**Investment Programme for Resilience (IPR)**

**Concept Notes Solicitation for Implementing Partners**

Third Round of Funding

**West Bank Area C, East Jerusalem and Gaza Strip**

**(Ref: IPR - 01000457/ 3rd Concept Notes Solicitation / West Bank Area C, East Jerusalem and the Gaza Strip)**

**Issued by:**

United Nations Development Programme/ Programme of Assistance to the Palestinian People (UNDP/PAPP)

**Funded by:**

The Government of Germany through KFW

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**Invitation to Concept Notes Submissions for IPR**

Dear Implementing Partner,

**(Ref: IPR -01000457 / 3rd Concept Notes Solicitation / West Bank Area C, East Jerusalem and the Gaza Strip**

The United Nations Development Programme/ Programme of Assistance to the Palestinian People (UNDP/PAPP), in cooperation with the State of Palestine and with funding from the Government of Germany through KFW, is pleased to announce the third Concept Notes Solicitationfor the Investment Programme for Resilience (IPR).

The Concept Notes Solicitationconsists of the following documents which are enclosed:

**Part A**: IPR Programme Description

**Part B:** Instructions to Applicants

**Part C:** Concept Notes Solicitation Form

Applicants are required to address all sections as per the scope of work in part A and submit a complete application with all required attachments/annexes.

We appreciate your interest in this programme and look forward to receiving your application.

Yours sincerely,

IPR Project Management Unit

UNDP/PAPP

**PART A: IPR PROGRAMME DESCRIPTION**

**Introduction**

The **Investment Programme for Resilience** (IPR) is a comprehensive, inclusive, and integrated response to the needs of the most vulnerable/marginalized communities in the occupied Palestinian territory. It is designed based on a sound analysis of the risks and problems faced by the communities and of previously existing multisectoral development challenges. The Programme aims to reduce development gaps and address medium to longer term community-led priorities by enhancing access to sustainable and quality services and strengthening the resilience of marginalized communities, with a strong focus on the most vulnerable groups.

**IPR Community Resilience component**

The desired outcome of this programme is to strengthen the access to socio-economic services and to enhance social engagement in marginalized and disadvantaged communities, by rehabilitating/constructing/expanding small-scale needs-based infrastructure, building the capacities of the entities to manage and operate the targeted facilities, organizing social cohesion activities and throughout the project life cycle ensure the inclusion of all groups in the design, implementation and follow up of locally designed and driven initiatives.

For achieving the outcome, IPR will pursue an integrated approach that combines (a) the selection process with a clear focus on resilience, giving preference to vulnerable entities that have potential to increase resilience and social cohesion within their communities, (b) capacity building of these entities to strengthen their management and operation capacities to ensure a sustainable usage of the infrastructure, and (c) planning and implementation of social cohesion initiatives planned and implemented by the community

In order to achieve this outcome, the following outputs and activities are envisaged:

**Output 1: Social and community infrastructure rehabilitated and/or expanded.**

Investments in community social infrastructure play a pivotal role in reducing disparities, strengthening social cohesion, and enhancing community engagement and decision-making (particularly women, youth, and people with disabilities). Interventions also contribute to creating short-term employment opportunities through construction/rehabilitation works and long-term sustainable jobs for the operation and management of new or expanded services provided. Moreover, the suggested approach will contribute to strengthening local implementing partner capacities and provide a space for non-traditional activities to be proposed.

There is a strong focus on ensuring women are benefiting not only as recipients of the services provided by the community infrastructure, but also as key actors in the identification of priorities, design of the interventions, delivery of services, and management and operations of the facilities.

Building on the experience and lessons learnt from past and ongoing UNDP Programmes, the adoption of a transparent, participatory and inclusive approach with focus on resilience in the selection of communities to be targeted and interventions to be prioritized and implemented is adopted.

**Output 2: Management and operational capacities of local entities strengthened and improved.**

In order to ensure a sustainable usage of the targeted community infrastructure, a specific focus is given under this output, to targeted capacity development support based on a gaps and opportunities analysis. Technical assistance will be provided to the selected entities to support the development and implementation of the operational and management plans, which will ensure the continuation and enhancement of quality services delivery for the targeted beneficiaries.

