



Terms of Reference

Project name: Recovery and Peacebuilding Programme

Project description: Technical support of the implementation of the small grants programme focused on the support to local development in the selected communities of Donetsk and Luhansk oblasts

Country/place of implementation: Ukraine, Donetsk and Luhansk oblasts (government control area)

Possible business trips (if applicable): business trips inside Ukraine

Estimated Starting date of the assignment: May 2019

Expected Duration of the assignment or end date (if applicable): October 2019

Primary Supervisor's name and functional post: Territorial Amalgamation Specialist

Secondary Supervisor's name and functional post: Programme Coordinator

Payment arrangements: Lump sum (payments linked to deliverables)

Administrative arrangements: Working space and equipment will not be provided by the project. "Umbrella" NGO is responsible for all administrative arrangements

Selection method: Desk review

I. BACKGROUND

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law. Recognizing the need to urgently address reconstruction, economic recovery and peacebuilding needs in areas affected both directly and indirectly by the conflict, in late 2014 the Government of Ukraine requested technical assistance and financial support from the international community to assess priority recovery needs. In late 2014, the United Nations (UN), the World Bank (WB) and the European Union (EU) conducted a Recovery and Peacebuilding Assessment, which was endorsed by the Cabinet of Ministers in mid-2015.

The United Nations Development Programme (UNDP) has been active and present in eastern Ukraine for the past decade, prior to the conflict, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges discussed above built on this earlier engagement, established partnerships, and started in 2015 through the **Recovery and Peacebuilding Programme (RPP)**. The RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and in cooperation with a number of partnering UN agencies (UN Women, FAO, UNFPA).

The RPP was designed to **respond to, and mitigate, the causes and effects of the conflict**. It is based on findings of the Recovery and Peacebuilding Assessment (RPA) and is aligned to the State Target Programme for Recovery as well as to the two oblast development strategies up to 2020. It takes into account, the opportunities that have arisen from the Minsk Protocol of September 2014 and the renewal of its cease-fire provisions (the latest cease-fire having been agreed in March 2018) and is also fully adjusted to the humanitarian-development nexus. It is an integral component of the UNDP Country Programme and is, therefore, fully aligned with the United Nations Partnership Framework (UNPF). It is closely interlinked with the Democratic Governance and Reform Programme, operating nationally and in all of Ukraine's regions, and is consistent with the SDGs, in particular SDG 16 (Peace, Justice and Strong institutions).



The Programme's interventions are grouped under the following key Programme components, which reflect the region's priority needs:

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

The Programme, which operates on the basis of a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. It is a unifying interventions framework for 16 projects funded by 10 international partners and is worth about 52 million USD.

In October 2018, four UN agencies (UNDP, UN Women, FAO and the UNFPA) have countersigned a new joint project document, funded by the EU. The overall objective of the project is to restore effective governance and promote reconciliation in the crisis-affected communities of Donetsk and Luhansk regions of Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled areas (GCAs) of the regions. It will contribute to peace build and prevent further escalation of conflict in Ukraine through effective and accountable decentralization, gender-responsive recovery planning and equal access to services, as well as enhanced community security and social cohesion.

This endeavor will be achieved through the pursuit of the following specific **objectives**:

1. To enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services.
2. To stimulate employment and economic growth by providing assistance to Micro, Small and Medium Enterprise (MSME) development through demand-driven business development services and professional skills training.
3. To enhance social cohesion and reconciliation through promotion of civic initiatives.
4. To support sector reforms and structural adjustments in health, education and critical public infrastructure to mitigate direct impacts of the conflict.

To achieve these objectives, it is planned to provide support to local NGOs through the Small Grants Programme (hereafter – "SGP"). Main areas of this Programme are: **(AREA I)** citizen involvement in decision-making process related to the organization and quality of local services, **(AREA II)** implementation of the local strategic plans in local economic development, **(AREA III)** encouraging anti-corruption monitoring of local governments activities, **(AREA IV)** encouraging citizen participation at the local level. It is planned that NGO will be competitively selected to provide technical support for the implementation of SGP, that focused on provisioning of assistance on areas mentioned above to local communities.

