



Eligible applicants

Are you a/an:
#Community based organization?
#Non-profit association?
#Academia?
#Mass organization?
#Foundation? If yes, then-



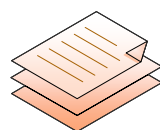
NC/PA

Programme secretariat (NC/PA) is contacted for the **Format/Template of Project Concept for Submission.**

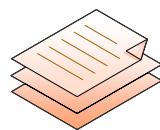


Minimum requirement at beginning to be enclosed with project concept submission are:

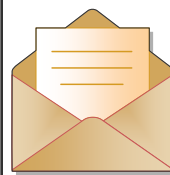
1. a letter of the group/home establishment for NPA and foundation from the authority; and
2. social consultation letter with the stakeholders including local community and a key implementing partner of local government unit.



Concept note is screened by NC/PA & approved by NSCs. The shortlist is based on strategic initiatives in an alignment with focal areas of the GEF as well as in an alignment with strategic initiatives in CPS, and other adopted areas by NSCs.



Once the project concept is reviewed and initially approved by NSCs then project proponent is called for full project proposal for submission again together with template of project proposal to be provided by NC/PA.



Other furthermore requirements are:

1. letter of project management teams including 1 person for signing the MOA and another person for a project coordinator or can be the same person with who can sign the MOA;
2. 2-3 signatories for withdrawing money from bank account that SHALL be a co-signature.
3. Bank statement from bank authority to prove that the signatories of the project management teams are the same persons.
4. The potential grantee will be provided the OneUNOPS form or supplier form to be completed and bank account SHALL open to receive Lao Kip (LAK) with BCEL is recommended in order to register in the system for grant transaction.



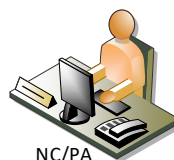
NSCs

If the provided information of project proponent is insufficient, NSCs can request for improving or to reject the proposal, based on the consensus.



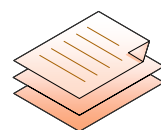
NC/PA

Once the project documents are approved program secretariat prepares the **Letter of Request for Grant Award to Portfolio Manager of UNOPS** in order to make sure that grant is available as per the grant allocation from CPMT to the country program.



NC/PA

Prepares MOA draft to UNDP Res Rep for the signature on behalf of UNOPS and other supporting documents for instance minutes of NSC meeting, memo and others as required by UNDP Co.



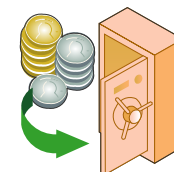
The complete set of signed documents are sent to UNOPS at HQ through the system of OneUNOPS for instance:

1. Supplier registration for each project;
2. Purchas order (PO) for each project;
3. Receipt; and
4. Request for payment (RfP).

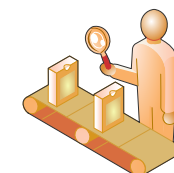


UNOPS

Is to proceed the approved grants based on the information provided such as Supplier Form; PO; Receipt; RfP in OneUNOPS system, and to transfer the money into the bank account of the grantee.



Payment to grantee partner is divided into three installments (up to 50% upon the MOA signed, up to 40% of interim reports including financial and technical parts accepted then 10% whenever final report is received with satisfactory.



NC/PA is required to ensure that intranet database of SGP family is updated regularly as such all related documents of a project shall be uploaded including MOA, interim report, concept note, project proposal, photos, final report and etc.



NSCs

Field monitoring and evaluation of country programme management teams including NSCs, GEF OFP, UNDP Colleagues and Programme Secretariat is once a year at least.



Grantee partners

Grantee partners' meeting is once a year at least.



Call for proposal is twice a year by June and December of yearly basis. Depends of the grant availability and grant making of the previous batch is ready done.