

Call for Expression of Interest for Organisations¹ to support development of resource centres and capacity-building of professionals – members of inter-sectoral committees

EU project "Enhanced Equal Access to and Completion of Pre-University Education for Children in Need of Additional Support in Education"

The purpose of the Call for Expression of Interest is to identify an eligible Civil Society Organizations for prospective partnerships with UNICEF Serbia in the area of inclusive education. Eligible Civil Society Organisations (CSOs) are invited to submit proposals for partnership to support achievement of results for children outlined in the section 1.3 below.

Organizations that wish to participate in this Call for Expression of Interest **are requested to register their submissions electronically to the UN partnership portal** - <https://www.unpartnerportal.org/>

Only registered partners will be eligible to apply.

Applications must be sent by **25 November 2022**.
Applications must be submitted in the **English language**.

Info session on tasks and activities envisaged by this partnership, (including Questions and Answers panel) will be held online on **8 November 2022, from 12.00 to 14.00 for all interested CSO's**. Requests to participate in the Info session should be sent in writing to Snezana Prvulovic, e-mail: sprvulovic@unicef.org

Any requests for additional information should be sent in writing by **15 November 2022** at the latest to Snezana Prvulovic, e-mail: sprvulovic@unicef.org.

UNICEF responses to any queries or clarification requests, will be sent to a compiled mailing list of partners, after the info session and before the deadline for submission of applications.

Applications will be assessed by an evaluation committee to identify CSOs that have the mandate, capacities and comparative advantage to support achievement of results for children using criteria outlined in section 3 below. It should be noted however that participation to this Call for Expression of Interest does not guarantee the CSO will be ultimately selected for partnership with UNICEF.

Selected CSOs will be invited to review and finalize partnership agreements in accordance with criteria outlined in section 3.4 below and applicable policy and procedures on partnership with CSOs.

Applicant CSOs will be informed of the outcome of their submissions by communication sent out to the email/ postal address that is indicated in the CSO submission.

Section 1: Background

1.1 UNICEF mandate	UNICEF is the agency of the United Nations mandated to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential.
1.2 UNICEF Programme of Cooperation in Serbia	In Serbia, UNICEF works with the government and other partners to support national efforts towards social inclusion of vulnerable and marginalized families and children, in line with international human and child rights standards and national sustainable development and inclusion strategies. Further information on the programme can be found on https://www.unicef.org/serbia/ .

¹ Community Based Organization (CBO), National NGO, Academic Institutions

With support from the European Union, UNICEF and the Ministry of Education, Science and Technological Development have embarked on accelerating the reform process in the area of inclusive education through the grant "Enhanced Equal Access to and Completion of Pre-University Education for Children in Need of Additional Support in Education", taking a multi-faceted approach to accelerating progress in the inclusive education agenda with the overarching goal of ensuring equal access to education for all children, including children with disabilities.

Through this initiative capacities of different stakeholders will be strengthened on three levels: national, local, and school levels through, *i.a.* support to development of resource centres (RCs) and capacity building of inter-sectoral committees (ISCs - municipal multisectoral bodies consisted of the health, education, social welfare professionals) in the area of assistive technology (AT) and RC services.

The establishment of RCs provides for diverse support to children with disabilities, their families, teachers, and schools, enabling mainstream schools to respond to more challenging demands, such as the need of assistive technology (AT) and digital technology for education of children with disabilities, adjustments and accessibility issues, communication issues, and the need of intensive multidisciplinary support.

In August 2021, the Rulebook on Resource Centre was enacted, and in April 2022 ten education institutions acquired the status of RC. Through the initiative, ten RCs will be supported to develop RC functions in line with the Resource Centre Rulebook (Official Gazette, No 80/2021), through capacity building programs, technical assistance for development and adoption RC internal regulation, development plans and school programs, development of the dedicated RC web platform and online AT catalogue, equipping with AT, and other activities which will target capacities and competences of all RCs.

Furthermore, five out of ten RCs will be provided with intensive support to become AT hubs (hereinafter: AT RCs) and to develop capacities for AT provision and management (including assessment of the child's needs and matching with the AT products). AT RCs will receive grants to further develop needed functions and to support schools, teachers, learners, and parents, as well as to - through their development plans - envisage gradual transformation of their roles from education institutions to providers of the specific and more intense support to complex needs of children with disabilities, their families, mainstream schools, and teachers. To achieve expected results in this sense, AT RCs will be provided intensive mentoring support, as well as support to realization of their functions for monitoring of AT provision and use.

