**Барномаи Рушди Созмони Милали МуттаҲид**

**United Nations Development Programme**

**Call for Grant Proposal**

**178-2020-Grant-UNDP-SPL-@**

**Assist in elimination of sexual and gender-based violence via responding to the needs of target groups in Sughd and Khatlon regions and Districts of Republican Subordination of the Republic of Tajikistan.**

Dear Sir/Madam,

United Nations Development Programme (UNDP) invites local and national legally registered Non-commercial and public organizations, non-government organization, consortium/coalitions/associations of local non-commercial and public organizations working in the area of elimination violence against women and girls to submit their proposals for activities aimed at creating conditions to responding to the needs of survivors of gender based violence and addressing the underlying causes of violence against women and girls. Grant support will be provided to the Non-commercial and public organizations, non-government organization, consortium/coalitions/associations of local non-commercial and public organizations that has experience, capacity and opportunity to implement project planned activities in all project target areas and has available technical and administrative capacity (office, personnel, office equipment, etc.) to implement project. Projects activities will be implemented in Sughd (Isfara, B. Gafurov) and Khatlon (Vose,Yovon) regions, as well as in the DRS (Gissar, Rudaki) and partially in Dushanbe.

The requested grant funds should not exceed **USD 112,000**. The applicant and his target group are obliged to ensure their own contribution of at least 10% of the total amount of the project. The proposed projects should be implemented by **December 1, 2021**. Only one grant can be awarded to one lot.

The call for grant proposal is announced within the framework of “Spotlight Initiative in Tajikistan” project.

The overall goal of the projectis to elimination of sexual and gender-based violence (SGBV) by responding to the needs of women and girls and addressing the underlying causes of violence against women and girls using a multi-sectoral and intersectional approach across the ecological model.

 The project will work on the macro (policy), meso (Institutional development) and micro (community and local level activities) levels ensuring that interventions at the three levels are mutually supportive to ensure a focused impact level.

Details are provided in the attached ToR.

1. The following have to be submitted along with the proposal:
2. Instructions to Offerors (AnnexI)
3. Term of Reference (ToR) (AnnexII)
4. Application Form (Information on

 Applicant and sub-project application form) (AnnexIII)

Proposals comprising of the application form, should be submitted in a sealed envelope and deposited at the designated box at the entrance of UNDP Office in Tajikistan at 39, Ayni Street, Dushanbe, or by email: elbids.tj@undp.org addressed to Ms. Pratibha Mehta, UNDP Resident Representative in Tajikistan, no later than **12:00 pm, 18 December, 2020**. The cover of the sealed envelope should be marked: **178-2020-Grant-UNDP-SPL-@ “Spotlight Initiative in Tajikistan Grant Proposal”.** In case if CSO is submitting to two lots they need to be submitted in different envelops and has the full package of documents for each submitted proposal. It also has to contain a reference number of the Call for Grant Proposal, and the Date of Submission. All offers should be duly signed and stamped. Offers that are not duly signed and stamped, as well as late offers, will not be considered.

1. If you request additional information, we will endeavor to provide such information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal. Additional information could be obtained upon submitting the query via e-mail registry.tj@undp.org

Thank you.

Pratibha Mehta

Resident Representative

UNDP Tajikistan

**Annex I**

###### Instruction to Offerors

# Introduction

1. General

The “Spotlight Initiative in Tajikistan” (SIT) project facilitate improving situation of women and girls through improvement of policy and legislation to ensure that they comply with international standards, conduct capacity building of institutions at national and local level to ensure that they become more gender sensitive, , improve the service delivery to SGBV survivors and provide prevention activities in target communities.

1. Cost of Proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

# Б. Solicitation Documents

1. Contents of solicitation documents

Proposals must include activities that will offer services for project output. Partial offers are not accepted. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror’s risk and may affect the evaluation of the Proposal.

1. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify UNDP in writing at the organization’s mailing address indicated in the Call. The UNDP will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals.

1. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the UNDP, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, may modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing (through the same source of mass-media where the Call was placed for advertisement and through the UNDP’s web-site:<http://www.tj.undp.org/content/tajikistan/en/home/operations/procurement.html> of all amend-ments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, UNDP may, at its discretion, extend the deadline for the submission of Proposals.

# В. Preparation of Proposals

1. Language of the proposal

The Proposals prepared by the Offeror and all correspondence relating to the Proposal exchanged by the Offeror and UNDP shall be written in Russian language.

1. Documents comprising the proposal

The proposal should consist of the following components:

1. Application form (available on our website at <http://www.tj.undp.org/content/tajikistan/en/home/operations/procurement.html>);
2. Project Proposal;
3. Detailed budget breakdown of activities;

If UNDP finds submitted proposals insufficient to make the final decision on applicant’s eligibility, it may request additional supporting documents from the Offeror.

1. Proposal currencies

All figures shall be quoted in Tajik Somoni (TJS) and/or US Dollars (USD).

1. Payment

UNDP shall effect payments to the Grantee’sbank account indicated in the Contract signed with the Grantee in Tajik Somoni (TJS).

### С. Submission of Proposal

1. The Offeror should seal the Proposal in one envelope addressed to:

Ms. Pratibha Mehta

Resident Representative, UNDP Tajikistan

With the following note: **178-2020-Grant-UNDP-SPL-@** “**Spotlight Initiative in Tajikistan Grant Proposal”.**

**Do not open before 14:0****0pm local time, 21 December, 2020,** and indicate the **Date of Submission** and the **Name of the Offeror.**

1. Deadline for submission of proposals

**Proposals must be received by UNDP at the indicated address prior to the deadline 12:00 pm, 18 December, 2020.**

The UNDP may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause Amendments of Solicitation Documents, in which case all rights and obligations of UNDP Office and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

**12**. Late Proposal

Any Proposal received by the UNDP office after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.

# D. Opening and Evaluation of Proposals

**13**. Opening of Proposals

The UNDP will open the Proposals in the presence of a Committee formed by UNDP.

**14**. Clarification of Proposals

During examination, evaluation and comparison of Proposals, UNDP may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and may concern any question related to the grant proposal. The Offeror should provide clarifications at the shortest time after request, but no later than 7 (seven) days.

**15**. Evaluation and Comparison of Proposals

Review and evaluation of project proposals will be carried out separately. Before evaluation, the members of Committee may provide comments/remarks on any project proposal or inform other members about additional information on Offerors if this information concern or may influence project implementation in the future. Members of Committee may take into consideration these comments/remarks during evaluation of proposal. Grant Committee may organize and conduct several meetings to evaluate each individual project proposal, if the Offeror is required to provide amendments and clarification.

Each member of the Committee should sign a disclaimer of Conflict of Interest. In case of conflict of interest the member recues himself/herself from further participation in the discussion and voting.

The criteria and scoring system are used to evaluate project proposals. Scores of each criterion is counted immediately after discussion of each project proposal and entered in the evaluation form where scores are shown.

Evaluation of results of voting is conducted by the Secretary. The total score made by each member of the Grant Committee is considered as a crucial factor during review of each proposal for financing. Those project proposals, which received minimum number of points (no less 80%) will be considered as technically compliant offeror and will be recommended for financing.

Proposal is evaluated against a set of requirements of the Term of Reference (ToR), and on the rational budget submission as well.

Criteria of Technical Evaluation

|  |  |  |  |
| --- | --- | --- | --- |
| **Brief Summary of Technical Evaluation Form** | **Score** | **Points obtainable (maximum)** | **Organization** |
| **A** | **B** | **C** | **D** | **E** |
| 1 | Reputation (Potential)of organization |  | 20 |  |  |  |  |  |
| 2 | Similar previous experience in the same area |  | 40 |  |  |  |  |  |
| 3 | Technical capacity |  | 30 |  |  |  |  |  |
| 4 | Mission strategy/proposals |  | 40 |  |  |  |  |  |
| 5 | Rational use of resources |  | 20 |  |  |  |  |  |
|  | **Total:** | **150** |  |  |  |  |  |

Received scores should be shown per each evaluation criteria, and indicate article value rate during evaluation.

