**Application - Expert on Demand (Czech - UNDP Trust Fund)[[1]](#footnote-1)**

Please send this request to CTF.applications@undp.org, CC: ivan.lukas@undp.org and lukas.svatek@undp.org

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| --- | --- |
| **Country Office and Name of Responsible Project Manager** | Country Office, Name of Manager(s), Position, Email of Manager(s), Telephone, Skype |
| **Sectoral focus** | Please, mark the sectoral focus of your intervention[ ]  Democratic Governance[ ]  Economic Transformation [ ]  Agriculture[ ]  HIV/AIDS Prevention[ ]  Energy & Environment[ ]  Other:*The initiative must be in line with Czech-UNDP Trust Fund’s (CTF) mission and objectives[[2]](#footnote-2). It should therefore contribute to socio-economic development in ECIS through transfer of Czech expertise accumulated during Czech Republic’s transition to democracy and market economy and the EU accession process. The initiative should adopt multi-sectoral (integrated) perspective.[[3]](#footnote-3) This means, where relevant, they take into consideration social, environmental as well as economic aspects of the development problem.**Preference will be given to initiatives that have a potential to enhance gender equality, social inclusion, or establish grounds for longer term partnerships between partners in beneficiary countries (public, private, NGOs, UNDP) and private sector in the Czech Republic.**Describe how the initiative fulfills the above mentioned, including to the achievement of which SDGs it contributes and how.* |
| **Name of the CTF initiative** |  |
| **Est. No of Working Days and budget** | Typically, between 5-20 W/DNote: Within the Expert on Demand scheme, Czech Trust Fund finances expert’s fee and his international travel and DSA up to 10,000 USD. Anything above that needs to be co-financed by the CO. The CO is also responsible (as a form of co-financing) for covering local transportation, interpretation and translation services (if for example the final output is a study/methodology etc. that needs to be translated into local language).Indicate co-financing from other sources if any. |
| **Location**  | Home-based, mission, combination of both |
| **Context / Background / Brief description of the wider CO’s UNDP project to which this proposal is linked to (including its objectives/outcomes, budget and timetable)** | Note: A CO’s Project referred here is a wider UNDP project to which the submitted initiative is linked to.Describe the key development problem the wider project is addressing and in more general terms in what way the submitted CTF initiative proposal fits in the wider CO’s UNDP project structure.300 - 400 words |
|  |  |
| **CTF Initiative Outcome**  | Describe outcome(s) in more detail and how they are linked to the wider CO’s UNDP project outcomes/objectives (provide links to project documents, especially logframe).e.g. stakeholders adopted new piece of legislation, producers adopted new production processes, national government adopted new strategic plan for development; Usually outcomes of CTF initiatives are linked to outputs, outcomes of larger UNDP CO’s projects (as supporting the achievement of their indicators)200 - 300 words |
| **Expected Outputs** | Include baseline and indicators (S.M.A.R.T)100 - 200 words |
| **Activities** | Typically, workshops, short-term consultancies and advisory with stakeholders, can be also a follow-up of past or current standard CTF initiativeList activities to be implemented under the framework of the proposed initiative. If applicable (i.e. for workshops seminars etc.) include expected number of participants. |
| **Sustainability** | Describe the measures taken to ensure long-term sustainability of the initiative. This should include any follow up/linked activities to be implemented under the framework of the wider CO’s project that would build on the results achieved by the CTF financed initiative and therefore help achieve long term sustainability of its results.To ensure sustainability, CTF initiative should be logically integrated into the broader project and programme implemented by UNDP CO; there should be active follow up support from the UNDP CO; explicit plan of actions following Czech experts’ involvement should exist etc.200 - 300 words |
| **Approximate Timetable** | *Mention any deadlines that need to be met if applicable (methodology needs to be finished by a certain date; consultant is required to attend a specific event with already set date etc.)* |
| **Added Value of Czech Expertise** | Explain the added value of Czech expertise and which alternative sources of funding have been explored |
| **Beneficiaries, partners** | If available, give also the name and position of contact person |
| **How visibility of CTF will be ensured** | Include description of actions to be taken by the UNDP CO to ensure the visibility of CTF. N.B. During and/or after implementation of the selected initiatives, COs will be kindly requested to share with CTF high quality photos related to the consultancy and send the CTF links related to their PR activities.  |
| **Profile of the Expert** | Brief qualification requirements. You are kindly invited to consult our [Czech expertise locator](https://czech-expertise.atlassian.net/wiki/) for your reference.  |

Request submitted by [*Name, Country Office]* on [*give date].*

**Important information**

1. **Consultations**

Applicants are encouraged to contact CTF managers to discuss their application prior to officially submitting them to make sure they reflect CTF priorities. Especially in cases where UNDP CO are considering to submit several proposals.

1. **Funding and duration:**

The maximum funding per initiative allocated from CTF is US$10,000. CTF will support initiatives with larger budget, under the condition that all costs above US$10,000 are covered from other sources.

Duration of the assignment is usually up to 20 days, including 1 mission to a given country.

1. **Selection of initiatives for funding**

The initiatives will be selected by CTF managers in cooperation with experts from the UNDP Istanbul hub and relevant Czech professionals from Czech embassy in a country where the initiative is to take place.

Criteria that will be evaluated are the following:

* Relevance to CTF and Czech ODA priorities;
* Overall logic of the initiative and planned positive change to which it will contribute;
* Added value of Czech expertise, please note that initiatives that are not requesting Czech expertise will not be considered for funding. For more information about Czech expertise please see for example the [Czech expertise locator](https://czech-expertise.atlassian.net/wiki);
* Potential of the initiative to lead to gender equality and social inclusion
* Co-funding
1. **Division of responsibilities between the Trust Fund and Country Offices**

The procurement procedure is to be administered either by the Country Offices. IRH can exceptionally manage the procurement procedure if it is agreed between the CO and the CTF manager. In case IRH is requested to administer the procurement procedure, it must be clearly indicated when submitting the application.

During the procurement, the Trust Fund’s manager is appointed member of the evaluation committees and participates in the selection of Contractors from start. Other members of the evaluation committee are from COs. CO Manager acts as the Chairperson and drafts the evaluation minutes.

Draft Terms of Reference are prepared by Country Offices and then consulted with CTF managers. Final version of the ToR is prepared in cooperation with CTF manager; other tender documents (RFP, budget template, finalizing the TOR) are prepared by CO manager.

1. **Implementation and monitoring**

Before the start of the initiative, UNDP CO manager is required to brief the expert selected for the implementation of the assignment with all relevant information. This includes information about the UNDP CO project and milestones achieved so far. They will also provide the expert with all related background documents, especially those that were already produced under the framework of the wider UNDP CO project the CTF initiative is part of. (for example, previously developed training guidelines, methodologies).

UNDP CO should especially relay information about country specific requirements and conditions related to the assignment to ensure that the outputs and results of the CTF initiative will be tailored for local conditions and therefore highly applicable and sustainable.

UNDP CO manager will monitor the initiative and will inform the CTF manager about the progress regularly every month by email. At the same time, he/she will immediately inform CTF manager whenever a deliverable was completed, milestones reached or about any changes being made that are not in line with the ToR and signed contract. This includes also extending deadlines for deliverables.

Both CTF and CO managers are supervisors of the initiative and are approving satisfactory services before any payments are released.

Country Offices are expected to submit a follow-up report with brief outcome assessment and lessons learned six months after the initiative is completed.

1. Expert on Demand Programme of the Czech-UNDP Trust Fund is for short term, and fast deployment of Czech experts. Please see the [Infographic](http://www.eurasia.undp.org/content/dam/rbec/docs/infographic_expert_on_demand.jpg) for more details. [↑](#footnote-ref-1)
2. http://www.eurasia.undp.org/content/rbec/en/home/about\_us/partners/czech-undp-trust-fund.html [↑](#footnote-ref-2)
3. For more information on the logic of multi-sectoral/integrated perspective see e.g. “UNDP Strategic Plan, 2014-2017” or UNDP “Regional program document for Europe and the CIS, 2014 – 2017” [↑](#footnote-ref-3)