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**TERMS OF REFERENCE – CALL FOR PROPOSAL**

**CHALLENGE FUND**

**CZECH SOLUTIONS FOR SUSTAINABLE DEVELOPMENT GOALS**

**Ref Nr: - UNDP-IRH-201909-CfP-06**

**I. GENERAL INFORMATION**

Title of the Call: Czech-UNDP Partnership for SDGs: Call for the Proposals to the Challenge Fund

Agency: UNDP Istanbul Regional Hub

Managing Unit: Czech-UNDP Partnership for SDGs

Type of Contract: Agreement between UNDP and the Winning Entities under the “Czech-UNDP Partnership for SDGs: Call for the Proposals to the Challenge Fund”

Locality: **Bosnia and Herzegovina, Georgia, or the Republic of Moldova**

Development challenge: **ECONOMIC GROWTH VIA INNOVATIVE TECHNOLOGY AND/OR BIG DATA USAGE; MANAGEMENT OF NATURAL RESOURCES, ENERGY EFFICIENCY/RENEWABLE ENERGY, SUSTAINABLE AGRICULTURE OR WASTE MANAGEMENT**

Expected date of contract start: December 2019

Expected length of contract: up to 1 year

Estimated prize: ranging between US\$20,000 and US\$40,000, the applicants provide co-funding of at least 20% of the total cost of the project

## **II. OBJECTIVES**

The objective of the Challenge fund: Czech solutions for SDGs is to facilitate transfer of Czech know-how and innovative solutions that would address development challenges in Bosnia and Herzegovina, Georgia and Moldova and contribute to the achievement of SDGs.

The Challenge fund: Czech solutions for SDGs is looking for innovative solutions that generate improvement and value especially by introducing new methods, ideas, or products. The Challenge fund: Czech solutions for SDGs views innovation in its broadest sense:

- i) a new approach, product, idea or service that has not been tested anywhere;
- ii) is new to the beneficiary country;
- iii) has not been applied to the sector in question in the beneficiary country; or
- iv) service or business model being introduced to a target group where it has not been tried before.

The proposed project must have a potential for financial, social and environmental sustainability and scale up. All projects must be inclusive in nature and benefit the target beneficiaries and contribute to the achievement of SDGs, rather than solely benefitting the participating entity.

The eligible applicants include Czech private sector, NGOs, universities, state institutions or research centers. The applicants are required to engage local partners to assure viability in local conditions and to promote sustainability and scalability of the solution.

## **III. OUTCOMES**

The supported outcome is a new approach, product, idea or service. The supported outcome is also a feasibility study providing an innovative and replicable solution to the identified development challenge. The study will include evidence that the proposed solution is feasible, and implementation plan specifying concrete actions and partnerships necessary for the implementation of the solution. It will list all associated activities, stakeholder engagement, implementation costs and possibilities for scale-up.

The applicant is to consult the solution with local partners, stakeholders and/or final beneficiaries in order to make sure that the solution is adapted to and viable in local conditions. Engagement with local partners needs to be documented.

The applicant is also expected to identify potential financial partners from the public/private sector, international financial institutions, donors etc. that could finance the implementation of the solution and scaling up.

The purpose of the Challenge fund: Czech solutions for SDGs is also to generate and share knowledge. The awardee will cooperate closely with the Czech-UNDP Partnership for SDGs specialists on sharing the knowledge on the Czech-UNDP Partnership website and across the UNDP. At the same time, the Czech-UNDP Partnership for SDGs specialists together with the awardee will explore whether the solution could be viable to tackle development challenges in other countries in the region.

#### **IV. ELIGIBILITY**

The eligible applicants include the Czech private sector, NGOs, universities, state institutions or research centers. The applicants are required to with engage local partners to assure viability in local conditions and to promote sustainability and scalability of the solution.

Entities wishing to apply to the Challenge fund: Czech solutions for SDGs need to meet the following eligibility criteria:

- The lead applicant must be a registered entity in the Czech Republic.
- The project must be implemented in one of the partner countries: Bosnia and Herzegovina, Georgia, or the Republic of Moldova.
- All applicants must demonstrate their capacity to implement their proposed project and will need to demonstrate adequate financial, material, human and other non-financial resources to implement the proposed project within the set timeframe.
- The applicant may partner with other entity/entities which meet the eligibility criteria herein.
- The funding request is for a specific, new and innovative project that addresses the set development challenge. The CFCS views innovation in its broadest sense including: i) a new approach, product, idea or service that has not been tested anywhere; ii) is new to the beneficiary country; iii) has not been applied to the sector in question in the beneficiary country; or iv) service or business model being introduced to a target group where it has not been tried before.
- The proposed project must have a potential for financial, social and environmental sustainability and scale-up.
- All projects must be inclusive in nature and benefit the target beneficiaries and contribute to the achievement of SDGs rather than solely benefitting the participating entity.
- The applicants will be eligible to an award ranging between US\$20,000 USD and US\$40,000 depending on the complexity of the proposed innovative solutions for each country project.
- The projects must demonstrate that the activities funded by the CFCS will be in addition to the entity's existing activities and that the projects would not go ahead without CFCS funding. The CFCS could also consider projects that if they would have gone ahead, it would be at a much-reduced pace or scale in the absence of the CFCS support.

#### **V. SUBMITTING APPLICATION**

The applicants must submit their proposals using the application form in Annex 2. All applications have to be signed by the authorized person and have to be sent to: [procurement.irh@undp.org](mailto:procurement.irh@undp.org) by October 31, 2019, Istanbul Time, (GMT +3)

The following documents is further required:

- *CVs of Experts*

- *Budget (excel sheet)*
- *Extract from Public Registry*
- *The declaration of the partnership with local partner*
- *Any other relevant documents supporting the application*

General rules for applications:

- A. Each entity may submit one application per CFCS country however only one application per entity will be selected for award.
- B. Re-submission of modified and improved applications are not allowed.
- C. Deadline for application is to be strictly respected.
- D. In the evaluation process, only complete applications will be accepted.
- E. All submitted documents must be in English language.
- F. UNDP shall examine the proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

## **VI. AWARD AMOUNT AND BUDGET**

The Czech-UNDP Partnership for SDGs will provide between US\$20,000 and US\$40,000 per project through the CFCS. The applicants are expected to provide in kind or financial co-funding of at least 20% of the total project costs.

Typical items that can be covered from the Challenge Fund may include, but are not limited to:

- Salaries of project staff;
- Technology, design, business, development and other consultancy services;
- Advisory inputs;
- Small equipment and supplies;
- Training and workshop expenses;
- Other costs, including travel connected to the implementation of the project.

The expenses shown above should be predicted to reflect the project goals and should be clearly justified in accordance with the project objectives. Only expenditures accrued during the project in accordance with the project plan in line with project objectives necessary for achieving project outcomes and completed by the end of the project are eligible for financing. All agreements with subcontractors or third parties must be submitted with the application and must contain provision that the applicant retains ownership of all new intellectual property and know-how that may be created during the implementation of the project.

Expenses that will not be considered for financing by CFCS include but are not limited to:

- Capital expenditures;
- Interest or debt owed to any third party;
- Expenditures and provisions for possible future losses or debts;
- Items already financed through another similar scheme, program or institution, financial awards;
- Bank and currency exchange expenses, losses, fees and penalties;
- Marketing, sales and distribution costs for promoting the technology, product or service.

## **VII. CRITERIA FOR SELECTING THE WINNER**

After the deadline for the submission, all duly submitted applications are reviewed against the eligibility criteria and completeness. All rejected applicants will get a notice accompanied by a short explanation. For these applicants, the selection process is finished. They also do not have the right to appeal.

All eligible and complete applications will be evaluated by a five-member UNDP Evaluation Panel via review of the application.

Eligible and complete applications will be evaluated according to the evaluation criteria as follows:

- A. Innovative solution (introduction of a new idea, approach, product or service to a target group) with consideration of risks (10%);
- B. Development impact and project quality including intervention logic (20%);
- C. Experience of management and development team (10%);
- D. Potential for scale up and replication (10%);
- E. Long-term sustainability (financial, environmental, social) (10%)
- F. Value for money and cost-effectiveness (30%);
- G. Availability of co-funding (10% - 0% for the required minimum of 20% of total project costs, then 0.5% for every additional 1% co-funding of the total projects costs up to a maximum of 10% = 40% co-funding of total project costs)

Only applications that score above 50% will be evaluated in full and considered for awarding the project.

## **IX. ANNEXES**

**Annex 1 – CFCS Guidelines**

**Annex 2 – Application Form**

**Annex 3 – Proposed Budget Detail**