Call for Low-value Grant Proposals
“Support to “Biogas” projects, ref.# 86-2024-Grant-UNDP-@”

in the frames of the project “Empowering Rural Women through access to renewable energy via biodigester” (hereinafter Biogas project) funded and implemented by the United Nations Development Programme (UNDP) in Tajikistan
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</table>
I. GLOSSARY

The following terms are used across the document:

- **NGO** – Non-Government organization
- **Grant recipient/grantee** – a collective that represents a specific group of individuals who directly benefit from the grant
- **Grant selection committee** – a dedicated committee for review and selection of grants
- **Grant agreement** – legal document to which the grant proposal is attached
- **Grant proposal** – the document prepared by an interested entity in response to a grant solicitation process
- **Grant applicant** – an entity that submits grant proposal to UNDP
- **Low-value grants (LVG)** – cash awards to civil society and non-governmental partners to generate and solicit development solutions for which no repayment is typically required
- **UNDP** – United Nations Development Program
II. PROJECT BACKGROUND

In rural Tajikistan, a significant portion of households and farms maintain livestock, with each typically owning 1-2 cows, 3-4 sheep, and 5-10 hens. Additionally, individual and family dehkan farms (family-owned or operated collectively by a group of farmers) commonly possess 5-10 cows, while numerous small and medium-sized livestock farms are scattered throughout the country. Consequently, nearly every household and dehkan farm has access to animal manure, which holds crucial importance in preserving soil fertility when utilized as organic fertilizers and compost. However, a prevalent practice in Tajikistan involves drying the animal manure to prepare “kizyak,” a form of dried dung, for later use as a source of energy for cooking and heating homes. This custom has roots in the frequent electricity cuts experienced in rural areas throughout autumn, winter, and spring, coupled with the high cost of liquefied gas. It should be noted here that the responsibility for drying animal manure and preparing “kizyak” typically falls on young women as part of their traditional gender role. The combustion of dung emits smoke and particulate matter, contributing to indoor and outdoor air pollution impacting women’s and children’s health, and using manure as fuel instead of transforming it into organic fertilizer prevents soil enrichment, crucial for Tajikistan’s food security. Tajikistan heavily relies on agriculture, and diverting manure from soil amendment reduces soil fertility, affecting crop yields and livelihoods. Finding alternatives for sustainable energy and soil amendment is vital for both soil health and rural women’s wellbeing. In order to address these issues, UNDP has launched a pilot initiative called Empowering Rural Women through access to renewable energy via biodigesters (hereafter “Biogas project”), which will introduce a biodigester technology to produce biogas out of cattle dung to use for cooking fuel in selected rural households. The liquid fertilizer as a by-product of using this technology will be used as organic fertilizer for farming. The project will train at least 10 master-trainers and provide orientation to more than 300 community members interested in this technology. The project will also do policy advocacy for this technology and necessary legislation changes through research, exchange visits and demonstration site visits for policy makers.

The project has the following two outputs:

**Output 1:** The rural population in the pilot areas has acquired skills and awareness of the biodigester technology and the selected households have begun utilizing biogas and biofertilizers to meet their needs.

**Output 2:** Policy advocacy for biogas energy with policy makers and stakeholders.

The Biogas project considers the implementation of at least 20 biodigester systems and community-level awareness raising and training of master-trainers and users.

This Term of Reference relates to the implementation of Output 1, and parts of Output 2. The Biogas project will target rural households in Khatlon (few districts) and District of Republican Subordination (2 districts) of Tajikistan. The number of districts in Khatlon province will be proposed at the implementation stage and later agreed by UNDP. The households will be selected using the following as a base criterion (detailed criteria should be design at the implementation stage and later agreed by UNDP).
### III. SCOPE AND OBJECTIVES

