



## 1. BACKGROUND AND RATIONALE

True environmental stewardship starts at the level of our home and neighbourhood. Often **unclean streets and neighbourhoods** across settlements in Bosnia and Herzegovina affect quality of life and health of communities. In many cases, “uncleanness”, goes beyond litter on the streets or in green areas. It also relates to very high levels of waste production at the household level and in neighbourhood shops or businesses, which, without waste recycling or re-using practices in place, or behavioural incentives to reduce waste production in the first place, result in unclean and polluted living environment at the grass-roots level. Even when enabled, recycling rates remain low (less than 2% of entire waste generation in the country is recycled) and the general perception of waste remains detached from utilising its potential as a resource. Capacities to provide basic services in the waste management sector, such as waste collection, transport and sanitation, are not yet fully developed in the country, and the effects of these system failures are most heavily felt at the grassroots level across communities in Bosnia and Herzegovina.

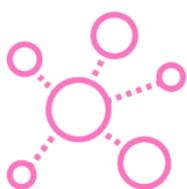


Many communities around the world are working to reduce waste, even become “**zero waste communities**” – re-thinking and changing the whole system of the way we use or dispose of resources themselves. Waste management plays an important role in this concept. As many people are familiar with the notions of “reduce, reuse, recycle”, the attention is often skipping to recycling or clean-ups only. Reducing the amount of waste produced overall – whether trash, food, even recycled waste – will make the most

impact for the planet.

## 2. A PORTFOLIO OF EXPERIMENTS TO SUPPORT CLEAN COMMUNITIES

Ensuring sustainable future in clean and zero-waste communities takes a system change (policies, infrastructure, behaviours, etc.), which can be first tested at the micro-level: i.e. neighbourhoods.



Inspired to stimulate such grass-root innovative approaches that will offer multiangle insights towards a more systemic approach to addressing this issue, the [UNDP Accelerator Lab](#) in Bosnia and Herzegovina, **is inviting innovative proposals from interested neighbourhoods or community facilitators on how to make communities in Bosnia and Herzegovina cleaner and reduce waste.**

This will help UNDP select and facilitate the implementation of a portfolio of diverse, community-driven and place-based initiatives that not only introduce recycling, cleaning and composting within communities, but also raise awareness on waste reduction, alter local lifestyles and mindsets regarding how we create, consume and dispose of waste, and inspire potential policy changes related to waste management at the local level. Such initiatives can be a powerful source of inspiration for future system efforts towards zero-waste society, as well as contribute to the implementation of the [Sustainable Development Goals](#) through localised actions. Building on the rising grassroots environmental activism in the country, UNDP aims to encourage a braver approach to regaining ownership of the community space and making it a healthier, cleaner living environment. Reimagining management and use of the community space by the community itself (including not only residents but local businesses, communal services or the public sector) and taking active action to revive and clean up a certain community zone in

different, locally appropriate ways is an initial step in creating a portfolio of applicable solutions to address the rising waste issue in Bosnia and Herzegovina. These solutions will also inform the UNDP Accelerator Lab's future experimentation in this field.

### 3. OBJECTIVE OF THE INNOVATION CHALLENGE

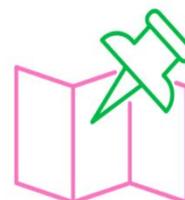


The objective of the Innovation Challenge is to **identify and support innovative community-driven and collaborative initiatives that test blueprint waste management approaches within a selected community zone and thus help transform it into a clean, green area, which is sustainably kept as such through community and business ownership.**

Therefore, the Innovation Challenge seeks to receive proposals that offer new and untraditional solutions (beyond traditional single waste-cleaning campaigns) and behavioural nudges for increased community participation in waste reduction and perception that have potential to transform the neighbourhoods into more sustainable and zero-waste communities in the future.

### 4. THE PILOT AREA

The proposals should be related to a concrete area within an urban or a suburban community – i.e. **a street or a small neighbourhood**, which will be entirely covered by the pilot initiative. The pilot zone **should not exceed 2 km<sup>2</sup>**. For the sake of receiving diverse and multi-angle proposals, we encourage selection of micro zones which have a mixture of private households (houses or residential buildings), small businesses (shops, crafts, restaurants, etc.), public institutions (schools, kindergartens, local government/local community offices, museums, etc.) within the territory.