**Evaluation Form of Technical Part of Proposal:**

|  |  |  |
| --- | --- | --- |
| **Evaluation of Technical Part of Proposal****Form 1** | **Points obtainable (maximum)** | **Organization** |
| **A** | **B** | **C** | **D** | **E** |
| Reputation of Company/Organization |
|  |
| 1 | Reputation of Organization and its Personnel (Capacity/Solidity) | 20 |  |  |  |  |  |
|  | **Total part 1** | **20** |  |  |  |  |  |
| **Evaluation of Technical Part of Proposal****Form 2** | **Points obtainable (maximum)** | **Organization** |
| **A** | **B** | **C** | **D** | **E** |
| Similar experience in the same area |
| 2.1 | General potential of the organization to implement project(s) activities in project targeted districts of Tajikistan, which may influence the implementation (availability of branch or office in mentioned districts, mission of the organization, organization’s charter/manual, size of memberships, qualification of personnel, strong side in project management, for instance, financial potential and control of project management and target group representativeness) | 10 |  |  |  |  |  |
| 2.2 | Experience in grant management and grant implementation with volume not less than $30,000 for the last three years  | 10 |  |  |  |  |  |
| 2.3 | Human Resource potential: (based on CVs)* Tailored knowledge by personnel
* Experience of similar Program/Projects
* Experience with UNDP project/ multilateral and bilateral programs
 | 10 |  |  |  |  |  |
| **Total Part 2** | **30** |  |  |  |  |  |
| **Evaluation of Technical Part of Proposal****Form 3** | **Points obtainable (maximum)** | **Organization** |
| **A** | **B** | **C** | **D** | **E** |
| Technical capacity |
|  |
| 3.1 | How well does the Offeror understand the objective and the main aspects of the task? | 5 |  |  |  |  |  |
| 3.2 | Is there an adequate link between different components of the project? | 5 |  |  |  |  |  |
| 3.3 | How well is the scale of objective defined and whether it meets the requirements of the ToR? | 10 |  |  |  |  |  |
| 3.4 | Has the purpose been described clearly? Is the action plan logical and consistent and whether it guarantees effective implementation of the project? | 10 |  |  |  |  |  |
|  | **Total Part 3** | **30** |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Evaluation of Technical Part of Proposal****Form 4** | **Points obtainable (maximum)** | **Organization** |
| **A** | **B** | **C** | **D** | **E** |
| Mission strategy |
| 4.1 | How well the gender activity issues are defined to implement the project? | 10 |  |  |  |  |  |
| 4.2 | How much the impact of the project is effective on the targeted group? | 10 |  |  |  |  |  |
| 4.3 | How much is environmental and social responsibility taken into account to implement the project? | 10 |  |  |  |  |  |
| 4.4 | How much and how is the operational sustainability of the supported actions and their replication taken into account after the completion of the project? How much the sustainability of the project is adequate? | 10 |  |  |  |  |  |
| **Total Part 4** | **40** |  |  |  |  |  |
| **Evaluation of Technical Part of Proposal****Form 5** | **Points obtainable (maximum)** | **Organization** |
| **A** | **B** | **C** | **D** | **E** |
| Rational use of resources |
| 5.1 | Coherence and consistency of the financial proposal with the project’s overall goal.Confirmation of stakeholder contributions (at least 10%). | 10 |  |  |  |  |  |
| 5.2 | Realistic and timeliness of the project work plan | 10 |  |  |  |  |  |
| **Total Part 5** | **20** |  |  |  |  |  |

### Award of Contract/Sign of Grant Contract

**16.**Award criteria, award of contract

The UNDP reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser’s action

Prior to expiration of the period of proposal validity, the procuring UNDP entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

**17**. Purchaser’s right to vary requirements at time of award

The UNDP reserves the right at the time of award of contract to increase or decrease the quantity of services (as determined in the Call for Proposal).

**18**. Signing of the Contract

Within 15 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the UNDP.

Failure of the successful Offeror to comply with the requirement of Clause 18 shall constitute sufficient grounds for the annulment of the award. In this case the UNDP may make the award to the next evaluated Offeror.

**Annex II**

# terms of reference

# for

# call for GRANTS

**178-2020-Grant-UNDP-SPL-@**

Assist in elimination of sexual and gender-based violence via responding to the needs of target groups and addressing the underlying causes of violence against women and girls

|  |  |
| --- | --- |
| **Project Title:**  | **“Spotlight Initiative in Tajikistan”**  |
| **Grantee:** | **Non-commercial and public organizations, non-government organizations, consortium/coalitions/associations of local non-commercial and public organizations.**  |
| **Sub-Project Duration** |  **1 January, 2021 – 1 December, 2021** |

 **Project description**

**The Spotlight Initiative (SI), funded by European Union, comes at a key moment in Tajikistan, bringing the resources to leverage the increasing political will to strengthen institutions and to engage civil society to significantly increase and expand on the Ending Violence Against Women and Girls (EVAWG) efforts done to date.**

The overall vision of the Spotlight Initiative in Tajikistan is that women and girls enjoy their right to a life free of violence. SI will contribute to the elimination of sexual and gender-based violence (SGBV) by responding to the needs of women and girls and addressing the underlying causes of violence against women and girls using a multi-sectoral and intersectional approach across the ecological model.

UNDP in the frame of SI will work on strengthening, development and implementation of the existing legislation and policies; support activities on institutional strengthening by provision of capacity building support and sensitization of Ministry of Justice, Ministry of Internal affairs including police, Ombudsman office, Supreme Court and other relevant stakeholders; support service providers working on SGBV related issues by providing technical support, capacity building assistance; provide support and empowering women in security sector; implement activities for economic reintegration of SGBV survivors.

All project activities will be implemented in close cooperation with Civil society organizations (CSOs) which has recognized as a key driving force in the country for raising concerns and creating demand for legislative and institutional measures to address violence. [[1]](#footnote-2)

UNDP Tajikistan is announcing call for proposals on SGBV related issues. For this reason, UNDP is inviting Non-commercial and public organizations, non-government organizations, consortium/coalitions/associations of local non-commercial and public organizations to submit proposal to implement grants. In case if proposal submitted by consortium/coalitions/associations, proposal should contain Consortium Agreement with clear division of tasks, consortium of leading Public Organization who would be grant recipient.

## Covering

The activities under the grant programmes will be implemented ***in the following target areas:*** Sugd (Isfara, B. Gafurov) Khatlon (Vose,Yovon) and DRS (Gissar, Rudaki) and in Dushanbe. [[2]](#footnote-3)

## Objectives

The main objective of the call for grants is to support local CSOs to implement SGBV initiatives with the focus on sexual and gender-based violence via addressing the needs of target groups [[3]](#footnote-4)and underlying causes of violence against women and girls.

## Preliminary consultation via zoom meeting

UNDP will conduct preliminary consultation with all interested CSOs via zoom meeting on **30 November 2020 at 10:00 AM**. Preliminary Consultation via zoom meeting is organized to discuss questions on grant application, requirements, issues related to budget and overall implementation of grant programme. All CSOs which will be interested to participate in scheduled zoom call should confirm participation in the zoom meeting in advance by sending e-mail to Gulchekhra Khuseynova at gulchekhra.khuseynova@undp.org until 30 November 2020. Zoom link will be sent to all CSOs which express their interest to participate in the zoom call.

## Description of services

To achieve the objective of the call for grants, UNDP invites CSOs from all over Tajikistan to apply and get engaged through grant agreements to implement activities in project target areas.

All proposed activities should be developed by the CSOs in the context of the above objective, with the involvement of qualified specialists in gender, violence against women and girl (VAWG) and SGBV related issues.[[4]](#footnote-5)

The CSO is free to submit proposals for one or more areas of focus described below under each lots. However, the same CSO might be selected only under one lot/grant.

**LOT 1. Conduct workshops, public hearings, community mobilization activities in 6 project target areas and in Dushanbe** (**Activity № 1.1. and 3.2.3.)**

**Budget**

Total budget for this grant is **112 000 USD** (workshops 40 000 USD; public hearings and community mobilization activities 60 000 USD; activities with local police and Public Council Members 12 000 USD).

In the frame of Spotlight Initiative, the review, analyses of legislation and policy affecting SGBV is ongoing. The legislation reviews and analyses conducted by hired International and National Consultants working in five different sectors (Justice, Security, Labor, Health and Education). As a result, it is expected to identify how SGBV related issues can be integrated into existing laws and policies and amendments to the Laws and policies will be developed.

