The Western Balkans Small Arms and Light Weapons (SALW) Control Roadmap Multi-Partner Trust Fund (MPTF)

Call for proposals: guidance on the submission, evaluation of proposals, selection and implementation and closure of the initiatives to be funded through the MPTF

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# Overview

This Call for Proposals describes the procedures for submitting and evaluating the project proposals to be funded through the *Western Balkans SALW Control Roadmap MPTF*. It also defines the key aspects that will guide the implementation and monitoring of the selected projects.

# Background

Developed by six Western Balkan jurisdictions, with SEESAC support and under the auspices of Germany, France and in coordination with the EU, the Roadmapis a comprehensive document with a strong regional commitment that will guide the activities of the Western Balkans authorities on SALW control in the period 2019-2024. The Roadmap was adopted during the Western Balkans Summit organized in London, on 10 July 2018, as a testimony of the consensus reached among all stakeholders in the region about the current challenges, the overall targets to be reached, and timeline of actions to be taken in the area of arms control. The Roadmap envisages a comprehensive approach to SALW control, with measures ranging from securing the stockpiles of firearms and ammunition to mainstreaming gender in SALW control. In this context, the **Western Balkans SALW Control Roadmap MPTF** was established to ensure a donor coordinated approach in the implementation of the [Roadmap for a sustainable solution to the illegal possession, misuse and trafficking of Small Arms and Light Weapons and their ammunition in the Western Balkans](http://www.seesac.org/f/docs/News-SALW/Roadmap-for-sustainable-solution.pdf). It will enable a platform contributing to strengthened coordination, planning and communication among the donors, implementing partners and national authorities, and develop synergies among different players involved in this programmatic area. It also aims to reduce risks to governments and financial contributors through a comprehensive risk and results-based management system. Its governance structure includes a Steering Committee (chaired by the UNDP), Secretariat (ensured by SEESAC); Administrative Agent (MPTF Office) and participating UN organizations (UNDP and UNODC).

# Submission of project proposals

In the context of the MPTF,the offices of the two participating UN organizations (UNDP and UNODC) covering the Western Balkans region are eligible to receive funding, assuming full programmatic and financial accountability for the funds disbursed to them. The 6 Western Balkans jurisdictions that are targeted by the MPTF include: Albania, Bosnia and Herzegovina, Kosovo[[1]](#footnote-1), Montenegro, the Republic of North Macedonia and the Republic of Serbia.

The offices of the participating UN organizations are invited to submit project proposals by **19 September 2019**. Project proposals should be submitted as per the template provided in Annex 1 (Project proposal narrative template) and Annex 2 (Project proposal budget template) and should respond to the eligibility and evaluation criteria listed below. The budgets must use the UNDG budget categories (as per the Annex 6).

Project proposals should be sent via e-mail to the following email addresses: [seesac@undp.org](mailto:seesac@undp.org).

# Project Selection

The MPTF Steering Committee is responsible for the approval of the projects to be funded. The selection will be made based on the evaluation process and recommendations from the MPTF Secretariat, in line with the provisions of the MPTF Operational Manual. The MPTF Steering Committee is chaired by the UNDP Istanbul Regional Hub Manager and consists of:

* Representatives of all Participating UN Organizations;
* France and Germany (as co-chairs of the donor coordination initiative on illicit firearms trafficking in the Western Balkans);
* Other top 3 donors to the Fund (i.e. the donors who have amounted the biggest contributions to the MPTF at the moment a SC meeting is convened)
* The MPTFO as the AA and ex officio member without the right to vote.
* All other donors (except of the top 3 who enjoy full membership rights) are granted the observer status (with no voting right) for increased transparency, access to information and provision of inputs.
* EU is granted the ex-officio membership with full voting rights, considering the political and financial support provided for the Roadmap implementation.

SEESAC functions as the Secretariat of the Fund, responsible for the programmatic coordination and monitoring the activities of the Fund, providing technical and management support to the Fund.

## Assessment procedure

The project proposals assessment is conducted through two rounds of review:

1. Secretariat Review

The Secretariat receives the proposals submitted by the offices of participating UN organizations and conducts an administrative review (to ensure observance of the eligibility criteria and administrative completeness of the submission, i.e. all supporting documents and required information is included in the package), as well as technical review (the programmatic quality control of the proposal to ensure relevance and alignment to the Roadmap priorities, RBM quality standards, etc.).

The review panel will be assigned by the MPTF Secretariat and will include minimum 3 technical experts, 1 Chair and 1 Secretary, all part of the SEESAC team. Additionally, external experts may also be invited by the MPTF secretariat for provision of technical advice. Its composition will be determined by the Secretariat no later than five (5) days before the meeting. To avoid conflicts of interest, all members of the review panel will declare any conflict of interest that may exist.

Once the composition of the review panel is established, the Secretariat will convene the meeting. The review panel will receive the project proposals and related annexes for analysis and will make recommendations to be submitted to the Steering Committee (through the Secretariat).

1. Steering Committee Review

The Steering Committee will review the project proposals that were “recommended”, “not recommended” as well as those recommended as “rejected” by the Secretariat, and will have the final decision in allocating the funds. At the end of the review, the SC, with the support of the Secretariat, will prepare a note summarizing the technical review process and the project evaluation based on the review criteria with:

* 1. recommendation for approval; or
  2. recommendation for rejection.

The Steering Committee, upon review, may suggest further adjustments to the selected project proposals. They may include budgetary adjustments, corrections, clarifications, etc. In this regard, the respective offices of participating UN organizations will be requested to update and resubmit the project proposal. Should the adjustments be accepted by the Steering Committee, the project proposal will be approved for funding.

The assessment of the project proposals will be conducted by the MPTF Secretariat in two stages:

1. Stage 1: The project proposals will be screened against the first two eligibility criteria below. Only those project proposals that contribute to the achievement of one or more Roadmap goals and which have identified a concrete challenge in line with the SALW control priorities defined in the SALW Strategy/Roadmap Action Plan of the targeted jurisdiction/s will be included in the second stage of the evaluation process.
2. Stage 2: The project proposals which have passed the first stage will be evaluated against the technical criteria listed in the table below. The project proposals receiving the highest scoring will be recommended for funding to the MPTF Steering Committee, within the limits of the budget availability.

#### Assessment criteria and scoring

|  |  |
| --- | --- |
| Stage 1 - Eligibility criteria | |
| 1. The project contributes to the achievement of one or more of the Roadmap goals; | Yes/No |
| 1. The challenge identified is clearly articulated and fully in line with the SALW control priorities defined in the SALW Strategy/Roadmap Action Plan of the beneficiary/ies and has been developed in close cooperation with the beneficiary/ies; | Yes/No |
| **Stage 2 - Technical criteria** | Max. points obtainable |
| 1. The project demonstrates clear contribution and linkage to other relevant initiatives in the field of SALW control, as well as contribution to the implementation of related international obligations; | 7 |
| 1. The project expected outputs are in line with the SALW control priorities and identified needs of the targeted jurisdiction/s; | 10 |
| 1. The project’s results and resources framework is clearly defined | 10 |
| 1. The project activities are well planned and articulated and contribute to the achievement of the expected results; | 12 |
| 1. The project demonstrates sustainability of results; | 8 |
| 1. The project demonstrates strong national ownership; | 15 |
| 1. The risks are clearly identified and managed; | 8 |
| 1. The project resources are allocated in an efficient and effective manner; | 10 |
| 1. The project adheres to social and environmental standards; | 5 |
| 1. The project integrates gender perspective into its activities and expected results; | 5 |
| 1. The visibility plan is clear and appropriate for the proposed project, in terms of the communication and visibility materials to be produced, targeted audiences, messaging, activities, and donor visibility. | 5 |
| 1. Knowledge management is appropriately ensured through relevant knowledge products and/or other actions. | 5 |
| **TOTAL** | 100 |

Also, Reference to international obligations of the authorities should be mentioned in the project proposal.

**Thematic priorities**:

The proposals should focus on the priority areas of the Roadmap implementation, focusing on:

* tackling illicit flow of firearms and reducing illicit possession of firearms, and their inter-connection with other areas including strengthening of criminal justice system and prevention of proliferation. Project proposals should integrate the gender perspective.

## Announcement of results

Within 10 working days after the Steering Committee meetings, the Secretariat will provide information to all offices of the participating UN organizations on the decisions of the SC and indicate the following stages of the actual implementation of the project and launch of its activities.

The offices of the participating UN organizations, whose proposals have been approved for funding, may be requested to submit more elaborated proposals, e.g. updated project results framework, risk matrix, and (multi-)annual work plan, depending on the initial project proposal. The project results framework will be specifically used for monitoring and evaluation purposes.

# Implementation of selected projects

The offices of the participating UN organizations will be directly responsible for meeting delivery rates and achieving the planned results of their proposed projects. Projects will be implemented in close partnership with the Government partners to ensure their full participation in the projects’ activities, commitment to achieving project results and their sustainability. For more information on the implementation of projects, please refer to the Operational Manual.

## Financial management and project implementation

The MPTF Office, in its capacity of the Administrative Agent, will disburse the funds to the offices of the participating UN organizations in accordance with the decisions of the Steering Committee. The offices of the participating UN organizations will ensure the efficient delivery of the projects’ financial resources, according to respective internal control frameworks and procedures in line with their own rules and regulations.

