



## UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)

### PROJECT: GOVERNANCE FOR RESILIENT DEVELOPMENT IN THE PACIFIC (GOV4RES) PROJECT

#### UNDP GOV4RES – COMMUNITY RESILIENCE SMALL GRANTS INITIATIVE – 2021

#### CALL FOR PROJECT CONCEPT PAPERS

### Introduction

The UNDP Gov4Res Project Community Resilience Small Grants Initiative will provide funding and technical support to for the design and implementation of resilient community projects.

### Background

Communities in the Pacific are working together to develop and provide a better life for their people. While much progress has been made, these communities still face considerable economic and social development challenges. These challenges are further exacerbated by the impacts of climate change and disasters, setting back years of development gains. Sustainability of development can be enhanced if risks from climate change and disasters are addressed and gender and social inclusion needs are considered. Investment is needed to ensure that development is more sustainable by systematically considering risks and ensuring that the voices of diverse groups are heard in all development decision making. This is called risk informed development.

With funding support from the Australian Government’s Department of Foreign Affairs and Trade (DFAT), the Korea International Cooperation Agency (KOICA), the New Zealand’s Ministry of Foreign Affairs and Trade (MFAT), and the Swedish International Development Cooperation Agency (SIDA); UNDP is implementing the Gov4Res Project which works with countries across the Pacific region to risk-inform development. The three main Outcomes of this project are: 1) ensuring government planning and financing systems enable gender and socially inclusive risk-informed development; 2) country oversight and accountability systems require gender and socially inclusive risk-informed development; and 3) regional organisations, policies and practices are actively supporting gender and socially inclusive risk-informed development.

### Purpose of the Initiative

The primary purpose of the Small Grants initiative is to fund community development projects that have a high development impact and are aligned to government priorities. An integral component of this initiative is the integration of risks to ensure that projects address climate and disaster risks and have gender and social inclusion considerations at their core. This is in line with UNDP’s Low Value Grants modality, which aims to strengthen institutional capacities, support community-based initiatives and support CSOs/NGOs involved in addressing climate change actions and gender equality activities.

Collaboration with local and subnational government in the identification, design and delivery of projects will be strongly encouraged, for instance identification of projects through formal government planning processes. This way, the community can work closely with sub-national and/or local government to ensure solutions and best practices can be replicated and scaled in other communities. Applicants are encouraged to demonstrate that the priorities being addressed have

come through the local/sub-national development planning process and that diverse groups within communities contributed their expertise to identifying these priorities. The Small Grant Initiative is open to seven countries in the Pacific in this round with more countries in subsequent calls. Eligible countries to apply includes: Fiji, Kiribati, Republic of the Marshall Islands, Solomon Islands, Tonga, Tuvalu and Vanuatu.

## Areas of Intervention

Funds will be allocated to applicants whose projects address one or more of the priorities explained below (in addition to meeting quality criteria and other conditions):



**Promoting resilience in agriculture and food security projects** – includes projects that address livelihood priorities and projects that will diversify sources of income for communities. Projects will need to show that potential climate change and disaster risks have been identified and managed as part of their design, that they benefit needs and promote participation of diverse members of communities and that they are not exacerbating risks in communities. For example, ensuring that farms are not located in a floodplain, using resilient cropping techniques, irrigation systems or climate resilient seeds.



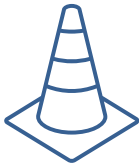
**Promoting resilience in community water resource management projects** – in many communities, access to safe and clean water is a priority. Projects will have to present water solutions that would benefit the community, and the needs and priorities of diverse groups within communities. Projects will need to show that potential climate change and disaster risks have been identified and managed as part of their design, that they benefit needs and promote participation of diverse members of communities and that they are not exacerbating risks in communities. This may include consideration of the location of the water-infrastructure, the materials used to construct, or ensuring that the project is maintained and sustainable.



**Promoting resilience in public-health and sanitation projects** – includes community projects that enhance hygiene and sanitation solutions in communities. Projects will need to show that potential climate change and disaster risks have been identified and managed as part of their design, that they benefit needs and promote participation of diverse members of communities and that they are not exacerbating risks in communities. This may include consideration of the location of the infrastructure, the materials used to construct, or ensuring that the project is maintained and sustainable.



