

1. BACKGROUND

The present Call for Proposals (CfP) is administrated by UNDP “Civil Society for Enhanced Democracy and Human Rights in Ukraine Project” (CSDR) which is a part of UNDP Democratic Governance Programme. Through this Programme UNDP assists the government, civil society and people of Ukraine in advancing democratic policies and practices needed to accelerate progress on sustainable human development. This includes advocating for human rights and gender equality, supporting anti-corruption efforts, ensuring that all Ukrainian citizens can protect their rights, strengthening parliament, and empowering civil society and youth activists.

The project “Civil Society for Enhanced Democracy and Human Rights in Ukraine” (2017-2022) funded by the Danish Ministry of Foreign Affairs and implemented by UNDP Ukraine builds upon the achievements of the previous Democratization and Human Rights Programme (2013–2016). It is a nation-scale 5-year initiative which runs from 1st April 2017 until 31st March 2022. The overall aim for CSDR is to enhance the institutional capacity of civil society actors in the region in the areas of democracy and human rights to strengthen their impact on the reform processes in the country through better coordination and networking and to contribute to more inclusive, democratic and rights-based governance.

For this purpose, the project strengthens capacities of the civil society organizations to promote democracy and foster participatory and result-driven Government-CSO dialogue at all levels in Ukraine. It also develops capacities of human rights actors to promote and defend human rights in Ukraine and enhances civic youth engagement and youth participation in decision-making at all levels.

CSDR is being implemented through three main components:

1. Strengthening CSOs as guardians of democracy and good governance;
2. Supporting human rights actors to promote and defend human rights in Ukraine;
3. Enhancing civic youth engagement and youth participation in decision-making at all levels.

Though CfP, CSDR would like to engage the members of the CSO hubs Network to promote and implement a response to COVID-19 that will provide support beyond the health sector, to both limit the spread of COVID-19 and to mitigate the potentially devastating impact it may have on vulnerable populations.

2. OBJECTIVES OF THE COMPETITION:

The aim of the competition is to support the activities of CSO hubs and their partners in **safeguarding human rights and protecting vulnerable groups in Ukraine** in the national crisis situation caused by the COVID-19 outbreak. The proposed activities within this competition should be based on the results of the online planning session, which was conducted on 10 April 2020, and correspond to at least one of the thematic priorities:

❖ **Human rights: awareness, monitoring and action**

Ensuring the protection and restoration of violated human rights related to the COVID-19 with a particular focus on vulnerable populations;

❖ **Civic education, participation in decision making, public control and cooperation with subnational authorities**

Strengthening the capacity of regional authorities/local governments to respond to the crisis by establishing the effective system in situations related to the COVID-19 response such as effective communication with the communities, provision of social and administrative services, local democracy tools.

❖ **Consolidation and coordination of civil society activities, volunteer initiatives, business and authorities**

Proposing effective ways of coordination of local initiatives in order to address social and human rights challenges related to COVID-19 outbreak at the subnational level in Ukraine.

Several CSO hubs’ projects may be selected for support through this call for proposals; each of them shall be administered by one of the CSO hubs and shall be developed and implemented by at least 3 CSO hubs,

members of the Network, for better result and higher impact. Representatives of each CSO participating in the project must have an active role throughout the project development and implementation to ensure the synergetic effect of the proposed activities.

The total budget of the competition is 45 000 USD.

The maximum timeframe for the project implementation is 6 months.

