Docusign Envelope ID: 7E390D8F-9313-8E48-80A3-472D6F240020



**TERM OF REFERENCE**

**LOW VALUE GRANTS TO A LOCAL CSO/NGO FOR COMMUNITY ENGAGEMENT AND BEHAVIOUR CHANGE ON PLASTIC CIRCULARITY IN LABUAN BAJO**

**UNDER**

**UNDP INDONESIA - PLASTIC CIRCULARITY PROJECT**

| | |
|---|---|
| **Title of Grant** | Community Engagement and Behavior Change on Plastic Circularity in Labuan Bajo |
| **Project Name** | Plastic Circularity Project |
| **Grant Duration** | Nine months from 01/01/2027 to 30/09/2027 |
| **Work Location** | **Labuan Bajo** |
| **Supervisor** | **Jatu Arum Sari, National Project Manager** |

## I. BACKGROUND AND EXPECTED OUTPUTS

With support from The Coca-Cola Foundation (TCCF), UNDP Indonesia is implementing the 'Plastics Circularity Project'. The project aims to strengthen the social, economic and institutional foundations of Indonesia's circular economy by empowering waste workers and improving community-based waste-management systems in selected project locations.

The project delivers five interconnected outputs: (i) strengthened knowledge and capacity of waste workers; (ii) improved waste collection and recycling systems; (iii) expanded financing and partnership opportunities for community waste enterprises; (iv) strengthened institutional and policy frameworks; and (v) improved knowledge management and public outreach. Together, these outputs support practical, inclusive and scalable approaches to plastic circularity.

Stronger collection and recycling systems also require changes in everyday plastic-use and waste-management practices. Limited awareness, unnecessary use of single-use plastics, inconsistent segregation at source and weak connections with available waste-management services can undermine these improvements. Communities need practical information and opportunities to reduce plastic consumption, adopt reuse or refill practices, separate waste correctly and direct recyclable materials to appropriate collection and recovery channels.

In parallel, sustained community engagement is needed to translate this understanding into practice. Activities should respond to local circumstances, involve trusted community actors and provide follow-up to reinforce changes in behaviour. Local civil-society organizations (CSOs) and non-governmental organizations (NGOs) can support this process through their knowledge of the local context, community relationships and experience in facilitating participation.

Under Output 5, Indicator 5.3 measures increased awareness of plastic circularity among targeted communities across six project locations, namely: Jakarta, Medan, Makassar, Buleleng, Banjarmasin and Labuan Bajo. This grant will support the Labuan Bajo component of that work. UNDP will select one CSO/NGO to receive a grant of up to USD 40,000 and actively engage at least 500 distinct community members across Labuan Bajo. Women shall constitute at least 30% of participants, including at least 150 women within the minimum target of 500 participants.

Docusign Envelope ID: 7E390D8F-9313-8E48-80A3-472D6F240020



**Grant arrangements and implementation approach**

The grant forms part of a coordinated behaviour-change initiative. A service provider separately engaged by UNDP will conduct campaign-specific baseline work and develop the common behaviour-change framework, core messages, training package, engagement materials and assessment tools.

The grant recipient will prepare and implement locally relevant community activities using the materials and tools provided or approved by UNDP. It will not be responsible for developing the common framework or core materials. Limited language or contextual adaptations may be proposed where needed and shall be subject to UNDP's prior review and approval.

Implementation will follow three stages:

(i) **Preparation (January–March 2027):** Confirm the implementation team, conduct initial site visits, identify target communities, map stakeholders and local waste-management services, assess barriers to participation and prepare a preliminary implementation plan.
(ii) **Onboarding and planning (beginning April 2027):** Participate in onboarding and Training of Trainers (ToT) delivered by the service provider in coordination with UNDP. The sessions will cover the approved approach, materials, messages, facilitation methods, safeguarding requirements, assessment tools and reporting arrangements. Following the training, finalize the implementation plan for UNDP's approval.
(iii) **Community implementation and follow-up (April–September 2027)**: Deliver the approved activities, reinforce priority behaviours, assess results and document lessons. Community activities using the common package shall begin only after designated personnel have completed the training and UNDP has approved the final implementation plan.

