



Project is financed  
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## **EU/UNDP Project: Improving Environmental Monitoring in the Black Sea – Selected Measures (EMBLAS-Plus)**

### **CALL FOR PROPOSALS**

**for organizing the Black Sea monitoring surveys, collection and assessment of environmental  
pollution data and marine litter public awareness campaigns**

**REF: UNDP-IRH-201901-CFP-01-EMBLAS-Plus**

### **INSTRUCTIONS**

#### **I. BACKGROUND**

This Call for Proposals (CFP) is specifically related to the project “Improving Environmental Monitoring in the Black Sea – Selected measures, EMBLAS-Plus”, financed by the European Union and implemented by UNDP. The Black Sea Basin environment is of paramount importance both in terms of regional development and of quality of life for its inhabitants. The European Union supports cooperation between riparian countries in the region through the Black Sea Synergy. The Synergy offers a forum for tackling common problems while enabling political and economic reform. An important goal is to bring added value to the citizens of the region while ensuring environmental sustainability.

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

The EU/UNDP Project ‘Improving Environmental Monitoring in the Black Sea – Selected measures’ (EMBLAS-Plus) is dedicated to contribute to the protection of the Black Sea environment. The beneficiary countries to be covered are the members of the Black Sea Synergy<sup>1</sup>, with a primary focus on the Black Sea coast countries Georgia, the Russian Federation<sup>2</sup> and Ukraine. The project is building-up on the results and conclusions from the previous project phases (EMBLAS-I and EMBLAS-II) and providing further technical assistance focused on marine data collection and local small-scale actions targeted at public awareness raising and education.

The project is addressing the overall need for support in protection and restoring the environmental quality and sustainability of the Black Sea, with the following specific objectives:

- i) Improve availability and sharing of marine environmental data from the national and joint regional monitoring programmes aligned with the European Union's Marine Strategy

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<sup>1</sup> Countries participating in the Black Sea Synergy: Armenia, Azerbaijan, Belarus, Bulgaria, Georgia, Greece, the Republic of Moldova, Turkey, Ukraine, Romania and the Russian Federation

<sup>2</sup> As recognised by international law.

Framework Directive and Water Framework Directive principles and the Black Sea Integrated Monitoring and Assessment Programme (BSIMAP);

- ii) Support joint actions to reduce river and marine litter in the Black Sea basin;
- iii) Raise awareness on the key environmental issues and increase public involvement in the protection of the Black Sea.

More information about the previous project phase EMBLAS-II can be found at [www.emblasproject.org](http://www.emblasproject.org), including the monitoring surveys, developed methodologies, guidelines, public awareness activities, etc. The full description of the project EMBLAS-Plus is available as part of the supporting documentation for this Call.

## II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is to select a project partner (responsible party), which will contribute to the project implementation through collecting a set of data and contribute to the methodologies for environmental and ecological status assessment of the Black Sea waters and involve public into environmental monitoring and protection of the Black Sea. Detailed related outputs and deliverables are provided in the Terms of Reference – **Annex 1**.

## III. ELIGIBILITY & QUALIFICATION CRITERIA

The selection of responsible parties will be done in line with the programme and project management guidelines of UNDP. Parameters that will determine whether an applicant (civil society organization, including NGOs, as well as duly accredited academia, state-sponsored actors, scientific research and educational institutions) is eligible to be considered by UNDP, will be based on the following criteria:

Interested institutions/applicants must meet the following criteria to be eligible for the selection:

- Be a legal person **and** be non-profit-making;
- Be legally registered in one of the Black Sea Synergy countries;
- Demonstrate that its mandate and founding document are in line with the activities to be carried out (i.e. the field of the expertise should be research or marine environmental monitoring, education, awareness raising);
- Have a proven track record of experience in the implementation of similar/related type of activities, including cooperation with international organizations/donors;
- Key staff assigned for the activities should have relevant experience in the related field for a minimum of three (3) years;
- Involved Staff should have oral and written communication skills in English.

