**UNITED NATIONS DEMOCRACY FUND**

**17th FUNDING ROUND**

**PROJECT DOCUMENT GUIDELINES AND TEMPLATES**

These guidelines are for civil society organizations (CSOs) whose proposals have been shortlisted for UNDEF’s Seventeenth Round of Funding. Inclusion in the shortlist does not in itself mean that a project proposal will be funded. CSOs must now proceed to the next stage of the selection process: preparing a detailed Project Document (PD). **Only upon the successful negotiation of a PD will the proposed project be formally approved for UNDEF funding.**

**How to use these guidelines:**

* **These guidelines function as a template for the actual PD.** **Detailed instructions for each section have been provided in blue text. Once you have completed each section by inserting the required information, please remove all text in blue text. All regular text in black must be retained and should not be modified in any way**.
* The PD and all required documents should be completed and sent to UNDEF **within 1 month after receiving the notification of the proposal becoming shortlisted**. Failure to comply with this deadline may result in its removal from the shortlist.
* The PD, and all required annexes, must be in **English or French**, the official working languages of the UN Secretariat.
* The PD should strictly follow the structure, format and font used in these guidelines and the templates provided. The narrative portion (excluding annexes) should not exceed **15 pages.**
* The final project document should be complete, coherent and concise. Please ensure there are no discrepancies between the information provided in the various sections. The budget should be complete and should align with the activities and outputs described.

**The project document template begins on the next page. All sections must be completed. Please read carefully and comply with all instructions.**

**UNITED NATIONS DEMOCRACY FUND**

**PROJECT DOCUMENT**

|  |  |
| --- | --- |
| **Project ID (UNDEF project number)** | **UDF-XX-XXX-XXX** |
| **Project title** |  |
| **Implementing agency name** |  |
| **UNPP partner number** | (To be added by UNDEF) |
| **Project start date** | (To be added by UNDEF) |
| **Project end date** | (To be added by UNDEF, note max is 24 months) |
| **Grant amount in $US** | (To be added by UNDEF, M&E inclusive) |

**Project Summary**

|  |
| --- |
| Summarize the project’s main objectives and planned action (100 words) |

|  |  |  |
| --- | --- | --- |
| **Name of the Organization** |  | **UN Democracy Fund** |
| (Please initial):  NAME, Project Focal Point |  | (Please initial):  NAME, Project Focal Point |
| (Please sign and date):  Name  Title  Date |  | (Please sign and date)  Annemarie Hou  Executive Director  UN Office for Partnerships  Date |

**ORGANIZATION INFORMATION**

|  |  |
| --- | --- |
| **Date of Implementing agency establishment** as per registration certificate. | [DD/MM/YYYY]  (Default date is 01/01/YYYY if complete date of registration is undetermined and only the year of registration is available). |

|  |  |
| --- | --- |
| **This section to be filled out by UNDEF** | |
| **Place of registration** (city, country) |  |
| **Name of authorized signatory to project document** |  |
| **Website URL** |  |
| **HQ Location** (city and country) |  |
| **Project Manager/Focal Point** |  |
| **Amount requested from UN (excluding M&E)** |  |

|  |  |
| --- | --- |
| **LOCATION OF THE PROJECT**  Please provide specific names of relevant places as listed in the application as follows: | |
| Country, countries |  |
| Province(s) | (if applicable) |
| District(s) | (if applicable) |
| Location(s) | (if applicable) |
| Community/Communities: | (if applicable) |

|  |  |
| --- | --- |
| **This section to be filled out by repeat Implementing Agencies** | |
| Previous project ID | UDF-XX-XXX-XXX |
| Name of donor |  |
| Project description | (50 words) |
| Project duration |  |
| Location of project |  |
| Total value of previous grant | US$ |
| Number of employees involved in the project |  |

**UNITED NATIONS DEMOCRACY AGREEMENT**

This Agreement is made between the **United Nations Democracy Fund**, hereinafter referred to as “**UNDEF”,** and **[**Name of **GRANTEE]**, hereinafter referred to as “**Implementing Agency**” OR “**[Acronym of GRANTEE]”**.

**1. CONTEXT ANALYSIS**

* 1. **Overall Democratic Challenges**

Briefly identify general democratic challenges relevant to the project and the beneficiary communities in the focus country or region. Where possible please provide reference sources in footnotes.

|  |
| --- |
| Max 200 words |

**1.2 Specific challenges**

Provide a brief description of the context in which your project will take place and the specific challenges it will address. Where possible please provide reference sources in footnotes.

|  |
| --- |
| Max 250 words |

**2. PROJECT STRATEGY**

**2.1. Project objective**

Please state the project objective (preferably in one short sentence).

This is the objective that the project will achieve; the fulfillment of this objective will be directly attributable to the implementation of the project.

|  |
| --- |
| Max 50 words |

**2.2 Project methodology (expected outcomes and planned outputs)**

Please defined 2-3 expected outcomes for this project. Outcomes should be logically linked and built on each other to achieve the project objective.

Examples of outcomes:

* Increased representation of marginalized groups and people left behind in local government decision making processes.
* Increased access to services by marginalized groups and people left behind.
* Increased awareness of rights of marginalized groups and people left behind by decision makers.

Setting indicators in Annex I will help assess the achievement of the expected outcomes.

