# Call for Applications for Small Grants (Institutional development)

# for Civil Society Organizations (CSO)/Organizations of Persons with Disabilities (OPDs) under the Joint Programme “Mainstreaming a disability inclusive humanitarian response to the Ukrainian refugee crisis“ by UN WOMEN Georgia CO

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| **Advertisement No.** |  |
| **Location:** | Tbilisi, Georgia |
| **Issue date:** | 6 April 2023 |
| **Type of contract:** | Small Grants Agreement |
| **Languages required:** | English, Georgian |
| **Application deadline:** | 1 May 2023, 23:00, Tbilisi local time  [geo.cfp@unwomen.org](mailto:geo.cfp@unwomen.org" \o "mailto:geo.cfp@unwomen.org" \t "_blank) |
| **Starting date:** | 30 May 2023 |
| **Duration of the implementation:** | Up to 6 months, from May 2023 to October 2023 |
| **Project:** | “Mainstreaming a disability inclusive humanitarian response to the Ukrainian refugee crisis” |
| **Purpose of the activity:** | Strengthen community services and build capacities of specialized CSOs as local service providers to persons with disabilities (and refugees), including through mentoring and coaching support. |
| **Budget:** | Minimum budget: USD 2,500 - Maximum budget: USD 10,000 (several small grants will be awarded) |

**BACKGROUND**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against all women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. UN Women supports Member States and other partners to accelerate progress towards gender equality and the empowerment of all women and girls, including those with disabilities, in line with commitments of the Beijing Declaration and Platform for Action, the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), the Convention on the Rights of Persons with Disabilities (CRPD) and the 2030 Agenda on Sustainable Development. UN Women’s efforts to achieve empowerment of all women and girls with disabilities are further guided by UN Women’s Strategy: The Empowerment of Women and Girls with Disabilities – Towards Full and Effective Participation and Gender Equality.

In Georgia, UN Women works jointly with the UN family to support the Government of Georgia in strengthening protection of rights of men, women, girls and boys with disabilities. In late 2022, UN Women in partnership with WHO, OHCHR, UNFPA and UNICEF and with the generous support of the UN Partnership on the Rights of Persons with Disabilities (UNPRPD) launched the UN Joint Programme (JP) “Mainstreaming a Disability Inclusive Humanitarian Response to the Ukrainian Refugee Crisis.“ Under the JP UN Women prioritizes capacitating national partners, with particular emphasis on the civil society organizations (CSO) and organizations of persons with disabilities (OPD) to monitor and lobby for the gender and disability inclusive response to Ukrainian refugees’ crisis in Georgia.

As of August 2022, more than 7.8 million Ukrainian refugees have been forced to flee to neighboring countries since Russian troops entered Ukraine on February 24. UNHCR and World Visions joint study – Ukrainian Refugees in Georgia, Profile, Intentions and Needs[[1]](#footnote-2) - indicates that since then, more than 160,000 Ukrainians have entered Georgia which serves as both a transit and a destination country. As of October 2022, some 25,000 remain in the country. The above study estimates that a similar number will remain in Georgia over the next several months; 68% of households have at least one child, including 30% with at least one child under 5 years old. As many as 24% of respondents reported having at least one household member with a disability (defined as a person with “problems hearing, speaking, walking and/or taking care of him/herself”) while 21% reported having household members with chronic illnesses.[[2]](#footnote-3)

Persons with disabilities are often among the most vulnerable and disproportionately affected groups during forced displacement situations such as the ongoing conflict in Ukraine. Within the population of persons on the move with disabilities, subgroups like older refugees and women and girls with disabilities are particularly vulnerable. It is also known that forced displacement processes can create disabilities or worsen existing ones. While the UN and humanitarian organizations responding to the crisis are recording the needs of refugees from Ukraine, they are not collecting (as yet) disaggregated data and thereby making it difficult to assess the scale of the needs of Ukrainian refugees with disabilities.

Despite Georgia having ratified CRPD, operationalizing the commitment through inclusive and accessible policies, systems, service delivery and budgets have been poor. Unpublished information suggests these approaches are further reflected in the humanitarian response to Ukraine refugee crisis in our country.

