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ENVIRONMENT AGENCY AUSTRIA



**Call for Proposals for Grant Competition for PROs and CSOs/NGOs to Support Effective
Implementation of Inclusive, Fair and Equitable Extended Producer Responsibility (EPR) Schemes**

2026

*Launched within the framework of the EU-funded Joint Programme
'Green, Inclusive and Circular Economy: Waste Reduction and Recycling for Citizens' Health'*

Guidelines

Please Read the Application Guidelines before Submitting a Grant Application

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1. BACKGROUND

Over the years, UNDP has actively supported circular economy and Extended Producer Responsibility (EPR) implementation in Georgia. Through its extensive in-country network, robust operational footprint, and trusted relationships with stakeholders, UNDP has contributed to policy development, institutional capacity building, public outreach, and community engagement in circular economy initiatives. It has supported the development of the country's first Circularity Roadmap, advanced initiatives for the reduction of plastic waste at both policy and local implementation levels, contributed to the development of EPR regulation on Waste Electrical and Electronic Equipment (WEEE), assisted packaging producers in establishing the Georgian Packaging cluster, and assisted all 66 municipalities in the adoption of key performance indicators (KPI)-based Municipal Waste (MW) Performance Monitoring and Reporting Systems.

On its part, partner agency UNIDO brings extensive experience in circular economy programming across multiple value chains, supported by regional engagement since 2012 and strong technical expertise in resource efficiency, industrial waste mapping, environmentally sound technologies, and capacity building for industry and financial institutions. In Georgia, it has delivered technical assistance in areas such as cleaner production, energy efficiency, and circular economy transition, backed by established partnerships with government and private-sector stakeholders and formal cooperation under the 2023-2027 Country Programme for Inclusive and Sustainable Industrial Development. UNIDO contributes valuable technical expertise in waste and EPR management, industrial development, and sector specific innovations, complementing UNDP's implementation capacity with targeted technical know-how and global best practices.

Finally, partner organization Austrian Environment Agency (UBA) is Austria's national expert institution for environmental protection, with nearly four decades of experience supporting policy development, environmental monitoring, and waste and circular economy strategy design at national and European levels. It provides technical expertise in waste management planning, environmental data reporting, regulatory implementation, and capacity building, and brings extensive international engagement, including EU twinning and advisory work in over 60 countries, alongside established collaboration experience in Georgia through EU-funded environmental and circular economy initiatives implemented with UNDP and other partners.

With financial support from the European Union (EU), UNDP, UNIDO and UBA form a consortium in the Joint Programme (JP) **"Green, Inclusive and Circular Economy: Waste Reduction and Recycling for Citizens' Health"** with the objective to establish inclusive, equitable and fair EPR waste management systems in Georgia, reinforced in line with EU standards.

While Georgia has adopted EPR regulations for five of seven specific waste streams as part of its circular economy strategy, practical implementation remains weak. Regulations for packaging and end-of-life vehicles (ELVs) – two of the most material-rich streams – are still pending. Country and donor support has focused on regulatory development, with comparatively limited attention to implementation, leaving gaps in enforcement, institutional capacity, infrastructure, stakeholder engagement, and public awareness.

Institutional and capacity gaps continue to constrain EPR implementation in Georgia. Producer Responsibility Organizations (PROs) lack planning tools, logistics expertise, and safe handling capacity for hazardous waste streams, while organizations for packaging and ELVs are not yet established and EPR management plans remain absent. Civil Society Organizations (CSOs) / Non-Governmental Organizations (NGOs) face similar technical and market-access limitations, and infrastructure for collection, storage, and recycling is still very limited. These challenges are compounded by financial constraints, including large investment needs, low

fiscal literacy, and restricted access to funding, highlighting the need for targeted capacity support, improved incentives, and stronger integration into recycling markets.

Cross-cutting inclusion and awareness gaps further weaken system performance. Women and vulnerable groups remain underrepresented, rural areas underserved, and gender-responsive approaches rarely integrated into planning. Awareness of EPR roles and practices is also limited among consumers, retailers, and implementation stakeholders, constraining participation and innovation. Addressing these issues requires inclusive planning, targeted training, and tailored outreach efforts that strengthen cooperation across the value chain and support more effective and equitable system development.