To ensure partners have strengthened evidence-based knowledge and capacities to assess gaps on existing laws, policies affecting SGBV the participatory approach [[5]](#footnote-6)will be used for review and analysis of legislation.

**Scope of Work**

The role of contracted CSO is to conduct:

* series of workshops, public hearings for representatives of different groups (men, women, youth, people with disabilities, women living with HIV etc.). Provide support to conduct participatory analysis of key legislation, policies and procedures related to SGBV in justice, health, education, labour sectors. To identify priority legislative issues for different groups (men, women, youth, people with disabilities, women living with HIV);

identify and provide training activities on sensitization of local stakeholders (local authorities (hukumat, jamoat) and population on SGBV related issues;

community mobilization activities to increase awareness of population (local activists, youth, people with disabilities, women living with HIV and local government) on SGBV related issues;

* conduct capacity building activities on SGBV related issues with representatives of local police from project target areas to ensure their sensitivity is raised when handling SGBV cases. Identify and provide activities with involvement of Local Public Council members to create partnership between law enforcement and local population.

**Tasks**

* Conduct 12 workshops in 6 target districts (2 workshops per each target district), 7 public hearings[[6]](#footnote-7) (6 in project target areas, and 1 in Dushanbe) to identify gaps, priority issues for different groups (women, men, youth, people with disabilities) with involvement of head of jamoats and local activists in all project target areas. It is envisaged that each meeting will have 50% women and 50% men and overall, 25 boys and 25 girls;
* Develop workshop programme and identify participants (at least 300 workshop participants - men, women, boys, girls; 210 public hearings participants; additional 50 public servants);[[7]](#footnote-8)
* Conduct focus group discussions [[8]](#footnote-9) to identify SGBV related issues faced by this groups and find their priority needs to prevent SGBV;
* Identify and organize training activities on sensitization of representatives of local stakeholders[[9]](#footnote-10) and population on SGBV related issues;
* Conduct community mobilization activities [[10]](#footnote-11)to raise awareness of population on SGBV related issues in 6 project target areas;
* Develop programme and conduct capacity building activities on SGBV related issues with representatives of local police to be sensitive when handling SGBV cases;
* Promote Community policing by providing activities with involvement of Local Public Council members;
* As a result of provided project activities to submit narrative and financial reports;
* Considering COVID-19 related situation to provide option how all above-mentioned interventions can be organized in community level. Possible risks and the mitigation measures need to be proposed in the proposal;

**Expected results**

* 12 workshops, 7 public hearings are conducted in all project target areas with involvement of youth, people with disabilities, and other groups that are traditionally left behind (at least 300 workshop participants: 50% men, 50% women 25 boys, 25 girls; 50 public servants). All recommendations and feedbacks provided during the workshops and public hearings are collected and presented to UNDP;
* Focus group discussions with the representatives of different groups (men, women, youth, people with disabilities, women with HIV etc.) conducted. SGBV related issues faced by these groups identified, and their priority needs to prevent SGBV found. The report of provided Focus Group discussionы provided to National Consultant on Legislation review;
* Training activities on sensitization of local stakeholders on SGBV related issues conducted. Local stakeholders are better informed on SGBV related issues;
* Community mobilization activities with involvement of local activists, youth, people with disabilities, women leaving with HIV and local governments conducted in all 6 project target areas (at least with involvement of 600 community members);[[11]](#footnote-12)
* The capacity building activities on SGBV related issue is conducted with the representatives of local police. The local police start more sensitively handle SGBV related cases;
* Community policing promoted through activities conducted with involvement of Public Council members;
* Financial and narrative reports developed and submitted to UNDP in accordance with agreed schedule and deadlines.

**Eligibility criteria under lot/grant # 1**

|  |  |  |
| --- | --- | --- |
| **Evaluation of Proposals** | **Scores obtainable (maximum)** | **Organization** |
| **A** | **B** | **C** | **D** | **E** |
|  | Only Local Public Organization registered in Tajikistan | 10 |  |  |  |  |  |
|  | Consortiums/Associations of SCOs is highly encouraged to apply  | 10 |  |  |  |  |  |
|  | At least 5 years of practical experience in the implementation of similar activities | 10 |  |  |  |  |  |
|  | Experience in grant management and grant implementation with volume not less than USD 30,000 for the last three years | 10 |  |  |  |  |  |
|  | Availability of technical and administrative capacity (office, personnel, office equipment, etc.) to implement project | 10 |  |  |  |  |  |
|  | At least 3 years of working experience and cooperation with INGOs  | 10 |  |  |  |  |  |
|  | Financial system and Accountancy policy in place | 10 |  |  |  |  |  |
|  | Availability and/or involvement of gender expert in implementation of grants is a must | 10 |  |  |  |  |  |
|  | Clear and detailed explanation of risks associated with implementation of announced grants and measures to mitigate those risks | 10 |  |  |  |  |  |
|  | Experience in working with local authorities (hukumats, jamoats) | 10 |  |  |  |  |  |
|  | Experience in working on community policing and engagement with Public Counsel members | 10 |  |  |  |  |  |
| **Total scores**  | **110** |  |  |  |  |  |

**LOT 2. Conduct trainings for Judges, Police officers and state legal aid** **lawyers for more effective investigation, prosecution and adjudication of SGBV related cases. Conduct activities to increase gender sensitivity of above mentioned stakeholders (Activity 4.1).[[12]](#footnote-13)**

**Budget**

The total budget for the grant for 6 project target areas is USD 110 000;

In the frame of Spotlight initiative, it is expected to select CSO which will increase capacity of lawyers employed by State Agency for Legal Aid Centers, Judges and Police officers on gender sensitivity, SGBV-survivor centered approach. This includes using training module provided by UNDP, update and adopt it in accordance with the requirement of program for targeting judges, police officers and state legal aid lawyers on gender sensitivity, SGBV-survivor centered approached; also module will includes specific information related to areas of intervention for more effective investigation, prosecution and adjudication of SGBV cases.

To increase the sensitization of project stakeholders selected CSO will develop program and conduct activities for sensitization of local stakeholders (Judges, Police officers and state legal aid lawyers) on SGBV related issues.

It is also expected that state institutions and free legal aid providers would be linked to other service providers such as health, social and shelters, as well as bring those state institutions to support work of other sectors. Secondary free legal aid (court representation, drafting documents) to SGBV survivors by qualified advocates will also be provided.

**Scope of Work**

* Update and adopt training module provided by UNDP in accordance with the requirement of program for targeting judges, police officers and state legal aid lawyers on gender sensitivity, SGBV-survivor centered approached. Based on adopted training materials to conduct trainings for judges, police officers and state legal aid lawyers;
* Identify and provide activities of sensitization of Judges, Police officers and state legal aid lawyers on SGBV related issues;
* Link the following service providers as health, social services and shelters with State Agency for Legal Aid Centers to support work of other sectors;
* In cooperation with State Agency for Legal Aid Centers organize and provide secondary free legal aid (court representation, drafting documents) to SGBV survivors by involvement of qualified advocates.

**Tasks**

* Conduct series of trainings for 200 Judges, 200 Police officers, 200 advocates on free secondary legal aid and 30 legal aid lawyers[[13]](#footnote-14) for more effective investigation, prosecution and adjudication of SGBV related cases (in total at least 630 service providers from target area and other districts). Unfortunately, average rate of women in these organizations are 25%, in police even lower.). The training programme should include topics on increasing gender sensitivity, SGBV-survivor cantered approach, correct interpretation of laws;
* To ensure that legal aid lawyers in all project target areas provides consultation to SGBV survivors (Average range of legal aid provided by free legal aid lawyers is 30 consultations per month, out of this 60% relates to family issues and 40% on different types of violence but resisted differently);
* Develop program and conduct activities for sensitization of local stakeholders (Judges, Police officers and state legal aid lawyers) on SGBV related issues;
* Develop and implement programme to increase capacity of local advocates to better provide secondary free legal aid support to the SGBV survivors;
* Provide support to State Legal Aid centres to identify SGBV related cases and with involvement and mentorship of qualified advocate provide secondary free legal aid (court representation, drafting document) to SGBV survivors from project target areas;
* Provide support to State Legal Aid centres to link them with other existing services such as health, social, shelters and hot lines as well as bring those state institutions to support work of other sectors;
* Considering COVID-19 related situation to provide option how all above-mentioned intervention can be organized. Possible risks and the mitigation measures need to be proposed in the proposal;

**Expected results**

* Trainings for 200 Judges, 200 Police officers, 200 advocates on free secondary legal aid and 30 legal aid lawyers conducted (at least 630 service providers from target area and other districts. Unfortunately, average rate of women in these organizations are 25%, in police even lower);
* State Legal Aid Centres provided 30 consultations per month to SGBV survivors in all project target areas (Average range of legal aid provided by free legal aid lawyers is 30 consultations per month, out of this 60% relates to family issues and 40% on different types of violence but registered differently);
* The program for sensitization on SGBV related issues of Judges, Police officers and legal aid lawyers developed, agreed with UNDP and implemented; Local stakeholders (Judges, Police officers and state legal aid lawyers) are sensitized;
* The program to increase capacity of local advocates (from project target areas) to better provide secondary free legal aid support to the SGBV survivors developed and implemented. Advocate provides better quality services to SGBV survivors;
* State Legal Aid Centres can identify SGBV related cases in project target areas and with the support and mentorship of qualified advocate is able to provide secondary free legal aid (court representation, drafting document) to SGBV survivors;
* State Legal Aid centres linked with other existing services such as health, social, shelters and hot lines and better provide quality services to SGBV survivors;
* Financial and narrative reports developed and submitted to UNDP in accordance with agreed schedule and deadlines;

**Eligibility criteria under lot/grant # 2**

|  |  |  |
| --- | --- | --- |
| **Evaluation of Proposals** | **Scores obtainable (maximum)** | **Organization** |
| **A** | **B** | **C** | **D** | **E** |
|  | Only Local Public Organization registered in Tajikistan | 10 |  |  |  |  |  |
|  | Consortiums/Associations of SCOs is highly encouraged to apply  | 10 |  |  |  |  |  |
|  | At least 5 years of practical experience in the implementation of similar activities | 10 |  |  |  |  |  |
|  | Experience in grant management and grant implementation with volume not less than USD 30,000 for the last three years | 10 |  |  |  |  |  |
|  | Availability of technical and administrative capacity (office, personnel, office equipment, etc.) to implement project | 10 |  |  |  |  |  |
|  | At least 3 years of working experience and cooperation with INGOs  | 10 |  |  |  |  |  |
|  | Financial system and Accountancy policy in place | 10 |  |  |  |  |  |
|  | Availability and/or involvement of gender expert in implementation of grants is a must | 10 |  |  |  |  |  |
|  | Clear and detailed explanation of risks associated with implementation of announced grants and measures to mitigate those risks | 10 |  |  |  |  |  |
|  | Experience in provision of capacity building trainings for legal professionals | 10 |  |  |  |  |  |
|  | Experience in providing psychological and/or legal support to SGBV survivors to be considered as an asset | 10 |  |  |  |  |  |
| **Total scores**  | **110** |  |  |  |  |  |

**LOT 3. Economic empowerment of SGBV survivors in target areas through provision of job creating grants and trainings to increase their capacity on how to write business plan and how to implement business projects. (Activity № 4.2.4.)**

**Budget**

The total budget for the grant for 6 project target areas is USD 100 000[[14]](#footnote-15).

While implementing projects directed for providing support to SGBV survivors it is very important to have a local initiative addressing SGBV problems and helping SGBV survivors to be included in the community, as well as empowering women and girls to improve their lives. The Spotlight Initiative programme implementing several activities for provision of social, legal and psychological assistance to the SGBV survivors. The Program is also envisaged to provide activities directed on improvement of the livelihood of SGBV survivor via implementation of program for economic re-integration. The program for economic re-integration of SGBV survivors includes providing capacity building activities, establishing group of women who are interested to open or to develop existing business, providing mentoring and guidance to newly established groups and support existing business by providing micro grants for established group of SGBV survivors to start their business or develop existing business.

**Scope of Work**

* To implement local economic initiatives aimed at creating conditions for the development of income-generating activities for SGBV survivors in 6 project target regions. To identify SGBV survivors and establish group of women who are motivated to be involved in income generation activities in all 6 project target areas.
* Conducts capacity building activities including trainings on Leadership, Entrepreneurship and Social Skills.  As a results of capacity building activities to identify the most active and motivated participants and together with them to identify idea and develop business plan.
* To provide at least 12 micro-grants to the newly established groups to implement business plans.
* Identify and provide support to existing women run business which is able to establish new job creation for SGBV survivors in the project target regions.
* Provide mentorship support to all groups of women. Conduct monitoring on implementation of micro-grants.

**Tasks**

* Conduct series of business development trainings for SGBV survivors in project target areas (around 100 women trained);
* Identify the most motivated SGBV survivors, among them establish group and support them to develop business project and business plan;
* Provide micro grants for group of SGBV survivors to start businesses (at least 12 microgrants);[[15]](#footnote-16)
* Provide mentorship support and assistance during grant implementation process and ensure to further sustainability of business;
* Provide support to existing women run business which can establish new job creation for SGBV survivors in the project target regions;
* Identify, establish and strengthen cooperation between the private sector (entrepreneurs) and civil society in the field of creating new jobs for SGBV survivors;
* Considering COVID-19 related situation to provide option how all above-mentioned intervention can be organized. Possible risks and the mitigation measures need to be proposed in the proposal;
* CSO should identify qualitative and quantitative indicators for each activity.

**Expected results**

* Series of business development trainings for SGBV survivors in project target areas conducted (around 100 women trained);
* Motivated SGBV survivors identified, groups established, business plan developed and submitted for further review;
* Micro grants for group of SGBV survivors provided and survivors able to start businesses (at least 12 microgrants);
* Mentorship support and assistance during grant implementation process provided, sustainability of business is achieved;
* Support to existing women run business which can establish new job creation for SGBV survivors in the project target regions provided; SGBV survivors provided by long term jobs;
* Cooperation between the private sector (entrepreneurs) and civil society in the field of creating new jobs for SGBV survivors established and strengthened;
* Financial and narrative reports developed and submitted to UNDP in accordance with agreed schedule and deadlines.

**Eligibility criteria under lot/grant # 3**

|  |  |  |
| --- | --- | --- |
| **Evaluation of Proposals** | **Scores obtainable (maximum)** | **Organization** |
| **A** | **B** | **C** | **D** | **E** |
|  | Only Local Public Organization registered in Tajikistan | 10 |  |  |  |  |  |
|  | Consortiums/Associations of SCOs is highly encouraged to apply  | 10 |  |  |  |  |  |
|  | At least 5 years of practical experience in the implementation of similar activities | 10 |  |  |  |  |  |
|  | Experience in grant management and grant implementation with volume not less than USD 30,000 for the last three years | 10 |  |  |  |  |  |
|  | Availability of technical and administrative capacity (office, personnel, office equipment, etc.) to implement project | 10 |  |  |  |  |  |
|  | At least 3 years of working experience and cooperation with INGOs  | 10 |  |  |  |  |  |
|  | Financial system and Accountancy policy in place | 10 |  |  |  |  |  |
|  | Availability and/or involvement of gender expert in implementation of grants is a must | 10 |  |  |  |  |  |
|  | Clear and detailed explanation of risks associated with implementation of announced grants and measures to mitigate those risks | 10 |  |  |  |  |  |
|  | Practical experience in management and provision of grants to third parties (proven track record of working with small or emerging organizations/businesses to enhance their capacity to attract funding, manage grants, and/or expand/improve their services, etc.) | 10 |  |  |  |  |  |
|  | Proven system of grant management and provision to third parties (guidelines for grant applicants on application, review and selection of grant recipients, clear policies and procedures, monitoring and performance assessment tools and strategies, etc.) | 10 |  |  |  |  |  |
|  | Clear legal and regulatory framework for providing grants (financial regulations or other rules of incorporation that permit grant-making, necessary legal instruments to sign and manage grant agreement, etc.) | 10 |  |  |  |  |  |
|  | Availability and use of transparent and non-discriminatory eligibility criteria for review and selection of grant recipients | 10 |  |  |  |  |  |
|  | Experience in conduction of business trainings, trainings on how to write business plans, how to establish or develop existing businesses, etc | 10 |  |  |  |  |  |
|  | Experience in provision of mentorship support for further business development  | 10 |  |  |  |  |  |
| **Total scores**  | **150** |  |  |  |  |  |

**LOT 4. To** **increase capacity of local mass media by promoting and institutionalization of survivor centered reporting on SGBV related issues (Activity № 3.1.7.)**

**Budget**

The total budget for the grant for 6 project target areas is USD 70 000;

The mass media plays a vital role in raising awareness on SGBV. That’s why it’s very important that any efforts to document SGBV for the purposes of media reporting must first prioritize survivors’ safety and best interests. Taking into account this fact in the frame of the Spotlight Initiative projects it is planned to select CSO which will help promote and institutionalize survivor-centred reporting and ethical principles among media workers including journalist and bloggers. It planned to be implemented through the following interventions: capacity building activities on survivor centre reporting; development of tutorial publication on how properly raise awareness of population on SGBV related issues; development of material using gender sensitive approach and language; Provide monitoring of effectiveness of campaign.

**Scope of work**

* Conduct capacity building trainings to journalist, bloggers on SGBV related issues to increase their capacity on survivor centered reporting;
* Promote journalist and blogger to create information material using gender sensitive language. Conduct competition among journalist and bloggers to select best SGBV material;
* Publish and disseminate gender sensitive guidelines for journalist. Translation, publication and dissemination of materials on gender sensitive language;
* Conduct monitoring of effectiveness of information campaign conducted on SGBV related issues;

**Tasks**

* Conduct capacity building trainings for at least 100 journalists and bloggers[[16]](#footnote-17) on SGBV related issues and to increase their capacity on survivor cantered reporting with involvement of journalists and bloggers from Dushanbe and 6 project target areas;
* After participation in the trainings it is expected that training participants will develop and publish gender sensitive articles, publications, video materials etc.;
* Conduct monitoring on effectiveness of developed gender sensitive materials by trainings participants and evaluate its impact to population;
* Conduct competition among journalists and bloggers on best SGBV topic coverage and identify best journalist/bloggers;
* Disseminate and promote National Guidelines on gender sensitive language which aimed to increase journalist/ bloggers knowledge on SGBV related topics. To ensure that developed guidelines is used by journalists and bloggers in practice;[[17]](#footnote-18)
* Develop and disseminate materials on gender sensitive language and messaging among other journalist, bloggers and local population;
* Considering COVID-19 related situation to provide option how all above-mentioned intervention can be organized. Possible rick and the mitigation ways need to be proposed in the proposal;
* CSO should identify qualitative and quantitative indicators for each activity.

**Expected results**

* Capacity building trainings for 100 journalists, bloggers on SGBV related issues in Dushanbe 6 project target areas conducted;
* Training participants developed and published gender sensitive articles, publications, video materials etc;
* Monitoring of developed materials by trainings participants on SGBV related issues conducted. The impact of developed gender sensitive materials to population evaluated;
* Competition among journalists and bloggers on best SGBV topic coverage conducted and best journalist/blogger identified and honored;
* National Guidelines is disseminated and promoted among journalists/bloggers; Journalists/ bloggers use National Guidelines in practice;
* Information materials using gender sensitive language is developed and disseminated among other journalists and local population;
* Financial and narrative reports developed and submitted to UNDP in accordance with agreed schedule and deadlines.

**Eligibility criteria under lot/grant # 4**

|  |  |  |
| --- | --- | --- |
| **Evaluation of Proposals** | **Scores obtainable (maximum)** | **Organization** |
| **A** | **B** | **C** | **D** | **E** |
|  | Only Local Public Organization registered in Tajikistan | 10 |  |  |  |  |  |
|  | Consortiums/Associations of SCOs is highly encouraged to apply  | 10 |  |  |  |  |  |
|  | At least 5 years of practical experience in the implementation of similar activities | 10 |  |  |  |  |  |
|  | Experience in grant management and grant implementation with volume not less than USD 30,000 for the last three years | 10 |  |  |  |  |  |
|  | Availability of technical and administrative capacity (office, personnel, office equipment, etc.) to implement project | 10 |  |  |  |  |  |
|  | At least 3 years of working experience and cooperation with INGOs  | 10 |  |  |  |  |  |
|  | Financial system and Accountancy policy in place | 10 |  |  |  |  |  |
|  | Availability and/or involvement of gender expert in implementation of grants is a must | 10 |  |  |  |  |  |
|  | Clear and detailed explanation of risks associated with implementation of announced grants and measures to mitigate those risks | 10 |  |  |  |  |  |
|  | Experience in provision of trainings and capacity building activities for Mass media representatives  | 10 |  |  |  |  |  |
|  | Experience in development and promotion of different information materials (guidelines, regulations, etc) | 10 |  |  |  |  |  |
| **Total scores**  | **110** |  |  |  |  |  |

**LOT 5. To conduct advocacy and sensitization of local stakeholders in legislative and policy development process on gender equality and response to violence. To provide technical support to Ministry of Interior, Ministry of Justice and Judiciary system in development and incorporation of SGBV related issues into existing internal documents (Activity № 1.1.3./ 2.1.3./4.1.2.)**

**Budget**

The total budget for the grant is USD 88 000; (sensitization of local stakeholders including two National conferences - 38 000; Trainings for justice and security sector - 30 000; Activity to support empowering females police inspectors for prevention and response to SGBV cases and also direct support to SGBV survivors - 20 000)

In the frame of Spotlight Initiative UNDP is planning to hire National Consultant to develop plan for sensitization of key decision-making stakeholders and to share international practice on inclusion of SGBV related issues into sectorial programmes. It is expected that selected CSO will implement program on sensitization of local stakeholders; provide support for hired National Consultant to incorporate/ develop SGBV issues into existing internal documents; Using training package developed by UN Women will conduct trainings to the representatives of Ministry of Justice, Ministry of Internal Affairs including Police and Judiciary; organize and conduct advocacy campaign, capacity building activities for sensitization of key stakeholders (executive and legislative branches) in the legislative and policy development processes.

To promote women in security sector and to increase access of women to decision-making positions will conduct needs assessment based on the results of need assessment will develop and implement workplan to advance role of women in those institutions.

**Scope of work**

* UNDP will hire National Consultant to develop plan for sensitization of key decision-making stakeholders and to share international practice on inclusion of SGBV related issues into sectorial programs; CSO will provide support to National Consultant to incorporate/ develop SGBV issues into internal documents, policies and regulation of Ministry of Justice, Ministry of Internal affairs including Police and Judiciary;
* Base on developed by National Consultant program CSO will implement developed plan for sensitization of local stakeholders (Ministry of Justice, Ministry of Internal affairs including police and Judiciary).
* UN Women will develop training package material using this training package material CSO will provide trainings and technical assistance to Ministry of Justice, Ministry of Internal affairs including police and Judiciary (to ensure that at least 20% of training participants are women).
* Conduct needs assessment and implement activities on empowering women in security sector and increase their capacity;
* Develop gender mainstreaming strategy and to promote women affirmative action in order to advance the role of women in these institutions.

**Tasks**

* Implement developed plan for sensitization of key decision-making stakeholders (Ministry of Justice, Ministry of Internal Affairs including Police and Judiciary);
* Using training package developed by UN Women provide trainings and technical support to Ministry of Interior, Ministry of Justice and Judiciary to incorporate SGBV related issues into their sectorial programmes, existing internal documents. At least 420 training participants[[18]](#footnote-19) with at least 20% or 84 women;
* Conduct advocacy campaign and capacity building workshops for sensitization of key stakeholders (executive and legislative branches) in the legislative and policy development processes; (at least 240 workshop participants[[19]](#footnote-20); 125 staff members will be involved in the process of attitude review and needs assessment. To ensure that at least 20% of training participants are women);
* Conduct two National Conferences with policymakers on criminalization of domestic violence (DV) (200 participants).
* Develop visibility materials for increasing sensitization of stakeholders and local population on SGBV related issues;
* Develop Gender Mainstreaming Strategy that will promote increased accesses of women to decision making positions;
* Conduct needs assessment on empowering women in security sector and female police inspectors for prevention and response to SGBV cases and develop capacity development programme with its further implementation;
* As a results of conducted needs assessment develop programme to conduct activities on empowering women in security sector and female police inspectors for prevention and response to SGBV cases;
* Considering COVID-19 related situation to provide option how all above-mentioned intervention can be organized. Possible rick and the mitigation ways need to be proposed in the proposal;
* CSO should identify qualitative and quantitative indicators for each activity.