The humanitarian response to the Ukraine refugee crisis in Georgia is not inclusive of persons with disabilities. Lack of disability inclusive policies and systems as well as services that are not accessible within the humanitarian frameworks have resulted in Ukrainian refugees with disabilities facing challenges relating to transport, sexual and gender-based violence, medical care, accommodation, access to schools, cash transfers, food, and communication. The challenges noted above are a direct result of the lack of understanding of the scale of the issue and not having the tools and resources to implement a fully disability inclusive humanitarian response to support the Ukrainian refugees fleeing the war. Some of the underlying challenges that needs to be addressed for Georgia to make the humanitarian response more inclusive are to generate disability disaggregated data on the needs of Ukrainian refugees with disabilities, build capacity of decision makers and other service providers, including civil society organizations, ensure voices of Ukrainian refugees with disability and organizations of persons with disabilities are heard, strengthen a well-coordinated refugee response where mainstream service delivery, planning and budgeting mechanism takes into account the needs of Ukrainian refugees with disabilities and their additional disability related costs.

**RATIONALE**

Due to lack of awareness and understanding, persons with disabilities are still not perceived as part of the general population by the humanitarian community meaning that their access to mainstream humanitarian services and assistance is not systematically monitored. Moreover, interventions for refugees by national service providers, be it state or non-state organizations, are often omitting persons with disabilities from their scope. Overall, the humanitarian coordination and programming are not fully inclusive of persons with disabilities.

Under this call, UN Women intends to support the organizational development of civil society organizations at local and national levels as local service providers to persons with disabilities (and refugees), including through mentoring and coaching support. The envisaged grants will contribute towards capacity development of CSOs in the area of mainstreaming gender and disability in the humanitarian response. Inter alia, the CSOs that will be supported to develop gender-sensitive internal policies and integrate disability issues and gender equality in their internal structures and will subsequently promote the culture of tolerance, equality, and non-discrimination in the country.

**General Overview of the Advertisement**

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) Georgia Office plans to award several small grants to eligible [Civil Society](https://www2.fundsforngos.org/category/civil-society/) [Organizations](https://www2.fundsforngos.org/tag/organisations/) in the range of USD 2,500 - USD 10,000. Small Grants are intended exclusively to finance a limited range of eligible activities to support the **development or strengthening of CSOs’ institutional capacities active in the area of disability service provision.**

UN Women invites eligible applicants to submit Small Grants applications for the eligible activities, as elaborated in this advertisement. UN Women will consider awarding several Small Grants based on available funds.

**Eligibility criteria**

The applicant must be a [Civil Society](https://www2.fundsforngos.org/category/civil-society/) [Organization](https://www2.fundsforngos.org/tag/organisations/)[[3]](#footnote-4) (CSO) legally established and operating across the country. The applicant may apply if it:

* is a legally registered CSO in operation for at least 3 (three) years;
* is not on the Consolidated UN Security Council Sanctions List[[4]](#footnote-5);
* is not being investigated for fraud, corruption, sexual abuse, sexual exploitation or other wrongdoing;
* has not had funding received from UN Women entirely or partly written off by UN Women;
* is not currently engaged as a Responsible Party (RP) for UN Women;
* has not been engaged as an IP/RP for UN Women at any time after 21 November 2019;
* is not a governmental entity;
* is not an UN organization;
* is not an established CSO with the capacity to be engaged as a Responsible Party (an organization could be a Responsible Party if at the moment it has the internal capacity well developed and all the mandatory policies in place: anti-fraud policy; Sexual Exploitation and Abuse (SEA) policy; Internal control framework; procurement policy);
* has sufficient capacity to collaborate with various stakeholders: public, private and/or development partners (implemented at least 3 projects or initiatives);
* has sufficient financial stewardship, including having adequate financial policies and procedures in place to manage the small grant (has a minimum capacity to manage financial resources);
* past performance has been deemed satisfactory by UN Women (if it has received small grants previously or been engaged as an RP before 21 November 2019);
* is committed to work on advocacy for persons with disabilities (and refugees) and for gender equality;

The applicant must be operating in one or more of the following areas:

* Working with people with disabilities
* Human rights, gender equality and women’s empowerment
* Humanitarian response, relief and recovery

**Eligible activities**

**1.** **Introducing and improving organizational systems, tools, and processes (Governance\Management Structure and Financial and Administrative Management areas) to strengthen organisation from institutional perspective**

Indicative activities could be but **not limited** to the following:

* Analysis and adjustment of the organization’s Statute (for ensuring transparent oversight of the organization decision making; update the roles of the board and audit committee, etc.)
* Development/adjustment of organization’s organigram and updating job descriptions, etc.;
* Development of organization’s Strategy and Activity plan with integrated gender equality perspective;
* Development of a Gender sensitive and/or disability inclusive Communication, PR and Visibility strategy
* Development of a Manual of internal policies and procedures of the organization, or separate policies and procedures on areas like:
  + human resources (employment of staff, contractual services, leaves, payments, professional development, performance evaluation, bonuses, etc.
  + data privacy and data protection;
  + code of conduct for staff and partners, inclusively on prohibition of sexual exploitation and abuse, and sexual harassment; non-discrimination and gender equality
  + filing of documents
  + transparent financial management (reporting, auditing, payments, etc.)
  + transparent and efficient procurements (procurement plan, ceilings, announcing and evaluation of offers, etc.), by integrating gender equality perspectives
  + anti-fraud and anti-corruption policies/provisions
  + conflict of interests, etc.
* Development of advocacy strategy and advocacy plan
* Development of fundraising strategy
* Website development or upgrading.

**2. Building capacity of workforce in overall technical/managerial skills:**

* Participation in national and international trainings for strengthening the technical and managerial capacities of the staff of the organization. Tentative training areas could be but not limited to: project writing, project management, results-based management, financial management for CSOs and fundraising, public communication, advocacy, volunteering, languages/computer literacy, etc.;

**3. Building capacity of workforce to support stronger movement towards gender equality and rights of people with disabilities:**

The organizations may attract external expertise to build capacity and skills of its staff and volunteers to promote effectively the rights of people with disability on community/regional/national level on topics including, but not limited to:

* Address stigma and misconceptions related to disabilities to remove barriers to the physical environment for refugees with disabilities;
* Conducting situational analysis preceding the interventions on local level;
* Applying into practices of comprehensive human/victim-centered, multi-disciplinary, “do no harm”, “leave no one behind” and innovative approaches;
* Developing/enhancing strategically focused advocacy, lobbying, communication and media campaigns to address harmful practices related to disability area (including conceptualizing and conducting awareness-raising campaigns to effectively address misconceptions and transform attitudes, beliefs and societal norms);
* Involving women activists/platforms, unofficial networks and partnering with local public administrations in protection and promotion of rights of people with disabilities;
* Acting as watchdogs to monitor people with disabilities’ rights implementation into practice.

**4. Supporting with equipment** such as copiers, scanners, printers, laptops, and computers as long as the cost of such equipment is limited to 30% of the proposed small grant budget.

**5. Train national stakeholders on prevention and elimination of multiple forms of discrimination** (disability, gender, age) to identify entry points for meaningful engagement of refugee women with disabilities from Ukraine in design, formulation, implementation, evaluation of inclusive refugee response, in order to increase their institutional capacities to deliver gender sensitive services by applying innovative tools as design thinking, positive deviance, and the principle of intersectionality etc.

Proposals on a single activity, as well as combination of activities described above are eligible.

The implementation of the small grant must be completed by October 2023 for the purposes of this call.

**Limitations**

For the purposes of this call, UN Women’s small grants are limited to **a minimum of USD 2,500** and **maximum of USD 10,000 per CSO** **per 6-month period.**

**Application**

* An application must contain all relevant information showing that the applicant and the proposed activities are eligible. Applications must be submitted electronically in either English or Georgian languages. Any application not submitted in the specified working language will be excluded from consideration. Hand-written applications will not be accepted.
* Please use the attached Application Form (Annex 1), Implementation Plan and Budget (Annex 2) and Declaration Form (Annex 3) when submitting your application.
* Please submit a registration certificate evidencing that the applicant is a registered CSO that has been in operation for three years and the CV/ activity reports of the organization.
* UN Women will reject any application that doesn’t contain enough information to show that the application or the activities are eligible.
* The application must be received by UN-Women [geo.cfp@unwomen.org](mailto:geo.cfp@unwomen.org) not later than **1 May 2023, 23:00, Tbilisi local time.** UN Women will not consider applications sent by any other means.
* Proposals received after the deadline may not be accepted for consideration.

**Review Criteria**

The applicant must:

* propose eligible activities that develop or strengthen the institutional capacity of the applicant and are consistent with the purposes of this call: to support the development or strengthening of a CSO’s institutional capacity;
* not propose to use the small grant to provide an activity/output on behalf of UN Women, civil construction work, engineering work, purchases of vehicles or other tangible or intangible property, except for copiers, scanners, printers, laptops, and computers;
* not propose to use more than 30% of the small grant to purchase copiers, scanners, printers, laptops, and computers; in case of solicitation of equipment, the short arguments should be provided on how this would contribute to (used in their further work on) advocacy for gender equality and eliminating violence against women and girls;
* propose a timeline and eligible activities that does not extend over 2023, including pandemic, political, security, logistical considerations;
* not propose to cover its indirect costs/support costs[[5]](#footnote-6) with the small grant;
* not make a direct profit from the small grant;
* not propose to cover costs incurred or committed prior to a signed Small Grant Agreement;
* propose eligible activities sustainably supporting the applicant;
* propose eligible activities where the applicant has the capacity to reach the target audience; and,
* propose a budget that is cost-effective given the eligible activities, the number of targeted beneficiaries, and the proposed location.

**Award**

UN Women will evaluate applications that meet all the criteria.

UN Women will award the small grants to the applicants that best prove commitment to gender equality and are ready/plan to engage in gender equality and women empowerment programmes.

Successful applicants are informed in writing of UN Women’s decision to award the Small Grant. The award is conditional on the applicant agreeing to the terms and conditions set forth in UN Women’s Small Grant Agreement and the award is automatically rescinded if the applicant doesn’t agree to these terms and conditions.

**Small Grant Reporting**

The Grantee must submit combined financial and progress reports as set forth below indicating the expenditure and progress on the performance of the Allowed Activities set forth in the Small Grant Utilization Plan.

* Small grant of USD 10,000 or less: The Grantee must submit a final combined financial and progress report at the end of the Small Grant Agreement or when the Allowed Activities are completed, whichever occurs first, within the date set forth in the Small Grant Agreement;
* If the Grantee does not submit the combined financial and progress reports within the given deadlines, the Head of Office may decide to request the Grantee to refund the small grant, in part or in full;

1. UNHCR, World Vision, Ukrainian refugees in Georgia, Profile, Intentions and Needs, November 2022 [↑](#footnote-ref-2)
2. ibid. [↑](#footnote-ref-3)
3. Non-State, not-for-profit, voluntary entities formed by people in the social sphere that are separate from the State and the market. CSOs represent a wide range of interests and ties. The definition of CSOs includes but are not limited to community-based organizations (CBOs), non-governmental organizations (NGOs), youth-led organizations, LGBTI organizations, faith-based organizations and academic institutions but the definition of CSOs does not include business or for-profit associations (<https://www.undp.org/sites/g/files/zskgke326/files/migration/cn/UNDP-CH03-Annexes.pdf> ). [↑](#footnote-ref-4)
4. <https://www.un.org/securitycouncil/content/un-sc-consolidated-list> [↑](#footnote-ref-5)
5. **Support costs** - mean those indirect costs that are incurred to operate the CSO as a whole or a segment thereof and that cannot be easily connected or traced to the Allowed Activities to be performed with the small grant, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.

   **Direct costs** - mean costs that can easily be connected and traced to the Allowed Activities to be performed with the small grant. For example, if an employee or consultant is hired to work on the Allowed Activities, either exclusively or for an assigned number of hours, their labor with respect to the Allowed Activities is a direct cost.

   **Allowed activities** - means introduction or improvement of organizational systems, tools and processes, training of workforce in technical and managerial skills and purchase of adequate Equipment. [↑](#footnote-ref-6)