Enhancing non-public actors' implementation capacities is instrumental to facilitating the implementation of tangible, measurable EPR waste reduction and recycling actions that deliver a direct and significant impact. Strengthening the engagement of PROs and CSOs/NGOs involved in EPR waste management – particularly those led by women and youth – through capacity-building, improved access to technology and finance, and inclusive partnerships is essential. Ensuring equal participation and fair benefit-sharing will accelerate Georgia's transition to a more resource-efficient, inclusive, and sustainable waste management system.

To realize its vision, the JP envisions close cooperation with operational non-public actors, namely PROs and CSOs/NGOs to strengthen their implementation capacities, expand financing access, and build partnerships across the EPR value chain for effective on-the-ground results. The JP invites non-public actors to propose initiatives and innovative solutions aimed at supporting waste prevention, source separation, reverse logistics – take back and DRS systems, pre-treatment (such as sorting, dismantling, shredding, material separation, and baling), storage, transportation, recovery, recycling, and/or prevention activities for at least one of EPR waste streams the project works with.

The waste streams targeted by the JP “Green, Inclusive and Circular Economy: Waste Reduction and Recycling for Citizens’ Health” are:

1. UPBA (used portable batteries and accumulators),
2. ULAB (Used Lead-Acid Batteries),
3. WOs (Waste Oils),
4. WEEEs (Waste Electric and Electronic Equipment),
5. Packaging,
6. ELTs (End-of-Life Tires), and
7. ELVs (End-of-Life Vehicles).

Please view additional information regarding the JP “Green, Inclusive and Circular Economy: Waste Reduction and Recycling for Citizens’ Health” and the related Project Document at this [link](#).

2. THE GOAL OF THE CALL FOR PROPOSALS

The overall objective of the project's Call for Proposals is to support eligible Producer Responsibility Organizations (PROs) and Civil Society Organizations (CSOs) / Non-Governmental Organizations (NGOs) to implement tangible, measurable EPR waste reduction and recycling actions that deliver a direct and significant impact.

Applicants must demonstrate that their proposed activities address **at least one of the seven streams** targeted by this Call for Proposals.

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

- a) Achieve measurable reductions in waste generation within at least one of the seven EPR waste streams;
- b) Promote source-separate collection systems: establish or strengthen separate collection systems for EPR waste stream(s);
- c) Expand pre-treatment and/or recycling activities by developing or improving processing capacity to divert waste from landfill and increase recovery rates.

Importantly, the grant programme will primarily finance capital investments in infrastructure, equipment, and technologies, while also supporting operational improvements and innovative service models where directly linked to the establishment, upgrade, renewal, or strengthening of EPR waste collection, storage, transportation, pre-treatment and sorting, recycling, or recovery systems.

Applications are welcome from organizations with diverse operational profiles, including those whose comparative advantage lies in community engagement, system optimization, behavioural interventions, partnership models, or service innovation, provided that proposed actions demonstrate clear, measurable contributions to EPR waste reduction, collection, and/or recycling outcomes. Importantly, the proposed project must clearly demonstrate how it contributes to relevant waste stream(s) in line with at least one of the 4R principles (reduce, reuse, recycle, or recovery).

To ensure effective and impactful implementation of grant-funded initiatives, structured support by the project team (technical assistance, advisory support, and structured monitoring) will be provided to each selected grantee, focused on strengthening implementation capacity, troubleshooting challenges, and improving project execution. Advisory support will ensure the efficient use of grant resources and guide grantees toward achieving their intended objectives, particularly in terms of reducing waste generation, improving source separation, and increasing recycling volumes.

3. ELIGIBILITY

Application for this grant competition can be submitted by non-governmental organizations (NGOs) / civil society organizations (CSOs) and Producer Responsibility Organizations (PROs), registered in Georgia.

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

- **Be a Producer Responsibility Organization (PRO) or a non-governmental non-profit organization registered in Georgia** and provide the organization's **registration certificate (Extract from National Public Registry) and statute.**
- Have **at least 2 years of experience** of working on waste management and circular economy development.
- **Readiness to commit to co-financing of at least 10 percent** of project costs, either in cash or in-kind.

All applicant organizations must demonstrate proven experience in carrying out circular economy and waste management interventions, including but not limited to technical and operational waste management activities, waste infrastructure development, innovation and digital / smart solutions, community

mobilization, socio-economic development actions, measures related to social inclusion and support of disadvantaged groups.