**Output 3: Social cohesion activities planned and implemented by the community.**

In parallel to the implementation of the infrastructure works, and the capacity development support to the entities to operate and manage the selected infrastructure, social cohesion initiatives will be designed and implemented by the community. This could include social inclusion, peacebuilding, and non-violent behaviour initiatives. This component will give the community the opportunity to strengthen social relations and trust among citizens, but also, through UNDP and its partners support, to connect with key stakeholders and create a support network for future initiatives and engagement. The specific activities to be implemented will be defined in each given community based on the local context, the community needs and the implementing partner mandate. Relevant stakeholders will be engaged ranging from local government units, community leaders, local organizations, women and youth associations, and private sector.

**For example:** as part of the operation and maintenance plan of a targeted kindergarten, social cohesion related activities should be included, to ensure the investment responds to both, the physical infrastructure needs as well as, social inclusion. Kindergartens could also serve as a space for parents to gather, share knowledge and communicate, build a social network within the community, and promote fatherhood.

The same applies to investments in public spaces. Inclusion of specific activities in the operations and management plans of the targeted facility will not only provide meeting points for youth to practice their hobbies - including sports and arts, but also contribute to building social bridges among them, strengthening social interaction, and contributing to peaceful societies.

Finally, investments in cultural heritage sites, beyond the enhanced economic development and environmental preservation benefits, if coupled with specific targeted activities, will generate positive social drivers, valorising the historic and cultural importance of the sites, strengthening Palestinian identity, and contributing to enhanced resilience.

Overall, sustainability will be ensured through the design of resilience plans for selected community infrastructure interventions, from the initial stages of implementation, and through continuous engagement of the committee before, during and after implementation.

**PART B: Instructions for Applicants**

**Eligibility criteria:**

**Eligibility of the entity/applicant**

Recognized and registered NGOs and CBOs that can manage funds in a transparent manner and are fully aware of the risks and challenges pertaining to East Jerusalem, Area C in the West Bank and the Gaza Strip, are eligible to apply. In order to be considered, the applying organization must meet the following prerequisites:

* *Registration* - The organization is registered as a not-for-profit organization and/or a non-governmental organization with the Palestinian government or relevant authority. The organization does not belong to the state, does not seek governing power nor generate profits. Organization's registration certificate should be attached to the application.
* *Values* - The organization’s mandate, values and ways of working are guided by principles of Human Development. An informational fact sheet about the organization, including its mandate, mission statement, values, services provided, and organization's organogram, etc. should be attached to the application.
* *Location* - The organization has a presence in the target locality (either a sub-office or a record of presence through previous interventions) or partners with a CBO that either is present locally or can easily mobilize staff locally. Evidence of physical presence, or partnership with a CBO present in the locality should be included.
* *Experience* - The organization must have prior experience in working with local community members on social/community development initiatives. Evidence of prior experience including projects funded since 2019 should be included ((Provide the following details: Project title, Donor, Budget in US$, Sector, Status).
* *Transparency and accountability* - The organization must have accountability systems in place for donors, project partners, local communities and beneficiaries. This could include feedback/grievance mechanisms, where targeted beneficiaries or community members are able to easily raise a complain should they need to do so, and a system to respond and address these complains should be in place. The organization should demonstrate the availability and regular utilization of such a mechanism. other examples could be, accreditations and certifications, annual reports, third-party audits and evaluation, financial reports, internal regulation procedures and policies, etc. Please, attach the supporting documents to prove this criterion. (Applicant shall provide with at least one annual report and one recent audit report.)
* **Eligibility of the proposed intervention**

Proposals will be scored and ranked in terms of provision of social services and contribution to social cohesion. With regards to the provision of social and community services, UNDP is looking for projects that can reduce vulnerability of services, have the potential for improving/expanding service provision adopt environmentally friendly and sustainable models, have the potential to create short-term and long-term job opportunities and benefit a significant number of community members. The intervention should contribute to social cohesion through demonstrated community engagement, social cohesion initiatives, and the inclusion of marginalized groups. Moreover, the following criteria should be met:

* The proposed intervention must include the rehabilitation and/or construction of small-scale social/community infrastructure minimum 70% of the proposed budget.
* The proposed intervention must include a component of social cohesion linked to the proposed infrastructure works; activities aimed at enhancing community engagement and strengthening social cohesion should be included in the concept note.
* A preliminary plan for operation, maintenance and social cohesion activities must be included in the application (as part of the application form template)
* The project should demonstrate a low to medium social and environmental risk
* The project should be guided by human rights and development principles.
* The project did not receive funding from other sources.
* The project is in line with local, sector and national plans and priorities (including of the local government unit if relevant)
* The project is built/expanded on land that is owned or on long term lease.
* Interventions focusing exclusively on water, electricity, and roads are not eligible.