For examples of products, see Annex II (Work Plan)

|  |
| --- |
| **Outcome 1:** Outcome title (one line)  Max 50 words |
| Please explain what the expected outcome entails and how it will be achieved through the implementation of a specific set of planned outputs (2-3 outputs, numbered 1.1, 1.2, 1.3)  Max 200 words |
| **Outcome 2:** Outcome title (one line)  Max 50 words |
| Follow the instructions above.  Max 200 words |

|  |
| --- |
| **Outcome 3:** Outcome title (one line)  Max 50 words |
| Follow the instructions above.  Max 200 words |

All outputs and key activities and their implementation timelines should be listed in the work plan (Annex II).

**2.3 Past Initiatives and lessons learned**

Indicate lessons learned from past and/or ongoing projects or activities your organization has worked on that will be incorporated into the implementation strategy for this project and how you can coordinate with ongoing projects/activities being carried out by others development partners.

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| --- |
| Max 200 words |

**2.4. Theory of change**

Please describe the direct relationship between the Implementing Agency project and its impact. This should outline change the project aims to achieve.

|  |
| --- |
| Max 200 words |

**3. BENEFICIARIES (Gender and Age**)

**3.1. Table of beneficiaries**

Using the template below, please provide information on direct beneficiaries only.

Example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Direct beneficiaries** | **Description** | **Quantity** | **Number of women** | **Output #** |
| Youth leaders | 18-35 years old  With university education  low-middle income | 300 | 150 | 1.1 |
| Local authorities | 30-60 years old  low-middle income/high school education  Representing 3 ethnic groups (x, y and z) | 50 | 20 | 2.1 |
| … |  |  |  |  |

**3.2. A focus on gender equality and marginalized groups and people being left behind.**

**Gender equality**

For all projects data is required on gender equality and women’s empowerment, please explain **in concrete terms:**

* What are the specific needs and concerns of women in relation to the problem statement and context you have identified?
* What steps will the project take to ensure meaningful inclusion of women?
* How will you involve and mobilize men to promote gender equality?
* What positive impact or change will the project bring for gender equality?

|  |
| --- |
| Max 150 words |

**Marginalized groups and people being left behind**

**For all projects data is required on marginalized groups and people being left behind, please explain in concrete terms:**

* What are the specific needs and concerns with regard to the problem your project intends to address as it relates to marginalized groups and people being left behind that you have identified?
* What steps will the project take to ensure inclusion of the marginalized groups and people being left behind that you have identified?
* What positive impact or change will the project bring specifically for the marginalized groups and people being left behind that you have identified?

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| --- |
| Max 150 words |

**4. Budget**

The **detailed project budget** is attached as Annex III (the Excel budget). **Please note that changes to this approved project budget require prior UNDEF approval. Financial reallocations made without prior notification to UNDEF will not be accepted, and the funds may have to be reimbursed to UNDEF.**

Please prepare the project budget using the Excel budget template sent to you and available at: **https://www.un.org/democracyfund/Information-for-Grantees** and submit it as a separate Excel file.

Once the Excel budget is approved, UNDEF will insert it as **Annex III** to the project document.

**4.1 Operational Budget (total project cost)**

UNDEF has notified the Implementing Agency of the approved grant amount. **Please use your allocated grant amount to fill in the table below**, note that the total UNDEF grant amount is broken down as follows:

|  |  |
| --- | --- |
| Total project cost | US$ XX |
| M&E cost of 10% of total project cost | US$ XX |
| **Total UNDEF grant** | US$ XX |

**Note:** Monitoring and evaluation costs (10% of total project costs) will be retained by UNDEF. This amount will not be disbursed to the Implementing Agency. The Implementing Agency is not authorized to incur any costs against this amount, unless directed by UNDEF.

**4.2. Transfers and Grants to Sub-Grantees**

Please provide information on US$ amounts and related outputs for sub-grants to Implementing Partners, and sub-grants to participants

|  |
| --- |
| Max 200 mots |

**5. PROJECT IMPLEMENTATION AND MONITORING PLAN**

**5.1 Milestones and Disbursements**

UNDEF will appoint an observer to monitor project Milestones 2 and 3. This person or entity will bear no responsibility for any aspect of implementation of the project. For this purpose, the Implementing Agency will submit to UNDEF, two months in advance, detailed information on the milestone (date, venue, event title, agenda), so that UNDEF can arrange a monitoring visit.

The Implementing Agency will do everything possible to assist and cooperate with the UNDEF-appointed observer. There is a statement under the Legal Commitments (Annex VI) to this effect.

**The grant will be disbursed in three tranches, following the disbursement schedule below. The first tranche of the grant will be disbursed once the project document has been signed. Release of the second and third tranches will be contingent upon:**

1. The successful completion of the activities set as project Milestones 2 and 3, respectively
2. The monitoring of the above milestones by an UNDEF-designated observer
3. The submission of deliverable documents related to the milestone, as per the disbursement table below
4. The submission of a **Narrative** **Progress Report** by the Implementing Agency, using the UNDEF narrative progress report template
5. The submission of any other documents related to the milestone that UNDEF may request
6. The submission of an audited **Financial Utilization Report** to UNDEF, following Milestone 2 and 3, by the Implementing Agency(certified by the external independent auditor identified in Annex V) and reflecting the amount spent to date.
7. **Expenditure of at least 70% of the previous tranche/s**
8. Funds will not be released if the project has any **overdue narrative or financial reports** of any kind, or if the project has **failed to follow the UNDEF visibility guidelines** noted in section 13.

