



# **Initial Implementation of Accelerated Hydrochlorofluorocarbon (HCFC) Phase-Out in the Countries with Economy in Transition (CEIT) Region**

APPROVED

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## **CALL FOR PROPOSALS**

**“Protecting Earth Against Ozone Depletion and Mitigating Climate Change  
in Ukraine: Targeted Capacity Building and Awareness Raising”.**

The closing time for receipt of applications: **1 March 2019**

## 1. INTRODUCTION

### 1.1. About UNDP –GEF Project “Initial Implementation of Accelerated Hydrochlorofluorocarbon (HCFC) Phase-Out in the Countries with Economy in Transition (CEIT) Region”

The Montreal Protocol on Substances that Deplete the Ozone Layer, the international treaty that aims to protect the ozone layer by phasing out consumption and production of ozone depleting substances (ODS) used in a myriad of applications around the world. The Protocol was built through recognition that while ozone depleting substances permeated modern life and played an important role with respect to human development, they also can pose significant risks to both the environment and human health. At the time of its adoption in 1987, the Protocol was at the vanguard as it signaled the global community’s acceptance of the first legally binding international multilateral environmental agreement, heralding a new era of environmental responsibility. It was established through a participatory process that brought government decision-makers, scientists and academics, industry partners and civil society to the table in search of a solution for the protection of a global good.

The Project helps Ukraine to fulfill its global environment management commitments and plans on responding to multilateral agreements, the Montreal Protocol and the Vienna Convention on Protection of Ozone Layer to which the country is a Party. The project aims at addressing incomplete knowledge and awareness issues, contributing to regional information exchange and networking as well as ensuring capacity building and technical assistance provision at national level.

UNDP is a partner in the global ozone family, remains committed to assisting countries to meet their compliance targets under the Montreal Protocol and manage the manufacture, use and disposal of unwanted ODS, as well as other chemicals, as such efforts are considered an important element in helping countries make progress with respect to the sustainable Development Goals.

### 1.2. Background

Effective engagement of civil society at all levels of endeavor – from local to national and to global – is key in achieving the UNDP and GEF’s mission of safeguarding the global environment.

These frameworks open new horizons for the civil society to fruitfully interact with state bodies of different levels through such mechanisms as civic councils, community hearings, civic expert assessment, access to public information requests, etc. The grant component within UNDP –GEF Project “Initial Implementation of Accelerated Hydrochlorofluorocarbon (HCFC) Phase-Out in the Countries with Economy in Transition (CEIT) Region” is designed to complement and reinforce key dimensions of civil society engagement with the GEF, particularly in design and implementation of GEF grant projects. The Project aims at reaching out to the civil society community, seeking their on the ground experience to increase projects and policies’ effectiveness.

Promoting and encouraging partnerships in all its activities has been one of the critical components of the Project. The skills, experience, and knowledge of the CSOs plays a very important role in the Project success. By partnering with the GEF in the project, CSOs have been able to bring numerous stakeholders together, and create linkages among communities, CSOs and government; encourage cooperation; and improve understanding and dialogue between local and national levels.

### 1.3. Objectives of the Call for Proposals

Considering the abovementioned, this grant scheme has a focus on initiatives and pilot projects that:

- Propose more effective ways of strengthening the capacity using the already existing tools for dialogue between CSOs, business and government bodies aiming at fulfilling Ukraine’s obligations in the framework of Montreal Protocol;
- Use the existing legal and regulatory frameworks for creating new platforms for interaction, while demonstrating at the same time the sustainability of such platforms, e.g. establishing Ozone Center;
- Propose realistic and well-considered activities in the areas of education and awareness raising for children and youth as it relates to ozone protection.

The current CFP opens on **15 February 2019**. The closure of the contest on **1 March 2019**. The grantees’ projects could start as early as **1 April 2019**.

## 2. ELIGIBILITY CRITERIA

### 2.1. Eligible organizations

Organizations eligible to receive funding through this Call for Proposals must meet the following criteria:

- Status of a non-governmental public or charitable organization officially registered in Ukraine;
- Have a proved record of interaction with the international donor community, relevant project implementation and reporting.

#### **Limitations:**

- formally registered public organization in Ukraine (as per the State Registry of Non-Governmental Organizations with 0032 and 0030 codes) are eligible to receive funding through this Grant Program;
- applications from political parties or political movements, religious organizations, and profit organizations are not considered under this CFP;
- the geography of the Grant programmed covers Zaporizhzhya and Kyiv's oblast. The priority is given to the initiatives that will develop wider network;
- grants to be supported should be between 40,000 and 70,000 of USD;
- no sub-grant agreements are accepted;
- only one application from the same organization that do not exceed 70,000 USD will be considered within this grant program.

#### **Minimum requirements/qualifications:**

The applicant should have:

- proven record of active operation in one or several of the following areas: climate change, chemicals, Montreal Protocol implementation, gender equality, community development and capacity building, networking;
- proven record of GEF project implementation and reporting;
- well-established and sound financial management system capable of properly managing and accounting for grant funds and experience of operating projects with the total budget at least 40,000 USD.
- Letters of support to the initiative from grant project partners will be considered as an asset.
- Cash or in-kind contribution from NGOs, project implementing partners, business, or individuals will be considered as an asset.
- Proposals from organizations that do not pass the eligibility criteria will not be considered.

#### **Other critical considerations:**

Eligible costs must:

- be necessary for carrying out the project activities;
- have been incurred by the applicant during the implementation period;
- comply with the principles of sound financial management, value for money and cost-effectiveness;
- be properly recorded, identifiable and verifiable, and be backed by original supporting documents;
- cover expenses for implementation of activities and visibility;
- cover costs for project audit not exceeding 2% of the total grant amount.

Applicants are strongly encouraged to involve cash or in-kind contribution from the local community (community organizations, local authorities, business, or individuals) to support the initiative implementation.

Grants may not be used to cover the following costs:

- costs of project proposal preparation;
- debts and taxes;
- costs for services and works that were completed or provided before the grant contract signing;
- currency exchange losses (if applicable);
- international travels;
- indirect costs, such as overhands, organization's managerial costs, membership contributions and other costs, not related to the activities implementation;
- costs for non-expendable equipment purchased for needs of the grantee: all non-expendable equipment should be transferred to ownership of the beneficiary for community needs;
- costs for activities that directly or indirectly support activities of the political parties and movements, and religious organizations, or may result in incomes for business organizations or individuals.
- costs for office supply (utilities and office rent);
- costs for office supply (rent, electricity and utilities, communication costs);

The applicant is expected to assign at least one expert (focal point) for general management of the team of the project, planning and control, as well as reporting to UNDP and carrying other functions associated with project coordination.

Offers submitted to UNDP in response to this call for proposals must include CVs of the proposed key personnel (internal and external experts).

Proposals from organizations that do not pass the eligibility criteria will not be considered.

### **2.3. Eligible applications**

In order to be admitted in the review process, applications must include the full package of documents as stated in the section "Application Process" of this CFP, and be submitted in the form and on the time described further in this CFP. UNDP will determine eligibility of applications, and will prepare the eligible applications for the review and evaluation by the Grant Appraisal Committee (GAC).

## **3. APPLICATION PROCESS**

This CFP will be advertised through the web sites of the following organizations:

- UNDP Ukraine: [www.ua.undp.org](http://www.ua.undp.org)
- UNDP-GEF Small Grants programme: [www.sgpinfo.org.ua](http://www.sgpinfo.org.ua)
- GURT Resource Center: [www.gurt.org.ua](http://www.gurt.org.ua)
- UNDP-GEF Projects' web resources
- as well as *other relevant social networks and information portals*.

Applications (project proposals) must be developed in Ukrainian according to this CFP and the Application Form. The CFP and the Application Form (Attachment I) can be downloaded from the above-mentioned web sites, and requested by e-mail from the UNDP office: [nina.pashchenko@undp.org](mailto:nina.pashchenko@undp.org).

The application package shall consist of

1. The filled out Application form (filled out on a computer as Microsoft Word file);
2. Copy of Statute of the applicant organization (PDF);
3. Copy of State registration certificate (PDF);
4. Banking details (PDF);
5. Resumes of proposed specialists for project implementation (Microsoft Word or PDF).
6. Letters of support from the involved parties

Applications sent through means different from the one described above will not be considered.

## **4. SELECTION PROCESS**

### **4.1. Grant Appraisal Committee**

HCFC project will manage all the activities associated with this CFP with participation and supervision of at least one representative of the UNDP Country Office staff. To ensure full transparency and equity of the process, HCFC Project forms a Grant Appraisal Committee (GAC) that will select and approve the grant projects. The UNDP will conclude grant agreements with the winning organizations whose projects will be recommended for funding by the Grant Appraisal Committee.

The Grant Appraisal Committee is an authorized body in charge of the review, selection and approval of submitted grant project proposals. The Grant Appraisal Committee shall have the following tasks:

1. Review and appraisal of grant project proposals;
2. Recommends of project proposals for funding or rejection of project proposals;

GAC members will be invited by UNDP from among leaders of recognized experts in the subject area and academia. The Grant Appraisal Committee may decide to request independent expert opinion during the grant project selection process. Meeting(s) of the Grant Appraisal Committee will be held subject to submission of the grant project proposals. The Grant Appraisal Committee meeting will be organized and facilitated by HCFC Project Staff.

#### 4.2. Selection process

- HCFC pre-selects project proposals against the eligibility criteria to be admitted for the GAC review;
- GAC selects projects proposals based on evaluation criteria and recommends them for funding;
- HCFC assesses the organizational capacity of the short-listed CSOs, i.e. their capacity to achieve project results, and ensure the appropriate use of funds in compliance with the UNDP procedures. The CSOs' organizational capacity assessment methods are based on the standard UNDP CSO capacity assessment instrument, and may include: visits to potential grantees, telephone interviews, reference checks on potential grantees, analysis of information on potential grantees available from other sources;
- Based on the capacity assessment results of the short-listed CSOs, the HCFC submits the list of CSOs recommended for funding for final UNDP Programme Analyst approval;
- UNDP concludes grant agreements with the CSOs.

#### 4.3. Evaluation criteria

Applications will be evaluated by the Grant Appraisal Committee against the following criteria:

- Quality and responsiveness of the project proposal to the broad themes highlighted in item 1.3 of this CFP;
- Demonstrated ability of the proposed team to cope with the scope of works described in the project proposal;
- Demonstrated sustainability considerations of the project;
- Quality of the proposed networks and instruments for result dissemination;
- Number of years of experience with fostering dialogue between CSOs and state entities;
- Number of years of experience in planning, organizing, and implementing extensive advocacy and awareness-raising campaigns;

The following evaluation area will be considered:

- Organizational Background & Capacity
- Objectives & Expected Results
- Implementation Plan and Approach
- Grant Budget
- Community Participation & Risk Consideration

## 5. REPORTING, MONITORING AND EVALUATION

### 5.1. Monitoring & evaluation

The Grantee is responsible for monitoring project implementation and evaluating its results. UNDP will monitor the project through Grantee reports, site visits, meetings with project personnel and stakeholders, and participation in project events.

### 5.2. Reporting

The Grantee shall submit the following reports according to UNDP format:

- **Brief progress reports**, including description of activities, results, and agreed monitoring indicators, as well as financial reports – depending on the length of the project proposed (to be specified in the relevant Contract);
- **Brief reports on demand** occasionally requested by UNDP in cases when information on Programme implementation is required in between reporting periods;
- **Final report**, including a summary of activities and results as well as financial report for total duration of a contract.