<table>
<thead>
<tr>
<th>1. <strong>Purpose and objectives of the grant(s):</strong></th>
<th>Implementation of at least 20 biodigester system and the community-level awareness raising campaign</th>
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</thead>
</table>
| 2. **Scope of the grant(s):** | • To procure, install and demonstrate at least 20 biodigester systems (description of the system is in ANNEX II: Terms of Reference and ANNEX III: Specifications). Out of the 20, only 5 will be for medium sized.  
• To conduct community-level awareness campaign. |
| 3. **Expected activities and results:** | 1. Procurement, installation of at least 20 biodigester systems and 1 year of warranty and services.  
2. Community-level awareness raising (for at least 300 participants of which are 50% of women) in selected districts to socialize the biodigester technology and its benefits, and identification of households interested in adoption.  
3. Development of a Training of Trainers (TOT) manual and delivery of training sessions (for at least 10 participants of which 40% are women) to create a pool of master-trainers who would then deliver trainings to those interested in becoming maintenance technicians (on installation, maintenance, promotion, etc.) related to biodigester system usage.  
4. Develop 28 communications products (2 videos, 2 success stories, 1 project brochure and 1 training manual, 2 banners and 20 stickers with the logos of implementing partners). All communications materials should be designed and agreed on per UNDP communication and branding rules. No communications materials are eligible for dissemination without the approval of UNDP communication specialist.  
5. Data collection of each household, where biodigester is installed, with detailed profile of the household; data of the entire household members who will be the direct beneficiaries of this project; data of the training participants; community level stakeholders, etc. Data collected on each households “before” and “after” status with regard to cooking fuel and fertilizers. UNDP will approve all the data collection tools/questionnaires to ensure that all data will be collected to report on the project indicators.  
6. A national workshop for relevant national and regional government entities, private sector, NGOs and development partners to showcase the findings of the Biogas project. |
| 4. **Target locations:** | Khatlon (few districts—up to 10 maximum) and District of Republican Subordination (2 districts) of Tajikistan. The districts proposed by the NGO will have to be agreed by UNDP |
| 5. **Eligibility criteria of grantee(s):** | 1. The organization is an NGO legally registered in Tajikistan.  
2. Annual turnover of at least 700,000 TJS during the last 3 years.  
3. Experience in screening of socially vulnerable groups (unemployed, low-income families).  
4. Experience in working with rural agricultural households is required.  
5. Demonstrated experience in working with communities in the field of green energy, in particular in biogas projects development is an asset.  
6. Experience in designing and providing training at the community level is required.  
7. Experience in designing communication materials, including videos, human stories, etc. will be an asset.  
8. Experience in collecting data, organizing it systematically, analyzing it and incorporating it in reports is an asset.  
9. Experience in procuring equipment related to green energy is required. |
10. Experience in UNDP projects / in multilateral or bilateral programs will be an asset.
11. Sufficient skills of assigned staff in monitoring of conducted activities is required.
12. Availability of qualified experts/consultants to perform the above-mentioned tasks with knowledge of Tajik and Russian languages (CVs to be provided).
13. Availability of necessary technical, administrative, and programmatic opportunities for the direct execution of works described in this assignment (records of previous experience and contracts to be provided).
14. Knowledge and skills in preparation of financial and programme reports on performed work.
15. Experience in preparation of information materials on the activities conducted.

1. **Timeframe for implementation of LVGs:**
   - 01 July 2024 – 30 November 2024

2. **LVG beneficiaries:**
   - Households with the minimum eligibility criteria, as indicated below:
     - Number of cattle - at least 2 cows for small systems and 4 cows for medium-sized systems;
     - Availability of space to install the required biodigester (e.g., minimum 220 cm x 220 cm for small systems);
     - Capability and readiness to co-finance in cash or in-kind – up to 10% of the total cost of the system;
     - Currently using “kizyak” or other sources of biomass for cooking purposes;
     - Women-headed households with weak financial status will be prioritized;
     - Readiness to accept community members for project-related awareness-raising and demonstration of the biodigester technology through Farmer Field Days and other activities.

3. **LVG amount:**
   - Up to USD 79,000.00

**IV. INSTRUCTIONS TO GRANT APPLICANTS**

1. **Grant proposal should contain:**
   a. Duly filled and signed grant application form (ANNEX I),
   b. Copy of the legal documents of grant applicant
   c. CVs of the key employees to be involved in grant activities
   d. Any other documents as applicable

2. Grant proposal must be submitted in full by e-mail to elbids.tj@undp.org no later than June 27, 2024 until midnight Tajikistan time. Hard copy submission by courier or hand delivery will not be accepted.

3. UNDP may, at its own discretion extend this deadline, in which case all rights and obligations of UNDP and grant applicants previously subject to the deadline will thereafter be subject to the deadline as extended.

4. The proposal must be marked with the reference number of the grant that is indicated on the cover page of present document: #86-2024-Grant-UNDP-@.

5. Grant proposals must offer services as per requirements and in the standard templates (ANNEX I, II and III). Incomplete proposals will be rejected.

6. All applications must be duly signed and stamped. Applications without a signature and seal, along with late applications, will be rejected.
7. Grant proposals and all correspondence related to the proposal shall be written in Russian or English language.

8. All figures included in the grant proposal shall be quoted in TJS.

9. A prospective grant applicant requiring any clarification on the grant solicitation documents or application process may notify UNDP in writing at the indicated organization’s mailing address. UNDP will respond in writing to any request for clarification within one (1) working day provided that the request is submitted at least three (3) days prior to the deadline for submission of grant proposals.

