



UNDP: Initiative on Advancing Accountability through Strengthening Hello Chief Minister and Namaste Mayor

Terms of Reference (ToR)
For the call for Proposals

to

Civil Society Organizations (CSOs) for providing Low-Value Grant - 2024

Project Title	:	Strengthening capacity and awareness raising of women and marginalized groups to enhance accountability.
Locations	:	Karnali and Sudurpashchim Province
Type of Contract	:	Low Value Grant Agreement
Duration	:	1 June 2024 to 15 December 2024

1. Engaging CSOs in enhancing access to justice for women and marginalized groups.

1.1 Background

Advancing Accountability through Strengthening “Hello Chief Minister” Initiative (here in after the Project) is a complementary project to the Access to Justice through Institutional Reform Project (A2J) - II which was launched in 2021. The Project was initiated with the acknowledgment of the fact that corruption is a critical problem in Nepal. Nepal ranks 108 among 180 countries in the corruption perception index¹. Malgovernance impacts the delivery of basic services and the enjoyment of human rights and socioeconomic rights. While corruption plagues the whole society, it disproportionately affects certain groups exposed to discrimination, namely women and girls, youth, children, ethnic minorities, Dalits, Persons with Disabilities (PWD), sexual and gender minorities, and other excluded, marginalized and minority groups. The effects of corruption on women, Dalits, Madhesi, Muslims, and other marginalized communities, for instance, are often exacerbated by their marginalization due to historic and contemporary patterns of discrimination.

A study conducted by Transparency International in 2021 reported that 67% of respondents in Nepal believed that bribery was prevalent in public services (Transparency International, 2021). Moreover, the 2019 National Integrity System Assessment (NISA) for Nepal revealed that more than 45% of respondents from the Karnali Province perceived corruption as a severe problem in their daily lives (Nepal Integrity Study, 2019). Similarly, a study conducted by the A2J Project in 2023 identifies bribery, embezzlement, nepotism, and kickbacks as prevalent forms of corruption in Karnali and Sudurpachchim provinces, particularly within government institutions, development activities, and service delivery sectors. Corruption adversely affects essential services like healthcare, education, and administrative processes, hindering development and exacerbating poverty and inequality for marginalized groups. Corruption in land administration creates financial burdens and delays legal ownership for emancipated Kamaiyas and Haliyas, contributing to increased vulnerability to poverty. In healthcare, illegal charges, embezzlement, and nepotism hinder accessibility and quality of services for persons with disabilities. The education sector faces challenges such as embezzlement of funds, irregular procurement, bribery, and nepotism, limiting access to quality education for marginalized communities.

¹ Transparency Nepal, Corruption Perception Index, 2023

The accountability project aims to strengthen the local and provincial governments' capacity to effectively handle grievances – measure, monitor, and respond – and provide useful and inclusive public services using digital technologies such as machine learning, chatbots, and data analytics tools. To achieve this goal, the Project has been closely working with Hello Chief Minister as a channel to not only receive complaints but also secure data to measure and monitor the sources and types of grievances, mobilize justice actors to enhance the responsiveness of the concerned government bodies and engage with various civil society organizations and interest groups to encourage inclusive public services. The Project is closely working with the Office of the Chief Minister and Council of Ministers (OCMCM), the Ministry of Law, Justice and Parliamentary Affairs (MoLJPA), and the Ministry of Federal Affairs and General Administration (MoFAGA). The Project takes an innovative approach to advancing accountability and transparency by implementing digital technology in grievance handling and data management.

The Project, in coordination with the Provincial and Local Governance Support Programme (PLGSP), works with the provincial governments of Karnali and Sudurpashchim provinces. In addition, it supports Dhangadhi Sub Metropolitan on grievance handling. In the meantime, the project focuses on operationalizing/strengthening complaint handling mechanisms "Hamra Kura Hamra Mukhyamanti" in Karnali, and 'Hello CM' and Namaste Mayor in Dhangadhi sub-metropolitan city in Sudurpashchim. In addition, the project has a plan to launch a grievance handling system in Gurans Rural Municipality of Dailekh. Through these provincial and local level grievance handling mechanisms, citizens can enjoy a greater degree of accountability and less corruption, mal-governance practices, and delays in service delivery. Women and excluded and marginalized groups are the project's major target beneficiaries, especially at the local level, for better access to information and their capacity to use public services and grievance-handling mechanisms.