**Project budget:**

* Projects will be eligible to a funding of up to US$ 330,000.
* A preliminary budget with breakdown of costs must be attached as per annex 1 below.
* The cost estimate of the proposed project should be plausible and present a reasonable relation between cost and organization's capacities.

**Eligible costs:**

Eligible costs are costs incurred by the applying organization, which meet all the following criteria:

* They are incurred during the implementation timeframe of the project.
* Must be reasonable, justified and comply with the requirements of sound financial management, particularly cost-efficiency.
* Equipment and furniture cost can be covered up to a maximum of 10% of the direct implementation costs.
* Social cohesion activities cost can be covered up to a maximum of 10% of the direct implementation costs.
* Indirect costs/overhead costs can be covered up to a maximum of 8% of direct implementation costs. (Overhead costs are those covering fees of engineering consultant company for design and supervision 4% and activities’ coordinator 4%)

**Project duration:**

The planned duration of a project is between 6 and 12 months.

**Eligible geographical areas:**

* All communities in the Gaza Strip are eligible for this round of funding.
* Targeted communities in Area C of the West Bank are eligible for this round of funding, according to the following:

Tubas governorate: Al Farisiya, Kardala, Al'Aqaba

Hebron governorate: Susiya, Idhna North, Ar Ramadein, Arab Al Fureijat (Umm Sidra, Deir Sa'eeda, Tetreet), Dkeika, H2 Area

Qalqilia governorate: Arab Ar Ramadin & Arab Abu Farda, Jit, Wadi Ar Rasha

Nablus governorate: Yanun Al Fauqa, Ein Shibli

Jenin governorate: Imreiha, Khirbet Fares, Umm ar Rihan, Khirbet 'Abdallah Al Yunis, Al Mansoura

Bethlehem governate: Kisan, Khallet Sakariya, Beit Ta'mir, Marah Ma'alla, Ar Rafideh, Oqban & Almrooj, Al Halqum & Al Manshiya, Khirbet Um Dyouf & Jib elDeeb, Wadi Rahhal- Abdullah Ibrahim, Khirbet An Nahla

Jericho governorate: Rashayida, Jiftlik,

Salfit governorate: Bruqin

* Targeted communities in East Jerusalem are eligible for this round of funding, according to the following:

Neighbourhoods inside the Jerusalem wall (the old city), Kufr Aqab, Ras Khamis and Ras Sheheda, areas around Shuafat refugee camp, part of Im Shirayat, Al Shayyah, Bir Onah, part of Al Sawahira Al Sharqiya neighbourhod, Az Za’ayyem and Khallet an Numan.

**Submission details:**

* Interested applicants are requested to submit their Concept Notes Solicitation with the provision of information indicating that they are qualified to perform the services (brochure, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, staff CVs, organization's organogram, etc.).
* An applicant is encouraged to submit only one application under this CNS.
* Applications must be submitted according to the instructions and templates annexed to this CNS with all required supporting documents.
* Applicants should submit an electronic version of their application, no later than **15.09.2023** to [ipr.papp@undp.org](mailto:ipr.papp@undp.org)
* Late submission will not be considered, regardless of the reasons or circumstances.