10. Grant applicant shall bear all costs associated with the preparation and submission of the grant proposal. UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

V. OPENING AND EVALUATION OF GRANT PROPOSALS

1. Opening of grant applications will be held on June 28, 2024.

2. For opening and evaluation of grant proposal, UNDP will establish a dedicated grant selection committee comprising of qualified personnel and/or project stakeholders with technical expertise on the subject. The composition of the grant selection committee is approved by UNDP Resident Representative.

3. Each member of the grant selection committee will sign a disclaimer of conflict of interest. In case of conflict of interest, the member recuses himself/herself from further participation in the discussion and voting.

4. Grant selection committee will do a pre-screening of grant proposals with regards to eligibility of the applicants in line with the eligibility criteria described in Section II of the present document using the following format:

<table>
<thead>
<tr>
<th>Proposed initiative:</th>
<th>Is in line with the grant purpose and objectives</th>
<th>Yes/No</th>
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</thead>
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<tr>
<td>Grant applicant:</td>
<td>Meets the eligibility criteria specified in Section II of the present document with provision of proof/evidence.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Grant proposal:</td>
<td>All sections of grant proposal are duly filled in with the information requested</td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td>Proposed grant amount does not exceed the grant threshold indicated in Section II of the present document</td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td>Locations for grant activities are indicated in the grant proposal and are in line with Section II of the present document</td>
<td>Yes/No</td>
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<td></td>
<td>Timeframe in the grant proposal is within the announced timeframe</td>
<td>Yes/No</td>
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</table>

5. Following the pre-screening, the grant selection committee will review the proposals of eligible grant applicants and will assess them against grant selection criteria specified in Section V of the present document.
6. Grant selection committee will rank the proposals in line with the grant selection criteria and will award points to each grant proposal in the grant evaluation matrix.

7. Final consolidated grant evaluation matrix shall be signed off by all members of the grant selection committee and endorsed by UNDP Resident Representative.

8. The secretary of the grant selection committee will prepare a brief report on the grant selection process with an indication of results, i.e., which entity is receiving a grant, and which proposals were rejected and why. The grant selection report shall be endorsed by UNDP Resident Representative.

VI. GRANT SELECTION CRITERIA
1. Grant selection criteria are defined under programmatic considerations that are closely linked to the project document.

2. Grant selection criteria play a central role in a successful grant programme and may vary depending on the grant purpose, scope and objectives.

3. The total obtainable number of points is 100. The Low Value Grant will be provided to one Grantee.

<table>
<thead>
<tr>
<th>Grant selection criteria</th>
<th>Maximum obtainable points</th>
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</thead>
<tbody>
<tr>
<td><strong>General organizational eligibility criteria</strong> for the project implementation:</td>
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<tr>
<td>• The organization is an NGO legally registered in Tajikistan;</td>
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<tr>
<td>• Annual turnover of at least 700,000 TJS during the last 3 years;</td>
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<tr>
<td>• At least 1 year of experience in the development of the green energy/biogas related projects (e.g., capacity building and/or installation and/or design);</td>
<td></td>
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<tr>
<td>• At least 1 year of experience in developing training materials and conducting training at the community level;</td>
<td></td>
</tr>
<tr>
<td>• Availability of financial and/or audit reports for the years 2022-2023;</td>
<td>20</td>
</tr>
<tr>
<td>• Availability of qualified experts/consultants to perform the above-mentioned tasks with knowledge of Tajik and Russian languages (CVs to be provided);</td>
<td></td>
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<tr>
<td>• Availability of necessary technical, administrative, and programmatic opportunities for the direct execution of works described in this assignment (records of previous experience and contracts to be provided).</td>
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<tr>
<td><strong>Relevant experience:</strong></td>
<td>30</td>
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<tr>
<td>• At least 2 years of proven experience in conducting capacity building activities;</td>
<td></td>
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<tr>
<td>• Experience in working with local authorities and communities;</td>
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<tr>
<td>• Practical experience in the implementation of similar activities at the local level is an asset;</td>
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</tr>
<tr>
<td>• Experience of cooperation with international organizations in the field of local development—please provide examples of work done with international organizations (names of projects, international organization, project implementation period, grant amount, partners);</td>
<td></td>
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<tr>
<td>• Knowledge and skills in preparation of financial and programme reports on performed work;</td>
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<tr>
<td>• Experience in preparation of communication and other information materials on the activities conducted.</td>
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<tr>
<td><strong>Justification and consistency of an initiative and the linkages between its elements:</strong></td>
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<tr>
<td>Is the relationship between the various components of the project adequately strong to collectively contribute to the intended results?</td>
<td>20</td>
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</table>
Expected positive social or economic impact of an initiative:
What is the extent to which the proposed approach and activities to install and promote the usage of biogas will have positive social and economic impact on the targeted group?  

| Feasibility and timeliness of the proposed work plan and the budget: |
| To what extent the proposed activities are efficient and cost effective (relevant to resources in the budget and intended results of the project)? |

| Adherence to the “Leave no one behind” principle: |
| To what extent is the proposal designed to target people with disabilities, poor households, women-headed poor households, and other vulnerable/marginalized groups in the selected districts? |

TOTAL: 100

VII. AWARD OF GRANTS AND OTHER CONSIDERATIONS
1. Winning grant applicants will receive LVG agreement (see template in ANNEX III) from UNDP within three (3) working days after completion of grant assessments and endorsement of the results of the grant selection process.

