

## **Appendix I: Instructions to Applicants**

### **A. Summary**

#### **1. General provisions**

The United Nations Development Programme (UNDP), in partnership with the Climate Change and Development Authority (CCDA), supported “Strengthening Integrated Sustainable Landscape Management in Enga Province Papua New Guinea” project aims to assist in strengthening sustainable and inclusive economic development of the Enga Province of Papua New Guinea. The project has three Strategic Objectives: i) improving climate change mitigation and adaption; ii) strengthening food and nutrition strategy and iii) improving biodiversity and land/forest conservation.

### **B. Costs of preparing a low-value grant project**

The applicant assumes all costs of the preparation and submission of application for low-value grant project and UNDP in no case bears responsibility, or liability for the repayment of these costs, regardless of the progress and outcome of the process for accepting applications.

### **C. Documents for accepting applications for low value grant project**

#### **2. The content of documents for accepting applications**

Applications for a low-value grant project must comply with the general requirements of this Instructions in full. Partially eligible applications will be rejected. The applicant should consider all relevant instructions, forms and conditions that are contained in the documents for accepting low-value grant project. The risk of non-compliance with the requirements of these documents lies with the applicant and may adversely affect the evaluation of the application.

#### **3. Clarification of documents for accepting applications for low-value grant project**

If the applicant requires clarification of the documents for accepting applications, he/she shall notify UNDP to this extent by writing to the organization’s email address indicated in the Request for the Submission of Applications. UNDP will provide a written response to any clarification regarding the submission of applications; however, this requirement should be received not later than one week before the deadline for the submission of applications.

#### **4. Amendment of documents for the acceptance of applications for low-value grant project**

UNDP, for any reason, either on its own initiative or in response to a request for amendment submitted by the applicant, may modify the documents for accepting applications at any time before the deadline for submitting applications for low-value grant project.

All applicants, who have received documents on the acceptance of application, will be notified in writing through e-mail and phone about all modifications that occurred in the relevant documents in order to provide applicants with an acceptable timeframe for the introduction of amendments in the preparation of applications, the notifying organization, at its own discretion, may extend the deadline for submitting applications for low-value

grant project.

**D. Preparation of low-value grant project**

**5. Language of application**

Application prepared by the applicant, as well as the correspondence that takes place between the applicant and UNDP, shall be made in English.

**6. Documents constituting the application**

Application should consist of the following components:

1. Application for participation is given in Appendix 2 (also available on our website <https://bit.ly/3iAJgP1>).
2. The low-value grant project template is given in Appendix 3.
3. A copy of the package of constituent documents (charter, certificate of registration).
4. CV Summary of the head and other key experts.

**7. Currency of the application**

All prices should be in PGK.

**8. Payment**

UNDP makes payments in the Papua New Guinea Kina (PGK). Payment will be transferred to the bank account indicated in the contract signed with the organization – successful grantee.

**E. Submission of applications**

**9. The applicant shall send the signed and stamped application by e-mail [procurement.png@undp.org](mailto:procurement.png@undp.org) addressed to:**

Name: Dirk Wagener

UNDP Resident Representative in Papua New Guinea

With a note - "Grant Proposal"

and

Date of filing and name of Applicant.

Or

It can be delivered by hand with a note "Low- value grant project" at the following address: United Nations Development Programme, Kina Bank Haus, Level 14, Port Moresby, phone: 675-321-2887

**Instruction for electronic submission (by e-mail):**

Having prepared the application in paper format the full set of documents constituting the application should be in any format (Doc or Pdf) format file and attached to one or more e-mail(s).

Mandatory subject of email for "Low-value grant project". *Please note only proposals in Doc or PDF format will be accepted for consideration.*

**10. Deadline for the submission of applications**

The applications must be received by UNDP at the email indicated in the Clause on the Sealing and Marking of applications, not later than the set time, 17:00hrs PNG Time and 24th October 2021.

UNDP, at its discretion, may extend the deadline for the submission of applications in connection with amendments to the documents for the submission of applications, in accordance with the Clause on Amendments to the Documents for the Acceptance of Applications. In this case, all the rights and obligations of the UNDP office and the applicants, which had effect before the deadline for submission, will continue to be valid until the extended deadline for the submission of applications.

**11. Applications received after the deadline**

Any applications received by the UNDP office after the deadline for the submission of applications, in accordance with the Clause on the deadline for the submission of applications, will be rejected.

**F. Opening and evaluation of applications**

**12. Opening of applications**

The UNDP PNG Procurement Unit is responsible for collecting applications and keeps a register of incoming applications. UNDP will assign a Grants Evaluation Committee to review and evaluate the proposals received. The opening and preliminary assessment for the availability of all required documents is carried out by the UNDP procurement unit and 2-3 members of the Grant Evaluation Committee, a preliminary assessment protocol approved by the Chairperson of the Committee is transmitted to all members of the Grant Evaluation Committee.

