



United Nations Development Programme
Call for Proposals
Guidelines for grant applicants

*Strengthening Community-Based Disaster Risk Management and
Resilience in Kenya*

Deadline for receipt of applications: **1st August 2025**

NOTE: Low Value Grants – These are grants – selected via programmatic decisions – to civil society and non-governmental partners to generate and solicit development solutions for which no repayment is typically required.

NOTE: This Call for Proposals forms the basis for applying for UNDP grants. It must neither be construed as a grant agreement nor be regarded as a confirmation of a grant awarded by UNDP to any entity. Consequently, UNDP is not liable for any financial obligations, or otherwise, incurred by any entity in responding to this call for proposals. Such costs will not be considered as part of the grant budget in the event that a grant is awarded to an applicant.

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1 GRANTS PROGRAMME

1.1 Background

Kenya is increasingly vulnerable to climate-related shocks and ranks 19th globally in disaster risk, according to the 2024 INFORM Risk Index. The country continues to grapple with the escalating impacts of climate change, particularly severe droughts and destructive floods. During the March–May (MAM) 2024 long rains season, Kenya experienced one of its most devastating flood disasters in recent history, compounding the lingering effects of the 2023 floods and the 2021–2022 drought. These overlapping crises have severely affected millions, displaced hundreds of thousands, and crippled critical infrastructure, particularly in marginalized and flood-prone counties.

Following a formal request by the Government of Kenya on May 30, 2024, a Kenya Floods Recovery Needs Assessment (KF-RNA 2024)¹ was undertaken with support from the United Nations. The assessment revealed the widespread impact of the MAM-2024 floods, which claimed 315 lives, displaced 293,205 people, and affected over 412,000 individuals across 35 counties. The floods disrupted transportation networks, destroyed over 52,000 hectares of farmland, severely undermined food production and security, and pushed millions further into vulnerability. Education and health services were also severely affected over 1.5 million learners experienced disruptions while 91 health facilities were damaged, resulting in reduced access to outpatient and emergency care. An alarming rise in gender-based violence and mental health issues was reported, especially among women and girls, due to overcrowding in temporary shelters and the breakdown of social support systems.

The floods also had a devastating impact on Kenya's agricultural sector, which supports over 70% of rural livelihoods. Crop losses led to a projected 25% drop in agricultural productivity in affected areas, while the broader economic shock is expected to increase unemployment among informal workers by 20%. Vulnerable groups, including persons with disabilities, the elderly, and pregnant women, were disproportionately affected. Over 9,300 pregnant women faced heightened health risks, with 613 experiencing serious complications due to the strain on healthcare infrastructure. Access to clean water and sanitation further deteriorated, heightening the risk of waterborne diseases such as cholera. The KF-RNA 2024 estimates that KES 126.2 billion (USD 977.98 million) will be required for full recovery, with a strong emphasis on building back better to strengthen resilience. The largest share of needs lies in the productive sector especially agriculture—followed by infrastructure, cross-cutting issues such as environmental management and risk reduction, and social sectors like housing, health, and education. The recovery strategy, guided by the Post-Disaster Needs Assessment (PDNA) methodology, places emphasis not only on repairing damage but also on future-proofing infrastructure and systems against recurring climate shocks.

In recognition of the urgent need for community-led recovery and resilience-building, UNDP will provide Local View Grants (LVGs) to Civil Society Organizations (CSOs) and Community-Based Organizations (CBOs) in the most flood-affected counties, as identified in the KF-RNA 2024. This support will be implemented under the Intra-ACP Natural Disaster Risk Reduction Programme, funded by the 11th European Development Fund (EDF)

¹ <https://www.undp.org/kenya/publications/kenya-floods-recovery-needs-assessment-report>

through the component on Strengthening Disaster Risk Governance and Recovery Capacities, specifically Outcome 2: Disaster preparedness for effective response and to "Build Back Better" in recovery and Output 2.2: Strengthened post-disaster recovery capacities in all ACP regions (Output 3.3 of the 11th EDF Intra-ACP NDRR Programme). This initiative aims to catalyze localized recovery, empower grassroots actors, and accelerate the transformation of flood-affected communities toward greater resilience and sustainability.

1.2 Objectives

The overall objective of the UNDP Kenya Low value Grants Programme is to strengthen post-flood recovery and resilience in the most affected counties in Kenya by empowering community-based organizations to lead locally driven recovery actions, restore livelihoods, rebuild critical services, and promote long-term disaster risk reduction in line with the Kenya Floods Recovery Needs Assessment (KF-RNA) 2024.

Specific Objectives:

1. **To support the restoration of livelihoods and food security** through community-led interventions in agriculture, livestock, and informal trade, particularly targeting vulnerable groups such as women, youth, and persons with disabilities.
2. **To enhance access to essential services and infrastructure** by supporting the rehabilitation of flood-damaged social infrastructure such as schools, health facilities, water supply systems, and sanitation facilities at the community level.
3. **To strengthen community-based disaster preparedness and early warning systems** through capacity building, awareness campaigns, and the establishment of localized risk reduction mechanisms.
4. **To promote inclusive and gender-responsive recovery processes** by ensuring the participation and protection of marginalized populations, including displaced persons, women, children, and persons with disabilities, in planning and implementation of recovery initiatives

1.3 Thematic focus and eligible actions include;

Kenya has made significant strides in strengthening its disaster risk governance, grounded in a participatory, iterative process that aligns with the country's devolved governance structure and the broader objectives of the 11th EDF Intra-ACP Programme. Through national and county-level policy development, community consultations, and institutional reforms, Kenya has prioritized reducing disaster risk, enhancing resilience, and ensuring inclusive recovery mechanisms.

This grant programme supports the implementation of Kenya's recovery strategy following the devastating El Niño 2024. It emphasizes local-level preparedness, resilient infrastructure, and livelihood restoration, aligned with Outcome 2.1 of the ACP Programme, which focuses on preparedness and building back better. The grant programme additionally aligns with UNDP's Community Recovery and Resilience Facility (CRRF) which aims to build resilience by supporting recovery from the 2023/2024 El Niño Southern Oscillation (ENSO) events and strengthening capacities to anticipate, prevent, and respond to future shocks. The thematic

focus areas have been drawn from the **Kenya Flood Recovery Needs Assessment (KF-RNA) 2024**.

Thematic Areas of Intervention:

- 1. Strengthening Community Preparedness and Recovery Systems** - Focuses on reinforcing local governance, contingency planning, and knowledge systems to ensure communities are equipped for future shocks.
- 2. Restoration of Critical Infrastructure and Basic Services** - Aims to rehabilitate and climate-proof essential infrastructure; roads, health, education, WASH—to support both recovery and future resilience.
- 3. Livelihood and Economic Recovery for Resilience** - Supports the recovery and diversification of livelihoods, promotes MSME revival, and enhances community adaptive capacities to economic and climate shocks.
- 4. Risk-Informed Housing and Human Settlements** - Targets the reconstruction of climate-resilient housing and promotion of sustainable, risk-aware urban and rural settlement planning and eco-system-based management.

Examples of Eligible Actions Include:

Under Theme 1: Strengthening Community Preparedness and Recovery Systems

- Develop county-specific, community-based disaster risk management (CBDRM) frameworks.
- Conduct participatory risk assessments and vulnerability mapping using digital tools.
- Train CSOs and local leaders on risk governance, policy advocacy, and preparedness tools.
- Establish mobile-based early warning and alert systems tailored to local contexts.
- Facilitate local innovation hubs for community-led DRR solutions.
- Develop and distribute localized, visual learning materials in native languages.
- Document and integrate indigenous knowledge into county preparedness plans.
- Create inclusive disaster response committees with meaningful participation from women, youth, and persons with disabilities.