2. Within five (5) working days after receipt of the LVG agreement, the successful grant applicant shall sign and stamp the agreement and return it to UNDP.

3. UNDP shall affect payments to the Grant Recipient in national currency of the Republic of Tajikistan according to the official exchange rate of UNDP on the day of payment. Payment will be made to the bank account indicated in the LVG agreement signed with the Grant Recipient.

4. The disbursement of the grant amount takes place in line with the schedule of payments set out in the LVG agreement before the results or achievements are obtained. A final installment should be paid only after the completion of all activities, submission of final narrative and financial reports and the certification of those reports.

5. UNDP reserves the right to obtain all evidence, including site monitoring visits, to substantiate that performance conditions have been achieved before issuing subsequent phases of the grant. UNDP also reserves the right to suspend disbursements in case a grant recipient is found to be in breach of its obligations.

VIII. MONITORING AND REPORTING
1. UNDP will monitor implementation of grant activities in line with its Monitoring policy to ensure that grants result in new solutions, direct engagement with certain stakeholders, and better uptake of development solutions as set out in the grant work plan.

2. Frequency and scope of monitoring visits will be defined by UNDP. Although in most cases, Grant Recipient will be notified in advance on the planned monitoring events, UNDP reserves the right to convey ad-hoc monitoring visits when and as needed.

3. The grantee is responsible for substantive and financial reporting on the utilization of the grant as defined in the LVG agreement. Appropriate evidence that the activities reported were completed should be attached to the report, such as photographs, boarding pass copies, meeting minutes, sign in sheets, etc.

4. Grantees must provide performance reporting to UNDP at least 2 weeks before the expected release of the next tranche. In cases where a grant spans more than one year, the grant recipient must provide annual reports until activities have been completed. At the end of the grant period, the grant recipient is
required to submit a final substantive and financial report, which shall include certification by the Recipient Institution’s representative with institutional responsibility for financial reporting, including the certification date.

ANNEXES:
ANNEX I Grant application form
ANNEX II Terms of Reference
ANNEX III Specifications
ANNEX IV LVG agreement template
Application Form

Date: ________________

Request for Grant Proposals
86-2024-Grant-UNDP-@, “Grants Proposals”

To: UN Development Programme Office in Dushanbe

Dear Sir/Madam,

Having examined the specifications and overall documents that concern this request, I, the undersigned herein, agree to deliver performance of work under sub-project “Empowering Rural Women through access to renewable energy via biodigesters” aimed at introducing biogas technology in rural Tajikistan to provide sustainable energy solutions, enhance soil fertility through the use of organic fertilizer, reduce air pollution, and empower rural women. This will be achieved by training master-trainers, orienting community members, and conducting policy advocacy through research, exchange visits, and demonstration site visits for policymakers, as detailed in the Request for Grants Proposals.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the period stipulated.

We agree to abide by this proposal for a specified period of request from the date fixed for opening of proposals, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

1. General Information
   1.1. Name of the organization: ________________________________________________
   1.2. Did you apply by this project proposal to other donor funding?
      □ Yes □ No
   1.3. Legal Status: □ public organization □ please, specify if any other
   1.4. Registration number: ______________________________________________________
   1.5. Legal address: _____________________________________________________________
   1.6. Date of registration: _______________________________________________________
   1.7. Postal address: _____________________________________________________________
   1.8. Primary contact person: _____________________________________________________
      Title: _______________________________________________________________________
      Phone number: ___________________________________________________________________
      E-mail: _______________________________________________________________________
   1.9. Secondary contact person: ___________________________________________________
      Title: _______________________________________________________________________


1.10. **What is the mission statement of your organization?**

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1.11. **When and who established your organization? (Briefly describe the history and experience of organization)**

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1.12. **Give brief information about the projects/activities implemented by your organization during the last two years:**

<table>
<thead>
<tr>
<th>№</th>
<th>Name of the project and donor</th>
<th>Timeframe</th>
<th>Target group</th>
<th>Total amount of the project/activity</th>
<th>References (name, title, and contact details)</th>
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1.13. **Bank information:**

Bank account holder name: _________________________________________________________________

Name of Bank: ____________________________________________________________________________

Name of Branch: ______________________________________________________________________

№ of account/BAN code: __________________________________________________________________
2. The Proposed strategy and approaches for implementation of project proposal:

