



Ukraine

APPROVED

UNDP Ukraine Country Director

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«___» April, 2010

UNDP
Civil Society Development Programme

CALL FOR PROPOSALS

Improving the legal framework for civil society in Ukraine

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1. INTRODUCTION

This document is intended to provide eligible Ukrainian civil society organizations (CSOs) with information about the UNDP Civil Society Development Programme and to guide applicants through the current Call for Project Proposals. It describes the eligibility criteria, application procedure and selection process as well as the evaluation and monitoring requirements for the implementation of the selected project.

1.1. UNDP Civil Society Development Programme

The Civil Society Development Programme (CSDP or Programme) aims at a strengthened civil society promoting democratic governance. This programme promotes an open and democratic society founded on the rule of law and based on human rights and governance transparency and accountability both nationally and regionally. The project ensures that civil society organizations (CSOs) can become stronger, diminish their dependency on the donor community, and enhance citizen participation in policy processes by developing the capacity of CSOs at the regional and local level to effectively address citizens' needs. CSDP is funded by the Danish Ministry of Foreign Affairs and implemented by the UNDP Ukraine during 2009-2012.

The Programme includes two main components: 1) the small grants scheme for CSOs in seven regions (oblasts) to support activities aimed at improving the rights and situation of vulnerable groups, and promoting transparency and accountability of regional and local governments; and 2) support to the development of a more favorable legal framework for the civil society in Ukraine in accordance with recommendations of the Council of Europe. The UNDP implements this Programme through competitively selected partners that carry out specific components of the CSDP.

1.2. Objectives of the Call for Proposals

With this Call for Proposals (CFP) the UNDP seeks to competitively select a qualified civil society organization (Grantee) that will receive a grant from UNDP to organize, coordinate and carry out activities to achieve the following main goals:

- more favorable legal framework for the civil society in Ukraine advocated; and
- practice of application of the current legislation and regulations concerning CSO legalization (registration) improved.

In order to reach the mentioned main objectives the Grantee is expected to achieve the following objectives:

- priority legislation and regulations identified and agreed upon by the main civil society actors that needs to be developed and adopted in order to create a more favorable legal framework for the civil society in Ukraine;
- a policy document on CSOs' legal status, CSO legalization (registration) and CSO activities regulation in accordance with the European principles and approaches¹ drafted, publicly discussed and promoted;
- dialogue between the civil society, government and legislature strengthened concerning the reforms in the civil society legislation and CSO activities' regulation;
- Ukrainian CSO community better informed about legal requirements that need be complied with in order to facilitate CSO legalization;
- practices of public officials involved with CSO legalization improved.

The current CFP opens on **April 26** and closes on **May 28, 2010**. UNDP will select one CSO and award one grant to support a project described by the selected CSO in an application submitted in response to this CFP.

¹ According to the Council of Europe "Recommendation CM/Rec(2007)14 of the Committee of Ministers to member states on the legal status of non-governmental organisations in Europe"

The duration of the grant project will be up to 12 months, and the amount of the grant will not exceed **USD 50,000**.

The CSDP will manage all the activities associated with this CFP with participation and supervision of at least one representative of the UNDP Country Office staff. A Grant Appraisal Committee formed by the UNDP will select and approve the grant project. The UNDP will conclude an agreement with the winning organization whose project will be recommended for funding by the Grant Appraisal Committee. Funding will be provided in several installments according to the payment schedule included in the grant agreement between the UNDP and the Grantee, subject to successful project implementation and reporting by the Grantee.

2. ELIGIBILITY CRITERIA

In order to be reviewed and evaluated, applications must be submitted by eligible organizations and include eligible projects proposals and costs.

2.1. Eligible organizations

Organizations eligible to receive funding through this Call for Proposals must meet the following criteria:

- registered in Ukraine as a not-for-profit public or charitable organization (not-for-profitability code #0006 or #0005);
- proven expertise in policy paper drafting, legal analysis, legislation monitoring, and in conducting media and public awareness campaigns;
- significant experience in monitoring and analysis of legislation concerning civil society and not-for-profit activity, according to the European standards, including legalization (registration), income generation, taxation, citizen participation in decision-making, and charitable activity;
- demonstrated experience of cooperation with government bodies, including the Secretariat of the Cabinet of Ministers of Ukraine, the Ministry of Justice, and Verkhovna Rada of Ukraine concerning developing recommendations on new legislation, policies and procedures concerning civil society in Ukraine.

