



every drop matters



EVERY DROP MATTERS PROJECT GUIDELINES

www.everydropmatters.org



Every Drop Matters

Inclusive Community Based Water
Management and Adaptation to Climate
Change Project for Catalyzing
Achievement of the MDGs

Project Guidelines

(2nd Edition)



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List of Acronyms

CBO	Community Based Organizations
CCF	Coca Cola Foundation
CSO	Civil Society Organizations
EDM	Every Drop Matters
MDG	Millennium Development Goals
NGO	Non-Governmental Organizations
RBAP	Regional Bureau for Asia & the Pacific
RBAS	Regional Bureau for Arab States
RBEC	Regional Bureau of Europe and the Commonwealth of Independent States
RTRC	Regional Technical Review Committee
TCCC	The Coca Cola Company
UNDP	United Nations Development Programme

1. Introduction

The purpose of this document is to provide comprehensive information to potential applicants on priorities, criteria and application procedures for the UNDP & Coca-Cola partnership 'Every Drop Matters' – Inclusive Community Based Water Management and Adaptation to Climate Change Project for Catalyzing Achievement of the MDGs.

Note that all grant applications have to be done on-line at www.everydropmatters.org

1.1 The Millennium Development Goals

The eight MDGs represent an internationally agreed agenda for reducing poverty and improving lives; they range from halving extreme poverty and halting the spread of HIV/AIDS to the building of global partnerships. Each goal comprises targets to be attained by 2015.

Water plays a pivotal role for sustainable development, including poverty reduction. The use and abuse of and competition for increasingly precious water resources have intensified dramatically over the past decades, reaching a point where water shortages, water quality degradation and aquatic ecosystem destruction are seriously affecting prospects for economic and social development, political stability, as well as ecosystem integrity. Furthermore, in areas that are already vulnerable due to their limited water sources, the climate change intensifies with increased warming and diminishing water supplies. Water availability is likely to be further exacerbated by poor management.

Water and sanitation have a key role in combating poverty and in the realms of agriculture, energy, health, biodiversity and ecosystems: The management and provision of water resources, water services and sanitation are some of the most cost efficient ways to address all of the Millennium Development Goals.

Water resources management, water supply and sanitation will need more attention in global and national policy, investment and management to reach the MDG's, to adapt to the impacts of climate change and to strengthen resilience to change.

- Lack of water and sanitation makes sick, malnourished and trap people in poverty. Inadequate access to water and sanitation deprives billions of people, especially women and girls, of opportunities, dignity, safety and wellbeing. [MDG 1]
- Improved water management is key to food production, mitigation of the negative impacts of floods and droughts especially in a changing climate. [MDG 1]
- Hauling water takes a huge toll on unserved households' time. Poor access hampers democratic participation and economic development as well as hindering children, especially girls, from attending school and causes girls to drop out. [MDG 2]
- Deprivation of water and sanitation perpetuates gender inequality and disempowers women. Access improves women's safety and their opportunities to participate in society, to work, and to care for families. [MDG 3]

- Clean water and sanitation are among the most powerful preventative measures for child mortality. [MDG 4]
- Access reduces the incidence of diseases and afflictions that undermine maternal health and contribute to maternal mortality. [MDG 5]
- Half of all hospital beds, and countless sick beds, are occupied by people suffering from water related diseases. Appropriate management and provision will save millions of lives and prevent enormous suffering. It will also release resources in the health systems to be spent on curing other ills. [MDG 6]
- Improved management and governance of water resources is indispensable for a healthy environment and strengthening resilience to a changing climate. Green economies need water to grow and flourish. [MDG7]

1.2 The Initiation of the Every Drop Matters Partnership

Recognizing the significant challenges related to water, both The Coca-Cola Foundation (CCF) and United Nations Development Programme (UNDP) have committed to identifying and supporting solutions to these challenges. The convergence of this mutual commitment has provided the basis for the development of this partnership and Project.

The proposed Every Drop Matters - Inclusive Community Based Water Management and Adaptation to Climate Change project for Catalyzing Achievement of the MDGs will have three main intervention areas:

- 1- Community water stewardship to increase access to safe drinking water and sanitation services;
- 2- Adaptation to climate change and improved water management through inclusive and practical community based approaches, and;
- 3- Advocacy, outreach and awareness raising to promote responsible water resource management and sanitation/hygiene practices.

Based on these principles, UNDP Water Governance Programme aims to develop an inclusive partnership mechanism with The Coca-Cola Foundation to encourage participation from many civil society organizations (NGOs, CBOs) to support innovative, sustainable water supply, sanitation and climate change adaptation projects over a wide geography including Turkey, the Black Sea Basin, Russia and Commonwealth of Independent States, Pakistan, Nepal, Bangladesh, Sri Lanka, the Maldives and parts of the Middle East. Between 22 and 30 recipient communities in some 20 countries will benefit through improved access to safe water and sanitation services, improved health, education and livelihoods (due to time savings for water collection, fewer lost school days and sick days, etc.), and enhanced capacity for community-based management of water supply and sanitation services including cost recovery as appropriate.

2. Every Drop Matters Grants Programme

2.1 Who can apply?

This section describes who can apply for the EDM Grant Programme. **All applications are made by or via UNDP Country Offices**, in collaboration with organizations that meet the following conditions:

- registered in priority countries (please see Table 1 for list of priority countries),
- be legal entities
- have a not-for-profit status

This could include the following types of organizations/institutes:

- UNDP CO.
- Non-governmental organizations (including Community Based Organizations (CBOs), Civil Society Organizations (CSOs), chambers, unions, business support organizations, professional associations, federations, platforms, foundations) or
- Development cooperatives, village cooperatives, village development cooperatives, agricultural cooperatives or
- Unions, water user unions or
- Regional development agencies, regional development unions or
- Capacity development institutes/centers.
- Since the focus of EDM is on facilitating and catalyzing community-based approaches to enhancing water and sanitation access and climate change adaptation, **governmental organizations** are not eligible as direct applicants but can support and participate in EDM projects in partnership with UNDP CO and with a condition of no conflict of interest.

Table 1. List of Eligible Countries

RBEC	RBAS	RBAP
- Belarus	- Bahrain	- Bangladesh
- Kazakhstan	- Jordan	- Nepal
- Kyrgyzstan	- Lebanon	- Pakistan
- Russia	- <i>occupied</i> Palestinian Territory	- Sri Lanka
- Turkey	- Qatar	
- Ukraine	- U.A.E	
- Uzbekistan		
- Black Sea		
- Caspian Sea		

In order to be eligible for the EDM Grants, applicants must be directly responsible for the preparation and management of the project with their partners.

Please note the following issues:

- Individuals are not eligible under this Call for Concept Papers.
- Municipalities are not eligible under this Call for Concept Papers.
- Profit making activities or private companies are not eligible under this Call for Concept Papers.
- Partnerships of different eligible organizations are encouraged to apply.
- An applicant may submit more than one project proposal in response to this 'Call for Proposal' but only one of its project proposals may be supported with the condition that it satisfies the selection criteria.
- The maximum amount of a grant agreement to be signed by a single legal entity as a Beneficiary would depend on a country allocation and cannot exceed US\$150.000.
- The project duration is normally up to 18 months, but preferably 12 months.

Reasons for Exclusion

Potential Applicants cannot participate in this Call for Proposals or be awarded the EDM Grant if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata* (i.e., against which no appeal is possible);
- (c) they are guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of their country;
- (e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity;
- (f) they have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure;
- (g) Political parties and their affiliated structures;
- (h) they or their suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines;

- (i) they or their suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

Applicants are also excluded from participation in Call for Proposals or the award of EDM Grant Projects if, at the time of the Call for Proposals, they:

- (j) are subject to a conflict of interests;
- (k) are guilty of misrepresentation in supplying the information required by the UN as a condition of participation in the call for proposals or fail to supply this information;
- (l) have attempted to obtain confidential information or influence the Environment Focal Points and Regional Technical Review Committees or the any of the UN Agencies during the evaluation process of current or previous calls for proposals.

2.2 Themes to be Supported

The Grants programme will fund projects that; 1) Protect natural resources and the environment while promoting the sustainable use and management of water resources in rural and peri-urban areas, and 2) Improve quality of life and livelihoods for people through improved water supply and basic sanitation for poor communities and households in rural and peri-urban areas. The projects will remain under three main intervention areas;

- 1- Community water stewardship to increase access to safe drinking water and sanitation services;
- 2- Adaptation to climate change via improved water management through inclusive and practical community based approaches, and;
- 3- Advocacy, outreach and awareness raising to promote responsible water resource management and sanitation/hygiene practices.

The following information is an illustrative, not exclusive; list of focal areas and activities. It outlines the scope of interventions as they relate to the Every Drop Matters. The “potentially eligible activities” are merely examples of project possibilities; final content for project criteria will be developed and formally adopted by the Global Steering Committee. Identification, development and implementation of individual projects will depend greatly on local and national conditions and priorities.

The projects may focus on one or combined several of the following intervention areas;

i. Community water stewardship to increase access to safe drinking water and sanitation services;

The projects will support sustainable community-based water supply activities and promote dissemination of affordable, sustainable, environmentally-friendly technologies and measures throughout a community. They will primarily involve demonstrating and disseminating appropriate technologies and measures, building local capacity; and raising public awareness. The projects may also aim to reduce the cost of appropriate technologies for communities. Potential eligible activities:

- Improvements in water and sanitation access based on indigenous / local technologies, skills and resources, sustainable and affordable to households and the local economy.
- Demonstration projects involving the introduction of appropriate, non-polluting and water saving technologies for households with an emphasis on ecological sanitation systems.
- Capacity building of community members and local craftsmen for planning, implementation, operation, maintenance and monitoring
- Community-led (participatory research) inventories of traditional/indigenous sustainable knowledge and use of those resources
- Capacity building of household members in operation and maintenance of the systems.

- Collaborative community/academic research and development in order to produce low-cost, sustainable water supply options
- Establishment of robust community management systems to operate and maintain the systems.
- Demonstration projects involving the introduction of appropriate technologies at the community level for domestic use including small-scale irrigation such as rainwater harvesting, protected springs / wells
- Capacity building of community members for planning, implementation, operation, maintenance and monitoring
- Enhancing the role of the local private sector (job creation) in construction, operation and maintenance.
- Establishment of water supply projects that meet the needs of both men and women
- Advocacy, outreach and awareness raising on project results and the benefits (health, socioeconomic, educational, etc.) of increased access to water supply and sanitation and of climate resilient water resources management.
- Application of low-cost, sustainable sanitation options
- Demonstration of innovative hygiene promotion programmes including hand washing.
- Demonstration of alternative productive use of composted excreta as fertilizer and soil conditioner.
- Provision of alternative productive use of water including involvement of private sector.
- Enhancing the role of the local private sector in construction, operation and maintenance.
- Provision of sanitation schemes that are gender sensitive such as separate latrines
- Capacity building in the area of household sanitation that is gender relevant

ii. Adaptation to climate change via improved water management through inclusive and practical community based approaches, and;

Projects will focus on adaptation and improving resilience to climate change impacts on water resources in order improve livelihoods and combat poverty. Projects helping to reach Millennium Development Goals (MDGs), in particular MDG 1 (Eradicate extreme poverty and hunger), MDG 3 (Promote gender equality and empower women) and MDG 7 (Ensure environmental sustainability) will be emphasized.

Potential eligible activities:

- Constructing farm structures / improved agricultural system resistant to climate disasters and climate change impacts
- Demonstrating the feasibility of new and alternative crops robust to climate change
- Introducing or improving rainfall capture and storage systems introduced or improved where rainfall is declining or becoming more variable
- Demonstrating agricultural practices and irrigation techniques that conserve water (e.g. night irrigation, drip irrigation, pressurized irrigation systems, irrigation scheduling, contouring, no-tillage or minimum-tillage, introduction of drought-adapted crop or timber species, mulching, using seasonal forecast information)

- Capacity building on best practices for irrigation management and techniques e.g. drop and/or pressurized irrigation systems and their maintenance
- Developing legislative changes to improve water management/water catchment management in local/regional level
- Developing new and/or improve existing economic tools (e.g. water tariffs, rebates, fiscal incentives etc.) to encourage efficient use of water in domestic, agricultural and industrial sectors
- Protection of groundwater resources, groundwater recharge areas
- Developing adaptive and sustainable water management measures and strategies; demonstrating efficient water use in different sectors
- Demonstrating water and wastewater reuse including drainage water
- Demonstrating technical mechanisms (e.g. improvements in water distribution infrastructure, construction of additional storage capacity etc.)
- Demonstrating alternative water collection and storage (e.g. rainwater harvesting, roof-top water harvesting, ground water recharge; small sand dams in seasonal rivers)
- Promoting climate change, climate risks and climate change adaptation mainstreaming into local/regional policy formulation, local/regional development policies, plans as well as decision-making structures of sectors (agriculture, water, industry etc.)
- Developing adaptive and sustainable water management measures and strategies, demonstrating efficient and productive water use in various sectors.
- Advocacy, outreach and awareness raising on project results and the benefits (health, socioeconomic, educational, etc.) of climate resilient water resources management
- Establishment of or improving governance mechanisms, discussion platforms, unions and similar so as to mainstream climate change adaptation and water related issues into short and long term decision-making mechanisms
- Conducting rural and urban community-based action research that integrates specific climate change components (e.g. on resource requirements of community-based tourism establishment, agricultural farmers action research, local application and development of adaptation technologies etc.)
- Developing, facilitating and/or implementing joint adaptation projects across communities/municipalities/local administrations in order to decrease climate risks and to ensure local level adaptation
- Strengthening the role of women under climate change risks in order to enable to cope with changing climatic conditions
- Demonstrate technological options for communities and sectors (e.g. agriculture, water etc.) in order to increase their resilience to climate change

iii. Advocacy, outreach and awareness raising to promote responsible water resource management and sanitation/hygiene practices

The projects will primarily involve outreach and awareness activities, as well as knowledge management initiatives and possible joint publications. Activities will cover the entire project period. Potential eligible activities:

- Documenting and communicating traditional/local knowledge and coping mechanisms (predicting seasonal extreme/harmful events, rainfall etc.) on adapting short term climate change
- Information/data collection for sustainable decision-making and dissemination of information data collected on climate change risks and adaptation
- Developing and/or improving information systems; establishment of monitoring and accounting systems to evaluate climate risks and adaptation options that allow for adaptive management
- Disseminate information and technology transfer of best practice in terms of sustainable development towards adaptive management
- Promoting/implementing education, public awareness raising, capacity building and training in the area of climate change and adaptation (such as audiovisual materials, educational materials, and competition) targeting stakeholders (industry, business, municipalities, local government, communities etc.)
- Programmes for improving public awareness of water conservation issues and climate change (e.g. radio broadcasts, television broadcasts, extra-curricular activities for school children)
- Enhancing the capacity to plan for changes in climate-related health risks through trainings for health planners in the context of emerging and anticipated climate-related health risks

2.3 Costs to be Covered

This section describes the costs which may be taken into consideration for the EDM Grant Project Budget. Only eligible costs can be taken into account for Grant Projects.

The project is expected to disburse up to USD 2.0 million/per year¹ through approximately 20-30 funding awards to projects with the following ceilings per country:

- USD 50.000 for Qatar
- USD 60.000 for Kyrgyzstan and UAE
- USD 75.000 for Bahrain, Jordan, *occupied* Palestinian Territory and Uzbekistan
- USD 80.000 for Belarus, Black Sea and Caspian Sea
- USD 100.00 for Kazakhstan, Nepal, Lebanon and Sri Lanka
- USD 120.000 for Bangladesh, Pakistan, Turkey and Ukraine
- USD 200.000 for Russia

Applicants should note that, projects will require co-funding in-cash and/or in-kind contribution from the applicant. The applicants will be asked to provide material evidence of this during reporting.

Eligible direct costs

To be eligible under the Call for Proposals, costs must:

- be necessary for carrying out the action;
- for MGCs: be stipulated in the Micro Capital Agreement (Annex 8) to these Guideline;
- comply with the principles of sound financial management, in particular best value for money and cost-effectiveness;
- have actually been incurred by the Beneficiaries or their Partners during the implementing period for the action be recorded in the Beneficiary's or the Beneficiary's partners' accounts be identifiable and verifiable, and be backed up by originals of supporting documents (Annex 3).

¹ At least during the first year of the project operation. Future funding will depend on the outcome of funding requests submitted by the UNDP to donor(s)

Subject to those conditions and where relevant to the contract-award procedures being respected, eligible direct costs borne by the Beneficiary and his partners include:

- the cost of staff, assigned to the action, corresponding to actual salaries plus social security charges, travel, subsistence costs for staff and other remuneration-related costs **must not exceed 15 %** of the total project budget;
- travel and subsistence costs for staff and other persons taking part in the action, provided they do not exceed those normally borne by the Beneficiary or his partners, as the case may be;
- purchase or rental costs for equipment and supplies (new) specifically for the purposes of the pilot project, and costs of services, provided they correspond to market rates;
- the cost of consumables;
- costs arising directly from the requirements of the contract (dissemination of information, evaluation specific to the action, audit , translation, printing, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees);
- visibility costs.

Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;
- salaries of government official and civil servants;
- project preparation activities;
- costs already incurred before the signing of the agreement;
- non-project related expenditures;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings;
- currency exchange losses;
- credits to third parties.

Costs for refurbishment (office renovation, restoration) of current premises are not eligible costs unless they are directly related to project activities.

Please note that:

The US Dollar amount of an allocation approved for a CO project or Grant project budgets after signing of the Micro Capital Agreement are not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the grantee in the performance of the activities.

Compensation to COs for Management of Proposals Selection, Monitoring and Reporting

In addition to the program budget, a flat 3% fee from the amount of the previous year delivery made by the CO or MCGAs in the country, will be credited via GLJEs to the CO's XB by the BRC after the closure of the previous year accounts (usually in March)². This fee is supposed to cover all the costs related to the management of the proposals selection process, monitoring and reporting.

Contingency Reserve

Contingency reserve may be included in the budget, to cover any adjustment necessary in the light of changed circumstances that may risk the quality and success of the expected results on the ground and that has not been foreseen. The contingency reserve should not be higher than 5% of the total eligible costs and can only be used with the prior written (by formal letter) authorization of UNDP, upon a duly justified request from the grantee.

² The BRC as the fund's manager will receive 2% flat fee. Also, HQs will receive remaining 2% of the GMS.

3. Overview of the Application Process

A UNDP Country Office or NGO/CBO wishing to apply for funding under this project will have two options to prepare the proposal;

i) UNDP CO will issue a Call for Proposal(s) (CFP) process, encourage eligible organizations/institutions to apply, and a National Selection Committee will select 1-4 proposals among applications. Suggested TOR for National Selection Committee is presented in Annex 6;

AND

ii) UNDP CO, together with TCCC Business Unit will provide support to eligible organizations/institutions on proposal preparation and will nominate 1- 4 proposals. If CO wants to submit only one project, a justification will be asked.

After the short listing, UNDP CO Focal Points will submit the final group of proposals to the EDM Global Project manager through password-only sections of EDM Web site, using on-line application form.

The process of Application, Evaluation, and Selection of Proposals, until Contracting of Applicants will follow a sequence as summarized below:

A. Application Procedure

Step A-1: Announcement of the grant programme

Step A-2: Short Listing Proposals by CO/TCCC (for CO proposals) and by National Selection Committees (for NGO/CBO proposals) using A and/or B method described above

Step A-3: Submission of Proposals and Indicative Budget until the deadline for submission of Proposals

B. Evaluation, Ranking and Final Selection of Qualifying Proposals

Step B-1: Technical review of final group of NGO and CO sourced proposals by Regional Technical Review Committees and Ranking of Applications. Technical review and scoring of the applications (Table 2) will be in accordance with project selection criteria adopted by RTRC. The final number and value of awards to be made in each country will be informed by the RTRC ranking and availability of EDM financial resources in each country.

Step B-2: Notification of qualified applicants

C. Contracting

Step C-1: Check of applications fulfillment of formal requirements against supporting documents issued by the Bratislava Regional Center (BRC)

Step C-2: Signing of Agreements and transfer of funds (BRC).

For **(i)** method : UNDP Micro Capital Grant Agreement (MCGA)
(for projects deriving from CFP to NGO/CBOs)

For **(ii)** method : Authorized Spending Limit (ASL) Model (for
projects deriving from UNDP CO's)

Table 2. Selection criteria used by RTRC for proposals that have nominated by NSC.

	Project Selection Criteria	Score
1	Does the applicant organization and partners' demonstrated capacity to successfully implement project activities?	
2	Does the applicant organization have experience in successful community activities, or demonstrate the capacity to be successful?	
3	Is the project using a community based approach?	
4	Did the proposal receive funding from other sources?	
5	Does the proposal have an availability to receive co-financing, in-cash and/or in-kind from the project partners?	
6	Has the cost-effectiveness sufficiently been demonstrated, including the cost-effectiveness of the project design approach as compared to alternative approaches to achieve similar benefits?	
7	How relevant is the proposal to the objectives and one or more of the project components?	
8	Is the proposal clearly linked to nationally owned public policies and strategies and/or UNDP country priorities?	
9	Does the proposal plan to improve water resources management, climate change adaptation and have a positive ecosystems impact?	
10	Does the proposal address gender issues?	
11	Does the proposal have a potential to contribute one or more MDGs?	
12	Does the project describe a clear objective and a reasonable workplan for meeting the objective?	
13	Are the proposed activities best practice or innovative?	
14	Are the proposed actions replicable?	
15	Is the proposed project likely to have a tangible impact on its target groups, including number of people affected?	
16	Does the proposed project have the ability to continue delivering the projects results after the conclusion of the EDM support?	

Each criteria will be given a score between 1 and 5 in accordance with the following guidelines; 1: very poor, 2: poor, 3: adequate, 4: good and 5: very good.

Table-3. Provisional Timetable for Selection of EDM Grant Projects.

Week	1	2	3	4	5	6	7	8
A. Application Procedure								
1. CO Announcement of the grant programme including CFP to NGO/CBOs	X	X	X	X	X			
2. Short Listing Proposals by CO/TCCC (for CO proposals) and by National Selection Committees (for NGO/CBO proposals)					X	X		
3. Submission of CO and NGO/CBO-sourced Proposals and Indicative Budget until the deadline for submission of Proposals						X		
B. Evaluation, Ranking and Provisional Selection of Concept Paper Proposals								
1. Technical review of final group of NGO and CO sourced proposals by Regional Technical Review Committees and Ranking of Applications. Final selection of grants to be awarded based on ranking and available financial resources by country.						X	X	
2. Notification of the qualified applicants							X	
C. Contracting								
1. Check of applications fulfillment of formal requirements against supporting documents issued by the Bratislava Regional Center (BRC)							X	
2. Signing of agreements and transfer of funds(MCGA or ASL)								X

Please note that the time-frame is only indicative and depends on the number and content of the submitted Proposals and may change due to the number of applications.

3.1 Submission of Proposals and Indicative Budget

Submissions of the short-listed CO and NGO/CBO sourced proposals to the Global Project Secretariat will be realized on-line through secure password only area of Every Drop Matters web page (www.everydropmatters.org). Some important points on the subject of the application forms are as follows:

- Applicants must follow the template in the online application both for the narrative and financial proposals. Detailed application template is in Annex 1
- The concept should be written in a straightforward structure.
- Applicants must apply in **English**.
- Applications without a signed declaration (declaration by the applicant) will automatically be rejected (Annex 2).
- UNDP may request additional information and/or supporting documents for the clarification of the proposals.

3.2 Final Evaluation of Proposal

Regional Technical Review Committees (RTRC) will be responsible for review and select proposed projects towards identification and financing of the best proposals according to agreed criteria. RTRC's will be formed and management of the Committees will be performed by the Global Project Manager. RTRC's will gather in Istanbul and/or Kyiv for RBEC, in Dubai and/or Beirut for RBAS and in Islamabad and/or Bangkok for RBAP regions. RTRC's may be composed of Global Project Manager, The Coca Cola Company (TCCC), UNDP Regional Technical Advisors, UNDP (Environment) Programme Manager from the host country, TCCC host country representative, and voluntary members from NGOs, academic and scientific institutions, other civil society organizations who bring relevant technical expertise in the water supply and sanitation sectors, and climate change adaptation.

3.3 Contracting

After the final decision of the RTRC, UNDP Regional Center in Bratislava (BRC), will be responsible for issuing the Micro Capital Grant Agreements (Annex 8) with the qualified applicant (for NGO/CBO sourced projects) or will go for Authorized Spending Limit Model (for UNDP CO sourced projects) including preparation of UNDP Project Document/AWP. During the contracting phase, supporting documents will be provided by UNDP country office to BRC.

4. Reporting

A supported project will be required to produce interim (6 months period – Annex 4) and final reports (Annex 5) and occasionally aimed to produce summaries for press release and/or project related activities. UNDP CO Focal Point will be responsible of submitting the reports to EDM Global Project Manager, preferably using the web site.

Annex 1: Detailed Application Template in the Online Application, Both for the Narrative and Financial Proposals.

1. What are the problems/issues/opportunities in your community with regards to water, sanitation or climate change related to at least one of the project components (200 words max.)

2. Who are the main stakeholders in your country in relevance to the issues discussed above?

3. How can we contribute to the solution of the issues mentioned above through Every Drop Matters partnership initiative by pilot projects?

A. General Information:

Please add to the table necessary rows according to the outputs and activities as needed.

Project Title:	<i>Name of Project</i>
Project Area:	<input checked="" type="checkbox"/> A. Improved access to safe drinking water and or sanitation <input type="checkbox"/> B. CC Adaptation / water resources management <input checked="" type="checkbox"/> C. Advocacy and communication
Project Location	<i>Name of the Country and pilot site area (as specific as possible)</i>
Project Duration	<i>How long will the project last? inc starting date</i>
Applicant Organization:	<i>Name of organization:</i> <i>Type of organization*:</i> <i>Address:</i> <i>Phone:</i> <i>Fax:</i> <i>E-mail:</i> <i>Web page: (if exists)</i>
Contact person:	<i>Phone:</i> <i>Fax:</i> <i>E-mail:</i>
Legal Status of Applicant:	<i>Including its partners, if applicable</i>
Project Partners: <i>If Applicable</i>	<i>Name of organization:</i> <i>Type of organization³:</i> <i>Address:</i> <i>Web page: (if exists)</i>
Project Associates:	<i>If Applicable</i>

³ *Type of Partner Organization (for more information please refer to Guideline Section 2.1):*

B. Expected Results & Resources Framework

In designing the proposal criteria such as cost effectiveness, efficiency, co-funding, sustainability, public involvement, easy to scale up, gender mainstreaming, ecosystem impacts, linkage to national and/or local development plans/strategies etc. should be addressed See Table 2 for further details.

INTENDED OUTPUTS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	TIME FRAME
Output 1: Baseline ⁴ Indicator ⁵ Time Frame				
Output 2: Baseline Indicator Time Frame				
Output (n): Baseline Indicator Time Frame				

C. Estimated Impacts:

Impacts are the effect of the project on its wider environment, and its contribution to the wider objectives in the long run.

Please summarize the project's likely impact to the target group(s), whether the project has a potential to replicate and/or scaling-up. If there is a dissemination or replication strategy proposed, please explain.

D. Project Sustainability:

Sustainability means the continuation of the project outputs and impacts after the closing of the EDM Grant Project. This section shall explain how the results and impact of the proposed project will continue after the conclusion of the Fund's support. What characteristics of your project will help ensure that its results and development impact are sustainable? Please define how the proposal will secure the sustainability in financial, institutional, communal or policy levels. Describe any major challenges that your project may face to sustain its results.

E. Annexes of EDM Grant Concept Paper Proposal:

1. Partnership Statement and Description of the Partners
2. Supporting Document

⁴ Baseline describes, the pre-project condition

⁵ Indicator is the measurable variable of the impact of the projects. Eg. Types and numbers of people served.

F. EDM GRANT CONCEPT PAPER INDICATIVE BUDGET FORMAT

	General Category of Expenditures ⁶	Total (USD)	Description ⁷
1	Supplies, commodities and equipment		
1.1	Equipment (i.e. communications & audio visual equipments, IT equipments) and rental of equipment		
1.2	Materials, goods		
1.3	Supplies		
1.4	Other		
2	Personnel		
2.1	Project staff salaries		
2.2	Local consultants		
2.3	International consultants		
2.4	Travel		
2.5	Other		
3	Training of counterparts		
3.1	Meetings, Trainings (including travel, rental of premises etc.)		
3.2	Other		
4	Contracts (including sub-contracts to third parties)		
4.1	Institutional Contracts (Sub-contracts)		
4.2	Other		
5	Other Direct costs		
5.1	Audio visual & print production costs		
5.2	Translation		
5.3	Postal		
5.4	Rental & maintenance of premises/premises alterations (needs justification)		
5.5	Other		
6	Total Direct Costs		
7	Contingency Reserve (max 5% of Total Direct Costs)		
8	Total Direct Costs including Contingency Reserve		
9	Total Funds Requested		

⁶ Any applicant should consider the project costs with the framework given on the budget template as applicable to its project. Any cost items which are covered under appropriate "Other" budget lines, the proposed / calculated expenditures shall be specified in the description for UNDP's information.

⁷ Please provide as much as detail and accurate information in "description" column as possible based on the necessary inputs (Section E of the EDM Concept Paper Proposal Format) in order to justify the costs proposed.



Annex 2: Partnership Statement and Description of the Partners

Important: This declaration must be provided by **each partner**. The PARTNERSHIP STATEMENT together with the DESCRIPTION OF THE PARTNERS shall be **annexed** to the EDM Grant Concept Paper Application Form.

1. PARTNERSHIP STATEMENT

A partnership is a relationship of substance between two or more organizations involving shared responsibilities in undertaking the action. To ensure that the action runs smoothly, the Contracting Authority requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

1. All partners must have read the application form and understood what their role in the action will be before the application is submitted to the Contracting Authority.
2. All partners must have read the standard EDM Grant Agreement and understood what their respective obligations under the contract will be if the grant is awarded. They authorize the Lead Applicant to sign the contract with UNDP and represent them in all dealings with the Contracting Authority in the context of the project's implementation.
3. The applicant must consult with his partners regularly and keep them fully informed of the progress of the action.
4. All partners must receive copies of the reports - narrative and financial - made to the Contracting Authority.
5. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the Contracting Authority. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the Contracting Authority.
6. Where the Beneficiary does not have his headquarters in the country where the action is implemented, the partners must agree before the end of the action, on an equitable distribution of equipment, vehicles and supplies for the action purchased with the grant among local partners or the final beneficiaries of the action.

I have read and approved the contents of the proposal submitted to Contracting Authority (UNDP). I undertake to comply with the principles of good partnership practice.

Name:	
Organization:	
Position:	
Signature:	
Date and place:	

This section must be completed **for each partner organization** within the meaning of section 2.1 of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for more partners.

	Partner 1
Full legal name (business name)	
Nationality	
Legal status	
Official address	
Contact person	
Telephone number	
Fax number	
E-mail address	
Number of employees	
Other relevant resources	
Experience of similar actions, in relation to role in the implementation of the proposed action	
History of cooperation with the applicant	
Role and involvement in preparing the proposed action	
Role and involvement in implementing the proposed action	

Annex 3: List of Supporting Documents⁸

Applicants shall provide the following supporting documents with their Applications. These documents are requested in order to allow the UNDP to verify the eligibility of the Applicants and their Partners. The supporting documents requested must be supplied in the form of originals or notarized photocopies of the said originals. Please keep in mind that UNDP has the right to ask clarification regarding the supporting documents or ask for additional documents.

The required supporting documents are as follows:

1. The statutes or articles of association of each partner organization;
2. Certificate of the legal registration of each partner organization (notarized photocopy);
3. Certificate of the registration with the tax authorities (certified photocopy) , of each partner organization;
4. Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed);
5. Evidence on the fulfillment of obligations related to the social security contributions and payment of taxes as per the submission date (original) and/or a Declaration by the Applicant (Section IV within the Application Form) and, where appropriate, by each partner organization;
6. Authorization or other licenses necessary for the implementation of the project, if required by the Law (photocopy);
7. CVs of the key staff with the role specified that will be involved in the project.
8. Power of Attorney of the Applicant Organization and partners who will sign the application form and associated documents.

⁸ Applicable only to external partners, is not applicable to the UNDP CO's application

Annex 4: Interim Report Template

Every Drop Matters Interim Report

Recipient Institution:		
Project Title:		
Country:		
Interim report #		
Period covered by the report:	From:	To:
Submission date:		
<p>I, <i><name of the authorized person (signatory)></i>, acting as the Authorized Person of the <i><name of the Recipient Institute></i> confirm and certify that the information contained in this Interim/Final Progress Report is correct and accurate to the best of my knowledge.</p>		
	Name and signature	Date
Prepared by:		

Summary of results achieved during the reporting period (200 words)

Implementation schedule (if applicable). Indicate percentage completed by end of:

2011:

2012:

Project Funding (USD) In the table below; please indicate the amount of funding from each partner. Include the EDM funding contributions as well as external funding partners and contributions by implementing partners, communities, and others.

Partner Name	Role	Internal / External	Financial Contribution	In-Kind Contribution

Main activities planned and achievements for the Reporting Period as compared to the Workplan *(Please complement the activities with dates and venue as possible)*

Activities	Planned Date	Realized Date	Direct Beneficiaries	Indirect Beneficiaries	Indicators and Achievement^{9, 10, 11}	Summary of the current status
Output 1.						
Output 2.						
Output						

⁹ Number of households provided with an improved access to water and basic sanitation as the result of the project activities

¹⁰ Number of communities enhanced adaptive capacity to climate change impact with improved water productivity in various sectors

¹¹ Number of awareness raising campaigns on increased access to water supply and sanitation and of climate resilient water resources management

Current and anticipated problems, including planned remedial actions and lessons learned from addressing these problems (*if any*)

Main Activities Planned and Arrangements for the Forthcoming Reporting Period					
Deliverable Milestones	Respective Payment Tranche	Baseline	Targets	Indicators	Achievement
			Eg. # of people		

Project Related Photos

Output 1

Output 2

Financial Report

	General Category of Expenditures	Total budget (USD)	Expenditures	Balance	Amount requested
1	Supplies, commodities and equipment				
1.1	Equipment (i.e. communications & audio visual equipment, IT equip.) and rental of equipment				
1.2	Materials, goods				
1.3	Supplies				
1.4	Other				
2	Personnel				
2.1	Project staff salaries				
2.2	Local consultants				
2.3	International consultants				
2.4	Travel				
2.5	Other				
3	Training of counterparts				
3.1	Meetings, Trainings (including travel, rental of premises etc.)				
3.2	Other				
4	Contracts (including sub-contracts to third parties)				
4.1	Institutional Contracts (Subcontracts)				
4.2	Other				
5	Other Direct costs				
5.1	Audio visual & print production costs				
5.2	Translation				
5.3	Postal				
5.4	Rental & maintenance of premises/premises alterations (needs justification)				
5.5	Other				
6	Total Direct Costs				
7	Contingency Reserve (max 5% of Total Direct Costs)				
8	Total Direct Costs including Contingency Reserve				
9	Total				

Total Budget approved:..... EDM Funds already advanced:.....

Amount of expenditures:..... EDM Funds requested:.....

Balance (if it exists):..... Certified by:.....

Name and signature of the Representative of the Grantee

The Grantee is responsible for compiling and providing all supporting documentation or information related to this report at the request of UNDP.

Implementation schedule (if applicable). Indicate percentage completed by end of:				
2011:				
2012:				
Project Funding (USD) In the table below; please indicate the amount of funding from each partner. Include the EDM funding contributions as well as external funding partners and contributions by implementing partners, communities, and others.				
Partner Name	Role	Internal / External	Financial Contribution	In-Kind Contribution

Main activities planned and achievements for the Reporting Period as compared to the Workplan *(Please complement the activities with dates and venue as possible)*

Activities	Planned Date	Realized Date	Direct Beneficiaries	Indirect Beneficiaries	Indicators and Achievement^{12, 13, 14}	Summary of the current status
Output 1.						
Output 2.						
Output						

¹² Number of households provided with an improved access to water and basic sanitation as the result of the project activities

¹³ Number of communities enhanced adaptive capacity to climate change impact with improved water productivity in various sectors

¹⁴ Number of awareness raising campaigns on increased access to water supply and sanitation and of climate resilient water resources management

Implementation problems, including remedial actions and lessons learned from addressing these problems (*if any*)

Project Related Photos

Output 1

Output 2

Financial Report

	General Category of Expenditures	Total budget (USD)	Expenditures	Balance
1	Supplies, commodities and equipment			
1.1	Equipment (i.e. communications & audio visual equipment, IT equip.) and rental of equipment			
1.2	Materials, goods			
1.3	Supplies			
1.4	Other			
2	Personnel			
2.1	Project staff salaries			
2.2	Local consultants			
2.3	International consultants			
2.4	Travel			
2.5	Other			
3	Training of counterparts			
3.1	Meetings, Trainings (including travel, rental of premises etc.)			
3.2	Other			
4	Contracts (including sub-contracts to third parties)			
4.1	Institutional Contracts (Subcontracts)			
4.2	Other			
5	Other Direct costs			
5.1	Audio visual & print production costs			
5.2	Translation			
5.3	Postal			
5.4	Rental & maintenance of premises/premises alterations (needs justification)			
5.5	Other			
6	Total Direct Costs			
7	Contingency Reserve (max 5% of Total Direct Costs)			
8	Total Direct Costs including Contingency Reserve			
9	Total			

Total Budget approved:..... EDM Funds already advanced:.....

Amount of expenditures:..... EDM Funds requested:.....

Balance (if it exists):..... Certified by: _____

Name and signature of the Representative of the Grantee

The Grantee is responsible for compiling and providing all supporting documentation or information related to this report at the request of UNDP.

Annex 6: TOR for National Selection Committee (NSC)

Please be advised that these are generic TORs, based on the material about the NSC in the Project Guidelines main text, and should be adopted after careful review and adjustment to fit country circumstances.

1. The EDM National Selection Committee (NSC) is at min composed of UNDP (Environment) Focal Point and TCCC representative. NSC can also invite voluntary members from NGOs, academic and scientific institutions, other civil society organizations and government, who bring relevant technical expertise in the water supply and sanitation sectors, and climate change adaptation;
2. Members of the NSC are nominated by the UNDP CO;
3. The principal functions and duties of the NSC include review and selection of project proposals, submitted to the UNDP CO by NGOs/CBOs ;
4. In addition to EDM Project Guidelines, the NSC may wish to elaborate a set of project selection criteria based on the country programme strategy to help guide decisions and provide additional consistency to project selection;
5. As noted in EDM Project Guidelines, the NSC will nominate 1-4 proposals to be submitted to EDM management for subsequent review and ranking by the Regional Technical Review Committees;
6. NSC members are also encouraged to actively participate in site visits and ongoing monitoring and evaluation activities associated with the EDM projects, and to provide technical assistance and advice to EDM projects and NGO/CBO project proponents;
7. Members of the NSC serve on a voluntary basis and without financial compensation. Reimbursement of reasonable and necessary expenses such as long-distance travel to project sites and NSC meetings may be provided;
8. Where possible, the NSC operates on the basis of consensus rather than formal voting;

Annex 7: TOR for Regional Technical Review Committee (RTRC)

The Regional Technical Review Committee (RTRC) is composed of Global Project Manager, The Coca Cola Company (TCCC), UNDP Global/Regional Technical Advisors, , and voluntary members from NGOs, academic and scientific institutions, other civil society organizations and individuals who bring relevant technical expertise in the water supply and sanitation sectors, and climate change adaptation.

1. The final decision about grants under the programme are based on the set of technical evaluation criteria provided in Table 2 as well as annual resource allocation available per country in Table 1.,
2. The principal functions and duties of the RTRC include review and selection of project proposals, submitted by UNDP CO Focal Points
3. RTRC may request adjustments to proposed activities, timeframes and budgets
4. RTRC may request as necessary, independently or through the local UNDP CO, verification of the information presented by the proposal.
5. RTRC will approve project grants on the basis of consensus rather than formal voting
6. Members of the RTRC serve on a voluntary basis and without financial compensation. Reimbursement of reasonable and necessary expenses such as long-distance travel to project sites and meetings may be provided;

Annex 8: Micro Capital Grant Agreement

MICRO-CAPITAL GRANT AGREEMENT BETWEEN UNDP AND THE RECIPIENT INSTITUTION

FOR THE PROVISION OF GRANT FUNDS

Micro-Capital Agreement (hereinafter referred to as the “Agreement”) made between UNDP [UNDP Bratislava Regional Centre for Europe and CIS (UNDP BRC)] and the Recipient Institution ...

WHEREAS UNDP BRC has been requested by ... to manage the programme defined in programme document ... (hereinafter referred to as “the Programme”).

WHEREAS UNDP and ... desire to provide funding to the RECIPIENT INSTITUTION in the context of the Programme and on the terms and conditions hereinafter set forth, and

WHEREAS the RECIPIENT INSTITUTION is ready and willing to accept such funds from the Implementing Partner for the above mentioned activities on the said terms and conditions.

NOW, therefore, the parties here to agree as follow:

I. Responsibilities of the RECIPIENT INSTITUTION

1.1 The RECIPIENT INSTITUTION agrees to: 1) Undertake the activities described in its workplan and budget and updates related to the subsequent release of funds in **tranches**; 2) Provide midterm reports through the UNDP CO. to the Global Programme Manager of Every Drop Matters Grant Programme; 3) Provide Annual Audited Statements at the end of the project [Income Statement and Balance Sheets] signed by its Representative and with approval of its Accountant. Funds provided pursuant to this Agreement shall be used for purposes related to producing results specified in its annual performance targets [Section B].

1.2 The RECIPIENT INSTITUTION agrees to reach the performance targets contained in Section B. If the RECIPIENT INSTITUTION fails to meet its responsibilities outlined in article 1.1, then this will be considered grounds for the Steering Committee to suspend any further micro-capital grant support. The suspension shall remain in effect until the RECIPIENT INSTITUTION has achieved the target.

1.3 The RECIPIENT INSTITUTION agrees to inform the UNDP about any problems it may face in attaining the objectives agreed upon.

II. Duration

2.1 This Agreement will come into effect on ... and shall expire on ..., covering the anticipated term of the project. It can be extended, if necessary by exchange of letters, noting the new expiration date.

III. Payments

3.1 UNDP shall provide funds to the RECIPIENT INSTITUTION in an amount up to [...USD – US Dollars] according to the schedule of the project budget set in

Section A. Payments are subject to the RECIPIENT INSTITUTION meeting the outputs as specified in the Performance Targets [Section B].

3.2 All payments shall be deposited into the RECIPIENT INSTITUTION's bank account of which the details are as follows:

Name of the Bank

Bank Routing number

Account Name

Account Number

Address of the Bank 3.3 The amount of payment of such funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the RECIPIENT INSTITUTION in the performance of the activities under this Agreement.

3.4 The amounts in the article 3.1 shall be paid to the RECIPIENT INSTITUTION in local currency equivalent of USD in accordance with the UN exchange rate effective during the month and year of the payment.

IV. Records, Information and Reports

4.1 The RECIPIENT INSTITUTION shall maintain clear, accurate and complete records in respect of the funds received under this Agreement.

4.2 The RECIPIENT INSTITUTION shall furnish, compile and make available at all times to UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the funds received by the.

4.3 Within sixty days after completion of project activities, the RECIPIENT INSTITUTION shall provide UNDP with a final report with respect to all expenditures made from such funds (including salaries, travel and supplies) and indicating the progress made toward the goals of the activities undertaken, utilizing the reporting format contained in Project Guidelines.

4.4 The RECIPIENT INSTITUTION agrees to submit midterm technical and financial reports about the project implementation. The midterm financial and technical reports should be submitted to UNDP no later than 15 days after the end of each 6 months in **English** using the EDM Project reporting format reporting on project progress. The RECIPIENT INSTITUTION, should develop its own capacity to generate these reports, as they are critical to manage its activities.

4.5 All further correspondence regarding the implementation of this Agreement should be addressed to:

For **UNDP**:

...

For the **RECIPIENT INSTITUTION**:

V. General Provisions

5.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between ... and the Implementing Partner, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

5.2 The RECIPIENT INSTITUTION shall carry out all activities described in its Workplan with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the RECIPIENT INSTITUTION shall have exclusive control over the administration and implementation of the activities referred to above in paragraph 1.1 and that UNDP shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals of such activities shall be subject to review by the UNDP BRC and EDM Steering Committee. If at any time the UNDP BRC and EDM SC is not satisfied with the quality of work or the progress being made toward achieving such goals, the UNDP BRC may: (i) withhold payment of funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the RECIPIENT INSTITUTION as described in paragraph 5.7 below; and/or seek any other remedy as may be necessary. In the event of termination the RECIPIENT INSTITUTION must return the not reported funds to UNDP. The UNDP determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the RECIPIENT INSTITUTION insofar as further payments are concerned.

5.3 UNDP undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage for any person who may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking activities under this Agreement. Such responsibilities shall be borne by the RECIPIENT INSTITUTION.

5.4 The rights and obligations of the RECIPIENT INSTITUTION are limited to the terms and conditions of this Agreement. Accordingly, the RECIPIENT INSTITUTION and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

5.5 The RECIPIENT INSTITUTION shall be solely liable for claims by third parties arising from the RECIPIENT INSTITUTION's acts or omissions in the course of performing this Agreement and under no circumstances shall UNDP be held liable for such claims by third parties.

5.6 Assets (Equipment) supplied by UNDP funds to the RECIPIENT INSTITUTION shall be the property of UNDP until the end of the project, at which time UNDP shall determine the best use of these assets. In cases where the RECIPIENT INSTITUTION has met its responsibilities under this agreement, and handover of the asset would contribute to the sustainability of activities, UNDP would normally handover these assets to the RECIPIENT INSTITUTION. The assets shall be used for the purpose indicated in the Workplan throughout the period of this Agreement.

5.7 This Agreement may be terminated by either party before completion of the Agreement by giving thirty (30) days written notice to the other party, and the RECIPIENT

INSTITUTION shall promptly return any unutilized funds to UNDP as per paragraph 5.2 above. In case of final report not provided to UNDP, the RECIPIENT INSTITUTION shall return all the received grants

5.8 The RECIPIENT INSTITUTION acknowledges that UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified by this particular tranches Agreement. Although project related documents may indicate a total amount of funds that could be available for this RECIPIENT INSTITUTION, actual disbursements will be based upon the RECIPIENT INSTITUTION meeting performance targets. If any of the funds are returned to UNDP or if this Agreement is rescinded, the RECIPIENT INSTITUTION acknowledges that UNDP will have no further obligation to the RECIPIENT INSTITUTION as a result of such return or rescission.

5.9 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the parties to this Agreement or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the parties hereto.

5.10 Any controversy or claim arising out of, or in accordance with this Agreement or any breach thereof, shall unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules as at present in force. Where, in the course of such direct negotiation referred to above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules as at present in force.

The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

5.11 Nothing in or relating to this Agreement shall be deemed a waiver of any privileges and immunities of the United Nations, or UNDP.

IN WITNESS WHERE OF, the undersigned, duly appointed representatives of UNDP and the ..., respectively, have on behalf of UNDP and the signed the present Memorandum of Agreement on the dates indicated below their respective signatures.

On behalf of UNDP:

On behalf of the ...

Name:

Name:

Title:

Title:

Date:

Date:

Annexes of Grant Contract:

- A. Project Budget of Recipient Institution
- B. Performance Targets of Recipient Institution
- C. Full EDM Grant Project Document *(to be inserted after completion and approval of the Full EDM Grant Project Proposals)*
- D. Supporting documents (Annex 3)

A. THE UNDP FINANCED PROJECT BUDGET OF THE RECIPIENT INSTITUTION

Project Number:

Date:

Project Title:

Name of the Beneficiary:

Total Amount of Funds under the Agreement:

Date of the Agreement:

PROJECT BUDGET (in USD)
PERIOD COVERING FROM _____ TO _____

	General Category of Expenditures	Payment Tranches ^{15,16}			Total ¹⁷
		Tranche 1 ¹⁸	Tranche 2	Tranche 3	
1	Supplies, commodities and equipment				
2	Personnel				
3	Training of counterparts				
4	Contracts (inc Sub-contracts)				
5	Other Direct costs				
6	Total Direct Costs				
7	Contingency Reserve (max 5% of Total Direct Costs)				
8	Total Direct Costs including Contingency Reserve				
9	Total Funds Requested				
	DELIVERABLE MILESTONES (FOR RELEASE OF MID TERM PAYMENTS)	Certification of M&E Expert	Submission and Approval of Mid Term Report	Submission and Approval of Final Report (20% of Total Budget)	

¹⁵ Number and amount of Payment Tranches, except the final payments will be determined during the Full Project Proposal Development phase by the provisionally selected Applicants and will be finalized by the Contracting Authority.

¹⁶ Payments will be realized upon completion of respective deliverable milestones indicated in Annex B (Recipient Institution Performance Targets) and are subject to approval of UNDP.

¹⁷ Payments will be made in local currency through conversion of the USD amount by the official UN exchange rate valid on the date of money transfer.

¹⁸ The first tranche will be paid upon submission of Monitoring & Evaluation Expert's certification as to the completeness and realism of project budget, schedule of activities and payment tranches.

B. RECIPIENT INSTITUTION Performance Targets

Deliverable Milestones 19	Respective Payment Tranche²⁰	Baseline	Targets	Indicators	Achievement

¹⁹ in line with the outputs of the project, elaborated in the Full Project Proposal as well as with Payment Tranches

²⁰ in line with the workplan, elaborated in the Full Project Proposal as well as with Payment Tranches

Acknowledgement

Every Drop Matters Global Programme, wish to thank Mr. Atila Uras on behalf of UN Joint Programme on Enhancing the Capacity of Turkey to Adopt to Climate Change, for his valuable comments and suggestions on this guidelines document.

Corresponding Author: Bogachan Benli, PhD.

Every Drop Matters, Global Programme Manager

bogachan.benli@undp.org

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