

Call for Applications for Small Grants for Civil Society Organizations

‘Supporting Persons living with disabilities and achieving disability inclusion in COVID19 Programming’

Advertisement No. **PNG-SG-2020-07-001**

Issue date: 24th July, 2020

Application deadline: 12th August, 2020 : 11:59PM (PNG Time: +10 GMT)

Minimum budget: USD 2,500

Maximum budget: USD 30,000

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) Papua New Guinea (PNG) Office plans to award small grants to eligible Civil Society Organizations (CSO) in the range of USD 2,500 to USD 30,000. Small grants are intended exclusively to finance a limited range of eligible activities to support the development or strengthening of CSOs’ institutional capacities. UN Women invites eligible applicants to submit small grants applications for the eligible activities, as elaborated in this advertisement.

This advertisement forms the basis for applying for small grants. It must neither be construed as a small grant agreement nor as a confirmation of a small grant awarded by UN Women to any entity. Consequently, UN Women is not liable for any financial obligations, or otherwise, incurred by any entity in responding to this advertisement. UN Women will not approve such costs as part of any small grant budget, and an awardee must not use the small grant to cover such costs.

UN Women solicits applications for small grants from CSOs legally established and operating in Papua New Guinea working to support persons living with disabilities and achieves disability inclusion in their COVID19 programming.

This call for applications is launched in the context of the supporting persons living with disabilities and achieving disability inclusion in COVID19 Programming in Papua New Guinea (PNG) under the Covid19 Protection Programme implemented by UN Women PNG with the financial support of DFAT.

CSOs wishing to apply to this Call for Applications are requested to send their submission through email at the following address: cfp.pngco@unwomen.org **no later than 11:59PM on the 12th of August, 2020**

UN Women will not consider applications sent by any other means or to different addresses.

Applications must be submitted in English. Any application not submitted in the specified working language will be excluded from consideration.

Proposals received after the deadline may not be accepted for consideration.

1. Introduction and Background

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the centre of all its efforts.

UN Women in Papua New Guinea, under its COVID-19 Protection program, recognizes that persons with disabilities in PNG will face multiple disadvantages due to the COVID-19 Pandemic. This includes an increased risk of contracting COVID19 due to barriers accessing preventive information and hygiene, reliance on physical contact with the environment or support persons, transport barriers to services and supplies due to State of Emergency Procedures. Realizing these vulnerabilities, we need to ensure that persons with disabilities are protected and respond effectively to a COVID-19 outbreak through disability inclusion practices, and funding for those organisations who facilitate support for PWDs.

UN Women plans to award a small grant to an eligible Civil Society Organizations (CSOs) in Papua New Guinea, which supports persons living with disabilities and achieves disability inclusion in their COVID19 programming.

- The Grant will be USD \$30 000, disbursed in two installments.
- The Application deadline is the 12th of August 2020.
- UN Women would like to receive applications from female lead organisations, and organisations who mainstream gender equality into their service provision.

Small grants are intended for small contributions to Civil Society Organizations (CSO) in the range of USD 2,500 to USD 30,000 exclusively to finance a limited range of activities to support the development or strengthening of a CSO's institutional capacity. The activities include

- introduction or improvement of organizational systems, tools and processes, training of workforce in technical and managerial skills and support with adequate equipment.
- The purpose of small grants is not to finance the delivery of a programmatic activity or an output on behalf of UN Women since such activities may be financed through Partner arrangements

2. Who can apply?

The applicant must be a Civil Society Organization (CSO) legally established and operating in Papua New Guinea

The applicant may apply if it:

- is a registered CSO in operation for at least three years;
- is not on the Consolidated UN Security Council Sanctions List;

- is not being investigated for fraud, corruption, sexual abuse, sexual exploitation or other wrongdoing;
- has not had funding received from UN Women entirely or partly written off by UN Women;
- is not currently engaged as an Implementing Partner (IP) or Responsible Party (RP) for UN Women;
- has not been engaged as an IP/RP for UN Women at any time after 21 November 2019;
- is not a government entity;
- is not a UN organization;
- is not an established CSO with the capacity to be engaged as an IP/RP;
- has sufficient capacity to collaborate with various stakeholders;
- has sufficient financial stewardship, including having adequate financial policies and procedures in place to manage the small grant; and,
- past performance has been deemed satisfactory by UN Women (if it has received small grants previously or been engaged as an IP/RP before 21 November 2019).

3. Eligible activities

The applicant may apply for a small grant to cover the following activities:

- introducing and improving organizational systems, tools, and processes to support persons with disabilities
- training of workforce in technical and managerial skills to which increase disability inclusion in COVID19 programing; and,
- supporting with equipment such as copiers, scanners, printers, laptops and computers as long as the cost of such equipment is limited to 30% of the proposed small grant budget or USD5,000, whichever is lower, in order to respond to disability inclusion within the COVID-19 context.

The purpose of small grants is not to finance the delivery of a programme activity.

The implementation of the small grant must be completed by the 15th of December the purposes of this call

4. Limitations

This small grant is limited to USD 30,000 for one CSO per 12-month period. A CSO can only apply for a maximum of USD 60,000 for small grants from UN Women, in the lifetime of that CSO.

For the purposes of this call, the maximum amount for the small grant is USD 30,000.

5. Application

An application must contain all relevant information showing that the applicant and the proposed activities are eligible. All applications must be in English. Hand-written applications will not be accepted.

Please use the attached application form (annex I) and the declaration form (annex II) when submitting your application.

Please submit a registration certificate evidencing that the applicant is a registered CSO that has been in operation for three years.

UN Women will reject any application that doesn't contain enough information to show that the application or the activities are eligible.

6. Review Criteria

The applicant must:

- propose eligible activities that develop or strengthen the institutional capacity of the applicant and are consistent with this advertisement;
- not propose to use the small grant to provide an activity/output on behalf of UN Women, civil construction work, engineering work, purchases of vehicles or other tangible or intangible property, except for copiers, scanners, printers, laptops, and computers;
- not propose to use more than 30% of the small grant or USD5000, whichever is lower, to purchase copiers, scanners, printers, laptops, and computers;
- propose a timeline that is no longer than a year and eligible activities that are feasible to accomplish within a year, including political, security, logistical considerations;
- propose a timeline and eligible activities that do not extend beyond 15th J, including political, security, logistical considerations;
- not propose to cover its indirect costs/support costs with the small grant;
- not make a direct profit from the small grant;
- not propose to cover costs incurred or committed prior to a signed Small Grant Agreement;
- propose eligible activities sustainably supporting the applicant
- propose eligible activities where the applicant has the capacity to reach the target audience; and,
- propose a budget that is cost-effective given the eligible activities, the number of targeted beneficiaries, and the proposed location.

7. Award

UN Women will evaluate applications that meet all the criteria. UN Women will award the small grants to the applicants that best contributes to the goals reflected as strategic priorities in the Spotlight Initiatives in Papua New Guinea. Successful applicants are informed in writing of UN Women's decision to award the small grant. The award is conditional on the applicant agreeing to the terms and conditions set forth in UN Women's Small Grant Agreement and the award is automatically rescinded if the applicant doesn't agree to these terms and conditions.

Definition of a Civil Society Organisation; *means Non-State, not-for-profit, voluntary entities formed by people in the social sphere that are separate from the State and the market. CSOs represent a wide range of interests and ties. The definition of CSOs includes but are not limited to community-based organizations (CBOs), non-governmental organizations (NGOs), youth-led organizations, LGBTI organizations, faith-based organizations and academic institutions but the definition of CSOs does not include business or for-profit associations.*

Annex I Application Form

Advertisement No. **PNG-SG-2020-07-001** [To be filled in by the Applicant]

CSO/Applicant details	
Name and registration number Please submit proof of registration	
Mandate of the CSO	
CSO staff focal point and alternate	<i>(Please insert full name, title, e-mail address, telephone number)</i>
Application details	
Proposal title	
Duration and proposed start date	<i>(Please state the duration in months, noting that the maximum duration is 12 months from the "Effective stating date")</i>
Background	
Main objectives/Results to achieve	
Thematic Focus and Priorities (Support to Persons with Disabilities in the Context of Covid-19)	
Geographical area in Papua New Guinea	
Activities (list them 1.,2.,) and related expected timeframe: 15th August – 15th December 2020	

<p>How are the activities supporting the development or strengthening of the CSO's institutional capacity?</p>	
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Annex II: Declaration by the Authorized Representative of the Applicant Organization:

Through submitting this application, I confirm that:

- a) The Organization is not on the Consolidated UN Security Council Sanctions List;
- b) The Organization is not being investigated for fraud, corruption, sexual abuse, sexual exploitation or other wrongdoing;
- c) The Organization is not currently engaged as a Partner of UN Women through a Project Cooperation Agreement;
- d) The proposal for the small grant does not aim to cover the Support Costs of a project implemented by the Organization;
- e) The Organization will not make a direct profit from the small grant;
- f) The Organization is not proposing to cover costs incurred or committed prior to a signed Small Grant Agreement.

Date:

Name:

Stamp and signature: