 

**TERMS OF REFERENCE**

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| --- | --- |
| **Project title** | SDG-Aligned Budgeting to Transform Employment in Mongolia |
| **Post title** | Grants for Professional Business Associations to establish a regular platform for implementation of employer-oriented measures to support employer-employee interactions |
| **Type of contract** | LVGA (Low-Value Grant Agreement) |

**A. BACKGROUND**

The project ‘SDG-Aligned Budgeting to Transform Employment in Mongolia’ aims to support the increased employment and promotion of decent work in Mongolia. The Project plans to achieve its goal by conjoining two main streams of activities: i) enabling and promoting employability in Mongolia via direct interventions and policy improvements, and ii) improving the public finance management systems to absorb results-oriented, effective, and evidence-based policies and budget initiatives in employment and labor sectors.

The duration of the project is 42 months. This technical assistance project is funded by the European Union (EU) and complements the EU Direct Budget Support to Mongolia.

The Project is managed by UNDP in partnership with FAO and ILO and had the following four components:

* Component A. Bridging Policies with Budgets
* Component B. Budget Oversight and Transparency
* Component C. Employment Promotion: Boosting Employability
* Component D. Effective Application of International Labor Standards

Under component C, the project aims to design and create a regular platform to support an increased understanding, knowledge, and capacity of employers on the SDGs, especially on inclusion, no-one left-behind principle, and prioritizing disadvantaged groups and locations, social and environmental implications of economic activities, temporary job-market disruptions, and the durable development benefits of social responsibility. The project also explores other scalable pilots and interventional programs that address existing bottlenecks between employer and employees, high rate of retentions, and turnovers through innovative methodologies. Skills development services for employers and business associations, making them more responsive to the labor market, incorporating new capacities focusing on behavioral insights, attitudinal suitability, and social responsibility.

The objective of this assignment is to pilot the proposed ways of employer-oriented interventions which will help to improve their capacity on SDGs in relation to business and human and rights and international labor standards in the promotion of actions to realize labor rights and employment for young workers, women, persons with disabilities and other disadvantageous group to leverage the opportunities to exchange experiences and new ideas for employer and employees via innovative approaches, and ultimately to design the platform to improve the employer and employees interactions for better and sustainable employment.

**B. THEMATIC AREAS**

The proposals applied for the grant must align with the following thematic areas:

* Creative ways of educating the employers in strategically important economic sectors on international labor standards and business and human rights principles with specific focus on youth, people with disabilities, and women;
* Piloting transition to a decent work environment in strategically important economic sectors as a showcase for the application of international labor standards;
* Proposing options for regular activities or platform to enable closer interactions and mutual understanding among employers, employees, and training institutions for building healthy work environment through the exchange of information, new ideas, techniques, and technologies;
* Designing employer support programs or interventions, using a client-centric and human-centric approach, that intends to improve the employer-employee interactions for better and sustainable employment;

**C. PROPOSAL CRITERIA**

The proposed interventions must demonstrate the following components or elements:

* Be intended to make behavioral attitudinal changes for the business employers towards creating a decent working environment and good/healthy organizational culture to lead to improved and sustainable employment by different groups of employees
* Have a component for piloting the proposed interventions in at least 2 or more companies to demonstrate the progress and results
* Get involved at least 20 or more employer representatives from the national businesses as role models in the program for capacity building, peer-to-peer learning, and promoting change-making
* Have an innovative/creative media component to advocate the processes and results of the interventions through a national-level broadcaster able to provide greater impacts on the target audiences

**C. ELIGIBILITY CRITERIA**

Only national non-governmental and not-for-profit organizations working in the capacity of professional associations for businesses can apply for this grant. Government authorities and for-profit (commercial, private market) actors cannot apply but may participate as cooperation partners in the project or be part of a coalition where a non-governmental professional association is the main applicant.

**D. SELECTION CRITERIA**

Under the professional associations’ grants program, the project will contribute approximately **200,000 USD to up to 2 CSOs (professional associations)**. Organizations will need to have been in existence for twoyears or more, with a strong and verifiable track record.

The selection criteria will involve the following elements:

1. Experience and capacity of the applicant
2. Relevance to the grant themes
3. Creativity and innovation of implementation strategies
4. Involvement of target groups/employers
5. Effectiveness
6. Sustainability and Scalability
7. Timeframe and Budget

**E. SELECTION PROCEDURE**

A selection committee from the UNDP will be set up and conduct the evaluation on competitive bases. Applications will be assessed on a basis of a cumulative analysis that will evaluate both the technical suitability and the financial proposal. The weight of the technical criteria is 70%; the weight of the financial proposal is 30%. Only candidates with a minimum of 70% in the technical evaluation will be considered for the financial evaluation. Incomplete proposals may not be considered. Only the successful candidate will be notified of the contract award. UNDP will sign a Low-Value Grant Agreement with the winning applicant.

The evaluation scoring guide is in Annex I.

**F. HOW TO APPLY**

Interested organizations must submit the following application documents to the e-mail: registry.mn@undp.org with a subject “Professional Associations Low Value Grant Application” not later than **01 August 2022.** Inquiries can be made using same email address.

Application documents:

* **Fully completed project proposal in English using the template provided below:**
* **Copy of registration certificate of the applicant organization**

Only the successful candidates will be notified within **31 August 2022**.

**G. ANNEXES**

Annex I – Technical evaluation scoring guide

Annex II – [Low Value Grant Agreement Template](https://www.mn.undp.org/content/dam/mongolia/Publications/Low%20Value%20Grant%20Proposal%20Template.docx)

Annex III – [PPM\_Project Management\_Standard Grant Agreement (Low Value Grant) for Non-Credit Related Activities](https://popp.undp.org/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Project%20Management_Standard%20Grant%20Agreement%20%28Low%20Value%20Grant%29%20for%20Non-Credit%20Related%20Activities.docx?web=1)

**ANNEX 1. Technical evaluation scoring guide**

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| --- | --- |
| **All Criteria (100%)** | **Max. Point** |
| **Technical Criteria (70%)** | **100** |
| **Context:**1. Quality of context and problem analyses
2. Significance and relevance to the proposed themes
 | 10 |
| **Expected outcomes:** 1. Clearly defined and measurable
2. Realistic and achievable within the planned period and resources
 | 10 |
| **Implementation strategies:** 1. Innovation and creativity
2. Soundness of strategy
3. Planning of activity
 | 20 |
| **Effectiveness** 1. Expected results/contribution to the problem solution
2. Linkage to the relevant ongoing programmes and projects
3. Value and innovation
 | 20 |
| **Sustainability**1. Involvement of target groups
2. Potential for sustainability
3. Potential for scale up
 | 20 |
| **Capacity and Experience of the Applicant:** 1. Eligibility of the organization
2. Human resource and technical capacity
3. Relevant experience of similar activities
 | 20 |
| **Financial Criteria (30%)** | **100** |
| **Budget size:** 1. Compliant to the grant budget
 | 30 |
| **Eligibility of the cost:**1. Eligible for funding
 | 30 |
| **Budget planning:**1. Reasonable against the proposed activities
2. Rational of the budget breakdown
 | 40 |

**ANNEX II: Low Value Grant Proposal**

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| to be prepared by the Recipient Institution. This Proposal will be submitted to the Steering Committee/Project Board For approval |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the RECIPIENT INSTITUTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Amount of the Grant (in MNT): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **PURPOSE OF THE GRANT**
* Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.
* Explain why the grantee is uniquely suited to deliver on the objectives
1. **PROPOSED ACTIVITIES AND WORK PLAN**
* Describe the activities that will be completed to achieve the objectives
* Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?

**WORK PLAN**

|  |  |  |
| --- | --- | --- |
| **PLANNED ACTIVITIES1** | **Timeline2** | **Planned Budget for the Activity****(in grant currency)3** |
| T1 | T2 | T3 | T4 |
| 1.1 Activity  |  |  |  |  | $ |
| 1.2 Activity |  |  |  |  | $ |
| 1.3 Activity  |  |  |  |  | $ |
| **Total** | $ |

* + - 1. State what activities will be completed with the grant Funds. Use as many activity lines as necessary
			2. Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.
			3. Indicate the budget amounts in the grant currency.
1. **PERFORMANCE TARGETS**

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 |  |  |  |  |  |  |

1. **RISK ANALYSIS**

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

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| **Risk** | **Risk rating\* (High/Medium/ Low)** | **Mitigation measures** |
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|  |  |  |
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\*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.

1. **GRANT BUDGET OF RECIPIENT INSTITUTION (MNT)**

PERIOD COVERING FROM\_\_\_\_\_\_\_\_\_\_\_\_ TO\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General Category of Expenditures** | **Tranche 1** | **Tranche 2** | **Tranche 3** | Total |
| Personnel |  |  |  |  |
| Transportation |  |  |  |  |
| Premises |  |  |  |  |
| Training/Seminar/Workshops, etc. |  |  |  |  |
| Contracts (e.g., Audit) |  |  |  |  |
| Equipment/Furniture(Specify) |  |  |  |  |
| Other [Specify] |  |  |  |  |
| Miscellaneous |  |  |  |  |
| Total |  |  |  |  |

***\**** *Please note that all budget lines are for costs related only to grant Activities.*

***\*\**** *These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.*

***\*\*\**** *Add as many tranches columns as necessary*

1. **APPLICATION COVER SHEET**

**General Information**

|  |  |
| --- | --- |
| **Name of Organization** |  |
| **Contact Person** |  |
| **Contact Information** | Address: |
|  | Tel: |
|  | Email: |
| **Organization Type** | * Non-government organization
* Research, Educational or Academic Institution
* Others (specify):
 |
| **Is your organization legally registered? If so, where?** | * Yes
* No

If you have responded yes, please attach a copy of your registration document to the application |
| **Institutional profile** | A brief description of the organization, including its registration details and relevant experience working on the thematic issues proposed. |
| **Total requested budget** |  |