Under Theme 2: Restoration of Critical Infrastructure and Basic Services

- Rehabilitate damaged roads, bridges, health centers, schools, and water points using climate-resilient design.
- Install water treatment and solar-powered pumping systems, or rainwater harvesting systems to improve WASH services.
- Strengthen public health systems for cholera and waterborne disease prevention and response.
- Promote low-cost, flood-resistant sanitation technologies in rural and urban areas.
- Support/re-establish resilient watershed management functions
- Restore/ support resilient land cover management and eco-system-based solutions through tree-planting, slope-stabilizing vegetation, and other nature-based solutions that enhance flood-resilience

- Halt or reverse land degradation and desertification and promote sustainable productive landscapes at community level.

Under Theme 3: Livelihood and Economic Recovery for Resilience

- Provide climate-smart agricultural inputs, tools, and extension services to affected farmers.
- Support livestock restocking, veterinary services, and animal health outreach.
- Facilitate access to microgrants or revolving funds for MSMEs to rebuild operations (e.g. in Solar, beekeeping, Food and food processing, Textiles, etc.).
- Pilot index-based insurance schemes and promote digital financial services to increase economic resilience.
- Catalyse finance from diverse sources for ecosystem-based approaches.

Under Theme 4: Risk-Informed Housing and Human Settlements

- Construct flood-resistant housing prototypes using durable, locally available materials.
- Train youth and local artisans in climate-resilient building techniques and ecosystem-based management to restore/recovery flood-affected infrastructure.
- Support the integration of informal settlements into urban resilience plans and support social cohesion between displaced and host communities.
- Promote relocation from high-risk zones through participatory land-use planning and incentives.

1.1 Geographical scope

The proposed project will focus on counties identified as priority areas in the Kenya Floods Recovery Needs Assessment (KF-RNA) 2024 for flood recovery and stabilization. These counties were among the most severely impacted by the 2024 El Niño floods and the March–May 2025 long rains, with high levels of displacement, loss of livelihoods, and infrastructure damage.

The targeted counties include **Garissa, Tana River, Isiolo, Meru, Laikipia, Nyeri, Kirinyaga, Murang'a, Kiambu, Machakos, Makueni, Nairobi, Kajiado, Nakuru, Narok, Baringo, Elgeyo Marakwet, Trans Nzoia, Bomet, Kisumu, Siaya, Busia, Homa Bay, Marsabit, Kitui, West Pokot and Mandera.**

These counties represent a cross-section of Kenya's arid/semi-arid lands (ASALs), peri-urban, and highland agricultural zones, highlighting the diverse impacts of the floods across different socio-economic and ecological contexts. The intervention will prioritize high-risk and high-need communities within these counties based on vulnerability, displacement status, and level of livelihood disruption.

1.2 Duration

All activities financed by this Grants programme must be implemented by **30th April 2026**.

1.3 Fundamental principles

Grant applicants are expected to consider the following simplified core principles when designing their proposals;

- Eligible Applicants: Community Based Organizations (CBOs), Civil society organizations (CSOs), indigenous peoples' organizations, or grassroots community-based groups involved in disaster risk management.
- Project Parameters: Clear and realistic budget, timeframe (until 30th April 2026), scope, outcomes, and sustainability.
- Inclusivity: Proposals must promote participation of youth, women, men, and marginalized groups.
- Innovation: Encourage community-based innovations in resilience.
- Alignment: Actions should align with Kenya's DRR goals, Legal framework and contribute to the Sustainable Development Goals (SDGs 1, 11, and 13).
- Multidimensional risk and contextual approach: The activities must be informed by a holistic assessment of systemic and multidimensional risks and the wider context in which the community operates
- Scalability and institutionalization: The activities should be designed for expansion and long-term integration into existing systems, ensuring sustainability and broader impact.
- Risk Informed: Ensure that CBRB efforts are risk-informed and based on local risk data and analysis.
- Monitoring and Evaluation: A focus on participatory MEL is essential for CBRB as it allows for adequate measuring of impacts based on key indicators that have been developed jointly with the community.

