**Call for Proposals**

|  |  |
| --- | --- |
| UNDP Georgia  **Project EU4ITD:** **Advancing Decentralized, Effective and Inclusive Governance in Georgia** | Date: 19 March 2024 |
| Reference: 00140809/ 00121589 |

Dear Sir/Madam,

We kindly request you to submit grant proposals for the **Call for Proposals for Grant Competition for CSOs to Promote Participatory and People-Centred Municipal Service Delivery.**

Please be guided by the form attached hereto as Annex 1, while preparing your Proposal.

Please send filled application materials electronically to the following e-mail address: [anna.kebadze@undp.org](mailto:anna.kebadze@undp.org) in PDF (signed and stamped) and word formats. **The subject line should read**: **“Grants for CSOs”.**

**Deadline for submission of grant proposals is 12 April 2024**. In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

**An information meeting will be held via Zoom**

<https://undp.zoom.us/j/83974977977>

Meeting ID: 839 7497 7977

**Date: 29 March 2024**

**Time: 12:00 PM**

Working language: Georgian

The UNDP focal point for the arrangement:

Ms. Anna Kebadze; E-mail: [anna.kebadze@undp.org](mailto:anna.kebadze@undp.org); Telephone: 577 22 23 41

We look forward to receiving your Proposal.

**Sincerely yours,**

Nino Kakubava

Project Manager

**Call for Proposals for Grant Competition for CSOs to Promote Participatory and People-Centred Municipal Service Delivery**

**2024**

**Guidelines**

**Please read the Application Guidelines before submitting a Grant Application**

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# **Background**

UNDP has been a major supporter of the implementation of the decentralization and local development reforms over the years. Integration of the subsidiarity and commensurability principles into the Constitution, the introduction of direct election of mayors, strengthening the financial capacity of local self-governments, adoption of the new Local Self-Government Code, improving the citizen participation mechanisms, development and implementation of the comprehensive reform strategy for decentralization (2020-2025) are among the major achievements in this regard.

With funds from the European Union (EU), UNDP implements a project - **EU4ITD: Advancing Decentralized, Effective and Inclusive Governance in Georgia** - to support more balanced territorial development and improvement of population’s living standards through an enhanced governance system in four target regions - Guria, Imereti, Kakheti, and Racha-Lechkhumi and Kvemo Svaneti.

The specific objective of the project is to advance effective, responsive and accountable national and sub-national governance through promoting decentralization, inclusive and evidence-based policymaking, citizen engagement and better service delivery at the local level.

Enhancing citizen participation is one of the key priorities of the EU4ITD Project as well as one of the principles embedded in Georgia’s Decentralization Strategy 2020-2025. The Strategy aims to ensure consistent development of local self-government in Georgia and establish a coherent and purposeful process of decentralization leading to an increased role and importance of the self-governments in resolving a significant part of public affairs, increasing citizen engagement and establishing transparency, accountability and integrity principles at the local level[[1]](#footnote-2).

While participation mechanisms are legally established and guaranteed, studies demonstrate that citizens still have very limited knowledge and understanding of participation mechanisms and are not aware of their own rights, that results in a lower level of citizen engagement and social accountability. According to a UNDP commissioned Survey on Citizens’ Satisfaction with Public Services, almost half of the population of Georgia (49.6%) has not heard about at least one of the forms of citizen participation in local self-governance and 77.3% had no attempt to utilize any of them in 2021[[2]](#footnote-3).

Further, citizen participation and citizen-centric approach are often lacking in the design and delivery of municipal services. Municipalities encounter challenges in engaging citizens in planning and evaluation of municipal services, as well as in ensuring equitable access for vulnerable groups. Additionally, the absence of effective citizen feedback mechanisms results in the assessment of municipal service performance being primarily tied to annual budget expenditures. Consequently, the voices of key beneficiaries in the service design, delivery, and evaluation processes are often absent, leading to less responsive and equitable municipal services.

The provision of accessible and inclusive municipal services is imperative for fulfilling the basic needs of citizens, fostering social cohesion, and enhancing the living standards of municipality residents. These services also play a pivotal role in promoting transparency and accountability within local self-government, as they serve as the primary point of interaction between local authorities and the public.

Essential municipal services intended to foster social cohesion and provide a safety net for vulnerable community members often fall short of achieving their core objectives. Although municipal social protection services are recognized as vital means of providing support to the most vulnerable community members, ensuring their responsiveness to beneficiaries' needs remains a considerable challenge. For example, programs intended for Persons with Disabilities (PwDs) have been criticized for not adequately addressing the real needs of potential beneficiaries[[3]](#footnote-4), and lack of awareness regarding the availability of such programs further compounds the issue, particularly among ethnic minorities with limited knowledge of the state language.

Moreover, while the development of a unified electronic platform for provision of municipal services represents a significant step towards the digitalization of these services and enhanced public access, the uptake of e-services by the citizens remains limited and needs further awareness raising among the public.

At the local level, Civil Society Organizations (CSOs) play crucial role by offering a broad spectrum of services such as healthcare, education, social services, employment support, environmental initiatives, governance assistance, and more to communities, governmental entities, and businesses. The EC’s Association Implementation Report on Georgia noted the significant contribution of civil society during the COVID-19 pandemic, wherein they provided crucial support to vulnerable populations and complemented state aid efforts. CSOs typically tailor their services to address local needs and actively engage with their constituencies. They employ various feedback mechanisms such as surveys, focus group discussions, and key informant interviews to continually assess and respond to the needs and interests of their constituents.[[4]](#footnote-5)

EU4ITD project seeks to further reinforce the engagement between citizens and local self-governments by offering low value grant scheme for CSOs and welcomes proposals submitted by CSOs in partnership with local governments (City Halls). EU4ITD intends to support ideas that entail solutions that allow citizens to participate in local planning, municipal service design, implementation and evaluation, and improve the quality of service delivery in the municipalities.

Moreover, to address the existing capacity development needs and ensure experience sharing between CSOs, EU4ITD may offer the grant recipients an opportunity to engage in capacity building activities aimed at strengthening the skills and knowledge in citizen participation mechanisms, innovative tools for project design, planning and implementing advocacy campaigns, project cycle management and other relevant topics.

# **The goal of the Call for Proposals**

The overall objective of the *UNDP Call for Proposals to Promote Participatory and People-Centred Municipal Service Delivery* is to support eligible Civil Society Organisations (CSOs) in partnership with local authorities (City Halls) to foster citizen engagement in local planning, service design, implementation and evaluation to improve the delivery of municipal services in the municipalities located in Kakheti, Imereti, Racha-Lechkhumi and Kvemo Svaneti, and Guria regions.

Initiatives that contribute to the fulfilment of the following **specific objectives** will be considered:

* Foster the creation of innovative, people-centric municipal services;
* Increase the quality, access and coverage of municipal services;
* Facilitate participatory processes in the planning and development of municipal services while applying innovative tools fostering idea generation and collaboration and identify the needs and priorities of local communities to bridge existing gaps;
* Oversee the quality of municipal services and introduce citizen feedback mechanisms;
* Facilitate awareness raising on municipal services, with the particular emphasis on e-services;
* Empower communities to mobilize, initiate and implement activities addressing their needs and challenges.

Applicants are encouraged to focus on the needs and priorities of the vulnerable groups (e.g., ethnic minorities, elderly, women, youth, persons with disabilities (PwDs), etc.).

Applicants are advised to consider contribution to the achievement of SDGs as well as goals and objectives of the Municipal Development Documents (where applicable). Proposals focusing only on the research and needs assessment will not be considered.

Applicants are also advised to seek partnerships with local community groups/unregistered initiative groups to ensure wide participation of local communities in grant design and implementation.

# **Eligibility**

Application for this grant competition can be submitted by CSO(s) in partnership with the local government(s).

To be eligible for the grant competition, applicants shall meet the following criteria:

* **Be a non-profit organization[[5]](#footnote-6)** registered in Georgia in accordance with the legal requirements of Georgia and provide organization’s **registration certificate and statute**;
* Have **operating** **experience in the target region/municipality**;
* Have **operating experience of minimum two years**;
* Have experience of managing **at least two similar[[6]](#footnote-7) projects** during the last four years;
* Have formed **partnership with the local government**.

**Required Partnerships between CSOs and local government**

To apply for the grant competition, CSOs are required to submit applications in partnership with respective local government(s), where the grant activities will be implemented.

**A partnership letter** signed by the City Hall shall be submitted together with the grant proposal. The letter shall clearly define a) the role of the municipality in the implementation of the grant project, b) co-funding of the initiative (not mandatory), c) commitment of the municipality to continue funding of the targeted services after the completion of the project (if relevant).

**NOTE:** Local governments are allowed to be included as partners in several grant proposals.

**NOTE:** Low value grant agreements will be signed with and funds will be managed by the primary applicant CSO.

**Coalition of Civil Society Organizations (CSOs)**

CSOs are allowed to form a coalition and submit a joint proposal. In this case, the proposal shall clearly identify one party to act as a primary applicant, which will sign the low value grant agreement and will act for and on behalf of all the co-applicant CSOs. The CSOs shall submit a **partnership agreement** that must clearly define the expected role of each CSO in implementing the grant project.

**NOTE: Applicant CSO(s) can submit only one proposal.**

# **target municipalities**

The grant shall be implemented in any (or all) of the following regions/municipalities:

| **Regions** | **Eligible municipalities** |
| --- | --- |
| Kakheti | Telavi  Sagarejo  Signagi  Gurjaani  Kvareli  Akhmeta  Dedoplistskaro  Lagodekhi |
| Imereti | Kutaisi  Bagdati  Vani  Zestaponi  Terjola  Samtredia  Sachkhere  Tkibuli  Chiatura  Tskaltubo  Kharagauli  Khoni |
| Racha-Lechkhumi and Kvemo Svaneti | Ambrolauri  Oni  Tsageri  Lentekhi |
| Guria | Ozurgeti  Chokhatauri  Lanchkhuti |

# 

# **Financing Scheme and Ineligible Costs**

Individual grants requested under this Call for Proposals **shall not be less than GEL 30,000 and shall not exceed GEL 50,000**. Proposals with the **grant staff salary exceeding 20%** of the total budget will be disqualified without further consideration. Co-funding and in-house contributions are strongly encouraged.

Expenditures such as infrastructure improvement, equipment, and similar costs, can only be financed if they are well-justified and directly related to the proposed grant project.

The following list indicates the types of expenditure that WILL NOT be covered:

* Proposals focusing only on the research and needs assessment
* Retrospective activities (activities that have been completed or have commenced prior to signing the grant agreement)
* Proposals that only benefit single individuals within the community (as opposed to proposals that benefit the community)
* Costs incurred in the preparation of a grant application or related documentation
* Any activity which is contrary to the objectives and intent of this Call for Proposals or the UNDP EU4ITD project.

# **Sustainability of the grant results**

Applicants must clearly demonstrate that there is the capacity for the continuation/development of the initiative after the grant activities have been completed. Applicants are strongly encouraged to submit a clear **sustainability plan** for the targeted services in cooperation with the respective local government.

Activities such as conferences/trainings, fairs/exhibitions, meetings, purchasing services or goods must complement overarching and long-term goals rather than having only an immediate effect.