**Promoting resilience in community energy projects** – includes projects that enhance access to efficient and sustainable energy. Projects will need to show that potential climate change and disaster risks have been identified and managed as part of their design, that they benefit needs and promote participation of diverse members of communities and that they are not exacerbating risks in communities. This can include the energy source, the materials used to construct, or ensuring that the project is maintained and sustainable.



**Promoting resilience in small-scale infrastructure projects** – includes community projects that contribute to equitable social and economic development of the community. These may include projects that enhance access to education for marginalised groups, that enhance community access, or other priority needs. Projects will need to show that potential climate change and disaster risks have been identified and managed as part of their design, that they benefit needs and promote participation of diverse members of communities and that they are not exacerbating risks in communities. This may include consideration of the location of the water-infrastructure, the materials used to construct, or ensuring that the project is maintained and sustainable.

The Project Concepts should clearly demonstrate the overall objective of the project, how it will be delivered and who it will impact. Particular attention will be paid to the sustainability of proposed activities. Central to all the submissions is the articulation of an inclusive and participatory process that promotes gender equality and is socially inclusive. Applicants who demonstrate opportunities for supporting the leadership of women, youth, people with disabilities leadership throughout the design and implementation process will be viewed favourably.

Applicants are to state their contributions (either in labour, materials, partnerships or cash) to enhance the projects impacts to the community.

### Who Can Apply?

- Registered CSOs and NGOs in the Pacific region that are either involved in community development in one or more of the areas of interventions or are interested in integrating this approach into their existing development/community programmes.
- Community Based Organisations (for example: youth groups, women’s groups, disabled persons organisations, religious groups, as well as social enterprises) that are involved in community development, are encouraged to apply with a letter of support from local/subnational government partner or registered CSOs and NGOs
- Consortia of CSO/NGO/CBO are also encouraged to apply (for example: registered CSO/NGO can partner with a CBO where the impact is more sustained).
- Applicants are encouraged to submit their letters of partnership with local/subnational government stakeholders, CSO/NGO partners, government gender machinery and government agencies responsible for climate change and disaster risk management. Selected applicants might be required to submit support letters from partner public agencies. Land access/ title rights may also need to be submitted where applicable.

### How much?

The Community Resilience Small Grants Incubator offers grants from **USD5,000 to a maximum of USD30,000 per project** depending on criteria of selection, management arrangements in place and experience of applicants.

### How to Apply?

1. Fill out the 3-page **Grant Project Concept Paper** (Annex B) and **Project Budget Details** (Annex C). Please note that there will be information sessions organized for those that would like to know more information about the call.
2. Include the **CVs of lead implementing staff**
3. Please send 1 & 2 above electronically in one file (pdf format) signed and scanned to the following email: [grants.gov4res@undp.org](mailto:grants.gov4res@undp.org) **before 16<sup>th</sup> September**. If additional clarifications required, questions can be sent to the same email address indicated above. Answers to questions will be provided within two working days, and will be posted for the benefit of all applicants.

## Deadline for Applications

Deadline for applications is **16<sup>th</sup> September 2021, 17:30 hrs Fiji time**. Applications received after the deadline will not be considered. Details of timelines and application process can be found in Annex A to this document.

## ANNEX A – Additional Resources and Information

### Funding details

The Community Resilience Small Grants Incubator offers grants from **USD5,000 to a maximum of USD30,000 per project** depending on criteria of selection, management arrangements in place and experience of applicants. Project concepts with the project staff salary costs exceeding 20% of the total budget will be disqualified without further consideration. Co-funding and in-kind contributions are strongly encouraged. Organisations are encouraged to submit more than project application where applicable.

See table below for the category of funding, expected duration, the range of funding applicable and the expected recipient grantees.