Each applicant organization may submit only **one proposal**.

4. IMPLEMENTATION LOCATION(S) AND DURATION

The grant programme is not geographically restricted and may be implemented in any region or municipality within Georgia.

The maximum timespan of the grant period is **nine months**, counted from the date of the grant agreement signature to the date when the relevant activities have been successfully completed.

5. FINANCING SCHEME AND INELIGIBLE COSTS

Individual grants requested under this Call for Proposals **shall not be less than USD 110,000 and shall not exceed USD 145,000**, payable in GEL according to the official UN Exchange Rate at the date of transfer.

Applicant organizations should submit proposals with justified and realistic budgets. **In addition, applicants are required to provide co-financing of at least 10% of the total project budget, either in cash or in-kind.**

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

- Proposals focusing only on the research and needs assessment.
- Retrospective activities (activities that have been completed or have commenced prior to signing the grant agreement).
- Costs incurred in the preparation of a grant application or related documentation.
- Debts and debt service charges (interest).
- Provisions for losses or potential future liabilities.
- Costs financed by another action or work programme receiving EU and UNDP funding.
- Purchases of land or buildings.
- Purchase of luxury goods and gambling equipment.
- Currency exchange losses.
- Overheads.
- Credit to third parties.
- Salary costs of the national and sub-national public authorities personnel.
- Related to participation in workshops, seminars, conferences and congresses not directly connected to the project.
- Scholarships for studies or training courses.
- Any indirect costs.

Applicants must demonstrate that there is the capacity for the continuation/development of the initiative after the grant activities have been completed. Project activities must complement overarching and long-term goals rather than having only an immediate effect.

6. PROPOSAL DEVELOPMENT AND SUBMISSION PROCESS

Call for applications will be open from 3 April 2026 ending on 1 May 2026. Deadline for submission of applications for grant proposals is 1 May 2026, 18:00 (Tbilisi time and date). The grant proposals received after the deadline will not be admitted and considered. **Applicants are strongly advised not to wait until the**

last day to submit application, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission.

Applications should be submitted in English. Filled application materials should be sent electronically to the following e-mail address: circulareconomy.ge@undp.org in PDF (signed and stamped) and Word formats. **The subject line should read: “Waste Reduction and Circular Economy Development Grants Programme”.**

UNDP will confirm receipt of the application within two working days after the submission via e-mail. If the confirmation has not been received within two days, please send an email to circulareconomy.ge@undp.org and request confirmation of the receipt of your application. Otherwise, UNDP will not be held responsible for a technical error which may cause a delay in receiving your application.

6.1 SUBMISSION OF ADDITIONAL QUESTIONS

If additional clarifications are required, questions can be sent to circulareconomy.ge@undp.org **no later than 5 days before the deadline** for the submission of applications. The subject line should read: “Question(s) about Waste Reduction and Circular Economy Development Grants Programme”. Answers to questions will be provided within 3 working days no later than 3 days before the deadline for the submission of applications.

6.2 REQUIRED DOCUMENTS

Those willing to participate:

- Must submit a completed Grant Application Form (see Annex 1) in line with the goals and directions determined in the Call for Proposals and provide the following additional documents as an attachment to the application:
 - Extract from the National Public Register confirming their non-governmental and non-profit organization status.
 - Statute of the applicant.
 - A note from the Revenue Service on tax obligations.
 - Any other documents which are related to the idea of the project.

7. PROPOSAL SELECTION PROCESS

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

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

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

Grant Application will not be further considered if:

- Applicant presents proposal (duplicate) already financed by other project/organization;

- It is provided by a non-eligible entity;
- It does not comply with the objectives, priorities, and instructions provided in this announcement;
- It includes ineligible costs;
- It fails to uphold gender equality and environmental principles.

Each organization can be awarded with only one grant. **In total, 6 grants will be selected for the award.** However, UNDP reserves the right to award fewer, or more grants based on the outcome of the evaluation. UNDP will sign the Low Value Grant Agreement (LVGA) with the winning applicants (LVGA attached as Annex 2).