# **timeframe**

Releasing announcement on the opening of grant competition

19 March 2024

Conducting information meeting online via Zoom platform (see details in section 8.1)

29 March 2024

Collecting and answering questions regarding funding

19 March – 10 April 2024

Receiving grant proposals

19 March – 12 April 2024

Reviewing the eligibility of the submitted proposals

12 – 26 April 2024

Evaluating the eligible proposals and making decisions on awards

26 April – 31 May 2024

Signing the grant agreements and start of the grants’ implementation

31 May - 28 June 2024

# **Proposal development and submission process**

**Call for applications will be open from 19 March 2024 ending on 12 April 2024**. The maximum timespan of the grant period is **eight months** counted from the date of the contract signature to the date when all relevant activities have been successfully completed. No applications will be accepted after the deadline.

**Applications can be submitted in English or Georgian[[7]](#footnote-8).** Filled application materials should be sent electronically to the following e-mail address: [anna.kebadze@undp.org](mailto:anna.kebadze@undp.org) in PDF (signed and stamped) and Word formats. **The subject line should read**: **“Grants for CSOs”.**

UNDP will confirm the receipt of the application within two working days after the submission via email. If the confirmation has not been received within two days, please send an email to designated contact persons at: [anna.kebadze@undp.org](mailto:anna.kebadze@undp.org) and [giorgi.nasrashvili@undp.org](mailto:giorgi.nasrashvili@undp.org) and request the confirmation of the receipt of your application. Otherwise, UNDP will not be held responsible for a technical error which may cause a delay in receiving your application.

# **Information meeting**

Information meeting with interested applicants with the purpose of presenting detailed information about the preparation of proposals for submission will be held using Zoom’s online platform:

<https://undp.zoom.us/j/83974977977>

Meeting ID: 839 7497 7977

Date: 29 March 2024

Time: 12:00 PM

Working language: Georgian

# **Submission of additional questions**

Additional questions can also be sent to [anna.kebadze@undp.org](mailto:anna.kebadze@undp.org). Potential applicants will receive answers to their questions within two working days from sending the questions. All questions must be sent before **10 April 2024.**

# **Required documents [[8]](#footnote-9)**

1. Completed grant proposal form (Annex 1) and completed budget form (Annex 3)
2. Extract from the public register for CSO(s)
3. Statute of the applicant(s)
4. Partnership Letter signed by the City Hall(s) clearly defining a) the role of the municipality in the implementation of the grant project, b) co-funding of the initiative (not mandatory), c) commitment of the municipality to continue funding of the targeted services after the completion of the project (if relevant)
5. Partnership Agreement between co-applicant CSOs (if applicable)
6. Any other documents which are related to the idea of the project

**UNDP reserves the right to request any additional information from applicants.**

# **Proposal selection process**

Decisions on awarding submitted proposals will be made by the selection commission (hereinafter referred to as the Commission). The Commission will be comprised of the representatives of the United Nations Development Programme (UNDP) in Georgia. Representatives of other international organisations/projects implementing similar projects may join sessions of the Commission in the capacity of observers upon an invitation to be extended by the chair of the Commission.

The Commission shall make a final decision no later than three calendar months after the deadline for submission of proposals. Successful applications will be notified by e-mail by UNDP within two weeks after the decision has been made.

Unsuccessful applicants will not be contacted. UNDP will not provide detailed feedback on unsuccessful applications.

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

* Applicant presents proposal (duplicate) already financed by other project/organization;
* It is provided by non-eligible entity;
* It does not comply with objectives, priorities, and instructions provided in this announcement;
* It includes ineligible costs;
* Fails to uphold principles of gender equality and environmental principles.

Each organization can be awarded with only one grant. In total, a maximum of ten grants will be selected for award. However, no or less than ten grants may be awarded by UNDP/EU4ITD, depending on the evaluation results. UNDP will sign the Low Value Grant (LVG) Agreement with the winning applicants (LVG template attached as Annex 2).

# **Selection criteria**

The proposals will be evaluated based on the criteria outlined in the table below:

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Maximum score** |
| 1 | Relevance of the proposal with the goals and conditions of the call | **20** |
| 2 | Effectiveness of the grant methodology and strategy  - accurate and consistent proposal  - clear linkages between grant activities and outcomes | **25** |
| 3 | Action plan with logical and realistic planning, including activities and a timeline | **10** |
| 4 | Cost-efficiency and relevance of the budget | **15** |
| 5 | The grant enhances gender equality and encourages inclusion of marginalized and vulnerable groups | **10** |
| 6 | Risk management, monitoring and evaluation mechanisms | **5** |
| 7 | Sustainability of the grant outcomes | **15** |
| **Total:** | | **100** |

An applicant is considered as a winner if the proposal received at least 50% of scores for each selection criteria and 75% or higher of the total scores (if available, top ten proposals out of those passing 75% will be selected).

# **Monitoring and reporting**

Any key changes to your organization that may affect the implementation of the proposed grant must be notified to the EU4ITD team.

Contracted applicants will be required to submit interim and final reports (both financial and narrative) in line with requirements and procedures set forth in the grant agreement. Reports should provide the evidence on:

* Progress against agreed milestones, outcomes and indicators
* Expenditures of the grant

The EU4ITD team will monitor progress by assessing reports and may conduct site visits or request records to confirm details of the report if necessary. The EU4ITD team may also seek further information within a year after the completion of the grant implementation for the assessment of achieved results.

Contracted applicants must discuss any reporting delays with the EU4ITD team as soon as they become aware of them.

# **Interim progress report**

Interim progress reports must:

* Include evidence of the progress towards completion of agreed activities, outcomes and indicators
* Be submitted by the report due date
* Provide financial report reflecting expenditures incurred against agreed grant budget within reporting period.

# **Final report**

When grant activities are completed, the grantee shall submit a final report that:

* Describes in clear and detailed manner how outcomes have been achieved (what and how) as well as any objectively identified challenges affecting the achievement of these outcomes (if any)
* Provides any document/information confirming the completion of grant activities
* Includes the agreed evidence as specified in the grant agreement
* Provides financial report reflecting expenditures incurred against agreed grant budget.