**Table 2. Modalities and categories**

| Category | Duration      | Indicative range (USD) | Expected recipient grantees   |
|----------|---------------|------------------------|---|
| A        | 12 months     | \$20,000 - \$30,000    | Previous granting experience with UNDP, other development partners or donors. Applicants to have experience and technical capacity with implementing proposed community development initiative. Applicants must be nationally registered and/or an incorporated CSO or NGO. Consortia of registered CSO/NGO and CBO can also be considered.   |
| B        | 8 - 12 months | \$10,000 - \$20,000    | Grantees do not need previous granting experience with UNDP, other development partners or donors. Preferred experience and technical capacity with implementing proposed community development initiative. B grants will be used as an opportunity to trial a new partnership and to establish a relationship with the UNDP. Applicants must be nationally registered and/or an incorporated CSO or NGO. Consortia of registered CSO/NGO and CBO can also be considered. |
| C        | 6- 12 months  | \$5,000 - \$10,000     | Grantees can be small, emergent, and rurally based organisations who have not previously had experience with UNDP, or other development partners or donors. Grantees without registration will be considered on a case by case basis by the Grants Selection Committee in line with broader due diligence processes.  |

### Ineligible activities

- Support to scholarships family assistance payments
- Religious or political activities, i.e. grantees must adopt non-religious<sup>1</sup> and non-political<sup>2</sup> neutral approach

<sup>1</sup> Religious activities include the non-development related outreach and/or subsidization of these activities

<sup>2</sup> Political activities include direct or indirect interventions in electoral or party based political activities such as election campaigns, elections processes, supporting or opposing a political candidate during elections and contributions to a political party or individual candidate's fund (even if independent)

- Fundraising, donations or prizes
- Repayments of loans or bank overdrafts
- Expenses which have already been paid for (retroactive funding)
- Purchase of assets, unless specified in the call for project concepts or demonstrated to be an essential for the success of the activity
- Activities which are contrary to the interests of UNDP
- Activities that have significant component of professional salaries

## Application timeline

Deadline for applications is **16<sup>th</sup> September 2021, 5:30pm Fiji time**. Applications received after the deadline will not be considered. Below please find the schedule and timelines for the application process.

| Schedule   | Timelines*  |
|--|---|
| Call for Project Concept Papers Open                       | 20 <sup>th</sup> August 2021                              |
| Online information session                                 | 27 <sup>th</sup> August 2021                              |
| Deadline for applications                                  | 16 <sup>th</sup> September 2021                           |
| Shortlisted applicants invited to discuss project concepts | 23 <sup>rd</sup> September – 6 <sup>th</sup> October 2021 |
| Full proposals due for GSC review                          | 18 <sup>th</sup> October 2021                             |
| Grant Awards   | 25 <sup>th</sup> October 2021                             |
| Onboarding meetings  | November 2021   |
| Implementation begins                                      | November 2021   |

\* If there are any change in timelines, applicants will be notified accordingly.

## Project Implementation Timeframe

Implementation period for approved projects will be between eight (8) to twelve (12) months, depending on the size and scope of the community project, this shall be, counted from the date of the contract signature to the date when all relevant activities have been successfully completed.

## Application and Selection Process

Decisions on awarding Small gGants are made by a Grant Selection Committee (GSC). The GSC will be comprised of the representatives of relevant UNDP representatives and other experts engaged for this process. Attention will be paid to ensure there is diverse representation on the committee.

### Shortlisting Stage

An assessment of Project Concepts received will be undertaken by the Gov4Res Project team and Country Working Groups using the Annex B template and report provided to the GSC. The GSC then scores the Project Concepts against the criteria for selection. The scores give direction to the GSC on determining whether the project is: Approved, Not Approved, or Under Consideration.

- Approved: Project Concepts approved will be invited to meet, discuss and submit full proposals. Necessary support will be provided by the Gov4Res team where needed.
- Not Approved: The Gov4Res Project team will notify applicants whose submissions were not approved to provide feedback.

- Under Consideration: Project Concepts will be returned with queries or issues for clarification. In some cases, applicants may be invited to undertake minor revisions that may lead to the invitation to submit a full proposal.

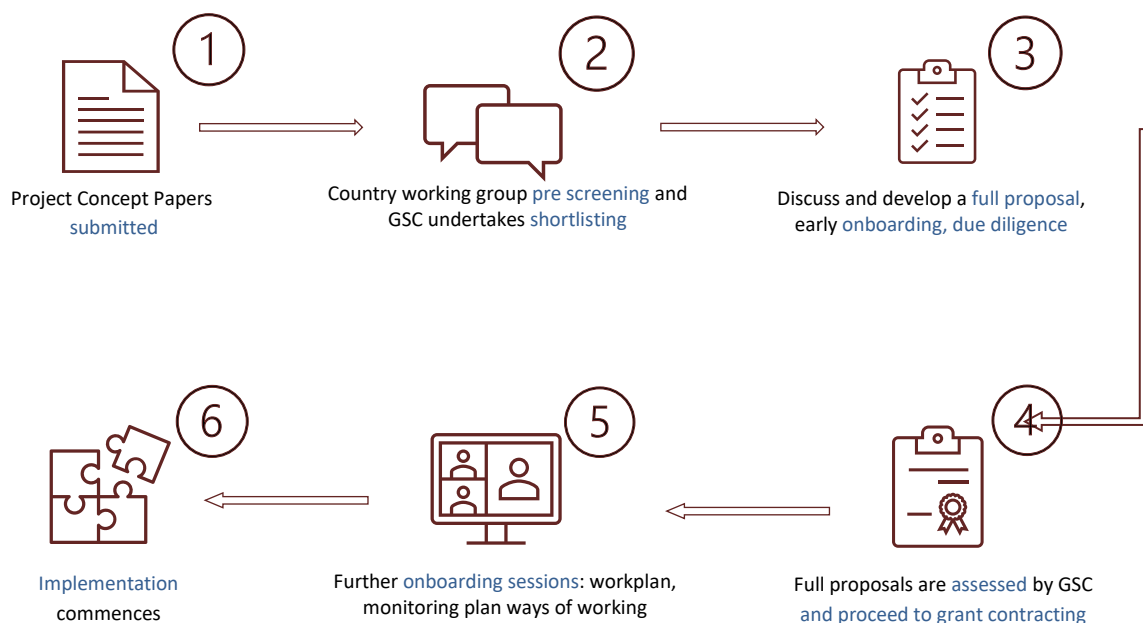
Proposal stage

The GSC scores each proposal against the criteria for selection. Each proposal is given a total score by the GSC. These scores then provide direction to the GSC on determining whether the project is: Successful or Unsuccessful.

- Successful: For proposals that have been approved by the GSC, the Gov4Res team will liaise with the grantee to address any specific feedback and recommendations from the GSC. The Gov4Res team then prepare a grant agreement and plan any relevant capacity development. During the preparation of the grant agreement, the Gov4Res team will conduct a review of the governance and financial management systems, undertake a Due diligence check and begin other capacity development assessments to inform future support as needed.
- Unsuccessful: The Gov4Res team will notify applicants whose submissions were not successful to provide feedback.

After the grants are issued and before the first tranche is disbursed, there will be onboarding sessions held to discuss the workplan and monitoring plan and agree on ways of working. Implementation commences after the onboarding process is completed.

**Figure 2. Process flow for application process**



**Note:** Successful applications will be prioritised based on overall merits (scores) of the project concepts. If the total cost of awards for successful applications exceeds the overall budgeted amount, GSC will award small grants according to the total score for each application, starting with the highest scored application, until the available budget has been fully committed. However, if there will still be a number of eligible applications for which small grants cannot be awarded due to the insufficient funds available, these non-funded applications will, upon the consent of the GSC, be placed on a reserve list, in descending order of their scores. In the cases where applications

awarded small grants have subsequently been withdrawn or found non-compliant, applications will be replaced from the reserve list in order of their respective scores for funding.

## Implementing community projects in COVID 19 context

During the shortlisting process, selected candidates will be required to document their operating and implementation procedures in the COVID 19 restriction context. This includes ensuring a participatory and inclusive process is undertaken in the design and implementation of the community project. Also ensuring that national guidelines and protocols are adhered during this COVID context.

### Applications will be disqualified and will not be further considered, if they:

- Do not comply with priorities or instructions provided in this announcement.
- Are not consistent with the relevant policy documents of UNDP and Gov4Res Project.
- Contradict principles of non-discrimination and gender equality.

## Selection Criteria and Scoring

Proposed projects will be selected based on the criteria outlined in the table 2 below.