UNDP will award, manage and monitor the grant directly. The grant recipient will not be a subcontractor of the service provider. The UNDP Project Management Unit will oversee performance, verify results and approve proposed adaptations. The grant recipient will maintain implementation records and apply the common assessment tools to support UNDP's monitoring and verification.

**Objectives**

The overall objective is to increase awareness of plastic circularity and encourage practical, sustained changes in plastic-use and waste-management behaviours among targeted communities in.

The specific objectives are to:

1. Establish the local coordination, implementation and participant-mobilization arrangements required for delivery.
2. Involve at least 500 distinct community members across Labuan Bajo in learning sessions and practical activities on plastics circularity, with women accounting for at least 30% of participants.
3. Ensure at least 50% of participants assessed at follow-up show improved knowledge of plastic circularity and sustainable waste management, measured by comparing their initial and follow-up assessments.
4. Support the same participants to adopt at least one promoted practice: reducing unnecessary plastic consumption, reusing or refilling products, separating waste at source, or using appropriate collection and recycling services. Adoption shall be assessed using follow-up tools by UNDP.
5. Establish partnerships between participating communities and local waste-management actors, including private and government service providers, with agreed roles and arrangements for collection, recycling and continued community support
6. Generate verifiable, sex-disaggregated evidence, community feedback and lessons to support project monitoring, learning and potential replication.

Docusign Envelope ID: 7E390D8F-9313-8E48-80A3-472D6F240020



**Expected Outputs**

| Expected Outputs | Descriptions |
|---|---|
| Output 1. Local implementation arrangements are established, and the implementation team is prepared – trance 1 (30%) | The grant recipient has a confirmed implementation team, identified target communities, a stakeholder and local waste-service map and its operation (containerization – collection – transfer/treatment – transport – disposal), and an assessment of participation barriers. Following onboarding and ToT, it has an implementation plan approved by UNDP that incorporates the common approach, materials, facilitation methods and assessment tools. |
| Output 2. Target communities are actively engaged through coordinated behaviour-change activities – trance 2 (40%) | A programme learning sessions and practical activities reaches at least 500 distinct community members in Labuan Bajo, with women comprising a minimum of 30% of participants.<br><br>Following these activities, at least 50% of participants assessed at follow-up demonstrate improved knowledge and adopt at least one promoted practice: reducing unnecessary plastic use, reusing or refilling products, separating waste at source, or delivering recyclables to appropriate collection and recovery services. Results are verified using assessment and follow-up tools provided or approved by UNDP. |
| Output 3. Participants demonstrate improved knowledge and adoption of priority plastic-circularity practices – trance 2 (40%) | Participants demonstrate improved understanding of plastic circularity and adoption of at least one promoted practice, assessed using the agreed methodology and participatory target decision-making.<br><br>Communities are connected with relevant waste workers, waste banks, waste collection-service providers, scrap-dealer, recyclers or other actors that can help sustain these practices. |
| Output 4. Implementation results, lessons and sustainability measures are documented – trance 3 (30%) | The grant recipient maintains verifiable participant, activity and assessment records and submits the required narrative and financial reports.<br><br>The final report documents results, community feedback, stakeholder contributions, challenges, lessons and measures for sustaining the promoted behaviours.<br><br>Participant data and assessment findings are disaggregated by sex and age and, where relevant and feasible, disability status or other characteristics required by UNDP. |

## II. KEY ACTIVITIES AND PERFORMANCE TARGETS

**Key activities**

| Expected Outputs | Key Activities |
|---|---|
| **Output 1. Local implementation arrangements are established, and the** | • **Activity 1.1** - Complete preparation during January–March 2027: confirm the implementation team and responsibilities, conduct initial site visits, identify proposed target communities and map stakeholders and local waste-management services. |