To enhance the grievance handling mechanism and public service provision at the provincial and local level, UNDP is seeking professional and committed Civil Society Organizations (CSOs)/ Non-Governmental Organizations (NGOs) as local Implementing Partners **to implement the accountability project in partnership with the provincial government of Karnali and Sudurpashchim and local government of Dhangadhi sub-metropolitan through Low Value Grant.**

1.2 Objectives

1. Support provincial and local governments in effectively operating the grievance handling mechanism.
2. Raise awareness of the grievance handling mechanism of the respective province/LG.
3. Organize the public hearing (municipality level or ward level) as per the grievances recorded numbers in the grievance handling mechanism for marginalized communities.
4. Strengthen the digital capacity of the local and provincial government, youth groups, community leaders, mothers' groups, and CSOs to use grievance handling mechanisms using digital technology.
5. Conduct a dedicated/targeted grievance handling mechanism campaign and public hearing programme to interact with women, Dalits, and other marginalized and minority groups.
6. Strengthen the capacities of CSOs to empower women, Dalits, PWD, LGBTIQ+, and other vulnerable and marginalized communities, including SGBV and CBD-focused CSOs.

1.3 Timeframe

The agreement between UNDP and selected CSOs/ NGOs will be from 1 June 2024 to 15 December 2024.

1.4 Scope of Work

Support on Provincial grievance handling mechanism

- Assess the current grievance handling mechanism at the province level, and local level and identify areas of intervention.
- Periodically assess local issues in accessing government services and any complaints regarding public services and infrastructure.
- Create a feedback loop between the citizens and communities, local government agencies, and provincial and ministerial bodies to improve the public service provisions.
- Support local governments in the digitalization of the grievance handling mechanism.
- Increase access of women and other marginalized/minorities in service provider institutions and mechanisms.

Publicity of Hello CM and Namaste Mayor via mobilizing CBOs and Networks

- Mobilize community clubs and networks to aware people of the grievance handling mechanism of the respective province or LG.
- Conduct workshops with youth, representatives of women, marginalized/minority communities, community leaders, and CSOs on using digital platforms and tools to access government services.
- Provide technical support at the community level on raising awareness on grievances filing, response, and follow-up through campaigns.
- Conduct regular awareness-raising initiatives on the right to information and grievance handling to excluded groups.

Partnership and Networking

- Conduct regular public interactions such as public hearings and interactive radio/TV shows in collaboration with elected representatives/government bodies from the provincial government and mayor(s)/deputy mayor(s)/Chairperson(s)/Vice Chairperson(s) from local government and campaigners.
- Strengthen working relations with like-minded CSOs as well as with other organizations such as the Contractors Association and Federation of Nepalese Chambers of Commerce and Industry (FNCCI), etc.
- Organize and strengthen periodic media briefings in partnership with the provincial and local government.
- Conduct all the activities in close coordination with OCMCM, PLGSP, and A2J-II/Accountability Project.

Reporting and Knowledge management

- Submit a detailed work plan with a specific timeline, stakeholders, implementation modality, expected outputs, and means of verification.
- Submit an inception report, a mid-term progress report, and a final report with key milestones and impact narratives as well as success stories, and media outreach of project intervention.
- Support in documentation and knowledge management of A2J/Accountability Project.
- All knowledge products should be in line with UNDP branding guidelines.
- All knowledge products and press releases produced under this grant must acknowledge the support of UNDP.