2.1 Concisely describe the project proposal using the following structure:

<table>
<thead>
<tr>
<th>Introduction:</th>
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<tbody>
<tr>
<td>Main Project goal(s):</td>
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<tr>
<td>Project objectives:</td>
</tr>
<tr>
<td>Planned activities:</td>
</tr>
<tr>
<td>Project activities/ methodology:</td>
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<tr>
<td>Expected results:</td>
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<tr>
<td>If applicable, provide information with whom (the private sector, government agencies, business associations, etc.) you will cooperate to achieve the results of the sub-project. When collaborating with other structures, please submit a letter of declaration from your partner about consent for the implementation of the sub-project.</td>
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<tr>
<td>Risk assessment:</td>
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<tr>
<td>Work plan etc. (Maximum 3-5 pages).</td>
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<tr>
<td>Conclusion:</td>
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</tbody>
</table>

2.2. Describe the target group of the sub-project (gender composition (number of men and women), age group, location of the target group, etc.)):

2.3. Detailed Budget. Please provide an estimated budget for the sub-project, in the form below. In the budget, it should be specifying all cost items for the implementation of the project proposal, with a separate indication of the costs for program and administrative activities:

<table>
<thead>
<tr>
<th>№</th>
<th>Description</th>
<th>unit</th>
<th>Quantity</th>
<th>Price for unit, $</th>
<th>Input of NGO, $</th>
<th>Input of UNDP, $</th>
<th>Total cost, $</th>
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<tbody>
<tr>
<td>1.</td>
<td>Programme costs</td>
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<td>Total part 1</td>
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<td>2.</td>
<td>Administration costs</td>
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<td>Total part 2</td>
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<td></td>
<td>Other costs:</td>
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<td></td>
<td>TOTAL SUB-PROJECT COSTS</td>
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2.4 Budget Summary by Expenditure.

<table>
<thead>
<tr>
<th>Budget Summary</th>
<th>Amount, in $</th>
<th>Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Costs</td>
<td></td>
<td></td>
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</tbody>
</table>
### Program Costs
**Includes:**
- All Programmatic Consultant Costs
- All Programmatic Travel Costs
- All Programmatic Operational Costs
- All Direct Program Costs

**Programme cost for purchasing of production technological equipment**

<table>
<thead>
<tr>
<th></th>
<th>N/A</th>
<th>N/A</th>
</tr>
</thead>
</table>

**TOTAL COSTS**

#### 2.5 Budget Summary by Source of Funding

<table>
<thead>
<tr>
<th>Budget Summary by Funding Source</th>
<th>Total amount, $</th>
<th>Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount Required to Implement the Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Amount Being Requested from UNDP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Amount of Public organization contribution (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Amount of partner contribution (if applicable)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 3. Required Attachments:

<table>
<thead>
<tr>
<th>Attachment #</th>
<th>Attachment Name/Title</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Applicant’s Legal Registration Status Documentation (Registration Certificate and Charter)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Application’s Latest Annual Financial and/or Audit Report</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Applicants’ Letter of Reference from Past / Current Donor / Partner certifying the successful implementation of project(s);</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Project Implementation Plan</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>CVs of Director and other key employees of organization, and also CVs of outsourced experts (trainers, etc. if applicable).</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Confirmation letter from the Partner organization on consent on sub-project implementation (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>

By the present application, «________________» on behalf of the director ________________ confirms that the information provided is accurate and participation in the call for grant.

**Name of Director of the Grantee’s Organization:**

**Signature of Director of the Grantee’s Organization:**

**Organization’s Stamp**

**Date:**

---

N/A N/A
ANNEX I: TERMS OF REFERENCE

Call for Grant Proposals for Low-value grants under the project “Empowering Rural Women through access to renewable energy via biodigesters”
Ref.: 86-2024-Grant-UNDP-@

Project: Empowering Rural Women through access to renewable energy via biodigesters

