Frequently Asked Questions
CALL FOR PROPOSALS 2019

Call for Proposals opened on 9 October 2019
Submission deadline is 4 December 2019 (23:59 CET)

Ref: UNRSF/CfP/2019/1
1. WHERE CAN I FIND MORE INFORMATION ABOUT UNRSF?
For more information on the United Nations Road Safety Fund (UNRSF), kindly consult our [website](#).
The core documents of UNRSF are: [Terms of Reference](#); [Global Framework Plan of Action](#); [Funding Criteria and Priorities](#); [Fundraising Strategy](#); [Rules of Procedure of the Advisory Board](#); and [Rules of Procedure of the Steering Committee](#).

2. WHERE DOES ONE OBTAIN THE APPLICATION FORMS?
The complete application dossier, consisting of the Application Guidelines, Application Form and Frequently Asked Questions can be downloaded from the UNRSF [website](#).

3. WHAT IS THE FREQUENCY OF UNRSF CALLS FOR PROPOSALS?
In FY 2019, this call for proposals is currently the only one scheduled.

4. CAN A PARTICIPATING UN ORGANIZATION SUBMIT MORE THAN ONE PROJECT?
Yes. However, they must be distinct from each other. If there are multiple projects taking place in one country, we recommend that you merge these into one over-arching proposal.

5. CAN SEVERAL PARTICIPATING UN ORGANIZATIONS SUBMIT A JOINT PROJECT?
Yes. It is possible for several participating UN organizations to jointly submit a project. The only submission requirement for projects of this nature is that one UN organization is specified as a project lead/manager.

6. I WORK FOR THE MINISTRY OF TRANSPORT IN A LOW-INCOME COUNTRY WITH HIGH ROAD FATALITIES. CAN I SUBMIT A PROJECT DIRECTLY?
No. Only participating UN organizations are eligible for direct access to funding under the UNRSF 2019 Call for Proposals. A full list of these organizations, including focal point contacts, can be found [here](#).
We encourage you to reach out to the relevant UN organizations directly and consider liaising with them to submit a project to UNRSF.
7. WHAT ARE THE ROAD SAFETY SYSTEM PRINCIPLES?

The UNRSF Global Framework Plan of Action for Road Safety describes the national road safety systems. A project is expected to be, or to contribute to one or more elements to the national road safety system of one or more countries. The project should not be a “one-off” action that does not have the potential to be sustainable.

8. WHAT DO YOU MEAN BY “GOVERNMENT ENDORSEMENT”?

For all country-level projects, UNRSF wishes to ensure a counterpart agency in the government is fully supportive and requesting assistance to work in the area applied for. Please contact UNRSF if you require further clarification.

9. WHO SHOULD SUBMIT THE PROJECT FROM A PARTICIPATING UN ORGANIZATION?

On the cover page of the Application Form, there are two officials that are to be identified by the applicant. One is the project manager (“primary contact person”) and the other is the submitting official. The submitting officer can be either the focal point of the organization, or a senior officer authorized by the head of the organization.

10. DOES UNRSF FUND PROJECTS IN HIGH-INCOME COUNTRIES WITH HIGH ROAD FATALITIES?

No. UNRSF can only support projects in low- and middle-income countries as per its Terms of Reference.

11. WHAT AMOUNT IS AVAILABLE FOR PROJECTS UNDER THIS CALL FOR PROPOSALS?

UNRSF will disburse a total of USD 4 million in the 2019 Call for Proposals. Individual project budgets must be more than USD 100,000. While there is no upper limit for projects, applicants are reminded to define their budgets within the overall funds available for disbursal.

The submitted project budget should be inclusive of all indirect support costs, general operating and direct costs (including costs for monitoring and evaluation).

12. IF MY PROJECT IS SELECTED, WILL I RECEIVE MY ENTIRE BUDGET IN ONE INSTALLMENT?

It depends. If your project duration is one year or less, then you may receive the entire budget in one installment. For projects of a longer duration, disbursements will be made in annual installments. These disbursements will be released with the receipt of annual narrative and financial reports and the determination by the UNRSF secretariat that the previous installment has been sufficiently absorbed.
13. DO I NEED CO-FINANCING FOR MY PROJECT TO BE SUCCESSFUL?

No, but it is highly encouraged. Co-financing is also helpful to show partnership and synergy potential.

14. CAN THE DURATION OF MY PROJECT BE LESS THAN ONE YEAR?

Yes. The duration of projects should be up to a maximum of three years, and there is no lower limit required. However, in awarding projects, the Steering Committee will consider whether project implementation plans are realistic.

15. WHAT CATEGORIES OF EXPENDITURES DOES UNRSF COVER?

UNRSF follows the eight UN harmonized expense categories established by the United Nations Development Group (UNDG). These are: Staff and other personnel costs; supplies, commodities, materials; equipment, vehicles and furniture including depreciation; contractual services; travel; transfers and grants to counterparts; general operating and other direct costs; and indirect (programme support) costs. See Annex I of the 2019 Call for Proposals Application Guidelines.

16. CAN I SEEK SUPPORT IN THE PREPARATION OF MY APPLICATION?

UNRSF secretariat is available to provide support on any queries with respect to the application process as requested from the participating UN organizations during the preparation of their application. Kindly send all requests to: unrsf_secretariat@un.org with a copy to madeeha.bajwa@un.org.

The secretariat will also be organizing a dedicated briefing session to all participating UN organizations and their potential partners on 25 October 2019. This briefing will focus on the Global Framework Plan of Action for Road Safety, the Priorities and Criteria for Funding Projects, as well as information on the application process.

17. WHAT ARE REPORTING REQUIREMENTS FOR SELECTED PROJECTS?

Participating organizations shall provide the Administrative Agent and UNRSF secretariat with the following statements and reports prepared in accordance with its accounting and reporting procedures:

1. Narrative progress reports for each twelve-month period, to be provided no later than three months after the end of the applicable reporting period;
2. Annual financial reports as of 31 December with respect to the funds disbursed to it from the United Nations Road Safety Trust Fund Account, to be provided no later than four months after the end of the applicable reporting period;

3. A final consolidated narrative report and financial report, after the completion of the activities financed by the United Nations Road Safety Trust Fund Account and including the final year of the activities, to be provided no later than 30 April of the year following the operational closure of the project activities; and

4. A final certified financial statement, to be provided no later than 31 May of the year following the financial closing of the project.

18. SHOULD I BUDGET FOR INDEPENDENT EVALUATIONS IN MY PROPOSAL?

An independent terminal evaluation is mandatory for all projects with a budget of over USD 150,000. Evaluations fall under the responsibility of the respective evaluation office of the participating UN organization. These terminal evaluations will be initiated based on criteria as identified by the evaluation office and will be conducted by independent evaluators.

For projects with a budget of over USD 1 million and a duration of over 2.5 years, both mid-term and final evaluations are mandatory.

19. WHAT ARE THE NEXT STEPS IF MY PROJECT IS SELECTED?

The UNRSF secretariat will notify the applicants in writing of the outcome of their application within one week of the Steering Committee session.

Successful applicants will need to submit a number of additional documents to the secretariat as soon as possible, and no later than three weeks after the notification. These include: a statement of compliance, logical framework, workplan, stakeholder analysis, related project information and activity-based budgets. These may also include additional information as required by the Steering Committee.

Once these documents are complete, the secretariat will forward the complete application package to the Multi-Partner Trust Fund Office (MPTFO) for disbursal of funds.