1.5 Key Deliverables

By the end of 15 December 2024, it is expected but not limited to achieve the following targets:

- At least 1000 (60% women and marginalized population) people directly benefitted from the orientation on digital grievance handling mechanisms that existed in the respective province and local government.
- More than 100,000 people are informed on the Grievance handling mechanism through outreach endeavors.
- The number of grievances will be increased, at least 300 more people will enroll in each grievance handling system at province and local government.
- At least 90% of the grievances are addressed (acknowledged and forwarded to concerned agencies) and 50% of them are resolved.
- Organize 20 orientations/awareness campaigns at local/ward levels of four different districts of the provinces reaching out to marginalized and minority groups.
- Eight public hearings on grievance redressal, anti-corruption, and the right to information will be conducted, in the presence of responsible government officials, citizens, CBOs, media persons, and other related stakeholders.
- Organize four district-level and one province-level interactions with all relevant stakeholders' participation focusing on the issues of service delivery, right to information, and UNCAC.
- Conduct anti-corruption day campaigns in all four programme districts on the occasion of the international anti-corruption Day (9 December).
- Develop and disseminate innovative ICT, information, education, and communication (IEC), Behavioral Change Communication (BCC) materials and means to reach out to the targeted communities.
- Prepare an analytical report on GHM effectiveness based on the GHM data.
- Prepare 1 success storybook and submit it to the project.

1.6 Fund Release Schedule

- 1st Payment:
Upon the submission of a detailed work plan after the agreement and submission of an inception report – 30 %
- 2nd Payment:
Upon the submission of the mid-term progress report – 50%,
- 3rd Payment.
Upon the submission of the final project completion and financial report - 20%

1.7 Financial Allocations

The overall indicative amount made available under this call for proposal will range approximately, not more than, **USD 11,500.00 (NPR. 1,531,743.00 approx.)** for each applicant. The Project reserves the right to use or not to award all available funds. The work plan along with the budget will be finalized later with technically qualified CSOs.

Depending on the quality of proposals received and the availability of funding, the Project will decide the number of grants awarded. The Project will ensure fairness and impartiality in the selection of proposals while also seeking thematic and geographical diversity.

The Project is being implemented in two Provinces i.e Sudurpashchim and Karnali. The applicant can cover at least four districts from one province. There should be strong

justification with baseline data for the selection of districts and local levels. **One applicant** is eligible to submit a proposal for only **one province**.

1.8 Eligibility Criteria

- CSO/ NGO should be legally registered and working in the respective provinces, (high priority will be given to the one registered in the respective province and district),
- Should have registered in VAT/ PAN and affiliated with the Social Welfare Council as a non-profit organization,
- Should have at least 3 years of experience in the field of accountability, transparency, anti-corruption, and good governance as well as at least 2 years of experience with cross-cutting thematic focus on gender equality and social inclusion and youth engagement and volunteerism,
- Should have working experience with a wide range of stakeholders including local government agencies, civil society organizations, youths, women, and other marginalized and vulnerable social groups including Dalit, Janajati, Muslim, Madheshi, LGBTQI+, and other minority groups,
- Possess the sound managerial, technical, financial, and institutional capacities to achieve the results of the project. Capable of intervening proposed fund and institution is in the perennial operation of more than 10,000 USD fund in last two years.
- Should have renewed the organization until the current fiscal year from the concerned government agency,
- Be directly responsible for the preparation and management of the action, not acting as an intermediary.

2. How to Apply?

2.1 Application form

The Grant applications should be submitted by applicants through not later than **5 May 2024 by 5 pm**.

Applicants should submit a **signed** full application form by using the application form annexed to this ToR. Applicants should keep strictly to the format of the application and fill in the paragraphs and the pages in order. The full application form must be filled in English and as clearly as possible so that it can be assessed properly. Application documents must have all necessary attachments and documents as requested below:

(a) Formal documents:

- CSO registration certificate with a valid renewed date
- Tax clearance certificate
- Fiscal certification (*Audit report of last two years*)
- Applicant's ID (ID of proposal signatory)
- PAN/VAT certificate
- Name, designation, and contact information of existing board members.
- CVs of the key personnel including the financial focal person
- GESI policy, Constitution, and other relevant guidelines/policies of the organization
- Annual Report (Recent year)

(b) Documents regarding the project (attached to the application):

- Track record (list of similar activities) of past implementation (experience) by the applicant during the last 3-10 years.