A number of activities relevant to capacity building of RCs, organisation of their work, development of protocols for provision of services, including AT, development of web platform, support to maintaining AT catalogue, and development of the mentoring program, will be conducted by the Agency/Organisation which UNICEF will select in the public procurement process (hereinafter: **Institutional contractor, IC**). In order to ensure best possible results, as envisaged in this Call, selected CSO will have close cooperation and will work in synergy with IC.

Through the initiative, AT RCs will be equipped with AT products, procured by UNICEF in two phases. The first phase of procurement is finalised, based on the rapid assessment of children's needs, conducted by MoESTD. The second phase of procurement will take place at later stage and will be based on the needs' assessment provided by RCs. Based on the up-to-date material on AT in education trends and novelties in AT products, developed within the project, online AT catalogue will be designed with respect to Universal Design principles and will provide comprehensive

	<p>and professional information on up-to-date AT solutions, specifications, descriptions, manuals, tutorials, and other supportive material which enable assessments, matching and decision making by professionals and parents relevant to AT acquiring and use, and support to users. Online AT catalogue is meant to be regularly updated in line with new and emerging AT and ITC approaches and innovations in the education and other fields, therefore a mechanism for regular updating (who, what and how) should be agreed.</p> <p>At the local level, capacity building program will target all ISCs across the country (in all municipalities in Serbia). Four members per each ISC (640 in total) will be trained as to strengthen their capacities to assess the needs of children with disabilities and recommend/provide relevant additional support in education, as well as to enhance their knowledge on AT. Strengthened capacities of ISCs for more accurate and appropriate assessment of the child's need, and for recommending the most optimal support measure, particularly in terms of resource centers' services and AT, will have direct positive impact on children in need of additional support, who will receive more relevant and comprehensive support from the education, health, and social protection system. This capacity building program will equally target all municipalities which will enable common knowledge and know-how sharing and disseminating.</p>
1.3 Specific results	<p>Within this framework and as set out in the reform initiative, working with government and other partners, and in order to take the necessary coordinated action to strengthen inclusive education, UNICEF will contribute to achieve the following result:</p> <p><u>Establishment of RCs with diverse functions aimed to support teachers, parents and learners based on their individual learning needs</u></p> <p>Under this Call for Expression of Interest, the role of selected organization will include the following envisaged activities and corresponding results and outputs:</p> <p><u>Result 1. Capacity-building of five AT RCs through mentoring and monitoring the provision and usage of AT</u></p> <p>Five AT RCs' competencies will be increased through implementation of the mentoring program. Mentoring will provide support to resource centres to implement knowledge acquired through capacity building program (developed and delivered by the IC), and will include monitoring of RCs services provision, as well as monitoring of the provision and usage of AT provided to beneficiaries by resource centres. Mentoring activities will follow each of training modules and will be provided by minimum five mentors (one per each AT RC) who will be capacitated for RCs mentoring and monitoring of AT provision and usage. Mentoring program will be enriched with different material needed and useful for mentoring support and monitoring the AT provision and usage (guidelines, check lists, manuals, etc).</p> <p>Mentoring program will be developed by the IC tasked with development of capacity building programs for RCs and ISCs, while the CSO will organise mentoring support and implementation and monitoring of the mentoring program.</p> <p>Mentors will be selected from the pool of trainers who will deliver CB program for RCs (pool of trainers will be established by MoESTD and UNICEF, in cooperation with selected CSO and the IC as well). CSO will organise the provision of mentoring by the selected mentors (minimum five of them), for at least 20 days per resource centre per year. CSO will, in cooperation with the MoESTD, UNICEF and IC, monitor the implementation of the mentoring support (efficiency, targets' achievement, quality, beneficiaries' satisfaction) as to enable timely adjustments of the mentoring program</p>

according to the RCs' needs. CSO will provide necessary support to mentors as to enable smooth provision of mentoring support.

Selected CSO will provide support to IC developing mentoring program (preparation of material in Serbian language, inputs to mentoring scenario, orientation of mentors).

This includes:

- 1.1 Organisation and implementation of the mentoring support to five RCs, minimum 20 days per RC per year
- 1.2 Development of the instruments and plan for the monitoring of mentoring support provision
- 1.3 Monitoring of the mentoring support provision and identification of possible needs for mentoring support adjustments
- 1.4 Support provision to at least five mentors

Please note when creating the Project Proposal, that the below listed expected results are a **minimum** expected by the Project.

Minimum expected results and outputs

- Five RCs received mentoring support
- Mentoring support monitoring instruments and plan developed and agreed with institutional contractor and UNICEF
- Regular monitoring reports as per plan developed
- Support to four mentors provided

Result 2. Provision and management of grants to five RCs for supporting the schools, teachers, parents and children with disabilities

Through this activity five AT RCs will receive grants (the funds for grants already allocated in the project) to further develop their functions necessary for the provision of support to schools, teachers, learners and their parents (i.e. establishment of the system for the management of AT, capacity building of resource center personnel for diverse tasks they should perform, including the planning, development, monitoring of the usage of AT, identification of needs, matching with AT, assessment of relevance and support to users (children, students and adults) and to their parents and teachers for appropriate usage of AT, through trainings, peer learning and TA, communication plans development). Furthermore, this activity will enable RCs to provide more complex support to mainstream schools educating children with disabilities in terms of provision and use of AT products for enhancement of learning.

This includes:

- 2.1. Development and delivery of the 2-days training program on grant implementation and grant financial management, for five AT RCs
- 2.2. Providing mentoring support to five AT RCs in developing grant applications
- 2.3. Grant management
 - Monitoring and mentoring support for grants' implementation
 - Monitoring and mentoring support for grants financial management

Minimum expected results and outputs

- Training program on grant implementation and grant financial management developed and delivered to five AT RCs
- Mentoring support provided to five AT RCs to develop grant applications
- Reports on grant management and implementation
- Organized consultative sessions with grant beneficiaries on grant implementation and financial management (as per needs, minimum once per month)

Result 3. RC web platform administration and online AT catalogue maintenance

Through this activity, the mechanism of administration of the RC web platform and maintenance of the AT catalogue will be implemented and at least one AT RC supported to develop function of the web platform administration and online AT catalogue maintaining.

RC web platform will provide interactive communication with users, information sharing, and resources for learning for existing and future RCs, education, health, and social protection institutions, inter-sectoral committees, professionals, and general public. It will enable learning through online capacity building programs, learning courses and different material (tutorials, publications, etc), and information sharing. Web platform will include relevant content to education of children in need of additional support, including information on resource centres' services, availability, functions, and AT provision.

Web platform will host the online AT catalogue and will be designed based on Universal Design principles.

The basis for the online AT catalogue, with up-to-dates AT products, has already been developed by UNICEF, together with the analysis of the most recent trends in AT for education. Online AT catalogue will be designed with respect to Universal Design principles and AT for education trends and will provide comprehensive and professional information on up-to-date AT solutions, specifications, descriptions, manuals, tutorials, and other supportive material which enable assessments, matching and decision making by professionals and parents relevant to AT acquiring and use, and support to users. Online AT catalogue is meant to be regularly maintained and updated in line with new and emerging AT and ITC approaches and innovations in the education and other fields, therefore a mechanism for regular updating (who, what and how) should be agreed.

RC web platform and online AT catalogue will be designed and developed by IC, in cooperation with the selected CSO. CSO will closely cooperate with the IC in the process of RC web platform and online AT catalogue development, as well as in the process of development of SOP for administration, management, maintenance, troubleshooting and update, which will include standards and guidelines for regular update of online AT catalogue.

CSO will be responsible for administration of the RC web platform and maintenance of the online AT catalogue for the period until March 2024, after which administration and maintenance responsibilities will be transferred to one or more RCs. CSO will support one or more AT RC to take over this function by the end of the project.

This includes:

3.1. Support to development of the RC web platform and online AT catalogue.

- Support to IC in the process of development of the RC web platform
- Support to IC in the process of development of the online AT catalogue
- Support to IC in the process of, development of the SOP for administration, management, maintenance, troubleshooting and update, which will include standards and guidelines for regular update of online AT catalogue

3.2. Administration of the RC web platform, until March 2024 (troubleshooting, maintenance and update at least on weekly basis and as per needs)

3.3. Maintenance and regular update of the online AT catalogue, in cooperation with the IC (troubleshooting, maintenance and update at least on bi-monthly basis and as per needs,)

