



APPROVED

UNDP Ukraine Country Director

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UNDP

CALL FOR PROPOSAL

TO HOST THE SECRETARIAT OF THE GLOBAL COMPACT NETWORK IN UKRAINE

- **Background**

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with ten universally accepted principles in the areas of human rights, labour, environment and anti-corruption. By doing so, business, as a primary agent driving globalization, can help ensure that markets, commerce, technology and finance advance in ways that benefit economies and societies everywhere. Global Compact stands today as the largest corporate citizenship and sustainability initiative in the world — with over 8000 corporate participants and stakeholders from over 130 countries.

The UN Global Compact has two objectives:

- Mainstream the ten principles in business activities around the world
- Catalyze actions in support of broader UN goals, including the Millennium Development Goals (MDGs)

With these twin and complementary objectives in mind, the Global Compact has shaped an initiative that provides collaborative solutions to the most fundamental challenges facing both business and society.

Global Compact signatories within a particular geographic context may decide to establish the local GC network. Local networks play an essential role in the initiative and are an integral part of the overall governance of the Global Compact. They perform increasingly important roles in rooting the Global Compact within different national, cultural and language contexts, and also in helping to manage the organisational consequences of the Global Compact's rapid expansion. Their role is to facilitate the progress of companies (both local firms and subsidiaries of foreign corporations) engaged in the Global Compact with respect to implementation of the ten principles, while also creating opportunities for multi-stakeholder engagement and collective action. Furthermore, networks deepen the learning experience of all participants through their own activities and events and promote action in support of broader UN goals.

The history of Global Compact in Ukraine dates back to April 2006 when the United Nations office introduced an initiative to the business, government and civil society representatives. At that moment GC was the first to introduce the concept of corporate social responsibility (CSR), and up today remains the major national platform for corporate citizenship in Ukraine.

The Global Compact network has grown rapidly in a relatively short amount of time. Today the network amounts to more than 140 signatories including local and multi-national companies, labour organizations, academia, civil society organizations as well as media, and it keeps growing even in the times of economic recession.

The network adopted the semi-formal governance structure, i.e. it is not a legal entity but it is governed by Steering Committee (elected from the GC members by the GC Assembly biannually) and supported by the Secretariat. Since its inception

the functions of the GC Secretariat have been completed by the United Nations office in Ukraine.

Currently, the GC network in Ukraine has been recently experiencing the rapid growth and is under consolidation process. To further reinforce the sense of ownership of the initiative, the GC Secretariat's functions will be transferred from the UN office to one of the local organizations.

- **Objectives of the Call for Proposals**

With this Call for Proposals (CFP) the Global Compact network seeks to select a qualified organization that will act as a host-organisation for the GC Secretariat performing functions specified below.

- **Functions of the GC Secretariat**

In close cooperation with the UN GC Steering Committee and the UN Resident Coordinator Office the host-organisation is expected to perform the following functions:

- 1) Act as a Focal Point for the UN Global Compact in Ukraine
 - Promote the GC initiative in the country and recruit new members in line with the GC philosophy and principles
 - Manage the relationship between the Global Compact (GC) office and GC signatories in Ukraine to facilitate communications and promote the GC;
 - Manage the relationships between the GCLN in Ukraine and other UN GCLNs around the world to promote responsible business practices in support of the GC;
 - Represent the GCLN of Ukraine at GC events, such as the Annual Local Networks Forum and the annual regional GCLNs meeting;
 - Participate in GC working groups as appropriate.
- 2) Administrative function
 - Organise Network Annual Meetings (at least 1 per year), including: securing speakers and venues, managing attendance, taking notes and ensuring appropriate communication and follow-up;
 - Ensure the appropriate flow of communication within the network, primarily on decisions of the SC, on upcoming activities and events, on initiatives of the GC Office (NY);
 - Organise outreach events to promote the Network and the GC;
 - Manage the compliance of the signatories with the CoP reporting requirements, including identifying peer reviewers and reviewees, supporting the review process in accordance with Network policies, and reporting results to the GC office;

- Provide organizational support needed for the implementation of the annual work plan and annually report on the activities of the network;
 - Support SC Chairperson, Steering Committee and Working Groups, including (as necessary): organising and participating in meetings, providing research, producing documents;
 - Provide administrative support for the GCLN in Ukraine, including responding to inquiries, recruiting new participants, maintaining records, collecting fees (if applicable)
- 3) Accounting function
- In cooperation with the Steering Committee, maintain financial accounts for the GC network
 - Produce regular reports on GC network finances as requested (but not less than once a year)
- 4) Web-site management
- Secure and oversee website/email design and hosting services;
 - Maintain the Network website with regular updates

- **Eligibility criteria**

The host organization will possess:

- legal identity and registration
- the mission in line with the UN principles and values
- extended network of national and international contacts with different groups of stakeholders (business, government, international organizations, civil society, media)
- adequate project management expertise, experience and capacities (including financial and human)

Individual companies (signatories and non-signatories of the GC initiative) are NOT eligible to apply.

Projects from organization that did not pass the eligibility criteria will not be further considered.

- **Evaluation and selection of application**

To ensure full transparency and equity of the process, applications will be evaluated by the Evaluation Committee that will consist of at least 5 members of the UN GC Steering Committee as well as UN RCO and/or UNDP staff and approved by the UN resident Coordinator/UNDP Country Director. The Evaluation Committee is an authorized body in charge of the review, selection and approval of submitted applications. The Evaluation Committee may decide to request independent expert opinion during the application selection process.

The Evaluation Committee shall have the following tasks:

1. Review and appraisal of applications
2. Evaluation of applications
3. Decision making on applications (approval or denial)

Eligible applications will be assessed on the basis of the following criteria:

- Knowledge of the Global Compact initiative, its values and main governance principles
- Track record in advancing the concept of corporate social responsibility
- Capacity of the proposed host contribution to ensure effective coordination of the network
- Draft of the GC work plan for 2011 including a calendar of activities and a draft budget (for its clarity and its appropriateness, coherence between the budget with the work plan etc.)
- Monitoring and evaluation strategies.

- **Timetable and schedule of payments**

The current CFP will open on 26 July and will close on 26 September, 2010.

The Steering Committee in cooperation with the Resident Coordinator Office (RCO) in Ukraine will select one host-organisation for the period of one year. The tripartite agreement between the UN RCO, UN GC network and the host-organisation will be signed for the period of 1 year (1 January 2011-31 December 2011) with the possibility to be extended upon the agreement of all the parties.

The duration of the grant project will be therefore twelve months, and the amount of the grant. UNDP reserves the right not to award full amount of available funds under this call.

The overall indicative amount made available under this call for proposals will not exceed USD 15 000 annually to cover the cost of staff assigned to the task and travel expenses connected to participation in the GC global and regional events. The host-organisation reserves the right to use these funds to cover other expenses if human resources will be provided internally and upon approval of the Steering Committee and UN RC office.

The following costs are not eligible in any case:

- Costs of project proposal preparation
- Debts and provisions for losses or debts
- Currency exchange losses and interest earned
- Items already financed in another framework
- Purchases of land or buildings.

The funding portion payment will be made quarterly in equal instalments subject to successful project implementation and reporting by the Grantee.

Funds shall be utilized subject to the following conditions:

- Spending solely on the purposes specified in the agreement;
- Equity and justice;
- Openness;
- Transparency;
- Compliance with the legislation of Ukraine.

- **Application process**

This CFP will be advertised through the web sites of the following organizations:

Global Compact network in Ukraine

UNDP Ukraine: www.undp.org.ua

Applications (project proposals) must be developed in English and Ukrainian according to this CFP and the Application Form. The CFP document includes the Evaluation Form (Attachment I), and the Application Form (Attachment II). It can be downloaded from the above-mentioned web sites, and requested by e-mail from UNDP office: iryna.butiaha@un.org.ua.

All inquiries concerning this CFP must be sent electronically by 26 September, 2010 to the following addresses: iryna.butiaha@un.org.ua.

Three hard copies of the application package (including project proposal and attachments) prepared according to this CFP must be delivered by mail, express mail or in person to the following address: **Attention: PROPOSAL OPENING UNIT, UNDP Ukraine, 1 Klovsky Uzviz, 01021 Kyiv Ukraine with the reference: UNDP Call for Proposals "Transition of the Global Compact Secretariat's functions"**

Applications sent by e-mail or fax will not be considered. All applications must be received by the UNDP office by 18:00 on 26 September 2010.

Applications must be submitted according to the previous guidelines and in the format illustrated in Attachment I.

Applications should be submitted in the English and/or in Ukrainian languages.

**UNDP CALL FOR PROPOSAL
TO HOST THE SECRETARIAT OF THE GLOBAL COMPACT NETWORK IN UKRAINE
Application Form**

INFORMATION ABOUT APPLICANT ORGANIZATION

Organization's legal name	
Organization's legal status	
Year of registration	
Name of executive director	
Name of project accountant	
Organization's legal address	
Actual address (if different from above)	
Telephone:	Fax:
E-mail address:	Web page:
Project budget (in USD)	
Project dates	

PROJECT PROPOSAL

General information about applicant organization (maximum of 1 page)

1. Main areas of expertise – describe your organization's main competencies and areas of specialization.
2. Forms of activity – describe main types of activity that organization performs to fulfil its mission.
3. Describe main target audiences and partners of your organization.
4. Cooperation with government, business, NGOs– describe forms and results of your organization's cooperation with these bodies.
5. Describe your organization's main assets: number of full-time staff, office space, and equipment.

Relevant experience in CSR and knowledge of the GC (maximum of 1 page)

1. Activities and results – describe specific activities and results achieved by your organization in promoting CSR.
2. Access to expertise – describe how your organization obtains outside CSR expertise when needed.
3. Global Compact connection – describe your relationships with the UN Global Compact initiative.

Host contribution outline and host's competitive advantage (maximum of 1

page)

Describe briefly the reasons why the GC Secretariat should be hosted by your organisation. State clearly your organisation's contribution to the Secretariat:

- premises
- office equipment
- administrative assistance
- other

Implementation outline (maximum of 1 page)

Provide a draft annual working plan for the GC network in 2011 including a calendar of activities and a draft budget. Present calendar of events in the following format:

Date	Activity	Topic	Implementors	Location	Planned Results
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Expected results; monitoring and evaluation strategies suggested (maximum of ½ page)

Describe specific short-term and long-term results that you plan to achieve by becoming host of the GC Secretariat

ATTACHMENTS

In addition to Project Proposal, the application package must include copies of the following documents:

- 1) Charter of the applicant organization;
- 2) Registration certificate;
- 3) Bank details;
- 4) Brochoures, newsletters and any other promotional materials.
- 5) Studies, research projects or any other publications.
- 6) Where proven record is required, any valid supporting document that gives evidence of applicant achievements.
- 7) Applications should be submitted both in Ukrainian and English languages

The supporting documents requested can be provided in the form of photocopies.

**UNDP Call for Proposal
"Transition of the Global Compact Secretariat's functions"**

EVALUATION FORM

Application registration number _____

Applicant's name

Evaluation Criteria	Score obtainable	Score				
		Unsatisfact. 0	Satisfactory 1	Good 2	Excellent 3	
ORGANIZATION						
1	Institutional credibility of the applicant (reputation, leadership, organisational sustainability)	3				
2	experience and expertise in project management	3				
3	extended network of contacts and experience of cooperation with multiple stakeholders (government, civil society, business, academia etc.)	3				
CSR CAPACITY						
4	CSR-advancing efforts	3				
5	knowledge of the GC initiative, its policies and procedures	3				
6	access to CSR-expertise (both national and international))	3				
IMPLEMENTATION OUTLINE						
7	technical and operational capability to manage the Secretariat (venue, office equipment, supporting team)	3				
8	costs and co-financing	3				
9	clear, logical and feasible 2011 annual work plan	3				
10	sustainability of the suggested implementation outline	3				
TOTAL SCORE		30				

Name and position of the member of the Evaluation Committee

Signature _____

Date _____ **2010**