Name of Project/Activity and Duration	Objective	Location	The result of the Project	Cost of the project	Donors

- *Copies of the organization's experiences testimonies to show the track record of relevant experiences.*
- *Description of the project (project proposal) that will answer to all points (ref: Annex 1):*

(c) Structure of Proposal

The structure and size of the proposal must comply with the following guidelines:

a. Project summary (maximum of 1 page).

This section should provide a summary of the project. In addition to describing the project's objectives, key activities, targets, beneficiaries, stakeholders, and expected results, the summary page should show the linkage of the project with the context, problem, and rationale with global/regional/national priorities.

It should also specify the location of the Project: Districts, local levels, and wards (the exact location where the project will take place).

b. Applicant organization's profile and resources (maximum of 2 pages)

Main areas of expertise – describe your organization's main competencies, especially concerning support for vulnerable groups of people. Describe your organization's mission and how will the project improve the capacities of your organization. This section should briefly explain how the proposing organization has the experience, capacity, and commitment to successfully implement the work plan.

Furthermore, please briefly enumerate the resources of the organization. Detailed description of the various resources at the disposal of your organization also includes:

- *The annual budget over the past five years,*
- *The number of full-time and part-time staff,*
- *Equipment and offices (if any) to be allocated to the project,*
- *Organizational policies and procedures*
- *Other relevant resources (if any) to be allocated to the project.*

(c) Relevant experience (maximum of 1 page)

Provide evidence of your organization's experience in related fields (Relevant experiences include the experiences in the fields of accountability, transparency, anti-corruption, good governance, empowerment of women and marginalized for their better access to justice and accountability).

Describe the work performed by your organization that demonstrates its capability to represent the interests and protect the rights of vulnerable groups of persons. Please attach the experience certificates in an annex.

(d) Problem analysis (maximum of 1 page)

Describe the main problem(s) concerning the people that your project will address. Explain why these issues are important to the target group, community, province, and society in general. Revamp your analysis with the latest facts and figures from national, regional, and global reports.

(e) Project objectives (maximum of ½ page)

Enumerate the proposed project's goals and objectives. The objective should be relevant to the A2J/Accountability project outputs and expected outcomes.

(f) Expected results (maximum of ½ page)

Describe specific results that you plan to achieve with the proposed project. In a nutshell, it includes what "this program will achieve - program objectives and expected results.

What results will the project achieve in the districts/local level where the project is implemented? The results compared to the baseline. Make further analysis using baseline evidence. Show the linkage with the A2J/Accountability Project results chain.

(g) Target beneficiaries (maximum of ½ page)

Describe the project's main target beneficiaries, and other stakeholders with data, the strategy for reaching out to them, and how they will be engaged. Explain how the proposed project will coordinate and cooperate with relevant government bodies.

Please describe the following information: a) direct and indirect/wider beneficiary group, b) the number of beneficiaries, with gender segregation data, if possible (e.g. 500 marginalized people (550 women, men 150 Dalits), c) how the target groups were identified, d) why they are selected as target group, e) how these potential beneficiaries identified and their expected role(s) in the Project implementation. f) how they will be included in the governing.

(h) Proposed project activities (maximum of 3 page)

Briefly describe the form and contents of each type of activity that will be carried out during project implementation to reach its objectives. Based on section 1.5, please outline planned sub-activities, their brief concept (number of events, location, target populations), the timing, duration and the responsible bodies for each activity. Please indicate the sequence of all major activities and implementation milestones. The project activities should be in line with the scope and objective, areas of intervention, key deliverables, and outcomes (refer to relevant sections above).

(i) Organizational capacity improvement (maximum of ½ page)

Explain how this project will help to strengthen your organization's capacity to carry out the organization's mission regarding the implementation of the project's initiatives.

(j) Detailed work plan/implementation plan (maximum of 3 pages)

Quantify the project-specific activities to be undertaken and relevant time frame with the number of events (their frequencies), location, and target populations). Also, make a detailed implementation plan with milestones.