**Expected results**

* Plan for sensitization of stakeholders (Ministry of Justice, Ministry of Internal affairs including police and Judiciary) is developed and implemented. Stakeholders (Ministry of Justice, Ministry of Internal affairs including police and Judiciary)) are sensitized;
* Trainings conducted and technical support to Ministry of Interior, Ministry of Justice and judiciary provided. SGBV related issues incorporate into their sectorial programmes, existing internal documents;
* Advocacy campaign, capacity building activities for sensitization of key stakeholders conducted. The stakeholders are sensitized with SGBV and support suggested changes in legislation (at least 240 workshop participants; 125 staff members will be involved in the process of attitude review and needs assessment;);
* Two National Conferences with policymakers on Criminalization of DV (200 participants) conducted.
* Visibility materials for increasing sensitization of stakeholders and local population on SGBV related issues developed and disseminated among relevant ministry and institutions; The stakeholders are sensitized on SGBV related issues.
* Gender Mainstreaming Strategy to promote increasing of access to women in decision-making positions developed and accepted by relevant agencies;
* The needs assessment on empowering of women in security sector and female police inspectors for prevention and response to SGBV cases conducted.
* The program on empowering women in security sector and female police inspectors for prevention and response to SGBV cases developed and implemented; The number of women in security sector in decision making level is increased.
* Financial and narrative reports developed and submitted to UNDP in accordance with agreed schedule and deadlines.

**Eligibility criteria under lot/grant # 5**

|  |  |  |
| --- | --- | --- |
| **Evaluation of Proposals** | **Scores obtainable (maximum)** | **Organization** |
| **A** | **B** | **C** | **D** | **E** |
|  | Only Local Public Organization registered in Tajikistan | 10 |  |  |  |  |  |
|  | Consortiums/Associations of SCOs is highly encouraged to apply  | 10 |  |  |  |  |  |
|  | At least 5 years of practical experience in the implementation of similar activities | 10 |  |  |  |  |  |
|  | Experience in grant management and grant implementation with volume not less than USD 30,000 for the last three years | 10 |  |  |  |  |  |
|  | Availability of technical and administrative capacity (office, personnel, office equipment, etc.) to implement project | 10 |  |  |  |  |  |
|  | At least 3 years of working experience and cooperation with INGOs  | 10 |  |  |  |  |  |
|  | Financial system and Accountancy policy in place | 10 |  |  |  |  |  |
|  | Availability and/or involvement of gender expert in implementation of grants is a must | 10 |  |  |  |  |  |
|  | Clear and detailed explanation of risks associated with implementation of announced grants and measures to mitigate those risks | 10 |  |  |  |  |  |
|  | Experience in provision of trainings, workshops, technical assistance to different ministries and committees at national level | 10 |  |  |  |  |  |
|  | Experience in conduction of conferences on national level with involvement of high level government authorities | 10 |  |  |  |  |  |
|  | Experience in development of national strategies, action plans, etc | 10 |  |  |  |  |  |
| **Total scores**  | **120** |  |  |  |  |  |

**LOT 6. Development and incorporation of SGBV related issues into District Development Plans (DDPs) in 6 project target areas (Activity № 1.2.1.)**

**Budget**

Total budget for this grant is **80 000 USD**

In present time Ministry of Economic Development and Trade of the Republic of Tajikistan in cooperation with other development partners is in the process of developing Medium-Term Development Program for the period 2021-2025 (MTDP). In the frame of Spotlight Initiative it is expected to incorporate SGBV related issues to MTDP and District Development Plans (DDP) in 6 project target areas. In this regards UNDP is planning to hire National Consultant for development of DDPs or in case if DDPs are already exist, the role of National Consultant will be to incorporate SGBV issues into existing DDPs in all 6 project target areas.

To ensure partners have strengthened evidence-based knowledge and capacities to assess gaps on existing national strategies participatory approach [[20]](#footnote-21) will be used for development of District Development Plans.

**Scope of Work**

The role of contracted CSO is to conduct:

* In close cooperation with National Consultant develop workshop programme, module and identify participants to the workshops and focus group discussions;
* organize workshops on development of DDPs with involvement of representatives of all community members (men, women, youth, people with disabilities, women living with HIV etc.)
* facilitate working groups discussion to ensure participatory approach in development of DDP and incorporation of SGBV related issues into them;
* provide report on the result of conducted workshops and working group discussions to National Consultant and UNDP;

**Tasks**

* Develop programme, module for the workshops and discussions, identify participants[[21]](#footnote-22) for the workshops;
* Ensure two rounds of workshops and discussion are conducted (1) to develop DDP: 2 to present results and developed DDP. To ensure at least 25% are women;
* Conduct discussions to identify SGBV related issues faced by this groups and find their priority needs to prevent SGBV; Conduct 12 working group discussions (2 in each project target areas) with involvement of men, women, youth, people with disabilities, women living with HIV and local authorities as a part of process development DDP (To ensure at least 25% are women);
* Develop District Development Plans (DDP) in all project target areas or to ensure that SGBV related issues are incorporated into existed DDP;
* Translate into Tajik, print and disseminate DDP among local population, authorities and SCOs;
* Develop and disseminate materials on alignment of SDGs to National Development Strategies among population, local authorities and representatives of SCOs;
* As a result of provided project activities to submit narrative and financial reports;
* Considering COVID-19 related situation to provide option how all above-mentioned intervention can be organized in community level. Possible risks and the mitigation measures need to be proposed in the proposal;

**Expected results**

* Programme, module for the workshops and discussions developed and participants for the workshops and discussion are identified;
* Two rounds of workshops and discussion are conducted (1) to develop DDP: 2 to present results and developed DDP. To ensure at least 25% are women);
* Discussions to identify SGBV related issues faced by these groups and find their priority needs to prevent SGBV conducted; 12 working group discussions (2 in each project target districts) with involvement of men, women, youth, people with disabilities, women living with HIV and local authorities as a part of process development DDP conducted. To ensure at least 25% are women;
* District Development Plans developed in all project target areas, or SGBV related issues incorporated into existing DDPs;
* DDPs are translated, published and disseminated among local population, authorities and CSOs;
* Materials on nationalization, localization and alignment of SDGs to National Development Strategies are developed and disseminated among local population;
* Financial and narrative reports developed and submitted to UNDP in accordance with agreed schedule and deadlines.

**Eligibility criteria under lot/grant # 6**

|  |  |  |
| --- | --- | --- |
| **Evaluation of Proposals** | **Scores obtainable (maximum)** | **Organization** |
| **A** | **B** | **C** | **D** | **E** |
|  | Only Local Public Organization registered in Tajikistan | 10 |  |  |  |  |  |
|  | Consortiums/Associations of SCOs is highly encouraged to apply  | 10 |  |  |  |  |  |
|  | At least 5 years of practical experience in the implementation of similar activities | 10 |  |  |  |  |  |
|  | Experience in grant management and grant implementation with volume not less than USD 30,000 for the last three years | 10 |  |  |  |  |  |
|  | Availability of technical and administrative capacity (office, personnel, office equipment, etc.) to implement project | 10 |  |  |  |  |  |
|  | At least 3 years of working experience and cooperation with INGOs  | 10 |  |  |  |  |  |
|  | Financial system and Accountancy policy in place | 10 |  |  |  |  |  |
|  | Availability and/or involvement of gender expert in implementation of grants is a must | 10 |  |  |  |  |  |
|  | Clear and detailed explanation of risks associated with implementation of announced grants and measures to mitigate those risks | 10 |  |  |  |  |  |
|  | Experience in working with local authorities (hukumat, jamoats) | 10 |  |  |  |  |  |
|  | Experience in development of district development plan(s) | 10 |  |  |  |  |  |
| **Total scores**  | **110** |  |  |  |  |  |

**Note:** the submitted proposal(s) should include detail information on planned activities, (number of trainings, participants, frequency of trainings, duration, etc), quantitative and qualitative indicators, and possible risks and mitigation measures.

