



Frequently Asked Questions

CALL FOR CONCEPT NOTES 2022

Call for Concept Notes opened on Thursday, 7 April 2022
Submission deadline is Thursday, 30 June 2022 (23:59 CEST)

Ref: UNRSF/CfCN/2022/1



1. HOW CAN I FIND OUT MORE INFORMATION ABOUT THE 2022 CALL FOR CONCEPT NOTES?

The complete application dossier, consisting of the Application Guidelines, Frequently Asked Questions and Concept Note template has been shared directly with the focal points of the Participating UN Organizations (PUNOs).

The secretariat will also be organizing a dedicated webinar on the 2022 Funding Cycle for all PUNOs on 13 April 2022 at 13h00 CEST. For more information, contact anastasia.metzger@un.org.



2. IS THE 2022 FUNDING CYCLE DIFFERENT FROM PREVIOUS UNRSF FUNDING CYCLES?

The 2022 Funding Cycle has two main differences from previous funding cycles: 1) it will be implemented via a three-stage approach; and 2) all concept note submissions will be made online at a recently launched MPTFO portal.

What this means in practice is that in stage 1 applicants will submit light concept notes that require far less detail than previous calls for proposals. In stage 2, the Steering Committee will select concepts based on assessments made by independent experts and the UNRSF secretariat. These selected concepts will be required to present at information sessions convened by the secretariat. Stage 3 refers to the development of complete project documents, which are then approved by the Steering Committee prior to fund disbursement.

This Funding Cycle will be managed via an online MPTFO Portal. The lead PUNO focal point will have access to the system and can invite collaborating PUNOs to the system to work on the concept notes together. Concept notes can only be submitted in the system by the lead PUNO focal point.



3. WHY ARE YOU PROPOSING A THREE-STAGE APPLICATION PROCESS?

The three-stage application process is designed to allow more time to jointly design concept notes in line with the UNRSF strategies and priorities. We are now providing a lighter concept note format that is focused more on ideation of concepts that and less on details. In addition, through information sessions that will bring in expertise from different stakeholders, successful concept notes will benefit from diverse feedback and new potential partnerships.

This process has been designed on the basis of feedback and lessons learned from previous calls for proposals.



4. HOW CAN I ACCESS THE ONLINE MPTFO PORTAL?

A link to access the online portal will be sent directly to the PUNO focal points. After they have created a draft of the concept note, they will then invite other colleagues from PUNOs to access the system and collaborate on the development of the concept note. Only the PUNO focal points will be able to submit the concept note.

The secretariat will provide a training on the MPTFO Portal at the webinar on 13 April. In addition, bilateral support on the Platform can also be provided.

Applicants are strongly encouraged to submit their concept notes in advance of the deadline to ensure that any system-related challenges can be resolved in a timely manner.



5. CAN A PARTICIPATING UN ORGANIZATION SUBMIT MORE THAN ONE PROJECT?

Yes. There is no cap on the number of applications that PUNOs can submit. However, please note that joint submissions by two or more PUNOs will be prioritized.



6. CAN SEVERAL PARTICIPATING UN ORGANIZATIONS SUBMIT A JOINT PROJECT?

Yes. It is possible, and even recommended, for several PUNOs to jointly submit a project. One UN organization will be submitting the project on behalf of the others and therefore must be designated as the project lead/manager.



7. HOW CAN I MAXIMIZE MY CHANCES OF SUBMITTING A SUCCESSFUL PROPOSAL?

Previous UNRSF Calls for Proposals have been competitive and it is likely that the 2022 Call will also see the submission of many strong concepts. Your chances of submitting a successful proposal will be highest if you ensure that your application is aligned to, and supportive of, the recommendations in the Global Framework Plan of Action for Road Safety and the Global Plan for the Second Decade of Action. In addition, we recommend that you study the scoring tables (see Annex I of the Application Guidelines) carefully and emphasize those aspects of your application as this will be used to rank your application.

Most importantly, keep in mind that this Call for Concept Notes will finance great ideas that are implemented in a collaborative manner and convincingly demonstrate that they can move the needle on our SDG targets.