Therefore, UNDP is seeking to select an NGO (hereafter – "umbrella" NGO) that will provide technical support for the implementation of SGP in the selected villages/settlements/communities, organize training to explain requirements and ensure implementation process for the provision of small grants to local NGOs-grantees.

II. MAIN OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is to establish a mechanism and manage the process of allocation of small grants to local NGOs of two target oblasts – Donetsk and Luhansk. The SGP



should be implemented in two target oblasts, namely the government-controlled territories of Donetsk and Luhansk oblasts.

Specifically, the “umbrella” NGO shall implement the following measures:

- Develop and agree with UNDP (a) the detailed plan and schedule for implementation of the objectives, (b) methodology for the evaluation of applications, (c) methodology of monitoring and evaluation of the effective implementation of local initiatives, (d) the selection criteria of the applications;
- Develop for each direction of SGP (a) advertisements, (b) Call for Proposals, (c) application form and (d) full document package for applying;
- Announce and manage a call for proposals under each SGP topic;
- Provide assistance, in case potential applicants experience problems with applying via online module (weak internet connection, limited access to the internet, etc.);
- Arrange review and evaluation of applications by Grant Selection Committee;
- Prepare Low-value grant agreements (hereafter – LVGA) with beneficiaries and provide to UNDP for signing and further financing. The template of the agreement will be provided by UNDP (draft of the template you can find in Annex I of this TOR). “Umbrella” NGO should provide clarifications to grantees on filling all LVGA annexes and revise them before submitting it to UNDP;
- Monitor implementation of small grants projects by grantees;
- Ensure broad dissemination of information about small grants programme among key stakeholders and the public;
- Coordinate the activities with the UNDP offices in Donetsk and Luhansk oblasts.

The total budget of SGP is USD 270,000, including:

(AREA I) overall – USD 60,000 (USD 30,000 per each oblast);

(AREA II) overall – USD 100,000 (USD 50,000 per each oblast);

(AREA III) overall – USD 50,000 (USD 30,000 – for Donetsk oblast, USD 20,000 – for Luhansk oblast);

(AREA IV) overall – USD 60,000 (USD 30,000 per each oblast).

It is expected that the maximum amount of one small grant shall not exceed USD 10,000.

III. SCOPE OF WORK AND EXPECTED OUTPUTS

During this assignment, the “umbrella” NGO should perform the following tasks in agreement with UNDP.

GENERAL TERMS FOR THE SMALL GRANTS PROGRAMME

Initiatives funded under the SGP shall be focused on strengthening of institutional capacity of NGOs on the following AREAs:

- involvement of inhabitants of hromadas in decision making processes, which are related to the organization and quality of local services;
- implementation of hromadas’ strategic plans in local economic development area;
- support of local governments activities anti-corruption monitoring;
- encouragement of hromadas’ inhabitants participation at local level.

Small grants should be



- (1) cover target hromadas of two oblasts that will be identified by UNDP (list of hromadas will consist of 30 territories in the raions of Donetsk oblast (Bahkmut, Mariinka, Volnovakha, Yasynuvata) and Luhansk oblast (Bilovodsk, Kreminna, Novoidar, Popasna, Stanytsia Luhanska);
 (2) provided to local NGOs that are registered on the territory of the target hromadas/oblasts;¹
 (3) provided to local NGOs that must be selected through a competitive procedure.

Local initiatives under SGP are aimed at supporting the decentralization reform and strengthening local capacity through the implementation of SGP in the areas mentioned above. The number of small grants that should be provided:

AREA I. At least 6 small grants should be provided, i.e., 3 initiatives for each oblast.

AREA II. At least 10 small grants should be provided, i.e., 5 initiatives for each oblast.

AREA III. At least 5 small grants should be provided, i.e., 3 initiatives for Donetsk oblast and 2 initiatives for Luhansk oblast.

AREA IV. At least 6 small grants should be provided, i.e., 3 initiatives for each oblast.