(k) Project monitoring and evaluation plan (maximum of ½ page)

Describe how you will monitor project implementation and evaluate its results, and what qualitative and quantitative indicators will be used. This section briefly outlines the monitoring activities. The CSO must closely monitor the progress of the activities funded by A2J/UNDP as part of the overall objective. The CSO should draft its Monitoring and Evaluation (M&E) Plan outline and submit its proposal.

The M&E Plan must include the following: 1. Logical framework 2. Indicator, 3. Plans for conducting reviews, evaluations, and other studies as applicable and how these plans are responsive to considerations of gender and social inclusion. 4. Plans for documenting results of activity that can be used for publicizing success, including pictorial and video recordings before, during and after implementation. 5. Description of how the performance data will be collected and analyzed. 6. Tentative targets for each indicator 7. Plan to conduct joint monitoring visits with the project, government partners, and beneficiaries.

(l) Quality assurance and result tracking mechanism (maximum of ½ page)

Describe how you ensure quality delivery of the project. Describe how you will track the results after the implementation of the project. Explain the mechanisms to solicit the answer of 'so what'.

(m) Budget (maximum of 3 pages)

The project budget should be provided in NPR (Nepalese Rupees). This section includes a detailed description of budgeted activities to be undertaken to produce the expected results. Clear linkages between activities and results must be indicated. The applicant should include a separate Excel spreadsheet with full details of activities (number of events and their frequencies, breakdown with different units/items) and associated budget.

(n) Risks and mitigation measures (maximum of ½ page):

Identify major risk factors that could result in the proposed activities not being successfully implemented and any key assumptions on which the proposed intervention is based. Include any actions the organization will undertake to mitigate/address/reduce identified risk(s).

(o) Gender Equality & Social Inclusion and Sustainability (maximum of 1 page):

Explain briefly the practical measures taken in the program to address gender equality, social inclusion, and sustainability considerations. To the greatest extent possible, the CSO shall seek to include both men and women, and also other marginalized communities in decision-making, governing bodies in all aspects of this program including participation and leadership in (e.g., meetings, training, etc.). The CSO shall collect, analyze, and submit to A2J/UNDP sex and ethnicity-disaggregated data and proposed actions that will address any identified gender-related issues. A2J/UNDP policy requires that GESI issues be addressed as appropriate in all A2J/UNDP-funded activities. The CSO needs to have organization's strong GESI strategy and zero tolerance policy and must look for GESI implications or opportunities in the program, seeking to address embedded gender and social inclusion issues and promote gender equity, as appropriate. GESI indicators must be defined and tracked by the CSOs in their Staff CV (information about the staff directly responsible for the project) as well. In addition, explain the project's strategy for sustainability.

(p) Reporting requirements:

Online and offline database reporting, project inception, event reporting, mid-term reports, and project completion reports.

3. Selection Criteria

STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK (Preliminary Shortlisting of LVG Proposal)

The following will be assessed:

- The deadline has been respected strictly. If the deadline has not been respected the proposal will automatically be disqualified for evaluation.
- The application form satisfies the criteria mentioned in section (1.8) and (2.1)
- The applicants fulfilling Preliminary Shortlisting of LVG Proposal will be considered for in STEP-2 evaluation process.

STEP 2: EVALUATION OF THE APPLICATION FORM

An evaluation of the quality of the proposals including the proposed budget, and the capacity of the applicant and partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria. The applicants obtaining a minimum 70% marks in STEP 2 will be considered for further evaluation process.

Technical Evaluation Grid

Section	Max. score
1. Financial and operational capacity	200
1.1 Does the applicant/CSO have sufficient experience in project management ?	30
1.2 Does the applicant have sufficient proven knowledge in the areas of accountability, transparency, anti-corruption, and good governance ? (Notably knowledge of the issues to be addressed.)	70
1.3 Does the applicant have experience in the communities where they have proposed to work?	40
1.3 Does the applicant have sufficient project management capacity ? (Including technical staff, equipment, and ability to handle the budget for the action)?	30
1.4 Does the applicant have stable and sufficient sources of finance ?	30
2. Relevance	200
2.1 How relevant is the proposal to the scope and objectives , areas of intervention, key deliverables, and outcomes of the call for proposals?	50
2.2 How relevant to the problem analysis, priorities, and constraints of the issue in the proposal, and how are activities developed to address the needs and deliver the results?	50
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately including gender sensitivity?	100
3. Methodology (Description of the project) – attachment	350
3.1 Are the activities proposed appropriate, practical, relevant, and consistent with the objectives and expected results?	75
3.2 How coherent is the overall design of the action? (In particular, does it reflect the analysis of the problems involved, take into account internal and external factors, and anticipate any actions?)	50
3.3. Consortium with local level CBOs, TLOs, youth groups, women group	25