At the prescreening stage, all the received applications will be reviewed by UNDP to see, if the applications meet the minimum eligibility criteria and reasons for disqualification. Only selected applications after prescreening will be evaluated on the basis of following the criteria by Grant Evaluation Committee.

**13. Clarification of applications**

In the process of studying, evaluating and comparing the assessment, the Grant Evaluation Committee, at its own discretion, may ask the applicant to clarify its application. The request for clarification of the application and the answer to it shall be made in writing and may relate to any questions regarding the application for low-value grant project. The applicant shall provide his/her clarifications as soon as possible after receiving the request, but not later than 7 (seven) calendar days.

**14. Evaluation and comparison of applications**

The received application for low-value grant project is evaluated individually. Prior to the evaluation, the members of the Grant Evaluation Committee can provide their comments/remarks on any application or provide additional information about the applicant to other members of the Grant Evaluation Committee, if the information relates to or may affect the implementation of the project in the future. The members of the Grant Evaluation Committee may take these comments into account when evaluating applications.

The Grant Evaluation Committee may organize one or more online or offline meetings to evaluate grant applications, if applicants are asked to introduce amendments or provide clarifications.

Evaluation criteria and a scoring system are used to evaluate the applications. Scores for each evaluation criteria are calculated immediately after the discussion of each application and are filled in evaluation forms, which indicate the points assigned for each criterion.

Evaluation of voting results is carried out by the Secretary. The total score of each member of the Grant Evaluation Committee shall be regarded as a decisive factor when considering applications for funding. Those applications that have scored the required threshold (at least 80%) will be considered as a technically appropriate applicant for funding.

The application is evaluated on the basis of its compliance with the technical assessment criteria, and also the rationality of the presented budget is taken into account.

The application for low-value grant project may include the implementation of the following activities aimed at community development:

- Environmental protection (forestry, biodiversity and wildlife management, combating land degradation, research and etc.).
- Development of community infrastructure (repair or restoration works at infrastructure or social facilities, for instance buildings of schools, kindergartens, local hospitals, electricity lines and drinking and irrigation water systems and etc.).
- Agriculture and economic development of the community (job creation, trade promotion, etc.)
- Climate friendly livelihoods and job creation.

### Form 1: Technical Assessment Criteria

Summary of the Technical Application Assessment Form		Score	Maximum score	Company / Organization				
				A	B	C	D	E
1	The relevance of the low- value grant project in reducing the negative impact of climate change, and contribute to poverty alleviation and biodiversity conservation.		20					
2	The problem and intervention stated in the low-value grant project should be identified as a priority for the local community or reflected in the local development plan of the Enga province.		15					
3	The number of beneficiaries should be at least 30% of total population of the pilot community standing to direct and/or indirect benefit from the project, including vulnerable groups (children, women, the elderly, disabled persons)		15					
4	A description of the project sustainability or the existence of an action plan to ensure the project sustainability, that is, the application should provide clear and concise measures to ensure the sustainability of project results after the completion of the project cycle.		15					
5	The realistic budget of the low-value grant project and own contribution (at least 20% of the total project cost), i.e. the budget of the application should contain realistic financial calculations and a specific indication of the budget articles for which low-		15					
6	Value grant project funds are requested, budget articles that will be funded from other sources (community contribution).		10					
7	Work experience in the pilot community (implementation by NGOs, CSOs and Community Based Organizations (CBOs) and/or its branch 2 contracts over the last 3 years		10					
<b>Total</b>			<b>100</b>					

#### The list of documents required:

- Application template for low-value grant project
- Application form for low-value grant project
- A copy of the Certificate of Registration of a Legal Entity in the Ministry of Justice of

PNG.

- A copy of the Charter for legal entities.

## **G. Signing of a grant agreement**

### **15. Criteria**

The UNDP reserves the right to accept or reject any application, cancel the entire grant process and reject all submitted applications at any time before the agreement award, and does not undertake to inform the applicant or applicants of the reasons for such a decision.

Prior to the deadline for the application, UNDP will award an agreement to the applicant, whose application, after the assessment, will be accepted as the most appropriate for the goals and objectives.

### **16. Signing of the agreement**

Within 15 days after awarding the agreement, the successful grantee shall sign the documents, date and return them to the UNDP.

If the successful applicant does not fulfill the requirements of Clause 18, this will serve as the basis for the cancellation of the agreement. In this case, the UNDP may award an agreement to another applicant, who took the second position during the evaluation.