THE SMALL GRANTS PROGRAMME OBJECTIVES:

AREA I. Small grants should be offered to develop and adapt systems, processes and community networks for increased organization and quality of local services, namely broader and faster access to services and information, or improved back-office operations of local governments and service information centers. The application of transparency and accountability principles to the solutions regarding the quality of local services (e.g. administrative services) will allow better services to be provided over larger territories, as well as increase the accessibility, speed, accuracy and convenience for the targeted services. They will contribute to realizing the efficiency gains of amalgamation, by enhancing the accessibility and quality of services and ensuring effective public oversight.

Grants on this aspect should promote: a) transparency of decisions taken by local councils, including work of public councils and community-based watchdog groups; b) online access to local service providers and information, like: registers, rolls, utilities, etc.; c) better administrative services, for example through online application for and delivery of documents like certificates, approvals, etc. minimizing the physical interaction with local government staff and reducing the time for processing; d) faster and more accurate processing of documents, through improved back-office operations.

AREA II. Under this aspect, targeted grants should be offered to grantees for improvements in the implementation of the local strategic plans in human-rights and gender-responsive local economic development, including small equipment or infrastructure projects, complemented by capacity building and technical assistance for the improvement of local service provision, or extension of an area in which services are offered. These targeted grants should allow better implementation of local strategic plans and will demonstrate the benefits of the human rights-based approach and gender-responsive local economic development. As a result, citizens should understand that amalgamation is an effective alternative for previous territorial fragmentation. Grants will improve the status and visibility of local government and will also demonstrate to citizens benefits to living in amalgamated hromada.

¹ For the Area III. NGOs could be registered in Luhansk or Donetsk oblast, but their projects have to be implemented in target territories



AREA III. Small grants should be offered to grantees to develop and adapt systems, processes and networks for strengthening anti-corruption monitoring of local government activities. Local NGOs will receive small grants for conducting of analysis of declared vs. publicly available information in selected socio-economic sector. The follow up of the analysis of corruption risks for examined local government will be continued by NGO developing its watchdog functions. As a result, recommendations will be presented to the target hromadas on the ways to improve transparency and anti-corruption practices.

AREA IV. Small grants should be offered to develop and adapt systems, processes and community networks for increased citizen participation, namely broader and faster access to public information and decision making, or improved operations of local governments by developing governments' cooperation with the community groups/watchdog/public councils and advocacy groups. The main goal is the establishment of mechanisms for intersectoral cooperation, opening citizens' consulting centers on relevant social and legal issues, etc. The SGP will make available targeted grants for implementation of the forms mentioned above and tools for citizen participation. Under this Area, SGP will contribute to enhancing the quality of services, transparency of local financial administration procedures, and sustainable development of target hromadas.

Local initiatives that will be implemented by local NGOs within the SGP may be dealing with the following types of activities, such as (the list is non-exhaustive and shall be agreed with the UNDP before the launch of Call for Proposals on each of the topics):

- Purchase of new equipment and/or tools that are necessary for the achievement of SGP's results;
- Payment for services that are necessary for the achievement of the SGP's result (such as surveys, analysis, development of online tools/applications, etc.);
- Conducting training/workshops/events.

All the expenditures must be made following UNDP rules and regulations. Information about demands and process of procurement will be provided by UNDP and must be published in Call for Proposals.

Conditions and requirements to NGOs applicants:

- NGO should be officially registered in Donetsk or Luhansk oblasts (Government controlled area) with the status of "non-profit" or "charitable";
- NGO should operate on the territory of the respective hromada/oblast;
- NGO should have a capacity to implement small grant (management, staff, etc.)
- Each applicant may submit more than one application but may only receive financing for one small grant implementation.

