project information

1. Name of the project	
2. Location:	
3. Budget:	
4. Project context: <i>In this section, you shall give a brief overview of the problem that your organisation is trying to solve as part of this low-value grant project. If possible, provide clear statistical data and indicators of the problem. Why is your Project necessary, timely? Who needs it? This section should be only 1-2 paragraphs. We are already convinced that GBV and SARV are a problem. We only want to know about the specific issues that this Project seeks to address.</i>	



5. Project summary: *Please explain in only 1-2 paragraphs what you hope to achieve through the Project. This information will be published on the National GBV Secretariat website, so it should simply and clearly capture what you aim to deliver with the funding if you are successful.*

5. Expected project results: *Please list and describe all expected results of the application. Results must reflect the concrete change that might happen due to low-value grant project implementation, be specific, measurable, and sustainable.*

7 Project objective, outputs and activities: *In this section, you shall provide a clear and detailed description of what you hope to deliver through the Project. Please be very clear and practical. You can use bullet points if that is easier. Be very specific about the activities, and if possible, include targets on the expected number of people that will direct or indirectly benefit from each activity, If the application envisages partnerships with other organisations, please describe the role of partners and the scope of cooperation.*

- Project Objective:
 - Output 1:
 - Activity 1.1: xxxxx
 - Activity 1.2: xxxx
 - Output 2: [if necessary]
 - Activity 2.1: [if necessary]

8. Project team: *Please list the team members (including any consultants) you want to involve in the*



implementation of the low-value grant project (please attach relevant CVs)

- Team Leader: Name, years of experience, 1-paragraph summary of expertise, role in the project
- Team Member 1: Name, years of experience, 1-paragraph summary of expertise, role in the project
- Team Member 2: Name, years of experience, 1-paragraph summary of expertise, role in the project

9 Expertise in addressing GBV or SARV *Please explain your expertise in the field of GBV and/or SARV. We want to understand your expertise and why your organisation is well-positioned to accountably spend the requested funding to assist GBV or SARV survivors or engaging in GBV/SARV prevention or education. Please explain your organisations' experience, community connections, government partnerships, and/or provide any other information that will convince UNDP that you are well-qualified to deliver the Project.*

10 Previous experience implementing similar projects: *Please provide information on whether you have implemented similar projects previously. If so, what did you do and what were the results? Please provide any feedback from other development partners with whom you have worked, including contact details for referees that UNDP can speak with.*

11. Partnerships with relevant local government and non-government bodies: *Please explain how you work with provincial, district or local government bodies, including police FSVUs or local health services. Please also explain whether you work with your provincial GBV focal point, secretariat or Action Committee, and if so, how. Please explain any other partnerships you have developed to maximise the impact of your GBV or SARV work.*



6. 12 Risks: <i>Please provide an overview of possible risks that may jeopardize the implementation of the application and its success, as well as your action plan on risks mitigation.</i>	
7. 13 Monitoring and evaluation: <i>Describe how the application will be monitored and evaluated. How will the quality of completed tasks, accountability, and transparency of the allocated budget be ensured?</i>	
3. General Declarations: The proposer should review the below declarations, and if any are true, they should provide information on these cases (Answer Yes or No)	
3.1. The proposer confirms that the organisation is not suspended, debarred, or otherwise identified as ineligible by any European Union, UN Organisation , the World Bank Group, or any other international Organisation .	
3.2. The proposer confirms that the organisation has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and has no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	
3.3. The proposer confirms that the organisation's non-performance of a contract did not occur due to contractor default for the last three years.	
3.4. The proposer confirms that the organisation has had no consistent court/arbitral award decisions against the Bidder for the last three years.	
3.5. The proposer confirms that the organisation that no conflicts of interest exist with UNDP or the Project Team.	
Declarations of commitment by the CEO: The proposer should review the below declarations, and if any are true, they should provide information on these cases (Answer Yes or No)	
I declare the intention of (the name of organisation) to fight corruption and, in particular, declare that any offer, gift,	



payment, remuneration, or benefit of any kind that is considered an illegal act or corrupt practice was not and should not be directly or indirectly associated with any person related to the execution of this Contract. Any action of this kind is a sufficient reason to justify the termination of this Contract and gives UNDP the right to demand full compensation for its effective contribution.

I confirm that (the name of organisation) as a whole refrains from the incitement of violence or hatred and from discrimination based on race, age, ethnic origin, gender, sexual orientation, gender identity, disability, or religion. Such an obligation covers all the activities carried out by the organisation, including those beyond the scope of this Contract. Any violation of the above obligation justifies the immediate termination of this Contract and gives UNDP the right to demand full compensation for its effective contribution.

I, the undersigned, hereby confirm that the information provided in this form is true and complete. I understand that false or misleading information in this statement will lead to its rejection.

Full name of the head of the applicant organisation:

Signature of the head of the applicant organisation:

Date:

Annex 3: Low-Value Grant Project Workplan and Budget

[illegible]

[Government Letter Head]

Appendix 4: Letter of Endorsement by Government

[Date of Endorsement Letter]

To: The UNDP Grants Evaluation Committee

Subject: Endorsement for [Title of Project]

In my capacity as the designated authority for the [Government authority name] in [Province, District or Local level government], I confirm that the (Organisation Name) project proposal is following the government's (select provincial, district or local) priorities in implementing this [GBV or SARV project].

Accordingly, I am pleased to endorse the above project proposal for support through the DFCDR funds which are being managed and disbursed by UNDP.

Sincerely,

[Name of Designated Government Official]
[Position/Title in Government]