### 5. WHO CAN APPLY?

Proposals can be submitted by:

- non-governmental organisations (grass-root organizations, civil society organizations, citizen associations, local development agencies, innovation centers, etc.) registered in Bosnia and Herzegovina
- local communities (*mjesne zajednice*) in Bosnia and Herzegovina.
- The role of applicants in the proposal is that of a community facilitator. Applicants can submit applications independently, but establishing partnerships is highly encouraged. . Please note that the applying legal entity needs to have an organisational bank account. For the applicants (mainly MZs) that do not have bank accounts in their name, it is encouraged to seek for partnership organisations that can receive the project funds. The below-listed stakeholders can be considered as partners in the project: private sector (companies, start-ups, shops, etc.);
- public and private educational and cultural institutions (elementary and secondary schools, libraries, etc.);
- local government utility companies;

- behavioural scientists;
- informal citizens' groups;
- "unusual" individual stakeholders or community "influencers";
- Media;
- non-governmental organisations other than the applying one;
- mjesne zajednice, other than the applying one.

## 6. INNOVATION CHALLENGE PRIORITY AREAS FOR THE PROPOSALS

Sustainable waste management extends beyond the traditional disposal of waste to landfill, and includes reducing, reusing, and recycling. In the 21<sup>st</sup> century, disposal of waste to landfill has become a solution of last resort, with a sufficient number of waste and resource recovery operators and facilities undertaking a variety of the waste and resource recovery activities. To achieve changes in the waste management practices that are acceptable to local communities, create new practices, and align with sustainable waste management strategies, it is also necessary to understand community perceptions about waste and its management. An understanding of community expectations and perceptions regarding the waste and resource recovery sector is important to underpin community support, cooperation and collaboration to manage and reduce waste and support sustainability of any other waste related action.

The Clean Neighbourhood Innovation Challenge invites proposals that combine transformative actions from at least two of the three areas below:

- **Area I: reduce waste**
- **Area II: reuse waste**
- **Area III: recycle waste**

Area	Food for inspiration (possible actions – but not limited to...)
<p style="text-align: center;"><b>REDUCE WASTE</b></p>	<ul style="list-style-type: none"> <li>- Behavioural nudges and competition for waste / littering reduction solutions in businesses, institutions, households and community spaces</li> <li>- Piloting <a href="#">collective intelligence approaches</a></li> <li>- Developing solutions to measure waste generation in the pilot zone</li> <li>- Joint community clean-up campaigns followed by regular upkeep of the area cleanliness;</li> <li>- Awareness campaigns to reduce the amount of items we buy as a means to reduce waste (including food waste) and consumption</li> <li>- Pilot shops for renting clothing for special occasions which are wearable only once; or for renting tools etc.</li> </ul>

	<ul style="list-style-type: none"> <li>- Pilot community gardens or other new community spaces that enable zero waste lifestyle,</li> <li>- Map the organic materials available in the area (town, settlement) and prepare a list of items that can be converted from “non-organic” to “organic” to reduce the amount of non-degradable waste in the area,</li> <li>- Organise learning and training sessions on the zero-waste concept, intergenerational learning and activism,</li> <li>- Organise interactive awareness-raising campaigns to use reusable versus single-use items</li> <li>- Invocation of the influence of cultural norms as a nudge for an improved waste management behavior</li> </ul>
<p style="text-align: center;"><b>REUSE WASTE</b></p>	<ul style="list-style-type: none"> <li>- Reuse of old products (sharing or upcycling practices for clothes, shoes, tools, furniture, crafts, etc.)</li> <li>- Community sharing schemes (tools, vehicles and bicycles gardening utilities, baby equipment – be creative!)</li> <li>- Support small-scale new businesses based on the idea of reuse and upcycling of materials</li> <li>- Initiate community innovation challenges/ideathons for most creative reuse of waste/old products</li> <li>- Stimulate cultural events and community and school events with second-hand costumes and community fairs for exchange of used items;</li> <li>- Introduce initiatives that support re-purposing of products for extended life</li> <li>- Support single-use plastic-free homes, businesses and institutions</li> <li>- Initiate or advocate for the switch to e-billing and e-payment of public services</li> <li>- Start a “zero-waste” action group in your community</li> </ul>
<p style="text-align: center;"><b>RECYCLE WASTE</b></p>	<ul style="list-style-type: none"> <li>- Pilot recycling of electronics or other special types of waste</li> <li>- Support behavioural nudges, gamified solutions or community competition for separate waste collection in households, businesses or public spaces</li> <li>- Introduce community composting</li> <li>- Improve or introduce local recycling infrastructure or facilities</li> <li>- Organise circular economy learning sessions for local businesses, marketplaces etc.</li> <li>- Foster an improved relationship between communities, authorities, businesses and public utilities in establishing</li> </ul>

	<p>collaborative action for managing and reducing waste effectively.</p> <ul style="list-style-type: none"> <li>- Active community involvement in decision making about waste management in their communities</li> </ul>
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## 7. What initiatives are we looking for?