THE SMALL GRANTS PROGRAMME IMPLEMENTATION

1. Initial stage. Development of an action plan and implementation schedule by "umbrella" NGO.

Outputs:



- A detailed action plan and schedule of weekly activities for implementation of the small grants programme (including conduction of training and webinars) have been developed and approved;
- Criteria for NGO selection have been developed and agreed with UNDP;
- A schedule and templates of reports that the “umbrella” NGO should provide to UNDP under the programme have been agreed;
- The responsible persons from the “umbrella” NGO and UNDP have been determined and the rules and format of written and oral communication on small grants programme implementation have been approved;
- The procedure of grant allocation, monitoring and evaluation have been developed and approved;
- The first interim report, including the approved detailed action plan and the procedure of grant allocation, monitoring and evaluation, and the agreed schedule and templates of reports, and *ad hoc* reports have been prepared and submitted to UNDP

Indicative timeframe: three weeks upon signing of the agreement.

2. The announcement of the Call for small grant proposals and collecting applications from the representatives of the target audience.

Outputs:

- Call for proposal on each area is developed by “umbrella” NGO and approved by UNDP;
- The full package of documents is available on the “umbrella” NGO's website (if necessary) and other websites agreed with UNDP. All calls for proposals should be posted on UNDP website as well;
- A system of communication with applicants has been developed and launched, including providing timely responses to questions received from potential applicants. The system can handle communication through various channels throughout the whole small grants programme lifespan;
- A system of collection and registration of application proposals from applicants has been introduced. The application registration system should be electronic and ensure prompt registration of proposals. The “umbrella” NGO shall provide constant access to the applications database to UNDP staff members;
- At least 4 Calls for proposals have been announced within this SGP. Additional Call for proposal(s) may be announced in case the available SGP pool fund was not fully used;
- Training and webinars on how to fill in the application form and general demands to applicants are conducted;
- The applications have been collected and registered according to the schedule and prepared for evaluation;
- The second interim report, including the approved call for proposal, description of the communication system with applicants and results of the conducted training and webinars, and the registered applications, and *ad hoc* reports have been prepared and submitted to UNDP.

Indicative timeframe: eight weeks upon signing of the agreement.



3. Evaluation of applications.

The evaluation of applications takes place in several stages:

- 1) At the stage of registration, the applications are evaluated formally (eligibility of the applicant and the proposed project, compliance with the requirements of competition). Applicants whose applications were rejected at this stage should be promptly notified of this decision in order to have a possibility to refine their proposals.
- 2) At the second stage, applications will be evaluated by The **Grant Selection Committee** that will consist at least of representatives of “umbrella” NGO, UNDP and UN Women specialists and other related counterparts. The final list of the members of the **Grant Selection Committee** will be finally defined and approved by UNDP.

Outputs:

- All applications have been assessed using formal criteria. The lists of applications rejected at the first stage have been compiled, all the applicants on the list have been notified on the rejection of their proposals;
- Members of the **Grant Selection Committee** for each area are agreed and approved by UNDP;
- All applications that meet the formal criteria have been evaluated by Grant Selection Committee. Applications will be evaluated according to the defined criteria and assign the respective points to each application. Minutes with results of the Grant Selection Committee are prepared by “umbrella” NGO and approved by UNDP;
- Based on the results of the evaluation, the reports have been prepared and a list of winners and a reserve list have been generated. List of winners and waiting list prepared by “umbrella” NGO and approved by UNDP;
- All participants were informed of the results (via e-mail and telephone) within five working days after UNDP has approved the results;
- Information on the results of competition has been released at the “umbrella” NGO's website within five days after UNDP has approved the results;
- The third interim report, including the approved members of the Grant Selection Committee and the results of the competition, and *ad hoc* reports have been prepared and submitted to UNDP.

Indicative timeframe: twelve weeks upon signing of the agreement.

4. Preparing of Low-value Grant Agreements for signing.

It is planned that “umbrella” NGO must fill in the LVGA template (that will be provided by UNDP) with respective information for every NGO grantee that will win the small grant. Agreements and all the annexes should be filled in two languages – English and Ukrainian. Completed LVGAs should be provided to UNDP within five working days after the list of winners on each area is generated.

Outputs:



- The LVGAs with each NGO grantee have been prepared and provided to UNDP for signing (the text of each filled in LVGA with all annexes should be approved by UNDP);
- The fourth interim report, including the description of the LVGA signing process, and ad hoc reports have been prepared and submitted to UNDP.

Indicative timeframe: fourteen weeks upon signing of the agreement.

5. Providing technical and programme support for the implementation of the small grants programme. Monitoring of the projects implemented by the grantees.

“Umbrella” NGO shall monitor all LVGAs in compliance with the instructions provided by UNDP. Financing to the grantees will be provided by UNDP in several tranches. The number of tranches will be specified for each grant and will depend on the area of grant support. Financing requirements must be specified in the call for proposals separately on each area and type of grants (“soft”/“hard”).

NGO-grantee shall provide reports as evidence of the proper use of the obtained financing. The number of reports will be specified in accordance with the number of tranches. NGOs must provide an intermediary report after implementing a stage of the project and spending each tranche received from UNDP.

After implementation of small grant initiative NGO grantee must provide a final report (that will include Performance Targets Report, Narrative Report, Financial Report on the Use of Funds).

The “umbrella” NGO must check intermediary and final reports and send it to UNDP for approval and further financing of the grantee. Forms of the reports will be provided by UNDP and formalized in LVGA. The “umbrella” NGO must ensure permanent monitoring of the grant implementation process and timely inform UNDP about any possible issues and problems.

Outputs:

- Reports of the grantees have been received, verified and sent for approval to UNDP according to the schedule;
- Advice on operational reporting is promptly provided to NGO grantees through various channels (email, telephone hotline);
- Implementation of local initiatives is monitored through inspection reports, personal and remote consultation and monitoring visits (if necessary). The schedule of monitoring visits has been approved with UNDP;
- The reports of grantees and monitoring reports (if any) have been checked and submitted to UNDP for signing;
- “umbrella” NGO ensured small grants implementation monitoring process. UNDP should be timely informed if a grantee does not comply with the terms of a grant agreement.
- The fifth interim report, including summaries of the reports mentioned above, and ad hoc reports have been prepared and submitted to UNDP.

Indicative timeframe: twenty-six weeks upon signing of the agreement.

GENERAL ACTIVITIES

6. Coordination of activities with other UNDP partners and “umbrella” NGOs to achieve effective synergies whenever possible.



- 7. Wide coverage of the fact that UNDP and UN Women provide funding to the small grants programme in the products created under the agreement.** Ensuring visibility of UNDP and project donor in strict accordance with approved guidelines.

IV. MONITORING/REPORTING REQUIREMENTS

The “umbrella” NGO shall submit the following reports according to UNDP format and guidelines: The format of reports shall be agreed upon at the first stage of the assignment, but UNDP reserves the right to make required changes and clarifications in the report template.

Types of reports:

- Interim reports, including reports on the progress, results, monitoring:
 - Interim report 1 – three weeks upon signing of the agreement;
 - Interim report 2 – eight weeks upon signing of the agreement;
 - Interim report 3 – twelve weeks upon signing of the agreement;
 - Interim report 4 – twenty-two weeks upon signing of the agreement;
 - Interim report 5 – twenty-six weeks upon signing of the agreement.
- Weekly operational email reports on progress and the implementation of the small grants programme;
- Brief reports periodically submitted at the request of UNDP in cases where it is required to get information on the progress in-between reporting periods;
- Final report, including a summary of activities and results, lessons learned and conclusions, as well as financial report for the total duration of the contract – till the end of October 2019.

Reimbursement of management and operational costs shall be made in several installments as per the schedule agreed with UNDP.

The “umbrella” NGO should comply with the system of monitoring, evaluation and quality control introduced by UNDP, and also provide the necessary information, reports and statistical data according to the pre-determined schedule *or* as soon as possible (within a reasonable time).

The Interim reports and Final report should follow the pre-determined template agreed with UNDP that includes both narrative and financial parts and will be submitted to the respective officer.

As a quality assurance measure, UNDP reserves the right to initiate spot-checks of grantees to conduct interviews and receive feedback on the quality of the “umbrella” NGO’s performance. The “umbrella” NGO should facilitate the process by providing UNDP with all necessary contacts of the grantees and should refrain from influencing the impartiality of the assessment procedures.



