# Key information

Submitted:

Applicant:

Call:

Deadline:

Responsible unitt:

Last updated:

Totalt applied amount:

Where is the project to be implemented:

# GENERAL INFORMATION ABOUT THE APPLICANT

## Registered information

Would you like to extract information from the Norwegian Central Coordinating Register for legal entities? No

Name of organisation

Short form Organisation number Country

Postal address Post code City/town Street address Post code City/town Telephone no. Email

Website

Type of organisation Most recent statutes

- PDF format (preferable in English)

Preferred language

First name Last name Email Telephone no.

Does the organisation have a chair of the board? Yes / No

Does the applicant have an agreement with an auditor? Yes / No

Have annual accounts been drawn up for the previous financial year? Yes / No

Most recent annual accounts in PDF format (in English)

Is there an auditor’s report on the previous year’s accounts? Yes / No

Most recent auditor’s report in PDF format (in English)

Have any reservations been expressed in the auditor’s report in the last three years? Yes / No

## Contact person

Given name Family name E-mail Phone:

Sukhrob Khoshmukhamedov, Deputy Resident Representative

## Network/umbrella organisation

Is the organisation a network or an umbrella organisation? Yes / No

## Financial management

Does the applicant have an anti-corruption strategy and a whistleblowing channel in the event of suspected financial irregularities? Yes / No

Describe how ownership, implementation and follow-up of the strategy and procedures are secured throughout the organisation

xxxxxx

Does the organisation have approved written routines for procurement? Yes / No

Give a brief description of the organisation’s procurement routines

xxxxxx

Does the organisation have a financial management manual? Yes / No

Give a brief general description of routines and documentation

xxxxx

## Previous grants/other funding

Has the applicant previously received grants from Norad, the Ministry (including embassies), KLD or FK Norway? Yes/No

Has the organisation applied for other funding from Norad, the Ministry (including embassies), KLD, FK Norway during the current year? Yes / No

# GENERAL INFORMATION ABOUT THE PROJECT/PROGRAMME

Application title: EMBRACE - Enable and Manage more Beneficial Civil Society Environment

Field/sector: Democracy and Good Governance; Civil Society

Where is the project to be implemented? (If relevant, give more details about where the project is to be implemented - 500 characters)

The project will be implemented countrywide with local civil society organizations selected through an open and competitive public call. In parallel, the project will work with entity (Republika Srpska and Federation of BiH) and national authorities in order to design and develop improvements to the policy environment governing CSO funding.

Brief general description (1000 characters)

With its overall objective to support social development through improved CSO service delivery, the project will work along two tracks: i) enhancing CSO’s organisational capacities for service provision; ii) creation of an enabling environment through interventions in the regulatory framework.

CSO capacities will be developed through implementation of interventions by partner civil society actors, selected through a competitive and open call, based on transparent criteria. Grant scheme will prioritize support to interventions across the areas: social services for the most vulnerable; inclusion; youth, activism and volunteerism; gender equality; environmental protection; and human rights. CSOs will, in addition to grant funding, also receive technical assistance to improve their capacities for management, PR, accountability, etc.

Also, ministries at state and entity levels will be supported in addressing policy gaps when it comes to the regulatory framework for CSO funding in BiH.

Is the application for additional funding for a project/programme that is already receiving or has received a grant? Yes / No

# PARTNERS

Will partners be involved in the project implementation? No

Partners N/A

|  |  |
| --- | --- |
| **Partner** | **Brief description of partner's role** |
| n/a | n/a |

# DURATION AND BUDGET

Duration of the project: 12 months

Estimated start date: November 01, 2019

Estimated completion date: October 31, 2020

Detailed budget: 5.000.000,00 NOK

Comments on the attached budget

Brief overview of costs and financing plan

*Unbalanced budget*

|  |  |
| --- | --- |
| **Balance** | **0** |
| **Income (NOK)** | **Total**  **Year 1** |
| Support from the Ministry/Norad | 5,000,000 |
| Funding provided by grant recipient | 0 |
| Support from other donors (BiH) | 0 |
| Other income | 0 |
| **Subtotal** | **5,000,000** |
| **Costs (NOK)** | **Total**  **Year 1** |
| Salary and personnel costs | 845,177 |
| External consultants & trainings | 356,077 |
| Grants to CSOs | 2,902,397 |
| Travel costs | 53,055 |
| IT equipment | 33,269 |
| Other costs | 810,025 |
| **Subtotal** | **5,000,000** |

1. In line with the UNDP Executive Board decision 2013/9 and Cost Recovery policy, UNDP applies indirect costs of 8% for non core contributions (Executive Board decision is attached with this application). Government of Norway is regular member and represented in the Executive Board of UNDP <http://www.undp.org/content/undp/en/home/executive-board/membership.html> Hence, indirect costs to Norway contribution are calculated as 8% of the programmable amount.

2. Standard Coordination Levy 1% - <https://undocs.org/a/res/72/279>

# BRIEF DESCRIPTION OF THE PROJECT/PROGRAMME

## Description of the project/programme and expected results

Objective and target group (1500 characters)

The project’s overall objective is to support social development through capacitating civil society actors to better address the needs in local communities. The objective will be pursued through two inter-related outputs: i) provision of services for 3,100 citizens in no fewer than 10 local communities across BiH and ii) identifying and addressing gaps in the policy enabling environment for the public funding of CSOs.

The two outputs will be delivered as follows:

1. ***Provided services for 3,100 citizens in no fewer than 10 local communities across BiH***

This output envisions the design and implementation of a grant scheme delivered in two cohorts: 1) small scale grants for grassroot CSOs in the amount up to BAM 20.000 BAM (up to 10 CSO projects); and 2) grants for more advanced CSOs in the amount of BAM 20,000-60,000 (up to 10 CSO projects).

1. ***Gaps Identified and addressed in the policy enabling environment for the public funding of CSOs***

This output envisions a process of policy realignment across both entities and relevant state level institutions, designed at bringing the CSO funding practices in line with principles of openness, accountability and transparency.

Direct project beneficiaries include 3,100 citizens benefiting from improved services as well as 20 CSOs involved in implementation of awarded projects.

Project partners:

Local CSOs

State and entity level line ministries (BiH Ministry of Justice, FBiH Ministry of Justice and RS Ministry of Admin. and LS Government).

The project/programme (3000)

The project will support the development of civil society in BiH by implementing activities and measures alongside its two outputs.

Under **Output 1**, a CSO grant scheme will be developed based on UNDP’s LOD Methodology for Transparent Funds Disbursement, with focus on projects that enhance the quality of services required by the local population. Grants will be awarded to CSOs based on a competitive process, with selected projects addressing issues in the following thematic areas: social services for the most vulnerable; inclusion; youth; activism and volunteerism; gender equality; environmental protection; and human rights. The grant scheme will be implemented across two windows. The first window will target small scale grants to grassroot CSOs in the amount of up to BAM 20,000 BAM (up to 10 CSO projects). The second window will support CSOs with projects ranging from BAM 20,000-60,000 (up to 10 CSO projects). It is expected that overall 3,100 citizens will benefit from the implementation of successful CSO projects.

To effectively execute the grant scheme, the project will assist all interested CSOs prior and during the public call. Prior to the public call CSOs will be invited to a 2-day Project Cycle Management training focused on proposal writing. The training will be held in 3 locations (Banja Luka, Mostar and Sarajevo). During the public call, an info session will be organized to explain propositions of the public call, reduce common mistakes and ensure highest possible quality of project proposals. Evaluation of the CSO project proposals will be performed by UNDP in close cooperation with the representatives of the donor – Government of Norway. Selected and awarded CSOs will, in addition to receiving grant funds, be assisted in improving their capacities in management, PR, accountability, etc. Also, during the implementation of each supported project, UNDP will provide guidance in implementation through regular monitoring (on-the job-coaching) as a mechanism to ensure the best output for each implemented CSO project under the grant scheme.

Under **Output 2**, the project will work with institutional counterparts to improve the funding environment for CSOs at entity and state levels through promoting principles of transparency and accountability in the relevant policy framework. Assistance will be provided to entity and state line level ministries to identify weaknesses in the public funding regulatory framework with key domestic partners (BiH Ministry of Justice, FBiH Ministry of Justice and RS Ministry of Administration and Local Self-Government) supported in developing policy recommendations. The project is expected to generate at least one concrete policy action for the improvement of CSO funding at state and/or entity level.