### **17. Reporting requirements**

NGOs, CSOs and Community Based Organizations (CBOs) and Corporative Societies should deliver quarterly reports (both descriptive and financial) to UNDP regularly. All reports shall be prepared in English in printed form and in electronic version, in MS Word format, font ARIAL-11 on A4 paper. Reports can be submitted to UNDP in paper format or by e-mail in PDF format. All reports shall contain a cover sheet with the name, code of the subproject and the UNDP logo. Reports delivered in violation of any of the above requirements will be considered as a violation of the agreement. Reporting requirements will be further specified in an agreement with UNDP.

The Grantee will deliver reports based on the results (products) achieved in the agreed format (the report format should be agreed upon at the initial stage of the assignment, however, UNDP has the right to introduce the necessary amendments and clarifications on the reporting form) for all activities performed during the assignment. Reports will be delivered after each result with the application of intermediate products achieved in accordance with the schedule and in agreement with the UNDP Project Manager to make the corresponding payments stipulated by the contract. After completing the set of assignments, the grantee will deliver a final report with all the documents prepared, which shall be agreed and approved by the UNDP Project Manager for the final payment. If necessary, the grantee will modify the prepared expected products before making the final payment.

Recommended “Expected Results” Table:

	RESULTS	DEADLINE	PAYMENT SCHEME
1	The Interim Report including revised work plan is delivered based on the developed work schedule	Within the first month upon the agreement signing	40 %

2	The Interim Report is delivered based on the works performed according to the work schedule	Upon the completion of the works performed	55%
3	The Final Report is delivered with appendices (photos, video plots)	After the final report is delivered	5%

The grantee, if necessary, may propose a change in the payment scheme and provide an appropriate justification.

Types of reports:

- Brief monthly reports on project progress during the reporting period;
- Financial and final descriptive reporting with photos, video plot

#### **19. Payment Terms**

- In the cases where there is a need to revise the amount of payments due to the fault of the funding recipient, the grantee provides financial justification to UNDP.
- Payments will be made in tranches according to the schedule indicated in the “ExpectedResults” Table. The last tranche will be paid after receiving the final report.

The total amount of grant funds allocated under this Project for successful recipients will be no more than PGK 90,000.00 (Ninety thousand Papua New Guinean Kina) and minimum of PGK 45,000.00 (Forty-Five thousand Papua New Guinean Kina). The contribution of recipients to the project should be at least 20% of the grant amount. This contribution of 20% can be expressed in cash at the disposal of recipients or as the in-kind contribution of applicants (for example, property, inventory necessary for the implementation of the low-value grant project, physical work to be done by the applicant).

The NGOs, CSOs, Community Based Organizations (CBOs) and Corporative Societies are fully responsible for paying taxes arising from the agreement with UNDP. UNDP will transfer monetary funds to an NGO/local community’s account in accordance with the schedule and payment terms.

#### **20. Monitoring and evaluation**

UNDP reserves the right to carry out spot checks of funding recipients as a measure to ensure the quality of services, during which interviews will be conducted and feedback on the quality of the grantee’s work will be received.

When conducting an independent external evaluation of UNDP, any of the low-value grant project may be included in the evaluation procedures.

#### **21. Liability of the parties**

The successful grantee shall be obliged to:

- perform works in a timely manner in accordance with the Planned Works Schedule.
- bear full responsibility for the fulfillment of all stated goals and objectives.
- ensure interaction with local self-government bodies and authorized state structures.
- attract the youth of the pilot municipality with a focus on women in the jobs created.
- bear full responsibility for the implementation of low-value grant project in

accordance with the legislation of the Papua New Guinea.

- ensure free access for the Programme staff to all documentation (including financial documents, reports and supporting documents relating to the Project funds) in order to monitor the implementation of the Programme's goals and objectives.
- assume all subsequent risks associated with destruction, loss, theft, premature wear and tear, damage, regardless of the possibility of correcting the damage.
- inform the Programme staff of any problems that arise during the implementation of the low-value grant project.
- bear organizational, legal and financial responsibility for accounting and preparation of financial reports, as well as for the provision of state statistical reporting. The Programme has the right to request appropriate accounting, financial and statistical reporting from the successful Grantee of the low-value grant project.
- provide financial and descriptive reporting to UNDP.
- coordinate with the Project the technical specification of the equipment declared in the application for low-value grant project.

UNDP is responsible for:

- provision of appropriate technical assistance in the process of implementing the low-value grant project.
- regular monitoring of the achievement of the objectives of the low-value grant project.
- continuous monitoring through verification missions and spot-checks to ensure compliance with UNDP rules and regulations.