Projects from organization that do not pass the eligibility criteria will not be further considered.

2.2. Partnerships

The applicant organization may create partnerships with other CSOs in order to implement the grant project. The applicant organization will lead the partnership and make decisions on its behalf. The organization selected by the Grant Appraisal Committee as a winner of this CFP will represent the partnership in the agreement with the UNDP.

If partnerships are formed, the applicant organization must include in its application package letters signed by partners, and describing the subject of partnership, partners' roles and responsibilities.

2.3. Eligible projects

Project activities to be supported by the UNDP grant may include: consulting to the CSOs, government officials and members of parliament, research, analytical, policy paper drafting, training, information dissemination and publication activities aimed at achieving the above-mentioned goals and objectives.

It is anticipated that the Grantee will work with the following stakeholders:

- the "Civic Coalition for the new law On Civic Organizations" (Civic Coalition²) – a coalition of CSOs that promotes improvement of the legal framework for the civil society in Ukraine;
- other CSOs interested in promoting a favorable legal framework for civil society and improving current CSO registration and regulation practices;

² More information on Civic Coalition can be obtained at the web site of the Ukrainian Center for Independent Political Research: <http://www.ucipr.kiev.ua>

- the Ministry of Justice of Ukraine, Secretariat of the Cabinet of Ministers of Ukraine, and other relevant government bodies;
- relevant committees of the Verkhovna Rada (parliament) of Ukraine;
- media.

UNDP expects the Grantee to be prepared to propose various scenarios for achieving project goals and objectives, according to the developments in the process of improvement of the legal framework for the civil society in Ukraine. For example, in the case of adoption and enactment of the new law “On Civic Organizations” the Grantee shall provide consulting to the Civic Coalition and relevant government stakeholders in order to facilitate implementation of this law through changes in relevant policies and procedures.

2.4. Eligible costs

Eligible costs must:

- be necessary for carrying out the project activities;
- have actually been incurred by the applicant during the implementation period;
- comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- be properly recorded, identifiable and verifiable, and be backed by original supporting documents.

UNDP grant may only be used to cover the following costs:

- staff salaries and expert fees;
- communication and information services;
- travel;
- rent, catering, and other services associated with project events;
- printing and copying;
- consumables and supplies.

Small amount can be considered for equipment purchase only if a strong argument is made that it is crucial for achieving project’s goals.

The following costs are ineligible:

- costs of project proposal preparation;
- international travel;
- academic research;
- debts;
- currency exchange losses.

The grant funds shall be utilized subject to the following conditions:

- Spending solely on the purposes specified in the project proposal;
- Equity and justice;
- Direct involvement of the CSO in project implementation;
- Responsibility for the project implementation and management;
- Observance of gender parity;
- Openness;
- Transparency;
- Compliance with the legislation of Ukraine;

2.5. Eligible applications

In order to be admitted in the review process, applications must include the full package of documents (as stated in the section “Application Process” of this CFP), and be submitted in the form and on the time

described further in this CFP. CSDP under UNDP supervision will determine eligibility of applications, and will prepare the eligible applications for review and evaluation by the Grant Appraisal Committee.

3. APPLICATION PROCESS

This CFP will be advertised through the web sites of the following organizations:

- UNDP Ukraine: www.undp.org.ua
- GURT Resource Center: www.gurt.org.ua
- Civic Space Portal: www.civicua.org
- CCC Creative Center: www.ccc-tck.org.ua

Applications (project proposals) must be developed in English according to this CFP and the Application Form. The CFP document includes the Evaluation Form (Attachment I), and the Application Form (Attachment II). It can be downloaded from the above-mentioned web sites, and requested by e-mail from the CSDP office: vasyl.romanyuk@undp.org.ua. A separate document - Terms of Reference (TOR) is publicized along with the CFP and is available to applicants to provide additional details on this CFP. TOR serves as a general reference for developing an application, and its text should not be literally repeated in the application.

All inquiries concerning this CFP must be sent electronically by May 11, 2010 to the following addresses: valeriy.oliynyk@undp.ua and vasyl.romanyuk@undp.org.ua. CSDP will summarize all inquiries and publicize the answers through the above-mentioned web sites by May 14, 2010.

Three hard copies of the application package (including project proposal and attachments) prepared according to this CFP must be delivered by mail, express mail or in person to the following address: **Attention: PROPOSAL OPENING UNIT, UNDP Ukraine, 1 Klovsy Uzviz, 01021 Kyiv Ukraine** with the reference: **CSDP Call for Proposals "Improving the legal framework for civil society in Ukraine"**. Applications sent by e-mail or fax will not be considered. All applications must be received by the UNDP office by **16:00 on May 28, 2010**.

4. THE GRANT APPRAISAL COMMITTEE

To ensure full transparency and equity of the process, UNDP forms a Grant Appraisal Committee. The Grant Appraisal Committee is an authorized body in charge of the review, selection and approval of submitted grant project proposals.

The Grant Appraisal Committee shall have the following tasks:

1. Review and appraisal of grant project proposals
2. Decision making on grant applications (approval or denial)
3. Monitoring and evaluation of grant projects
4. Assistance in the implementation of grant projects

Members of the Grant Appraisal Committee shall perform their duties on a voluntary basis. The Grant Appraisal Committee will consist of the members, who will be invited subject to the specific nature of project under consideration, and approved by UNDP Country Director. The Grant Appraisal Committee may decide to request independent expert opinion during the grant project selection process.

Meeting(s) of the Grant Appraisal Committee will be held subject to submission of the grant project proposals. The Grant Appraisal Committee meeting will be organized and facilitated by UNDP Programme staff. A UNDP Programme Associate is assigned to keep the minutes of each Grant Appraisal Committee meeting.

4.2. Evaluation criteria

Applications will be evaluated by the Grant Appraisal Committee against the criteria included in the Evaluation Form (Attachment 1 of this CFP). Each criterion will be scored on a scale from 0 to 3, where "0"

means “unsatisfactory”, “1” – “marginally satisfactory”, “2” – “satisfactory”, and “3” means “good”. The maximum total obtainable score is 57. An average total score for each application will be calculated based on individual total scores by each member of the Grant Appraisal Committee.

The Grant Appraisal Committee will recommend for funding the project proposed in the application that received the highest average total score.

The UNDP intends to announce the winner of this CFP by **June 21, 2010**.

5. REPORTING, MONITORING AND EVALUATION

5.1. Monitoring and evaluation

Grantee is responsible for monitoring project implementation and evaluating its results. UNDP and CSDP will also monitor the project through Grantee reports, site visits, meetings with project personnel and stakeholders, and participation in project events.

5.2. Reporting

The Grantee will submit the following reports according to UNDP format:

- One-page narrative monthly progress reports, including updates on the activities carried out and results achieved;
- Quarterly progress and financial reports, including copies of all materials produced and supporting documents;
- Final report.

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EVALUATION FORM

Application registration number _____

Applicant's name _____

Evaluation Criteria	Score obtainable	Score				
		Unsatisfact. 0	Marginally satisfactory 1	Satisfactory 2	Good 3	
ORGANIZATION						
1	expertise in policy paper drafting, legal analysis, legislation monitoring, media and public awareness campaigns on civil society issues	3				
2	experience in monitoring and analysis of legislation concerning civil society and not-for-profit activity, according to the European standards	3				
3	experience of cooperation with the Secretariat of the Cabinet of Ministers of Ukraine, the Ministry of Justice, and Verkhovna Rada of Ukraine	3				
4	experience in conducting round table discussions, seminars, conferences, and in producing publications on civil society issues	3				
PROJECT						
5	profound understanding of the issue and good problem analysis	3				
6	effective approach and methodology leading to reaching project goals	3				
7	realistic and obtainable objectives	3				
8	well-defined short-term and long-term results	3				
9	clear and logical work plan	3				
10	well-defined stakeholders and engagement strategy	3				
11	effective public awareness strategy	3				
12	specific and relevant agendas for project events	3				
13	clear and specific contents of publications and training materials	3				
14	effective monitoring system and well-defined indicators	3				
PERSONNEL						
15	education (sufficient and relevant to the job)	3				
16	experience in policy paper drafting, legal analysis, and legislation monitoring on civil society issues, organization of public and training events	3				
17	personnel quantity and competence sufficient for successful project implementation	3				
BUDGET						
18	clear and justified	3				
19	sufficient and consistent with project activities and goals	3				
TOTAL SCORE		57				

Name and position of the member of the Grant Appraisal Committee

Signature _____

Date _____ 2010

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APPLICATION FORM

INFORMATION ABOUT APPLICANT ORGANIZATION

Organization's legal name	
Organization's legal status	
Year of registration	
Name of executive director	
Name of project manager	
Name of project accountant	
Organization's legal address	
Actual address (if different from above)	
Telephone:	Fax:
E-mail address:	Web page:
Project budget (in USD)	
Project dates	

PROJECT PROPOSAL

Project Summary (maximum of 1/3 page)

Describe project's objectives, main activities, stakeholders and expected results.

General information about applicant organization (maximum of 1 page)

1. Main areas of expertise – describe your organization's main competencies and areas of specialization.
2. Forms of activity – describe main types of activity that organization performs to fulfill its mission.
3. Describe main target audiences and partners of your organization.
4. International projects – provide a brief list of your organization's three current or latest projects supported by international organizations and donors.
5. Access to expertise – describe how your organization obtains outside expertise when needed.
6. Describe your organization's main assets: number of full-time staff, office space, equipment.

Relevant experience (maximum of 1 page)

1. Activities – describe the work performed by your organization that demonstrates its capability to contribute to the improvement of the legal framework for civil society in Ukraine.
2. Results – describe specific results achieved by your organization in developing policy papers, conducting legal monitoring, analysis, promoting CSO involvement, public awareness, organizing training and public events, and producing publication on issues concerning civil society legal framework.
3. Cooperation with government – describe forms and results of your organization's cooperation with government bodies mentioned in the Call for Proposals.

Problem analysis (maximum of ½ page)

Describe main shortcomings in the legal framework for civil society in Ukraine, what problems it creates to CSOs, and why it should be changed.

Project objectives (maximum of ½ page)

Describe your project's goals and objectives.

Expected results (maximum of ½ page)

Describe specific short-term and long-term results that you plan to achieve with your project.

Stakeholders (maximum of ½ page)

1. Describe project's main stakeholders and target audiences, and how they will be engaged.
2. Describe how the CSO community at all levels will be involved through the Civic Coalition and otherwise.
3. Provide details how your project will cooperate with government bodies described in the CFP and other relevant authorities.

Project Activities (maximum of 1 page)

Briefly describe the form and contents of each type of activity that will be carried out during project implementation to reach its objectives.

Communication strategy (maximum of ½ page)

Describe your project's key messages, audiences, information products and communication channels.

Work Plan (maximum of 3 pages)

Provide project's Work Plan according to the following format:

Date	Activity	Topic	Implementors	Location	Planned Results
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Events (maximum of 1 page)

Provide more details on agendas and format of the project's training and other public events.

Publications (maximum of ½ page)

Briefly describe all publications, handouts and other printed materials that will be produced during project: contents, volume, circulation, dissemination.

Monitoring and Evaluation (maximum of ½ page)

Describe how you will monitor project implementation and evaluate its results, and what indicators will be used.

Future activities (maximum of ½ page)

How will your organization continue its efforts aimed at the civil society legal framework improvement after completing the project? How will it further develop project's achievement?

Budget (maximum of 2 pages)

Provide project budget in USD according to the following format:

Description of Activity/Item	Persons/Units	Rate/Cost	Estimated amount in USD
Total			

Personnel (maximum of 2 pages)

Briefly describe education, qualification and relevant experience of each project staff person and invited expert (up to 1/3 page for each specialist).

ATTACHMENTS

In addition to Project Proposal, the application package must include copies of the following documents:

1. Charter of the applicant organization;
2. Registration certificate;
3. Bank details;
4. Letters of support from relevant government bodies;
5. Partnership letters – in case of partnerships.