Additional information on this CNS:

* + Applicant organizations may contact UNDP before the submission deadline to request further clarifications on the conditions and templates of the call. The last date to receive requests for clarification is **08.09.2023**. Only written requests to this email will be responded to: [ipr.papp@undp.org](mailto:ipr.papp@undp.org). No inquiries will be dealt with through the phone.
  + Three information sessions will take place for the West Bank and Jerusalem in August to provide further guidance. The first session will take place on Tuesday **22.08.2023** in Nablus (covering North West Bank), Wednesday **23.08.2023** in Bethlehem (covering South West Bank), Thursday **24.08.2023** in Ramallah (covering middle governorates) including East Jerusalem.
  + One information session will take place for Gaza Strip on Tuesday **22.08.2023**
  + A final online information session will be held one week before deadline on Thursday **07.09.2023** covering all geographical areas.
  + Pre-registration is required, so please send an email to [ipr.papp@undp.org](mailto:ipr.papp@undp.org) confirming your interest in attending the session (please specify which session you will attend). Interested organizations will be receiving the event’s invitation and agenda prior to the session per email.
  + UNDP reserves the right to request additional information and validate the applicant’s budget and technical approach. Modification of budget, scope and technical approach might be amended accordingly.
  + Projects will be verified for duplication with relevant ministries and other actors.

Preparation of applications:

* Applicants should meet the minimum requirements for community engagement in the preparation phase of the proposed project through community consultations and intensive community planning as per the guideline provided in annex 2, proof of community consultation sessions as per the guideline is to be submitted with the application including minutes of meeting, attendance lists, and photos.
* *Collaboration* - Only local NGOs/CBOs are eligible to apply as lead applicant; International NGOs and Local Government Units are welcomed to partner with a local NGO/CBO. Collaboration with local authorities, civil society organization and community committees is highly encouraged. Projects building on and empowering existing local initiatives and structures are highly encouraged.
* Applicants are highly encouraged to propose innovative ideas and modalities of implementation.
  + Applications that mitigate or avert an immediate and direct risk faced by a community will be highly considered, especially if they were designed from a developmental point of view.
  + Humanitarian type of interventions will not be considered.

**Selection criteria**

Projects will be screened by UNDP to make sure that all requisites are met (eligibility of the project and the entity). After this preliminary formal screening, projects will be evaluated according to the following criteria:

|  |  |
| --- | --- |
| **Criteria** | **Max. Score** |
| **Programmatic criteria** | **85 points** |
| **Socio-economic development** | **30 points** |
| **Potential for improving and/or expanding services.**   * + - Relevance and quality of services currently provided to the community.     - Plan for improving the quality and expanding the services | **12** |
| **Potential to create short- and long-term job opportunities.**   * + - Potential to generate short-term and long-term job opportunities | **10** |
| **Potential to reducing vulnerability of service provision in future crises (sustainability of services)**   * + - Strategy to reducing vulnerability of service provision in situation of shock as part of the resilience plan | **8** |
| **Social cohesion** | **30 points** |
| **Inclusive integration of stakeholders in the project**   * + - Design of projects based on community needs identified through participatory consultations, including different community groups (e.g., elderly, women, youth, persons with disabilities) and reference to other existing local plans where applicable | **12** |
| **Resilience plans presenting activities to foster social cohesion initiatives.**   * + - Resilience plans including strategy and activities to fostering social cohesion (like social interaction, social networking, trust building, solidarity and helpfulness) | **10** |
| **Social accountability**   * + - Partnering / lead role of community-based organization     - Accountability systems in place for beneficiaries including complaints mechanism.     - Ability to offer beneficiaries complementary services through its own partnerships with other service providers. | **8** |
| **Focus on marginalized groups** | **25 points** |
| **Geographic selection (vulnerability of communities)**   * + - Vulnerability of community / project location | **10** |
| **Share of marginalized groups among beneficiaries**   * + - Marginalised groups as defined in the project concept | **8** |
| **Overall number of community beneficiaries**   * + - Absolute numbers / share of community members | **7** |
| **Management concept and readiness criteria** | **15 points** |
| **Plausible cost estimate**   * Plausible cost estimate of the project * Reasonable relation between cost and organization´s annual budget | **7** |
| **Management capacities**   * Clear organizational structure and staff capacity * Sound financial management. * Operation and management plan for the infrastructure/facility | **5** |
| **Design and permit availability**   * + - Design and permit ready or expected soon | **3** |