**Grant Programme Funding**

Successful CSO (see Technical Evaluation Criteria, Annex I). Responsibility for all measures taken to implement project will be the sole responsibility of the CSO. The feasibility study of the financial part will be assessed by the Grant Appraisal Committee (GAC) on the basis of the pricing, quality and expected results, and in accordance with the planned scope of work. The applicants' own contribution, including stakeholder contributions (at least 10%) and complementarities of actions funded by UNDP with activities implemented by applicant using its own or other external resources will be regarded as advantage during evaluation processof the project proposals.

**Administrative costs should not exceed 20% of the total costs and need to be proved by deliverables.**

***Each proposal need to be completed before 1 December, 2021.***

**Methodology and Approach**

The applicant should develop and provide a full proposal clearly indicating the timeframe, targets, indicators, budget[[22]](#footnote-23) and any other partner organizations to be involved in the implementation of activities. Each proposed activity should be evidence-based indicating its relevance and priority for the target groups, whose activities will contribute to ending violence against women and girls.

The overall implementation schedule is to be mutually agreed between UNDP and IP. It is required that selected IPs will undertake and fully complete all activities, initially before **1 December, 2021.**

## Reporting, Monitoring & Evaluation

Grantee will provide quarterly (3 months) and final reports on all activities indicated in the Proposal. All reports should be submitted to UNDP Spotlight Initiative in Tajikistan project within the first 5 days of each month. All reports should contain a full description of all activities undertaken within the reporting period. Including information on indicators. The reports should consist of narrative and photos of sub-project and financial. The format of the report will be provided to all partners by UNDP and a detailed reporting templates will be negotiated after selection of Implementing Partner(s).

**Budget**

The Implementing Partner shall provide a detailed budget for each activity, covering all project related expenses. IP’s administrative expenses are to be shown as a separate budget line as a direct project cost and should not exceed **20%** of the total cost and **need to be proved by deliverables**. Based on the budget and payment schedule, the IP will be required to prepare and present a financial report using an UNDP format.

**Payment**

The total cost under the current initiative covers the complete set of activities envisaged for their implementation. UNDP Tajikistan will make payment (-s) to the Implementing Partner in tranches through bank transfer, in Tajik Somoni, as per UN Operational Rates of Exchange (ORE) for the day of payment.

**Annex III**

**Барномаи Рушди Созмони Милали Муттаҳид**

**UnitedNationsDevelopmentProgramme**

**Application Form**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Request for Grant: 178-2020-Grant-UNDP-SPL-@**

**Assist in elimination of sexual and gender-based violence via responding to the needs of target groups in Sughd and Khatlon regions and Districts of Republican Subordination**

**of the Republic of Tajikistan.**

To: **UN Development Program in Tajikistan**

Dear Sir/Madam,

 Having examined the specifications and overall documents that concern this request, I, the undersigned herein, agree to deliver works presented in the submitted proposal under the “Spotlight Initiative in Tajikistan” (“SIT”) project according to the terms of the request documents.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the stipulated time frame.

We agree to abide by the proposal for a specified period of request from the date fixed for opening of proposals, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

1. **General Information**
	1. Name of Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Have the capacity to implement project in target districts of Khatlon and Sughd regions and DRS □ YES □ NO
	3. Name of Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. Legal Status: □ PO□ BA□Other, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	5. Registration number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	6. Legal address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	7. Date of registration:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	8. Postal address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	9. Primary contact person: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Secondary contact person: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Name of Director:  |  |

|  |  |
| --- | --- |
| Signature of Director:  |  |

Organization’s Stamp

|  |  |
| --- | --- |
| Date:  |  |

**БарномаиРушдиСозмониМилалиМуттаҳид Annex III (cont.)**

**United Nations Development Programme**

Project APPLICATION Form

|  |
| --- |
| 1. General Information |

|  |  |
| --- | --- |
| 1.1 Project title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.2 Has this project proposal been submitted for other grants?  |  | No |  | Yes |

|  |
| --- |
| 2. Applicant Information[[23]](#footnote-24) |

|  |  |
| --- | --- |
| 2.1 Name of Applicant: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 2.2 Type of Applicant: |  | BA |  | PublicOrganization |  | Other, specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2.3 Legal Status/ Registration Number: |  | Legal address: |  | Registration date: |  |

|  |  |
| --- | --- |
| 2.4 Postal Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2.5 Main Contact Person: |  | Title/position: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Phone: |  | Fax: |  | Email: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2.6 Other Contact Person: |  | Title/position: |  |
|  |
| Phone: |  | Fax: |  | Email: |  |

|  |
| --- |
| 2.7 What is the mission of the applicant? |
|  |

|  |  |
| --- | --- |
| 2.8 Number of paid staff who currently work for applicant : |  |
| 2.9 Number of volunteers who currently work for applicant: |  |

|  |
| --- |
| 2.10 Give brief information about the projects/activities implemented by the applicant during the last five years[[24]](#footnote-25). |
|  |
| 2.11 Describe your current sources of funding. *Please provide Letter of Reference from the current donor (Attachment 3)* |
|  |

|  |  |
| --- | --- |
| 2.12 Bank details: |  |
| Name of account holder: |  |
| Bank Name: |  |
| Branch Name: |  |
| Account No./BAN Code: |  |
| Address of Bank: |  |
| Country: |  |
| SWIFT Code: |  |

2.13 Latest annual financial and audit reports, if available, should be attached to the proposal. (Attachment 2)

|  |
| --- |
| 3. The Proposed Initiative |

|  |
| --- |
| 3.1 Concisely describe the project using your own wordsusing the following structure: *Introduction/Background, Project Goal and Objectives, Project activities/methodology, Expected Results, Conclusion (max 600 words)*  |
| Introduction:Project goal(s):Project objectives:Planned activities:Project activities/ methodology: Expected results: Conclusion: |

|  |  |
| --- | --- |
| 3.2 Proposed duration of project implementation in months: |  |

|  |  |
| --- | --- |
| 3.3 Location of the project: *Briefly describe the exact location in the box below:* |  Region Republican |
|  |

|  |
| --- |
| 3.4 Describe the target population of the project *(by gender (% of males and/or females), age groups, risk behaviours*, *etc.)*: |
|  |

|  |
| --- |
| 3.5 Estimated number of target population/beneficiaries at the project/target site *(please also describe the source of this information)*: |
| Number |  |  |

|  |
| --- |
| 3.6 Estimated number of target population/beneficiaries that will be reached by the project: |
| Number |  |  |

|  |
| --- |
| 3.7 What problem among target population does this project attempts to solve? |
|  |

|  |
| --- |
| 3.8 What is the overall goal to which the project is designed to contribute? (*This should be expressed briefly in one simple sentence)* |
|  |

|  |
| --- |
| 3.9 What is (are) the objective(s) of this project?  |
|  |

3.10 Complete the logical framework matrix (LogFrame) of the project.

|  |  |  |  |
| --- | --- | --- | --- |
| Narrative Summary | Objectively VerifiableIndicators | InformationSources | Risks andAssumptions |
| Impact |  |  |  |
| Outcome(s) |  |  |  |
| Outputs |  |  |  |
| Inputs |  |  |  |

|  |
| --- |
| Instructions on the LogFrameColumn Headings* **Narrative Summary** - The text that "narrates" or describes the objectives.
* **Objectively Verifiable Indicators** - The indicators, which demonstrate the ways in which the goals, project purpose, outputs and input shall be achieved. Indicators should be quantifiable wherever possible, but qualitative indicators may also be used, if necessary. In general, ideal indicators should be SMART: Specific, Measurable, Achievable, Realistic and Timely.
* **Sources of information** - These specify the source of the information used to measure or verify the indicators.
* **Risks and assumptions** - These are important events, conditions, or decisions which are necessarily outside the control of the project, but which are critical for the project objective to be attained.

Row Headings* **Impact** - The higher-level objective that the project is expected to contribute to. Ex: The better managed and operated drinking water supply system in village X. The addition of the word "contribute' implies that this project alone is not expected to achieve the wider objective.
* **Outcome** – The anticipated effect that the project will achieve by delivering the planned outputs. There is a tendency for this to be expressed in terms of a "change in behavior" of a group or institution; the project outputs are expected to facilitate this change.
* **Outputs** - The tangible results that the project management team should be able to guarantee. Outputs are “products” of activities undertaken and are generally delivered within specified time frame. Ex: Improved knowledge about ways of drinking water supply system operation and maintenance or increased number of population who received information about rational use of drinking water, hygiene and sanitation, etc..
* **Inputs** – Inputs are the resources that the project "consumes" in the course of undertaking the activities. Typically they will be human resources, money, materials, equipment and time. The activities must be undertaken by the project to produce the outputs. Ex: Rehabilitation of drinking water supply system and distribution of information brochures about hygiene and sanitation among local population.
 |
| 3.11 Describe the main activities of the project.*Activities are the specific tasks or clusters of tasks required to achieve outputs. The activities should be listed in summary form; more detailed description of activities should be presented in the Project Implementation Plan (Attachment 7).* |
|  |

|  |
| --- |
| 3.12 Outline whether these are new interventions or existing interventions that are to be scaled up, and how they link to existing programs? |
|  |

|  |
| --- |
| 4. Partnerships |

|  |
| --- |
| List project partners and their respective responsibilities. |
|  |

|  |
| --- |
| 5. Sustainability |
| 5.3 What are the risks that could present challenges for this project, or that could prevent success of the project? How will the project manage or mitigate these risks?  |
| Risks | Mitigation Measures |
|  |  |
|  |
| 6. Proposed Budget |

6.1 Detailed Budget. Please provide an estimated budget for the project by completing the budget template (Attachment 5).

6.2 Budget Summary by Expenditure.

|  |  |
| --- | --- |
| Expenditure (Line Items) | Cost Estimate |
| 1. Salaries |  |
| 2. Consultants |  |
| 3. Travel, Transport, Per Diem |  |
| 4. Equipment, Materials, Supplies |  |
| 5. Other Direct/Operational Costs |  |
| 6. Program Costs |  |
| 7. Sub-Total |  |
| 8. Overhead |  |
| Total Project Cost |  |

|  |  |  |
| --- | --- | --- |
| Budget Summary  | Amount | Percentage  |
| **Administrative Costs** **Includes:** -Financial & Administrative Staff Costs-Financial & Administrative Mgmt Costs -Fin-Admin Office/Operational Costs -Overhead  |  |  |
| **Program Costs** **Includes:** -All Programmatic Consultant Costs -All Programmatic Travel Costs-All Programmatic costs for equipment and materials -All Programmatic Operational Costs-All Direct Program Costs  |  |  |

6.3 Budget Summary by Source of Funding

|  |  |  |
| --- | --- | --- |
| Budget Summary by Funding Source | Total | Percentage |
| Total Amount Required to Implement the Project |  |  |
| Total Amount Being Requested from this Donor |  |  |
| Total Other Donor Contributions (specify the donor(s)) |  |  |

|  |
| --- |
| 7. Check-list of Attachments |

Complete section 7.1 by marking all the required attachments that are included in this proposal with **X** in the third column. For those documents that are not attached to the proposal for any reason, leave the third column blank. List any other (optional) attachments included in the proposal under Section 7.2.

7.1 Required Attachments:

|  |  |  |
| --- | --- | --- |
| **Attachment #** | **Attachment Name/Title** |  |
| 1 | Applicant’s Legal Registration Status Documentation (Registration Certificate and Charter) |  |
| 2 | Application’s Latest Annual Financial and Audit Report |  |
| 3 | Applicants’ Letter of Reference from Current Donor |  |
| 4 | Applicant’s References and Evidence of Past Performance |  |
| 5 | Project Summary Budget |  |
| 6 | Project Summary Budget Notes |  |
| 7 | Project Implementation Plan |  |
| 8 | In case of consortium, Section 2 of Application Form for all entities participating in the project |  |
| 9 | Short CVs of the main staff on the project |  |

7.2 Optional Attachments:

|  |  |  |
| --- | --- | --- |
| **Attachment #** | **Attachment Name/Title** |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| 8. Signatures |

|  |  |
| --- | --- |
| Name of Applicant representative:  |  |

|  |  |
| --- | --- |
| Signature of Applicant representative:  |  |

Please also put a stamp of the organization

|  |  |
| --- | --- |
| Date: |  |

1. The Spotlight Initiative project document is under the review of the Government of Tajikistan. The implementation of grant programme is subject to government approval. [↑](#footnote-ref-2)
2. For few lots due to specific of tasks, some activities will be conducted in Dushanbe and on regional level. [↑](#footnote-ref-3)
3. Project target group: survivors of violence; women and girls with disabilities; women in vulnerable employment (domestic workers); abandoned (e.g. by migrants; or having only religious marriage) and divorced women and their daughters. [↑](#footnote-ref-4)
4. To ensure in most project activities with involvement of community members gender disaggregation is followed. [↑](#footnote-ref-5)
5. The participatory approach includes involvement of local population, representatives of different groups (men, women, youth, people with disabilities, women leaving with HIV/AID etc.) government authorities; local stakeholders to the process of review, discussion of legislation and policies. [↑](#footnote-ref-6)
6. Workshops and public hearing to present findings and discriminatory provisions identified during legislation review and to identify gaps, priority issues on SGBV related issues among different groups. [↑](#footnote-ref-7)
7. 12 workshops x 25 participants=300; 7 public hearing x 30 participants = 210 participants; involvement of 50 Public servant’ Total 560 peoples involved in these activities. [↑](#footnote-ref-8)
8. Focus Group discussion will be conducted as a part of legislation review, for the health, education, labor, justice and security sectors in all project target areas, in close collaboration with National Consultants hired by UNDP for legislation review. Focus groups will be conducted with the following target groups: men, women, youth, people with disabilities, women with HIV/AIDS. [↑](#footnote-ref-9)
9. Representation of local authorities (hukumat, jamoats). [↑](#footnote-ref-10)
10. Community mobilization activities need to be conducted with involvement of local activists, youth, people with disabilities, women living with HIV and local government. [↑](#footnote-ref-11)
11. At least 4 Community mobilization activities per year in each 6 project target areas with involvement of minimum 25 peoples from different groups (local activists, youth, people with disabilities, women living with HIV and local governments (4 x 6 x 25= 600). Gender balance should be observed in all community mobilization activities. [↑](#footnote-ref-12)
12. Consortium/coalition of CSOs is highly encouraged to apply for lot #2 [↑](#footnote-ref-13)
13. The trainings will be conducted with involvement of 200 judges, 200 police officers, 200 advocates, and 30 legal aid lawyers, from project target areas and other regions too. At least 20% of participants should be women (126 women). [↑](#footnote-ref-14)
14. Dushanbe is excluded under LOT 3 [↑](#footnote-ref-15)
15. The total amount of microgrants and funds allocated to support existing women run business which can establish new job creation should not be less than 60% of overall grant budget. The UNDP will be involved in selection process of microgrants. While selected CSO is responsible for organization of selection process of grant recipient, UNDP reserves the right to be a part of evaluation committee. [↑](#footnote-ref-16)
16. 50 journalists and 50 bloggers ensuring that at least 50% of participants are women. [↑](#footnote-ref-17)
17. UNDP will hire Consultant to develop National Guideline on gender sensitive language for journalists. [↑](#footnote-ref-18)
18. Two rounds of trainings in Dushanbe and 6 target districts with at least 30 participants per each training: 2\*7\*30=420. At least 20% of training participants should be women (84 women). [↑](#footnote-ref-19)
19. Two rounds of advocacy and capacity building workshops in 6 target districts, with at least 20 participants per each workshop: 2\*6\*20=240. At least 20% of training participants should be women (48 women). [↑](#footnote-ref-20)
20. The participatory approach includes involvement of local population, representatives of different groups (men, women, youth, people/women with disabilities, women leaving with HIV/AID etc.) government authorities; local stakeholders to the process of development of District Development Plans in 6 target districts. Not less than 25% of participants should be women. [↑](#footnote-ref-21)
21. 12 workshops x 25 participants=300; 7 public hearing x 30 participants = 210 participants; involvement of 50 Public servants. Total 560 peoples involved in named activities. Not less than 25% of participants should be women. [↑](#footnote-ref-22)
22. Budget must be reasonable and justified against activities. [↑](#footnote-ref-23)
23. If the applicant is formed by several entities (consortium), each entity must fill this part. Completed sections 2 of each entity other than the primary applicant should be annexed to the proposal in the Attachment 1and 8. [↑](#footnote-ref-24)
24. Details and evidence of satisfactory implementation are compulsory. They should be annexed to proposal with a donor support letter (Attachment 4) [↑](#footnote-ref-25)