V. EXPERIENCE AND QUALIFICATION REQUIREMENTS

The applicants for providing assistance for small grants programme implementation have to meet the following criteria:

- Be officially registered organization in line with Ukrainian law (as an NGO, charity fund or other forms of civil society organization (including non-profit and non-governmental organizations) that is legally constituted and duly registered);
- At least three years proven experience in supporting grants provision or effective grant administration (at least 3 programs);
- Experience in project implementation or performance of professional services contracts in the area of grant programmes management with a total budget from at least USD 20,000.00;

A project team should consist of at least three experts:

- **Team Lead/Manager:**
 - 1) Master's (or equivalent) degree in economics, law, management, entrepreneurship, public administration or related field;
 - 2) Minimum of 3 years of professional experience in project management (references should be provided)
 - 3) At least 3 years of experience in implementing projects/programs/granting;
 - 4) Fluency in Ukrainian is required, working level of English.
- **Local capacity building expert (at least one person):**
 - 1) Bachelor's (or higher) degree in economics, law, management, public administration or related field
 - 2) Minimum of 3 years of experience in local capacity building projects implementation;
 - 3) Experience in the evaluation of local initiative projects as part of the grant programmes (participation in at least two programmes) (references should be provided);
 - 4) Fluency in Ukrainian, Russian is required, working knowledge of English will be considered as an advantage.
- **Finance Associate:**
 - 1) Bachelor's (or higher) degree in finance management, accounting or other related fields;
 - 2) Minimum of 3 years of experience of financial management in implementing projects/programmes/provision of grants to NGOs/reporting;
 - 3) Minimum of 3 years of experience in providing financial/accounting to international technical assistance organizations or other donors/customers.

VI. DOCUMENTS TO BE SUBMITTED IN A TECHNICAL PROPOSAL:

- A letter of interest/offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company.



- A work plan with the proposed work schedule indicating the approximate cost and the persons responsible for each area of activity.
- Description of the methodology of SGP implementation and monitoring.
 - A strategy of communication and dissemination of information about the competition, including cooperation with the media and NGOs, production of informational videos featuring the terms of the programme, placement of information via online resources and social networks;
 - Description of receipt and registration of applications;
 - Description of organization of all stages of the project proposals evaluation process by specifying criteria for evaluating of applications plans and evaluation procedures;
 - The procedure for monitoring and assessing the implementation of grant projects, including the admission procedures and inspection reports, quality control methods for implementing small grant initiatives;
 - Description of feedback and communication with applicants and grantees, which should include the description of hotline operation and other communication tools.
- Copy of the Statute/Charter of applicant.
- Copy of a certificate/excerpt from the Unified State Registry of Legal Entities and Private Entrepreneurs.
- Copy of a certificate proving that the organization is non-profit (if available).
- CVs of the project team members, including information about the experience on implementing the similar projects/objectives (references should be provided).
- Minimum 2 references on similar projects from previous clients.

VII. PROPOSED PAYMENT SCHEDULE:

The payment schedule will be agreed with the “umbrella” NGO before the start of the assignment. Payments to the “umbrella” NGO to cover **management and operational costs** will be linked to deliverables and executed upon submission of Interim and Final reports. A preliminary schedule is provided below.

- * after submission of the Interim Report No. 1 – 15%;
- * after submission of the Interim Report No. 2 – 15%;
- * after submission of the Interim Report No. 3 – 20%;
- * after submission of the Interim Report No. 4 – 20%;
- * after submission of the Interim Report No. 5 – 10%;
- * after complete achievement of all the results and submission of the Final report – 20%



In order to obtain any financing from UNDP the “umbrella” NGO must provide a request for payment with all required supporting documents.