**PART C: Concept Notes Solicitation Form**

1. **General Information About the Applicant**

|  |  |  |
| --- | --- | --- |
| Applicant Name | Lead Applicant: | |
| Co-Applicant (if applicable): | |
| In case of co-application, please clarify the roles and responsibilities of both applicants in terms of contract management, accountability to UNDP, and operation, maintenance and management of the project upon completion. |  | |
| Summary mission statement of the applicant |  | |
| Registration Information | Registration Authority: | |
| Registration Date: | Registration Number |
| **Please, attach the organization registration documents.** | | |
| Person in Charge | Name:  Title: | |
| Address of Applicant | Governorate:  City/town/village:  Neighbourhood:  GIS coordinates for the project location: | |
| Contact Info | Phone:  Fax:  Mobile:  Email Address: | |
| Current Staff Members: | Total Number:  Female:  Male:  Persons with disabilities: | |
| Type of Work/Sector of the Organization | Please check the box for all that apply:   * Health * Education, * Social Services, * Economic empowerment, * Culture & Heritage, * others (Please specify: \_\_\_\_\_\_\_) | |
| Beneficiaries of organization | Please circle all that apply:  Children, Youth, Adults, Older Adults  Girls, Boys, Women, Men  Persons with Disabilities  Others (Please specify: \_\_\_\_\_\_\_\_\_\_) | |
| What was your annual operating budget for the past four years (2019 – 2022)? Planned budget for 2023? | 2019: US$  2020: US$  2021: US$  2022:US$  2023 (Planned): US$ | |
| Source(s) of the applicant’s annual budget:  (For example, community in-kind contributions, individual donations, government subsidy, private sector, institutional donors, please be specific) |  | |
| **Attach a list of Projects funded since 2019 in a table format.**  **(Provide the following details: Project title, Donor, Budget in US$, Sector, Status)** | | |
| Have you received previous funding/ support from UNDP since 2010? | Yes | No |
| If yes, what was the nature of funding/support received? |  |  |

1. **Proposed Project Summary**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Title: | | |  | | | | | |
| Location(s): | | |  | | | | | |
| Expected Outcome(s): | | |  | | | | | |
| Expected Output(s): | | |  | | | | | |
| Expected Start Date: | | |  | | | | | |
| Expected End Date: | | |  | | | | | |
| Sector of intervention: | | | Please check the box of what applies:   * Health * Education, * Social Services, * Economic empowerment, * Culture & heritage, * others (Please specify: \_\_\_\_\_\_\_) | | | | | |
| Brief description of the project (maximum 300 words) | | |  | | | | | |
| Brief engineering description of the project (areas sizes, details of the intervention, etc) | | |  | | | | | |
| Brief description of the facility/project before the intervention. | | |  | | | | | |
| Target Population (direct and indirect beneficiaries, disaggregated by gender, age, and disability): | | | | | | | | |
|  | | | Children up to the age of 18[[1]](#footnote-2) | | Adults  19-59 Years | | Older adults age 60 and above | |
| Girls | Boys | Women | Men | Women | Men |
| Direct Beneficiaries | | Without Disability |  |  |  |  |  |  |
| With Disability |  |  |  |  |  |  |
| Indirect Beneficiaries | | Without Disability |  |  |  |  |  |  |
| With Disability |  |  |  |  |  |  |
| Total Project Budget: | | |  | | | | | |
| Total Funds Requested from UNDP to cover project's cost: | | |  | | | | | |
| Other funding sources for this project, if any (co-financing): | | |  | | | | | |
| Cost sharing by the applicant: | | |  | | | | | |
| If there is a co-sharing by applicant, please describe what will it cover? | | |  | | | | | |
| **Readiness of project for implementation** | | | | | | | | |
| Are designs for the infrastructure component fully or partially completed? | | | Yes (please choose)  Completed fully  Completed partially | | | No, not available | | |
| If yes, what are the documents pertaining to the design that you have? (Drawings, Bill of Quantities, Sketches, etc.) | | |  | | | | | |
| **If yes, please attach available documents** | | | | | | | | |
| Do you own the property or have a long-term lease agreement? | | | Yes | | | No | | |
| **If yes, please attach available documents** | | | | | | | | |
| **If yes,** | How much is the rent per month? | |  | | | | | |
| How long is your agreement for? | |  | | | | | |
| How do you cover your rent cost? | |  | | | | | |
| Who owns the property? | | |  | | | | | |
| Do you have the permission/legal documents to work on the property (e.g. municipality licence)? | | | Yes | | | No | | |
| **If yes, please attach available documents** | | | | | | | | |
| Attach photographic evidence of the site/location of the project | | |  | | | | | |