**Table 2. Selection Criteria and Scoring**

|       | Selection Criteria  | Score          |
|-------|---|----------------|
| 1     | The project concept clearly demonstrates that the community project supports development objectives of the community and that It is aligned and linked with sector or subnational development priorities. | Max. 15 points |
| 2     | The project concept is able to articulate climate change and disaster risks that might impact the community project   | Max 25 points  |
| 3     | The project concept ensures participation of diverse groups in a community and advancement of gender equality and encourages inclusion and leadership of marginalized groups                              | Max 20 points  |
| 4     | The project collaborates with subnational government partners and national CSO/NGO umbrella organisations working on development initiatives at the community level                                       | Max 20 points  |
| 5     | The project is efficient and sustainable, building on existing activities and partnerships or part of a long-term plan for the community  | Max. 10 points |
| 6     | The project budget is relevant (limit of maximum 20% of total budget to be allocated to human resource cost)  | Max. 10 points |
| TOTAL |   | 100 Points     |

Small grants will be awarded in accordance with the nature and relevance of the project. The payment schedule will be agreed before signing the contract.

**IMPORTANT:** You will be notified by email no later than three working days after we have successfully received your application. If you do not hear from us within this timeframe, please, contact us during the next two days and request a confirmation of receipt of email. Otherwise, UNDP will not be responsible for any potential problems in terms of considering the application.

## Annex B: Gov4Res Community Resilience Small Grants Project Concept Paper Submission Form



| 1. Information about Organization (s)  |  |
|--|--|
| Name of Organization(s) and Abbreviation   |  |
| Registration Date of Organization(s) (dd/mm/yy)  |  |
| Name of contact person in organization(s) responsible for project  |  |
| Mailing address  |  |
| Telephone #  |  |
| Mobile #   |  |
| URL / website address and e-mail   |  |
| Local or national Partner Organization(s) (if any)   |  |
| 2. Community Project Brief (Please provide brief information about the proposed project)   |  |
| <b>Project Title:</b>  |  |
| <b>Project Site:</b><br>(include latitude and longitude)   |  |
| <b>Expected Output(s):</b>   |  |
| <b>Implementing Agencies:</b>  |  |
| <b>2.1 Brief Description of the Project</b> (Describe how and why this development project supports the development objectives of the community and how that is aligned with national development priorities. max 300 words) |  |
|  |  |



**2.2 Impact of the Project** (Describe the impact you envision after project. Focus on the positive measurable/concrete change or solution. max 300 words)

- Impact on Livelihood of Community:

- Environment Impact (avoiding risks from climate change and disasters):

- Empowerment of Community or Community Groups:

**3. Risk Considerations for the Project** (Describe potential impacts of disasters and climate change to the project. Also describe any potential for the project to increase the vulnerability of members of the community. max 300 words)

**3.1 Brief on Resilience Practices for Project** (Briefly describe risk management practices that can be incorporated into the project design to enhance resilience of the community to the impacts of disaster and climate change. max 300 words)

**4. Description of the initiatives and their effectiveness** (Please provide a detailed description of all project activities planned to be carried out in order to achieve the main objective of the project. Provide a project timeline, names and the proposed division of tasks and work between all project staff from your organization or any partner organization involved in the project. Also describe activities addressing climate change and disaster impacts on the project) *Note: Please add as many activities as needed.* max 300 words

**Activity 1:**

**Activity 2:**

**Activity 3:**

**Activity 4:**

**5. Gender Social Inclusion Consideration** (Please assess implications for women, men, youths and vulnerable groups for planned activities proposed in this project. Describe how you expect the results of the project to benefit all members of the community, ensuring that the most vulnerable groups are also included. Describe what measures will be included in the project to avoid creating negative outcomes for either men or women. max 300 words)

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**6. Management Arrangements** (Please describe management arrangement of the project. Outline roles and responsibilities of partner(s) and respective management staff. max 300 words)

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**7. Sustainability** (Describe how the projects expected outcomes will be sustained after the project has ended. Outline possible risks and the strategy of mitigating them. max 300 words)

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**8. Pictures:** Please include pictures to inform the submission. Example this could include project team, community site and beneficiaries where applicable

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## Annex C: Project Budget

| ITEM                             | Amount | Summary of what this will cover |
|----------------------------------|--------|---------------------------------|
| A. Direct Project Cost           |        |                                 |
| B. Administrative Cost           |        |                                 |
| C. Applicant's own Contributions |        |                                 |
| D. Partners Contributions        |        |                                 |
| <b>TOTAL PROJECT COST</b>        |        |                                 |

Unspent funds from this grant must be returned to UNDP.

Signature:

Date: