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GUIDANCE ON SUBMITTING A PROPOSAL FOR  
THE 4TH OIC CALL FOR PROPOSALS:  
ACCELERATED BLUE ECONOMY EDITION FOR  
SIDS AND COASTAL LDC

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## BACKGROUND AND CONTEXT:

Building on the successful 2017 Ocean Conference, UNDP, in consultation with donor partners, established a new SDG14 Ocean Innovation Challenge (OIC) dedicated to spur action by identifying and financing a suite of pilot initiatives that demonstrate highly innovative approaches to ocean sustainability, cutting across most of the SDG14 targets and associated sustainability challenges.

The overall objective of the OIC is *to accelerate progress on SDG14 by catalysing replicable and scalable innovations (technological, policy, economic, financial, etc.) that can be sustained and directly contribute to delivery of one or more SDG14 targets.*

By providing seed financing, advice and guidance, technical, knowledge and networking support, the OIC will help to remove key barriers by demonstrating approaches that can deliver transformational changes in ocean and ocean-relevant land-based resource management. The OIC launched 3 calls for proposals, the first call targeted Marine pollution and plastics, the second call targeted sustainable fisheries, and the third call targeted marine protected areas, coastal ecosystems, and non-fisheries blue economy.

This guideline developed to support the interested proponents to apply for the OIC fourth call that will target Small and Medium Enterprises (SMEs), local NGOs, local startup companies, and local academic institutions to piloting innovative Blue Economy projects in Small Islands Developing States (SIDS) or Coastal Least Developed Countries (LDC).

**Please note that the Ocean Innovation Challenge is not a grant-making mechanism.** All innovators are required to sign the Model Innovation Challenge, a deliverable service-based contract with UNDP. **A letter of acceptance** of the terms and conditions of this **Model Innovation Challenge Agreement** is required within two weeks of receiving the notification of the successful proposal acceptance. Any issues or concerns on the agreement articles should be submitted with the project proposal for consideration by the UNDP Legal Office and Office of Financial Management.

## THE TECHNICAL AND OPERATIONAL PROPOSAL CONTENTS

The proponents who wish to apply for the OIC call for proposals will be asked to prepare a project proposal to provide enough information on the technical and operational aspects of the proposed innovation project using the Online template of the OIC project proposal submission on the following link <https://oceaninnovationchallenge.org/call-for-innovations/4thcall>. The proposal can be prepared in advance offline using a separate Word file, then copied and pasted to the uploaded online.

This guidance document provides proponents with a description of each field of this submission form and some tips to guide you on the required information in each field.

**Please read this document carefully and make sure you understand the instructions on how to fill each field of the online submission form.** The key sections described in this guidance note is also explained in short videos accessible on YouTube:

<https://www.youtube.com/playlist?list=PLtfUDy8AogggMzc73M0xU8KYXby82K0xo>

Also, note that your input to each section of this online form should include answers to the set of questions mentioned in the description of this field in this guideline.

## 1. Guideline in filling out the Innovation Information Section

**This form will collect information on the proposed innovation project. This information includes the following:**

- ***Title\****  
Please enter the title of the proposed innovation project. Please note that this is a mandatory field that you must fill.
- ***Time frame (up to 6 months)\****  
Please enter the period of implementation for the proposed innovation project. This period must not exceed 6 months. This period must cover the implementation of all activities you planned to achieve the final outputs of your proposed innovation. Please note that this is a mandatory field that you must fill.
- ***Request amount (up to US\$40,000.00)\****  
Please provide the total amount of financial support requested, up to US\$40,000.00, and which is the same final amount indicated in the itemized budget to be submitted together with this proposal. Note that payments are made based on received and approved outputs and deliverables detailed in the proposal.
- ***Co-financing provided by proponent/partner, if any (USD)\****  
This field should contain any amount of additional funding that the proponent will bring to implement the project in addition to the requested budget from OIC. Not all projects are required to bring additional co-financing. However, having a co-financing by the proponent will be an asset when evaluating the proposals. Please note that this is a mandatory field that you must fill. Do not leave this blank. Input either the amount of co-financing in USD or “None” to this field.
- ***Beneficiary country(ies)\****  
This field should include the name of the country where the proposed innovation project will be implemented. Please note that this 4th call targets the Coastal Least Developed Countries (LDC) and/or the Small Island Developing States (SIDS). So it is mandatory that your beneficiary country is one of them. Table 1 and table 2 below provide the list of coastal LDC and SIDS. Please also note that at the final evaluation stage of the received proposals, an additional 10 points will be given to the projects that will be implemented in a country that is classified as both LDC and SIDS. These countries are marked by (\*\*\*) in these two tables.

**Table 1: List of coastal Least Developed Countries (LDC)**

1	Angola	11	Guinea-Bissau***	21	Sierra Leone
2	Bangladesh	12	Haiti***	22	Solomon Islands***
3	Benin	13	Kiribati***	23	Somalia
4	Cambodia	14	Liberia	24	Sudan
5	Comoros***	15	Madagascar	25	Timor-Leste***

6	Democratic Republic of the Congo	16	Mauritania	26	Togo
7	Djibouti	17	Mozambique	27	Tuvalu***
8	Eritrea	18	Myanmar	28	United Republic of Tanzania
9	Gambia	19	Sao Tome and Principe*	29	Yemen
10	Guinea	20	Senegal		

**Table 2: List of Small Island Developing States (SIDS)**

1	Antigua and Barbuda	14	Haiti***	27	St. Kitts and Nevis
2	Bahamas	15	Jamaica	28	St. Lucia
3	Barbados	16	Kiribati***	29	St. Vincent and the Grenadines
4	Belize	17	Maldives	30	Seychelles
5	Cabo Verde	18	Marshall Islands	31	Solomon Islands***
6	Comoros***	19	Federated States of Micronesia	32	Suriname
7	Cuba	20	Mauritius	33	Timor-Leste***
8	Dominica	21	Nauru	34	Tonga
9	Dominican Republic	22	Palau	35	Trinidad and Tobago
10	Fiji	23	Papua New Guinea	36	Tuvalu***
11	Grenada	24	Samoa	37	Vanuatu
12	Guinea-Bissau***	25	São Tomé and Príncipe***		
13	Guyana	26	Singapore		

Note: SIDS countries listed above exclude Associate Members of United Nations Regional Commissions.

References:

<https://sdgs.un.org/topics/small-island-developing-states>

<https://data.worldbank.org/country/XL>

- *Proponent organization is legally registered and operating in coastal LDC and/or SIDS\* (Yes/No)*

In this field, the proponent must answer this question with “Yes” if the organization is legally registered and operating in one of the coastal LDC or one of the SIDS. If the proponent organization is not registered in one of these countries, this organization will not be eligible for this call and the online system will not accept the proposal submission.

**Note: if you answer this section with Yes, you must provide a copy of your valid registration form with your full proposal.**

- *Type of organization submitting application\**

The proponent should enter the type of organization submitting the proposal. Please note that this call for proposals targets the following types of organizations:

- Local Small or Medium sized Enterprises (SME)
- Locally Registered Start-up company
- Local Non-Governmental Organization (NGO) or Community Based Organization (CBO)
- Local Academic Organization (no research grants please)

If the proponent organization type is not among one of the above categories, the proponent will not be eligible to apply for this call and the online system will not accept the entity proposal submission.

- *Has your organization been suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization?\** **(Yes/No/I do not know)**

The question is part of the UNDP due diligence for any organization that may have a contract with UNDP. Therefore, the proponent must provide an answer to this question by Yes/No/do not know. If the answer is “Yes” due to previous history of being suspended or debarred by any UN organization or World Bank Group or any international organization, the proponent organization will not be eligible to apply for this call and the online system will not accept the proposal submission from this organization. If the answer is “No” or “I do not know”, the evaluation panel will conduct the due diligence on the organization to verify this answer.

- *I accept the terms and conditions of the UNDP Model Innovation Challenge Agreement (MICA)\** **(Yes/No/has comments).**

The successful proposals to this call will have to sign the [Model Innovation Challenge Agreement \(MICA\)](#), a deliverable-based contractual agreement. Therefore, it is mandatory that you read carefully this agreement and its terms and conditions and make sure that your organization accepts all these terms and conditions. If you have any comments on the MICA agreement, you must mention these comments in a separate file that will be attached to your proposal document under the name “comments on MICA”. Please make sure that your comments include the justifications for your objection to any of the agreement terms and conditions and your suggested alternative to amend the agreement.

If the answer for this question is “No”, that means the proponent does not accept the MICA as a contractual modality, then the proponent will not be eligible to apply for this call and the online system will not accept the proposal submission from the proponent.

## **2. Guideline in filling out the Proposal in Detail section (Max. 100 Points)**

All proponents that are eligible for this call based on their answers in the Innovation Information Section above will be requested to fill the following forms to provide more detailed information on the technical and operational aspects of the proposed project. Please note that this information will be assessed and evaluated by the OIC evaluation panel. So, please carefully fill these sections with clear and accurate information on the proposed innovation project. Please note that any information you will provide in this proposal will be confidential and it will not be shared with anyone beyond the UNDP OIC evaluation panel.

There is no reimbursement for the costs of preparation of proposals.

### **2.1. *Summary description of the innovation\*\** (10 Points) Maximum 3,000 characters (400-700 words). Do not exceed this limit to avoid online form error.**

The proponent must provide in this field an overarching description of the proposed project (750 words max.), stating what problem the innovation proposal is trying to solve and how. Describe the target results and the approach the proponent will use, and the potential transformational impact to the blue

economy and targeted beneficiary country(ies) country. This section must provide answers to the following questions:

- What problem is your innovation proposal trying to solve, and how will it do that?
- What results will you achieve?
- What approach will you use?
- What are the potential impacts of your proposed innovation on blue economy in the beneficiary country(ies)?

*Evaluation score range:*

- 0 = project summary is not applicable for this call
- 10 = project summary highly applicable to this call

***Please note that any proposal that scores less than 5 points in the Summary description section will not be eligible for this call and the proposal will be rejected technically.***

**2.2. *Innovative and Transformational*\*\* (20 Points) Maximum 2,000 characters (290-400 words). Do not exceed this limit to avoid online form error.**

This section should provide description of how the proposed innovation will address the specific SDG Target 14.7 on Blue Economy “by 2030, increase the economic benefits to SIDS and least developed countries from the sustainable use of marine resources, including through sustainable management of fisheries, aquaculture and tourism.”

This section should explain how this innovation is unique, and what makes it different from existing or similar efforts. You should illustrate here the advantages of this innovation compared to others, and how it is potentially game-changing in meeting the SDG 14.7 target on blue economy.

Make sure that this section will include clear answers to the following questions:

- Why is this proposal innovative compared to existing approaches to promote the blue economy and in solving the specific issue being addressed?
- Has this proposed innovation been tested before? If yes, what added value will the proposed innovation deliver?
- Which features make this proposal stand out?
- What are the potential short-, medium- and long-term impacts and benefits of the innovation to the problem being addressed and the restoration of the ocean’s health if this innovation is successful?
- What can change at the local, national, regional, and international levels if this innovation becomes successful?

*Evaluation score for the innovativeness range:*

- 0 = no innovation potential
- 10 = high innovation potential

***Please note that any proposal that scores less than 5 points in Innovation Potential will not be eligible for this call and the proposal will be rejected technically.***

*Evaluation score for the transformational range:*

- 0 = no transformational potential
- 10 = high transformational potential

**Please note that any proposal that scores less than 5 points in the Transformational Potential will not be eligible for this call and the proposal will be rejected technically.**

**2.3. *Technical feasibility*\*\* (10 Points) Maximum 2,000 characters (290-400 words). Do not exceed this limit to avoid online form error.**

This section should include as many relevant details as possible on how the proposed innovation is intended to work, to help the OIC evaluation committee in assessing the feasibility of its implementation. All applications will be handled with utmost confidentiality. Please consider for projects that will be engaging partners such as NGOs, government enforcement bodies, local communities, etc., there is a need to specify how they will be involved and what steps will be taken to ensure their engagement (refer to questions 8 and 9 below). The technical feasibility of this innovation should also consider completion or near-completion of the proposed innovative solution within the maximum 6-month UNDP OIC support. Make sure that your input to this section will have a clear answers to the following questions:

- How will the innovation solve the issue mentioned in the proposal?
- What are the key components required to implement/produce this innovation?
- Has this proposed innovation been tested before? At which stage is it now - design stage / prototyping and testing / early implementation / ready for replication and scaling up?

We encourage you to protect your unique innovation via copyright or patent licensing in your national system. OIC cannot be responsible for this registration and OIC funds cannot be used for copy righting or registration.

*Evaluation score range:*

0 = not technically feasible

10 = high technical feasibility

**Please note that any proposal that scores less than 5 points in the Technical Feasibility section will not be eligible for this call and the proposal will be rejected technically.**

**2.4. *Replicable & Scalable*\*\* (10 Points) Maximum 2,000 characters (290-400 words). Do not exceed this limit to avoid online form error.**

Explain how the project, once demonstrated, could be replicated, and scaled up. Replication and scaling up mean that your innovation project has the potential for expanding in size and replication in other geographic areas within the beneficiary country or even in another countries. Provide your proposed strategy to replicate and scale up this innovation based on the results that will be obtained from the UNDP OIC funding, engagement in the UNDP OIC Incubator, and any other co-financers. Please answer:

- How and where can scaling up and replication be done?
- What are the potential challenges for replicating and upscaling, and how will these be overcome?
- What additional resources would be needed to upscale and replicate this, and where will these resources come from?

*Evaluation Score range:*

0 = no replicability/scalability potential

10 = high replicability/scalability potential



**Please note that any proposal that scores less than 5 points in the Replicability/Scalability Potential section will not be eligible for this call and the proposal will be rejected technically.**

**2.5. *Poverty Reduction and Livelihood Creation*\*\* (10 Points) Maximum 2,000 characters (290-400 words). Do not exceed this limit to avoid online form error.**

Describe the social and economic development benefits of this innovation. Please specifically refer to how this can reduce poverty, create and secure jobs or livelihoods, to include potential economic benefits for impacted stakeholders and marginalized communities. Please answer:

- Who are the target partners and beneficiaries of this innovation?
- How will the innovation help sustain use of the ocean resources for people to benefit from?
- What are the potential economic benefits for the local stakeholders as a result of implementing this innovative project, including job creation, or increase family income?
- How will you engage the local stakeholders and marginalized groups to increase their awareness on SDG14.7 and share the benefits of this innovative project?

*Evaluation score range:*

0 = no potential for poverty reduction and livelihood creation

10 = high potential for poverty reduction and livelihood creation

**2.6. *Gender Mainstreaming and Youth Empowerment*\*\* (10 Points) Maximum 2,000 characters (290-400 words). Do not exceed this limit to avoid online form error.**

Describe how this innovation will support gender mainstreaming to include positive impacts on women and girls, and engage and empower the youth within the targeted beneficiaries. Please answer:

- Describe the targeted women and/or youth beneficiaries, and how the innovation project can be beneficial to them.
- Describe how both men and women stakeholders who depend on healthy ocean ecosystems for their livelihoods, food security, will benefit from this blue economy approach.
- How will you measure the impact of your innovation to these beneficiaries?

Proponents are encouraged to refer to the UNDP Gender Equality Strategy at <https://documents-dds-ny.un.org/doc/UNDOC/GEN/N18/218/81/PDF/N1821881.pdf?OpenElement>. For youth empowerment: <https://www.undp.org/governance/youth-empowerment>.

*Evaluation score range:*

0 = no potential for women and girls and youth empowerment

10 = high potential for women and girls and youth empowerment

**2.7. *Outputs, and Work Plan*\*\* (10 Points) Download the template at <https://bit.ly/UNDPOICoh4>. Only this format will be accepted.**

The proposed project must have one or more output to show that the work has been completed. This can be an applied demonstration of an innovation, a progress report documenting preparation steps taken, or proof of completion of a stage of the innovation. Outputs must be verifiable by the OIC Incubator team. Each output should have a set of steps that will lead to successful achievement of this output. So, the outputs are what the proposed project needs to achieve, while the steps are the actions or items

that contribute to achieving an output. The work plan lists steps with the timeframe for implementing each step. For the quarterly output, and the workplan, please use the outline numbering scheme:

- Output 1
  - Step 1.1
  - Step 1.2 (etc.)

Please provide a short description of each output and step to be taken for the proposed project. Use the following format to develop the project work plan.

Numbered Output(s) and Steps	Implementation period in Months					
	M1	M2	M3	M4	M5	M6
Output 1: ????????????						
step 1.1: ??????????????						
step1.2: ??????????????						
(And so on until you finish all steps for Output 1)						
Output 2: ??????????????						
Step 2.1: ??????????????						
Step 2.2: ??????????????						
(And so on until you finish all Steps for Output 2)						
Output 3: ??????????????						
Step 3.1: ??????????????						
Step 3.2: ??????????????						
And so on until you finish all outputs and steps						

*Note that number of Outputs/steps depends on the design of the proposed innovation project and the planned outputs, that will be achieved during the project lifetime. Note also that the project lifetime must not exceed 6 months of implementation.*

No payments will be made in advance of received and approved outputs and deliverables showing proof of completion of that output or steps. Payments are made on the acceptance of output basis only. The OIC strongly recommends proponents to consider this in their overall planning and identify an output to be fully completed in the first month, against which a first payment can be made.

Here is an example of a payment schedule:

- First payment: End of first month 10%
- Second: End of third month 30%
- Third: End of fifth month 30%
- Final: End of the project 30%

Please note that the above percentages are just an example, and each project should have its own percentages for these 4 payments based on the work plan and the required monthly expenses.

*Evaluation score range:*

- 0 = very poor outputs, steps, and work plan
- 10 = very strong outputs, steps, and work plan

**Please note that any proposal that scores less than 5 points in the Outputs and Work Plan section will not be eligible for this call and the proposal will be rejected technically.**

**2.8. Organizational structure and team expertise and experience\*\* (10 Points)** Download the template at <https://bit.ly/UNDPOICCoh4>. Only this format will be accepted.

For the organizational structure please provide a description of the roles and responsibilities of each team member, or partners who will be involved in the implementation of the project. Use the following table to list the project team members, position of each member, responsibilities, and main qualifications. A detailed CV/resume for each member of the project team should be submitted for assessment and evaluation of the selection panel.

Position Title/position for the innovation	Proposed team member name	Responsibilities in the project implementation	Summary of qualifications of the team member

Evaluation score range:

0 = proposed organizational structure and team members do not match the required responsibilities

10 = proposed organizational structure and team members strongly match the required responsibilities

**Please note that any proposal that scores less than 5 points in the Organizational Structure and Team Expertise and Experience section will not be eligible for this call and the proposal will be rejected technically.**

**2.9. Social and Environmental Impacts\*\* (5 Points)** Download the template at <https://bit.ly/UNDPOICCoh4>. Only this format will be accepted.

Please review the initial survey form below and answer each question with either “YES” or “NO”, for your innovation project. Please answer these questions after carefully reviewing your project steps and outputs to identify any potential environmental or social impacts of your planned activities, both positive and negative. For each question that will be answered by Yes, please include that potential impact as one of the risks in the project risk register that will be explained in section 2.10 of this guideline.

Checklist Potential Social and Environmental Risks	
Principles 1: Human Rights	Answer (Yes/No)

1.	Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	
2.	Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? <sup>1</sup>	
3.	Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?	
4.	Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them?	
5.	Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?	
6.	Is there a risk that rights-holders do not have the capacity to claim their rights?	
7.	Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?	
8.	Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?	
<b>Principle 2: Gender Equality and Women’s Empowerment</b>		
1.	Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?	
2.	Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	
3.	Have women’s groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment?	
4.	Would the Project potentially limit women’s ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services?  <i>For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being</i>	
<b>Principle 3: Environmental Sustainability:</b> Screening questions regarding environmental risks are encompassed by the specific Standard-related questions below		
<b>Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management</b>		
1.1	Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services?  <i>For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i>	
1.2	Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	

<sup>1</sup> Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to “women and men” or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.

1.3	Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	
1.4	Would Project activities pose risks to endangered species?	
1.5	Would the Project pose a risk of introducing invasive alien species?	
1.6	Does the Project involve harvesting of natural forests, plantation development, or reforestation?	
1.7	Does the Project involve the production and/or harvesting of fish populations or other aquatic species?	
1.8	Does the Project involve significant extraction, diversion or containment of surface or ground water? <i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i>	
1.9	Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)	
1.10	Would the Project generate potential adverse transboundary or global environmental concerns?	
1.11	Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area? <i>For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.</i>	
<b>Standard 2: Climate Change Mitigation and Adaptation</b>		
2.1	Will the proposed Project result in significant <sup>2</sup> greenhouse gas emissions or may exacerbate climate change?	
2.2	Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?	
2.3	Is the proposed Project likely to directly or indirectly increase social and environmental vulnerability to climate change now or in the future (also known as maladaptive practices)? <i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i>	
<b>Standard 3: Community Health, Safety and Working Conditions</b>		
3.1	Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?	
3.2	Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	
3.3	Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?	
3.4	Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure)	

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<sup>2</sup> With regard to CO<sub>2</sub>, 'significant emissions' corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.]

3.5	Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?	
3.6	Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)?	
3.7	Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?	
3.8	Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)?	
3.9	Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)?	
<b>Standard 4: Cultural Heritage</b>		
4.1	Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	
4.2	Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?	
<b>Standard 5: Displacement and Resettlement</b>		
5.1	Would the Project potentially involve temporary or permanent and full or partial physical displacement?	
5.2	Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	
5.3	Is there a risk that the Project would lead to forced evictions? <sup>3</sup>	
5.4	Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	
<b>Standard 6: Indigenous Peoples</b>		
6.1	Are indigenous peoples present in the Project area (including Project area of influence)?	
6.2	Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples?	
6.3	Would the proposed Project potentially affect the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the Project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)?  <i>If the answer to the screening question 6.3 is “yes” the potential risk impacts are considered potentially severe and/or critical and the Project would be categorized as either Moderate or High Risk.</i>	
6.4	Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	

<sup>3</sup> Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections.

6.5	Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	
6.6	Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?	
6.7	Would the Project adversely affect the development priorities of indigenous peoples as defined by them?	
6.8	Would the Project potentially affect the physical and cultural survival of indigenous peoples?	
6.9	Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?	
<b>Standard 7: Pollution Prevention and Resource Efficiency</b>		
7.1	Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	
7.2	Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)?	
7.3	Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs?  <i>For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Conventions on Persistent Organic Pollutants or the Montreal Protocol</i>	
7.4	Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health?	
7.5	Does the Project include activities that require significant consumption of raw materials, energy, and/or water?	

**Evaluation score range:**

- 0 = proponent poorly addressed all possible Social and Environmental Risks
- 5 = proponent fully addressed all possible Social and Environmental Risks

**2.10. The Project Risk Register\*\* (5 Points)** Download the template at <https://bit.ly/UNDPOICcoh4>. Only this format will be accepted.

Please specify the key risks that can threaten the achievement of planned steps and outputs of the proposed project. Describe the risk in terms of what the source of the risk is. Describe the impact of the risk so that it is clear what could happen if the potential risk happens. The baseline is the potential for the risk. Describe how project risks will be avoided or minimized, especially how potential adverse social and environmental impacts will be avoided where possible and otherwise managed. Please note that all questions that were answered by “Yes” in the Social and Environmental Survey must be considered as a project risk and be included in the risk log with its planned measures to avoid or minimize risk impacts. Please use the following simplified form to report the project potential risks, impacts, baseline risk level, and actions to avoid or minimize risk impact.

Risk Description	Impact description	Baseline Risk Level (1-5)*	Actions to avoid or minimize risk impact

Risk Description	Impact description	Baseline Risk Level (1-5)*	Actions to avoid or minimize risk impact

\* Risk level: low = 1, high = 5

Evaluation score range:

0 = The Risk Log poorly address all the proposed project potential risks

5 = The Risk Log fully address all the proposed project potential risks with reasonable mitigation measures to reduce impacts.

Applicants must get a total score in the technical and operational evaluation of 70% or more to be eligible for the Value for the Money Assessment. Any proposal that will not reach the threshold of 70% of the technical evaluation score will be technically ineligible and proposal will be rejected technically.

**3. The Project Itemized budget\*\* (10 Points)** Download the template at <https://bit.ly/UNDPOICCoh4>. Only this format will be accepted.

For this section, please provide the (monthly) itemized budget required for the implementation of the proposed innovation project. This detailed itemized budget must be submitted in a table and all costs must be in USD. Please look at the following table as an example for the format of the table for the itemized budget.

This budget will enable the OIC Secretariat to ensure all costs covered by the OIC support are within the specific allowances of UNDP. For example, the cost of team members or consultants needs to match the qualifications for that position and not be above the UNDP accepted limit for local staff. For equipment, the cost needs to be supported by three listed published costs for the identical item/service. Published costs may be in the form of a written quotation, or a screenshot of an internet page with the offered item/service price.

The following is the format of the excel spreadsheet template that you must use in preparing the project itemized budget. Please note that you should adjust the table based on the actual number of outcomes for your proposed project. The format of the template must be in spreadsheet software, such as Microsoft Excel, Google Sheets or other similar spreadsheet format of your preference.



OIC Itemized Budget										
Output*		Description**	Cost per unit	Total number of units (days)	Requested budget (USD)				Total budget	Comments - please add any necessary clarification (e.g. travel to-from etc.) For equipment please provide as exact a description for each type of item to be purchased.
					Payment 1***	Payment 2	Payment 3	Payment 4		
Output 1:***	Project Local Staff	Staff Name and/or position								-
		Staff Name and/or position								-
		Staff Name and/or position								-
		Total Staff			0.00	0.00	0.00	0.00	0.00	-
	Other Expenses	International Consultants								-
		Local Consultants (2)								-
		Travel & Meetings								-
		Contractual Services								-
		Communications Materials								-
		Other expenses (please specify)								-
<b>Total Output 1</b>					-	-	-	-	-	
Output 2:	Staff	Staff Name and/or position								-
		Staff Name and/or position								-
		Staff Name and/or position								-
		Total Staff			-	-	-	-	-	-
	Other Expenses	International Consultants								-
		Local Consultants								-
		Travel & Meetings								-
		Contractual Services								-
		Communications Materials								-
		Other expenses (please specify)								-
<b>Total Output 2</b>					-	-	-	-	-	
Output 3:	Staff	Staff Name and/or position								-
		Staff Name and/or position								-
		Staff Name and/or position								-
		Total Staff			-	-	-	-	-	-
	Other Expenses	International Consultants								-
		Local Consultants								-
		Travel & Meetings								-
		Contractual Services								-
		Communications Materials								-
		Other expenses (please specify)								-
<b>Total Output 3</b>					-	-	-	-	-	
Output 4:	Staff	Staff Name and/or position								-
		Staff Name and/or position								-
		Staff Name and/or position								-
		Total Staff			-	-	-	-	-	-
	Other Expenses	International Consultants								-
		Local Consultants								-
		Travel & Meetings								-
		Contractual Services								-
		Communications Materials								-
		Other expenses (please specify)								-
<b>Total Output 4</b>					-	-	-	-	-	
<b>Total Budget</b>					-	-	-	-	-	

\* Please write your Output title, and adjust this table based on your actual number of outputs  
 \*\* please use or add fields as appropriate, if field is not needed, please delete  
 \*\*\* Percentage of the first payment should not exceed 10%

Any output and activities described in the Workplan but not priced in the Itemized budget, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. The evaluation panel will review the itemized budget for all proposals that passed the technical and operation evaluation threshold (70% of the total technical score) to make sure all costs and rates are reasonable compared to the market prices and the UNDP norms.

In the evaluated Itemized Budget, UNDP will check and correct arithmetical errors as follows:

- if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;
- if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
- if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

This section should provide clear answers to the following questions:

- Do the proposed costs represent fair Value for Money?
- Is the provided (monthly) itemized budget within the maximum approved amount of \$40,000 USD?

*Evaluation score range:*

0 = The proposed itemized budget does not match the UNDP procurement regulations

10 = The proposed itemized budget fully matches the UNDP procurement regulations

**The proponent must get at least 7 points or more in Value For the Money assessment to be considered for the final award of the contract.**

#### **4. Preference for proposals from SIDS that are also LDC (10 Points)**

For all proposals scoring 70 points or higher for technical evaluation, and 7 Points or higher for value-for-money assessment, preference will be given to proposals from SIDS that are also LDC, with an additional 10 points to be added to the final technical score.

## **CONTRACT AWARD**

All proposals that will pass the technical evaluation and the Value For the Money evaluation thresholds will be ranked based on the total score for both technical and VFM and contracts will be awarded to the highest ranked proposals that will fit the allocated budget for this call (400,000 USD in total). All proposals will be entirely confidential throughout the process. Feedback on individual proposals will not be available due to the number of proposals received.

## **CONTACT DETAIL AND LINKS**

**Email the UNDP OIC Team** at [oic.info@undp.org](mailto:oic.info@undp.org) for any questions regarding this guidance note and the application process.

**Guidance videos on how to prepare and submit your proposal:**

<https://www.youtube.com/playlist?list=PLtfUDy8AogggMzc73M0xU8KYXby82K0xo>

**Online proposal submission form, templates, FAQs:** <https://bit.ly/UNDPOICCoh4>