7.1 SELECTION CRITERIA

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

	Criteria	Maximum score
1	<p>Technical quality and effectiveness of the proposed approach:</p> <ul style="list-style-type: none"> - The grant proposal is clear and consistent; - The proposed project is technically feasible with clearly defined implementation arrangements; - The proposal provides measurable indicators of how the proposed project addresses relevant waste stream(s) in accordance with at least one of the 4R principles (reduce, reuse, recycle, recovery); - The proposal demonstrates an element of innovation in approach, technology, partnerships, or service delivery that improves the effectiveness or inclusiveness of EPR waste management; - The proposal demonstrates clear linkage between activities, outputs, and expected outcomes. 	40
2	<p>Implementation capacity and action plan:</p> <ul style="list-style-type: none"> - Demonstrated adequate organizational capacity to implement the proposed activities; - Logical framework includes a credible baseline, targets and sources of verification. - The proposal clearly defines a timeline and implementation arrangements. 	20
3	<p>Financial soundness and co-funding capacity:</p> <ul style="list-style-type: none"> - The grant budget is relevant, aligned with the proposed work plan and indicators, and demonstrates cost-efficiency; - The grant proposal demonstrates a commitment to provide at least 10% co-financing. 	15
4	<p>The grant enhances gender equality and encourages inclusion of marginalized and vulnerable groups.</p>	5

5	Risk management, monitoring and evaluation mechanisms are in place. - Risk assessment and management tools, as well as grant monitoring and evaluation mechanisms, are well-defined and demonstrate realistic capabilities in risk management.	10
6	The proposal demonstrates sustainability and potential for replication and scalability.	10
Total:		100

An applicant is considered a winner if:

- the proposal received at least 50% of the scores for each selection criteria and 75% or higher of the total scores;
- the applicant's scores are competitive and higher than those of other applicants.

8. MONITORING AND REPORTING

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

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

- Progress against agreed milestones, outcomes and indicators
- Grant expenditures

The UNDP team will monitor progress by assessing reports and conducting site visits to confirm details of the report. The UNDP team may also seek further information within a year after the completion of the grant implementation for the assessment of achieved results.

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

8.1 INTERIM PROGRESS REPORT

Interim progress reports must:

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

8.2 FINAL REPORT

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

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

8.3 FINANCIAL REPORTING

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

9. VISIBILITY

Selected organization(s) must take all necessary steps to publicise the fact that the European Union has financed the grant projects and must strictly comply with the EU and UNDP Communication and Visibility Guidelines and Standards.

10. IMPORTANT ADDITIONAL INFORMATION

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See <https://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDPAntiFraudPolicyEnglishFINA%20June2011.pdf> <https://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions> for full description of the policies).

In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all time hold UNDP's interest paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

- Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;
- Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or
- Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such a conflict exists.



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Section 1. General Information

Grant Proposal Title		
Information about the Applicant PRO /NGO / CSO	Name: Identification number: Registration date: Place of registration: Address: Email:	
Contact information of the authorized representative of the applicant PRO / NGO / CSO	Name:	
	Personal identification number:	
	Work landline:	
	Mobile:	
	E-mail:	
Duration of the grant (max. 9 months), tentative start and end dates	Start date (dd/mm/yyyy): End date (dd/mm/yyyy):	
Grant target locations: region/municipalities/communities		
Overall goal of the grant (impact your organization is seeking to achieve) (max. 50 words)		
Brief summary of grant activities and results (max. 100 words)		
Grant beneficiaries and their estimated number	Direct beneficiaries (include number): Indirect beneficiaries (include number):	

Number of engaged persons ¹	
Critical Assumptions (describe your best estimate of the conditions expected to prevail during the grant activities that may influence grant implementation and outcomes)	
Amount of funds (in USD) requested within the grant proposal by the applicant	
Amount of funds (in USD and %) co-financed by the applicant	
Total amount (budget in USD) of the grant ²	
Signature of the authorized representative	

¹ Indicate the number of people that will be engaged in the grant project implementation, including gender distribution.

² This entry shall indicate the amount requested by the applicant for grant funding and summed amount of co-sponsorship/co-financing.

Section 2. Grant project description and implementation

In this section, please provide information on the problems your grant proposal aims to address, along with the planned activities, expected outcomes, and how the proposal meets the established criteria.

1. Background and capability of the applicant (max. 250 words)

Please provide the background information and previous experience of the applicant in the relevant field and the capability to implement similar grant projects. Explain why the grantee is uniquely suited to deliver on the objectives.