Results framework (upload)

Implementation/activity plan (upload)

Tiltakets endringsteori (theory of change) – (upload)

Explanation of result framework (2000 characters)

At **impact level**, the Project will support the further development of civil society and contribute to improving Transparency Internationals’ Corruption Perceptions Index for BiH as it ranks BiH on 88th place (index score 38/100) in 2018. Also, the Project will attempt to positively impact the CSO sustainability index - rated 3.7 (out of 7) for BiH as per USAID report, 2018).

At outcome level, the result is a combination of enhanced capacities of partner CSOs and improved quality of services provided to citizens benefiting from successful CSO projects.

The project goal will be pursued through two principle outputs, measured by the following indicators:

* # of CSOs projects supported for the benefit of citizens within defined priority areas (target 20),
* #of CSOs trained in Project Cycle Management with focus on proposal writing (target 50),
* # of initiatives for improvement of regulatory framework related to transparent funds disbursement for CSOs prepared (target 1),
* # of entity and state institutions involved in the improvement of regulatory framework (target 2)

The Project will strongly utilize internal expertise and comprehensive quality assurance mechanisms that are embedded into UNDP projects implemented in the country to ensure objective and transparent monitoring.

## Competence and capacity to implement the project/programme

The applicant’s and partner’s/partners’ experience of the project/programme’s thematic and geographical area and any other relevant experience (2000 characters)

Since 1996, UNDP has delivered more than USD 521 million in development assistance to BiH. While UNDP finances some initiatives with own resources, most of its funding comes from partnerships with multilateral funds and bilateral donors that recognise UNDP as a reliable and strategic development partner. Since 2014, UNDP in BiH has implemented USD 10 million in partnership with the Government of Norway. Currently, UNDP is implementing Economic Governance for Growth (EGG) Project as a three-year initiative (2018-2021) that is primarily funded by the Government of the Kingdom of Norway and co-funded and implemented by United Nations Development Programme (UNDP).

At present, UNDP works in more than 70% of local governments in BiH, with a wide portfolio of assistance, including local governance and service delivery; energy efficiency; local economic development; private sector development; agriculture and rural development; community development; diaspora engagement; and disaster risk management.

UNDP has vast experience in managing grant schemes and developing mechanisms for transparent funds disbursement. Through previously implemented LOD (2009-2016) and ReLOaD projects, both funded by the EU, more than 470 projects were funded and more than USD 8 million of grant funds for CSOs were managed in what was one of the largest ever CSO support interventions. In that regard, UNDP worked with 60 local governments focusing on adopting and institutionalizing transparent funds disbursement mechanism for CSO which resulted in gradual acceptance of the mechanism by 54 LGs. This formally adopted mechanism (LOD methodology) was developed by UNDP as a practice for local administrations and recognized by the relevant entity ministries.

Distribution of roles between the applicant and the partner(s) (1200 characters)

UNDP will assume full responsibility for the management of the Project, including achieving of the outputs and outcome, the efficient and effective use of resources, as well as implementation monitoring. The Direct Implementation Modality will be applied.

# RISK, CROSS-CUTTING ISSUES AND SUSTAINABILITY

## Risk

Risk factors

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Probability Consequence Risk-reducing measures** | | | |
| Low interest of CSOs for capacity building activities (PCM, open days, etc.). | Medium | Medium impact on number of successful project proposals | Based on the long-term experience of UNDP in grant management, interest of CSOs for capacity building is not high, despite their often disappointing performance when it comes to applying for funding through calls for proposals. The Project will accordingly target grassroot CSOs with special measures, encouraging their participation via UNDP channels, partners and CSO networks. |
| Low utilization of grants due to low CSO capacity to develop good projects. | Medium | High impact on utilization of grant scheme. | The project will consider, in close cooperation with the donor, repeated public calls for CSOs should there be insufficient interest. Further analysis and close watch of the situation in the field will be provided to ensure utilization of the funds awarded to CSOs. Adjustments in eligibility criteria will also be considered. |
| Inadequate response of nat partners in identifying gaps in regulations. | Medium | High impact on making timely alterations within the regulatory framework | Procedural changes by governmental administration are time-consuming processes and, as such, may have an adverse effect on policy upgrades. The Project will thus work closely with partners from the outset to create a working group of national counterparts who will ensure rapid policy action and communication with decision makers. Ownership over the process will be equally distributed among all involved partners to ensure their support in introduction of proposed changes. |
| Lack of political will might hamper implementation of policy recommendations and their embedding within the regulatory framework. improvements | High | High impact on timely changes in institutional framework | UNDP invests significant efforts to establish and nurture partnerships with higher levels of government and CSOs to advocate for the adoption of policies related to mechanisms for transparent funds disbursement for CSOs. This will be continued through this project. |