3.4. Is the CSO registered in the respective Province/District?	75
3.5. Are the proposed activities, detailed workplan/ action plan clear and feasible?	75
3.6 Does the proposal contain M&E Plan and objectively verifiable indicators for the outcome of the action?	50
4. Sustainability and Gender Equality and Social Inclusion	100
4.1. Is the action likely to have a tangible impact on its target groups?	25
4.2. Is the proposal likely to have multiplier effects ? (Including scope for replication and extension of the outcome of the action and dissemination of information.)	25
4.3. Are the expected results of the proposed action sustainable : <i>(will structures allow the activities to continue to be in place at the end of the action? Will there be local "ownership" of the results of the action?)</i>	25
4.4. Is the proposal likely to have practical measures taken in the program to address gender equality and social inclusion (GESI) considerations?	25
5. Budget and cost-effectiveness (Budget III)	150
5.1. Is the ratio between the estimated costs and the expected results satisfactory?	50
5.2. Is the proposed expenditure necessary for the implementation of the action?	50
5.3 Is the proposed budget realistic and relevant to deliver the planned activities?	50
Maximum total score	1000

Note: During the evaluation process, the evaluation team may ask the applicant to provide additional information/documents. The Project expects cooperation from the applicant in this regard.

STEP 3: ASSESSMENT

Assessment on the spot field visit or virtual, using UNDP's standard assessment tools, to confirm and verify the organizational legal status, organizational profile, financial management, and accounting system, organization's local and global linkages, and technical expertise to implement the planned programs. The project team members will assess the technically shortlisted organization and provide recommendations to the evaluation/recommendation committee for further decisions.

4. Notification of the Applicants

4.1. Information on the decision

Only successful applicants will be informed in writing by the Project of the decision concerning their application. **The decision of the Project to award or reject an application for a grant is final.**

4.2. Indicative timetable

The date on which the Project plans to announce the award decision after having verified the eligibility of applicants and partners is **20 May 2024** (this date is indicative only).

4.3. Conditions applicable

Following the decision to award a grant, the Applicant and the Project will sign a Grants Agreement. The date planned for the start of action, following the signing of the contract by the parties, is **25 May 2024** (this date is indicative only).

The contract will establish the following rights and obligations:

- **Final amount of the grant**

The amount of the grant will be stipulated in the agreement in accordance with the proposed project proposal. No additional funds should be expected.

- **Failure to meet the objectives.**

If the Applicant fails to implement the action as proposed in the project proposal, timeline, and agreed in the agreement, the Project reserves the right to suspend payments, and/or to terminate the contract. The Project contribution may be reduced, and/or the Project may demand a full or partial repayment of the sums already paid if the Applicant does not fulfill the terms of the agreement.

- **Amendments to the agreement**

Any amendment to the contract must be set out in a written addendum to the original contract. However, some amendments (addresses, bank account, etc.) may simply be notified to the A2J National Project Manager.

- **Reports**

Reports must be drafted in the English language provided for in the contract (English). Program narrative and financial reports are to be supplied together with payment requests (other than the first installment of pre-financing).

- **Additional information**

The Project may request additional information for further clarifications or verifications.

- **Payments**

The payment process will be realized on a milestone base. The installment disbursement will be made as per the Low-Value Grant policy of A2JProject/UNDP Nepal.

- **Accounts of the project**

The Applicant must keep accurate, regular records and transparent accounts of the implementation of the project. It must keep these records for three years after payment of the balance. A copy of all developed documents, payments, and other relevant documentation would be delivered to the Project.

