



United Nations Development Programme (UNDP) in Georgia

Project: “Supporting Public Administration Reform (PAR) in Georgia – Phase 2”

Call for Proposals for

Civil Society Grants in support of Public Administration Reform

I. Background

The Administration of the Government of Georgia (AoG) committed itself to reforming the existing system of Public Administration. PAR Roadmap 2015-2020 identified six major policy areas of Public Administration Reform (PAR): Policy Development and Coordination, Civil Service Reform and Human Resource Management, Accountability, Service Delivery, Public Finance Management, and Local Self-Government. With the funding of the UK Government, UNDP has designed a multi-year initiative, “Supporting Public Administration Reform in Georgia - Phase 2” (hereinafter “UNDP PAR 2”), which since 2016 has been continuously addressing a complementary, but distinct package of specific, predetermined needs under the three crucial areas of the PAR Roadmap: i) Policy Development and Coordination; ii) Civil Service Reform and Human Resource Management and iii) Service Delivery.

UNDP PAR 2 initiative intends to sustain, support, and build key institutions and processes required for advancing the reform by offering consultancy and capacity building. Civil society organizations (hereinafter “CSOs”) are seen as key partners and contributors in the context of PAR with the potential to fill in the existing gaps and provide required research, expertise and evidence for improved policy and practice. Within the context introduced above, UNDP is announcing a call for practice oriented CSO projects.

II. Purpose of the CSO Grant Contest

The purpose of the CSO grant contest is to facilitate research and analysis in the Public Administration Reform (PAR) and contribute to the effective and timely implementation of the PAR and the advancement of evidence-based policymaking in the country. To this end, UNDP intends to:

- Support Systemic, qualitative and quantitative research and analysis of the ongoing PAR reform;
- Encourage the effective implementation of the PAR reform along with developing solutions to fill the relevant gaps, where applicable;
- Build expert capacity in academia and civil society to act as a partner to government stakeholders;
- Help create a lasting community of practitioners in civil society and government agencies;
- Encourage stronger linkages of PAR-related studies with the 2030 Agenda for Sustainable Development, especially the Sustainable Development Goal (SDG) 16 (Peace, Justice, Strong Institutions), while at the same time adhering to the Open Government Partnership (OGP) principles and values.

The specific topic for the given round of CSO grants under PAR 2 include research and/or project activities in the following priority area:

1. Public policy planning, analysis, monitoring and evaluation.

Note: *Detailed description of the topic, methodology and duration of projects are indicated in Annex A.*

III. Who Can Apply?

Non-profit civil society organizations and educational institutions (including public universities) with relevant proven experience in project management, policy research, or analysis. Organizations should be registered in Georgia, following the legal requirements of the Government of Georgia and must be able to provide the organization's statute and debt certificate. Although not mandatory, CSOs are welcome to submit proposals as coalitions. In this case, the main applicants must provide support letters from relevant co-applicants specifying the role of the co-applicant.

Note: *If an organization is interested in submitting a proposal on more than one topic outlined above, separate application forms should be submitted.*

IV. Guidelines for Drafting and Submitting Proposals

Proposals should be submitted in English. The proposal may aim at i) conducting a **research study** and/or ii) implementing specific **project activities** related to the priority area mentioned above. See the Proposal Form in Annex B.

Administrative costs may not amount to more than 25% of the total budget. Honoraria of researchers do not count towards administrative costs.

Note: If a proposal includes a research component, the final research study should be submitted in Georgian language, with an executive summary in both Georgian and English. The research study should consist of the following parts:

1. Executive summary (in Georgian and English)
2. Introduction of the main topic of the research
3. Literature review
4. Research questions and/or objectives of the study
5. Review of methodology
6. Analysis of findings
7. Recommendations (if applicable)
8. Conclusion
9. References

Note: If a proposal includes specific project activities, it shall include a list of outputs and indicative activities. See the Proposal Form in Annex B.

V. Submission Guidelines for Applicants:

Each application should designate a lead researcher/lead project staff with **at least two years** of relevant research or thematic experience. Applicants can also employ other staff, such as support researchers or support staff. CVs of **all staff members** and their relevance for the research study or project will be evaluated.