It is the Implementing Agency’s responsibility to choose carefully the milestone dates and tranche amounts and to ensure that an appropriate amount of money is available to carry out the planned activities between the two milestones. The Implementing Agency must notify UNDEF, as soon as possible, of any changes in the project schedule which would affect the milestone completion date, well before the next scheduled milestone, to make it possible to discuss alternatives accordingly.

**Disbursement Table**

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Amount** | **Date** |
| **Milestone #1 (M1)**: Project document signature | US$ XX | **Month 1** |
| **Milestone #2 (M2) Observation**: Please indicate a substantive, punctual, tangible and observable activity  e.g., Completion of the 30th Training of Trainers (TOT) program in 5 project districts. (Output 1.2)  **Deliverable due:** Please indicate a deliverable to be shared at completion of the milestone  e.g., Training manual, PowerPoint presentations or other. | US$ XX | **Month 8**  In the Work Plan (Annex II), the activity must be timed to take place during Month 8 |
| Milestone #3 (M3) Observation: Please indicate a substantive, punctual, tangible and observable activity  e.g., Completion of the 40th Linkage workshop in 5 project districts. (Output 2.2)  Deliverable due: Please indicate a deliverable to be shared at completion of the milestone  e.g., Workshop report, photos, list of participants or other. | US$ XX | **Month 16**  In the Work Plan (Annex II), the activity must be timed to take place during Month 16 |

Implementing Agencies will be required to provide bank details in order to enable the disbursement of the grant. The bank account must be in the name of the Implementing Agency. UNDEF strongly encourages the designation of a **separate** account (in US dollars whenever possible).

The Implementing Agency is responsible for providing complete and correct bank details to UNDEF. The Implementing Agency will inform UNDEF promptly of any changes to its banking details. Failure to do so will cause significant delays in disbursement and might cause funds to be misrouted.

The Implementing Agency will be accountable for any delays or misrouted funds due to incorrect banking information provided by the Implementing Agency. If the Implementing Agency designates a non-US dollar bank account, the Implementing Agency will be responsible for absorbing all differences resulting from fluctuations in the exchange rate.

**5.2 Narrative and Financial Reporting**

It is the Implementing Agency’s responsibility to meet all UNDEF reporting requirements. The Implementing Agency will submit two (2) Narrative progress reports, one (1) Final narrative report, two (2) Certified financial utilization reports, one (1) Complete final project audit report including a final Financial utilization report. UNDEF may require Implementing Agencies to submit ad hoc progress reports during the project lifecycle.

These reports will be in the required UNDEF template, either in English or French. The Implementing Agency is responsible for reading and following UNDEF’s [Monitoring and Reporting Guidelines](https://www.un.org/democracyfund/Information-for-Grantees), available on UNDEF’s website.

An external, independent entity responsible for the certification of financial reports, and the complete final project audit report will be contracted by the Implementing Agency and identified in Annex V (Auditor Letter). In case the Implementing Agency needs to change the designated auditor, the Implementing Agency must consult with UNDEF, and upon UNDEF’s approval submit a new Auditor’s Letter (Annex V) to UNDEF. UNDEF may request the Implementing Agency to select a different external independent auditor if deemed necessary.

**5.3 Monitoring Arrangements by the Implementing Agency**

UNDEF will monitor the progress of the project closely during the project implementation through the Implementing Agency’s reports, UNDEF monitor(s), field visits. The Implementing Agency undertakes to monitor all project activities and outputs. The Implementing Agency also commits to monitoring the results, outcomes, outcome indicators, and impacts of the project.

Describe your own monitoring process as well as the tracking of the project’s progress—including the **means of verification** of the results of outcome indicators, and describe how this will be carried out, by whom, how frequently and how the monitoring information gathered feeds back into management decisions.

|  |
| --- |
| Max 200 words |

The monitoring plan should be in alignment with the Result Framework (Annex I) and the workplan (Annex II).

**6. EVALUATION PLAN**

UNDEF is responsible for devising a project evaluation modality and will inform the Implementing Agency if a project evaluation is to be conducted. The Implementing Agencyis required to take all necessary measures to facilitate the evaluation when required by UNDEF or its designated third party. Should an evaluation be conducted, the evaluation report will be published on the [UNDEF website](https://www.un.org/democracyfund/Docs/PostProjectEvaluations.html).

Ten per cent of the total grant amount (up to a maximum of US$ 25,000) will be retained by UNDEF to pay for external monitoring and evaluation costs. **This amount will not be disbursed to the Implementing Agency.**

Regardless of whether a project evaluation would be conducted, the Implementing Agency will be contacted by UNDEF twelve months after the project’s completion date to provide information about the status of any project-related activities and the project’s impact after the successful conclusion of the project.

**7. RISKS AND MITIGATION OF RISKS**

Identify **the high and medium-level risks** pertaining to the project’s implementation and describe concrete measures put in place to mitigate these risks in the table below.