When funds are transferred to an office of a participating UN organization, it must create a separate ledger account, in accordance with its procedures and financial regulations, for the receipt and administration of funds released from the Fund account by the Administrative Agent. This ledger account shall be administered by the organization in accordance with its own rules and procedures. Indirect costs of the Participating UN Organizations recovered through programme support costs will be maximum seven percent (7%). Implementing Partners, consisting of Government institutions and NGOs can receive funding from the Fund through Participating UN Organizations.

## Monitoring and reporting

For each project approved for financing from the Fund, each office of the participating UN organizations must provide the Secretariat with the quarterly, annual and final narrative (including visibility) and financial reports, as per Chapter 7 - Monitoring, evaluation and reporting of the Operational Manual.

Narrative reports:

For each project approved for financing, each office of the participating UN organizations must provide the Secretariat with the following narrative reports:

* Quarterly progress reports, to be provided within a maximum of one month after the end of the quarter;
* Annual progress reports, to be provided within a maximum of three months after the end of the calendar year (i.e. by 31 March of the following year);
* A final narrative report at the end of the Project's activities, to be provided within a maximum of three months after the end of the final year, following the operational closure of the Project. The final report provides a summary of the results and achievements compared with the Project’s targets and objectives;
* Additional progress reports may be requested to the offices of the participating UN organizations based on the decision by the Steering Committee.

The reports of the offices of the participating UN organizations will include:

* Summary of progress achieved;
* Actual results: an updated table based on a logical framework matrix as measured by indicators, agreed baselines and targets, and relevant data sources;
* Activities implemented in the reporting period;
* Information on the risks and difficulties encountered and measures taken to mitigate risks, overcome problems and eventual changes introduced;
* Information on the implementation of Visibility and Communications plans;
* Information on costs incurred as well as legal commitment entered in to by the office in the reporting period;
* Financial report in accordance with the Financial Report Template (to be provided)
* Gender mainstreaming considerations
* Where applicable, a request for payment;
* Work plan and forecast budget for the next reporting period.

Financial reports:

The offices of the participating UN organizations shall submit quarterly and annual financial reports (as of 31 December) for each project financed by the Fund, in respect to the funds received. The quarterly financial report should be submitted to the Secretariat one month after the end of the quarter and the annual financial reports to the MPTFO by 30 June.

## Communication and visibility

The offices of the participating UN organizations will take the appropriate measures to ensure the communication of their project results and activities, as well as the visibility of the donors and other partner organizations of the project.

As part of the project proposal, a brief project visibility plan is required, with key visibility and communications materials, key audiences, key messages and expected deliverables throughout project implementation. Implementing organizations will report to the MPTF Secretariat on the implementation of the visibility plan.

Generally, all the communication materials prepared within the project will display the following logos, as appropriate:

* Logo of the implementing organization, following their specific visibility guidelines;
* Logo of the MPTFO;
* Logo of the MPTF donors, as provided by the donors through the MPTF Secretariat;
* Logos of other partners (if applicable).

The recipients are requested to confirm with the Secretariat the correct use of the logos, prior to the launch of a publication.

The recipients are also requested to inform the Secretariat in advance of any events to be organized and consult with the Secretariat on the appropriate level of representation of the donor and other partners.

The recipients will share with the Secretariat visibility and communication materials that can be further distributed with traditional and social media.

The recipients will maintain a close communication and will consult with the Secretariat on any sensitive issues that require particular attention. The Secretariat is responsible to provide advice and refer the issue to the SC, if necessary.

## Evaluation

The individual project evaluations will be conducted in accordance with the offices of the participating UN organizations’ own rules and procedures and will be budgeted in the project during the project design phase, wherever the case may be. The evaluation reports will nevertheless be shared with the Steering Committee through the Secretariat.

## Knowledge management

The offices of participating UN organizations should elaborate how knowledge management will be ensured by, e.g., producing knowledge product (e.g. analytic report, study) or a substantive communication or visibility material (e.g. video, Instagram story, blog post) that focuses on lessons learnt and knowledge sharing.

# Annexes

1. Project Proposal narrative template
2. Project Proposal budget template
3. Project results framework
4. Risk matrix
5. Multi-year work plan
6. UNDG budget categories
7. MPTF Operational Manual
8. Roadmap for a sustainable solution to the illegal possession, misuse and trafficking of SALW and their ammunition in the Western Balkans

1. *References to Kosovo shall be understood to be in the context of Security Council Resolution 1244 (1999).* [↑](#footnote-ref-1)