Docusign Envelope ID: 7E390D8F-9313-8E48-80A3-472D6F240020



| | |
|---|---|
| **implementation team is prepared** | ○ Describe service operations, including waste storage, collectoon, transport, transfer, treatment, recovery and disposal, and identify barriers to access.<br>• **Activity 1.2** - Prepare a preliminary implementation plan covering target groups, activity locations, participant –mobilization, local government coordination, proposed partnerships, participation barriers, measures to achieve a minimum of 30% women's participation, logistics and implementation risks.<br>• **Activity 1.3** - Complete onboarding and ToT beginning in April 2027.<br>○ Finalize the implementation plan using the approved approach, materials, facilitation guidance, assessment tools and reporting requirements.<br>○ Obtain UNDP's approval before campaign activities begin. |
| **Output 2. Target communities participate in behaviour-change activities and put promoted practices into use** | • **Activity 2.1** - Mobilize target groups and deliver predominantly offline learning sessions and practical activities using the materials, messages and facilitation guidance provided or approved by UNDP.<br>• **Activity 2.2** - Involve at least 500 distinct community members in Labuan Bajo, including a minimum of 150 women.<br>○ Maintain women's participation at 30% or more, including where total participation exceeds 500.<br>○ Record attendance and participation by sex and age, counting each person once towards the reach target.<br>• **Activity 2.3** - Provide practical tasks and follow-up support to help participants apply the promoted practices in their households, schools or other participating groups.<br>○ Review feedback and participation records and adjust delivery where needed, including when women's participation falls below 30%. |
| **Output 3. Participants demonstrate improved knowledge and adoption of priority plastic-circularity practices** | • **Activity 3.1** – Conduct initial assessments before sampled participants' first campaign actibity and follow-up assessments after sufficient time to apply the promoted practices.<br>○ Use UNDP-provided tools developed by the service provider selected separately.<br>○ Measure the proportion demonstrating both improved knowledge and adoption of at least one promoted practice against the minimum 50% target.<br>• **Activity 3.2** - Support participants to reduce unnecessary plastic use, reuse or refill products, separate waste at source, or deliver recycables to appropriate collection and recovery services.<br>○ Verify adoption through interviews, observation or service records, as specified in the approved assessment method.<br>• **Activity 3.3 -** Establish partnerships between particiapting communities and relevant local waste-management actors.<br>○ Document agreed roles, contact persons, accepted materials, collection or delivery arrangements and follow-up responsibilities.<br>○ Work with community facilitators, volunteers or champions to support continued practices. |

Docusign Envelope ID: 7E390D8F-9313-8E48-80A3-472D6F240020



| | |
|---|---|
| **Output 4. Implementation results, lessons and sustainability measures are documented** | • **Activity 4.1** - Maintain complete and verifiable records of participants, activities, assessments, partnerships and expenditures.<br>  ○ Avoid double counting participants and keep matched initial follow-ups assessment records.<br>• **Activity 4.2** - Track progress against the four indicators and quaterly milestones.<br>  ○ Submit required plans and periodic narrative and financial reports with supporting evidence according to the agreed schedule.<br>• **Activity 4.3** - Prepare final narrative and financial reports covering participant reach, sex-disaggregated assessment results, knowledge improvement and practice adoption, assessment limitations, partnerships established, community and stakeholder feedback, expenditure, challenges, corrective actions and lessons.<br>  ○ Document agreed follow-up responsibilities and practical measures for sustaining the promoted behaviours. |

Docusign Envelope ID: 7E390D8F-9313-8E48-80A3-472D6F240020



**Performance Targets**

Docusign Envelope ID: 7E390D8F-9313-8E48-80A3-472D6F240020



| INDICATOR(S) | DATA SOURCE | BASELINE | MILESTONES | | | |
|---|---|---|---|---|---|---|
| | | | Q1 - 2027 | Q2 - 2027 | Q3 - 2027 | FINAL TARGET |
| 1.1. Percentage of six implementation - readiness actions completed | Inception note, team list, site-visit records, stakeholder and waste-service map, description of waste-service operations and access barriers, training records and approved implementation plan. | 0% | Four of six actions completed, equivalent to approximately 67%. | All six actions completed, equivalent to 100%. | 100% | 100% |
| **Note Indicator 1.1**:<br>• The six actions are: (1) implementation team confirmed; (2) initial site visits completed; (3) stakeholder and local waste-service map and its operation assessment completed; (4) target communities identified; (5) designated personnel have completed onboarding and ToT; and (6) the final implementation plan has been approved by UNDP.<br>• The first four actions shall be completed by 31 March 2027. The remaining two shall be completed following onboarding and ToT beginning in April. | | | | | | |
| 1.2. Number of distinct community members participating in campaign learning sessions and practical activities, with at least 30% women's participation | Sex- and age-disaggregated participant records, activity reports, facilitator records and monitoring documentation. | 0 | Preparatory activities completed; no participant-reach target. | At least 300 distinct participants, including at least 90 women | At least 500 distinct participants, including at least 150 women, | At least 500 distinct participants, including at least 150 women, |

Docusign Envelope ID: 7E390D8F-9313-8E48-80A3-472D6F240020



**Note Indicator 1.2:**

- Participant targets are cumulative across Labuan Bajo. Women shall comprise a minimum of 30% of distinct participants in each reporting period and cumulatively, including where participants exceed 500 people.
- Participants shall take part in facilitated learning sessions and practical activities specified in the approved implementation plan. Each person shall be counted once towards the participant-reach target. Repeat participation shall be recorded separately.
- Attendance shall not be reported as evidence of improved knowledge or practice of adoption. These results shall be measured under Indicator 1.3.

| | | | | | | |
|---|---|---|---|---|---|---|
| 1.3. Percentage of participants assessed at follow-up who demonstrate both improved knowledge and adoption of at least one promoted practice | Matched initial and final assessments, follow-up surveys, interviews, observation checklists and relevant waste-bank or collection-service records. | Initial knowledge and practices to be established through the initial assessment. | N/A | Initial assessment completed for all participants in the agreed assessment sample, before their exposure to the relevant activities. | At least 50% of followed-up participants demonstrate both improved knowledge and adoption of at least one promoted practice, with findings disaggregated by sex. | At least 50% of followed-up participants demonstrate both improved knowledge and adoption of at least one promoted practice, with findings disaggregated by sex. |

**Note Indicator 1.3:**

- UNDP will provide the assessment and follow-up tools developed by the service provider selected separately. The assessment sample, follow-up timing, criteria for improved knowledge and evidence required to verify practice adoption shall be specified in the approved implementation plan.
- Initial assessments shall be conducted before sampled participants' first campaign activity. Activities and follow-up shall be scheduled to allow sufficient time for participants to apply the promoted practices before the final assessment.
- The indicator shall be calculated as: **Number of participants demonstrating both improved knowledge and adoption of at least one promoted practice ÷ number of participants with valid, matched initial and follow-up assessments × 100.**
- Promoted practices include reducing unnecessary plastic use, reusing or refilling products, separating waste at source, and directing recyclables to appropriate collection and recovery services. The recipient shall report:
  - The number of participants initially assessed and followed up.
  - The number and percentage demonstrating improved knowledge.
  - The number and percentage adopting at least one promoted practice.
  - The number and percentage demonstrating both results.
  - Losses to follow-up and any limitations affecting interpretation.
- Results shall be disaggregated by sex. The minimum 50% target applies to participants demonstrating both improved knowledge and practice adoption.

Docusign Envelope ID: 7E390D8F-9313-8E48-80A3-472D6F240020



| | | | | | | |
|---|---|---|---|---|---|---|
| 1.4. Percentage of required reports and monitoring products submitted by the agreed deadlines and subsequently accepted by UNDP | Submission and acceptance records for plans, participant data, narrative and financial reports, assessment results, partnership documentation and final report. | 0 | 100% of products due | 100% of products due | 100% of products due | 100% of all required products, including final reporting products due after activity completion where permitted by the grant agreement. |

**Note Indicator 1.4:**

- Required products and submission deadlines shall be specified in the grant agreement. A product shall count towards the indicator when submitted by the agreed deadline with the required supporting documentation and subsequently accepted by UNDP. Requested revisions shall be completed within the timeframe agreed with UNDP.
- The final report shall also document partnerships established between participating communities and local waste-management actors, including agreed roles, collection or delivery arrangements and follow-up responsibilities. Supporting evidence may include written agreements or meeting records.
- Any final reporting period after 30 September 2027 shall be specified in the grant agreement.

## III. LOCATION AND TARGET BENEFICIARIES

**Location**

One grant of up to IDR 725,000,000 OR EQUIVALENT up to USD 40,000 will support the full set of activities and targets in Labuan Bajo.

Applicants must be based in Labuan Bajo, have an established operational presence there or demonstrate sustained and verifiable community engagement in Labuan Bajo. They shall demonstrate knowledge of local community structures, the social context and existing waste management services.

Proposals shall identify the intended communities or neighbourhoods in Labuan Bajo and explain the proposed distribution of activities and participants. Final locations will be confirmed during January–March 2027 in consultation with UNDP and relevant stakeholders.

**Target beneficiaries**

Primary beneficiaries are members of household and school communities whose everyday plastic-use and waste-management practices can contribute to improved plastic circularity. One additional community group will be identified by the service provider, in consultation with UNDP and the grant recipient, based on the baseline findings of biggest economic driver (tourism, trade, business, etc). This may include women's or youth groups, religious or faith-based groups, community leaders and volunteers, small businesses or market actors, or tourism workers and operators where relevant.

Docusign Envelope ID: 7E390D8F-9313-8E48-80A3-472D6F240020



The grant shall actively engage at least 500 distinct participants across the target communities. Women shall constitute at least 30% of total participants, including at least 150 women within the minimum target of 500 participants.

Secondary beneficiaries and supporting stakeholders may include waste workers, waste banks, community-based waste-management organizations, collection-service providers, aggregators, recyclers, local authorities, educational and religious institutions, and businesses.

Beneficiary selection shall consider local relevance, the potential to influence priority behaviours and the availability of services that enable participants to practise those behaviours. Selection shall be inclusive, transparent and designed to avoid discrimination or exclusion.

## IV. ELIGIBLITY AND SELECTION PROCESS

The grant recipient (CSO/NGO) with experience in community engagement; behaviour-change communication; environmental awareness or livelihood improvement in one or more of the following areas: water, sanitation and hygiene (WASH); plastic circularity; community-based waste management or closely related fields. Experience working with local governments on community development initiatives is desirable but not mandatory. Applicants shall complete and submit their Grant Proposal in accordance with UNDP's Low Value Grant Proposal Template (**ANNEX A**) and the Request for Information (RFI) From CSO/NGO (**ANNEX B**).

Administrative Qualification Requirements for the Applicant (CSOs/NGOs):

- Legal profile recognition from Government of Indonesia
- Bank Account address verifies with the company legal documents
- Managerial capacity, financial report two years in row (audited report is preferable)
- Satisfactory reference from previous project (minimum 2)

The potential CSO/NGO should comply with the following requirements:

1. At least 4 years of proven experience working in Labuan Bajo in implementing projects related to community engagement; behaviour-change communication; environmental awareness; livelihood improvement; water, sanitation.
2. Demonstrated field-level experience in working directly with local communities in Labuan Bajo.
3. Experience collaborating with national and sub-national government institutions in Indonesia, development partners, private sector actors, and civil society networks.
4. Demonstrate relevant technical experience in community engagement; behaviour-change communication; environmental awareness or livelihood improvement in at least one of the following areas:
    a. water, sanitation and hygiene (WASH);
    b. plastic circularity;
    c. community-based waste management; or,
    closely related fields.
5. Demonstrate experience in project management, financial administration, reporting, and compliance with international development partner standards (e.g., UNDP or other UN agencies) will be considered an advantage.

The interested CSOs/NGOs shall nominate qualified key experts with demonstrated experience relevant to sustainable commodities assessment, market access, financing development, and community livelihood. CV's must be submitted and clearly indicate roles in similar assignments:

Docusign Envelope ID: 7E390D8F-9313-8E48-80A3-472D6F240020



| Function | Main Responsibilites | Minimum Criteria |
|---|---|---|
| Project Coordinator/ Team Leader | • Lead planning and implementation<br>• Coordinate with UNDP, the service provider, local government and community partners<br>• Supervise activities<br>• Track progress against targets; oversee assessment and reporting<br>• Address implementation issues. | • Hold Bachelor Degree on Social Sciences and related areas<br>• Have minimum four years of experience<br>• Experience coordinating community-based projects or activities<br>• Ability to organize a team, work with local stakeholders and maintain implementation records<br>• Experience working with relevant local government and related institutions on waste management<br>• Familiarity with Labuan Bajo's community context<br>• Working proficiency in Bahasa Indonesia. |
| Community Facilitator | • Mobilize participants<br>• Deliver learning sessions and practical activities using UNDP-provided materials;<br>• Support women's and youth participation<br>• Conduct follow-up<br>• Connect participants with waste-management services<br>• Collect attendance and assessment data | • Hold Bachelor Degree on Social Sciences and related areas<br>• Have minimum two years of experience<br>• Practical experience facilitating community activities, training or outreach<br>• Ability to communicate clearly in Bahasa Indonesia and, where needed, the local language<br>• Familiarity with the target communities<br>• Ability to maintain accurate participant and activity records. |
| Finance and Administration Officer | • Prepare budgets and expenditure records<br>• Maintain supporting documents<br>• Arrange activity logistics<br>• Monitor spending<br>• Prepare financial reports in coordination with the Project Coordinator. | • Hold Diploma Degree on Social Sciences and related areas<br>• Have minimum two years of experience<br>• Experience in bookkeeping, financial administration or managing funds for community activities<br>• Ability to use spreadsheets, maintain supporting records and prepare expenditure reports<br>• Familiarity with basic financial controls. |

## V. SELECTION PROCESS

Docusign Envelope ID: 7E390D8F-9313-8E48-80A3-472D6F240020



All grant proposals shall be subject to grant selection processes, which consist of a pre-screening against the selection criteria and Full Review by the CSO Steering Committee. The Selection Criteria are as follows:

a) **Methodology (35%):** Assessment of the proposed methodology, technical approach, work plan, implementation arrangements, timeline, risk mitigation measures, and the completeness and feasibility of the proposed deliverables in achieving the intended results.

b) **Organizational Elgibility and Identity (15%):** Assessment of the applicant's legal registration status, compliance with applicable regulatory requirements, organizational profile, governance structure, and eligibility to receive funding under the grant mechanism.

c) **Organizational Capacity and Experience (35%):** Assessment of the applicant's technical expertise, managerial and operational capacity, experience in implementing similar assignments, qualifications of key personnel, established standard operating procedures, and financial management capacity, including audited financial statements where available.

d) **Proposal Completeness and Compliance (15%):** Assessment of the completeness and quality of the proposal submission, including responsiveness to the Terms of Reference, compliance with administrative requirements, reporting arrangements, implementation duration, budget justification, and other prescribed submission requirements.

## VI. REPORTING

The selected CSO/NGO shall be responsible for carrying out reporting, coordination, and monitoring in line with the requirements outlined below:

1. Prepare a clear timeline of activities, deliverables schedule, key milestones, progress reports for each deliverable as well as the final report once the activity has been fully completed.
2. Provide periodic progress reports using agreed templates and within agreed timelines or upon request. Each progress report should clearly describe the activities implemented, the outputs delivered, the progress against targets, the challenges encountered, the mitigation measures taken, and the planned next steps. All reports shall be evidence-based and supported by relevant documentation, data, attendance records, photos (where applicable), and other verification materials.
3. Maintain regular coordination and communication with the Project Team, particularly for project progress, technical validation of outputs, and reporting requirements.
4. Conduct internal monitoring and evaluation to track progress against outputs, quality of deliverables, compliance with safeguards and FPIC principles, and integration of Gender Equality and Social Inclusion (GESI).
5. Align with broader monitoring and evaluation processes conducted by the Project Management Unit (PMU) and/or UNDP, including providing documentation, participating in review meetings, and facilitating site visits where required. Results of the M&E shall be part of the reports and be used as guidance in improving the process and results of the LVGA activities.

The selected grantee shall submit the following reports in accordance with the approved workplan and LVGA:

| No | Report or Deliverable | Indicative Timing | Minimum Content |
|---|---|---|---|

Docusign Envelope ID: 7E390D8F-9313-8E48-80A3-472D6F240020



| | | | |
|---|---|---|---|
| 1 | Inception Note | Within 15 working days after commencement of the grant | Confirmed implementation team; initial work schedule; coordination arrangements with UNDP and local stakeholders; planned site visits and preparatory activities; initial risks and support required |
| 2 | Preliminary Inception Plan | By 31 March 2027 | Proposed target communities and participant groups; findings from initial site visits; stakeholder and local waste-service map, including service operations and access barriers; preliminary activity schedule; local government coordination and proposed partnerships; participant-mobilization arrangements; measures to achieve a minimum of 30% women's participation; logistical requirements; risks and mitigation measures |
| 3 | Final Implementation Plan | Within 10 working days after completion of the April onboarding and ToT, and before campaign activities begin | Confirmed target communities; learning sessions and practical activities using approved approach and materials; promoted circularity practices; participant targets and mobilization arrangements; planned partnerships and responsibilities; assessment sample, initial and follow-up assessment schedule, scoring criteria and evidence required to verify practice adoption, using UNDP-provided tools; participant-recording and reporting arrangements; , detailed activity schedule and budget allocation. |
| 4 | Final Narrative and Financial Reports | Within 15 working days of activity completion, unless otherwise agreed with UNDP. The grant agreement shall specify the final reporting deadline, including any permitted submission period after 30 September 2027. | Results against all four indicators and milestones, verified participant totals without double counting, disagregated by sex and age; matched initial and follow-up assessment findings, showing knowledge improvement, practice adoption and the proportion demonstrating both; assessment coverage, losses to follow-up and limitations; partnerships established and supporting records; agreed follow-up responsibilities of communities, service providers and local government, where confirmed; community and stakeholder feedback; challenges, lessons and sustainability measures; final expenditure statement and supporting financial documentation. |

The grant recipient shall also:

1. maintain complete, accurate and verifiable records of activities, government relations/advocacies activities, participants, assessment results and expenditures;
2. provide supporting evidence requested by UNDP, including participant records, activity documentation, assessment results and financial records;
3. promptly notify UNDP of any significant delay, safeguarding concern, government relations problems, data-protection issue, financial irregularity or other matter that may affect implementation or participants;
4. participate in coordination meetings, monitoring visits, progress reviews and verification activities organized by UNDP; and
5. respond to UNDP's comments or requests for clarification within the agreed timeframe.

Docusign Envelope ID: 7E390D8F-9313-8E48-80A3-472D6F240020



Participant and assessment data shall be disaggregated by sex and age and, where relevant and feasible, disability status or other characteristics required by UNDP. Personal information shall be collected, stored and reported in accordance with applicable data-protection and safeguarding requirements.

Reports and deliverables will be considered complete once they have been reviewed and accepted by UNDP. Acceptance will be based on the quality and completeness of the submission, evidence of progress against the agreed targets and compliance with the requirements of the grant agreement.