Max 1 page

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Risk** | **Output** | **Probability (high and medium)** | **Proposed concrete risk-mitigation measures** |
| Example: Holding of national or local elections (or any other pre-scheduled national event) is delayed, suspended, altered or generates instability in a way that affects the project’s implementation | **Output #** | High | Please tailor this risk to your context and state how it might affect your project and propose a concrete risk-mitigation measure. |
| Example: Difficulty to mobilize communities or implement activities during religious celebrations / national holidays/seasons with extreme weather /or other predictable seasonal factors. | **Output #** | High | Please tailor this risk to your context and state how it might affect your project and propose a concrete risk-mitigation measure. |
| Example: Difficulty to mobilize communities or implement activities due to insecurity outbreaks, political instability, threats or other sensitivities. | **Output #** | High | Please tailor this risk to your context and state how it might affect your project and propose a concrete risk- mitigation measure. |
| Example: Difficulty to mobilize Government counterparts in support of the project or to contribute/attend project activities. | **Output #** | Medium | Please tailor this risk to your context and state how it might affect your project and propose a concrete risk-mitigation measure. |

(Add risks as needed)

**8. SUSTAINABILITY OF THE PROJECT AFTER THE GRANT ENDS**

Describe the **activities, strategies or steps planned** for ensuring the sustainability of the project’s impact in both the **midterm** (1-2 years after project completion) and **long-term** (2-5 years after project completion).

Describe **how the structures or practices you will set up during the project’s implementation will become institutionalised** to continue existing actively after the project’s completion date.

For example, if you are creating committees or community groups, what will you do during the project to ensure that they have the momentum, motivation, status and resources to continue their **active** work after project completion?

It is recommended in this section to also refer to the longer-term impact that your project will contribute towards as articulated in the theory of change.

|  |
| --- |
| Max 200 words |

**9. ENVIRONMENTAL IMPACT**

Explain how the environment may be impacted by the project’s implementation. Identify which of the project’s activities may have either a positive or negative impact on the environment, and if negative, state your mitigation measures.

|  |
| --- |
| Max 100 words |

**10. CONTRIBUTION TO SUSTAINABLE DEVELOPMENT GOALS (SDGs)**

Select the main Sustainable Development Goals for which this project applies.

|  |
| --- |
| Max 100 words |

Information on SDGs can be found at the following website: <https://www.un.org/sustainabledevelopment/sustainable-development-goals/>

**11. STAFFING**

Describe the roles and responsibilities of the main staff involved in the project, excluding consultants in the table below.

Example:

|  |  |
| --- | --- |
| **Position title** | **Description of roles and responsibilities** |
| Project Coordinator | Overall coordination and supervision of project implementation and project team. Responsible for activity planning, quality assurance and reporting. |
| … |  |

**12. LOCAL IMPLEMENTING PARTNERS**

Identify implementing partners for this project in the table below.

* Local Implementing Partners are any entity (NGO, community group, government, university, institution etc.) that will work in partnership with the Implementing Agency to directly implement specific parts of the project.
* An organizational chart might be helpful in depicting the management arrangements.
* It is not required to have local implementing partners

|  |  |  |  |
| --- | --- | --- | --- |
| **Local Implementing Partner** | **Experience and expertise** | **Key responsibilities of the Implementing Partner** | **Outputs #** |
| Name | Please explain why each Implementing Partner was chosen;  **Briefly** list their relevant experience and their ability to deliver their assigned responsibilities. | **Briefly** list the key responsibilities that will be assigned to the implementing partner during project implementation. | 1.1.  3.1. |

Add more partners as needed

UNDEF reserves the right to object to the selection of Implementing Partners.

Attach letter(s) of agreement signed by the implementing agency using the template provided in Annex VII.

The Implementing Agency has provided UNDEF with written confirmation from the Implementing Partners (Annex VII) stating that the Implementing Partners understand and concur with the roles and responsibilities allocated to them within the project and agree to assume these roles and responsibilities.

In Annex IV**,** please provide **contact information** for the Implementing Agency and Implementing Partners.

**13. COMMUNICATIONS PLAN OUTLINE**

Please briefly present here your communication plan outline for the project.

* What is the narrative?
* Why will audiences care about this narrative?
* How will you share this information?
* Who is your main audience?

|  |
| --- |
| Max 200 words |

**14. USE OF NAME AND EMBLEM**

Where appropriate, the Implementing Agency will work with the United Nations Democracy Fund to provide visibility for the project.

The Implementing Agency shall not use the name, emblem and/or logo of the United Nations without the prior written authorization of UNDEF.

**15. RESPONSIBILITY OF IMPLEMENTING AGENCY AND Legal Commitments**

The Implementing Agency will be locally responsible for all operational and administrative project management decision throughout the life cycle of the project including outreach, the organization of activities, results monitoring, human resources, finance, travel arrangements, local procurement and logistics.

The Implementing Agency will be responsible for contracts with any Implementing Partner(s) or individuals involved in the project. The Implementing Agency will be responsible for managing any financial disbursements to the Implementing Partner(s) or individuals as per implementation arrangements or payment schedules concluded between them. UNDEF does not consider that it has any formal relationship with project partners. All such payment arrangements need to be noted in the project document at the outset of the project.

The Implementing Agency is required to update UNDEF with any changes in their contact details.

The legal commitments outlined in **Annex VI** are an integral part of this project document binding the signatory Implementing Agency and its Implementing Partners. **These legal commitments cannot be modified.**

**ANNEX I: RESULTS FRAMEWORK**

The Results Framework is necessary to provide a detailed account of how your project will deliver on its outcomes by linking them to specific indicators that will demonstrate how the project has made a difference.

The template below includes generic examples in order to illustrate the type of information required. **Please remove this sample information and fill in this template with the relevant information as it pertains to your project.**

|  |  |  |
| --- | --- | --- |
| **Outcome 1: Fill in outcome 1** | | |
| **Indicator and Target 1A:**  State here the target (quantitative but also qualitative) that you aim to achieve at the end of the project.  **Please disaggregate all indicators by gender when they include numbers of persons.**  Example:  Target Indicator: By the end of the project, at least 3 new clauses are introduced in the rules of procedure of local councils in favor of women representation and participation. | **Baseline data:**  Use the same sentence as for the target indicator, modifying only the target measure to reflect the status before the start of the project (include a specific source for the baseline information).  **Please disaggregate each baseline by gender when they include numbers of persons (if possible).**  Example:  2018: There are no clauses in the rules of procedure of local councils in favor of women representation and participation.  **Source:** Rules of procedure of local councils | **Method of verification:**  What specific and realistic tools, resources or measures will you undertake or have access to in order to measure that the target has been achieved?  Example:  Updated rules of procedure of local councils (Implementing Agency will send a copy to UNDEF) |
| **Indicator and Target 1B:** | **Baseline data:**  **Source:** | **Method of verification:** |
| **……** | **……** | **……** |

|  |  |  |
| --- | --- | --- |
| **Outcome 2: Fill in outcome 2** | | |
| **Indicator and Target 2A:**  By the end of the project, at least 30% of local council candidates are women in project targeted areas. | **Baseline data:**  Last Local Council elections 2015: 5% of local council candidates were women in project targeted areas.  **Source:** Official Electoral Commission bulletin, May 2015 | **Method of verification:**  Official Electoral Commission bulletin (Implementing Agency will send to UNDEF) |
| **Indicator and Target 2B:** | **Baseline data:**  **Source:** | **Method of verification:** |
| **…..** | **…..** | **…….** |

(If needed, add a third result and its indicators as per section 2.2 above)

**Tips to assist:**

**Target Indicators:** Please frame at least **two** **indicators** for each outcome, using the table below. An indicator is a statement, qualitative and quantitative, related to some aspect of the **outcome**, that facilitates **directly** **measuring progress towards achieving the intended outcome.** Each indicator should have a **target** level of change in keeping with the expected timeframe of the project cycle (2 years). It must be Specific, Measurable, Achievable, Relevant and Time-bound (SMART).

* The indicator **must go BEYOND the output level to actually measure the positive IMPACT achieved at the outcome level. Do not restate an output of the project as an indicator**. **Even if any given activity of the project has been completed, yet this is not an adequate indicator.** For example, if the output is a national seminar, the indicator should not be ‘national seminar held’. Instead, one would need to consider the **positive impact** arising from the national seminar and frame an indicator in order to capture how that is **contributing to the outcome.** For example, if a project intends to conduct training for women leaders, then it is the training that would be an **output** of the project. The **indicator** would measure the **impact** of the training for women leaders. For example, the indicator might assess post-training community-level outreach activities conducted by the trained women, or their participation in political forums after the training etc.
* Make sure the indicators you suggest are **realistically measurable** by your organization with the resources you have available to you.
* Avoid vague statements that will not allow an **objective measure** of progress, for example “20% increase in quality” is not objectively measurable. Think about how you would define quality more specifically and how you can set a target to capture this.
* **Target:** for example, if the indicator is ‘% of women parliamentarians by 2022’ and the baseline is 12% (2023). Then the target might be ’20% (2025)’.
* **Gender:** as much as possible, consider including at least one indicator that specifically measures the impact on gender equality, and remember to disaggregate all indicators by gender.

**Baseline data:** please provide brief and relevant baseline data for each indicator. Baseline data can be quantitative (number, percentage, ratio etc.) or, in instances where these numbers are not readily available or not appropriate, qualitative (a short assessment of the specific situation). Such data provides a measurable way of looking at the specific situation in place at the project’s inception and are essential in order to establish a baseline foundation for measuring the project’s performance and overall impact. **The**

**Implementing Agency is responsible for collecting baseline data prior to the commencement of the project.** In certain cases, it might be necessary to collect some additional data as the project begins. If so, please indicate the type of data and how it will be collected.

**Method of verification:** please **describe how the indicator and target will be monitored and what sources will be used.** For example, if an indicator relates to increased dialogue between indigenous leaders and local government representatives at local council meetings, then the monitoring might involve—sending observers to local council meetings, reviewing attendance and the meeting minutes, collecting feedback from participants after the meetings, monitoring media coverage of the meetings etc. to **show evidence** of increased dialogue from both a qualitative and quantitative perspective.

**ANNEX II WORK PLAN**

(Sample)

The Work Plan aims to provide a **detailed, logical, chronological and organized picture of the project design**. **It is the detailed roadmap of the project’s implementation.** There should be no inconsistencies between the Work Plan information and sections 2.2 and 5.3 of the project document. The timing of the activities and outputs in the Work Plan will be used to confirm, together with the Excel Budget, the funding required for Milestones 1, 2 and 3. Alongside the applicable activities, please indicate M2 and M3, for Milestone 2 and Milestone 3, respectively.

**Any discrepancy or inconsistency between the Work Plan, the Excel project budget, and funding required to achieve the milestones (Disbursement Table - Section 5.1) will delay the project approval.**

The table template below includes generic examples in order to illustrate the type of information required. **Please remove the sample information and fill in this template with all relevant information as it pertains to your project.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Outputs** | **Key Activities** | **Timeframe (2 years – 24 months)** | | | | | | | | | | | | **Verification Documents** |
| **1-**  **2** | **3-**  **4** | **5-**  **6** | **7-**  **8** | **9-10** | **11-12** | **13-14** | **15-16** | **17-18** | **19-20** | **21-22** | **23-24** |
| **Outputs for Outcome 1:** State the outcome (exactly as mentioned in Section 2.2 above) | | | | | | | | | | | | | | |
| 1.1 A comprehensive baseline survey and needs assessment produced on civic awareness among indigenous populations in the 5 project districts. | **Briefly** list the key activities that will be undertaken. It should be clear exactly what actions will be taken, in what sequence, in order to produce the output. Make sure to include follow-up actions and monitoring.  1.1.1 Design format and content of baseline survey/needs assessment. | **x** |  |  |  |  |  |  |  |  |  |  |  | 1.1: Baseline study |
| 1.1.2 Conduct the baseline survey/needs assessment in 5 districts. |  | **x** |  |  |  |  |  |  |  |  |  |  |
| 1.1.3 Publish assessment findings as a comprehensive report. |  |  | **x** |  |  |  |  |  |  |  |  |  |
| 1.1.4 Disseminate report to key stakeholders, including CSOs and government representatives. |  |  | **x** |  |  |  |  |  |  |  |  |  |
| 1.2 TOT civic awareness program conducted in 5 districts for 2500 representatives from indigenous groups and local CSOs. **(Milestone 2)** | 1.2.1 Identify key CSOs and indigenous representatives in each project district and invite them to take part in the awareness program. | **x** |  |  |  |  |  |  |  |  |  |  |  | 1.2. TOT report (w list of participants, photos) |
| 1.2.2 Design training methodology, content and materials. |  | **x** |  |  |  |  |  |  |  |  |  |  |
| 1.2.3 Conduct 30 TOT programs in 5 project districts. |  |  | **x** | **x** | **x** | **x** |  |  |  |  |  |  |
| 1.2.4 Gather evaluation material and feedback from participants. |  |  |  |  | **x** | **x** | **x** |  |  |  |  |  |
| 1.3 Cascade programs on civic awareness conducted by these trained representatives in 5 project districts for 25,000 indigenous people. | 1.3.1 Adapt training methodology, content and materials as needed from output 2. |  |  |  |  |  | **x** |  |  |  |  |  |  | 1.3. Cascade training report (w list of participants, photos) |
| 1.3.2 Conduct 500 village-level civic awareness programs. |  |  |  |  |  |  | **x** | **x** | **x** | **x** |  |  |
| 1.3.3 Gather evaluation material and feedback from participants. |  |  |  |  |  |  | **x** | **x** | **x** | **x** |  |  |
| 1.4 Five Resource Centers established and equipped in each project district (25 centers in total). | 1.4.1 Procure infrastructure for resource centers and identify organizations to house the centers |  |  | **x** | **x** |  |  |  |  |  |  |  |  | 1.4 Resource Center Report (w venue, photos,) |
| 1.4.2 Select and train Resource Center managers. |  |  | **x** | **x** |  |  |  |  |  |  |  |  |
| 1.4.3 Hold monthly orientation sessions on IEC materials and database. |  |  |  |  | **x** | **x** | **x** | **x** | **x** | **x** | **X** | **x** |
| 1.4.4 Provide ongoing access and services to local indigenous populations. |  |  |  |  | **x** | **x** | **x** | **x** | **x** | **x** | **X** | **x** |
| (…) | (…) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Outputs for Outcome 2:** State the outcome (exactly as mentioned in Section 2.2 above) | | | | | | | | | | | | | | |
| 2.1 Sensitization programs on critical needs and issues of women conducted for local government representatives in each of the project districts (15 programs total). | 2.1.1 Design the format, content and materials for the sensitization programs, in conjunction with representatives of women’s groups. |  |  | **x** |  |  |  |  |  |  |  |  |  | 2.1 Sensitization program report |
| 2.1.2 Liaise with key stakeholders from local governments, CSOs and CBOs to ensure participation in program. |  |  | **x** |  |  |  |  |  |  |  |  |  |
| 2.1.3 Conduct sensitization programs in 5 districts. |  |  |  | **x** | **x** | **x** |  |  |  |  |  |  |
| 2.1.4 Gather evaluation material and feedback from participants. |  |  |  | **x** | **x** | **x** |  |  |  |  |  |  |
| 2.2 Linkage workshops are held in each project district (40 workshops total) to increase dialogue between local government and women’s groups. **(Milestone 3)** | 2.2.1 Design the format, content and materials for the workshops, with input from key stakeholders. |  |  |  |  |  |  | **x** |  |  |  |  |  | 2.2: Linkage workshop report |
| 2.2.2 Conduct the 40 linkage workshops in 5 districts. |  |  |  |  |  |  | **x** | **x** | **x** | **x** |  | **x** |
| 2.2.3 Gather evaluation material and feedback from participants. |  |  |  |  |  |  | **x** | **x** | **x** | **x** |  | **x** |
| 2.2.4 Compile outputs of workshops as a comprehensive report on program and policy priorities for women’s issues. |  |  |  |  |  |  |  |  |  |  |  | **x** |
| 2.2.5 Disseminate the report to key stakeholders, including media and national government. |  |  |  |  |  |  |  |  |  |  |  | **x** |
| (…) | (…) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Outputs for Outcome 3:** State the outcome (exactly as mentioned in Section 2.2 above) | | | | | | | | | | | | | | |
| 3.1 Conduct regular voter registration/education drives during the project cycle. | 3.1.1 Create linkages with Electoral Office and National Planning Agency. |  |  | **x** |  |  |  |  |  |  |  |  |  | 3.1. Voter education/registration drive report |
| 3.1.2 Identify areas with lowest voter registration and low ratios of voter registration centers per population |  |  | **x** |  |  |  |  |  |  |  |  |  |
| 3.1.3 Conduct 6 voter education/registration drives in each project district and set up mobile registration centers in selected areas. |  |  |  | x | **x** | **x** |  |  |  |  |  |  |
| 3.1.4 Conduct ongoing voter education and registration at Resource Centers in each district. |  |  |  |  | **x** | **x** | **x** | **x** | **x** | **x** | **X** | **x** |
| (…) | (…) |  |  |  |  |  |  |  |  |  |  |  |  |  |

**ANNEX III**

**PROJECT BUDGET**

The budget should be prepared in the Excel template provided by UNDEF. Once the budget is approved, UNDEF will insert the budget here in the final version of the Project Document.

**ANNEX IV**

**CONTACT INFORMATION**

|  |  |
| --- | --- |
| **Implementing Agency** | |
| **Name of Organization** |  |
| Address |  |
| Telephone |  |
| Website |  |
| Social Media |  |
| **Point of contact** | Provide full name and title |
| Telephone (Mobile) |  |
| Email |  |
| **Alternate point of contact** | Provide full name and title |
| Telephone (Mobile) |  |
| Email |  |
| **Local Implementing Partner(s) (if applicable)** | |
| Please provide for every Local Implementing Partner: | |
| **Name of Organization** |  |
| Address |  |
| Telephone |  |
| Website URL |  |
| Social Media handles |  |
| **Point of Contact** | Provide full name and title |
| Telephone (Mobile) |  |
| Email |  |

**ANNEX V**

**AUDITOR’S LETTER – TEMPLATE (Please ask the auditor to use its letterhead)**

Name AND LoGO of Accountant/ AUDITOR

**Date**

United Nations Democracy Fund (UNDEF)

United Nations Secretariat, 15th Floor

New York, NY 10017

USA

RE: **PROJECT TITLE AND NUMBER (UDF-XX-XXX-XXX)**

This is to certify that UNDEF grant recipient, **NAME**, has internal controls and financial systems in place that are generally adequate to control the receipts and disbursement of project funds and to report on the use and status of these funds. The recipient also appears capable of satisfactorily implementing the project, monitoring the performance and reporting on project activities and results.

Yours Sincerely,

Signature AND stamp

**Name of Auditor**

**Title**

**Contact and address**

**ANNEX VI**

**LEGAL COMMITMENTS**

Signature of this project document commits all parties to abide by the following:

a. As per ECOSOC Resolution 1996/31 on consultative relationship, the aims and purposes of all Implementing Agencies are in conformity with the spirit, purposes and principles of the Charter of the UN.

b. The Implementing Agency agrees to undertake best efforts to ensure that none of the funds received from UNDEF are used to provide support to individuals or entities associated with terrorism and that the recipient of any amounts provided by UNDEF do not appear on the list maintained by the UN Security Council Committee established pursuant to Security Council Resolution 1267 (1999) and that this undertaking form part of any and all sub-contracts entered into by the grantee.

c. The Implementing Agency does not intend to and will not provide any type of support for any member, affiliate or representative of an organization that recommends or condones the use of violent means in political action in general and of terrorism in all its forms, and manifestations in particular, as stated in the 2005 World Summit Outcome document (§81).

d. Additionally, the Implementing Agency represents and warrants that it is not an entity engaged in:

* + - 1. any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 which 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;
      2. the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines; and
      3. sexual exploitation or abuse of anyone by its employees or any other persons engaged and/or controlled by the Implementing Agency to perform any services for the project.

e. The Implementing Agency to this project is duly constituted nationally or internationally and where applicable, complies with existing national legislation regarding formal registration, incorporation. For the avoidance of doubt, the Implementing Agency confirms that it is in compliance with all applicable national and local legislation.

f. The Implementing Agency to this project has statutes or by-laws providing for a transparent process of decision-making, election of officers and members of the Board, and the Implementing Agency has authority to speak for its members through its authorized representatives identified in this project document.

g. The Implementing Agency agrees to be responsible for the overall management of the project and will bear all financial and reporting responsibilities to UNDEF as per the UNDEF Monitoring and Reporting Guidelines. The Implementing Agency is responsible for informing UNDEF of any important matters and significant changes associated with the organization or the project implementation. The Implementing Agency also agrees to be responsible for contracts and implementation arrangements with any implementing partners or individuals involved in the project. The Implementing Agency is responsible for its staff, personnel and contractors performing functions for the project, including supervision, welfare and security, throughout the life cycle of the project and beyond, in accordance with its own rules and policies. UNDEF does not, by financial or other assistance to the Implementing Agency pursuant to this project document, accept any responsibility for errors, negligence, mismanagement, debts or any liability whatsoever incurred by the Implementing Agency or any other person, group, or agent associated with it.

h. The Implementing Agency agrees to take all necessary measures to facilitate monitoring and evaluation as and when required by UNDEF or a third party on its behalf.

i. The Implementing Agency agrees that UNDEF will appoint an agent of their choosing who amongst other things will observe and report progress on the passing of milestones and who will not be held responsible for any aspect of the project.

