# APPLICANT and local partner(s)

Applicant´s Name:

Postal Address:

Telephone:

Websites:

Legal Registration Number, COUNTRY, and Year of Registration:

Type of Entity:

Name of Contact Person:

E-mail:

Telephone:

entity´s NAME:

Postal Address:

Telephone:

Websites:

Legal registration number, country, and year of registration:

Type of Entity:

Name of Contact Person:

E-mail:

Telephone:

# GENERAL INFORMATION

Date of Implementation:

**SUMMARY OF THE PROJECT:**

Describe the solution and expected outcome. Explain the benefits and advantages of the intervention.

(100 – 300 words)

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# innovativeness & scalability

Please Select the degree of innovation:

Proof of Concept1

TRANSITION TO SCALE2

*1 – When the intellectual concept behind an innovation is field-tested to gain an early, ‘real-world’ assessment of its potential.*

*2 – When innovations that have demonstrated small-scale success develop their model and attract partners to help fill gaps in their capacity to scale.*

**innovativeness**

What is new about your idea? What substitutes do people resort to because it does not exist in the targeted country or sector yet? Who are your competitors and how different are you? We want to understand what is new about your concept.

(100 – 150 words)

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**SCALE-UP & REPLICATION**

What is the potential of the idea for growth and expansion (in terms of people served, revenues generated, or other targets)? What is the potential of the idea for transition (to a different location, or sector)? We want to understand the potential for scale-up and replication of your concept.

(80 – 120 words)

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# impact & scope of the project

**stakeholders & BENEFICIARIES:**

Who is the most affected by the problem? Who will benefit directly – and who indirectly from your solution? Please, include facts and figures – and provide sex-disaggregated and gender-sensitive data.

(40 – 80 words)

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**impact & results:**

What the project will change and to what extent? We want to understand the effect that the intervention carried out and its results have on people, practices, and systems.

(40 – 80 words)

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**activities & timeline:**

Please describe in detail the planned activities and timeline. Please, include numbers and brief specification, e.g. number of participants, frequency of tasks and steps, used tools and resources, etc.

(100 – 350 words)

|  |  |  |
| --- | --- | --- |
| Name of Activity | Description of activity | date of delivery (DAY/month/year) |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

**visibility:**

How do you plan to highlight the project results with concrete and visible achievements that emphasize the impact in the beneficiaries' life?

(40 – 120 words)

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# sustainability and risk assesment

**Financial, Environmental & Social Sustainability:**

How will the activities be financed after the end of the project? Will the proposed solution contribute to the quality of environment on a long-term basis? How the proposed solution promotes well-being of people and understanding of their needs? How is the gender sensitivity implemented?

(100 – 180 words)

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**RISK ASSESMENT:**

What are the possible external risks that can affect the project implementation and its impact? Identify the high-level external risks and the strategies to mitigate them.

(30 – 80 words)

|  |  |
| --- | --- |
| RISK | Mitigation Strategy |
| 1. |  |
| 2. |  |
| 3. |  |

# project management

**roles and responsibilities:**

How the project will be managed and coordinated? What are the relevant competences and previous experience of the team members? Explain, why your team is uniquely qualified to solve the problem.

(80 – 180 words)

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*Attached CVs contain details about the experience and competencies of team members, incl. applicant and local partner(s).*

# MORE details for our curiosity

What is the gender/Sex of the project lead?

|  |  |
| --- | --- |
| Applicant | Local Partner |
|  |  |

What is the category of your enterprise?

|  |  |
| --- | --- |
| micro enterprise  *with fewer than 10 employees* |  |
| small enterprise  *with 10 to 49 employees* |  |
| medium-sized enterprise  *with 50 to 249 employees* |  |
| Large enterprise  *with 250 or more employees* |  |

HAS YOUR ORGANIZATION APPLIED TO other calls or tenders?

|  |  |
| --- | --- |
| UNDP or other UN Agencies (UNICEF, WHO, etc.) | Yes  No |
| Other ……………………… | Yes  No |

# Attachments to the application

* Extract from Public Registry, i.e. Commercial Register [Svidetelstvo o gosudarstvennoi registracii]
* Budget in the Breakdown Form (Excel Sheet)
* CVs of team members, incl. applicant and local partner(s)
* The declaration of the partnership in the form of the Letter of Intent, Bilateral Contract, or Memorandum of Understanding if any.
* Any other relevant documents supporting the application like patent registration, information about awards and prizes, etc.

# Acceptance of terms and conditions

By signing this form, the Applicant accepts the following terms and conditions:

The Applicant shall bear all costs related to the preparation and submission of the proposal regardless of whether his/her proposal is selected or not. He/she accepts that the UNDP will in no case be held responsible or liable for those costs regardless of the outcome of the process.

The Applicant accepts that the UNDP determines the level of responsiveness to the Call for Proposals exclusively on the contents of the written, submitted, and signed application forms.

The Applicant accepts that information relating to the examination and evaluation of applications, and selection of awardees and signature of agreement shall not be disclosed to any person not officially concerned with such processes.

Signature: …………………………………………………

Name: …………………………………………………

Date: …………………………………………………