

Application Guidelines

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. OVERVIEW

This document provides guidelines on the application process to the 2022 Call for Concept Notes to the United Nations Road Safety Fund (UNRSF).

UNRSF was established¹ in April 2018² as a multi-partner financing instrument to facilitate concrete action towards achievement of the road safety targets of Sustainable Development Goals 3.6 and 11.2. The Fund's goal is to leverage the collective knowledge and capability of the UN system and all Fund stakeholders to achieve global impact and long-term developmental change through a substantial reduction in road traffic injuries and fatalities, and the economic loss arising therefrom.

The core priorities of this Call for Concept Notes is determined by UNRSF's [Global Framework Plan of Action for Road Safety \("the Framework"\)](#), which reflects a holistic and inclusive system approach to addressing challenges in road safety, building upon the proven success of the countries with the strongest records in road safety. Additional special priorities of this Call for Concept Notes are based on the [Global Plan for the Decade of Action for Road Safety 2021-2030 \(see section 2.2 below\)](#).

The total disbursement amount for this Call for Concept Notes will be US\$ 4 million. With the approval of the UNRSF governing bodies, this Call for Concept Notes will be open for a three-month period.

UNRSF Steering Committee will select concept notes for detailed project development taking into account an assessment undertaken by a panel of 2-3 technical road safety experts as well as an assessment undertaken by the UNRSF secretariat. The secretariat will organize information sessions on selected concept notes to increase opportunities for collaboration and synergies among road safety actors beyond the project team. Once fully developed in line with the recommendations of the UNRSF Steering Committee and technical road safety experts, detailed projects will be submitted to the UNRSF Steering Committee on a rolling basis for approval and decision to disburse project funding. See Section 3 for the suggested timeline.

The Fund has conducted three calls for proposals to-date culminating in the approval and award of funding to 25 projects with a budget of roughly US\$ 10 million. More information on the selected projects can be found [here](#).

2. RULES AND GUIDELINES

2.1 Eligibility

Only UNRSF participating UN organizations (PUNOs) are eligible to apply directly to the UNRSF 2022 Call for Concept Notes.

There are no limitations on the number of applications which may be submitted by PUNOs during the 2022 Funding Cycle. However, in response to the 2021 UNRSF independent evaluation's recommendation to "*promote synergistic collaboration across various participating UN agencies as the means to developing a distinctive competitive advantage*", joint submissions by two or more PUNOs are encouraged and will be prioritized.³

¹ United Nations General Assembly resolution 70/260, *Improving global road safety*, A/RES/70/260, (15 April 2016), available from <https://undocs.org/en/A/RES/70/260>; General Assembly resolution 72/271, *Improving global road safety*, A/RES/72/271, (12 April 2018), available from <https://undocs.org/en/A/RES/72/271>.

² Memorandum of Understanding between Participating UN Organizations and the United Nations Development Programme regarding Operational Aspects of the United Nations Road Safety Trust Fund (Fund MoU).

³ A concept note will receive additional points during the assessment process for each additional Participating UN Organization involved in project implementation.

The 2022 Call for Concept Notes is launched as limited circulation, hence the UNRSF secretariat will not conduct any outreach activities in relation to the Call. Outreach will be within the purview of the participating UN organizations, which will determine, and within one week of the launch of the Call, inform the secretariat of the appropriate outreach and modalities (strategies) for stakeholders to engage in this Call. The secretariat will share the strategy template and sample good practice strategy with the participating UN organizations upon the launch of the Call. Each strategy will be posted and made publicly available on the UNRSF website.

The duration of submitted projects must be a minimum of eighteen months and a maximum of three years.

Proposals must be undertaken in, or directly applicable to, low- and middle-income countries (LMICs).

2.2 Funding priorities and criteria⁴

In accordance with the UNRSF Framework, all UNRSF projects must fall under one or more of the five “core” strategic priorities of the Fund: road safety management, safe roads, safe vehicle, safe user and/or post-crash response. Concept notes covering two or more core strategic priorities are encouraged and will be prioritized.

In accordance with the Global Plan for the Second Decade of Action 2021-2030 (GPA), the following special strategic priorities⁵ are encouraged and will be prioritized:

- Projects addressing different development goals/policy agendas in addition to road safety (GPA pg. 7,8)
- Projects addressing multi-modal transport and land use planning (GPA pg. 10,11)
- Projects supporting regional (multi-country) collaboration to address common challenges (GPA pg. 23)

Applicants are strongly encouraged to review the Priorities and Criteria for Funding Projects (see Annex 1), which has been designed to provide relevant guidance.

Other considerations to keep in mind in the preparation of applications are as follows:

- UNRSF will not fund infrastructure construction projects but can finance projects seeking expertise and/or capacity building on safe infrastructure (such as marking/signaling of roads, pedestrian crossing points etc.) or activities aimed at improved design of road infrastructure.
- Government endorsement of country(ies) to be supported through the project is mandatory. Letter(s) of support from the government must be received before project funds can be disbursed.

2.3 Budgets

Each concept note requires an overall indicative budget. Only selected concept notes will be required to share an activity-based budget during the detailed project development stage.

Project budgets will meet the following criteria:

- The minimum budget for proposals is US\$ 100,000 per PUNO, and there is no upper limit;

⁴ Annex 1: Priorities and Criteria for Funding Projects 2022-25.

⁵ A concept note will receive additional points during the assessment process for each special strategic priority that it meets/fulfills.

- A maximum of seven (7%) per cent programme support, or indirect, costs;
- A reasonable amount for operating reserve (at least as required by the applicable internal guidelines of PUNOs);
- An amount to support compliance with the project’s Monitoring & Evaluation requirements. Independent evaluation costs should be captured in the budget lines of “staff and other personnel costs” and “travel”;
- Budgeted amounts that reflect standard UN parameters, rates and costs (e.g., UN standard salary costs, daily subsistence allowance rates, procurement principle of best value for money); and
- In addition, the following budget caps must be respected:
 - Staff and other personnel costs – 50 per cent of total budget; and
 - General operating and other direct costs – 5 per cent of total budget.

Budgets must be developed taking into account the UN approved budget line-item categories (based upon the eight UN harmonized expense categories established in 2008 by the United Nations Development Group and updated in 2012 by the Chief Executive Board). However, at the point of concept note submission, applicants will only be required to indicate the overall budget in US\$ and how much of it will go to: 1) Staff and other personnel costs; 2) Equipment, vehicles and furniture including depreciation; 3) Travel; 4) Transfers and grants to counterparts.

3. INITIAL TIMELINE

STEP 1: LAUNCH The UNRSF secretariat launches the 2022 Call for Concept Notes by correspondence sent to all PUNOs. The secretariat organizes a briefing session within one week of the launch for all PUNOs. PUNOs submit their respective strategies for the 2022 Call within one week of the briefing session.

STEP 2: SUPPORT AND ROLLING SCREENING The secretariat provides support to applicants in the finalization of their applications. It also screens the applications on a rolling basis to ensure they are complete and eligible.

STEP 3: APPLICATION DEADLINE The application period closes three months after launch and no late submissions will be considered.

STEP 4: ASSESSMENT An assessment of eligible concept notes⁶ will be undertaken by a panel of 2-3 technical road safety experts. The UNRSF secretariat will also undertake its own assessment to be submitted to the UNRSF governing bodies.

STEP 5: SELECTION The UNRSF Steering Committee will select the concept notes which will advance to the detailed project development stage. The project leads of selected concept notes will be notified within a week of the selection decision.

STEP 6: INFORMATION SESSION The UNRSF secretariat will organize an information session for selected concept notes, building on practice with the 2020 Call for Proposals. Selected concept notes, criteria for participation and other details about the information session will be made available on the UNRSF website in consultation with the technical road safety expert panel. The information session will be moderated by member(s) of the panel, who will specify any related recommendations which the project team shall take into account in the detailed project document.

STEP 7: PROJECT SUBMISSION, APPROVAL & FUNDING ON ROLLING BASIS PUNOs will incorporate recommendations from the previous steps and submit complete project documents

⁶ A list of ‘reserve’ concept notes may be submitted for Steering Committee decision in line with the UNRSF Operations Manual, section E.2. Reserve concept notes may be considered, for example, where the project team of a selected concept note fails to satisfy project document recommendations as required at step 7.

STAGE 1 (3 months)

STAGE 2 (2-3 months)

STAGE 3 (1-2 months)

(using templates provided by the secretariat) on a rolling basis to the UNRSF secretariat, for final approval by the Steering Committee on basis of silent procedure. Following the above process, the MPTFO will disburse project funds to PUNOs, allowing project implementation to begin.

4. INSTRUCTIONS

A mandatory deadline will be communicated with the launch of the 2022 Call for Concept Notes following a three-month application period. Late submissions or incomplete applications cannot be considered.

Applicants are encouraged to submit their concept notes as early as possible in advance of the deadline for the secretariat to review the applications for completeness. The secretariat can alert the applicant of missing items for submission before the deadline.

While concept notes may be developed using the preferred document editing and management software of each participating UN organization, complete applications should be submitted using the MPTFO Project Portal by the PUNO Focal Points. A word doc concept note template as well as MPTFO Project Portal log-in details will be provided at the launch of the Call.

ANNEX 1: PRIORITIES AND CRITERIA FOR FUNDING PROJECTS

1. Overall Strategy

Evidence shows that countries that have created national road safety systems and have done so based on and supported by the international regulatory framework – namely United Nations legal instruments – in the context of the safe system principles, are among the best road safety performers.

The United Nations Road Safety Fund (UNRSF) Terms of Reference states that it will apply a holistic and integrated approach by recognizing the safe systems principles and promote cost-efficient approaches.⁷ Safe and sustainable mobility is key to sustainable development and is among the cross-cutting issues of relevance for the achievement of numerous goals and targets. This is the rationale behind its explicit inclusion in the 2030 Agenda for Sustainable Development, in targets 3.6 - aiming for the reduction of global road traffic deaths and injuries by 50 per cent; and 11.2 – aiming to provide access to safe, affordable, accessible and sustainable transport systems for all by 2030.

The UNRSF Global Framework Plan of Action for Road Safety (GFPA) was developed to provide a clear picture of a comprehensive and effective national road safety system with international regulatory support. The GFPA consolidates five strategic priorities for road safety and the twelve Global Road Safety Performance Targets.

The Global Plan for the Second Decade of Action for Road Safety (“Global Plan of Action”) describes a safe systems approach to achieving the target of decreasing the number of deaths and injuries by 50% by 2030 which was launched in October 2021. The Global of Action identifies five recommended actions that intersect with the GFPA.

In line with the above, the UNRSF will prioritize establishing or improving a safe systems approach in low- and middle-income countries (LMICs). These countries, in order for the road safety actions to be effective, should have put in place basic administrative, civil and criminal legal and institutional frameworks as well as appropriate national road safety system investments. The UNRSF will focus on supporting activities, where needs exist, aimed at addressing missing or weak elements in the national road safety systems; formulating plans and policies, legislation and new institutional arrangements; as well as establishing educational or technological solutions needed to maintain sound national road safety systems.

These system-focused actions are expected to help reduce the number of road fatalities and injuries through the joint efforts of countries supported by international organizations and institutions as well as non-governmental organizations and coordinated under the GFPA, the Global Plan of Action, and contribute towards the achievement of the Sustainable Development Goals (SDGs).

2. Priorities for funding projects

A. Core strategic priorities

All projects funded by the UNRSF must be connected with one or, preferably, more priorities and link to the achievement of the UNRSF Results-Based Framework (see appendix of the Terms of Reference).

⁷ Page 4, Terms of Reference, United Nations Road Safety Trust Fund, 14 March 2018.

Priority 1: Road safety management (as the bridging pillar)

ex. institutionalized mechanisms to plan, finance, implement, monitor and review continual road safety improvements.

UNRSF-funded project: Strengthening Evidence-Based Interventions for Road Safety in the Arab Region (implemented by UNESCWA); linked to the UNRSF Results-Based Framework “Output 1.3 Establishment of road crash and road traffic data system” and its associated indicator.

Priority 2: Safe roads

ex. systematic road safety audit and inspection, and safety-driven design

UNRSF-funded project: Reclaiming Streets for Pedestrians and Cyclists in Africa (implemented by UN-Habitat); linked to the UNRSF Results-Based Framework “Output 2.2 Establishment of conditions to encourage modal shift” and its associated indicators.

Priority 3: Safe vehicle

ex. effective system for vehicle admission with minimum safety requirements.

UNRSF-funded project: Safer and Cleaner Vehicles in Africa (implemented by UNEP and UNECE); linked to the UNRSF Results-Based Framework “Output 3.1. Establishment and implementation of technical high quality safety standards for new (defined as produced, sold or imported) and used vehicles” and its associated indicators.

Priority 4: Safe user

ex. traffic rules enforcement and addressing road user behaviour, including for vulnerable road users.

UNRSF-funded project: Speed Management in Latin America: the case of Argentina (implemented by UNECLAC); linked to the UNRSF Results-Based Framework “Output 4.1. Establishment, implementation and enforcement of comprehensive rules of the road” and its associated indicators.