# **Financial reporting**

Financial reports are prepared and submitted in line with UNDP’s standard procedures and requirements laid down in the grant agreement. Each report should include total eligible expenditure incurred with respective bank statements.

# **Annex 1 – Grant proposal form**



Blue writing on a white background

Description automatically generated

**Section 1. General Information**

|  |  |  |
| --- | --- | --- |
| **Name of the Applicant and Contact Information** | | |
| Grant title |  | |
| Information about the Primary Applicant CSO | Name:  Identification number:  Registration date:  Place of registration:  Address:  Email: | |
| Contact information of the person in charge of the grant in the primary applicant CSO | Name |  |
| Mailing address |  |
| Work landline |  |
| Mobile |  |
| E-mail |  |
| Information about Co-applicant CSO(s), if any | Name:  Identification number:  Registration date:  Place of registration:  Address:  Email:  *(please, include all co-applicant organizations)* | |
| Information about partner local government | Municipality:  Address:  Contact information:  *(please, include all partner municipalities)* | |
| Grant target locations: region/municipalities/communities |  | |
| Overall objective of the grant (max. 50 words) |  | |
| Brief summary of grant activities and results (max.100 words) |  | |
| Target groups and estimated number of direct and indirect beneficiaries | Target groups:    2. …   Direct beneficiaries:  Indirect beneficiaries: | |
| Duration of the grant (max. 8 months), tentative start and end dates |  | |
| Total budget (GEL) |  | |
| Requested from UNDP (GEL) |  | |
| Share of co-funding and source, if any (GEL and %) |  | |

**Section 2.**  **Grant description and implementation**

In this part, please provide information on problems that your grant proposal is designed to address as well as about activities, expected outcomes and compliance with the set criteria.

|  |
| --- |
| **1. Background and capability of the applicant (max. 250 words)** |
| *Please provide the background information and previous experience of the applicant(s) in the relevant field and the capability to implement similar grant projects. Explain why the grantee is uniquely suited to deliver on the objectives.* |
| **2. Problem statement (max. 250 words)** |
| *Describe the existing situation and highlight major challenges that the grant will respond to.* |
| **3. Grant objectives and strategy (max. 500 words)** |
| *Please specify the objectives to be achieved within the implementation of the grant.*  *Please clearly indicate the objective(s) of the Call for Proposals that is addressed by your grant proposal (for the list of objectives, see: section 2 – the goal of the call for proposals)*  *Please describe your strategy for resolving the above-described problems and how it will contribute to the achievement of the objectives of the Call for Proposals.* |
| **4. Planned activities and outputs (max. 600 words)** |
| *Please describe outputs and specific activities to be implemented under each output.* |
| **5. Grant beneficiaries (max. 300 words)** |
| *Please define grant target groups, direct and indirect beneficiaries, age and gender distribution, their needs and constraints, and state how the grant will address these needs.* |
| **6. Expected impact and sustainability (max. 300 words)** |
| *Describe the impact that the grant will bring in a long-term perspective on municipal service delivery.*  *Please clearly identify how the sustainability of positive results will be ensured, sustained and expanded after the completion of the grant.* |
| **7. Risk analysis and mitigation strategies** |
| *Please describe potential risks which may affect the implementation of the grant, and measures for mitigation/management of such risks.*   |  |  |  | | --- | --- | --- | | **Risk** | **Likelihood**  *(low, medium, high)* | **Risk mitigation strategy** | |  |  |  | |  |  |  | |
| **8. Work plan** |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Planned activities1** | **Time Period 1**  (indicate dates) | | | | **Time Period 2**  (indicate dates) | | | | **Planned Budget for the Activity**  **(in GEL)3** | | **Month2** | | | | | | | | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |  | | | **Output 1**  ***EXAMPLE: Youth in Kutaisi and Zugdidi municipalities have increased capacities to engage and drive local initiatives*** |  |  |  |  |  |  |  |  |  | | | ***1.1 Activity***  ***EXAMPLE: Winter school on youth activism and advocacy*** | X | X |  |  |  |  |  |  |  | | | 1.2 Activity |  |  |  |  |  |  |  |  |  | | | 1.3 Activity |  |  |  |  |  |  |  |  |  | | | ….. |  |  |  |  |  |  |  |  |  | | | **Output 2** |  |  |  |  |  |  |  |  |  | | | 2.1 Activity |  |  |  |  |  |  |  |  |  | | | 2.2 Activity |  |  |  |  |  |  |  |  |  | | | …… |  |  |  |  |  |  |  |  |  | |  1. State activities that 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 interim and final reporting periods, e.g., if the grant implementation period is eight months from 1 July 2024 to 28 February 2025, Time Period 1 can be first four months (1 July 2024 – 31 October 2024), Time Period 2 – 1 November 2024 – 28 February 2025.   3 Indicate the budget amounts in the grant currency (GEL). |
| **9. Performance Targets** |
| | **INDICATOR(S)** | **DATA SOURCE** | **BASELINE** | **MILESTONES** | | | | --- | --- | --- | --- | --- | --- | | **Time Period 1** | **Time Period 2** | **FINAL TARGET** | | *Output 1.* *EXAMPLE: Youth in Kutaisi and Zugdidi municipalities have increased capacities to engage and drive local initiatives* | | | | | | | * 1. ***EXAMPLE: Number of participants in winter school on youth activism and advocacy***   ***(disaggregated by gender)*** | List of participants; Attendance sheets; Photos | 0 | 30 | 0 | 30 | | * 1. ***EXAMPLE: % of participants who obtained certificate for winter school completion*** | Final test results; Trainers’ reports | 0% | 90% | - | 90% | | 1.3. |  |  |  |  |  | | … |  |  |  |  |  | | … |  |  |  |  |  | | *Output 2.* | | | | | | | 2.1. |  |  |  |  |  | | 2.2. |  |  |  |  |  | | …. |  |  |  |  |  |   State the indicators for measuring results that will be achieved using the grant. At least one indicator per activity is required. More can be used if useful to fully measure the results that are expected to be achieved: |
|  |