- **Publicity**

Appropriate credit must be given to the grant made by the Project, with funding from the Royal Norwegian Embassy in Nepal and UNDP. The logos will be provided.

Annex I: Structure of proposal:

1. Applicant's Details

Project Name:	
Full legal name:	
Acronym (where applicable):	
Legal status:	
Official address:	
Postal address:	
Contact person for the project:	
Telephone no./Mobile no.:	
Fax no:	
E-mail address:	
Website:	
Geographical coverage of the project	
Province (Name):	
Districts (Name):	
Local levels and wards (Name):	

2. Structure of the Proposal

2.1 Summary of the project

2.2 Applicant organization's profile and resources

2.3 Relevant experience

2.4 Problem Analysis

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2.5. Project objectives

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2.6. Expected results

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2.7. Targets beneficiaries

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2.8. Proposed project activities

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2.9. Organizational capacity improvement

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2.10. Detail work/implementation plan

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2.11. Project monitoring and evaluation plan

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2.12. Quality assurance and result tracking mechanism

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2.13. Budget

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2.14. Risks and mitigation measures

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2.15. Gender equality & Social inclusion, and Sustainability

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2.16. Reporting

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3. Amount requested for the project:

Amount requested from A2J/Accountability	USD/NPR		% of total project cost
Amount provided by project partners (or in-kind contribution)	USD/NPR		% of total project cost
Total	USD/NPR		100%

4. Other applications submitted to UNDP and other Donors:**4.1 Grants and contracts obtained during the last three years from UNDP and other Donors.**

Title of the project	Source	Amount (USD/NPR)	Date of award

5. Declaration by applicant

I, the undersigned, being the person responsible in the applicant organization for the project, certify that:

- (a) the information given in this application is correct; and
- (b) the applicant organization is eligible in accordance with section 1.8 of the Guidelines for Applications.

Name:	
Position:	
Signature:	
Date and Place:	

ANNEX 2: Bank details of applicant

Bank operating in Nepal.

Account Name:	
Bank account no.:	
Bank code:	
SWIFT code:	
Bank Name:	
Bank Address:	
Name(s) of signatory(ies):	
Position(s) of signatory(ies):	

ANNEX 3. PROPOSED ACTIVITY AND BUDGET SCHEDULE

CSO Name: _____

Proposed Project Name:

PROPOSED ACTIVITY AND BUDGET SCHEDULE						
Project ID	Proposed Activities of CSO in line with A2J/Accountability AWP	Unit #	Unit Cost (NPR)	Total Amount	A2J/UNDP (Contribution)	CSO (Contribution)
	Output 1: Grievance handling mechanism is established/strengthened and actively used at the provincial and local level to report cases on accountability, corruption, mal-governance and delay in service delivery.					
	<i>Activity 1.1: Support on Provincial and Local Governments' grievance handling mechanism including Hello CM and Namaste Mayor</i>					
	Sub-Activity 1.1.1					
	Sub-Activity 1.1.2					
					
	<i>Activity 1.2: Publicity of Hello CM and Namaste Mayor through digital innovations.</i>					
	Sub-Activity 1.2.1					
	Sub-Activity 1.2.2					
					
	Output 3: Women and excluded groups, especially at the local level, have better access to information about and capacity to use public services and grievance handling mechanisms.					
	<i>Activity 3.1 Conduct awareness campaigns to enhance access to accountability mechanisms of women and marginalized groups</i>					
	Sub-Activity 3.1.1					
	Sub-Activity 3.1.2					
					

	Activity 3.2 Increase awareness among the right holders on the complaint handling systems.					
	Sub-Activity 3.2.1					
	Sub-Activity 3.2.2					
					
	Operation Cost (1.1 to 3.2): Program staff, Finance staff, auditing, Office overheads					
	Staff cost (if any)					
	Office overheads (maximum 5% of budget)					
	GRAND TOTAL					

Note to budget scheduling

01. A2J/Accountability contribution will be a maximum of **USD 11,500**.

02. 1 USD = NPR. 133.1950/-