Your proposal must lead to the **establishment of one or more clean community zones** in six months, substantiated with clear data and emerging changed behaviors of the community related to waste management. The following key principles should be taken into account when designing the proposal:

1. The overall waste output after completion of the initiative **should be measurably lower** than before its start. It will be achieved through the combination of good practices in waste management based on the “reduce, reuse and recycle” notion.
2. The initiative should engage all or almost all stakeholders of the selected pilot community zone.
3. The initiative should have an experimental element to it. We encourage experimentation with new approaches, creative solutions, and brave trials.
4. The result of the intervention ought not to be short term or unsustainable. Community ownership of the intervention and its results is an imperative.

## 8. FINANCIAL DETAILS

Financing from UNDP per initiative cannot exceed **BAM 10,000 (VAT excluded)**.

Co-financing by applicants is not mandatory. However, if provided, co-financing will be positively evaluated. UNDP will award up to 5 initiatives.

The budget can cover the costs along the lines of the following: small-scale equipment or infrastructure, experts, workshops, media costs, small items, etc. The list of ineligible costs is given in the section 13 below.

## 9. DURATION OF THE INITIATIVES

The duration of each initiative should not exceed **6 months**.

## 10. ELIGIBILITY AND SELECTION CRITERIA

### **Eligibility criteria**

In order to be considered eligible under this Innovation Challenge, a proposal must meet **all of the following criteria**:

- The proposal envisages actions **from at least two of the three priority areas**: reduce waste, reuse waste, recycle waste,
- The proposal **engages residents** in the design, testing, and implementation of the initiative in the pilot area;

- The project can be implemented within **6 months**.
- The expected **funding from UNDP does not exceed BAM 10,000 (VAT excluded)**.

Any application which does not meet all eligibility criteria will not be considered for support. Therefore, all applicants are advised to carefully review their ideas against each of these criteria and make sure the proposal meets all of them.

### **Evaluation criteria**

Each proposal which passed the eligibility check will be evaluated based on the following criteria:

- the proposal is innovative and has a **“game-changing” potential and lowers the overall amount of the waste generated at the location;**
- the proposal offers interesting, original and **effective solutions/approaches for the locality;**
- the proposal envisages dedicated activities which focus on **behavioural change**.

### **Additional criteria**

Additional evaluation points will be awarded to proposals that:

- demonstrate **multi-sector, interdisciplinary partnerships;**
- envisage **co-financing** (own or from third parties).

In addition, all proposals will be evaluated for their logic and feasibility, sustainability, scalability and budget, as described section 13 below.

## **11. APPLICATION FORM AND ACCOMPANYING DOCUMENTS**

Applications will be submitted via an online form, as UNDP encourages paper-less procedure.

Please access the application form here: <https://www.surveymonkey.com/r/otpad>

The electronic submission will comprise the following set of **mandatory documents**:

- electronic application form (filled in on-line); to which the following documentation will need to be attached to (within the application form):
  - a.1 For NGOs: registration evidence (*scanned copy of the original that is submitted electronically with the application*);
  - a.2 For mjesne zajednice: a proof of the formal status (issued by the municipality, or a different document such as the MZ statute etc)
- b. budget template, submitted as a PDF document with the application
- c. letter of intention to ensure co-financing (if relevant) (*indicating the exact amount, the source and signed by an authorised representative of the applicant – also submitted electronically with the application*).

Each of the above documents should be in local language or in English.

## **12. APPLICATION DEADLINE**

The deadline for submission of applications is **17 December 2020 at 10:00**.

### 13. WHAT WE DON'T FUND

Applicants should note that the following **types of costs cannot be included in the proposal budget:**

- Costs to purchase land or property;
- Costs for salaries of the project (e.g. project officer, project manager, project assistant);
- Financial loans or credits;
- Costs to cover utilities or office space/rent;
- Costs that have been incurred before signing of the agreement under this Challenge;
- International travel costs.