**10. Budget – Please complete and submit budget form separately (Annex 3)**

**While putting together a budget please consider the following:**

* You can add activities and sub-activities as needed
* Proposed budget must not include overhead costs
* UNDP funded projects/grants are exempt from VAT, therefore a proposed budget must not include vat tax

**Section 3. List of past projects**

List maximum five similar projects/grants implemented by the applicant organization in the past four years (especially those implemented in target regions/municipalities)

*Note: In case of CSO coalitions, please provide the list of past projects for each co-applicant CSO as well.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates of implementation** | **Project title** | **Brief description (the objective and achieved results)** | **Budget** | **Source of funding** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 4. Recommendations**

Please, indicate the contact information of two persons (local authorities, donors, etc.), who can provide recommendations for the primary applicant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name, Surname** | **Position** | **Organization** | **Telephone** | **E-mail** |
|  |  |  |  |  |
|  |  |  |  |  |

**□ The head of the organization hereby confirms that s/he has read conditions outlined in this form**

**□ The head of the organization hereby confirms that s/he will be responsible for implementing the grant if the applicant is awarded with the grant**

**Date of submission:**

**Signature of the head of the organization:**

**Stamp of the organisation:**

# **Annex 2. Template of the Low Value Grant Agreement**

Rev: Sep 2019



**LOW VALUE GRANT AGREEMENT**

**Between United Nations Development Programme and a Recipient Institution**

**HOW TO USE THIS AGREEMENT**

* This template is provided as a tool that can be adapted to the specific needs of a particular project. Low Value Grant Agreements should be approved by an independent mechanism such as a Steering Committee/Project Board or a selection committee nominated by the Project Board. The agreement serves to register the commitments and results that the Recipient Institution has agreed to produce. It is recommended that funds be released in tranches, based on demonstrated achievement of results, however grants may also be given in one tranche. The terms should be clearly specified so that it is clear to all parties when a Recipient Institution qualifies for release of tranches of funds.
* Please make sure to complete the face sheet with correct information.
* Please make sure to attach all the annexes listed on the face sheet.
* This instruction page, as well as all footnotes and any other instructions in this template, are only for the Business Unit’s guidance and should be deleted before the agreement is sent to the Recipient Institution for review and signature.
* Any substantive changes to the provisions in this template agreement must be cleared with the Legal Office, Bureau for Management Services, UNDP.
* Please have two originals of this agreement signed. After signature, UNDP keeps one original and provides the Recipient Institution with the other original.



**Low Value Grant Agreement**

[**Reference No.** *insert reference number, if any; if none, delete bracketed text*]

|  |  |
| --- | --- |
| 1. Country: | |
| 2. Recipient Institution: incorporated under the laws of with address at | |
| 3. Project Number and Title: | |
| 4. Implementation Period: From to | |
| 5. Budget: Up to the amount of US$ ( United States Dollars) | |
| 6. Schedule of Disbursement of Funds to Recipient Institution:  Disbursement Date/Milestone Amount  [insert specific date/milestone] [specify amount] | |
| 7. Information for Recipient Institution Bank Account into Which Funds Will Be Disbursed:  Account Name:  Account Title:  Account Number:  Bank Name:  Bank Address:  Bank SWIFT Code:  Bank Code:  Routing instructions for disbursements: | |
| 8. Notices to Recipient Institution:  Name:  Address:  Tel:  Fax:  Email: | 9. Notices to UNDP:  Name:  Address:  Tel:  Fax:  Email: |
| 10. Signed for by its Authorized Representative  Date: Signature:  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 11. Signed for the **United Nations Development Programme** by its Authorized Representative  Date: Signature:  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| The following documents constitute the entire Agreement between the Parties and supersedes all prior agreements, understandings, communications and representations concerning the subject matter:  this face sheet (“Face Sheet”)  Standard Terms and Conditions  Annex A – Accepted Grant Proposal  Annex B – Reporting Format  Annex C – Project Document for the Project funding this Grant Agreement | |

**STANDARD TERMS AND CONDITIONS**

This **Low Value Grant Agreement** (hereinafter referred to as the “Agreement”) is made between the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter “UNDP”), and the Recipient Institution named in block 2 of the Face Sheet (the “Recipient Institution,” and together with UNDP, the “Parties”).

WHEREAS, UNDP [is the Implementing Partner] *or* [provides support services to {name of partner}, the Implementing Partner][[9]](#footnote-10) of the project named in block 3 of the Face Sheet (hereinafter referred to as “the Project”) and more specifically described in the project document [Insert project number and title] attached as **Annex C** (the “Project Document”), implemented at the request of the Government of the country named in block 1 of the Face Sheet;

WHEREAS, UNDP desires to provide funds to the Recipient Institution in the context of the Project for the purposes of undertaking the activities in the accepted Grant Proposal (the “Funds”), and on the terms and conditions hereinafter set forth; and

WHEREAS, the Recipient Institutionis ready and willing to accept such Funds from UNDP for the activities (the “Activities”) described in the accepted Grant Proposal in **Annex A** (the “Proposal”) on the terms and conditions hereinafter set forth in this agreement;

NOW, THEREFORE, the Parties hereto agree as follows:

**1.0 Responsibilities of the Recipient Institution**

1.1 The Recipient Institution agrees to undertake the Activities and achieve the deliverables described in the accepted Proposal (Annex A) with due diligence and efficiency, pursuant to the schedule set forth in the Proposal, and in accordance with the terms and conditions of this Agreement. The Activities must be undertaken in a manner consistent with the regulations, rules, policies and procedures of UNDP, and in accordance with the Project Document which forms an integral part of this Agreement. Funds provided pursuant to this Agreement shall be prudently managed by the Recipient Institution and used solely for the Activities to produce results specified in the Proposal.

1.2 The Recipient Institution agrees to reach the performance targets (the “Performance Targets”) as indicated in the accepted Proposal. If the Recipient Institution fails to meet its responsibilities outlined in this Agreement, or to attain at least 70% of any one Performance Target for any given year, then this will be considered grounds to suspend any further disbursement of Funds. The suspension shall remain in effect until the Recipient Institution has achieved the relevant Performance Targets.

1.3 The Recipient Institution shall inform UNDP about any problems it may face in attaining the objectives agreed upon.

**2.0 Duration**

2.1 This Agreement, prepared in two originals, shall become effective on the date of its signature by both the Recipient Institution and UNDP, acting through their duly Authorized Representatives, indicated in blocks 10 and 11 of the Face Sheet, and expire on the Implementation Period end date indicated in block 4 of the Face Sheet, unless earlier terminated pursuant to Article 6.4 or 7.9 below.

**3.0 Payments**

3.1 Subject to the express terms of this Agreement, UNDP shall provide Funds to the Recipient Institution in an amount not to exceed the amount set forth in block 5 of the Face Sheet according to the schedule set out in block 6 of the Face Sheet. Payments are subject to the Recipient Institution meeting the Performance Targets.

3.2 All payments shall be deposited into the Recipient Institution’s bank account, the details of which are set forth in block 7 of the Face Sheet.

3.3 The amount of payment of such Funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Recipient Institutionin the performance of the Activities under this Agreement.

**4.0 Records, Information and Reports**

4.1 The Recipient Institutionshall maintain clear, accurate and complete records in respect of the Funds received under this Agreement. Upon completion of the Activities, or the termination of this Agreement, the Recipient Institution shall maintain the records for a period of at least five (5) years.

4.2 The Recipient Institutionshall furnish, compile and make available at all times to UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the Funds received by the Recipient Institution.

4.3 The Recipient Institution shall provide progress reports (“Performance Reports”) including financial and narrative information, to UNDP at least 30 days before the expected release of the next tranche or at least annually within 30 days after the end of year until the activities have been completed. The Performance Report, including the financial reporting component, shall follow the format in **Annex B** and shall include certification by the Recipient Institution’s representative with institutional responsibility for financial reporting, including the certification date.

4.5 Within [X, but no more than 60] days after completion of the Activities, the Recipient Institution shall provide UNDP with a final financial and narrative report with respect to all expenditures made from such Funds and indicating the results achieved, utilizing the reporting format contained in **Annex B**.

4.6 All further correspondence regarding the implementation of this Agreement should be addressed to the addresses set forth in blocks 8 and 9 of the Face Sheet, as applicable.

**5.0 Audits and Investigations**

5.1 Notwithstanding the above, UNDP shall have the right to audit or review the Recipient Institution’s related books and records as it may require, and to have access to the books and record of the Recipient Institution, as necessary.

5.2 The Recipient Institution acknowledges and agrees that, at any time, UNDP may conduct investigations relating to any aspect of the Agreement, the obligations performed under the Agreement, and the operations of the Recipient Institution generally. The right of UNDP to conduct an investigation and the Recipient Institution’s obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Agreement.

5.3 The Recipient Institution shall provide its full and timely cooperation with any such inspections, audits or investigations. Such cooperation shall include, but shall not be limited to, the Recipient Institution’s obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Recipient Institution’s premises at reasonable times and on reasonable conditions in connection with such access to the Recipient Institution’s personnel and relevant documentation. The Recipient Institution shall require its agents, including, but not limited to, the Recipient Institution’s attorneys, accountants or other advisers, to reasonably cooperate with any inspections, audits or investigations carried out by UNDP hereunder.

5.4 UNDP shall be entitled to a refund from the Recipient Institution for any amounts shown by such audits and investigations to have been used by the Recipient Institution other than in accordance with the terms and conditions of the Agreement. The Recipient Institution also agrees that, where applicable, donors to UNDP whose funding is the source of, in whole or in part, the Funds for the Activities, shall have direct recourse to the Recipient Institution for the recovery of any Funds determined by UNDP to have been used in violation of or inconsistent with this Agreement and/or the Proposal.

**6.0 Representations and Warranties**

6.1 The Recipient Institution represents and warrants that:

1. it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Agreement or the award thereof to any representative, official, employee, or other agent of UNDP.
2. neither it, its parent entities (if any), nor any of the Recipient Institution’s subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral, or social development.
3. neither it, its parent entities (if any), nor any of the Recipient Institution’s subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.
4. it shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled by the Recipient Institution to perform any services under the Agreement. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Recipient Institution shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitive or degrading to any person. UNDP shall not apply the foregoing standard relating to age in any case in which the Recipient Institution’s personnel or any other person who may be engaged by the Recipient Institution to perform any services under the Agreement is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such personnel or such other person who may be engaged by the Recipient Institution to perform any services under the Agreement.
5. neither it, its parent entities (if any), nor any of the Recipient Institution’s subsidiary, affiliated entities (if any), suppliers and subcontractors is engaged in any transactions with, and/or the provision of resources and support to, individuals and organizations associated with, receiving any type of training for, or engaged in, any act or offense described in Article 2, Sections 1, 3, 4 or 5 of the International Convention for the Suppression of the Financing of Terrorism, adopted by the General Assembly of the United Nations in Resolution 54/109 of 9 December 1999.

6.2 The Recipient Institution shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Agreement.

6.3 The Recipient Institution acknowledges that it has read the Project Document attached hereto as Annex C, including the section entitled “Risk Management”. The Recipient Institution hereby agrees that in undertaking the Activities in the Proposal, it will be bound, *mutatis mutandis*, by the obligations and agreements set forth in the Project Document as applicable to the Implementing Partner of the Project.

6.4 The Recipient Institution acknowledges and agrees that the provisions of this Article 6.0 constitute an essential term of the Agreement and that breach of any such representation and warranty or covenant shall entitle UNDP to terminate the Agreement immediately upon notice to the Recipient Institution, without any liability for termination charges or any other liability of any kind.

**7.0 General Provisions**

7.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between the Parties, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

7.2 The Recipient Institutionshall carry out all Activities described in the Proposal with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the Recipient Institutionshall have exclusive control over the administration and implementation of the Activities and that UNDP shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals of the Activities shall be subject to review by the Project’s Steering Committee/Project Board. If at any time the Steering Committee/Project Board is not satisfied with the quality of work or the progress being made toward achieving such goals, the Steering Committee/Project Board may advise UNDP to: (i) withhold payment of Funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the Recipient Institutionas described in Article 7.9 below; and/or seek any other remedy as may be necessary. The Steering Committee/Project Board's determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the Recipient Institution insofar as further payments are concerned.

7.3 UNDP undertakes no responsibility in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking Activities under this Agreement. Such responsibilities shall be borne by the Recipient Institution.

7.4 The rights and obligations of theRecipient Institution are limited to the terms and conditions of this Agreement. Accordingly, the Recipient Institution and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

7.5 The Recipient Institution shall be fully responsible for all services performed by its personnel, agents, employees, contractors, subcontractors and any other party undertaking Activities in relation to implementing the Proposal on behalf of the Recipient Institution (hereinafter referred to as "Recipient Institution Personnel") and shall ensure that all of its obligations under this Agreement extend to the Recipient Institution Personnel. The Recipient Institution may not assign, transfer, pledge, or make any other disposition of the Agreement, of any part of it, or of any of its rights, claims or obligations under the Agreement, except with the prior written authorization of UNDP. Any authorized assignee or transferee shall be bound by the terms and conditions of this Agreement. The Recipient Institution may not use the services of subcontractor(s) unless prior written authorization is granted by UNDP. If such authorization is granted, the Recipient Institution shall ensure that such subcontractor(s) do not use further tiers of subcontractors, unless prior written authorization is granted by UNDP. Any authorized subcontractor shall be bound by the terms and conditions of this Agreement. The use of subcontractors shall not relieve the Recipient Institution of any of its obligations under this Agreement.

7.6 The Recipient Institutionshall indemnify, hold and save harmless, and defend at its own expense, UNDP, its officials and persons performing services for UNDP, from and against all suits, claims, demands and liability of any nature and kind, including their cost and expenses, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) or relating to the acts or omissions of the Recipient Institution, Recipient Institution Personnel or other persons hired for the management of the present Agreement and the Project. The Recipient Institution shall be responsible for, and deal with all claims brought against it by any Recipient Institution Personnel.

7.7 If provided for in the Project Document (or if otherwise agreed between UNDP and the Government of the country named in block 1 of the Face Sheet), assets and equipment purchased with the Funds will become the property of the Recipient Institution. The Recipient Institutionshall be responsible for substantive and financial reporting on its use of the Funds to the Steering Committee set up to oversee grant making and/or the implementing partner, as defined in the Project Document. The assets and equipment shall be used for the purpose indicated in the Proposal throughout the period of this Agreement. Procurement of goods, services and technical assistance required under the Proposal will be conducted by the Recipient Institution in accordance with the principles of highest quality, transparency, economy and efficiency. Such procurement will be based on the assessment of competitive quotations, bids, or other proposals, unless otherwise agreed in writing by UNDP.

7.8 Ownership of patent rights, copyrights, and other similar rights (“Intellectual Property Rights”) to any discoveries, inventions or works resulting from implementation of the Activities under this Agreement shall vest in the Recipient Institution. Nonetheless, the Recipient Institution shall grant UNDP a perpetual, irrevocable, world-wide, non-exclusive and royalty-free license to use, reproduce, adapt, modify, distribute, sub-license and make use of such Intellectual Property Rights, including the ability to further license to program country governments in accordance with the requirements of the agreement between the UNDP and the government(s) concerned.

7.9 This Agreement may be terminated by either Party before completion of the Agreement by giving thirty (30) days written notice to the other Party, and the Recipient Institution shall promptly return any unutilized Funds to UNDP.

7.10 The Recipient Institution acknowledges that UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. Although project related documents may indicate a total amount of funds that could be available for this Recipient Institution, actual disbursements will be based upon the Recipient Institution meeting the Performance Targets. If any of the Funds are returned to UNDP or if this Agreement is rescinded, the Recipient Institutionacknowledges that UNDP will have no further obligation to theRecipient Institution as a result of such return or rescission.

7.11 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the Parties or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the Parties hereto.

7.12 The Parties shall try to settle amicably through direct negotiations, any dispute, controversy or claim arising out of or relating to the present Agreement, including breach and termination of the Agreement. If these negotiations are unsuccessful, the matter shall be referred to arbitration in accordance with United Nations Commission on International Trade Law Arbitration Rules. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

7.13 Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

7.14 Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party to the other Party during the term of this Agreement shall be considered confidential and shall be handled pursuant to the UNDP Information Disclosure Policy, not attached hereto but known to and in the possession of the Parties. The Recipient Institution may disclose information to the extent required by law, provided that and without any waiver of the privileges and immunities of the United Nations, the Recipient Institution will give UNDP sufficient prior notice of a request for the disclosure of information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General of the United Nations.

7.15 The Recipient Institution shall only use the name (including abbreviations), emblem or official seal of the United Nations or UNDP in direct connection with the Activities under this Agreement and upon receiving prior written consent of UNDP. Under no circumstances shall such consent be provided in connection with the use of the name (including abbreviations), emblem or official seal of the United Nations or UNDP for commercial purposes or goodwill.