2. Problem statement (max. 400 words)

Describe the existing situation and highlight major challenges that the grant will respond to.

3. Grant project objectives and strategy (max. 500 words)

Please specify the objectives to be achieved within the implementation of the grant.

Please clearly indicate the objective(s) of the Call for Proposals (see Section 2) that is addressed by your grant proposal. Ensure that you clearly demonstrate how the proposed project contributes to relevant waste stream(s) in line with at least one of the 4R principles (reduce, reuse, recycle, or recovery).

Please describe your strategy (methodology) for resolving the above-described problems and how it will contribute to the achievement of the objective(s) of the Call for Proposals.

4. Planned activities and outputs (max. 600 words)

Please describe outputs and specific activities to be implemented under each output.

5. Grant project beneficiaries (max. 300 words)

Please define grant project target groups, direct and indirect beneficiaries, age and gender distribution, their needs and constraints, and state how the grant project will address these needs.

6. Expected impact and sustainability (max. 200 words)

Describe the impact that the grant will bring in a long-term perspective.

Please clearly identify how the sustainability of positive results will be ensured, sustained and expanded after the completion of the grant.

7. Risk analysis and mitigation strategies

Please describe potential risks which may affect the implementation of the grant, and measures for mitigation/management of such risks.

Risk	Likelihood <i>(low, medium, high)</i>	Risk mitigation strategy

8. Work Plan

Planned activities	Timeline									Planned Budget for the Activity (in USD)
	Months									
	1	2	3	4	5	6	7	8	9	
Output 1										
1.1 Activity										
1.2 Activity										
1.3 Activity										
Output 2										
2.1 Activity										
2.2 Activity										
...										

- State activities that will be completed with the grant funds. Use as many activity lines as necessary.
- Define the time periods relevant for the grant and indicate when specific activities are expected to be completed.
- Indicate the budget amounts in the grant currency (USD).

9. Implementation arrangements (max. 250 words)

Please describe the implementation arrangement of the grant. Outline the roles and responsibilities of the management staff, specifying their positions and responsibilities in accordance with the proposed work plan.

10. Logical Framework

State the performance indicators for measuring results that will be achieved using the grant. At least one indicator per activity is required. More can be used if useful to fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES		
			Time Period	Final Target	
<i>Output 1:</i>					
1.1					
1.2					
1.3...					
<i>Output 2:</i>					
2.1.					
2.2...					

11. Budget

While putting together a budget please consider the following:

- You can add activities and sub-activities as needed.
- UNDP funded projects/grants are exempt from VAT, therefore the proposed budget must not include VAT tax.

GRANT BUDGET							
#	Activities/Sub-activities	Unit	No. of Units	Unit rate	Total UNDP Grant	Total Co-finance	Total Grant amount
Output 1 (Please indicate the title of the Output)							
1.1	Please indicate the name of each activity						
1.2							
1.3							
1.4							
<i>Note: Please insert as many rows as needed</i>							
Total for Output 1							
Output 2 (Please indicate the title of the Output)							
2.1	Please indicate name of each activity						
2.2							
2.3							
2.4							
<i>Note: Please insert as many rows as needed</i>							

GRANT BUDGET							
#	Activities/Sub-activities	Unit	No. of Units	Unit rate	Total UNDP Grant	Total Co-finance	Total Grant amount
Total for Output 2							
<i>Note: Please insert Outputs as needed</i>							
Grant Management/Administration							
3.1							
3.2							
3.3							
Total for Management/Administration							
Grand Total							

12. List of past projects

List maximum five similar projects/grants implemented by the applicant organization in the past two years.

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

- The head of the organization hereby confirms that s/he has read conditions outlined in this form.
- The head of the organization hereby confirms that s/he will be responsible for implementing the grant if the applicant is awarded with the grant.

Date of submission:

Signature of the head of the organization:

Stamp of the organization:



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:	
<u>Disbursement Date/Milestone</u>	<u>Amount</u>
[insert specific date/milestone]	[specify amount]
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: _____

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]³ 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

³ Select only the relevant option and delete the other

in blocks 10 and 11 of the Face Sheet, and expire on the Implementation Period end date indicated in block 4 of the Face Sheet, unless earlier terminated pursuant to Article 6.4 or 7.9 below.

3.0 Payments

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

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

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