1. **Detailed concept note**

|  |  |  |
| --- | --- | --- |
| **No.** | **Questions** | **Answers** |
| **3.1** | **Context, analysis of risks and problems (max 300 words)** | |
| **3.1.1** | What is the development problem to be addressed in this project? | |
|  |  | |
| **3.1.2** | What is its impact on community members, including men, women, boys, girls, youth, older women, older men, and persons with disabilities? How does this problem affect them differently? | |
|  |  | |
| **3.1.3** | Describe how you engaged community members including those in vulnerable situations in identifying the problems and priorities and planning the proposed project? | |
|  |  | |
| **3.2** | **Relevance of the project (max 300 words)** | |
| **3.2.1** | How will the project solve the problem stated above? | |
|  |  | |
| **3.2.2** | How will it improve the living conditions of the target population and strengthen their resilience? | |
|  |  | |
| **3.3** | **Strategy and objectives** | |
| **3.3.1** | What is the ultimate objective of the project? | |
|  |  | |
| **3.4** | **Coordination and Synergies (max 300 words)** | |
| **3.4.1** | Describe how the project has been coordinated with the actors working in the area of this proposed project, e.g. local authorities, ministries, national or international NGOs, etc. | |
|  |  | |
| **3.4.2** | List the main actors described above. | |
|  |  | |
| **3.4.3** | Describe how this project can achieve mutual benefit with other ongoing initiatives in the area. | |
|  |  | |
| **3.5** | **Impact on the environment (max 300 words)** | |
| **3.5.1** | Describe which measures are adopted in the project design to reduce the impact on the environment and contribute to a sustainable use of resources. | |
|  |  | |
| **3.6** | **Age, Gender, and disability approach (max 300 words)** | |
| **3.6.1** | Indicate in which way this project addresses gender equality concerns in the community and responds to different needs and challenges of women, men, girls and boys | |
|  |  | |
| **3.6.2** | What measures will be followed to ensure the project is responsive to the needs of all age groups, including children, youth and elderly? | |
|  |  | |
| **3.6.3** | Describe how the project will ensure disability inclusion in the overall planning, implementation, and decision-making processes. | |
|  |  | |

1. **Resilience plan**
   1. **Operation and Management Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Who will be responsible for operating and managing the project upon completion? What are the needed human resources? |  | | | |
| Describe the applicant institution's service capacity for the proposed project (e.g., number of beds in hospitals, number of students in schools, number of children rehabilitated …etc.) | Before project implementation | | After project implementation | |
|  | |  | |
| Will the project create permanent job opportunities upon the completion (please don’t include employment during infrastructure project implementation)? | Yes | | No | |
| If yes, how many job opportunities will be created as a result of the intervention (please, don't include the already existing employees)? |  | | Full time | Part time |
| Permanent | Male |  |  |
| Female |  |  |
| Temporary | Male |  |  |
| Female |  |  |
| If it is not creating job opportunities, please explain why. |  | | | |
| What is the **monthly** estimated operational cost (bills for rent, electricity, water, internet, etc.) for the facility for this proposed project in US$? | Before project implementation |  | | |
| After project implementation |  | | |
| What is the **monthly** estimated operational cost (staffing and human resources) for the facility for this proposed project in US$? | Before project implementation |  | | |
| After project implementation |  | | |
| What are the sources of funding for covering the operational costs for the project in US$? |  | | | |
| Does the project require additional investments in order to be operational? (Including furniture, equipment, human resources, etc.) | Yes | | No | |
| If yes, please specify what is needed to operate the infrastructure after completion |  | | | |
| Will the facility be operated immediately upon completion? | Yes | | No | |
| If not, determine the required duration needed to be fully operational |  | | | |
| Will your project create revenue upon completion? | Yes | | No | |
| If yes, explain how the facility will create revenue? |  | | | |
| How much revenue expected in US$ per **month**? |  | | | |
| Explain how you would engage the community members in operating and managing the facility? Including men, women, and persons with disabilities. |  | | | |