The interested institutions should provide technical and financial proposal, which must include:

- Background information (context within which the activities will be implemented);
- Proposed methodology and approach, including clearly formulated deliverables;
- Management arrangements and required resources, that will include the CVs of the key involved experts and definition of roles and responsibilities;
- Time plan of activities;
- Financial proposal that will provide clear budget for personnel, travels, meetings (if any) consumables, minor equipment, etc.

The recipients are encouraged to create regional consortia to strengthen the crossborder cooperation.

#### IV. PROPOSAL

Proposed Methodology, Approach, quality assurance and Implementation Plan – this section should demonstrate the applicant’s response to the Terms of Reference by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted.

Moreover the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable and a quality assurance.

Management Structure and Resource (Key Personnel) – This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

Visibility: The applicants must take all necessary steps to publicise the fact that the European Union and UNDP financed or co-financed the action. The projects should follow the EC/UNDP Joint Visibility Guidelines for EC-UN Actions in the Field<sup>3</sup> and consult visibility action with the EMBLAS-Plus project team.

#### V. EVALUATION CRITERIA & METHODOLOGY

##### a) Proposals will be evaluated based on the following criteria:

- 1) Sound technical proposal that includes innovative and replicable approaches and up to date methodologies.
- 2) High impact interventions directly targeting and responding to the needs established in the ToR.
- 3) Size of budget requested commensurate with the organization’s proven administrative and financial management capacity.
- 4) Participatory approach and involvement of various stakeholders that will strengthen the ownership and ensure the sustainability of the results.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Applicant Eligibility and qualifications (Organizational and Financial capability of institution)	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
Total			1000

Detailed sub-criteria are provided in Annex 2.

<sup>3</sup> [https://ec.europa.eu/europeaid/sites/devco/files/guidelines-joint-visibility-eu-un\\_en.pdf](https://ec.europa.eu/europeaid/sites/devco/files/guidelines-joint-visibility-eu-un_en.pdf)

## **b) Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)**

QB-FBS methodology implies that all proposals have the same maximum overall price (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal and the applicant's proposed approach and methodology. The applicants have to provide their best technical proposal and financial breakdown (within the budget), clearly stating proposed overheads and cofinancing. Evaluation of all technical proposals shall be carried out, in accordance with below outlined evaluation criteria, and the institutions which obtain the highest technical score shall be selected. The applications exceeding the established fixed budget in the financial proposals will be rejected.

## **c) Budget size and duration**

The funding for a single proposal should range from \$10,000 to \$ 50,000. Additional funds can be provided if the institution needs to sub-contract a research vessel to carry out selected activities (i.e. field surveys).

The overhead costs must not exceed the 5 % of the budget. Co-financing in the amount of 5% of the budget is required. The amount requested in the proposal should be in line with the organization's administrative and financial management capabilities.

All activities are expected to be delivered within twelve (12) months after signature of the contract. The anticipated implementation period is 01 April 2019 – 31 March 2020. The field surveys must be organised before October 2019.

The timing of the activities should consider the foreseen open sea surveys, tentatively scheduled for end July – beginning of August 2019 and planned Black Sea Clean Beach Days (September 2019) and Black Sea Day (October 2019). Cooperation with other projects and initiatives in the region is an advantage, in particular with the projects funded under the Call for Proposals of the Joint Operational Programme Black Sea Basin 2014-2020<sup>4</sup>

## **VI. SELECTION PROCESS**

The UNDP will review proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) relevant type of contract/agreement signature.

UNDP reserves itself the right to reject proposals. Submitting a proposal does not guarantee the allocation of funding.

## **VII. SUBMISSION PROCESS**

Applicants shall bear all costs related to proposal preparation and submission. Applications shall be submitted electronically to: [procurement.irh@undp.org](mailto:procurement.irh@undp.org).

The following documents must be submitted in order for the submission to be considered:

- Project Synopsis / Proposal (Annex 3);
- Proposer information Form and documentation requested (Annex 4).

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<sup>4</sup> List of awarded projects can be found at the website of the Black Sea CBC Program: [https://blacksea-cbc.net/wp-content/uploads/2018/11/181120\\_List-of-awarded-projects.xlsx](https://blacksea-cbc.net/wp-content/uploads/2018/11/181120_List-of-awarded-projects.xlsx)

Electronic submission (email) requirements are following:

- Format: PDF files only;
- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard;
- Proposals submitted by email must be limited to a maximum of thirty-five (35) MB, virus-free and no more than three (3) email transmissions;
- Documents must be free from any form of virus or corrupted contents, or the proposals shall be rejected;
- Mandatory subject of email while submitting proposals:  
UNDP-IRH-2019-01-EMBLAS-Call for Proposal [Company/Entity name]

The following documents must be submitted in order for the submission to be considered:

- Project Synopsis / Proposal (Annex 3),
- Proposer information Form and documentation requested (Annex 4)

**Only one submission per organization is allowed.** Once the application is complete and submitted, revised versions of proposal documents will not be accepted. **Partial applications are acceptable.**

#### Submission Deadline

Proposals, with supporting documents, should be submitted by **18 February 2019, 17.00 Istanbul time.**

Potential applicants should refer to the “Frequently Asked Questions” posted in UNDP’s website. For additional questions about the Call for Proposals Guidelines or application forms, please sent e-mail to: [procurement.irh@undp.org](mailto:procurement.irh@undp.org)

*Note; UNDP reserves the right not to fund any proposals arising from this Call for Proposals*

#### **Estimate Competition Timeline**

Below is an estimated timeline for this Call for Proposals.

*4 February 2019:* Call for Proposal opens and relevant documents are posted online.

*18 February 2019:* Deadline for organizations to submit proposals under this Call.

*20 February 2019:* Assessment and selection processes will take place.

*22 February – 5 March 2019:* Selected applicants will be notified.

#### **VIII. OTHER**

**Other Requirements.** It shall be the organizations responsibility to respect deadlines, consider comments/suggestions and to apply them in a professional manner during the implementation phase.

The organization is required to closely cooperate with the EMBLAS-Plus Project Management Team and coordinate its activities with other partners involved in the project, to ensure synergies and effectiveness of the project implementation. The communication and visibility activities need to be consulted with the UNDP Project Management Team, to ensure that that the right message is conveyed through the implementation of the activities.

## **Annex 1: Terms of Reference**

### **Terms of Reference for Black Sea monitoring surveys, collection and assessment of environmental pollution data and marine litter public awareness campaigns**

#### **EU/UNDP Project: Improving Environmental Monitoring in the Black Sea – Selected Measures (EMBLAS-Plus)**

##### **I. BACKGROUND ON THE PROJECT**

The EU/UNDP Project ‘Improving Environmental Monitoring in the Black Sea – Selected measures’ (EMBLAS-PLUS) is dedicated to the protection of the Black Sea environment. The beneficiary countries to be covered are the members of the Black Sea Synergy<sup>5</sup>, with a primary focus on the Black Sea coast countries Georgia, the Russian Federation<sup>6</sup> and Ukraine. The project is building-up on the results and conclusions from the previous project phases (EMBLAS-I and EMBLAS-II) and providing further technical assistance focused on marine environment status and pollution data collection and local small-scale actions targeted at public awareness raising and education. The project is addressing the overall need for support in protection and restoring the environmental quality and sustainability of the Black Sea, with the following specific objectives:

- i) Improve availability and sharing of marine environmental data from the national and joint regional monitoring programmes aligned with the European Union's Marine Strategy Framework Directive and Water Framework Directive principles and the Black Sea Integrated Monitoring and Assessment Programme (BSIMAP);
- ii) Support joint actions to reduce riverine and marine litter in the Black Sea basin;
- iii) Raise awareness on the key environmental issues and increase public involvement in the protection of the Black Sea.

The full description of the project is available as part of the supporting documentation for this Call.

In this context, the following project activities are planned to be covered by this ToR:

- Activity 1.1 “Implementation of the national monitoring programmes in accordance with reporting obligations under the MSFD, WFD and BSIMAP”, national field surveys in coastal and territorial waters of Georgia, Russian Federation and Ukraine are planned to be organized in 2019;
- Activity 1.2: “Implementation of regional monitoring programmes compliant with BSIMAP - Joint Black Sea Survey”, an open sea survey in EEZ Waters of Georgia, Russian Federation and Ukraine is planned to be organized in July/August 2019;
- Activity 1.5 “Support countries to comply with obligations under the Bucharest Convention and EU Association Agreements”;
- Activity 2.1 “Collecting marine/river/beach litter and microplastics pollution data on regular basis”;
- Activity 2.2 “Organizing targeted campaigns on marine litter reduction and good waste management practices”.

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<sup>5</sup> Countries participating in the Black Sea Synergy: Armenia, Azerbaijan, Belarus, Bulgaria, Georgia, Greece, the Republic of Moldova, Turkey, Ukraine, Romania and the Russian Federation

<sup>6</sup> As recognised by international law.

The above-mentioned activities will build-up on the results from the previous project phase EMBLAS-II ([www.emblasproject.org](http://www.emblasproject.org)), including the monitoring surveys, developed methodologies, guidelines and public awareness activities.

## II. OBJECTIVES

In order to carry out the planned activities, UNDP is seeking for the national research, education institutions or NGOs/COs, which will be able to carry out the national monitoring surveys, contribute to the regional (open sea) survey, provide methodological support in development and further improvement of environmental & ecological status assessment methodologies and carry out educational/public awareness campaigns focused on marine litter.

The specific objectives of the call are:

- i) collect a new set of data<sup>7</sup> and contribute to the methodologies for environmental and ecological status assessment of the Black Sea waters and
- ii) involve public into environmental monitoring and protection of the Black Sea.

## III. EXPECTED OUTPUTS/ DELIVERABLES

The indicative activities that will be funded under this call for proposal:

**Activity area 1: Propose and implement monitoring surveys**, addressing at least one of the MSFD Descriptors, with focus on Biodiversity, Non-indigenous species, Eutrophication, Contaminants and Marine Litter. During the surveys the samples of sea water, biota and sediments shall be collected and analysed (or made available for analyses carried out by external laboratories provided by UNDP). Investigation of presence of invasive species, as well as observations of marine mammals and marine litter are recommended to be part of the programme. Use of novel methodologies is encouraged (e.g. on marine/riverine/beach litter, large-volume and passive sampling, etc.). The aim of these activities will be obtaining high quality new data in the coastal, territorial and Exclusive Economic Zone (EEZ) open sea waters of the beneficiary Black Sea countries. The following activities are to be organized (all or selection from the topics below):

- Organisation of the national field survey according the sampling and analyses programme, including collection of samples for analyses by external laboratories (e.g. microplastics, large volume water and biota samples for analysis of specific pollutants, passive sampling – sampling equipment, vessels and consumables will be provided by UNDP);
- Organisation of monitoring of the riverine and marine floating litter and reporting of results in line with the EC Joint Research Centre methodologies;
- Organisation of monitoring of beach litter and reporting of results in line with the European Environment Agency methodologies;
- Organisation of (Russian Federation) or participation in (Georgia, Ukraine) the Joint Open Sea Survey according to the sampling and analyses programme including collection of samples for analyses by external laboratories (e.g. microplastics, large volume water and biota samples for analysis of specific pollutants – sampling equipment, vessels and consumables will be provided by UNDP);

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<sup>7</sup> Data additional to those collected during the EMBLAS-II Project.

**The following deliverables shall be provided (as relevant to the selected topics):**

- Field survey sampling and analyses programme – specifying the sampling locations, type of samples, parameters, time schedule, scientific team and logistics;
- Technical report on the national field survey with the detailed description of collected samples and results of analyses (Final Scientific report will be a part of the follow up project activities);
- Joint Open Sea Survey sampling and analyses programme – specifying the sampling locations, type of samples, parameters, time schedule, scientific team and logistics.
- Technical report on the Joint Open Sea Survey with the detailed description of collected samples and results of analyses (Final Scientific report will be a part of the follow up project activities);
- Results of analyses filled in the Data Collection Templates (DCTs) developed in EMBLAS-II; ready for upload into the Black Sea Water Quality Database.
- Technical reports on the marine/beach litter/riverine litter monitoring in the formats required by JRC and EEA

**Activity area 2: Further improvement of classification schemes** developed in EMBLAS-II for assessing of ecological status of coastal zone waters and environmental status of territorial waters. The improved classification schemes will be applied on the available datasets extended for results from the EMBLAS-Plus surveys in the follow up project activities. The classification schemes must be fully in line with the requirements of the Black Sea Convention, WFD and MSFD. Environmental status assessment must take into account national geographic, natural and anthropogenic specificity of investigated waters, including (all or a selection of below topics):

- Determination of boundaries of the national marine sub-regions, considering their natural features (river runoff, intensity of ecological processes, community biological diversity, degree of anthropogenic load etc.), in line with the MSFD requirements;
- Definition of reference conditions and status assessment threshold values, based on long-term national and/or regional data for assessing the quality of coastal, territorial and open sea waters with focus on phytoplankton, phytobenthos, zooplankton, macrozoobenthos and possibly other biological indicators;
- Proposal for timing and frequency of environmental status assessment at the national and regional scale;
- Proposal for selection of biological indicators suitable to be included into national monitoring programmes, methods for their monitoring (based on the Guidelines on biological monitoring as developed by EMBLAS and approved by the Black Sea Commission) and relevant procedures for their inclusion into national monitoring schemes.

**The following deliverables shall be provided (as relevant to the selected topics):**

- Report on the delineation of national marine sub-regions;
- Report on reference conditions and threshold values for selected biological indicators for assessment of coastal, territorial and open sea waters covered by the activities of the project;
- Methodology for selection and national monitoring of suitable biological indicators;
- Proposal of procedures necessary for inclusion of the selected biological indicators into national monitoring schemes.

**Activity Area 3: Carry out capacity building and education activities** targeted at schools, local communities, NGOs/COs in relation to the environmental sentinels and/or marine litter monitoring and reduction at least in one of the topics:

- Importance of the marine litter / microplastics problem in the marine environment;
- Methods of the public environmental monitoring with focus on marine litter monitoring (preferably with use of the Black Sea Savebook mobile phone application developed within the EMBLAS-II project);
- Possible solutions for marine & beach litter pollution prevention.

**The following deliverables shall be provided (as relevant to the selected topics):**

- Trainings for teachers from primary and high schools on marine litter pollution issues and methods of public environmental monitoring;
- Campaigns in local schools, universities and local communities on necessity of the environmental protection and marine litter pollution reduction;
- Relevant communication materials for trainings and public awareness campaigns
- A report on results achieved, including number of reached people with gender desegregation of data.

The selected institutions/organizations will be closely cooperating with the Project Management Team of the EMBLAS-PLUS project, as well as with other relevant national project partner organizations.

The proposals should not duplicate the activities implemented in the same geographical scope under other programs, including the projects implemented within the 1<sup>st</sup> Call of Black Sea CBC<sup>8</sup>. However, close cooperation and complementarity is encouraged.

#### **IV. BUDGET SIZE AND DURATION**

The maximum funding for a single proposal is \$ 50,000. The maximum funding per proposal can be increased in cases a research vessel is involved in the proposal (for the field surveys). The overhead costs must not exceed the 5% of the budget and co-financing in the amount of 5% of the budget is required. The amount requested in the proposal should be in line with the organization's administrative and financial management capabilities.

All activities are expected to be delivered within twelve (12) months after signature of the contract. The anticipated implementation period is 1 April 2019 – 31 March 2020. The field surveys must be organised before October 2019. The timing of the activities should consider the foreseen Joint Open Sea Surveys tentatively scheduled for the end of July - beginning of August 2019, planned Black Sea Clean Beach Day (September 2019) and Black Sea Day (October 2019).

#### **V. REPORTING REQUIREMENTS**

The institutions will be requested to provide short quarterly reports – overview on the activities completed and planned, as well as expenditure reports that will determine the advance payments.

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<sup>8</sup> List of awarded projects with short description can be found at the website of the Black Sea CBC Program: [https://blacksea-cbc.net/wp-content/uploads/2018/11/181120\\_List-of-awarded-projects.xlsx](https://blacksea-cbc.net/wp-content/uploads/2018/11/181120_List-of-awarded-projects.xlsx)

## **VI. PAYMENT SCHEDULE**

The payment will be processed as follows:

- 15% of the contract amount upon signature of the contract/agreement;
- Subsequent payments quarterly, upon receiving expenditure overview, accompanied with a short narrative information on activities completed and planned;
- Final payment of 10% of the contract amount upon completion of all activities, submission of all deliverables, after receiving the invoice and UNDP acceptance.

## Annex 2: Detailed Evaluation Criteria

Technical proposal Evaluation Breakdown		Points Obtainable
1. General Organizational and Financial Capability (eligibility and qualifications)		
A	<b>General Organizational and Financial Capability</b> <ul style="list-style-type: none"> <li>• The applicant’s mandate to carry out relevant activities and total operational years (35 points);</li> <li>• The organisation (and partners) have Project Management Capacity to manage projects (including staff, equipment, facilities and ability to handle budget for the activities) (70 points);</li> <li>• The applicant’s experience in the implementation of similar/related type of activities, (110 points);</li> <li>• The applicant’s experience in working with international organisations/donors (50 point).</li> <li>• The o applicant’s experience in successfully managing of funds from government and/or development partner (30 points)</li> <li>• The applicant has adequate financial/accounting system in place to manage similar projects (35 points).</li> </ul>	300
2. Proposed Methodology, Approach, Implementation Plan		
A	<b>Appropriateness of Proposed Methodology, Approach and Implementation Plan:</b> <ul style="list-style-type: none"> <li>• Understanding of the ToR (context in which the activities will be implemented (100 points)</li> <li>• Alignment to the Terms of Reference (ToRs) - clear articulation of proposal elements – objectives, activities, results (100 points);</li> <li>• Proposed methodology clearly describes the time plan of activities and necessary resources (including budget) (100 points);</li> <li>• The proposal considers cooperation with other projects and initiatives in the region, in particular projects awarded within the Call for Proposals of the Joint Operational Programme Black Sea Basin 2014-2020<sup>9</sup> (50 points)</li> <li>• Participatory approach and overall sustainability of the results of activities, considering involvement of various stakeholders, public, as well as women and young scientists (50 points).</li> </ul>	400
3. Management Arrangement, Resources and Qualifications of Key Personnel		
A	<b>Management Arrangement, Resources and Qualifications of Key Personnel (CVs)</b> <ul style="list-style-type: none"> <li>• Competence of the organization’s staff – management structure for the project (100 points);</li> <li>• Qualification of key personnel (100 points);</li> <li>• Previous experience in related fields (100 points);</li> </ul>	300
Total		1000

<sup>9</sup> List of awarded projects can be found at the website of the Black Sea CBC Program: [https://blacksea-cbc.net/wp-content/uploads/2018/11/181120\\_List-of-awarded-projects.xlsx](https://blacksea-cbc.net/wp-content/uploads/2018/11/181120_List-of-awarded-projects.xlsx)

## **Annex 3: Project Synopsis**

### **1. General information**

Project Title: Name of the proposed Project.

Lead Applicant: Name of your entity and the type of entity leading the application.

Country(ies):

Summary: Brief information (max 1 page) on the proposed project activities and expected results

### **2. Project Context**

Provide background information on your proposed project. What are the key issues your proposal is going to address, link with the work completed in the previous phase of the EMBLAS project, as well as with other ongoing initiatives in the region.

### **3. Objectives, planned activities, results**

Provide overview of objectives of your project and describe the activities / steps to be implemented in order to achieve the objectives. Describe obtained results/deliverables their further use/sustainability and well as indicate the target values linked with the EMBLAS-Plus<sup>10</sup>. Indicate cooperation with other partners and institutions, as well as other project. Indicate necessary subcontracting if any. Indicate involvement of women and young generation in the implementation of the proposed activities.

### **4. Project management and team of key experts**

Describe the overall management approach toward planning and implementing the proposed project. Include an organization chart for the management of the project describing the relationship of key positions and designations / responsibilities.

Provide the CVs of the key personnel which will be involved in the project implementation. The CVs should demonstrate qualifications in areas relevant to the activities to be implemented. The CV should include the following information: Name of Personnel / Position within the project assignment / Language proficiency / Education and Qualifications / Employment Record – Experience

### **5. Time plan of activities (gant chart)**

Provide time plan of activities and indicated the timing of provision of the deliverables.

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<sup>10</sup> With reference to the LogFrame of the EMBLAS-Plus project – Chapter 9 of the “Description of the Action”.

**Format for CV of Proposed Key Personnel**

<b>Name of Personnel</b>	
<b>Position for this assignment</b>	
<b>Nationality</b>	
<b>Language proficiency</b>	
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i>
	Name of institution: Date of certification:
<b>Employment Record/ Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1:  Reference 2:

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_

Signature of Personnel

\_\_\_\_\_

Date (Day/Month/Year)

## 5. Budget

Provide budget in the following format:

Item No.	Description of activity*	Cost category**	Estimated amount
1	Activity 1: Proposal and implementation of monitoring surfesy	Personel	
		Travels	
		Meetings	
		Consumables	
		Equipment	
		Rental	
2	Activity 2: Further development and and Improvement of classification schemes	Personel	
		Travels	
		Meetings	
		Consumables	
		Equipment	
		Rental	
3	Activity 3: Capacity building and education activities	Personel	
		Travels	
		Meetings	
		Consumables	
		Equipment	
		Rental	
	Total		
	overheads		
	Cofinancing		
	<b>TOTAL REQUESTED FUNDING</b>		

\* Include only activities that will be implemented

\*\* Indicative costs categories, not all have to be used.

#### Annex 4: Proposer Information Form

<b>Legal name of Applicant</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year and place of registration / establishment</b>	[Complete]
<b>Applicant's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Contact person that UNDP may contact for requests for clarifications during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]

<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>• <u>Founding documentation</u> - A copy of a document confirming establishment of the applicant (a resolution, law, decree, decision or any other official document attesting to the establishment of the entity);</li> <li>• <u>Applicant's profile</u>, which should <u>not</u> exceed fifteen (15) pages – describe the following: <ul style="list-style-type: none"> <li>○ main area of expertise, activities that are carried out, in-house expertise,</li> <li>○ organizational structure, presence in the countries and resources (location, field offices, available equipment)</li> <li>○ administrative and financial system, annual budget for the last 2 years;</li> </ul> </li> <li>• <u>Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations, etc, if any.</u></li> <li>• <u>Overview of relevant projects (at least 2) in the last 5 years</u>, including the following formation: Project title, countries of implementation, overall value, client, brief project description, services/activities implemented by applicant</li> </ul>
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