Priority 5: Effective post-crash response

ex. standards for data collection, and improved post-crash response and investigation

UNRSF-funded project: Strengthening the post-crash in Bangladesh (implemented by WHO); linked to the UNRSF Results-Based Framework “Output 5.1. Establishment and implementation of appropriate time intervals between road traffic crash and the provision of first professional emergency care” and its associated indicator.

Each of these five priorities include the following areas of work:

- a. Legislation – projects to have a clear legal basis for enhancing road safety as well as to designate responsible agencies for implementation, enforcement, education and monitoring.
- b. Enforcement (including inspection and audits as appropriate) – projects to make sure that rules, regulations and standards are implemented and/or observed.
- c. Education – projects to make sure that rules and regulations are known and so they can be applied.

- d. Technology – projects to complement and strengthen other areas to increase the system’s effectiveness.
- e. International Regulatory Support – projects to provide international legal framework and institutional platforms to support the work in other areas.

Figure 1. The Global Framework Plan for Road Safety

Pillar \ Area	Legislation	Enforcement	Education	Technology	International Regulatory Support
Road safety management					
Safe user	Traffic rules drivers cyclists pedestrians	Lawful behavior ensured by police and inspectors	Awareness raising, training and examination	Supportive technology and equipment, rules reminders	UN RS legal instruments and resolutions, WP.1, SC.1, WP.15
Safe vehicle	Rules and standards for admission of vehicles to traffic	Certification and inspections by qualified inspectors	Awareness raising for users, training for inspectors	Supportive technology and equipment, compliance reminders	UN RS legal instruments and resolutions, WP.1, WP.29
Safe road	Standards for design, construction, maintenance and signage	Audit, assessment and inspection by qualified teams	Awareness raising for road managers, users, and for inspectors	Forgiving and self-explaining road design, intelligent road systems	UN RS legal instruments and resolutions, int. standards WP.1, SC.1
Effective post-crash response	Standards for data collection post-crash response and investigation	Oversight of rescue services, investigators investigating crashes	First aid and rescue service training, investigators training	Supportive technology and equipment	Consolidated resolution, int. standards, WP.1, SC.1

B. Special strategic priorities

Special priorities ensure that the UNRSF remains relevant and responsive to the changing global and local contexts in which it operates. In light of the launch of the Second Decade of Action for Road Safety in 2021 as well as the recent launch of the Global Plan for the Second Decade of Action for Road Safety, the following special strategic priorities are encouraged and will be prioritized:

- Projects addressing different development goals/policy agendas in addition to road safety (GPA pg. 7-8)
- Projects addressing multi-modal transport and land use planning (GPA pg. 10-11)
- Projects supporting regional (multi-country) collaboration to address common challenges (GPA pg. 23)

Since special priorities serve as an incentive, an additional five points will be awarded to concept notes for each special priority that it fulfils.

3. Criteria for funding projects⁸

Criteria 1: Relevance

A project is relevant if it successfully provides an explanation/rationale of why a country or countries require UNRSF support and is aligned with the GFPA, the Global Plan of Action, SDGs, international conventions, and regional/national road safety strategies and plans. If regional/national strategies and plans do not exist, other credible information must be cited to explain the need. A UNRSF project must show its relevance to the 2030 Sustainable Development Agenda and illustrate a social inclusion approach, for example, by addressing those most vulnerable, such as women, children, persons with disabilities and older persons.

Concept Note Marking Scheme - Relevance	
5	Demand/Need for assistance demonstrated with clear connection to <u>all</u> of the following: national or regional strategy/plan, evidence of engagement and support of Government(s), the GFPA, Global Plan of Action, SDGs and international conventions.
4	Demand/Need for assistance demonstrated with clear connection to <u>most</u> of the following: national or regional strategy/plan, the GFPA, Global Plan of Action, SDGs and international conventions.
3	Demand/Need for assistance demonstrated with clear connection to <u>half</u> of the following: national or regional strategy/plan, the GFPA, Global Plan of Action, SDGs and international conventions.
2	Demand/Need for assistance demonstrated with clear connection to <u>some</u> of the following: national or regional strategy/plan, the GFPA, Global Plan of Action, SDGs and international conventions.
1	Demand/Need for assistance demonstrated with clear connection to very <u>few/none</u> of the following: national or regional strategy/plan, the GFPA, Global Plan of Action, SDGs and international conventions.

Criteria 2: Effectiveness

An effective project has a clear and robust results chain that describes how it will achieve its outputs, outcomes and impacts, while identifying and mitigating risks to the extent possible. The project strategy will be effective if the identified solution is appropriate to the needs/challenges identified. A project is also likely to be effective if the appropriate, international, regional, national and local implementing partner(s) are engaged in the project. An effective project demonstrates connections to the UNRSF Results-Based Framework.

Concept Note Marking Scheme - Effectiveness	
5	Extremely likely that the project strategy will generate the intended results. The success of the project will be easily measured.
4	Highly likely that the project strategy will generate the likely results. The success of the project will be measured with appropriate metrics.
3	Likely that the project strategy will generate the intended results. Much of the success of the project will be measurable.
2	Moderately likely that the project strategy will generate the intended results. Some of the success of the project will be measurable.
1	Unlikely that the project strategy will generate the intended results. It is not possible to measure the success of the project.

⁸ Each project will be marked against a scale of 1 – 5 points (1 being the lowest and 5 being the highest) as reflected below.

Criteria 3: Efficiency

A project is efficient if the activities designed for achieving the accomplishments and/or output(s) are manageable by the resources identified and implemented within a reasonable timeframe. An efficient project leverages all possible resources (financial, technical, administrative and human resources) in the best possible way. It utilizes existing structures, networks and partnerships and does not duplicate existing or planned work. Finally, an efficient project leverages additional resources via co-financing (in-kind and/or cash) – the higher the proportion of co-financing the greater the ranking.

Concept Note Marking Scheme - Efficiency	
5	Extremely likely that the project strategy will be achieved within the project timeframe and budget, represents good value for money and will attract co-financing.
4	Extremely likely that the project strategy will be achieved within the project timeframe and budget, represents good value for money and will attract co-financing.
3	Likely that the project strategy will be achieved within the project timeframe and budget, could represent reasonable value for money and will attract co-financing..
2	Moderately likely that the project strategy will be achieved within the project timeframe and budget, and it is not clear whether it represents good value for money or will attract co-financing.
1	Unlikely that the project strategy will be achieved within the project timeframe and does not represent good value for money nor is it likely to attract co-financing.

Criteria 4: Sustainability

The project is sustainable if the expected project outcomes will continue to generate benefits to the country or countries beyond the end date of the project, when UNRSF funding expires. This is likely to happen when there is evidence of buy-in and country(-ies) commitment to the issue and its solution provided. Evidence of support from the Government may include letter(s) of support that may commit resources (in-kind or financial) for continued investments.

Concept Note Marking Scheme - Sustainability	
5	The project outcome(s) are extremely likely to be self-sustained beyond the end date of the project due to evidence of country(ies) commitment.
4	The project outcome(s) are extremely likely to be self-sustained beyond the end date of the project due to evidence of country(ies) commitment.
3	The project outcome(s) are likely to be self-sustained beyond the end date of the project due to evidence of country(ies) commitment.
2	The sustainability of the outcome(s) is moderately likely beyond the end date of the project due to evidence of country(ies) commitment.
1	It is unlikely that the project outcome with its associated initiatives and interventions would be sustained after the end of project implementation.

The likelihood of a sustainable project is higher if it is aligned to priorities identified in regional/national road safety strategies and plans. If regional/national strategies and plans do not exist, other credible information must be cited to explain national commitment and ownership of the project.

Criteria 5: Impact

Impact can be highest for countries with highest fatality numbers or rates, therefore if a country or countries - recipients of the project - belong to this group, the project will be given a higher ranking on the impact criteria. In addition, a high-impact project will credibly explain how it will bring down fatality numbers and other measures of success.

Concept Note Marking Scheme - Impact	
5	A high impact project targets a country or countries with the highest fatality numbers; and/or provides information on road fatality numbers and explains how and to what extent the project will address these as well as the foreseen measure(s) of success.
4	The project targets a majority of countries with the highest fatality numbers; and/or largely provides information on road fatality numbers and explains how and to what extent the project will address these as well as the foreseen measure(s) of success.
3	The project targets some countries with the highest fatality numbers and/or provides some information on road fatality numbers and somewhat explains how and to what extent the project will address these as well as the foreseen measure(s) of success.
2	The project targets few countries with the highest fatality numbers and/or provides some information on road fatality numbers and to a limited extent explains how and to what extent the project will address these as well as the foreseen measure(s) of success.
1	The project does not target any highly affected countries nor does it provide information on road fatality numbers or explain how and to what extent the project will address these as well as the foreseen measure(s) of success.