* 1. **Maintenance Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a special maintenance unit? | Yes | No | | |
| If yes, what are the types of maintenance works could be conducted by the maintenance unit? |  | | | |
| How often do you do maintenance works? | Quarterly | Semi-annually | Annually | Once every two years |
| If not, how will the facility be maintained after completion? |  | | | |
| What are the maintenance works expected to be conducted? |  | | | |
| How much will the maintenance budget of the completed facility be on a **yearly** basis? |  | | | |
| Explain how you would engage the benefiting community members in the maintenance planning and implementation? including men, women and persons with disabilities. |  | | | |

* 1. **Social cohesion plan**

|  |  |  |
| --- | --- | --- |
| What type of social cohesion activities have been developed in collaboration with the community that you plan to implement which will enhance the community resilience complementing the infrastructure work? | | |
|  | | |
| How are these activities responding to the risks and problems that the community has identified? Please include a gender perspective to reflect how those activities consider and respond to different needs of women and men (as applicable) | | |
|  | | |
| Who will be leading the implementation of social cohesion activities (e.g. applicant organization core staff, external consultants, community volunteers, partner community organizations, etc)? | | |
|  | | |
| Is there a community committee in the area (e.g. youth groups, women groups, popular committees, self-help groups, volunteering initiatives, etc)? | Yes | No |
| If yes, is it inclusive and representative of all groups including women, and those in marginalized situation, in the community? Please provide details about the community committee | | |
|  | | |
| In which ways do you ensure women participate effectively and meaningfully in community decision-making? | | |
|  | | |
| Are you part of a community committee? | Yes | No |
| If yes, what is your organization's role within this committee? | | |
|  | | |
| If not, are you planning to join or consult with existing committee? | | |
|  | | |
| If they don't exist, are you planning to establish a Community Committee with large representation to drive the community engagement processes and social cohesion activities implementation and follow up? | | |
|  | | |
| How do you envision to promote environmentally friendly measures as part of the suggested social cohesion activities (e.g. clean up campaigns, youth-led initiatives, education campaigns on recycling and reusing, planting trees, encouraging fuel-free transport such as cycling, no plastic use days, reduce paper use campaigns, etc.)? | | |
|  | | |

Applicants should submit an electronic version of their application, no later than **15.09.2023** to [ipr.papp@undp.org](mailto:ipr.papp@undp.org).

To ensure submitting a complete application, applicants are encouraged to check **Annex 3: First Round Screening of Application**

**Annex 1: Budget Breakdown**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Item** | **Share of UNDP** | **Unit** | **Cost** | **Quantity** | **Total Budget UNDP** | **Local Partner Contribution** | **Overall Budget (UNDP+ local partner contributions)** |
| **1** | **Output 1: Social and community infrastructure rehabilitated and/or expanded \*** | | | | | | | |
| **1.1** | **Construction Infrastructure and Equipment** |  |  |  |  |  |  |  |
| 1.1.1 | Construction and infrastructure work |  |  |  |  |  |  |  |
| 1.1.2 | Equipment and Furniture |  |  |  |  |  |  |  |
|  | **Total Output 1** |  |  |  |  |  |  |  |
| **2** | **Output 2: Social cohesion activities planned and implemented by the community** | | | | | | | |
| **2.1** | **Social Cohesion Plan** | | | | | | | |
| 2.1.1 | Social Cohesion Activities \*\* |  |  |  |  |  |  |  |
|  | **Total Output 2** |  |  |  |  |  |  |  |
| **3** | **Indirect Costs/overhead costs** |  |  |  |  |  |  |  |
| 3.1 | Indirect Cost \*\* |  |  |  |  |  |  |  |
|  | **Total Indirect Cost** |  |  |  |  |  |  |  |
|  | **TOTAL PROJECT COSTS** |  |  |  |  |  |  |  |
|  | \* UNDP will make payments exclusively to the beneficiaries/contractors and not to the implementing institution | | | | |  |  |  |
|  | \*\* UNDP will pay these amounts to the implementing institution | | | |  |  |  |  |