I. Background
In rural Tajikistan, a significant portion of households and farms maintain livestock, with each typically owning 1-2 cows, 3-4 sheep, and 5-10 hens. Additionally, individual and family dehkan farms (family-owned or operated collectively by a group of farmers) commonly possess 5-10 cows, while numerous small and medium-sized livestock farms are scattered throughout the country. Consequently, nearly every household and dehkan farm has access to animal manure, which holds crucial importance in preserving soil fertility when utilized as organic fertilizers and compost. However, a prevalent practice in Tajikistan involves drying the animal manure to prepare “kizyak,” a form of dried dung, for later use as a source of energy for cooking and heating homes. This custom has roots in the frequent electricity cuts experienced in rural areas throughout autumn, winter, and spring, coupled with the high cost of liquefied gas. It should be noted here that the responsibility for drying animal manure and preparing “kizyak” typically falls on young women as part of their traditional gender role. The combustion of dung emits smoke and particulate matter, contributing to indoor and outdoor air pollution impacting women’s and children’s health, and using manure as fuel instead of transforming it into organic fertilizer prevents soil enrichment, crucial for Tajikistan’s food security. Tajikistan heavily relies on agriculture, and diverting manure from soil amendment reduces soil fertility, affecting crop yields and livelihoods. Finding alternatives for sustainable energy and soil amendment is vital for both soil health and rural women’s wellbeing. In order to address these issues, UNDP has launched a pilot initiative called Empowering Rural Women through access to renewable energy via biodigesters (hereafter “Biogas project”), which will introduce a biodigester technology to produce biogas out of cattle dung to use for cooking fuel in selected rural households. The liquid fertilizer as a by-product of using this technology will be used as organic fertilizer for farming. The project will train at least 10 master-trainers and provide orientation to more than 300 community members interested in this technology. The project will also do policy advocacy for this technology and necessary legislation changes through research, exchange visits and demonstration site visits for policy makers.

The project has the following two outputs:
**Output 1:** The rural population in the pilot areas has acquired skills and awareness of the biodigester technology and the selected households have begun utilizing biogas and biofertilizers to meet their needs.

**Output 2:** Policy advocacy for biogas energy with policy makers and stakeholders.

The Biogas project considers the implementation of at least 20 biodigester systems and community-level awareness raising and training of master-trainers and users.

This Term of Reference relates to the implementation of Output 1, and parts 2. The Biogas project will target rural households in Khatlon (few districts) and District of Republican Subordination (2 of districts) of Tajikistan. The number of districts in Khatlon province will be proposed at the implementation stage and later agreed by the Biogas project staff. The households will be selected using the following as a base criterion (detailed criteria should be designed at the implementation stage and later agreed by the Biogas project).

II. Objectives and scope of work
1. **Eligibility:** Non-profit Civil Society Associations / Non-Governmental Organizations
2. **Scope of services:**
To procure, install and demonstrate at least 20 biodigester systems (the description of the system is in ANNEX II: Terms of References and ANNEX III: Specifications).
- To conduct community-level awareness campaign to at least 300 community members.
- To design a training of trainers, produce a manual and deliver the training to individuals interested in becoming technicians for installation and maintenance of biodigesters.

3. **Target areas:** Khatlon (few districts—up to 10 districts) and District of Republican Subordination (2 districts) of Tajikistan. The districts proposed will have to be agreed by UNDP.

4. **Target beneficiaries:** Households - the minimum eligibility criteria:
   - Number of cattle - at least 2 cows for small systems and 4 cows for medium-sized systems
   - Availability of space to install the required biodigester (e.g., minimum 220 x 220 cm for small systems)
   - Capability and readiness to co-finance in cash or in-kind – up to 10% of the total cost of the system
   - They are currently using “kizyak” or other sources of biomass for cooking purposes.
   - Women-headed households with weak financial status will be prioritized.
   - Readiness to host project-related awareness-raising campaigns, such as Farmer Field Days.

Note: The selected NGO must ensure both gender equality and participatory equity while implementation of all mentioned activities (expected ratio of participation: More than 50% of total number of clients and beneficiaries are women).

All detailed criteria for districts selections in Khatlon as well as households’ selections should be agreed by UNDP.

**III. Description of services:**
The Biogas project’s support households in Khatlon and DRS regions of Tajikistan will be provided through the following activities:
- Procurement, installation of at least 20 biodigester systems and 1 year of warranty and services.
- Community-level awareness raising (for at least 300 participants of which 60% are women) in selected districts to socialize the biodigester technology and its benefits, and identification of households interested in adoption.
- Development of a Training of Trainers (TOT) manual and delivery of training sessions (for at least 10 participants of which 40% are women) to create a pool of master trainers who would then deliver trainings to individuals interested to be technicians (on installation, maintenance, promotion, etc.) related to biodigester system usage.
- Develop 28 communications products (2 videos, 2 success stories, 1 project brochure and 1 training manual, 2 banners and 20 stickers with the logos of implementing partners). All communications materials should be designed and agreed on per UNDP communication rules. No communications materials are eligible for dissemination without the approval of UNDP communication specialist.
- Data collection of each household with profile of the household; data of the entire household members who will be the direct beneficiaries of this project; data of the training participants; community level stakeholders, etc. Data collected on each households “before” and “after” status with regard to cooking fuel. UNDP will approve the data collection tools/questionnaires to ensure that all data will be collected to report to the project indicators.
- A national workshop for relevant national and regional government entities, private sector, NGOs and development partners to showcase the findings of the Biogas project.

