

UNDEF



The United Nations
Democracy Fund

United Nations Democracy Fund **Project Proposal Guidelines**

Summary

The present guidelines describe the application procedure for the first round of UNDEF grants. Their purpose is to provide guidance to prospective applicants in the preparation of their proposals and thus to help the Fund select and support the best projects in conformity with the guidance of its Advisory Board. These Guidelines therefore establish

- The process for applications and awards, including proposed schedule
- The eligibility criteria for beneficiaries
- Eligible activities
- The requirements in terms of branding and visibility of the UNDEF sponsorship
- The different types of geographical coverage (global, regional and country projects)
- The partnerships that are encouraged
- The implementation arrangements envisaged
- The reporting, monitoring and evaluation requirements; and
- The commitment to transparency and assistance of the UNDEF Office to applicants in this process

The present guidelines have been endorsed by the UNDEF Programme Consultative Group on March 24th 2006, and should be interpreted in the spirit of the UNDEF Programme Framework Document approved by the UNDEF Advisory Board in its 1st session of 6th March 2006. This may be found on the UNDEF web site: <http://www.un.org/democracyfund>



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1. **Background of UNDEF**

At the 2005 World Summit held at the United Nations in New York, Heads of State and Government reaffirmed their commitment to promote democracy and human rights, by welcoming “the establishment of a Democracy Fund at the United Nations¹” (herein referred to as ‘UNDEF’).

UNDEF aims to provide strategic support to catalyze democracy and human rights initiatives around the world. It is intended to complement and build upon the already extensive engagement of the United Nations, its relevant departments, specialized agencies, funds and programs working in this field.

UNDEF is a Trust Fund established through contributions from Member States, under the authority of the Secretary-General. UNDEF is guided by its Advisory Board, which includes representatives of Member States at ambassadorial or capital level, eminent academics and global civil society leaders. Thus, participation in the activities of UNDEF bestows prestige to all its stakeholders and signifies for its beneficiaries a high level of political commitment to democratic values.

2. **Mandate of UNDEF**

UNDEF finances projects carried out by a wide range of governance actors, including executive, legislative and judicial branches of government, constitutionally independent national bodies, civil society organizations and the United Nations, its relevant departments, specialised agencies, funds and programmes. UNDEF aims to support action-oriented projects to bring about measurable and tangible improvements in democracy and human rights on the ground, thereby translating the concept of “democracy” into practical solutions for people to have their voices and choices heard.

UNDEF-financed projects will be implemented over a period of one or two years, principally at country level and in least developed, low or middle income countries. UNDEF also provides discrete funding to a limited number of regional and global projects promoting democracy (see subsection 5.1). Eligibility criteria are elaborated further in Section 5.

¹ Paragraph 135, [2005 World Summit Outcome](#), A/RES/60/1, 24 October 2005



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3. Scope of the Guidelines

These guidelines describe the application procedure for UNDEF grants. They have been reviewed and endorsed by the UNDEF Programme Consultative Group (PCG)². The basic principle behind the two-stage approach of the UNDEF application procedure and in particular of the first stage (invitation for proposals) is to allow interested parties to obtain an initial award with the minimal amount of effort and information needed by the UNDEF statutory bodies to reach a decision in principle. UNDEF only needs the applicants to invest the time and resources to produce a full project document when a proposal has been approved in principle.

The Project Proposal Guidelines may be periodically revised in subsequent rounds of the UNDEF funding cycle to take account of best practice and lessons learned. These guidelines should be read in conjunction with:

- ✓ The paper on **UNDEF Governance Arrangements**, approved by the Advisory Board, which outlines the role of the Advisory Board³, the Programme Consultative Group (PCG) and the UNDEF Office⁴;

² The PCG is composed of senior substantive professionals from the following UN departments, funds and programmes: The UN Department of Political Affairs (DPA), the UN Department of Peacekeeping Operations (DPKO), the Office of the UN High Commissioner for Human Rights (OHCHR), the UN Development Programme (UNDP), the UN Office on Drugs and Crime (UNODC), the UN Development Fund for Women (UNIFEM), the UN Development Group Office (UNDGO). The Executive Head of UNDEF is ex officio member of the PCG.

³ There are 17 members of the Advisory Board: one representative each from the six Member States contributing the most to the Fund (until end-2007, in alphabetical order: Australia, France, Germany, India, Qatar and the USA); one representative each from five Member States selected by the Secretary-General so as to ensure geographic diversity on the Board (until the same date, Benin, Chile, Hungary, Indonesia and South Africa); four persons appointed by the Secretary-General in their individual capacity (Dr. Rima Khalaf-Hunaidi, Prof. Guillermo O'Donnell, Prof. Michael Doyle and *ex officio* Mr. Amir A. Dossal, Executive Director of the UN Fund for International Partnerships (UNFIP); and two representatives of non-governmental organizations, selected by the Secretary-General (CIVICUS and the International Commission of Jurists).

⁴ The Office of the UN Democracy Fund consists of an Executive Head and other professional staff appointed by the Secretary-General. For administrative purposes, the Executive Head reports to the Executive Director of UNFIP, who reports to the Secretary-General through the Deputy Secretary-General. The Executive Head of UNDEF reports to the UNDEF Advisory Board on substantive matters. The Office develops programme funding criteria, in consultation with the Programme Consultative Group; solicits and receives proposals on the basis of guidelines approved by the Board; reviews project proposals for submission to the Board; conducts outreach activities; arranges monitoring and evaluation, as well as audit exercises; handles all aspects of the allocation, disbursement, accounting of funds; and submits reports to the ACABQ and Fifth Committee of the General Assembly, as and when required.



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- ✓ The **UNDEF Programme Framework**, approved by the Advisory Board, which provides additional background on the criteria for and process of project selection;
- ✓ The **UNDEF Guidelines** for detailed project documents, which are applicable to successful project proposals; and
- ✓ The **UNDEF Branding and Visibility Rules**, which establish the conditions of acknowledgement to the United Nations of UNDEF sponsorship.

For the above documentation, please visit the UNDEF website at <http://www.un.org/democracyfund>.

4. Application Procedure

4.1 Schedule

15 April 2006	Invitation for Proposals Online application software opened
15 May 2006	Deadline for proposal submission Online application software closed
15 June 2006	Deadline for UNDEF Office technical submission of long list to PCG
01 July 2006	Deadline for PCG recommendations to Advisory Board
17 July 2006	Deadline for Advisory Board recommendation for funding to Secretary-General
01 August 2006	Publication of Grant Awards on UNDEF website
30 September 2006	Deadline for submission of detailed project documents
15 November 2006	Deadline for clearance of projects by UNDEF Office and commencement of disbursement to beneficiaries ⁵
30 June 2007	Deadline for submission of annual projects' substantive mid-term reports
31 December 2007	Deadline for submission of biennial project substantive mid-term reports Deadline for submission of annual project final substantive reports
30 June 2008	Deadline for submission of annual project certified financial statements
31 December 2008	Deadline for submission of biennial project substantive final reports
30 June 2009	Deadline for submission of biennial project certified financial statements

⁵ The Project implementation period will be of 12 or 24 months counted from the date UNDEF Office effects the disbursement of the grant.



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4.2 Invitation for Proposals

The first round of UNDEF funding will begin when the invitation for proposals is launched on 15 April 2006. The deadline for the first round of submissions will be 15 May 2006. Organizations wishing to apply for UNDEF funding should visit the UNDEF website where they will be prompted to complete an Online Proposal. An outline of the requirements of the Online Proposal is provided in Annex 1 to this document.

UNDEF will close the process for online submission of proposals on 15 May 2006, COB, EST⁶. The Fund will not accept proposals submitted via e-mail, regular post, facsimile, diplomatic or UN pouch, hand or courier delivery or any other channel⁷. An online receipt will be generated confirming receipt of the online proposal. The UNDEF Office will communicate directly with the applicant should additional information be required. Applications received after the cut-off date and time will be deemed placed against the next round of UNDEF funding.

4.3 Award Decisions

Proposed projects will be assessed by the UNDEF Office, short-listed by the Fund's Programme Consultative Group and reviewed by UNDEF's Advisory Board. The Advisory Board will submit through its Chair a recommendation of awards to the Secretary-General, who holds the ultimate authority for the funding decision.

Decisions on the selection of projects to be funded will be considered "approvals in principle" since final approval will depend upon successful finalisation of a full project document within two months of this approval in principle. Failure of the project sponsor to comply with this two month deadline will result in the grant being cancelled. Extended deadlines may be granted on an exceptional basis to especially complex projects by UNDEF Office.

The awards will be published by 1st August 2006. All successful applicants will be notified at the electronic address indicated in their application.

⁶ 5pm, Eastern Standard Time in North America, 5 hours behind the Coordinated Universal Time (UTC)

⁷ Only in the event of proven lack of access to Internet will such proposals be considered if they reach the UNDEF offices within the established deadline for online submissions.



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4.4 Successful Proposals and Detailed Project Documents

Proposals approved in principle for funding by UNDEF will have to be elaborated into detailed (full) project documents within two months. They should meet the usual standards of international good practice, prior to receiving final approval for disbursement. Project formats used normally by CSOs, NGOs and UN entities will be deemed acceptable by UNDEF. Specific “Guidelines for Detailed Project Documents” will be made available on the UNDEF website.

A detailed project document will include at least the following information:

- ✓ a cover page with an executive summary of the project expressing the total budget, the amounts and sources of funding (template to be provided by UNDEF);
- ✓ a situation analysis, including of lessons learned in earlier or concurrent efforts in the same field and country/region, that will develop the “problem being addressed” section of the original proposal;
- ✓ the objectives of the project and a description of the planned activities;
- ✓ a risk assessment which will express the level of engagement of national authorities and other stakeholders;
- ✓ information on the methodology with which the project was developed and the consultation process for its finalization;
- ✓ a logical framework with outcome-based performance indicators;
- ✓ a detailed budget for the full period, broken down by calendar year whenever applicable, with indication of other sources of funding and an indication of other funding organisations to which the proposal has been or will be submitted
- ✓ an annual or biennial work plan with activity implementation deadlines
- ✓ a communications strategy that will take into due account the commitments on visibility of the UNDEF (see 4.5)
- ✓ the legal and implementation arrangements expressing the names and details of the key individuals in charge of the proposed project, including the ways in which the beneficiary intends to implement the “UNDEF Branding and Visibility Rules” (see § 4.5), the Financial Management and the Reporting, Monitoring and Evaluation arrangements.

In the case of partnership projects, the project format will be that of the executing agent and payee. Detailed project documents will be uploaded online through the



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UNDEF website by the cut-off date indicated in the schedule (see § 4.1). The inability to complete the detailed project document requirements by the established deadline will result in cancellation of the grant allocation.

4.5 Branding and Visibility

Successful beneficiaries will be expected to comply with the “UNDEF Branding and Visibility Rules” that will be posted on the UNDEF website. These rules ensure that projects totally or partially funded by UNDEF visibly acknowledge the United Nations’ support. They cover the written and visual identity of UNDEF and apply to print, electronic and any other material, presentation, banner, invitation, sign, plaque, vehicle, other hardware and items purchased with UNDEF funding or produced within a UNDEF-funded project.

4.6 Declined Proposals

Given the envisaged volume of applications and the current limitation of resources, UNDEF may not be able to fund all proposals received. Organizations whose application was not approved for funding will not be notified individually. Such organizations may wish to revisit the UNDEF website periodically to be aware of future invitation for proposals.

5. Eligibility Criteria

5.1 Global/Regional and Country Windows

UNDEF will invite proposals and projects that either take place in, and address the democratic process and institutions of, one Member State only, or occur in several states of a region or sub-region or even intend to operate at the global level. For the former (Country Window), UNDEF will reserve approximately 80% of its programmable resources in each funding round. For the latter (Global/Regional Window), UNDEF will allocate 20% of its programmable resources.

5.2 Duration of Projects and Amounts Awarded

In principle, UNDEF grants will be allocated for projects with a duration of one or two years. The implementation period will be decided by the applicants. Grant allocations will in principle not exceed US\$500,000 for any given project, and will be of a minimum of US\$50,000. Exceptions to the floor and ceiling will be duly justified both by the applicants in their proposal and by the UNDEF Office in their submission to the PCG and Advisory Board. Once the implementation period has elapsed, beneficiaries will be required to revert unspent funding to the UNDEF.



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5.3 Eligible Beneficiaries

The following institutions are eligible for UNDEF grant funding:

- (1) **Government agencies:** National and sub-national executive agencies, including local, regional and other sub-national governments.
- (2) **Independent and Constitutional Bodies:** This includes Election Commissions, Supreme Audit Institutions, Human Rights Commissions, Parliaments, sub-national representative bodies, judicial institutions and other independent governance bodies.
- (3) **Civil Society Organisations and Non-Governmental Organisations** engaged in promoting democracy and human rights.⁸
- (4) **Global and Regional inter-government bodies, organisations and associations** other than the United Nations.
- (5) **The United Nations**, including its relevant departments, specialized agencies, funds and programs working in this field.

5.4 Priority Countries and Regional Balance

Applications from all countries and regions as well as regional and global initiatives will be considered. Strong preference will be given to applicants from countries and regions where the difficulties of democracy are more critical and pervasive, such as countries emerging from conflict, new and restored democracies, the [Least Developed Countries](#) (as per the official classification of the UN-OHRLS), [Low Income Countries](#) (“Low Income Economies” as per the World Bank’s official classification based on Gross National Income per capita) and [Middle Income Countries](#) (“Lower and Upper Middle-income Economies”, idem).

⁸ UNDEF will not consider project proposals that reflect any type of support for any member, affiliate or representative of an organisation that recommends or is apologetic of the use of violent means in political action in general and of terrorism in all its forms and manifestations in particular, as stated in the 2005 World Summit Outcome document (§81). Based on ECOSOC (Economic and Social Council) resolution 1996/31 on consultative relationship, as well as the UN Department for Public Information (DPI) criteria for associated NGOs, UNDEF will require that the aims and purposes of the applying CSO be in conformity with the spirit, purposes and principles of the Charter of the United Nations; the CSO must be recognized nationally or internationally; the CSO shall have a satisfactory record of collaboration with UN field offices, UNDP, a United Nations Information Centre (UNIC) or other parts of the UN system; the CSO shall have statutes/by-laws providing for a transparent process of making decisions, elections of officers and members of the Board; it shall have an established headquarters, with an executive officer; the CSO shall finally have authority to speak for its members through its authorized representatives; evidence of meeting these requirements shall be the onus of the applying CSO.



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UNDEF will aim at attaining a satisfactory regional balance in the awarding of grants, and will consider each individual proposal on its own merits. To provide equal opportunity to all applicants and countries, UNDEF will initially select one proposal for funding based on merit per country (for the Country Window) and per organisation (for the Global/Regional Window). Only if there is funding available will second and subsequent proposals from earlier selected countries or organisations be considered.

5.5 Eligible Activities

The following activities will be eligible for funding:

- (a) **Strengthening democratic dialogue and support for constitutional processes:** This will include activities that enhance the interaction of people (and especially marginalized groups) with their government; that foster national dialogue, democracy and reconciliation amongst diverse communities and actors; and activities that strengthen the relationship between civilians and the military. UNDEF shall also support broad-based consultation processes in the context of drafting or revising a Constitution.
- (b) **Civil society empowerment:** This includes activities that strengthen civil society capacities to participate in democratic processes, including umbrella organisations and institutional interfaces between civil society and the State.
- (c) **Civic education, voter registration and strengthening of political parties:** This includes activities to enhance people's participation in democratic processes, especially elections at the national and local levels, with particular emphasis on the involvement of marginalized groups. UNDEF recognizes the important role that political parties play in democratization. Activities that are clearly compatible with the United Nations' neutrality will be supported in the spirit of UNDEF not taking sides with any concrete political or ideological option.
- (d) **Citizen's access to information:** This includes activities such as strengthening the legal framework for access to information; enhancing the availability of information provided by government institutions to the public; bolstering the ability of the media to act as a medium of democratic information; and increasing the level of pluralism in the sources of public and private information sources.



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- (e) **Human Rights and Fundamental Freedoms.** This would include support to activities such as human rights education, as well as activities to promote access to justice by marginalised groups.
- (f) **Accountability, transparency and integrity:** This includes strengthening of public agencies in charge of expenditure and income oversight; parliamentary scrutiny of executive branch of government; support to watchdog groups and institutions both public and private as well as civil society organisations and NGOs, and the media, aiming at increasing transparency in public and private financial management.

5.6 Additional Requirements and Considerations

- (a) **Partnerships:** The Fund's special interest is in fostering more open exchanges and thereby better relations between civil society and the institutions of governance, both the executive and constitutional bodies. UNDEF expects many projects to comprise joint activities or partnerships between several entities in civil as well as official society. It will therefore look favourably upon proposals which seek to promote such an approach.
- (b) **Inclusion and participation of marginalized segments of society and vulnerable groups:** Proposals should clearly indicate how these groups will be involved in and/or benefit from the project.
- (c) **Gender/women:** All successful proposals must ensure that gender issues are explicitly addressed and that greater participation of women in democratization is a fundamental objective of the project. Proposals that do not clearly demonstrate how this will be achieved cannot be considered by UNDEF.
- (d) **Professional affiliations with regional or global networks, organizations or associations:** Proposals should indicate any affiliations the applicant has that may be of relevance in the course of due diligence by UNDEF, and how these affiliations contribute to the effectiveness of the proposed project. UNDEF is interested in working with both experienced organisations and agencies that have a long-standing commitment to democratic values and a proven record in successful project management as well as with emerging institutions and entities. UNDEF reserves the right to request additional background information on organisations that do not have previous experience administering UN grant awards and/or partnering with the United Nations. These applicants, if successful, may be subject to limited funding on a pilot basis below the established floor (see 5.2).
- (e) **UN Resident Coordinator Advisory Note:** As per the annexed template, applicants to the Country Window are encouraged to attach an Advisory Note



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signed by the United Nations Resident Coordinator in the country where the activities would take place (or UN ranking official where different, i.e. Special Representative or Representative of the Secretary-General). Applications to the Global/Regional Window do not require such a note. The note will either indicate that the proposed activities have been developed upon invitation from the host government or certify that the government does not object to UNDEF funding them. The note will also confirm that the applying organisation has the managerial and technical capacity to implement the submitted project proposal⁹.

- (f) **South-South Cooperation:** UNDEF welcomes projects that make the maximum use of local and regional resources and which operationalise the transfer of know-how and solutions between countries with similar or relevant experience.
- (g) **Sustainability:** UNDEF will analyse the assurances of sustainability of the projects given by the applicants. It will be of particular importance to guarantee that results of the project will last beyond the funding period and that gains will be maintained in the long term.
- (h) **Low-priority types of expenditures and activities:** UNDEF will not consider as a priority projects which focus on the following:
 - Filling a funding gap for initiatives which do not refer to the concept of democracy
 - Activities that can be funded by other funding sources (e.g. Thematic Trust Funds or the Peacebuilding Commission's Fund)
 - Activities where a substantial part of the budget covers institutional recurrent costs and/or personnel costs, official/UN travel and/or conference services
 - Research where alternative funding opportunities are available, UNDEF is not better positioned than other institutions, and the focus is not directly related to action and tangible improvement of democracy and human rights
 - Activities where the proportion of hardware purchases exceeds the amount devoted to capacity development

⁹ Resident Coordinators (in close consultations with SRSGs where applicable) are encouraged to convene a Consultative Group comprised of all relevant stakeholders (i.e. UN Agencies, National Counterparts, donors and civil society) to assess all project proposals presented in any given country and inform the representations stated in the RC's/SRSG's Advisory Note. The assessment criteria used by the Group will be, inter alia, those established in this and the previous subsections.



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5.7 Reporting, Monitoring and Evaluation

All proposals will include a financial provision of 10% of the project budget for monitoring, evaluation and reporting costs. For projects over US\$250,000, this provision will be capped at \$25,000. While reporting and monitoring by the executing agent and/or implementing partner is acceptable to UNDEF, the Fund strongly recommends that evaluations and financial audits be undertaken by external and independent entities or experts (i.e. local universities, chartered accountants, financial consultancy firms, etc.) and that a participatory methodology be applied, involving direct beneficiaries and interested stakeholders.

Successful applicants' mid-term and final reports will be considered public information. UNDEF mid-term and final progress report templates will be made available on the UNDEF website. All financial reports must include an audited or certified financial statement, reflect interest earned on funds received from UNDEF, show any parallel funds received by the recipient for complementary activities and align expense with activities and milestones. Further details will be provided to successful applicants through the "Guidelines for Detailed Project Documents".

The UNDEF Office will from time to time undertake, directly or through third parties, thematic or regional evaluations of UNDEF-funded activities or audit specific projects. Grant recipients will be expected to commit to take all necessary measures to facilitate such evaluations or audits as and when required.

5.8 Implementing Arrangements, Accountability and Cost-recovery

One of the partners, who will be UNDEF's payee, will act in all matters as "Executing Agent" or "Grant Administrator". That partner – typically a UN Agency in the Country Window – will bear all financial, monitoring, evaluation and reporting responsibility towards UNDEF. Another partner – typically the CSO and/or the national government counterpart in the Country Window – will be the "Implementing Partner(s)", and will bear the main substantive responsibility in achieving the results of the project. In some cases, the roles of Implementing Partner and Executing Agent/Grant Administrator may be entrusted to the same entity, especially under the Global/Regional Window – typically a broad-based and reputed international NGO (See Annex 3).

The Executing Agent will be entitled to recover for its costs of financial management a maximum of 5% of the project's volume. Monitoring, Evaluation and Reporting costs have been established at 10% of the project budget in § 5.7. The Implementing Partner will be allowed to charge the project budget with its direct Programme Support Costs, as per local conditions and best international practice.

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The cover page of the Project Document will be signed by: (1) the funding organizations, namely UNDEF and any other financial contributors; (2) the “Executing Agent” or “Grant Administrator”; and (3) the “Implementing Agent”.

6. Transparency and Assistance to Applicants

The UNDEF Office is committed to providing punctual, accurate and user-friendly assistance to all interested parties, especially applicants to the Fund. While it cannot provide direct support to the preparation of applications, projects or reports, it will nonetheless respond in the shortest possible period of time and in a language that is understandable by the recipient to all queries received, so as to ensure that potential applicants understand the procedure and are able to present their submissions to the fund with maximum chances of success.

UNDEF will ensure that all guidelines, procedures and other policy documents are made available on its website on a timely basis and in a user friendly format. UNDEF will, in any event, disclose a maximum of information on its website on the appraisal cycle and process. It will also provide appropriate information upon request on any matter pertaining to the functions of the Office and rules of the Fund. Finally, it will channel queries addressed to the PCG and the Advisory Board to their respective Chairperson.

UNDEF will also apply a full transparency policy with regard to the approved grants. While applications for UNDEF funding will be treated in confidence during the review process (the information will only be shared with the UNDEF Office, the PCG and the Advisory Board) information on grants which have been approved in principle will be posted on the UNDEF web site.

**First Round – 2006****Annex 1****Outline of Online Project Proposal Application Requirements**

Note: The Online Project Proposal System (OPPS) can be accessed at the UNDEF website at www.un.org/democracyfund. The present outline describes the application procedure for the first round of UNDEF grants that any applicant will have to complete online. All applications may be completed in English or French.

1. Applicant Information

1. Name of organization or entity applying
2. Type of institution
3. Name, Title and contact information of head of entity
4. Name, Title and contact information of designated contact
5. Relevant prior experience
6. Affiliations with national or international associations/organizations
7. First time or prior applicant/ obtained funding in earlier UNDEF rounds

2. Project Information

1. Project Title
2. Location, including country, type of country¹⁰ and region¹¹
3. Project Summary
4. Duration
5. Requested Amount
6. Activity Line
7. Gender considerations
8. Marginalized or vulnerable groups
9. Attachment of the UN Resident Coordinator's Advisory Note

3. Project Description

1. Problem being addressed
2. Objectives/Purpose of the Project
3. Key Activities
4. Outputs/Deliverable Products
5. Results/Outcomes

¹⁰ Least Developed Country (LDC), Low Income Country (LIC) or Middle Income Country (MIC), see 5.4

¹¹ Africa, Arab States, Asia, Europe or Latin America



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6. Monitoring and Evaluation
7. Innovative Aspects
8. Sustainability of the Initiative/Project
9. Why UNDEF?

4. Partner Information

1. Who is the Executing Agent/Grant Administrator of this project?
2. Who is/are the Implementing Partner(s) of this project?
3. Other Donors/Sponsors and amounts of their contribution (including the applicant and its partners)

5. Budget

All budgets should be expressed in US dollars. An indicative budget should be submitted with broad cost estimates for each major activity funded by UNDEF. An additional budget by inputs funded by UNDEF should be provided according to the attached template. It will contain a budget line of 10% to cover Monitoring and Evaluation Costs for proposals less than \$250,000. For UNDEF funding above US\$250,000, a maximum flat \$25,000 amount will be applied. An amount of 5% should be applied to cover the Program Support Costs of the Executing Agent/ Grant Administrator.

Sample UNDEF-funded budget by inputs:

Professional Project Personnel (National and International employees and consultants)	00
Administrative Support: Project Personnel, Stationery, Communications, Postage, Courier and Fuel, Insurances and Maintenance Contracts, Rentals, Utilities	00
Training Courses, Workshops, Study Tours and Meetings (rental of premises, refreshments, banners, public address systems, hotels and meals, resources)	00
Travel and Per Diems	00
Advocacy, Publications and Print Material (includes websites)	00
Project Equipment (vehicles; IT material)	00
Programme Support Costs of the Implementing Partner	00
Subtotal:	000,000
Reporting, Monitoring, Evaluation	10%
Executing Agent/Grant Administrator's Financial Management Fee	5%
Total Project Cost	000,000



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Sample UNDEF-funded Budget by activity

Activity 1 (i.e. Training of Women Local Councillors)	00
Activity 2 (i.e. Voter Education campaign targeted at women)	00
Activity 3 (i.e. Sensitisation of parties' leadership to increase women quotas)	00
Activity 4 (i.e. project administrative management)	00
Subtotal:	000,000
Reporting, Monitoring, Evaluation	10%
Executing Agent/Grant Administrator's Financial Management Fee	5%
Total Project Cost	000,000

6. Commitments

As in the case of license agreements for software, Applicants will also be requested to tick four boxes committing to:

- ✓ Develop a project by the established deadline following the “UNDEF Guidelines for Detailed Project Documents”
- ✓ Abide by the “UNDEF Branding and Visibility Rules” in all activities and products of the project if it were to be awarded a grant
- ✓ Provide mid-term and final substantive progress reports (that will include participatory evaluation involving all key programme stakeholders) and final certified financial statements, as per the established Monitoring & Evaluation and Reporting Guidelines
- ✓ Take all necessary measures to facilitate evaluations or audits as and when required by UNDEF or a third party on its behalf

In the case of CSOs, the following additional commitments will be requested by the same procedure:

- ✓ The Applicant CSO/NGO does not intend to provide any type of support for any member, affiliate or representative of an organisation that recommends or is apologetic of the use of violent means in political action in general and of terrorism in all its forms and manifestations in particular, as stated in the 2005 World Summit Outcome document (§81).
- ✓ As per ECOSOC Resolution 1996/31 on consultative relationship, as well as the UNDPI criteria for associated NGOs, the Applicant CSO/NGO's aims and purposes are in conformity with the spirit, purposes and principles of the Charter of the United Nations.

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- ✓ The CSO/NGO has been recognized nationally or internationally (tick one option).
- ✓ The CSO/NGO has statutes/by-laws providing for a transparent process of making decisions, elections of officers and members of the Board; the CSO has authority to speak for its members through its authorized representatives identified above.

**First Round – 2006****Annex 2**
UNDEF Advisory Note

I, the undersigned

United Nations Resident Coordinator Representative of the Secretary-General Special Representative of the Secretary-General in (country) _____

Attest that the project proposal (name of Project) _____

Presented by (name/acronym of applicant) _____

In partnership with (name of partner organisation(s)) _____

Meets the national priorities of _____ (country name) _____. The Government has no objection to the project being supported, or is actively supporting it..

The applicant has/has not the managerial and technical capacity to implement the project.

Comments on the Project Proposal:

In the event that the application for UNDEF funding is successful, the following UN agency will be appointed to act as Executing Agency for the Project as per UNDEF Guidelines section 5.8 _____ (Name of UN Executing Agency)

Signed:

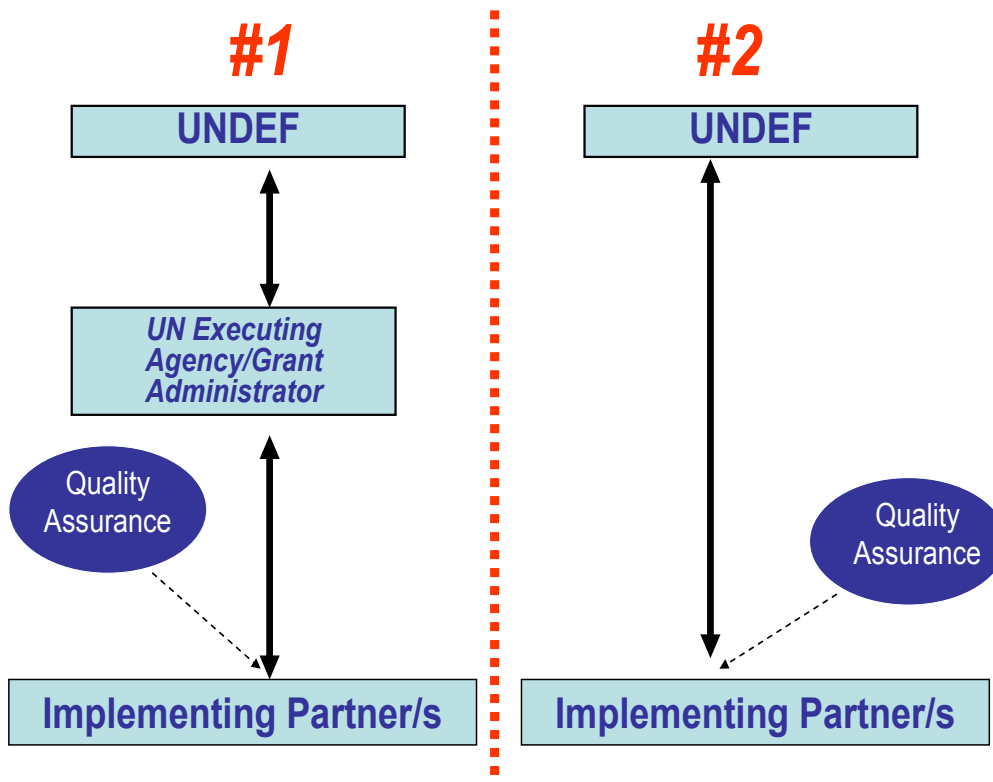
(Name)_____
(Designation)

In _____, (date) on _____

Stamp



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Annex 3United Nations Democracy Fund
Implementation Arrangements

For the UNDEF, the Grant Administrator will receive the grant from the Fund and manage its disbursements. This may involve onward-granting to a variety of implementing partners, depending on project design, or it may include implementing part or all of the project itself. In carrying out this role, the Grant Administrator will be accountable to the Fund for financial and substantive oversight of the project, including reporting results and outcomes to the Fund. However, it will be required to establish independent quality assurance. In the UN context, the function of Grant Administrator is often termed 'execution'.