3. ELIGIBILITY CRITERIA

Organizations eligible to receive funding through this Call for Proposals must meet the following basic criteria:

- The application will be accepted from the CU "CSO hubs Network" or one of the members of the CSO hubs Network: NGO "Women's Perspectives" (Lviv); NGO "MART" (Chernihiv); CF "Centre for Civic Initiatives" (Perechyn, Zakarpattia oblast); NGO "Territory of Success" (Kropyvnytskyi); NGO "Tamarisk" (Dnipro); CF "Community Foundation "Zakhyst" (Kherson); NGO "Committee of Voters of Ukraine" (Rivne); NGO "Tochka dostupu" (Kramatorsk); NGO "Group of Influence" (Kyiv), CSO "Podil law liga" (Khmelnitskyi), CSO "Agency of economic development" (Voznesensk), CSO "Institute of Analysis and Advocacy" (Poltava), Vinnytsya regional CSO "Dzherelo nadiyi" (Vinnytsya), Volyn regional CSO "Volyn Law Institute" (Luts'k), CSO "Suchasnyi format" (Zhytomyr);
 - A formally registered civil society organization (as per the State Registry of Non-Governmental Organizations with 0036 and 0032 codes);
 - A minimum of 3 years of proven track-record in democratization or human rights, including developing and managing specific projects in those areas;
 - **Note – there are 16 organisations in the list, but up to 3 CSOs will be selected for the administration of the grants.**
- *Submission of a copy of the latest audit report to testify to the capacities for due financial management will be considered an asset.*

The parameters that will determine whether an NGO is eligible to be considered for funding by UNDP will be based on the Capacity Assessment Checklist CACHE (Annex 5).

4. BUDGET AND ALLOWED EXPENSES:

Eligible costs must:

- be necessary for carrying out project activities;
- comply with the principles of sound financial management, in particular value for and cost-effectiveness;
- be properly recorded, identifiable and verifiable, and backed by original supporting documents.

UNDP grant may only be used to cover the following costs:

- Staff salaries and expert fees;
- Purchase of consultative services provided that these are essential for project goals and objectives;
- Consumables and supplies, including minor personal protective equipment;
- Printing and copying;
- Utility services;
- Renting, catering and other services envisaged by the project activities;
- Travel costs (provided that travel complies with internal UNDP regulations and national quarantine and other restrictions).

The following costs are ineligible:

- Costs of project proposal preparation;
- Debts reconciliation;
- International travel;
- Reimbursement of expenses related to exchange rate fluctuations;
- Creation and registration of the organization;

- Direct fiscal support to state authorities;
- Political activity;
- Religious propaganda;
- Activities leading to direct or indirect discrimination of any social strata;
- Projects aimed at gaining profit from activities;
- Construction or repair work;
- Purchase of vehicles and / or luxury goods and related services;
- Purchase of goods for distribution in the form of humanitarian aid, gifts.

5. PROPOSAL SUBMISSION PROCEDURE:

Project proposals should be submitted in Ukrainian and sent by e-mail to the address: grants.ua@undp.org specifying in the subject line, the title of the competition **“Comprehensive response of the CSO hubs Network to the challenges caused by the COVID-19 pandemic in Ukraine”**.

All applications must arrive to UNDP no later than 23:59 on **27 April 2020**. Applications which come in after the indicated deadline shall not be considered.

Contact persons:

Oksana Kosenko, Civil Society Officer “Civil society for enhanced democracy and human rights in Ukraine”,
UNDP: oksana.kosenko@undp.org

6. SELECTION PROCESS

6.1. Assessment procedures

After the deadline for proposals has passed, UNDP specialists will check the proposals against the criteria. At this stage, UNDP can request additional information from the applicants at its own discretion.

To ensure full transparency and equity of the process, UNDP forms a Selection Committee (SC) that will appraise the proposals. SC is a temporary authorized body that is responsible for considering, selecting and recommending proposals for funding. The Selection Committee may decide to request additional independent expert opinion during the selection process.

6.2. Criteria for the assessment of proposals

The proposals shall be assessed by the SC in accordance to the following criteria:

- Quality and responsiveness of the project proposal to the broad themes highlighted in item 2 of this CFP;
- Demonstrated ability of the proposed team to cope with the scope of works described in the project proposal;
- Demonstrated human rights and gender considerations of the project;
- Quality of the proposed networks (including scope of partners proposed for implementation and already existing networks linked to the lead applicant).