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Approved by:

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UNDP Recovery and Peacebuilding Programme

Victor Munteanu



Minimum evaluation criteria

(The companies/organizations that are compliant with minimum evaluation criteria will be passed to technical evaluation)

1. Officially registered organization (non-governmental, public, charitable, non-profit, for-profit), at least 2 years;
2. Experience in the management of grant programmes (at least two programmes);
3. Experience in project implementation or execution of contracts for provision of professional services in the area of grant programmes management with a total budget of projects from USD 20,000.00;

Technical criteria:

Summary of Technical Proposal Evaluation Form	Score Weight	Max Points obtainable
Expertise of Firm/Organization	19%	150
Proposed Methodology, Approach and Implementation Plan	38%	250
Personnel	43%	300
Total	100%	700

Forms of assessment of technical proposals are given in the next two pages. The maximum score that may be received for each assessment criterion indicates the relative significance or part of such a criterion in the overall assessment process.

Assessment of technical proposal Form 1		Maximum score	Company / Other organization		
			A	B	C
Experience of the company / organisation submitting the proposal					
1.1	Officially registered organization (non-governmental, public, charitable, non-profit) (minimum 3 years – 10 points, 3–4 years – 15 points, 5–6 years- 20 points, 7 years or more – 30 points).	30			
1.2	Experience in providing of support for implementation of grant programmes (number of successfully implemented programs: 3 programmes – 50 points, 4 programmes – 60 points, 5 programmes and more – 70 points).	70			
1.3	Experience in project implementation or execution of contracts for provision of professional services in the area of grant programmes management with a total budget of projects / contracts:	50			



	- \$20,001.00–50,000.00 – 30 points; - \$50,001.00–100,000.00 – 40 points; - \$100,001.00 or more – 50 points.				
Overall score on Form 1		150			

Assessment of technical proposal Form 2		Maximum score	Company / Other organization		
			A	B	C
Proposed work plan, methodology and approach					
2.1	<p>How well-elaborated and robust is the information and awareness raising campaign strategy to promote the small grants programme implementation?</p> <ul style="list-style-type: none"> - The proposed regional communication channels include print media, online resources and social networks and embrace the audience in target hromadas – up to 15 points; - The information strategy envisages video production and preparation of press conferences and describes in detail their format and content – up to 15 points; - Proposed system for response to inquiries from potential applicants oriented to provide prompt feedback and processing of all inquiries – up to 20 points. 	50			
2.2	<p>How well developed is a system of feedback and communication with applicants and grantees?</p> <ul style="list-style-type: none"> - The approach provides for a telephone hotline and details its method, the schedule and features of its operation – up to 20 points; - The system for registration of applications provides online format and prompt registration, identification of repeated applications, granting the status of each application, the possibility of automatic responses to participants and creation of a database and mailing list – 20 points. 	40			
2.3	<p>How well-developed is a proposed approach to the process of evaluation of applications?</p> <ul style="list-style-type: none"> - The suggested evaluation system provides a detailed description of the methodology at each stage – up to 10 points; - The methodology for applications evaluation is reasonable and realistic, complies with the competition objectives and allows to assess the application potential – 20 points; - The process of evaluating applications is transparent and impartial, it envisages the involvement of 	60			



	<p>the independent evaluation committee at a final stage (specified composition and ways of attracting committee members, spelled assessment methodology and operational procedure of the evaluation committee) – 20 points;</p> <ul style="list-style-type: none"> - The proposed timeframe and logistics for arranging Grant Selection Committee is realistic and addressing TORs requirements – up to 10 points. 				
2.4	<p>How well-developed and robust is the methodology for monitoring and evaluation of implementation of projects having received grants?</p> <ul style="list-style-type: none"> - The proposed monitoring implementation plan has realistic timeframe and logistics arrangements – up to 10 points; - The monitoring and evaluation methodology suggested is realistic, unified for all grantees and is able to analyse progress of grants implementation based on clear evaluation method – up to 15 points; - The proposed monitoring and reporting mechanism shows sufficient capacity of the “umbrella” NGO to provide counseling on reporting issues to grantees – up to 15 points. 	40			
2.5	<p>How well developed and robust are the procedures of preparatory support of applicants?</p> <ul style="list-style-type: none"> - Contractor shows sufficient capacity to provide methodological support to applicants during the process of proposals preparation – up to 20 points; - Developed procedures are realistic, logical and fully describes the algorithm of providing consultancy on preparatory stage – up to 20 points. 	40			
2.6	<p>How well-elaborated is the proposed plan of work and suggested timeline?</p> <ul style="list-style-type: none"> - Weekly detailed elaboration of a work plan – 5 points - Daily detailed elaboration of a work plan – 5 points; - The schedule is realistic and meets the assignment timeframe – 10 points. 	20			
Overall score on Form 2		250			



Assessment of technical proposal Form 3		Maximum score	Company / Other organization		
			A	B	C
Personnel					
Head of project team					
3.1	Experience in project management (3 years – 20 points, 4–6 years – 30 points, 7 years and more – 40 points).	40			
3.2	Experience in the implementation of projects / programmes / provision of grants (3 years – 30 points, 4–6 years – 40 points, 7 years and more – 50 points).	50			
3.3	Higher education in economics, law, management, entrepreneurship, public administration or related field (Master's (or equivalent) – 10 points, PhD or higher – 20 points).	20			
3.4	Language command (Ukrainian, Russian and English (working level) – 25 points, Ukrainian, Russian and English (fluent) – 30 points).	30			
Interim score according to criteria 3.1–3.4		140			
Other Expert – Local capacity building expert					
3.5	Experience in local capacity building projects implementation (3 years – 10 points, 4–6 years – 15 points, 7 years or more – 20 points).	20			
3.6	Experience in the assessment of local initiative projects as part of the grant programmes (1 programme – 15 points, 2 programmes – 20 points, 3 programmes and more – 25 points).	25			
3.7	Education in economics, law, management, entrepreneurship, business administration or related field (Bachelor's degree or equivalent – 10 points, Master's – 15 points, PhD or higher – 20 points).	20			
3.8	Language command (Ukrainian, Russian) – 10 points, Ukrainian, Russian and English (working level) – 15 points.	15			
Interim score according to criteria 3.5–3.8		80			
Other Expert – Finance Associate					
3.9	Experience in financial management in the implementation of projects / programmes / provision of grants to NGOs (3 years – 15 points, 3–6 years – 20 points, 7 years and more – 25 points).	25			
3.10	Experience in the provision of financial / accounting reporting to international technical assistance organizations or to other donors / customers (3 years – 20 points, 3–5 years – 25 points, 6 years or more – 30 points).	30			



3.11	Higher education in financial management, accounting or related field (Bachelor's degree or equivalent – 10 points, Master's – 20 points, PhD or higher – 25 points).	25			
	Interim score according to criteria 3.9–3.11	80			
	Overall score on Form 3	300			

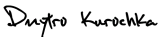
Certificate Of Completion

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Source Envelope:	
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	Kyiv, Kyiv 01021
	nataliia.prokhorenko@undp.org
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Signer Events	Signature	Timestamp
Dmytro Kurochka dmytro.kurochka@undp.org Local Coordinator in Donetsk Oblast UNDP UA Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 176.110.63.13	Sent: 3/25/2019 5:45:12 PM Viewed: 3/25/2019 5:45:52 PM Signed: 3/25/2019 5:49:28 PM

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Olena Ruditch olena.ruditch@undp.org Programme Coordinator UNDP Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 193.110.113.122	Sent: 3/25/2019 5:49:29 PM Viewed: 3/25/2019 5:51:23 PM Signed: 3/25/2019 5:51:34 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Victor Munteanu victor.munteanu@undp.org Programme Manager UNDP Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 193.110.113.122 Signed using mobile	Sent: 3/25/2019 5:51:35 PM Viewed: 3/25/2019 6:09:52 PM Signed: 3/25/2019 6:10:44 PM
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In Person Signer Events

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Status

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Agent Delivery Events

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Intermediary Delivery Events

Status

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Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/25/2019 5:51:35 PM
Certified Delivered	Security Checked	3/25/2019 6:09:52 PM
Signing Complete	Security Checked	3/25/2019 6:10:44 PM
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