7.16 The provisions of Article 4.1, Article 5.0, and Articles 7.3, 7.6, 7.7, 7.8, 7.12, 7.13, 7.14 and 7.15 shall survive and remain in full force and effect regardless of the expiry of the Project Implementation Period or the termination of this Agreement.

**ANNEX A**

**Low Value Grant Proposal**

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

Project Number:

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

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

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

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

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** | **Time Period 1**  (indicate dates) | | | | **Time Period 2**  (indicate dates) | | | | **Planned Budget for the Activity**  **(in GEL)3** |
| **Month2** | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |  |
| **Output 1** |  |  |  |  |  |  |  |  |  |
| 1.1 Activity |  |  |  |  |  |  |  |  |  |
| 1.2 Activity |  |  |  |  |  |  |  |  |  |
| 1.3 Activity |  |  |  |  |  |  |  |  |  |
| ….. |  |  |  |  |  |  |  |  |  |
| **Output 2** |  |  |  |  |  |  |  |  |  |
| 2.1 Activity |  |  |  |  |  |  |  |  |  |
| 2.2 Activity |  |  |  |  |  |  |  |  |  |
| …… |  |  |  |  |  |  |  |  |  |

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.

|  |  |  |
| --- | --- | --- |
| **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.

* + - 1. **GRANT BUDGET OF RECIPIENT INSTITUTION** (state currency)

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Unit** | **# of units** | **Cost per unit** | **Estimated total**  **(GEL)** |
| **Output 1** |  |  |  |  |
| **Activity 1.1** |  |  |  |  |
| 1.1.1 |  |  |  |  |
| 1.1.2 |  |  |  |  |
| **Sub-total for Activity 1.1** |  | | |  |
| **Activity 1.2** |  | | |  |
| 1.2.1 |  |  |  |  |
| 1.2.2 |  |  |  |  |
| **Sub-total for Activity 1.2** |  | | |  |
| **SUB-TOTAL for OUTPUT 1** |  | | |  |
| **OUTPUT 2** |  | | |  |
| **Activity 2.1** |  | | |  |
| 2.1.1 |  |  |  |  |
| 2.1.2 |  |  |  |  |
| **Activity 2.2** | | | |  |
| **Sub-total for Activity 2.1** |  | | |  |
| 2.2.1 |  |  |  |  |
| 2.2.2 |  |  |  |  |
| **Sub-total for Activity 2.2** |  | | |  |
| **SUB-TOTAL for OUTPUT 2** |  | | |  |
| **Total:** | | | |  |

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

**Annex B**

**REPORTING FORMAT**

|  |
| --- |
| THE NARRATIVE AND THE FINANCIAL report to be prepared by the Recipient Institution. |

**Recipient Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Year\_\_\_\_\_\_\_

**Period covering this report:**

1. This report must be completed by the Recipient Institution and accepted by UNDP
2. The Recipient Institution must attach any relevant evidence to support the activities reported
3. The information provided below must correspond to the information that appears in the financial report
4. Attach the accepted grant proposal to this report

**Performance:**

1. **Workplan Performance** (cumulative, including the current period)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Completed Activities** | **Time Period 1** | | | | **Time Period 2** | | | | **Planned Budget for the Activity**  **(in GEL)** | **Funds Delivered for the Activity**  **(in GEL)** |
| **Month2** | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **Output 1** |  |  |  |  |  |  |  |  |  |  |
| 1.1 Activity |  |  |  |  |  |  |  |  |  |  |
| ….. |  |  |  |  |  |  |  |  |  |  |
| **Output 2** |  |  |  |  |  |  |  |  |  |  |
| 2.1 Activity |  |  |  |  |  |  |  |  |  |  |
| …… |  |  |  |  |  |  |  |  |  |  |

1. **Performance Targets**

| **INDICATOR(S)** | **Data Source** | **Baseline** | **Reporting Period Milestone/Target** | **Reporting Period Actual Performance Against the Target** |
| --- | --- | --- | --- | --- |
| 1.1 |  |  |  |  |
| 1.2 |  |  |  |  |

1. **Challenges and Lessons Learned:**
2. **Financial Reporting:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Unit** | **# of units** | **Cost per unit** | **Budgeted Total Amount**  **(GEL)** | **Actual Expense**  **(GEL)** |
| **Output 1** | | | |  |  |
| **Activity 1.1** | | | |  |  |
| 1.1.1 |  |  |  |  |  |
| 1.1.2 |  |  |  |  |  |
| **Sub-total for Activity 1.1** |  | | |  |  |
| **Sub-total for Output 1** |  | | |  |  |
| **TOTAL** | | | |  |  |

**ANNEX C**

**PROJECT DOCUMENT**

1. [Decentralization Strategy 2020-2025](https://mrdi.gov.ge/pdf/5e468e292b317.pdf/Decentralization-strategy-ENG.pdf) [↑](#footnote-ref-2)
2. UNDP Georgia, [Citizen Satisfaction Survey](https://www.undp.org/georgia/publications/citizen-satisfaction-survey), 2021 [↑](#footnote-ref-3)
3. Compliance of Municipal Social and Health Care Programmes with Principle of Equality, Public Defender (Ombudsman) of Georgia, 2021. [↑](#footnote-ref-4)
4. 2022 Civil Society Organization Sustainability Index, 2023, USAID [↑](#footnote-ref-5)
5. Municipal n(n)le-s are not allowed to submit the application. [↑](#footnote-ref-6)
6. Similar projects include both similar budget and thematic focus. [↑](#footnote-ref-7)
7. In case of submitted Georgian application, UNDP reserves the right to request the winning applicant to submit a grant application in English within three business days. [↑](#footnote-ref-8)
8. Additionally, prior to singing the low value grant agreement, selected applicants will be required to provide Debt certificate - Note from Revenue Service on tax obligations [↑](#footnote-ref-9)
9. Select only the relevant option and delete the other [↑](#footnote-ref-10)