8. WHO IS ELIGIBLE TO SUBMIT CONCEPT NOTES?

Only PUNOs are eligible for direct access to funding under the UNRSF 2022 Call for Concept Notes. A full list of these organizations, including focal point contacts, can be found [here](#). (It goes without saying that successful concept notes will involve a wide range of stakeholders in concept note development and project implementation.)

Strategies of PUNOs for the 2022 Call for Concept Notes will be published on our webpage later in April 2022.



9. IS “GOVERNMENT ENDORSEMENT” NEEDED FOR CONCEPT NOTES?

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. We will need to see a letter of support from the relevant national counterpart(s) confirming endorsement of the project and commitment to the achievement of its objectives by the end of the second stage of the

application process. **No funds will be transferred to projects if Government endorsement has not been received.**

Government endorsement is not mandatory in stage 1 but will give your submission an edge over others.

Please contact UNRSF if you require further clarification.



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 US\$ 4 million in the 2020 Call for Proposals. Individual project budgets must be a minimum of US\$ 100,000 per PUNO. There is no upper limit.

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



12. 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.

For the purposes of the Call for Concept Notes, applicants will need to indicate the overall budget that they are requesting from the UNRSF as well as information on the amount allocated from the total budget to four budget categories: 1) Staff and other personnel costs; 2) Equipment, vehicles and furniture including depreciation; 3) Travel; 4) Transfers and grants to counterparts.



13. WHAT BUDGET INFORMATION SHOULD I PROVIDE IN THE CONCEPT NOTE TEMPLATE?

We are not asking for a detailed budget breakdown in stage 1. You only need to provide:

1. The overall budget in US\$ that you are requesting from the UNRSF;
2. The US\$ value of the amount that you expect to bring in from other sources in the form of co-financing, as well as their source and type;
3. A breakdown of the amount of the overall budget that is requested from the UNRSF that will go in the four budget lines (see question 12 above).



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

Yes. We will process your project budget in one installment.



15. DO I NEED CO-FINANCING FOR MY PROJECT TO BE SUCCESSFUL?

No, but it is highly encouraged. Co-financing is helpful to show catalyst potential.



16. WHAT GUIDELINES ARE THERE FOR THE DURATION OF PROJECTS?

The duration of projects should be a minimum of 18 months and a maximum of three years. Please make sure that your project durations reflect a realistic assessment of likely implementation timeframe.



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

The secretariat will be organizing a dedicated webinar on the 2022 Funding Cycle for all PUNOs on **13 April 2022 at 13h00 CEST**. This briefing will respond to any questions that you may have on the application process.

We will, of course, be available to provide support on any queries with respect to the application process as requested from the participating UN organizations during the preparation of your application. Kindly send all information requests to: unrsf_secretariat@un.org.



18. 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 calendar period, to be provided each year by the date stipulated by the secretariat;
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.



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

An independent terminal evaluation is mandatory for all projects with a budget of over US\$ 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 US\$ 1 million and a duration of over 2.5 years, both mid-term and final evaluations are mandatory.



20. CAN I INCLUDE COMMUNICATIONS PRODUCTS AND SUPPORT IN MY BUDGET?

Yes. In fact, you are strongly encouraged to think through mediums and ways to raise awareness of your project's activities and results. You can include costs of project video(s), communications experts, graphic designers, or printing, among other things, in your budget.

During the course of project implementation, the UNRSF secretariat will be reaching out to you asking for project and human interest stories to showcase at the Fund level. You will also be reporting on project progress to us regularly. When coming up with your budget, please do make sure that you have the capacities and resources to respond to these needs.



21. WHAT IS THE FREQUENCY OF UNRSF FUNDING CYCLES?

In 2022, this Call for Concept Notes is the only one scheduled.



22. WHERE CAN I FIND MORE INFORMATION ABOUT UNRSF?

For more information on the United Nations Road Safety Fund (UNRSF) and projects funded to-date, kindly consult our [website](#).

You may also find it useful to read the [Terms of Reference](#), [Global Framework Plan of Action](#) and the [Global Plan for the Second Decade of Action](#).