These principles ensure that proposals are practical, inclusive, and aligned with national disaster risk governance priorities.

1.4 Award amounts

Proposals with budgets of up to USD 45,000 will be considered for the award. Please note that value for money will be assessed as part of the rating criteria.

2 ELIGIBILITY CRITERIA

The information in this section establishes the criteria for the submission, selection, and implementation of grants projects financed under this grants programme.

2.1 Eligibility of applicants

Eligible applicants must meet the following criteria:

- Be a legally registered civil society organization (CSO).
- Be a grassroots organization, indigenous peoples' organization, or community-based group engaged in disaster risk reduction or resilience work in Kenya.
- Demonstrate experience implementing community-level interventions that apply multi-dimensional risk approaches
- Demonstrate capacity to manage community-level projects with accountability and transparency.
- Be capable of complying with UNDP financial and reporting requirements.
- Collaborate with county governments and local actors for alignment and sustainability.

2.2 Eligibility of projects

Projects must directly contribute to the objectives outlined in Section 1.2, focus on the eligible actions described in Section 1.3, and comply with all other conditions outlined in Section 1 of this Call for Proposals. Eligible projects must strengthen disaster preparedness, foster inclusive risk governance, and build long-term resilience at the community level.

The following types of project proposals are **not eligible** for funding:

- Projects focused solely on individual sponsorships to events such as seminars, workshops, or conferences.
- Projects providing individual scholarships for studies or training.
- Credit or loan schemes;
- Projects based primarily on capital expenditure (e.g. land acquisition, building construction, or vehicle purchases).
- Projects lacking inclusivity or that discriminate on the basis of gender, disability, ethnicity, or belief.
- Projects offering direct cash transfers to individuals.
- Political parties or religious activities;
- Projects that contradict the principles of equity, transparency, or community-led governance.

2.3 Eligibility of project costs: which cost may be considered?

The categories of costs considered eligible and non-eligible under this Call for Proposals are outlined below. The project budget must reflect actual expenditures and serve as the ceiling for eligible costs. All costs must be:

- Based on real, documented expenses;
- Clearly linked to specific project activities and objectives;
- Justified with supporting documentation;
- Realistic and cost-effective.

It is therefore in the applicant's interest to provide a realistic and cost-effective budget in USD.

Eligible direct costs

To be eligible under this Call for Proposals, costs must be directly verifiable and traceable to the activities being implemented.

Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs for reimbursement.

Ineligible costs

The following costs are **not eligible**:

- Debts and provisions for losses or debt;
- Interest owed;
- Salary top-ups and similar emoluments to government employees
- Items already financed in another framework, i.e. existing capacity should not be included in the budget;
- Purchases of land or buildings;
- Currency exchange losses;
- Taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes; and
- Credit to third parties;

3 APPLICATION PROCEDURE

Applicants are to submit a full project proposal, which will be reviewed by the Grants Evaluation Committee.

3.1 Application forms

Full project proposals must be submitted in accordance with the instructions in the standard application form (annexed to this document). Hand-written applications will not be accepted. All applications must be in English.

Due care must be taken to complete the application form. Any error or major discrepancy related in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to rejection of the application.

Clarifications will only be requested if the information provided is unclear and prevents objective assessment of the application.

Please note that only the application form and the completed annexes will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the project.

3.2 Documents to be submitted for application

The following documents must be submitted as part of the application:

- Project proposal application form (template provided);
- Project budget (template provided);
- Registration certificate as evidence for legal credentials of the organization;
- Audited financial statements for the last two fiscal years (in the absence of audited statements, any other official document demonstrating the annual income of the previous years will be accepted)
- Further documentation may be required. These may be communicated to provisionally selected applicants.

Documents may be checked for truthfulness and accuracy of representation through various means, including but not limited to internet searches, formally official confirmation from responsible offices, letters of recommendation, etc.

3.3 Where and how to send the application

The completed application form and the budget document must be submitted in Word, Excel or PDF.

Applications must be submitted by email to lvqa.ke@undp.org . For enquiries, write to Raphael Mutitu and/or Maya Fields at raphael.mutitu@undp.org ; maya.fields@undp.org . The subject heading of the email should include the project name 'Kenya OACP CBDRM Proposal'.

Applications sent by any other means (e.g. by fax) or delivered to other addresses will not be considered under this Call for Proposals.

Incomplete applications will be rejected.

3.4 Deadline for submission of applications

The deadline for the submission of full project proposals is **August 1st 2025** as evidenced by the date of receipt of submission email. Any application submitted after the deadline will be automatically rejected.

4 EVALUATION PROCEDURE

4.1 Steps and criteria

Applications will be evaluated by the technical evaluation team according to the following steps and criteria:

Step one: Eligibility evaluation

The following will be evaluated:

- The submission deadline has been respected;
- The application form including the budget table is duly filled;
- Requested documents are attached to the application;
- The proposal meets the rest of the eligibility criteria as mentioned in section 2 above.

Step two: Technical assessment of full project proposals

The evaluation will be done by the Evaluation Committee. The quality of the project proposals will be assessed in accordance with the evaluation criteria set out in the evaluation grid below.

4.2 Scoring

The evaluation criteria are as follows;

For applicants to be considered, they must meet the **eligibility threshold**: the eligibility threshold is 20 points and above for the categories listed under Section 1: Organization. The eligibility threshold is the score required in order to be considered for the grant, otherwise the applications will not be considered and marked.

4.3 Evaluation grid

No	Evaluation criteria	Weighting
1	ORGANIZATION	
1.1	Relevant experience in community-based disaster risk management (CBDRM), and community resilience building	10
1.2.	Experience implementing eligible actions outlined in the Call for Proposals	10
1.3.	Demonstrated engagement with local communities, civil society organizations, and/or indigenous peoples in resilience-related work	5
1.4.	Demonstrated UNDP grant management experience	5
	SUB-TOTAL	30
2	PROJECT	
2.1.	Relevance of the proposal to the objectives and thematic focus in this Call for Proposals (Sections 1.2 & 1.3)	10
2.2.	Clear and realistic objectives, outputs, and outcomes	10
2.3.	Expected positive impact on community resilience, disaster preparedness, and local institutional capacity	20
2.4.	Inclusion of gender, youth, persons with disabilities, and other marginalized groups	10
2.5.	Defined project risks, monitoring, and evaluation strategy	10
	SUB-TOTAL	60
3	BUDGET (IN USD)	

No	Evaluation criteria	Weighting
3.1	Budget clarity, justification, value for money, and consistency with proposed activities	10
	SUB-TOTAL	10
	OVERALL TOTAL	100

4.4 Provisional selection

Following the evaluation of eligible full project proposals, a table listing the applications ranked according to their scores is established. A list of provisionally selected applications is developed, taking into consideration the financial envelope available and the geographical reach and balance. Where applicable, consultation with relevant entities will be made to solicit more information and guidance.

5 APPROVAL AND AWARD

The provisionally selected project proposals are reviewed by the UNDP Kenya Committee on Grants based on which the approval will be granted.

Applicants are informed in writing of the decision concerning their application.

The following documents will be signed as part of the grant agreement between UNDP and grant recipients:

- Grant agreement based on the standard UNDP Grant agreement
- Annex A – Project Proposal
- Annex B – Project Budget

6 REPORTING, MONITORING AND EVALUATION

It is the responsibility of grantees to monitor and report on the progress of implementation of their grant projects in accordance with the grant agreement and performance measures included in their proposal.

7 INDICATIVE TIMETABLE

Action	Date
Deadline for submission of full project proposals	1 st August 2025
Estimated start date /project implementation	5 th September 2025