**Annex 2: Community Engagement and Social Cohesion**

**Step-by-step implementation guide**

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| --- | --- | --- | --- |
| PHASE I | **When the call for concept note is published** | | |
| **Community Consultations and Intensive Community Planning** | **AIM** | **HOW?** | **OUTPUT** |
| First Aim:  To identify community groups and select representatives to form a community committee. | * Organize a community-members meeting, gathering diverse persons of different socio-economic background such as, men, women, elderly, persons with disabilities, representatives of local authorities, community-based organizations, local leaders, social influencers, etc. * In collaboration with participants, identify the groups making up the community, once identified, groups are tasked to select their representatives; to reach a manageable number of representatives [first achievement of the process] * This will lead to the formation of **community committee representatives of community groups** to participate throughout the process in the following phases [First achievement of the process]. | A representative community committee |
| Second Aim:  To identify projects contributing to increase inclusive access to basic services covering the community identified needs. | Following the formation of the community committee representative of community groups in the first step of phase one:   * Organize a needs’ assessment and priorities’ identification session, calling for the community committee’s participation. * In collaboration with the committee, identify social cohesion and connectedness gaps in the community and its root causes, analyze the problem and work on community-based solutions using investments in community infrastructure. This will lead to **a list of interventions** identified through the community consultation processes. [second achievement of the process] * The main identified and agreed upon priority is the one to be proposed to UNDP using the concept note solicitation forms in the call * With the community committee, form a plan with tangible activities to be led by the community committee established for the purpose of co-development/ co-design of the **concept note** [Third achievement of the process]. | List of Interventions  A concept note to be submitted to UNDP |
| **Note:**   * The concept note solicitation should include the infrastructure/construction project which was prioritized by the community following the intensive community consultation and planning process involving all socio-economic groups in the community. * The concept note solicitation should include a full description of the community consultation and community- based planning process that led to the intervention aiming at enhanced social cohesion. * It should illustrate how members of the community, partners, local authorities, and local leaders are brought together to dialogue, negotiate, and reach consensus regarding the identification of socio-economic groups, the selection of representatives of these groups and the identification and planning of intervention addressing the different needs. * Documentation of the process of community engagement, including minutes of meetings, attendance lists, photos, community committee list should be annexed to the concept note application submitted by applicant. | | | |

**Annex 3: First Round Screening of Application**

**All submissions shall meet the highest quality of application,**

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| --- | --- | --- | --- |
|  | **Disqualifying Criteria Items**  **(Applications are disqualified from the selection process if one of the following conditions is not met)** | **Yes** | **No** |
| **1** | Was the application submitted on time, before deadline? |  |  |
| **2** | Is the proposed intervention located in the targeted localities per this call? |  |  |
| **3** | The applicant organization did not receive fund through IPR II |  |  |
| **4** | Is an informational fact sheet about the organization attached?  (Fact Sheet includes its mandate, mission statement, values, services provided, and organization's organogram, etc.) |  |  |
| **5** | Is a list of projects funded since 2019 attached?  (The list provides the following details: Project title, Donor, Budget in US$, Sector, Status) |  |  |
| **6** | Are proofs of accountability systems followed by the organization attached?  (Applicant shall provide with at least one annual report and one recent audit report.) |  |  |
| **7** | Is a budget breakdown attached? |  |  |
| **8** | Is the ownership/ long term lease agreement of the land/ existing infrastructure attached? |  |  |
| **9** | Are proofs of community consultation sessions as per the guideline attached?  (This shall include minutes of meeting, attendance lists, photos, and a list of community committee members. |  |  |

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| **No.** | **Items to be considered** | **Yes** | **No** |
| **1** | Are all fields in the application fully complete, applicant answering all questions in the application form? |  |  |
| **2** | The requested budget estimation does not exceed 20% of the maximum set at US$ 330,000 |  |  |
| **3** | The organization’s registration certificate attached. |  |  |
| **4** | Support letter/email from local authorities to work in the community attached. |  |  |
| **5** | Preliminary designs and cost estimate of the infrastructure component attached. |  |  |

1. Article 1 of the United Nations Convention on the Rights of the Child defines ‘children’ as persons up to the age of 18 [↑](#footnote-ref-2)