

Call 9&10 - FREQUENTLY ASKED QUESTIONS (FAQs)

- 1. Can a National Organization based in Nairobi or Mombasa apply for Lot 1 and work in the County where their office is located? For example, TI-Kenya has Advocacy and Legal Advisory Centre (ALAC) offices in say, Kisumu, is it okay for TI-Kenya to apply for this call owing to her ALAC presence in Kisumu?**

YES: However, preference will be given to CSOs Headquartered and with functional offices in the targeted counties, i.e. this means organizations located within the specific counties and which have programmatic and physical presence. Please note that you will need to provide documentary evidence of existence of these offices.

- 2. Page 5 of the Guideline talks of two-year projects whereas page 9 talks of 12 months- please clarify the correct position of the CfP.**

The projects will be running for two years (multi-year funding) but will be renewable annually upon satisfactory performance and submission of all financial and narrative reports. Therefore provide 12 months budget for year one (Call9-LOT1, 2 & 3). Please note that Lot 3 funding is for one year.

- 3. Do you award grant to catholic nuns working in marginalized communities? e.g People like widows**

Grants to Catholic Nuns falls under the umbrella of Faith Based Organizations. Kindly note that you are required to meet all the necessary requirements as stipulated in the call for proposals/guidelines.

- 4. Can the PIFs recordings be shared?**

Unfortunately, because of internal guidelines and policies, we will not be able to share recordings of the sessions. Kindly listen keenly to the sessions and ask any questions that you may have. Also note that this there are series of PIFs from Monday 15th – 18th May 2023 and Proposal writing workshop on 19th May 2023 and you can join these as well to ask any questions you may have.

- 5. Time provided for submission of applications seems to be short compared to the requirements which are many.**

The application time falls within the UNDP guidelines and rules on calls for proposals – minimum of 14 running days starting day of publishing and closure date inclusive.

- 6. On the requirement of linking PLEAD II with PLEAD 1 intervention, a kind request for UNDP to share reports generated from PLEAD 1.**

Approval is being sought from Snr Management and if granted to share the PLEAD 1 end term evaluation report. If granted, the same will be posted on the UNDP Procurement notice as per the links provided in the adverts.

- 7. What happens to an organization which is legally registered and is a few weeks to the two years mark, can they apply through the host organization (note that they applied through the host organization in PLEAD I successfully) and does that reduce the chance of the host organization?**

Organizations cannot be funded through a host organization since UNDP funds legal entities who are registered with the relevant statutory Bodies. However, organization can apply for a grant on a partnership basis/consortium (joint application) as long as they are both registered but the Lead organization must meet all the requirements since it's the one to sign the grant agreement and exercise accountability of the grant. However, no sub-granting is allowed. Note that accountability will be expected of the lead organization which will sign the contract and will be the recipient of the funds.

8. Lot 3 talks about 1 national organization. Is this the final allocation for amounts to national organizations?

Under lot 3, the allocation is limited to KES 3,000,000 per grant (organization) and will only be implemented in the first year. Interventions are expected to be national so consideration will be for National level CSOs that have national outlook. Note that national CSOs can also apply for Lot 1. However, note that no submission of more than one grant (application), an organization should concentrate on their strong area of focus and only submit one application.

9. What do you accept as proof of physical location?

- a) Registration certificate which clearly stipulates the County you are working in. This is especially applicable to CBOs.
- b) Previous funding agreements which have indicated the specific county of operations including activities implemented.
- c) A letter from the County Government that speaks to the work you have implemented in the County can as well serve.
- d) Lease agreements but that are backed by prove of payments over the two years period can as well serve.
- e) etc

Please note that a physical verification assessment will be carried out to verify your presence in the County of operation and implementation of similar projects as sated in the applications received.

10. What if the organization was not part of PLEAD I?

Organizations that were not part of PLEAD 1 are **HIGHLY** encouraged to apply. The notion that only organizations funded in PLEAD 1 will be engaged is incorrect. PLEAD II is independent of previously awarded calls and it's an open and competitive one with transparent, fair and accountable process for on-boarding new partners. All organizations will be considered as long as the minimum requirements have been met.

11. When you say Nairobi, does it mean Nairobi County or Nairobi metropolis?

For the PLEAD grants Nairobi County refers to the County of Nairobi and not contiguous counties.

12. Are there ways to loop in the local organization beside audit reports.

The audit report is a requirement and speaks to accountability, it's an M&E tool and risk assessment tool. It is a way of confirming an organization can handle finances well. Project-based audit reports can be submitted in addition to institutional audit reports as long as they are recent reports not more than 3 years, in this regard Audit reports for 2022 and 2021 and very least 2020 for organizations with financial year end of 31st December and for those with mid-year financial year ends, 2021/2022, 2020/2021 & very least 2019/2020. Integrity is key and therefore any faked audit reports not issued by accredited auditors by ICPAK will be disqualified. Likewise, all support documents must be genuine and support the correct position of the proposition, otherwise this will be a ground to disqualify and blacklist the organization.