7. REPORTING, MONITORING AND EVALUATION

7.1. Monitoring and evaluation, frameworks for project implementation

The Grantee is responsible for monitoring project implementation and evaluating its results. UNDP will monitor the project through Grantee reports, online consultations, site visits, meetings with project personnel and stakeholders, and participation in project events.

7.2. Reporting

The Grantee shall submit the following reports according to UNDP format:

- **Brief reports on demand** occasionally requested by UNDP CSDR in cases when information on Programme implementation is required in between reporting periods;
- A **Completion report**, including a summary of activities and results as well as financial report for total duration of an agreement.

“Comprehensive response of the CSO hubs Network to the challenges caused by the COVID-19 pandemic in Ukraine”

APPLICATION FORM

INFORMATION ABOUT APPLICANT ORGANIZATION

Organization's legal name	
Organization's legal status	
Year of registration	
State registration code (EDRPOU)	
Name of executive director	
Organization's legal address (postal code, oblast, city, street, building/office)	
Actual address (if different from above - postal code, oblast, city, street, building/office)	
Telephone (+380xxxx)	
Fax (+380xxxx)	
E-mail address of the executive director	
Web page:	

BRIEF INFORMATION ABOUT THE PROJECT MANAGER

Name of the project manager	
Contact phone number of the project manager (+380xxxx)	
E-mail address of the project manager	

BRIEF INFORMATION ABOUT THE PROJECT

Project title	
Expected project budget	
Expected co-funding from UNDP	
Proposed project duration	
Please list all CSO hubs in partnership with which this project application is submitted	

PROJECT PROPOSAL

Project title	
Project Summary (up to 200 words)	

<p>Please describe project's objectives, main activities, stakeholders and expected results</p>	
<p>General information about applicant organization (up to 200 words)</p> <p>1. Main areas of expertise – describe your organization's main competencies and specialization in the areas covered by the CfP. Describe your organization's mission.</p> <p>2. Describe main target audiences and partners of your organization.</p> <p>3. Explain what kind of in-house or outside experts your organization involves in its usual work.</p> <p>4. Provide a brief list of your organization's three current or latest projects in the areas covered by the CfP supported by international or local organizations and donors.</p> <p>5. Describe your organization's main assets: number of full-time staff, office space, and equipment.</p>	
<p>Project goal (up to 50 words)</p> <p>Describe your project's goal.</p>	
<p>Project objectives (up to 150 words)</p> <p>Describe your project's objectives.</p>	

<p>Project target audience (up to 350 words)</p> <p>Describe project's main target audience and other stakeholders, and how they will be engaged, based on the information provided in the CfP.</p>	
<p>Context / problem description (up to 200 words)</p> <p>Describe which problem you are aiming to solve by your project activity; why it is relevant for Ukraine; how the increased role of civil society will change the situation.</p>	
<p>Description of Project Activities (up to 500 words)</p> <p>Please refer to the activities as described in the <u><i>CFP Section 2.</i></u></p>	
<p>Explain why your organization is uniquely suited to deliver on the objectives of this project</p>	
<p>Why is your project innovative? (up to 100 words)</p>	
<p>Please define to the achievement of which Sustainable Development Goals your project contributes (choose maximum three in the order of priority)</p>	

<p>How does your project integrate gender approach? (up to 100 words)</p>	
<p>How does your project incorporate the human rights based approach? (up to 100 words)</p>	
<p>The interests of which vulnerable groups are directly taken into consideration by your project? (up to 100 words)</p>	
<p>The project work plan (up to 1000 words)</p> <p>Provide project's Work Plan according to the following format – major stages of work, their contents, period of implementation, implementors and planned results)</p>	<p>Please use annex 3</p>
<p>Monitoring and evaluation of the project (up to 500 words)</p> <p>Please define the planned results of your project according to the proposed format.</p>	<p>Please use annex 4</p>
<p>Future activities (up to 200 words)</p> <p>Describe how your organization will continue its efforts aimed at furthering the emergence of programmatic instruments to advance civil society</p>	