Projects' budgets that have some of the above-listed ineligible costs **will not be considered for evaluation and support under the Innovation Challenge.**

### 14. EVALUATION OF APPLICATIONS

The evaluation will be performed by UNDP members. The evaluation process is open and transparent, based on the steps described below.

#### **Step 1 - Administrative and eligibility check: 18 December 2020**

The eligibility check will be performed by a team comprising representatives from UNDP. They will verify that proposals meet the following minimum requirements:

- The proposal is submitted on time;
- The proposal contains all required documents;**Error! Reference source not found.**
- The applicant meets all eligibility criteria.

All proposals that meet all the above criteria will automatically proceed to the next phase.

#### **Step 2 - Technical evaluation: 21 December 2020**

The evaluation committee will review all proposals and prepare a ranking list of proposals. The quality evaluation will be conducted based on a scoring grid using a 0-1-2-3-4-5 scale, as presented below.

<b>RELEVANCE OF THE PROPOSAL</b>	<b>Maximum points</b>
	<b>15 points</b>
The proposal is innovative and has a <b>"game-changing" potential</b>	YES: 5 points To some extent: 3 points NO: 0 points

The proposal offers interesting, original and <b>efficient solutions/approaches for the locality and lowers the overall waste generation</b>	YES: 5 points To some extent: 3 points NO: 0 points
The proposal envisages dedicated activities which focus on <b>behavioural change</b>	YES: 5 points To some extent: 3 points NO: 0 points
<b>LOGIC AND FEASIBILITY OF THE PROPOSAL</b>	<b>10 points</b>
The proposal is <b>clearly presented</b>	YES: 5 points To some extent: 3 points NO: 0 points
The set <b>results are measurable</b> and quantified/qualified through adequate indicators and data sources	YES: 5 points To some extent: 3 points NO: 0 points
<b>SUSTAINABILITY AND SCALABILITY</b>	<b>5 points</b>
The proposal has a <b>scaling up potential</b>	YES: 5 points To some extent: 3 points NO: 0 points
<b>BUDGET</b>	<b>5 points</b>
The <b>budget is realistic</b> , clear and linked to the planned activities.	YES: 5 points To some extent: 3 points NO: 0 points
<b>ADDITIONAL CRITERIA</b>	<b>10 points</b> <b>("YES" or "NO" only)</b>
The proposal envisages multi-sector, <b>interdisciplinary partnerships</b>	YES: 5 points NO: 0 points
Envisage co-financing (own or from third parties).	YES: 5 points NO: 0 points
<b>TOTAL MAXIMUM SCORE</b>	<b>55 points</b>

Applicants are encouraged to conduct a mock-evaluation of their applications based on the evaluation grid above, to assess the quality of their proposals before submitting.

Only applications that receive **40 points and more** will be considered for financing.

After evaluation of all applications, the evaluation commission will prepare a ranking list. All proposals that pass the quality evaluation phase will be eligible for support by UNDP. The Innovation Challenge will finance the highest-ranking projects from the final rank list based on the total budget availability (BAM 50,000).

All applicants will be informed about the outcome of the evaluation process, while the results will be publicly announced at the [UNDP website](#).

## 15. QUESTIONS AND INFORMATION

Need more information or have specific questions? Please send them at [registry.ba@undp.org](mailto:registry.ba@undp.org), with a subject "Accelerator Lab: Clean Neighbourhood Innovation Challenge". Questions can be submitted in English or local language until 15 December.

## 16. INTELLECTUAL RIGHTS

Based on the [UNDP Innovation Challenge policy](#), the intellectual property rights of solicited ideas, processes and/or solutions **remain with UNDP**. The solution shall be made public and open exchanges, collaborative participation and community development following the challenge shall be encouraged. This aims to ensure that:

- innovations that are of significant interest and benefits to the public actually becomes "public goods or services" and may be made accessible (and not "locked" within a company/individual);
- that there will be no monopoly control over the solution; and
- that they will not be priced outside of the beneficiaries' ability to pay.

If the innovative ideas selected by UNDP are adopted and replicated by UNDP or any of UNDP partners in various UNDP-supported programmes/projects, the source of the innovative idea must not and cannot expect to be the sole source of all business activities arising from such adoption of the innovation. Where necessary, and where marketable technologies are involved, UNDP may provide perpetual license to the source of the innovative idea, but UNDP shall not be precluded from granting the same license to other entities.

## 17. CONTRACT TYPE

Successful applicants will sign a [standard Agreement between UNDP and third parties under the Innovation Challenge](#).