Any special circumstances that mean that a high level of risk could be tolerated for the project

n/a

## Cross-cutting issues

Could the project have any negative impact on human rights? Yes / No

Possible negative impact on human rights

n/a

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Probability Consequence Risk-reducing measures** | | | |
| n/a | n/a | n/a | n/a |

Explanation

n/a

Could the project have any negative impact on women’s rights and gender equality? Yes / No

Possible negative impact on women’s rights and gender equality

n/a

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Probability Consequence Risk-reducing measures** | | | |
| n/a | n/a | n/a | n/a |

Explanation

n/a

Could the project have any negative impact on the climate/environment? Yes / No

Possible negative impact on the climate/environment

n/a

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Probability Consequence Risk-reducing measures** | | | |
| n/a | n/a | n/a | n/a |

Explanation

n/a

Could the project have any negative impact on anti-corruption efforts? Yes / No

Possible negative impact on anti-corruption efforts

n/a

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Probability Consequence Risk-reducing measures** | | | |
| n/a | n/a | n/a | n/a |

Explanation

n/a

## Sustainability

Describe the sustainability, local ownership and exit strategy of the project/programme (2000 characters)

The Project will rely on institutional partners to assume ownership, thus providing for outcome sustainability. The positive effects of the projects supported through grant scheme for CSOs will be exploited as a successful practice showcasing to decision makers how the assistance provided by CSOs can fill in the gaps created by lack of service provision by responsible institutions. The events organized by partner CSOs will serve as an opportunity to foster cooperation with relevant institutions and stakeholders, thus creating a better supportive environment pushing for harmonization of the institutional framework with demand in the field. With such a network in place, the processes initiated under the auspices of this intervention are expected to continue even once the project has ended.

It is of the utmost importance that improvements to the regulatory environment continue past the Project’s lifetime in order to fully meet Project objectives, considering the intervention’s relatively short lifespan. This is why the intervention will rely heavily on local stakeholders in this regard, with the policy working group expected to spearhead the reform process. The Project will also facilitate continuous and sustainable dialogue between the working group and civil society representatives to foster a practice of communication between the two groups.

The project will work strongly on transferring the process and the methodology for Grant Scheme management to institutional partners in order to ensure the longevity of the process beyond fairly short project intervention period. Institutional partners involved in the project will also be supported in sustaining policy results beyond the project’s duration.

# ADDITIONAL INFORMATION

Any additional information of relevance to the application

Project management

The institutional structure of UNDP interventions includes the Project Board, Project Assurance and the Project Team, interacting in a broader context with partners and all interested stakeholders.

The Project Board (PB) is responsible for making ooperative, advising and support role and therefore assists to proper decision making executed by the project team. It will meet no fewer than twice a year and its scope of work will include project oversight, as well as regular review of work plans, progress reports and relevant procedures submitted by the Project Team. It also provides strategic guidance, as well as gives final approval to milestone strategic and operational matters. Members of the Project Board include representatives of the donor and UNDP.

Independent of the Project Manager, the Project Assurance role will support the Project Board by carrying out objective and independent Project oversight and monitoring functions. This role ensures Project milestones are managed and completed. It will be performed by the UNDP Rural and Regional Development Sector Leader.

The Project Team comprises of two full time posts (Project Officer and Project Associate) and Quality control by Program manager on part time basis (30%).

General management services (GMS)

1. In line with the UNDP Executive Board decision 2013/9 and Cost Recovery policy, UNDP applies indirect costs of 8% for non core contributions (Executive Board decision is attached with this application). Government of Norway is regular member and represented in the Executive Board of UNDP <http://www.undp.org/content/undp/en/home/executive-board/membership.html>

Hence, indirect costs to Norway contribution are calculated as 8% of the programmable amount.

1. Standard Coordination Levy 1% - <https://undocs.org/a/res/72/279>

Other attachments

# DECLARATION

I confirm that I am authorised to enter into legally binding agreements on behalf of the applicant organisation, and I confirm that to the best of my judgement the information in this application is correct. Yes