Interested Applicants must submit the following:

1. Signed and scanned Grants Submission Form (see Annex B)
2. Detailed budget (see Annex C)
3. CVs of all persons participating:
 - a. CVs of lead and support researchers should contain the list of academic publications;
 - b. CVs of lead and support project staff shall contain a description of relevant related thematic experience (**IMPORTANT:** lead researcher/lead staff cannot be altered during the course of implementation);
4. A writing sample (no more than 3-5 pages) of the lead researcher in Georgian or English if the proposal includes a research component.

IMPORTANT: Please send the **budget in an Excel file and all other documents in one PDF file** electronically to the following email address: inesa.ejibia@undp.org. If additional clarifications are required, questions can be sent to the email above.

A consultation meeting will be held remotely on **Wednesday, 1 November 2023, at 14:00 p.m.** Interested parties shall send a preliminary request for participation in the meeting to the following email address inesa.ejibia@undp.org.

The deadline for submitting applications is **Thursday, 9 November 2023, 19:00 p.m. (Tbilisi time)**. Applications received after the deadline will not be considered.

IMPORTANT: You will be notified by email no later than **two working days** after we have successfully received your application. If you do not hear from us within this timeframe, please, contact us during the next two days and request a confirmation of receipt of the email. Otherwise, UNDP will not be responsible for any potential problems that may arise in the application process.

VI. Grant Implementation Timeframe and Eligible Costs:

The implementation period for approved proposals shall not exceed three to four months, counted from the date of the agreement signature to the date when all relevant activities have been successfully completed.

The amount allocated for each grant is up to **USD 18,000**. Eligible costs include honorarium/salary of the project staff/researchers, travel costs, stationery, printing and translation, design of produced studies/reports, access to academic journals, databases, purchasing a limited number of books, articles or publications and other fees directly associated with this assignment.

Expenditures such as infrastructure improvement, equipment, maintenance, utilities, overhead and similar costs are ineligible for this grant proposal.

VII. Selection Process:

Decisions on awarding grants are made by the Grants Selection Board (hereinafter “GSB”). The Board will be comprised of representatives from UNDP as well as the Government of Georgia and the UK Embassy without voting rights.

All GSB decisions on funding proposals will be taken within four weeks after the closing date for applications. UNDP will inform successful applicants in writing no later than one week after the date of the GSB decision.

Applications will be disqualified and will not be further considered if they:

- Do not comply with the instructions provided in this announcement;
- Fail to adhere to the principles of non-discrimination and gender equality and social inclusion (GESI).

Selection Criteria and Scoring:

Proposals will be selected based on the following criteria:

Table 1. Selection Criteria and Scoring:

#	Selection Criteria	Score
1	Demonstrated experience of an organization in conducting research/implementing projects on priority areas	Max. 5 points
2	Professional experience of researchers/project staff in priority areas	Max. 10 points
3	Conceptual and technical coherence of the proposal	Max. 15 points
4	Relevance of the budget	Max. 5 points
5	Facilitated inclusion of vulnerable groups within the project implementation or research	Max. 5 points
6	Sustainability of project or research	Max. 10 points
TOTAL		50 points

An applicant is considered as a winner if:

- it received at least 50% of scores for each selection criteria and 70 points out of total 100 or higher;
- its scores are competitive and higher towards other applicants.

Each organization can be granted with only one grant. In total, a maximum of 2 grants will be selected for award.

Grant Application(s) will not be further considered and will be disqualified if:

- Applicant presents proposal (duplicate) already financed by any other project.
- It is provided by the non-eligible entity.
- It does not comply with primary and specific objectives, priorities, and instructions provided in this announcement.

The grants disbursement schedule is outlined in the table below:

Table 2. Grant Disbursement Schedule:

Timeframe	Deliverable	% of the total grant
Upon signing the agreement	None	80
Upon submission of the deliverable but no later than four months after the project launch	A final research study (including summaries in Georgian and English languages) or Final Project Implementation Report	20

VIII. Important Additional Information

UNDP implements a zero-tolerance policy on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP and third parties involved in UNDP activities. UNDP implements a zero-tolerance policy on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP and third parties involved in UNDP activities¹.

In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must always hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

- * Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;
- * Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or
- * Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such a conflict exists.

Attached documents:

¹ See: https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/AC_Internal%20Control%20Framework_Anti-Fraud%20Policy.docx&action=default

Annex A. Description of Priority Area

Annex B. Grants Submission Form

Annex C. Budget Form

Annex A. Description of Grant Priority Area

“Public Administration Strategy 2023-2026” identifies lack of evidence-based and results-oriented policy planning and coordination as one of the problem areas in PAR’s policy pillar². To support PAR’s policy pillar, the given grant contest intends to award grant initiatives that aim at collaboration between CSOs and public agencies (Administration of Government, line ministries and other public entities) on relevant public policy related topics. Possible topics for grant projects **include but are not limited to:**

- Establishing/supporting mechanisms that facilitate citizen participation in decision-making processes and increasing citizen feedback; supporting public consultation processes;
- Policy planning: as ex-ante or ex-post evaluation of a specific policy;
- Introducing policy proposals/policy instruments that aim at improvement of a specific policy and/or its implementation;
- Monitoring and evaluation: investigating the implementation of a specific policy;
- Other relevant topics.

Note: An important part of given grant initiatives will be collaboration between CSOs and public entities. Therefore, applicants are encouraged to submit proposals in partnership with public agencies, having already discussed with their representatives the kind of support they will provide through the grant. Candidates are also encouraged to submit support letters from partner public agencies. Proposals without such prior agreements with public agencies will also be considered.

Annex B. Grants Submission Form

Grants Submission Form	
Grant Project or Research Title:	
1. Information about Organization(s):	
Name and abbreviation of the organization applying:	
Registration date of organization:	
Name of a contact person in organization:	
Address of organization:	
Telephone No of a contact person:	
Mobile No of a contact person:	
URL / website address of the organization:	

² “Public Administration Strategy 2023-2026”, p.20.

Email of the organization:	
Local or National Georgian Partner Organization (if any):	
Name(s) of Lead Researcher/ Lead Project Staff:	
2. Previous Experience of the Organization(s):	
List relevant research studies / grant projects undertaken by organization(s) in the past two years:	
Research study or project title:	
Start and finalization dates:	
Thematic area:	
A two-sentence summary:	
Government partners (if any):	
Budget amount in USD:	
Relevant link (if available):	
3. Research / Grant Project Description:	
i.	Overview of the research study topic and its objectives OR the grant project description, its goals and objectives (<i>max. 500 words</i>)
ii.	Outline of the research document OR the grant project outputs (<i>max. 400 words</i>)
iii.	Review of methodology (<i>applicable for research</i>) (<i>max. 300 words</i>)
iv.	A detailed list of activities of the research OR grant project activities (<i>max. 300 words</i>)
v.	Risk Analysis and Workplan of the research OR grant project (refer to the sample tables attached below)
vi.	Main audience/collaborator for research OR grant project (<i>which public agency will the recommendations/activities be directed to and why? What kind of collaboration is planned with the public agency?</i>) (<i>max. 200 words</i>)

vii.	Expected impact and sustainability of research OR grant project (<i>max. 200 words</i>)
viii.	How GESI (Gender Equality and Social Inclusion) aspects are integrated into research OR grant project? (<i>max. 200 words</i>)
ix.	Bibliography (<i>applicable for research</i>)
4. Management Arrangements (roles and responsibilities of researchers/staff)	

Sample Table for Risk Analysis

Risk	Risk rating* (High/Medium/ Low)	Mitigation measures

*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

Sample Table for Workplan

PLANNED ACTIVITIES	Timeline			
	Month 1	Month 2	Month 3	Month 4

Sample Table for Logframe

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES			
			Period 1	Period 2	Period ...	FINAL TARGET
1.1						
1.2						

Annex C. Budget Form



Budget form.xlsx