3.4. Support to at least one AT RC to develop function of administrator of the web platform and AT catalogue.

Minimum expected results and outputs

- SOP for RC web platform administration, maintenance, troubleshooting and update, and for online AT catalogue update finalized and approved
- reports on web platform administration and intervention activities provided
- Online AT catalogue accurate and up-to-date and reports on maintenance and update activities provided
- Plan of transfer of responsibilities for web platform administration and online AT catalogue maintenance to dedicated one or more RC

Result 4. Capacity Building program for all Inter-sectoral committees in Serbia

Through this activity, the capacity building program on RC services and AT will be delivered to all ISCs in Serbia, as to ensure more relevant ISC recommendations of additional support measures for children in need of additional support in education. Two-days training will include AT solutions for learning of children with disabilities, referral mechanism, trends in assistive technology, ICT in the role of AT, and AT provision within the mainstream education setting. The training shall also include the enhanced needs' assessment process including functional assessment, matching the identified needs with AT solutions, and referral to RCs, as to enhance capacities of ISCs to perform assessments in the child's natural environment and to recommend use of such AT support that enhances and supports child's participation in mainstream education institutions. The training will be delivered by the trainers selected for the capacity building program for RCs.

Capacity building program for ISCs will be developed by IC, while the trainers will be selected by MoESTD and UNICEF in cooperation with selected CSO and IC. ToT will be delivered by IC, while the CSO will deliver/implement capacity building program.

This includes:

4.1 Delivery of capacity building program for all Inter-sectoral Committees (ISCs) in Serbia

4.2 Development of the instruments and plan for the monitoring of capacity building program

4.3 Monitoring of the capacity building program

	<p>Minimum expected results and outputs</p> <ul style="list-style-type: none"> Organized and delivered 1 module training for up to 640 ISC members (up to 30 participants per group, 2 days per group), over a 1 year period Capacity building monitoring instruments and plan developed and agreed Regular monitoring reports as per plan developed <p>In addition to activities mentioned above, work assignments will also include:</p> <ul style="list-style-type: none"> Monitoring of the mentoring and capacity building activities, as well as provision of support by AT RCs, in line and in relation to the project M&E framework Reporting <p>With following expected results:</p> <ul style="list-style-type: none"> Monitoring reports based on developed M&E framework and instruments <p>Project Timeline: the project is expected to start 1 February 2023 and last no longer than 31st March 2024.</p>

Section 2: Application requirements and timelines		
2.1 Documentation required for the submission	<p>The expression of interest shall include the following documentation:</p> <ol style="list-style-type: none"> Attachment I - Partner Declaration signed by authorized official Attachment II - CSO Identification and Profile signed by authorized official Attachment III – Programme Document (Detailed Project Proposal) Excel file - Detailed Budget and Implementation Plan with Timeline (embedded in the Section 3 of the Attachment III) CV's of proposed team members 	
2.1 Indicative timelines	Call for Expression of Interest issue date	25 October 2022
	Deadline for submissions of CSO proposals	25 November 2022
	Online Info session with CSO's	8 November 2022
	Deadline for requests of additional information/ clarifications	15 November 2022
	Review of CSO submissions	17 December 2022
	Notification of results communicated to CSO	16 January 2023

Section 3: Process and timelines	
3.1 Review & evaluation of CSO submissions	<p>CSO submissions are assessed by the Partnership Review Committee in consultation with technical specialists, using criteria outlined in section 3.2 and 3.3 below. Only CSO submissions which comply with the requirements of the eligibility and exclusion criteria will be eligible for further evaluation.</p>

	<p>Results from the review will be used for purposes of mapping and selection of CSOs in relation to the specific results outlined in section 1.3 above.</p> <p>It should be noted that participation to this Call for Expression of Interest however does not guarantee CSOs will be ultimately selected for a partnership agreement with UNICEF. UNICEF reserves the right to invite selected partners to review and finalise proposals for partnerships in line with criteria outlined in section 3.4 below and in accordance with applicable policy and procedures on partnership with CSOs.</p>				
<p>3.2 Eligibility & exclusion criteria</p>	<p>Eligibility criteria:</p> <p>CSO must:</p> <ul style="list-style-type: none"> • Be registered in country of origin and • Not be an entity named on any of the UN Security Council targeted sanction lists. <p>Exclusion criteria:</p> <p>CSO submission which:</p> <ul style="list-style-type: none"> • are not sent before specified deadline. • do not include all required documents duly completed and signed or do not comply with specifications set in this Call for Expression of Interest. • are not submitted in English language. <p>will be excluded from the selection process.</p>				
<p>3.3 Selection criteria</p>	<p>UNICEF office will review evidence provided by the CSO submission and assess applications based on the following criteria.</p> <table border="1" data-bbox="407 972 1427 1579"> <tr> <td data-bbox="407 972 643 1325"> <p>Proposal relevance, quality, and coherence (50%) – 50 points</p> </td> <td data-bbox="643 972 1427 1325"> <p>Includes review of the proposed programme:</p> <ul style="list-style-type: none"> • Relevance of proposal to achieving expected results - Understanding of the project (match between the proposed approach and requested scope of the project) –10 points • Clarity of activities and expected results - 10 • Innovative approach – 5 • Sustainability of intervention - 5 • Adequacy and clarity of proposed budget -10 • Proposed timelines - Realistic workplan and level of efforts of the team - 10 </td> </tr> <tr> <td data-bbox="407 1325 643 1579"> <p>Institutional capacity and sustainability (40%) – 40 points</p> </td> <td data-bbox="643 1325 1427 1579"> <p>Includes a review of the CSO:</p> <ul style="list-style-type: none"> • Expertise and capacity of the project team - 10 • Management ability - Experience of the applicant CSO in leading large-scale projects - 10 • Expertise and experience in the sector/area – Experience in the education projects/social inclusion/Inclusion - 5 • Local experience, presence and community relations - 10 • Experience working with UN/UNICEF - 5 </td> </tr> </table>	<p>Proposal relevance, quality, and coherence (50%) – 50 points</p>	<p>Includes review of the proposed programme:</p> <ul style="list-style-type: none"> • Relevance of proposal to achieving expected results - Understanding of the project (match between the proposed approach and requested scope of the project) –10 points • Clarity of activities and expected results - 10 • Innovative approach – 5 • Sustainability of intervention - 5 • Adequacy and clarity of proposed budget -10 • Proposed timelines - Realistic workplan and level of efforts of the team - 10 	<p>Institutional capacity and sustainability (40%) – 40 points</p>	<p>Includes a review of the CSO:</p> <ul style="list-style-type: none"> • Expertise and capacity of the project team - 10 • Management ability - Experience of the applicant CSO in leading large-scale projects - 10 • Expertise and experience in the sector/area – Experience in the education projects/social inclusion/Inclusion - 5 • Local experience, presence and community relations - 10 • Experience working with UN/UNICEF - 5
<p>Proposal relevance, quality, and coherence (50%) – 50 points</p>	<p>Includes review of the proposed programme:</p> <ul style="list-style-type: none"> • Relevance of proposal to achieving expected results - Understanding of the project (match between the proposed approach and requested scope of the project) –10 points • Clarity of activities and expected results - 10 • Innovative approach – 5 • Sustainability of intervention - 5 • Adequacy and clarity of proposed budget -10 • Proposed timelines - Realistic workplan and level of efforts of the team - 10 				
<p>Institutional capacity and sustainability (40%) – 40 points</p>	<p>Includes a review of the CSO:</p> <ul style="list-style-type: none"> • Expertise and capacity of the project team - 10 • Management ability - Experience of the applicant CSO in leading large-scale projects - 10 • Expertise and experience in the sector/area – Experience in the education projects/social inclusion/Inclusion - 5 • Local experience, presence and community relations - 10 • Experience working with UN/UNICEF - 5 				

	Other (10%). – 10 points	<p>Includes additional points for the project team. For this call, CSO and its team members should have following mix of competencies and experience – 10 points:</p> <ul style="list-style-type: none"> • Have experience in capacity building program development and delivery • Have knowledge in assistive technology provision, management, assessment of needs and evaluation of AT benefits • Have experience in grant management • Have capacities to deliver and monitor complex mentoring support • Have inclusive education experts • Have experts in instructional design • Have monitoring and evaluation experts • Have capacities to deliver and monitor complex training program with high number of participants in proposed timeline • Have IT experts • Have assistive technology experts
3.4 Prospective partnership agreement	<p>All applicants will be informed of the outcome of their submissions by communication sent out to the email/ postal address that is indicated in the CSO submission.</p> <p>Applicants whose proposals are assessed as having a specific comparative advantage to achieve results for children outlined in 1.3 above may be invited to jointly review and finalise the partnership agreement based on the following criteria:</p> <ul style="list-style-type: none"> • Prioritisation of proposed intervention in line with the work plan • Availability of funding to support proposed intervention • Complementarity or proposed action with ongoing interventions <p>Upon finalisation at technical level, the proposal for partnership will be submitted to the Representative for review and approval. It should be noted however that the Representative has the final authority to approve or reject any proposed partnership agreement on behalf of UNICEF.</p>	

Attachment I – Partner Declaration (to be completed by CSO Applicant)

The purpose of this declaration is to determine whether a prospective partner is committed to UNICEF values and principles.

Information provided in this form will be used to inform the review and evaluation of CSO submissions as outlined in the Call for Expression of Interest under section 3.

Partner Declaration		
Name of organisation: _____		
Partner	Yes	No
By answering yes, the organization confirms that neither the organisation nor any of its members is mentioned on any of the United Nations Security Council targeted sanctions lists http://www.un.org/sc/committees/list_compend.shtml		
By answering yes, the organization confirms that it is committed to the core values of the UN, the Convention on the Rights of the Child (CRC), the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the Convention on the Rights of Persons with Disabilities (CRPD). http://www.unicef.org/crc/ http://www.ohchr.org/EN/ProfessionalInterest/Pages/CERD.aspx http://www.un.org/disabilities/convention/conventionfull.shtml		
Does the organisation have an Annual Report that is publicly available? Attach the latest report or provide URL		
Does the organisation have an annual audit of financial statements? Attach the latest report or provide URL		

I declare, as an official representative of the above-named organization, that the information provided in this declaration and Call for Expression of Interest is complete and accurate, and I understand that it is subject to UNICEF verification.

Signature _____

Name and title of the duly authorized partner representative _____

Name of the partner _____

Date _____

Attachment II – CSO Identification Profile (to be completed by CSO Applicant)

The purpose of this profile is to provide key contact references to UNICEF Serbia in relation to their mandate, field of work, technical and managerial capacities and comparative advantage in relation to the proposed programme(s).

Information provided in this form will be used to inform the review and evaluation of CSO submissions as outlined in the Call for Expression of Interest under section 3.

Section 1. CSO information		
1.1 Organization information	Organization Name	
	Acronym	
	Category of CSO ²	
	Address	
	Registration number	(copy of registration to be attached)
	Telephone	
	Website	
1.2 Head of Organisation	Name, Surname	
	Function	
	Email	
	Telephone	
1.3 Contact person (if different from 1.2)	Name, Surname	
	Function	
	Email	
	Telephone	
1.4 Programme Proposal title(s) submitted with Application	<ul style="list-style-type: none"> • 	

Section 2. CSO expertise and experience in the sector area	
2.1 CSO mandate, sector area and geographic coverage	<i>Outline the organisation's mandate, field of work and geographic coverage</i>
2.2 Available expertise and specialists	<i>Outline the distinctive technical capacity of the organisation in the sector area</i>
2.3 Key results achieved over the past 5 years	<i>Outline of key results achieved in sector area in recent years, including any recognition received at local / global level for the work in the sector area</i>

² Choose between: National NGO (NGO); International NGO (INGO); Academic Institution; Community Based Organisation (CBO); Foundation; Other (please specify).

Section 3. Local experience, presence and community relations	
3.1 Ongoing programmes in sector area	<i>Outline of type / scope of ongoing programmes in the sector area</i>
3.2 Knowledge of the local context	<i>Outline of presence and community relations in the proposed programme location(s)</i>
3.3 Existing networks	<i>Outline of ongoing collaborations with national institutions and local communities in the sector area</i>

Section 4. Management Ability		
4.1 Annual budget	Size of annual budget (previous year, USD)	
	Source of core funds or income	
	Main funding partners/ donors	
4.2 Core staff	<i>Outline of number and key functions of core organisation staff</i>	
4.3 Any other information demonstrating financial capacity	<i>E.g. results of previous capacity assessments if available (such as the micro assessment)</i>	

Section 5. Experience of working with UN/ UNICEF				
Programme/project title	Total budget (USD)	Funding UN agency	Year end	Key results achieved
1.				
2.				
3.				

Attachment III – Programme Document (to be completed by CSO Applicant)

The purpose of this document is to provide an outline of the proposed intervention for which the CSO is proposing to partner with UNICEF. [A separate Word document should be filled for additional clarification on programme information]

Information provided in this form will be used to inform the review and evaluation of CSO submissions as outlined in the Call for Expression of Interest under section 3.

Section 1. Programme & CSO overview		
1.1 Programme submission reference	UNICEF Office	
	Programme Title	
	PD submission date	
1.2 Organization information	Organization Name	
	Acronym	
	Name of CSO Authorized Officer	
	Title of Authorized Officer	
	Email of Authorized Officer	
	Phone of Authorized Officer	
	Name of Progr. Focal Point	
	Title	
	Email	
	Telephone	
1.3 Programme information	Planned duration ¹	Start date: End date:
	Geographical coverage	State/ province, etc.
	Population focus	Number of beneficiaries / groups
1.4 Programme budget	From CSO	Currency, Value, % of total
	From UNICEF	Currency, value Cash, % Currency, value Supplies, %
	Total	Currency, value

Section 2. Programme description	
2.1 Rationale/ justification <i>(3 to 5 paragraphs; max 400 words)</i>	<p>“Why” this programme</p> <p>This section outlines the problem statement, the context and the rationale for the Programme:</p> <ul style="list-style-type: none"> • Overview of the existing problem, using data (disaggregated) from existing reports; who is affected and what are the barriers/bottlenecks to outcomes for children? • How the problem is linked to national priorities and policies; • The relevance of the Programme in addressing problem identified.
2.2 Programme document Expected results	<p>“What” this programme will achieve</p> <p>The table below defines the programme results framework (results and their link to outputs defined in the country programme and/or humanitarian response plan; specific indicators, baselines, targets and MOV for each programme document output). <i>(No narrative required)</i></p>

¹ The planned start date cannot be earlier than the date of signature from both CSO and UNICEF authorized officers.

Result statement	Performance indicator/s	Location	Baseline	Target	Means of Verification ²
Corresponding output from Country programme/ Humanitarian Response Plan ³	- Corresponding RAM indicator - Xxx				
Programme document Output 1 Service or product resulting from the programme	List each indicator in a separate line				
Programme document Output 2					
Programme document Output 3					

2.3 Gender, Equity and Sustainability	“How” this programme takes into account gender, equity and sustainability This section briefly mentions the practical measures taken in the programme to address gender, equity and sustainability considerations. <i>(3 paragraphs; max 250 words)</i>
2.4 Partner’s contribution	This section briefly outlines the partner specific contribution to the programme (monetary or in-kind) <i>(1 paragraph; max 100 words)</i>
2.5 Other partners involved	“With whom” will this programme works in partnership This section outlines other partners who have a role in programme implementation, including other organisation providing technical and financial support for the programme. This section would also specify whether UNICEF has approved any aspect of the programme document to be sub-contracted to another entity. <i>(1 paragraph; max 100 words)</i>
2.6 Other considerations	List any other critical aspects of programme delivery specific to the programme document. For example, in humanitarian response content related to how the partner will meet the IASC Commitments to Affected Population. ⁴ <i>(3 paragraphs; max 250 words)</i>
2.7 Additional documentation	Additional documentation can be mentioned here for reference. <i>(1 paragraph; max 100 words)</i>

² The specific sources from which the status of each of the performance indicators can be ascertained. If any data source is a survey or a study which the implementing partner is planning to conduct for this programme, this should be planned and budgeted for in section 3 below (programme work plan and budget).

³ The most relevant output level result from the Country Programme (CP)/ Humanitarian Response Plan should be identified here, with the corresponding performance indicator(s), directly drawn from CP official documents. If the programme contributes to more than one CP/Humanitarian Response Plan output, each should be identified in a separate line, with programme outputs listed below each corresponding CP output. Identification of the most relevant output level result and corresponding performance indicator(s) is done in consultation with UNICEF Office during the finalization of the programme document.

⁴ Since 2011, together with other members of the IASC, UNICEF formally endorsed commitments to affected population in five areas: 1) Leadership and Governance; 2) Transparency; 3) Feedback and complaints; 4) Participation; and 5) Design, monitoring and evaluation.

Section 3. Programme work plan and budget

The table below defines the programme implementation work plan (the specific activities to be undertaken towards achievement of each of the programme outputs; the schedule of implementation; and the planned **budget (in RSD)**, including the CSO and UNICEF's contributions to the programme. The detailed budget should be presented in separate Excel sheet according to the proposed activities)



Annex 1 Budget
Proposal.xlsx

Result Level	Result/activity	Timeframe (quarters/year(s))					Total (CSO+ UNICEF) [currency]	CSO contribution	UNICEF contribution	
		Q1	Q2	Q3	Q4	Year2			Cash ¹	Supply
Progr. Output 1:	E.g. Community-based management of SAM introduced in 200 villages in 10 districts Performance indicator(s), - # children receiving RUFT/in patient - # children receiving RUFT/ community - recovery rate						400,000	10,000	190,000	200,000
Act.1.1	Organise training of 500 health workers in community nutrition in 10 districts	x	x				100,000		100,000	
Act. 1.2	Undertake community outreach activities & referral in 200 villages in 10 districts	x	x	x	x		50,000		50,000	
Act. 1.3	Provide nutrition equipment & supplies in 50 health centres	x			x		200,000			200,000
Act. 1.4	Programme management and technical supervision	x	x	x	x		50,000	10,000	40,000	
Progr. Output 2:	Output statement Performance indicator(s):						Sub-total output 2	Sub-total output 2	Sub-total output 2	Sub-total output 2
Act 2.1	Activity statement ²									

¹ The budget is prepared in the currency of implementation. Most generally, this correspond to the local currency in the country.

² Costs budgeted as part of the programme output budgeting include the following:

- Cash for programme activities;
- Cost of supplies that directly assist beneficiaries or beneficiaries institutions, including related costs for warehousing, transport and assembling;
- Technical assistance and costs of technical staff to directly support beneficiaries / beneficiary institutions;
- Cost of surveys and other data collection activities in relation to beneficiaries or measurement or programme expected results;
- Communication activities to directly support programme planned results.

Result Level	Result/activity	Timeframe (quarters/year(s))					Total (CSO+ UNICEF) [currency]	CSO contribution	UNICEF contribution	
		Q1	Q2	Q3	Q4	Year2			Cash ¹	Supply
Progr. Output 3:	Output statement Performance indicator(s):						Sub-total output 3	Sub-total output 3	Sub-total output 3	Sub-total output 3
Act 3.1	Activity statement									
Act 3.2										
Sub-total for the outputs										
Progr. Output 4	Effective and efficient programme management						Sub-total output 4	Sub-total output 4	Sub-total output 4	Sub-total output 4
Act 4.1	<i>Standard activity:</i> In-country management & support staff ³ pro-rated to their contribution to the programme (representation, planning, coordination, logistics, admin, finance)									
Act 4.2	<i>Standard activity:</i> Operational costs pro-rated to their contribution to the programme (office space, equipment, office supplies, maintenance)									
4.3	<i>Standard activity:</i> Planning, monitoring, evaluation and communication ⁴ , pro-rated to their contribution to the programme (venue, travels...)									
Sub-total for programme costs										
HQ support costs ⁵ (7% of the cash component)										
Total programme document budget										

* UNICEF specifies whether subsequent year funding in the programme budget is indicative for planning purposes only. UNICEF Offices can add additional columns for multi-year planning.

³ Costs of technical assistance/staff directly related to the achievement of planned results are budgeted as part of programme output budgeting, see footnote 2.

⁴ Costs of M&E and communication activities directly related to the achievement of planned results are budgeted as part of the programme output budgeting see footnote 2.

⁵ Payable to international CSO with their headquarters outside of the programme of implementation. Amount is an estimate. Amount paid is a standard 7% on actual expenditures subject to calculation exclusions as per UNICEF Guidance on Budgeting and Financial Management for CSO partners.

Section 4. Partnership management plan (To be completed with UNICEF as part of finalization of the programme document)

4.1 HACT programmatic visit	Dates planned:
4.2 Final partnership review	Date planned:
4.3 Cash transfer modality(ies)	
4.4 Observations/ Risk management measures/ Capacity building activities (if any)	

Section 5. Other requirements

5.1 Additional reporting required	Specify any reporting requirements in addition to the FACE form and attached standard programme progress/final report
5.2 Applicable technical specifications or guidance	Specify any technical specifications or guidance this is applicable to the programme implementation
5.3 Procurement and logistics considerations, if applicable	For supplies procured by UNICEF: specify lead times and other key considerations. Outline significant components of the programme planned to be procured by the CSO (supplies/services).
5.4 Other	

Section 6. Signatures and date

CSO Authorised Officer name, signature and date	UNICEF Authorised Officer, signature and date