It is assumed that the funds under this Terms of Reference will be provided to the NGO of the Republic of Tajikistan depending on the proposed methodology and geographical coverage. Administrative costs (such as the implementation of marketing campaign, salary of administrator staff, expenses for coordination of work and monitoring, etc.) and costs of trainings, consultations should not exceed 20% of the proposed budget.

The sub-project aims to undertake the following **actions** (but not limited to):
1. Implement awareness raising campaigns among direct beneficiaries and potential clients, entrepreneurs including SMEs, youth and women leaders, dissemination of brochures and other information materials, as well as using the social media channels and other means of communication. All communications materials should be agreed by UNDP communication specialist before dissemination.

2. Conduct constant monitoring of the conducted activities under the assignment.

3. Support UNDP to organize demonstrative field visits to development partners and policy makers.

4. Prepare detailed progress reports and a final narrative report indicating issues, lessons learned and recommendations.

The NGO meets the following criteria:

- The organization is an NGO legally registered in Tajikistan;
- Annual turnover of at least 700,000 TJS during the last 3 years.
- At least 1 year of experience in the development of the green energy/biogas related projects (e.g., capacity building and/or installation and/or design);
- At least 1 year of experience in developing training materials and conducting training at the community level.
- Availability of financial and/or audit reports for the years 2022-2023;
- Availability of qualified experts/consultants to perform the above-mentioned tasks with knowledge of Tajik and Russian languages (CVs to be provided).
- Availability of necessary technical, administrative, and programmatic opportunities for the direct execution of works described in this assignment (records of previous experience and contracts to be provided).
- At least 2 years of proven experience in conducting capacity building activities;
- Experience in working with local authorities and communities;
- Practical experience in the implementation of similar activities at the local level is an asset;
- Experience of cooperation with international organizations in the field of local development—please provide examples of work done with international organizations (names of projects, international organization, project implementation period, grant amount, partners)
- Knowledge and skills in preparation of financial and programme reports on performed work.
- Experience in preparation of communication and other information materials on the activities conducted.

**Expected results**

The NGO will perform the task under this Terms of References. For these activities, the NGO will receive resources from UNDP. Results will be tracked per the detailed workplan provided in the table below.
# WORK PLAN

<table>
<thead>
<tr>
<th>PLANNED ACTIVITIES</th>
<th>Expected delivery time, and the planned budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Expected delivery date</td>
</tr>
<tr>
<td>Activity 1</td>
<td></td>
</tr>
<tr>
<td>a. Procurement of at least 20 (5 medium sized) biodigester systems, installation supported, and demonstration conducted.</td>
<td>30 August 2024</td>
</tr>
<tr>
<td>b. Development of a Training of Trainers (TOT) manual and delivery of training sessions (for at least 10 participants) to create a pool of master trainers who would then deliver trainings to local farmers, households, interested entities to become maintenance technicians.</td>
<td></td>
</tr>
<tr>
<td>c. Narrative and financial reports for the first tranche are submitted.</td>
<td></td>
</tr>
<tr>
<td>Activity 2</td>
<td></td>
</tr>
<tr>
<td>d. Develop 28 communications products (2 videos, 2 success stories, 1 project brochure and 1 training manual, 2 banners and 20 stickers with the logos of implementing partners)</td>
<td></td>
</tr>
<tr>
<td>e. Community-level awareness raising (for at least 300 participants) is conducted in selected districts of Khatlon region and Districts of Republic Subordination (DRS) to socialize the biodigester technology and its benefits, and identification of households interested in adoption</td>
<td></td>
</tr>
<tr>
<td>f. Development of a Training of Trainers (TOT) manual and delivery of training sessions (for at least 10 participants) to create a pool of master trainers who would then deliver trainings to local farmers, households, interested entities to become maintenance technicians.</td>
<td></td>
</tr>
<tr>
<td>g. Narrative and financial reports for the second tranche are submitted.</td>
<td></td>
</tr>
<tr>
<td>Activity 3</td>
<td></td>
</tr>
<tr>
<td>h. A national workshop for relevant national and regional government entities, private sector, NGOs and development partners to showcase the findings of this pilot and launch the final report (that UNDP will be preparing with inputs from the NGO identified under this call for proposal).</td>
<td></td>
</tr>
<tr>
<td>i. Narrative and financial reports for the third tranche are submitted;</td>
<td></td>
</tr>
<tr>
<td>j. Final report is submitted.</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** | 100% |

## Reporting

The NGO should provide reports (both narrative and financial) to UNDP. NGO bears full responsibility for the preparation and submission of both narrative and financial reports according to the agreed format and schedule with UNDP. There will be a total of three reports for this purpose: 1) first report after
utilization of 40% of the first advance and no later than 30 August 2024; 2) 2nd financial and narrative report after utilization 40% of the second advance due by 30 September 2024. The third and the last tranche – 20% will be paid upon the final narrative and financial reports submitted and completion of all activities agreed in the Workplan. All reports should be submitted in accordance with the terms stipulated in the LVGA. All reports should be prepared in Russian or Tajik and English versions in hard copies and in electronic-version, in MS Word format, font ARIAL-11 on a paper of format A4. All reports should contain a title page with the name. A template for the reports submitted in violation of any of the above requirements will be considered as inappropriate to the Agreement. Requirements for report submission will be further specified in the agreement.

Payment
The total amount of funds allocated to NGO will be fully directed to the provision of the requested services. The NGO bears full responsibility for payment of all taxes resulting from Agreement, including the Income Tax from the salaries, deductions to the Pension Funds, Revenue Tax and any other related taxes emanating from the agreement with UNDP. UNDP will process the transfer of money to the NGO account according to the schedule and terms of payment specified in the Agreement.

Duration
The duration of LVGA is 01 July 2024 – 15 December 2024. The NGO will ensure that all services are completed by the 1 December 2024.
# ANNEX II: SPECIFICATIONS

Required basic specification of the biogas system

<table>
<thead>
<tr>
<th>General proposition</th>
<th>Production of biogas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw materials</td>
<td>Cattle dung</td>
</tr>
<tr>
<td>Production capacity in m³ of biogas</td>
<td>Not less than 2 m³ of biogas a day</td>
</tr>
<tr>
<td>Retention period</td>
<td>30 days (minimum)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Digester</th>
</tr>
</thead>
<tbody>
<tr>
<td>LLDPE (Linear low-density polyethylene) high tensile material (minimum 950 g/1mm)</td>
</tr>
<tr>
<td>Unit to be in flexible, reparable &amp; portable in design</td>
</tr>
<tr>
<td>Digester and gas holder shall be a single unit</td>
</tr>
<tr>
<td>Digester volume/slurry tank: 4000 l (minimum)</td>
</tr>
<tr>
<td>Total volume: 6 cubic meter (minimum)</td>
</tr>
<tr>
<td>Inlet and outlet pipes to be high grade PVC material with appropriate diameter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safety and warranty period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suitable H2S removal mechanism and moisture retrieving mechanism</td>
</tr>
<tr>
<td>Pressure release mechanism</td>
</tr>
<tr>
<td>All electrical items, pipes, and accessories – 1 year’s warranty (for manufacturing defects) provided from date of commissioning</td>
</tr>
<tr>
<td>Warranty of Digester material - 10 years from date of commissioning</td>
</tr>
</tbody>
</table>
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: [Click here and enter Host Country name]

2. Recipient Institution: "[Click here and enter full name of Recipient Institution]" incorporated under the laws of "[Click here and enter jurisdiction of incorporation]" with address at "[Click here and enter full address of Recipient Institution]"

3. Project Number and Title: "[Click here and enter Project number (if any) and title]"

4. Implementation Period: From [Click here and enter date] to [Click here and enter date]

5. Budget: Up to the amount of US$ [Click here and enter amount] ([Click here and amount in words] United States Dollars)

6. Schedule of Disbursement of Funds to Recipient Institution:

<table>
<thead>
<tr>
<th>Disbursement Date/Milestone</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>[insert specific date/milestone]</td>
<td>[specify amount]</td>
</tr>
</tbody>
</table>

7. Information for Recipient Institution Bank Account into Which Funds Will Be Disbursed:
   - Account Name: [Click here and enter Owner of Bank Account]
   - Account Title: [Click here and enter Account Title]
   - Account Number: [Click here and enter Account Number]
   - Bank Name: [Click here and enter Bank name]
   - Bank Address: [Click here and enter Bank Address]
   - Bank SWIFT Code: [Click here and enter Bank SWIFT Code]
   - Bank Code: [Click here and enter Bank Code]
   - Routing instructions for disbursements: [Click here and enter any additional instructions]

8. Notices to Recipient Institution:
   - Name:
   - Address:
   - Tel:
   - Fax:
   - Email:

9. Notices to UNDP:
   - Name:
   - Address:
   - Tel:
   - Fax:
   - Email:

10. Signed for "[Click here and enter Recipient Institution name]" by its Authorized Representative
    - Date: _____________________  Signature: _____________________
    - Name: ________________________  Title: ________________________

Rev. Feb 2019  Low Value Grant Agreement  page 1
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]1 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 Institution is 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

1 Select only the relevant option and delete the other
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 Institution in the performance of the Activities under this Agreement.

4.0 Records, Information and Reports

4.1 The Recipient Institution shall 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 Institution shall 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:

(a) 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.

(b) 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.

(c) 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.

(d) 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.

(e) 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 Institution shall 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 Institution shall 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 Institution as 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 the Recipient 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 Institution shall 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 Institution shall 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 Institution acknowledges that UNDP will have no further obligation to the Recipient 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.