**UNDP SCALE Initiative**

**Call for Proposal (CFP)**

***Law & Access*: Low-Value Grants**

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| --- | --- |
| **CFP Information Table** | |
| CFP Number | SCALE001 |
| CFP Title | *Law & Access*: Low-Value Grants[[1]](#footnote-1) for advancing tactics and strategies of key population-led organizations to counter discriminatory and punitive laws, policies, and practices. |
| Issue Date | June 15, 2023 |
| Deadline for questions | June 30,2023 |
| CFP Closing Date | July 15, 2023 |
| Proposal Submission E-mail | scale@undp.org |

This CFP is comprised of the following:

1. Invitation Letter
2. Terms of Reference - Overall Concept
3. Annex I: Call for proposal process
4. Annex II: Outline of the Project Proposal
5. Annex III: Budget Template

**INVITATION LETTER**

15 June 2023

Dear Sir/Madam,

**Subject: Call for Proposal for Low-Value Grants for advancing tactics and strategies of key population-led organizations to counter discriminatory and punitive laws, policies, and practices.**

The United Nations Development Program (UNDP) plans to support key population-led organizations by providing Low-Value ‘*Law& Access*’ grants in 17 selected countries. The grants will be used to advance and reinforce strategies, tactics, and approaches undertaken by key-population-led organizations to counter discriminatory and punitive laws, policies, and practices in their respective countries.

UNDP invites proposals from eligible key population-led organizations to submit their proposals as defined in the CFP-related documents. To prepare a responsive proposal, you must carefully review and understand the contents of the following documents:

1. This letter
2. Terms of Reference - Overall Concept
3. Annex I: Call for proposal process
4. Annex II: Outline of the Project Proposal
5. Annex III: Budget Template

You can share any questions about the proposal development process through [scale@undp.org](mailto:scale@undp.org) until 30th June 2023. The UNDP Scale team will provide the required guidance in writing to all relevant questions raised.

**Key considerations:**

1. ***Eligibility****:* This CFP is only open to key population-led organizations.[[2]](#footnote-2)
2. ***Proposal length*:** The maximum number of pages for the proposal, excluding annexes, should be at most five pages with a font size 12.
3. ***Proposal Language:*** English, French, Portuguese, Russian, Spanish
4. ***Budget*:**
5. Please provide the budget in USD.
6. The Low-Value grants shall not cover any capital expenditure items including costs related to equipment, furniture, renovation, etc.
7. The Low-Value grants can cover the personnel costs directly associated with implementing proposed activities.
8. The maximum administrative or indirect project costs covered should be at most 5% of the total budget.
9. The Low-Value grants may also cover associated safety and security considerations - especially during the implementation of grant-related activities.
10. ***Project Duration*:** Maximum 12 months.

SCALE Initiative

Terms of Reference

*Law & Access:* Key Population-led Organizations Low-Value Grants

**Background**

The SCALE Initiative is a UNDP-PEPFAR partnership that aims to drive progress on the 10-10-10 targets for and with key populations in PEPFAR-funded countries by 2025. The two-year initiative will scale key population-led approaches to counter punitive and discriminatory laws and policies and HIV-related criminalization through (i) Identifying what works; (ii) Building, scaling, and amplifying good practices; and (iii) Investing in Key population communities.

Under its SCALE Initiative, UNDP will support key population-led organizations by providing Low-Value ‘*Law & Access*’ grants in selected 17 countries during the initiative’s first year. The grants will be used to advance and reinforce strategies, tactics, and approaches undertaken by key-population-led organizations to counter discriminatory and punitive laws, policies, and practices in their respective countries.

**Objective**

To support key population-led organizations to advance and reinforce strategies, tactics, and approaches to counter discriminatory and punitive laws, policies, and practices.

**Duration of the grants**

The implementation of the activities under the Low-Value grants must be completed within 12 months after the award date.

**Scope and Priorities**

UNDP will partner with key population-led organizations in the following countries:

|  |  |
| --- | --- |
| Region | Country |
| Africa | Angola, Cameroon, Côte d'Ivoire, Eswatini, Namibia, South Africa, Zambia |
| Asia and Pacific | Nepal, Philippines, and Thailand |
| Eastern Europe and Central Asia | Kazakhstan, Kyrgyzstan, Tajikistan, and Ukraine |
| Latin America and the Caribbean | Guyana, Jamaica and Panama |

The countries for this initial round of Low-Value grants were selected through various considerations, including the open call for submissions, the four UNDP-managed regional consultations which were held in May 2023, and the law reform-focused work of key partners – including PEPFAR, UNAIDS, UNDP, and the Global Fund.

Priority would be given to key population-led organizations active in lobbying and fighting against discriminatory laws for key populations in their respective countries. The Low-Value grants will focus on advancing the work of the key population-led organizations on the pathway to law reform by encouraging partnership building and expanding solidarity among key populations at the local, national, and regional levels. Below are illustrative tactics that may be used or further strengthened through the implementation of these `*Law & Access*` grants, depending on the focus of the policy related work:

1. Community mobilization of key populations and people living with HIV
2. Capacity building (notably of any emerging national and grassroots key population-led organizations)
3. Training and sensitization of duty bearers
4. Engagement with decision-makers
5. Establishing coalitions, networks, and alliances
6. Building the evidence base through research and documentation
7. Legal and policy environment monitoring
8. Enforcing protective laws
9. Access to and provision of legal aid services
10. Direct Action
11. Strategic Litigation
12. Media-Based Strategies

**Eligibility Criteria and Selection of grant recipients**

Below are the criteria for eligible organizations:

1. ***Key Population –led***: Key population-led organizations from selected counties with demonstrated experience in lobbying and fighting against discriminatory laws, policies and practices and human rights violations which hinder access to HIV prevention, treatment and support services for key populations. The Key population-led organizations must meet the following criteria:
   1. Be legally registered and demonstrate the capacity to manage the award funds and implement activities.
   2. Leadership of the organization includes key population community members and has experience directly involving members of key populations and people living with HIV (PLHIV) in the development and implementation of programs and activities.
   3. Demonstrated organizational capacity and existing relationships with national stakeholders on promoting and protecting the human rights of key populations and PLHIV in countering discriminatory laws, policies, and practices.
   4. Demonstrate that the organization’s mandate, values, and ways of working are guided by human rights principles of Human Rights and Human Development.
2. ***Current opportunity on the pathway to law reform:***Organizations able to advance their work and experiment with innovative solutions to the current challenges faced by key populations in the country at this particular moment on the pathway to law reform. The organization must be uniquely positioned to ensure a quick response to key population-related challenges, reach communities at the grassroots level, and engage with excluded or marginalized communities.
3. The applicants cannot be governmental entities and should not be on the UN ineligibility/sanctions list.

**Note:**

Although it is not an eligibility criterion, consortiums of key population-led organizations leveraging the strengths and skills of each partner are highly encouraged to apply for the implementation of the *Law & Access*  grants.

**Documentation**

All applicants are requested to attach the registration documents of their organization, and relevant certificates, if available.

**Reporting**

The grantee is responsible for programmatic and financial reporting on the utilization of the grant as defined in the grant agreement. Grantees will agree on key performance indicators based on which grant implementation reports will be provided. At the end of the grant period, the recipient will submit a final substantive and financial report.

**Fund Disbursement**

The maximum amount of each Low-Value grant is USD 30,000. The disbursement will be paid in two tranches (every six months). The grant implementation will have performance conditions that the grantees should meet before the second disbursement is paid. The disbursement conditions will be identified in the grant agreement, which will be based on agreed key performance indicators.

**Annex I: Call for Proposal Process**

**Discovery and identification**

UNDP sends this CFP to key population organizations in the selected countries identified through:

1. Organizations identified through the regional consultation processes.
2. Organizations identified through the UNDP network in the selected countries.
3. Organizations identified through key partners (including PEPFAR, UNAIDS, and the Global Fund) and global key population-led networks.

**Selection and shortlist**

* The technical committee of each region would evaluate all proposals. The committee will recommend selecting key population-led organizations for the grant award. Only selected/shortlisted organizations would be informed.
* The selection criteria are described in the table below:

|  |  |
| --- | --- |
| **Criteria** | **Score** |
|  |  |
| **Adequacy of the Technical Approach and Methodology**   * The extent to which the proposal responds to the theme (HIV Law and Policy Reform) of the call; strategic relevance of proposed activities to key population inclusion and rights on the pathway to law reform; demonstrated demand for the activities from the community; clarity on how the proposed activities can contribute – within the time frames of the project – to advancing progress on the identified issue. * Quality, clarity, and linkages between the identified issues and time-linked opportunities and the objectives proposed to tackle them. | **20** |
| **Highlight Key Population Solidarity and Alignment**   * Identification of collective action opportunities across a number of key population communities; * Partnership and working experiences with other key population-led organizations in the country; * Alignment with any other ongoing associated work – notably by the Global Fund, PEPFAR, and UNAIDS. | **20** |
| **Objectives, methods, and strategies**   * Clarity of objectives and expected contributions to law or policy reform process * The extent to which proposed methods logically contribute to reaching the stated objectives and are feasible to implement within the given timelines and budgets. * Clear definition of the problem as identified in the project area. * Solutions (strategies and tactics) proposed related to the identified problems. * Work plan and budget to implement the project strategies. * Indicators, monitoring, and evaluation system. * Potential for scaling up the results after grant completion. | **30** |
| **Institutional Capacity- Consortium Lead Organisation**   * Capacity to implement the grant (and potentially manage a consortium of key population-led organizations.) * Capacity to monitor the project implementation. * Experience in undertaking similar assignments. * Implementation capacity, both technical and financial management. | **30** |
| **TOTAL SCORE** | **100** |

**Select the grantees**

* The selected key population-led organization would be contacted to accept the grant offer.
* The SCALE team will work with the selected organization on the assignment and complete realistic timelines and activities before the grant is awarded.
* The UNDP will sign a Grant Agreement with the selected key population-led organization.
* The project would be subjected to strict monitoring and meeting of timelines.

**Annex II: Outline of the Project Proposal**

**Please use this template for submitting your proposal.**

The Project Proposal should be as brief as possible. The Proposal should be submitted in typed form. Additional attachments may be provided, including documents certifying the organization’s status.

Please submit your proposal in a Word document to [scale@undp.org](mailto:scale@undp.org)

**Part One: General Information**

|  |  |
| --- | --- |
| Country |  |
| Project Title |  |
| Submission date |  |
| Name of organization |  |
| Is your organization a key population-led organization? |  Yes   No |
| Why do you consider your organization a key population-led organization? Please provide details (No more than 100 words). |  |
| Type of organization |  NGO[[3]](#footnote-3) led by Key population   CBO[[4]](#footnote-4) led by Key Population   NGO working on KP issues   CBO working on KP issues   Other – Please specify |
| Target key populations |  People Living with HIV   Men who have sex with Men   Sex Worker   Transgender People   People who use drugs   Other - please specify |
| Year established |  |
| Organization Registration No  (*Please attach the registration Certificate).* |  |
| Physical & Mailing address |  |
| Telephone |  |
| Email |  |
| Principal Officer – Head of the Organization (name and position) |  |
| Project contacts (names and positions) |  |

**Project Location**

|  |  |
| --- | --- |
| Country |  |
| State/District and Town/Village |  |

**Project Duration *(The grant will cover the project for up to one year, the anticipated start date is 1st September 2023)***

|  |  |
| --- | --- |
| Proposed Start Date |  |
| Project duration (in months - not exceeding 12 months) |  |

**Project Finance (Budget)**

|  |  |
| --- | --- |
| Financial sources | USD Currency |
| Total fund request from SCALE Initiative |  |
| Key population-led organization contribution *(if any)* |  |
| Total Project Cost |  |

Briefly describe the purpose and core activities of the proposing organization: include a mission/vision statement as appropriate (No more than 500 words).

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Briefly describe the organizational structure, governance, and administrative framework, including staff numbers, roles, etc. Indicate the legal status with supporting registration/legal documentation as an annex. If none, provide an elaboration of its nature of existence. (No more than 500 words)

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Describe previous experience relevant to the proposed project, including activities related to HIV law reform issues. (300 words)

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**Part Two: Project Proposal**

**Project Summary**

Please summarize the project in one paragraph, including rationale and context, project objective and key expected results, and the target population (i.e., MSM, Sex Workers, Transgender individuals, people living with HIV, and people who use drugs) involved. (No more than 600 Words).

|  |
| --- |
| [What activities do you implement right now, or plan to implement, and why?] |

**Project Justification and Baseline**

Please describe the challenges that the project intends to address regarding any associated HIV law and policy reform and/or decriminalization process. (No more than 300 words).

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| [What specific challenge or challenges would these interventions address?] |

**Alignment with interventions related to HIV law and policy reform**

If applicable, please describe how your proposed interventions are aligned with other ongoing work – notably by the Global Fund, PEPFAR, UNAIDS, and other partners. (No more than 300 words).

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| [Are there similar interventions by other sources, if so, please specify and how would you avoid duplication and support alignment?] |

**Opportunities**

Indicate the existing windows of opportunity that could accelerate progress in the HIV law and policy reform process with a focus on key populations. How are your proposed interventions linked to existing opportunities? (No more than 300 words).

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| [What is the specific policy opportunity on the pathway to law reform that will be focused on in this Low-Value grant and how is this opportunity being leveraged? |

**Project Objectives, Results/Outputs, and Activities**

Please describe the project framework and implementation plan by completing Table 1 below:

* Primary objective: The proposed project should include objectives to advance efforts for HIV law reform and related issues in the target country.
* Project results: Please describe measurable changes which will have occurred by the end of the project because of the planned intervention.
* Project Outputs and Activities: Please briefly describe what will be produced as project results and outputs. Please outline key activities for each output. Please link the outputs to illustrative tactics elaborated in the scope and priority section of this CFP.
* Project Implementation Plan and Time Frame: Please include the timing of the activities.

**Table 1: Project Framework and Implementation Plan**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Objective:** | | | **Timing/Duration of Activity in Months** | | | | | | | | | | | |
| **Project Framework** |  | **Indicator, including means of verification** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| ***Component/Output 1:***  ***XXXXX*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.1: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.2: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.3: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Component 2/Output 2: XXXXXX** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.1: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.2: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Monitoring and Evaluation** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Mid-point (6 months) review and reporting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Final review and reporting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Community and Stakeholder Participation Plan**

Please describe how the stakeholders and other key population-led organizations, including sex workers, MSM, people who use drugs, PLHIV, and transgender communities, where relevant, will be involved in i) project planning and design: ii) project implementation, and iii) project monitoring and evaluation. Please attach documentation as relevant.

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# PROJECT RISKS, MONITORING & EVALUATION

**Project Risks**

Please describe **significant risk factors** that could result in the project not producing the expected results. These should be internal factors (e.g., technology involved fails to work as projected) and external factors (e.g., climate change impacts, political and economic situation, etc.). Please also propose risk mitigation measures to address the potential risks.

**Table 2: Risks and Mitigation Measures**

|  |  |  |
| --- | --- | --- |
| **#** | **Internal and External Risks** | **Possible mitigation measures** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

**Project monitoring schedule**

Please identify the key milestones and monitoring schedules and incorporate them into the Project Framework and Implementation Plan.

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**Annex III: Budget Template**

| ***Budget Category\**** | **Unit** | **Number Of Units** | **Cost Per Unit (USD)** | **Total (USD)** |
| --- | --- | --- | --- | --- |
|
| ***Personnel (Only direct project-related staff) – the personnel cost should not exceed 40% of the overall budget.*** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Training/Seminars/Workshops/ Information Campaigns/Others:** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TRAVEL AND ACCOMMODATION:** |  |  |  |  |
|  |  |  |  |  |
| **PROJECT MANAGEMENT/ OTHER EXPENSES (Specify):** |  |  |  |  |
|  |  |  |  |  |
| **Project Activities** |  |  |  |  |
| **Activity 1…** |  |  |  |  |
| **GRAND TOTAL** |  |  |  |  |

\*Please add rows under each budget category for further description.

\*\*\*END OF DOCUMENT\*\*\*

1. UNDP defines low-value grants as cash awards – selected via programmatic decisions – to civil society and non-governmental partners to generate and solicit development solutions. LVGs are typically used to engage with stakeholders who have a unique or distinct perspective on a development challenge, either because they represent populations excluded from the development process, are able to provide innovative/experimental development solutions or have particular legitimacy or exposure to a development challenge. [↑](#footnote-ref-1)
2. Key population-led organizations and networks are organizations led by people living with HIV, sex workers, gay men and other men who have sex with men, people who use drugs, and transgender people. [↑](#footnote-ref-2)
3. Nongovernmental Organization [↑](#footnote-ref-3)
4. Community Based Organization [↑](#footnote-ref-4)