development after the project phase-out? (Sustainability)					
Risk analysis Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.	Risk	Risk rating* (High/Medium/ Low)	Mitigation measures		
Budget (up to 100 words) Provide project budget in UAH according to the following format (see below). Please divide the project activity expenses and administrative expenses and be advised that as a rule the project budget shall have no more than 10% of the funds allocated to administrative expenditures. If it is not the case, please justify larger expenses through a 1/3 page description*	General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	TOTAL
	Personnel				
	Transportation				
	Premises				
	Training/Seminar/ Workshops, etc. /				
	Contracts (e.g., Audit) /				
	Equipment/Furniture (Specify)				
	Other [Specify]				
	Miscellaneous				
	TOTAL				
	Please use the Annex 2				
Project personnel (list of the members of project team, brief description of their major functional duties – up to 500 words)					
Checklist	The proposal package must consist of: 1. The filled out Application form (filled out on a computer as Microsoft Word file); 2. Copy of the Statute of the applicant organization (PDF); 3. Copy of State registration certificate (PDF); 4. Banking details (PDF); 5. CVs of proposed specialists for project implementation (Microsoft Word or PDF).				

Budget categories and lines	Number of units	Unit cost (UAH)	At the UNDP grant cost (UAH)	Cost-sharing funds (UAH)	TOTAL AMOUNT (UAH)
1	3	4	5	6	7
<i>1. Personnel cost (including all taxes and charges)*</i>					
Total for article 1.					
<i>2. Direct expenses</i>					
Total for article 2.					
<i>3. Printing, copying *</i>					
Total for article 3.					
<i>4. Travel, business trips, transportation cost</i>					
Total for article 4.					
<i>5. Equipment</i>					
Total for article 5.					
<i>6. Administrative expenses</i>					

Total for article 6.					
7. Other expenses					
Total for article 7.					
Total project budget					

PLANNED ACTIVITIES	Timeline				Planned Budget for the Activity (in USD)
	T1	T2	T3	T4	
1.1 Activity					\$
1.2 Activity					\$
1.3 Activity					\$
Total					\$

1. State what activities will be completed with the grant Funds. Use as many activity lines as necessary
2. Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, every 6 months, annually) Use as many time periods as necessary.
3. Indicate the budget amounts in the grant currency.

PERFORMANCE TARGETS

INDICATOR(S)	DATA SOURCE /	BASELINE	MILESTONES	
			Period 1	FINAL TARGETS
1.1				
1.2				

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

Capacity Assessment Checklist (CACHE) For CSO/NGO

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	1. Who are the CSO/NGO's key donors? 2. How much percentage share was contributed by each donor during the last 2 years? 3. How many projects has each donor funded since the CSO/NGO's inception? 4. How much cumulative financial contribution was provided for each project by each donor? 5. How is the CSO/NGO's management cost funded?	
2. Audit	1. Did the CSO/NGO have an audit within the last two years? 2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.	
3. Leadership and Governance Capacities	1. What is the structure of the CSO/NGO's governing body? Please provide Organigramme. 2. Does the CSO/NGO have a formal oversight mechanism in place? 3. Does the CSO/NGO have formally established internal procedures in the area of: <ul style="list-style-type: none"> • Project Planning and Budgeting • Financial Management and Internal Control Framework • Procurement • Human Resources • Reporting • Monitoring and Evaluation • Asset and Inventory Management • Other 4. What is the CSO/NGO's mechanism for handling legal affairs? 5. Ability to work (prepare proposals) and report in English	
4. Personnel Capacities	1. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff. 2. Which positions in the CSO/NGO lead the areas of project management,	

	finance, procurement, and human resources? Please provide CVs of these staff.	
5. Infrastructure and Equipment Capacities	<p>1. Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.)</p> <p>2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials?</p>	
6. Quality Assurance	<p>Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding:</p> <ul style="list-style-type: none"> • Delivery compared to original planning • Expenditure compared to budget • Timeliness of implementation • Timeliness and quality of reports • Quality of Results 	