



Low Value Grant Agreement

1. Country: Georgia	
2. Recipient Institution: Non-entrepreneurial (non-commercial) Legal Entity "Institute for Development of Freedom of Information" (IDFI) incorporated under the laws of Georgia with address at 4 Niaghvari street, Tbilisi, Georgia	
3. Project Number and Title: 00111004/00108806 Fostering Decentralization and Good Governance at the Local Level in Georgia (DGG);	
4. Implementation Period: From 24 February 2023 to 23 November 2023	
5. Budget: Up to the amount of GEL 209,512 (two hundred nine thousand five hundred and twelve Georgian Lari)	
6. Schedule of Disbursement of Funds to Recipient Institution:	
<u>Disbursement Date/Milestone</u>	<u>Amount</u>
Upon Signing the Agreement	GEL 143,562
Upon submission of Interim Report by 31 July 2023	GEL 54,730
Upon submission of Final Report by 30 November 2023	GEL 11,220
7. Information for Recipient Institution Bank Account into Which Funds Will Be Disbursed:	
Account Name: Institute for Development of Freedom of Information (IDFI)	
Account Title: Current Account	
Account Number: GE35BG0000000138095006	
Bank Name: JSC Bank of Georgia	
Bank Address: 29a, Gagarini Street, 0160 Tbilisi, Georgia	
Bank SWIFT Code: BAGAGE22	
8. Notices to Recipient Institution: Institute for Development of Freedom of Information (IDFI)	9. Notices to UNDP:
Name: Giorgi Kldiashvili	Name: Nino Kakubava
Address: 20, T. Shevchenko Street, Tbilisi, Georgia	Address: 3 Kavsadze street, Tbilisi, Georgia
Tel: +995 32 2 921514 Email: g.kldiashvili@idfi.ge ; info@idfi.ge	Tel: +995 577 446 484
	Email: nino.kakubava@undp.org
10. Signed for Institute for Development of Freedom of Information (IDFI) by its Authorized Representative	
Date: 24/02/2023	Signature:
Name: Giorgi Kldiashvili	Title: Executive Director



11. Signed for the United Nations Development Programme by its Authorized Representative

24-Feb-2023

Date: _____

Name: Nick Beresford

Signature: _____

Title: UNDP Resident Representative in Georgia



The following documents constitute the entire Agreement between the Parties and supersedes all prior agreements, understandings, communications and representations concerning the subject matter:
this face sheet ("Face Sheet")

Standard Terms and Conditions

Annex A – Accepted Grant Proposal

Annex B – Reporting Format

Annex C – Project Document for the Project funding this Grant Agreement

STANDARD TERMS AND CONDITIONS

This **Low Value Grant Agreement** (hereinafter referred to as the "Agreement") is made between the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter "UNDP"), and the Recipient Institution named in block 2 of the Face Sheet (the "Recipient Institution," and together with UNDP, the "Parties").

WHEREAS, UNDP provides support services to Ministry of Regional Development and Infrastructure (MRDI) of the project named in block 3 of the Face Sheet (hereinafter referred to as "the Project") and more specifically described in the project document 00109456/00108806 Fostering Decentralization and Good Governance at the Local Level in Georgia (DGG) attached as **Annex C** (the "Project Document"), implemented at the request of the Government of the country named in block 1 of the Face Sheet;

WHEREAS, UNDP desires to provide funds to the Recipient Institution in the context of the Project for the purposes of undertaking the activities in the accepted Grant Proposal (the "Funds"), and on the terms and conditions hereinafter set forth; and

WHEREAS, the Recipient Institution is ready and willing to accept such Funds from UNDP for the activities (the "Activities") described in the accepted Grant Proposal in **Annex A** (the "Proposal") on the terms and conditions hereinafter set forth in this agreement;

NOW, THEREFORE, the Parties hereto agree as follows:

1.0 Responsibilities of the Recipient Institution

1.1 The Recipient Institution agrees to undertake the Activities and achieve the deliverables described in the accepted Proposal (Annex A) with due diligence and efficiency, pursuant to the schedule set forth in the Proposal, and in accordance with the terms and conditions of this Agreement. The Activities must be undertaken in a manner consistent with the regulations, rules, policies and procedures of UNDP, and in accordance with the Project Document which forms an integral part of this Agreement. Funds provided pursuant to this Agreement shall be prudently managed by the Recipient Institution and used solely for the Activities to produce results specified in the Proposal.

1.2 The Recipient Institution agrees to reach the performance targets (the "Performance Targets") as indicated in the accepted Proposal. If the Recipient Institution fails to meet its responsibilities outlined in this Agreement, or to attain at least 70% of any one Performance Target for any given year, then this will be considered grounds to suspend any further disbursement of Funds. The suspension shall remain in effect until the Recipient Institution has achieved the relevant Performance Targets.

1.3 The Recipient Institution shall inform UNDP about any problems it may face in attaining the objectives agreed upon.

2.0 Duration

2.1 This Agreement, prepared in two originals, shall become effective on the date of its signature by both the Recipient Institution and UNDP, acting through their duly Authorized Representatives, indicated in blocks 10 and 11 of the Face Sheet, and expire on the Implementation Period end date indicated in block 4 of the Face Sheet, unless earlier terminated pursuant to Article 6.4 or 7.9 below.

3.0 Payments

3.1 Subject to the express terms of this Agreement, UNDP shall provide Funds to the Recipient Institution in an amount not to exceed the amount set forth in block 5 of the Face Sheet according to the schedule set

out in block 6 of the Face Sheet. Payments are subject to the Recipient Institution meeting the Performance Targets.

3.2 All payments shall be deposited into the Recipient Institution's bank account, the details of which are set forth in block 7 of the Face Sheet.

3.3 The amount of payment of such Funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Recipient Institution in the performance of the Activities under this Agreement.

4.0 Records, Information and Reports

4.1 The Recipient Institution shall maintain clear, accurate and complete records in respect of the Funds received under this Agreement. Upon completion of the Activities, or the termination of this Agreement, the Recipient Institution shall maintain the records for a period of at least five (5) years.

4.2 The Recipient Institution shall furnish, compile and make available at all times to UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the Funds received by the Recipient Institution.

4.3 The Recipient Institution shall provide progress reports ("Performance Reports") including financial and narrative information, to UNDP at least 30 days before the expected release of the next tranche or at least annually within 30 days after the end of year until the activities have been completed. The Performance Report, including the financial reporting component, shall follow the format in **Annex B** and shall include certification by the Recipient Institution's representative with institutional responsibility for financial reporting, including the certification date.

4.5 Within 7 days after completion of the Activities, the Recipient Institution shall provide UNDP with a final financial and narrative report with respect to all expenditures made from such Funds and indicating the results achieved, utilizing the reporting format contained in **Annex B**.

4.6 All further correspondence regarding the implementation of this Agreement should be addressed to the addresses set forth in blocks 8 and 9 of the Face Sheet, as applicable.

5.0 Audits and Investigations

5.1 Notwithstanding the above, UNDP shall have the right to audit or review the Recipient Institution's related books and records as it may require, and to have access to the books and record of the Recipient Institution, as necessary.

5.2 The Recipient Institution acknowledges and agrees that, at any time, UNDP may conduct investigations relating to any aspect of the Agreement, the obligations performed under the Agreement, and the operations of the Recipient Institution generally. The right of UNDP to conduct an investigation and the Recipient Institution's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Agreement.

5.3 The Recipient Institution shall provide its full and timely cooperation with any such inspections, audits or investigations. Such cooperation shall include, but shall not be limited to, the Recipient Institution's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Recipient Institution's premises at reasonable times and on reasonable conditions in connection with such access to the Recipient Institution's personnel and relevant documentation. The Recipient Institution shall require its agents, including, but not limited to, the Recipient Institution's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, audits or investigations carried out by UNDP hereunder.

5.4 UNDP shall be entitled to a refund from the Recipient Institution for any amounts shown by such audits and investigations to have been used by the Recipient Institution other than in accordance with the terms and conditions of the Agreement. The Recipient Institution also agrees that, where applicable, donors to UNDP whose funding is the source of, in whole or in part, the Funds for the Activities, shall have direct recourse to the Recipient Institution for the recovery of any Funds determined by UNDP to have been used in violation of or inconsistent with this Agreement and/or the Proposal.

6.0 Representations and Warranties

6.1 The Recipient Institution represents and warrants that:

(a) it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Agreement or the award thereof to any representative, official, employee, or other agent of UNDP.

(b) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.

(c) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

(d) it shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled by the Recipient Institution to perform any services under the Agreement. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Recipient Institution shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitive or degrading to any person. UNDP shall not apply the foregoing standard relating to age in any case in which the Recipient Institution's personnel or any other person who may be engaged by the Recipient Institution to perform any services under the Agreement is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such personnel or such other person who may be engaged by the Recipient Institution to perform any services under the Agreement.

(e) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiary, affiliated entities (if any), suppliers and subcontractors is engaged in any transactions with, and/or the provision of resources and support to, individuals and organizations associated with, receiving any type of training for, or engaged in, any act or offense described in Article 2, Sections 1, 3, 4 or 5 of the International Convention for the Suppression of the Financing of Terrorism, adopted by the General Assembly of the United Nations in Resolution 54/109 of 9 December 1999.

6.2 The Recipient Institution shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Agreement.

6.3 The Recipient Institution acknowledges that it has read the Project Document attached hereto as Annex C, including the section entitled "Risk Management". The Recipient Institution hereby agrees that in

undertaking the Activities in the Proposal, it will be bound, *mutatis mutandis*, by the obligations and agreements set forth in the Project Document as applicable to the Implementing Partner of the Project.

6.4 The Recipient Institution acknowledges and agrees that the provisions of this Article 6.0 constitute an essential term of the Agreement and that breach of any such representation and warranty or covenant shall entitle UNDP to terminate the Agreement immediately upon notice to the Recipient Institution, without any liability for termination charges or any other liability of any kind.

7.0 General Provisions

7.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between the Parties, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

7.2 The Recipient Institution shall carry out all Activities described in the Proposal with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the Recipient Institution shall have exclusive control over the administration and implementation of the Activities and that UNDP shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals of the Activities shall be subject to review by the Project's Steering Committee/Project Board. If at any time the Steering Committee/Project Board is not satisfied with the quality of work or the progress being made toward achieving such goals, the Steering Committee/Project Board may advise UNDP to: (i) withhold payment of Funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the Recipient Institution as described in Article 7.9 below; and/or seek any other remedy as may be necessary. The Steering Committee/Project Board's determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the Recipient Institution insofar as further payments are concerned.

7.3 UNDP undertakes no responsibility in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking Activities under this Agreement. Such responsibilities shall be borne by the Recipient Institution.

7.4 The rights and obligations of the Recipient Institution are limited to the terms and conditions of this Agreement. Accordingly, the Recipient Institution and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

7.5 The Recipient Institution shall be fully responsible for all services performed by its personnel, agents, employees, contractors, subcontractors and any other party undertaking Activities in relation to implementing the Proposal on behalf of the Recipient Institution (hereinafter referred to as "Recipient Institution Personnel") and shall ensure that all of its obligations under this Agreement extend to the Recipient Institution Personnel. The Recipient Institution may not assign, transfer, pledge, or make any other disposition of the Agreement, of any part of it, or of any of its rights, claims or obligations under the Agreement, except with the prior written authorization of UNDP. Any authorized assignee or transferee shall be bound by the terms and conditions of this Agreement. The Recipient Institution may not use the services of subcontractor(s) unless prior written authorization is granted by UNDP. If such authorization is granted, the Recipient Institution shall ensure that such subcontractor(s) do not use further tiers of subcontractors, unless prior written authorization is granted by UNDP. Any authorized subcontractor shall be bound by the terms and conditions of this Agreement. The use of subcontractors shall not relieve the Recipient Institution of any of its obligations under this Agreement.

7.6 The Recipient Institution shall indemnify, hold and save harmless, and defend at its own expense, UNDP, its officials and persons performing services for UNDP, from and against all suits, claims, demands and liability of

any nature and kind, including their cost and expenses, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) or relating to the acts or omissions of the Recipient Institution, Recipient Institution Personnel or other persons hired for the management of the present Agreement and the Project. The Recipient Institution shall be responsible for, and deal with all claims brought against it by any Recipient Institution Personnel.

7.7 If provided for in the Project Document (or if otherwise agreed between UNDP and the Government of the country named in block 1 of the Face Sheet), assets and equipment purchased with the Funds will become the property of the Recipient Institution. The Recipient Institution shall be responsible for substantive and financial reporting on its use of the Funds to the Steering Committee set up to oversee grant making and/or the implementing partner, as defined in the Project Document. The assets and equipment shall be used for the purpose indicated in the Proposal throughout the period of this Agreement. Procurement of goods, services and technical assistance required under the Proposal will be conducted by the Recipient Institution in accordance with the principles of highest quality, transparency, economy and efficiency. Such procurement will be based on the assessment of competitive quotations, bids, or other proposals, unless otherwise agreed in writing by UNDP.

7.8 Ownership of patent rights, copyrights, and other similar rights ("Intellectual Property Rights") to any discoveries, inventions or works resulting from implementation of the Activities under this Agreement shall vest in the Recipient Institution. Nonetheless, the Recipient Institution shall grant UNDP a perpetual, irrevocable, world-wide, non-exclusive and royalty-free license to use, reproduce, adapt, modify, distribute, sub-license and make use of such Intellectual Property Rights, including the ability to further license to program country governments in accordance with the requirements of the agreement between the UNDP and the government(s) concerned.

7.9 This Agreement may be terminated by either Party before completion of the Agreement by giving thirty (30) days written notice to the other Party, and the Recipient Institution shall promptly return any unutilized Funds to UNDP.

7.10 The Recipient Institution acknowledges that UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. Although project related documents may indicate a total amount of funds that could be available for this Recipient Institution, actual disbursements will be based upon the Recipient Institution meeting the Performance Targets. If any of the Funds are returned to UNDP or if this Agreement is rescinded, the Recipient Institution acknowledges that UNDP will have no further obligation to the Recipient Institution as a result of such return or rescission.

7.11 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the Parties or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the Parties hereto.

7.12 The Parties shall try to settle amicably through direct negotiations, any dispute, controversy or claim arising out of or relating to the present Agreement, including breach and termination of the Agreement. If these negotiations are unsuccessful, the matter shall be referred to arbitration in accordance with United Nations Commission on International Trade Law Arbitration Rules. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

7.13 Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

7.14 Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party to the other Party during the term of this Agreement shall be considered confidential and shall be handled pursuant to the UNDP Information Disclosure Policy, not attached hereto but known to and in the possession of the Parties. The Recipient Institution may disclose information to the extent required by law,

provided that and without any waiver of the privileges and immunities of the United Nations, the Recipient Institution will give UNDP sufficient prior notice of a request for the disclosure of information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General of the United Nations.

7.15 The Recipient Institution shall only use the name (including abbreviations), emblem or official seal of the United Nations or UNDP in direct connection with the Activities under this Agreement and upon receiving prior written consent of UNDP. Under no circumstances shall such consent be provided in connection with the use of the name (including abbreviations), emblem or official seal of the United Nations or UNDP for commercial purposes or goodwill.

7.16 The provisions of Article 4.1, Article 5.0, and Articles 7.3, 7.6, 7.7, 7.8, 7.12, 7.13, 7.14 and 7.15 shall survive and remain in full force and effect regardless of the expiry of the Project Implementation Period or the termination of this Agreement.

ANNEX A
Low Value Grant Proposal

**TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE
STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL**

UNDP Project number: 00109456/00108806 Project title: Fostering Decentralization and Good Governance at the Local Level in Georgia (DGG)

Date: **December 12, 2022**

Name of the RECIPIENT INSTITUTION: **NNLE Institute for Development of Freedom of Information (IDFI)**

Total Amount of the Grant: **209,512.00 GEL**

1- PURPOSE OF THE GRANT

The aim of the grant is to contribute to the development and improvement of transparency and accountability of local self-governments and support public participation in the local decision-making processes through monitoring, reporting, capacity building, advocacy and networking.

To this end, the grant's specific objective is to assess the openness and accountability of municipalities based on the Local Self-Government Index for the fourth time for 2023 and communicate the results with relevant local, national and international stakeholders.

The Institute for Development of Freedom of Information (IDFI) together with the partner organizations created the Index, its comprehensive methodology, online monitoring tools and a network of local observers/evaluators in 2016. Since then, three annual assessments and rankings of municipalities in terms of transparency and accountability were conducted. LSG Index is the first initiative to assess all municipalities in Georgia based on a comprehensive methodology.

The Index has already contributed to setting good governance standards locally. Representatives of some municipalities expressed their willingness to take the index methodology into account while adopting new regulations on transparency and civic participation issues, modifying and updating their official websites and devising innovative tools for engaging local citizens in decision-making processes.

Moreover, all three assessment results received good outreach and considerable interest from both central and local government bodies, as some high-ranking officials (including the Speaker of the Parliament, Tbilisi City Mayor, Deputy Minister of Regional Development and Infrastructure of Georgia, representatives of various government institutions) and heads of dozens of local governments attended the presentations. Most importantly, the Index and its results are used as target indicators in several national and local strategies and action plans. The Index results are referred and used by several international and donor organizations when selecting target municipalities to implement particular local actions.

IDFI and its partners intend to assess 64 municipalities for 2023 based on the past experience, developed monitoring tools and materials as well as a network of local observers/evaluators; and the proper capacity strengthening support will enable to implement all activities smoothly, and ensure continuity and comparability of Index results across years. To ensure that all recent developments and previous assessment lessons learned are properly reflected in the 2023 monitoring process, methodology update/review and capacity building training for local observers are needed at the initial stage of the grant.

2- PROPOSED ACTIVITIES AND WORK PLAN

Background details about the Index:

The LSG Index aims to establish transparent and accountable self-governance in Georgia, and increase public participation in self-governance through identifying challenges, showing best practices and encouraging good governance principles among local stakeholders. The assessment of municipalities is carried out every two years. The first, second and third national assessments were conducted in 2017, 2019 and 2021.

The Index consists of three thematic blocks, which combine 101 evaluation criteria:

Block I. Proactive Disclosure of Public Information – includes 11 sub-blocks and 53 criteria.

Block II. Electronic Governance – includes four sub-blocks and 27 criteria.

Block III. Citizen Participation and Accountability – includes two sub-blocks and 21 criteria.

The index evaluates both the executive and the representative bodies of 64 municipalities.

Monitoring is conducted online via a national evaluation platform www.lsgindex.org, where the final results are available and any stakeholder can analyze and compare results based on several criteria (e.g. municipality, thematic block, thematic sub-block, year). Apart from representatives of IDFI, more than 10 representatives of national and regional civil society organizations (up to 9 organizations over the past years) usually participate in the process as local observers/evaluators, who conduct initial monitoring of municipalities, the results of which are thoroughly reviewed and validated.

Under the grant, IDFI will have several outputs and will implement the following activities:

Output 1: Local integrity systems are advanced through increased capacities of local stakeholders and the assessment of municipalities

Activity 1.1. Ensuring institutional, and methodological set up of future capacity building, monitoring and and research efforts – review of the methodology, preparing all monitoring documents, updating the website and outreach to relevant stakeholders

At the initial stage of the grant, the methodology of the Index will be reviewed and in case of necessity, based on the experience of past years and feedback received from different stakeholders, particular changes will be made. However, no fundamental changes are expected, as well as proposed changes will be made in a way to ensure continuity and comparability of previous years' results in all major indicators. All changes, including methodological or textual will be reflected in the comprehensive [methodology document](#) and evaluators' instruction/guidebook.

Apart from methodology, evaluators' Guidebook will be updated, as this document outlines all details and steps for local observers/evaluators, including deadlines, freedom of information request letters to be submitted to municipalities, technical instructions regarding the monitoring platform, etc.

IDFI will also prepare the online monitoring website by adding new assessment year, evaluators and their profiles on the portal.

Activity 1.2. Conducting training for local observers/partners/experts and launching the evaluation

At least 12 local observers/evaluators (representing local civil society) will be invited to the training based on their previous performance in the Index assessment.

The grant implementing team will prepare training materials and presentations for all sessions of the training. Particular attention will be paid to new changes to the methodology (if any). The training module/session will also feature best practices from previous assessments and major mistakes made by evaluators. Hence, the training will be practical and full of cases. In addition, during the training IDFI will enable evaluators to make some pilot assessments on the monitoring portal. The grant implementing team will also prepare and conduct the final test for training participants to check their readiness for assessment.

Based on the test results, the final list of local observers/evaluators will be determined and municipalities will be divided among them. IDFI will assign municipalities to the local observers/evaluators in the online monitoring system.

Once the evaluation start date has been determined, all municipal councils, mayors and administrations will get a letter with details about the evaluation process.

Activity 1.3. Assessment of municipalities – initial assessment and review process

Once all organizational issues are complete, the initial assessment of municipalities by local observers/evaluators will start. They will have about 3 months to make initial assessments in the online system. The grant implementing team will monitor the evaluation process of all three blocks in case of all municipalities – check to what extent the local observers/evaluators are submitting FOI requests and indicating monitoring results in the online system on time. IDFI will provide consultations with relevant evaluators via different means of communication (e.g. mobile, LSG Index Specific Facebook group, email, Zoom meetings).

Once the initial results are ready from the side of local observers, IDFI will thoroughly go through and check each indicator for each municipality to ensure that information and justifications provided, and assessments made by the local observers are reasonable and correct.

Activity 1.4. Communicating initial assessments with municipalities and results validation

Once IDFI checks all municipalities' initial assessments, the draft assessments will be shared with the representatives of City Halls and Municipal Councils of all municipalities. To this end, IDFI will create special profiles of representatives of these public institutions and share invitation codes with them. Municipality representatives will have about 2 weeks to review results and provide feedback by commenting in the monitoring portal (in the section especially devoted to their comments).

Once municipalities write down their comments, they will be reviewed by IDFI. In case their comments and justifications are reasonable, relevant changes will be made in the assessments. Once reviewed, the final results will be validated, after which the final scores, results and ranking will be generated by the online monitoring platform – the results will be available for everyone later, during the final presentation.

Output 2: Advocacy and networking between civil society organizations, the government institutions and donor community are promoted

Activity 2.1: Preparing the monitoring report, key findings and recommendations

Once final scores, results and ranking are ready, the grant team will start preparing the final report. The report will cover not only results for 2023, but also analyse the tendencies observed over the past years in terms of transparency and accountability of municipalities. The results will be overviewed based on various criteria – regions, municipalities, years, thematic directions, etc. Based on key findings and observed challenges, particular recommendations will be elaborated.

Once the draft report is ready, it will be internally reviewed and agreed on among all parties.

Once the text of the report is finalized, it will be translated into English. A visualization and an informative video about the Index results for 2023 will be prepared.

Activity 2.2. Providing with networking and advocacy platform

IDFI will start the organization of the presentation of the results and report. IDFI together with partners will present the report and assessment results for 2023. The presentation is expected to be held by the end of November 2023. In addition, a discussion about major achievements, gaps and needs of municipalities in terms of transparency and accountability will be held with the participation of other state and non-state stakeholders. Most importantly, at least 5 best-performing municipalities will be named and awarded with symbolic certificates. Representatives of central and local government institutions, non-governmental

WORK PLAN

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3- PERFORMANCE TARGETS

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES		
			Period 1	Period 2-3	Final Target
Output 1: Local integrity systems are advanced through increased capacities of local stakeholders and the assessment of municipalities					
1.1. Number of local observers/experts/partners trained (gender disaggregated)	Training attendance sheet	0	19	0	19
1.2. Number of preparatory and methodological materials developed/updated	Updated and newly created documents	0	8 documents	0	8 documents
1.3. Portal updated	LSG Index portal	No	Yes	Yes	Yes
1.4. Number of municipalities (City Halls and Assemblies) assessed for 2023	LSG Index portal	0	64 (initial assessments)	64 (final assessments)	64
OUTPUT 2 - Advocacy and networking between civil society organizations, the government institutions and donor community are promoted					
2.1. Final report on national assessment of municipalities in 2023 prepared and published	Report for 2023	No	No	Yes	Yes
2.2. # of videos and/or other communication materials (visualization) about the 2023 results prepared	Video Visualization	0	0	2	2
2.3. Number of presentation participants (gender disaggregated)	Attendance sheet, list of participants, photos, agenda	0	0	at least 30	at least 30
2.4. # of users reached through social media	Facebook analytics	0	0	At least 10,000 reaches; 3,000 views and 100 engagements	At least 10,000 reaches; 3,000 views and 100 engagements
2.5. # of media and other types of reports/coverage on 2023 results	Links/media content	0	0	At least 5 reports	At least 5 reports

4- RISK ANALYSIS:

Risk	Risk rating* (High/Medium/Low)	Mitigation measures
1/ Local municipalities not responding to FOI letters of local observers	Low	1/ FOI requests are not the only sources of information based on the methodology to assess the municipalities. The methodology includes several ways of obtaining data on particular issues. Also, in case information is not provided, the methodology considers that the particular activity is not implemented by the municipality and it gets low scores in this particular indicator. However, later once the initial assessments are shared with municipality representatives, they have the opportunity to provide the data they did not disclose during the assessment process. Therefore, the evaluators have different opportunities and tools how to obtain relevant data. Most importantly, before the assessments is launched, the municipalities are usually informed that the monitoring has started and they are more encouraged to share all relevant data with particular local observers.
2/ Insufficient time and resources to monitor and analyse the results of 64 municipalities	Low	2/ Based on the previous monitorings, all responsibilities and tasks are well-divided among various partners and individuals engaged in the grant implementation process. Most importantly, the whole monitoring process is conducted online, via LSG Index website. Apart from monitoring function, the website calculates all results and enables any individual to analyse data based on several criteria (e.g. municipality, thematic block, thematic sub-block, year).

5- GRANT BUDGET OF RECIPIENT INSTITUTION (GEL)

PERIOD COVERING FROM 24 February 2023 TO 23 November 2023

Activity	Unit	# of units	Cost per unit	Estimated total	UNDP Grant Distribution			
					Tranche 1 24-Feb-2023 - 23-Jul-2023	Tranche 2 24-Jul-2023 - 23-Oct-2023	Tranche 3 24-Oct-2023 - 23- Nov-2023	TOTAL
				GEL				
OUTPUT 1 - Local Integrity systems are advanced through increased capacities of local stakeholders and the assessment of municipalities								
Activity 1.1 Ensuring institutional, and methodological set up of future capacity building, monitoring and and research efforts - review of the methodology, preparing all monitoring documents, updating the website and outreach to relevant stakeholders								
1.1.1 Consultant on LSG Index methodology	Days	5	810	4,860.00	4,860.00			4,860.00
1.1.2. Website update	Lump sum	1	4050	4,050.00	4,050.00			4,050.00
Sub-total for Activity 1.1				8,910.00				
Activity 1.2. Conducting training for local observers/partners/experts and launching the evaluation								
1.2.1 Transportation of local observers to the training venue from regions	Person	12	40.5	486.00	486.00			486.00
1.2.2 Accomodation (10 persons X 2 nights)	Rooms	20	243	4,860.00	4,860.00			4,860.00
1.2.3. Venue for training (venue and technical equipment)	Days	2	1890	3,780.00	3,780.00			3,780.00
1.2.4. Meals (during training and stay in Tbilisi for about 19 participants)	Participants	19	120	2,280.00	2,280.00			2,280.00
1.2.5. Trainer on Block 1	Days	3	540	1,620.00	1,620.00			1,620.00
1.2.6. Trainer on Block 2	Days	3	540	1,620.00	1,620.00			1,620.00
1.2.7. Trainer on Block 3	Days	2	450	900.00	900.00			900.00
Sub-total for Activity 1.2				15,546.00				
Activity 1.3 Assessment of municipalities – initial assessment and review process								
1.3.1 Consultant on Block 1	Days	18	540	9,720.00	9,720.00			9,720.00
1.3.2 Consultant on Block 2	Days	18	540	9,720.00	9,720.00			9,720.00
1.3.3. Consultant on Block 3	Days	8	450	3,600.00	3,600.00			3,600.00
1.3.4. Local Observers honorariums (19 persons, 3-5 municipalities per observer)	Municipality	64	864	55,296.00	55,296.00			55,296.00
1.3.5. Consultant on LSG Index methodology	Days	2	810	1,620.00	1,620.00			1,620.00
1.3.5. Local expert/focal point for municipalities and local observers	Days	42	75	3,150.00	3,150.00			3,150.00
Sub-total for Activity 1.3				83,106.00				
Activity 1.4 Communicating initial assessments with municipalities and results validation								
1.4.1. Consultant on Block 1	Days	5	540	2,700.00		2,700.00		2,700.00
1.4.2. Consultant on Block 2	Days	5	540	2,700.00		2,700.00		2,700.00
1.4.3. Consultant on Block 3	Days	3	450	1,350.00		1,350.00		1,350.00
1.4.4. Local expert/focal point for municipalities and local observers	Days	12	75	900.00		900.00		900.00
Sub-total for Activity 1.4				7,650.00				
SUB-TOTAL for OUTPUT 1				115,212.00				
OUTPUT 2 - Advocacy and networking between civil society organizations, the government institutions and donor community are promoted								

Activity	Unit	# of units	Cost per unit	Estimated total	UNDP Grant Distribution			
					Tranche 1 24-Feb-2023 - 23-Jul-2023	Tranche 2 24-Jul-2023 - 23-Oct-2023	Tranche 3 24-Oct-2023 - 23- Nov-2023	TOTAL
Activity 2.1 Preparing the monitoring report, key findings and recommendations								
2.1.1. Editing the report	Report	1	1080	1,080.00		1,080.00		1,080.00
2.1.2. Translation of the report	Report	1	1350	1,350.00		1,350.00		1,350.00
2.1.3. Report design	Report	1	1350	1,350.00		1,350.00		1,350.00
2.1.5. Report printing	Copy	150	13.5	2,025.00		2,025.00		2,025.00
2.1.6. Consultant on LSG Index methodology writing general overview	Days	2	810	1,620.00		1,620.00		1,620.00
2.1.7. Consultant writing analysis on Block 1	Days	4	540	2,160.00		2,160.00		2,160.00
2.1.8. Consultant writing analysis on Block 2	Days	4	540	2,160.00		2,160.00		2,160.00
2.1.9. Consultant writing analysis on Block 3	Days	2	450	900.00		900.00		900.00
Sub-total for Activity 3.1				12,645.00				
Activity 2.2. Providing with networking and advocacy platform								
2.2.1. Presentation costs - venue, technical equipment and meals	Lump sum	1	5778	5,778.00		5,778.00		5,778.00
2.2.2. Interpretation during the conference	Hour	3	324	972.00		972.00		972.00
2.2.3. Video about the index and 2023 results	Video	1	2160	2,160.00		2,160.00		2,160.00
2.2.4. Online Advertisement on Index and 2023 results	Lump sum	1	540	540.00		540.00		540.00
2.2.4. Index Promo materials design	Lump sum	1	1350	1,350.00		1,350.00		1,350.00
2.2.5. Printing promo materials (folder, pen, notebook about the Index for presentation)	Lump sum	1	2025	2,025.00		2,025.00		2,025.00
2.2.5. Public relations specialist	Days	25	162	4,050.00			4,050.00	4,050.00
Sub-total for Activity 3.2				16,875.00				
SUB-TOTAL for OUTPUT 3				29,520.00				
4. Activity Management								
4.1. Grant Director	Month	9	2700	24,300.00	13,500.00	8,100.00	2,700.00	24,300.00
4.2. Grant coordinator	Month	9	2250	20,250.00	11,250.00	6,750.00	2,250.00	20,250.00
4.3. Grant assistant	Month	9	1200	10,800.00	6,000.00	3,600.00	1,200.00	10,800.00
4.5. Financial manager	Month	9	1020	9,180.00	5,100.00	3,060.00	1,020.00	9,180.00
Miscel								
Bank fees	Month	10	25	250.00	150.00	100.00		250.00
SUBTOTAL for MANAGEMENT				64,780.00				
Total:				209,512.00				

Annex B**REPORTING FORMAT****THE NARRATIVE AND THE FINANCIAL REPORT TO BE PREPARED BY THE RECIPIENT INSTITUTION.**

Recipient Institution: _____

Year _____

Period covering this report:

- This report must be completed by the Recipient Institution and accepted by UNDP
- The Recipient Institution must attach any relevant evidence to support the activities reported
- The information provided below must correspond to the information that appears in the financial report
- Attach the accepted grant proposal to this report

Performance:**1- Workplan Performance** (cumulative, including the current period)

COMPLETED ACTIVITIES	Timeline ²				Planned Budget for the Activity (in grant currency) ³	Funds Delivered for the Activity (in grant currency)
	T1	T2	T3	T4		
1.1 Activity						
1.2 Activity						
1.3 Activity						
Total						

2- Performance Targets

INDICATOR(S)	Data Source	Baseline	Reporting Period Milestone/Target	Reporting Period Actual Performance Against the Target
1.1				
1.2				


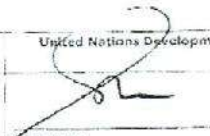
3- Challenges and Lessons Learned:**4- Financial Reporting:**

*Note: Financial reporting can be in local currency but cannot exceed the grant value in USD.

Activity	Unit	# of units	Cost per unit	Budgeted Total Amount (GEL)	Actual Expense (GEL)
Output 1					
Activity 1.1					
1.1.1					
1.1.2					
Sub-total for Activity 1.1					
Sub-total for Output 1					
TOTAL					

ANNEX C

PROJECT DOCUMENT

UNITED NATIONS DEVELOPMENT PROGRAMME													
PROJECT DOCUMENT													
Project Title: Fostering Decentralization and Good Governance at the Local Level in Georgia Project Number: 00109456 (Output 00106506) Implementing Partner: Ministry of Regional Development and Infrastructure of Georgia Start Date: 23 March 2018 End Date: 31 March 2023 PAC Meeting date: 27 December 2017													
Brief Description													
<p>The overarching goal of the project is to advance decentralization and good governance at the local level through promoting nation-wide policy reform, enhancing the capacities of the duty bearers at national and local levels and empowering right holders to engage in political process, hold duty bearers accountable and claim their rights accordingly.</p> <p>This will be achieved through the following four outputs: 1) Improved policy and institutional framework to foster decentralization and promote good governance principles at the local level; 2) Enhanced institutional and human capacities of national and local authorities; 3) Municipal service delivery improved; 4) Right holders empowered to engage in local policy making and claim their rights.</p> <p>Advancement of decentralization and good governance at the local level will be approached as a means for safeguarding the basic rights of rights holders (women, men, youth, ethnic minorities and other vulnerable groups) and enabling proper satisfaction of their fundamental rights, needs and interests. This will be achieved by strengthening the capacities of the right holders i.e. central and local government institutions to effectively fulfil their obligations and increase accountability as well as supporting rights holders to effectively claim their rights. In this way, the project will stimulate both top down and bottom up approaches driven by capable and responsive government institutions and active, responsible citizens, respectively.</p> <p>The project will operate in three regions (Kvemo Kartli, Mtskheta-Mtianeti and Imereti).</p>													
<p>The project contributes to:</p> <p>UNPSD 2016-2020 Outcome 1/CPD 2016-2020 Outcome 1: By 2020, expectations of citizens of Georgia for voice, rule of law, public sector reforms, and accountability are met by stronger systems of democratic governance at all levels.</p> <p>CPD 2016-2020: Output 1.4: By 2020, effective decentralization of government competencies and financial resources respond better to needs of local communities.</p> <p>UNDP Strategic Plan 2018-21: Outcome 1: Advance poverty eradication in all its forms and dimensions/ Output 1.2.1 Capacities at national and sub-national levels strengthened to promote inclusive local economic development and deliver basic services including HIV and related services.</p> <p>Indicative Output(s) with gender markers: GEN2 (Gender equality as a significant objective)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Total resources required:</td> <td style="text-align: right;">USD 4,075,519.45</td> </tr> <tr> <td>Total resources allocated:</td> <td style="text-align: right;">USD 3,953,220.23</td> </tr> <tr> <td style="text-align: center;">Government of Denmark:</td> <td style="text-align: right;">(equivalent of DKK 24,000,000 per UNQRE for Mar-2018 amounting to 6 071)</td> </tr> <tr> <td style="text-align: center;">Government of Georgia:</td> <td style="text-align: right;">USD 122,299.23 (equivalent of GEL 300,000 per UNQRE for Jul2018)</td> </tr> <tr> <td style="text-align: center;">In-Kind:</td> <td></td> </tr> <tr> <td>Unfunded:</td> <td></td> </tr> </table>	Total resources required:	USD 4,075,519.45	Total resources allocated:	USD 3,953,220.23	Government of Denmark:	(equivalent of DKK 24,000,000 per UNQRE for Mar-2018 amounting to 6 071)	Government of Georgia:	USD 122,299.23 (equivalent of GEL 300,000 per UNQRE for Jul2018)	In-Kind:		Unfunded:	
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In-Kind:													
Unfunded:													
Agreed by:													
Ministry of Regional Development and Infrastructure of Georgia  Misa Igdishvili Minister of Regional Development and Infrastructure of Georgia Date:	United Nations Development Programme (UNDP)  Nels Scott Resident Representative UNDP Georgia Date:												

Full project document at:

<https://info.undp.org/docs/pdc/Documents/GEO/DGG%20Project%20Document.pdf>