j. All funds will be transferred from UNDEF to the Implementing Agency in US Dollars. Any onward payments by the Implementing Agency made in currencies other than US Dollars will be determined by applying the rate of exchange in effect on the date of payment. Should there be a change in the rate of exchange prior to the full realization of the project, which may affect the ability to carry out project activities, the Implementing Agency will be expected to adjust project design so as to stay within available resources.

k. All financial accounts and statements shall be expressed in US Dollars.

l. Changes to the approved project budget require prior UNDEF approval. Financial reallocations made without prior UNDEF approval will not be accepted, and the funds may have to be reimbursed to UNDEF.

m. Any interest income attributable to the utilized portion of the grant will be credited to the project account and shall be re-invested in the project.

n. The Implementing Agency agrees to return the remaining balance of funds, if greater than USD 1,000 to UNDEF upon completion of the project. Any remaining balance less than USD 1,000 may be used by the Implementing Agency for purposes similar to the present project.

o. The Implementing Agency agrees to obtain authorization from UNDEF prior to making changes to the project activities and outputs. Should the Implementing Agency fail to do so, funds remitted for said activities and outputs may have to be returned to UNDEF. Similarly, if the Implementing Agency fails to complete project activities and outputs, funds remitted for such may have to be returned to UNDEF.

p. The Implementing Agency agrees to provide financial expenditure reports and certified financial statements as per the UNDEF Monitoring and Reporting Guidelines available on the UNDEF website.

q. Receipts and justification documents for project expenditures must be kept and made readily available in case of any audits.

r. Assets approved by UNDEF and purchased by the Implementing Agency under this project do not fall under the financial or managerial control of UNDEF at any stage of the project. UNDEF is not involved in their acquisition, in decisions concerning access, or in the assumption of risks associated with these assets. Consequently, the Implementing Agency is responsible for all financial and managerial control and accountability of these assets throughout the life cycle of the project and beyond, in accordance with its own rules.

s. UNDEF reserves the right to terminate this project should, in UNDEF’s view, circumstances so require. Upon termination, no further funds will be disbursed.

t. The United Nations reserves the right to conduct audits and investigations concerning any aspect of the Agreement and the implementation thereof. The Implementing Agency shall provide its full and timely cooperation with any such audits and inspections.

u. The Parties shall use their best efforts to amicably settle any dispute, controversy, or claim arising out of the Agreement or the breach, termination, or invalidity thereof.

v. Nothing in or relating to the Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

**ANNEX VII**

**IMPLEMENTING PARTNER AGREEMENT LETTER – Template**

NAME AND LOGO OF LOCAL IMPLEMENTING PARTNER

Name of Implementing Agency

Address

**PROJECT TITLE AND NUMBER (UDF-XX-XXX-XXX)**

I, **NAME, FUNCTION**, hereby confirm and pledge that I have actively participated in the project proposal formulation **N° UDF-XX-XXX-XXX**, entitled « **PROJECT TITLE** ».

We commit to implement all activities and to assume full responsibility and roles assigned to us. We also adhere to the legal commitment of Annex VI.

This certificate is issued to serve and assert that obligation.

Yours sincerely,

Written in **CITY**, on **DATE**

**Signature and Stamp**

**Name**

**Title**

**Contact and address**

**PROJECT SUBMISSION Checklist**

Once you have finalized your project document, please check the following list. **Fulfilling all of these requirements will increase your chances of a successful negotiation with UNDEF.**

**Quality checklist**

* Did you ensure that you have included all the required information in line with these guidelines?
* Did you make sure all sections are completed?
* Is all text in black?
* Did you identify and include clear milestones and tranche amounts?
* Did you check for no inconsistencies between the implementation timeframe described in Section 2, in the Work Plan calendar and in the distribution of the costs of the budget in the three milestone columns?
* Did you check to ensure there are no inconsistencies between the description of outputs and activities in Section 2, particularly in terms of quantities (numbers of participants and meetings etc.) and the quantities in the budget?
* Did you check that the Outcome, Output and activity statements and numbering are consistent throughout the project document, the workplan and the budget?
* Does the Excel budget add up to the exact UNDEF grant amount and are disbursement amounts consistent with the disbursement table in sections 4 and 5 of this Project Document?

**Documents required for submission:**

* Project Document
* Annex I: Results Framework
* Annex II: Work Plan
* Annex III: Project Budget (see separate EXCEL template)
* Annex IV: Contact Information
* Annex V: Auditor’s Letter
* Annex VI: Legal Commitments
* Annex VII: Implementing Partner Agreement Letter (if applicable only, one per partner)

**Due diligence documents:**

* Copy of original legal registration of the Implementing Agency (notarized English or French translation must be supplied)
* Proof of Auditor: registration or membership to a national or a regional audit association AND Certification of the Auditor AND Photo ID of the auditor who will certify the UNDEF project financial reports (notarized English or French translation must be supplied)
* Two annual reports of the Implementing Agency. These should be annual organizational reports and not project reports of two recent years.
* Two audited financial statements of Implementing Agency. These should be annual organizational financial statements of two recent years and not financial project reports.

**United Nations Partnership Portal (UNPP)**

* Prior to submission, prospective grantees need to register on the United Nations Partnership Portal (UNPP, https://www.unpartnerportal.org) and upload documents among which:
* Copy of original legal registration of the Implementing Agency (notarized English or French translation must be supplied)
* Most recent audited financial statement of Implementing Agency.
* Most recent annual report of the Implementing Agency.
* Organogram of your organization