13. For Partner organizations, should both be not-for profit? What about social enterprises, are they eligible?

Low value Grant policy is clear that grants are meant for not-for-profit organizations. Social enterprises are not eligible (social enterprise activities).

14. Is there room for partners to submit written FAQs after the call? Amkeni to consider publishing the questions and answers in the UNDP website to guide partners when developing the proposal.

You can present/post your questions after PIFs but before closure date to the email: undp.kenya.procurement@undp.org. All the questions submitted via this controlled email will be published on the UNDP Procurement notice. Please note that no email communication neither phone calls to UNDP staff will be allowed and once this is contravened, it will lead to automatic disqualification. This will ensure even level playing ground to all applicants. While submitting your FAQ, please make sure the subject on the email reads: **Call 9&10-FAQ**

NOTE: Do not submit your application to the above email. The submission email is provided on the adverts. Submission done to the above email will not be considered.

15. What if an organization has not received grant from a grant making organizations? Does the recommendation letter remain a must?

Recommendation letters are a requirement. These could also be obtained from the County/National Government for as long as they speak to projects that have been implemented in partnership with these entities. The reference letters should not be older than 5 years from the day of submission of the proposal.

16. How do you handle LGBTQ org that are currently not allowed to register in Kenya! Are they excluded and yet they are most marginalized in Kenya.

The requirement of registration stands. UNDP-Amkeni Wakenya will work with legally registered organizations including those that target special interest groups such as the LGBTQ communities and other marginalised communities.

17. Can Constitutional and Independent Offices organizations respond to the call? Are they eligible?

These are not eligible under UNDP-Amkeni Wakenya demand side of PLEAD2/GP4 Call for proposals. However, they are supported by UNODC who are supporting the supply side of PLEAD2 programme. Note that grantees will be expected to work with state actors as well as the relevant constitutional and independent offices.

18. Do you support individuals working by themselves in Peace Building Activities?

The call for proposal is targeting registered organizations/entities as opposed to individuals. Please refer to the guidelines under eligibility criteria

19. Can an organization apply in 2 different counties?

No. applicants are requested to make one application for one county of presence/preference in case of many counties of coverage.

20. What of newly established organizations, how are they eligible?

Organizations must be registered for at least 2 years. Newly formed organizations can reach out to the facility for capacity building opportunities through amkeniwakenya.ke@undp.org

21. Is it a deal breaker having been funded by UNDP before?

No. All organizations can apply but organizations that have not been previously funded by UNDP Kenya are **HIGHLY** encouraged to apply as long as they meet the requirements.

22. What about addressing climate injustice in marginalized counties. Become women and children are victims of climate change?

Women and children are part of the target groups and proposals can be designed from a climate justice perspective targeting marginalized groups. However, the overall objective and goal of the call for proposal should not be lost.

23. Are applicants supposed to budget for the 2 years?

No. For now, applicants are requested to submit a 12 months budget and if successful, partners will transit into the second year subject to satisfactory performance and delivery in year 1.

24. What if an organization operates in 7 counties, can they apply for multiple counties/different proposals targeting different counties?

No. Applicants are requested to make one application for one county of presence/preference in case of many counties of coverage.

25. The budget ceiling for Lot 2 is Kes. 3M per county or per grantee per year?

Each successful applicant under lot 2 (rural counties) will be awarded KES. 3M per year. Each of the target rural counties will have 2 organizations each getting Kes. 3M per year for a total of 2 years.

26. There are situations where CBO have been supported by donors to implement activities without receiving direct funding into their accounts. Can that be a grant?

No. That is collaboration and not grants directly managed by the organizations. However, that donor can give a recommendation on the activities that were undertaken by the organization. Please note, these recommendations are subject to verification.

27. The full proposal template shared, under administrative checklist, appear to be missing the information shared with us during this PIF; documents be shared like certified bank statement, audit report, evidence of physical presence, renewed certificates, even though this was aptly explained to us today. My concern is that person who is going to apply for this call but has not been able to attend PIF. Will they not be disadvantaged?

Applicants must pay attention to the four Documents which have stated various requirements to be met. These are as follows:

- i. **The Advert**- Please go through the advert keenly and generate all the requirements to be met as stipulated in the advert. Please submit documentary evidence to support the same.*
- ii. **The Guidelines**- Please go through the guidelines keenly and generate all the requirements to be met as stipulated in the guidelines. Please submit documentary evidence to support the same.*
- iii. **The Application form** - Please go through the application form keenly and generate all the requirements to be met as stipulated in the Application Form. Please submit documentary evidence to support the same.*
- iv. **The Excel Budget template** - Please go through the Excel Budget Template keenly and generate all the requirements to be met as stipulated in the 2nd sheet “budget instructions”.*

In other words, applicants must draw their own conclusive requirements checklist from the advert, guidelines, full proposal template as well as the Excel budget template in order to tick against each before submitting the application in order to ensure submitted proposals meet the admin check requirements including the supporting documents required thereon. The four documents have all the requirements stipulated well in supporting/ evidencing the eligibility and must be adhered to.

An example of a checklist that can be drawn by an applicant but informed by thorough review of the above 4 call for proposal documents is as below:

Sample Admin Checklist drawn by an applicant (ref. 4 Cfp Documents)	
Parameter	Status (YES/NO OR N/A)
Submitted by Due Date & hour?	
Target country/national indicated?	
The correct Proposal application form, published for this call for proposals, has been used?	
The Declaration by the applicant has been filled in and has been signed?	
The Proposal is typed in English?	
Each partner has completed and signed a partnership statement and the statements are included? Please indicate 'Not applicable' (N/A) if you have no partner?	
The budget and workplan is presented in the format requested and expressed in Kshs?	
Evidence of physical and programmatic presence in Targeted County where this is applicable?	
Previously funded by UNDP	
Certificate of Registration is attached?	
Is the Registration certificate valid/up to date/renewed at the time of the application?	
Audited Financial Statements for the recent past 2 years?	
Proof of ownership of organizational Bank Account?	
Reference letter from a grant making organization/Donor partnered with in the past other than UNDP?	

28. Which emails are used for proposal submission and follow up questions? Proposal

- i. Application Submissions are **STRICTLY** to be send : bids.ke@undp.org ONLY. The application will be disqualified if sent/copied to any other email. (Please refer to the advert, it's very clear)
- ii. Since no email/telephone follow-ups are allowed between the applicants and UNDP staff, any follow up questions should be sent to : undp.kenya.procurement@undp.org with clear subject on the email "**Call 9&10-FAQs**". These will in turn be published in the UNDP Procurement Notice. Please note that the link to access the same is the one provided in the advert.
- iii. No physical applications will be accepted. Please refer to requirement as per the advert

29. If an organization never got grants or donations before but is old organization and has been doing volunteering advocacy, is audited report required from such organizations?

Audit reports are a **MUST**. We encourage new organizations to reach out to us for capacity building opportunities if they are not able to meet the requirements of the calls. This will ensure they are prepared for future calls.

30. What if an organization has no previous funding? Will it be able to apply the grant.

Yes. For as long as the organization can provide all the requirements of these calls.

31. For joint application, does both partners need to be registered?

Yes. Both organizations must be legally registered and separate partnership statements signed that stipulate mode of execution of the project. However, the LEAD organization must meet all other requirements under these calls. It's worth noting that no sub-granting is allowed, the two organizations must implement jointly. This also applies to the other applicants, no sub-granting is allowed, the applicant must implement the project by themselves.

32. How many proposals can one consortium submit?

If the consortium is legally registered, it can only submit one proposal is allowed for an organization/network/consortium/joint partnership. The limitation clause on sub-granting still applies.

33. For a case where a 7-year-old CBO was upgraded to an NGO last year, can it qualify?

NO. The NGO certificate will not be considered since its less than 2 years. The applicant can use the CBO registration to submit the application.

34. Please advise if an entity which is already implementing another call can also apply for this call.

NO. This is because the entity already has an active/ongoing Low Value Grant with UNDP.

35. Please advise if Faith Based Organizations are eligible for applications.

YES. Amkeni Wakenya primary target groups such as CSOs, NGOs, CBOs, FBOs, Academia, Trusts, Research Institutions, Government Strategic Partners etc.

36. Do organizations that are not headquartered in the target counties but with operations in the said county stand a chance?

YES: However, preference will be given to CSOs Headquartered with functional offices in the targeted counties. You will need to provide evidence of existence of these offices.

37. For some organizations, donors pay resources according to activities undertaken directly to service providers, can we be able to provide receipts as an account or audit statement.

Audit reports are issued by auditors who are accredited by Institute of Certified Public accountants of Kenya (ICPAK). Financial Statements of an organizations are prepared by the organizations themselves courtesy of their accountant employees and then forwarded to Auditors for independent extermination and issuance of an independent audit report. The recent past 2 years audited financial statements that also speak to the relevant work/activities implemented over those years are mandatory. It's expected that such contributions by the donor are captured. The audit reports will be subject to verification.

38. Once we get a reference letter from a partner, what other evidence should we get from them to show that we have worked with them? Would it be ok if the referee indicates in the reference letter how they have worked with us?

That's correct, the referee should mention the work undertaken with you and if possible, mention the kind of interventions they have funded, or you have partnered with.

39. If our HQ is in Mombasa but our current programs are in Kwale and Kilifi, would we qualify?

YES. Mombasa is a target county for call 9 and 10 and you are therefore eligible. Note preference will be given to CSOs Headquartered with functional offices in the targeted counties. Please do not submit more than one proposal, concentrate on the county you will impact more.

40. Can your proposal target two counties. For example, if you are currently operating in more than one eligible county.

No. You are advised to submit only one application for either of the two counties.