



MINUSTAH QUICK IMPACT PROJECTS (QIPs) GUIDELINES FY:2009-2010

1. The MINUSTAH Quick Impact Projects (QIPs) programme has been approved for a sixth year with a budget of USD 3 million.
2. The deterioration of living conditions, due to a rise in food and energy costs on the world markets, has been further exacerbated by the 2008 hurricanes which wiped out an estimated three to four years of economic growth. The Mission is continuing its outreach and communication to clarify the Mission's limited role with regards to humanitarian and development issues, and at the same time increasing its coordination with relevant actors, including the UNCT.
3. Three major areas of support have been sought by the Government – the rehabilitation of infrastructure, the resumption of the school year and sector emergencies such as agriculture and health.¹
4. United Nations Security Council Resolution 1780 (2007) “underlines the need for the quick implementation of highly effective and visible labour intensive projects that help create jobs and deliver basic social services.” In light of the April 2008 mass demonstrations against the extreme poverty exacerbated by the hurricanes that left masses of lost/damaged lives and properties, the Mission now faces a renewed requirement to address the real and apparent needs of the population if MINUSTAH is to continue winning the greater support of the population towards the Mission mandate and if it is to provide support to the security and stabilisation in the country.
5. In highly inaccessible areas of the country, MINUSTAH continues to serve as the main linkage between the population and their governmental authorities. QIPs have provided the senior management with the opportunity and the means to concretely address the needs of the local population where governmental or other resources are lacking or limited.

IMPACT OF MINUSTAH QIPs

6. The constant evolution in the scope and intensity of MINUSTAH's mandated tasks has made QIPs and their direct and highly-visible benefit to Haitians, indispensable to sustaining the local population's confidence in MINUSTAH and in the stabilization process.
7. Since 2004, MINUSTAH has financed 695 QIPs nationwide with a total budget of US\$ 8.5 million with infrastructure, training/capacity building, basic delivery of public services and social mobilisation as the main areas of intervention.²

MINUSTAH QIPs TARGETS FOR 2009- 2010

The proposed QIPs target categories for the fiscal year 2009-2010 are as delineated below:

Livelihood/employment generation

¹Minister of Planning and External Coordination, 19 September 2008.

² For more information: http://minustah.org/?page_id=11022&postTabs=1

8. Projects that create immediate and visible benefits for the population, i.e. small scale, community-based income-generating/job creating projects that sustain people and are renewable:

- Support to small agriculture projects (e.g. communal plantation, farmers' cooperative, fruit and vegetable processing, etc.)
- Fish farming projects (e.g. QIP "Bassin Piscicole" in Fort-Liberte)
- Livestock/poultry raising (Central Plateau, North East)
- Tailoring, dressmaking, other skills training
- Waste and water management project (e.g. Dame Marie, Grande Anse modelled after UNDP Carrefour Feuilles project)
- Brick and tile factory (Artibonite case)

9. Cost and quantity estimate: 57 QIPs worth a total of USD 1.14 million with an average of USD 20,000 per QIP.

Delivery of Basic Public Services and Infrastructure

10. While UN agencies and the rest of the international community attend to urgent humanitarian relief and long-term development projects, the weakness of basic public services and infrastructure provides an opportunity in which MINUSTAH can, without duplication of efforts by other actors, win "hearts and minds" through small, quick impact, labour-intensive projects. These QIPs will not only facilitate the delivery of basic public services but also feed people, be sustainable, and directly benefit the population. Such projects include, amongst others:

- Labour intensive projects to rehabilitate agricultural roads or access roads to markets
- Construction/rehabilitation of mairies, courts of justice, schools, public markets, public transport stops, canals, water wells and pumps, basic electrification and solar-powered village lighting
- Shore protection projects aimed at protecting water sources, preventing flooding of fields and increasing local production
- Solar-powered street lighting

11. Cost and quantity estimate: 88 QIPs worth USD 1,775,000 averaging USD 20,000 per QIP.

Training / Capacity Building

12. The strengthening of key government institutions at the central, departmental, municipal and communal-section levels remains a crucial issue to ensuring long-term stability. Essential capacity-building projects (trainings, forums, seminars) in areas such as basic local administration, budget and fiscal decentralization, office management and project management, transparency/accountability mechanisms, and border management, are essential to the Haitian civil service, as well as to civil society representatives.

13. Cost and quantity estimate: 14 QIPs worth a total of USD85,000 averaging USD 6,000 per QIP.

For further information, please email: minustah-qips@un.org



MINUSTAH QUICK IMPACT PROJECTS (QIPs) GUIDE TO THE REQUEST FORM FY:2009-2010

NOTE to the APPLICANTS:

- Your project proposal should respect the criteria and requirements as described below and all the documents mentioned below must accompany the QIP application form. The lack of any of these documents and/or the non-compliance with the criteria and requirements may result in the rejection of your proposal.
- This Guide is accompanied by another document called '*MINUSTAH quick impact projects (QIPs) : Guidelines 2009-2010*' that describe the priorities for the current year and provide the IP with all the specific information on projects categories, maximal amount that can be requested by category, priority areas of intervention, etc. It is essential that you read this document before filling in and submitting your application to MINUSTAH.
- In support of your application, you may also wish to provide us with the following:
 - Recommendation letters from international/national organisations with and/or for whom you have implemented projects in the past.
 - Photographs illustrating your project

PROJECT REQUIREMENTS AND CRITERIA

- Does your organization have a legal status? To apply for a QIP It must have legal status that has to be proven by a legal document (authorization/registration with the relevant authority/competent Ministry) and a copy has to be attached to the application form. For example: a copy of the certification from the Ministry of social affairs for the NGOs, associations or other non profit making organizations. To be considered for possible funding your project has to fall within one of the domains of intervention (category) considered as priority by the Mission for the current fiscal year. Please refer to the Guidelines.
- The maximum duration of the project is 3 months.
- The maximum amount that can be covered by the Mission contribution cannot exceed the equivalent of 25,000USD and it is subject to evaluation by MINUSTAH (the amount has to be justified, proportional to the results, etc.).
- The Budget, the receipts and pro-formas in Haitian dollars will not be accepted. The Mission accepts only bills expressed in Haitian Gourdes (HTG) or in some cases in US dollars (USD).
- For construction, rehabilitation or reconstruction projects an architectural plan (technical design and specification) and the photos of the project site must accompany the application form (please attach them to the form).
- The payments are released in stages: 40%+40%+20% or 80%+20% and the final 20% is a final reimbursement (of the sums for expenses that the IP had disbursed already).
- Contingencies/unexpected expenses cannot be covered by the Mission contribution.
- Supervision costs can be accepted but only in some cases deemed valid by the Mission (e.g. to cover the costs of some expertise that the Organization does not have amongst its personnel but in every case these costs must be described in detail, duly documented, justified and of a limited amount).
- The project must include some specific activities/tools for the visibility of the project and of Minustah support (signboards, radio spot, press releases, etc.)
- Any duplication with other projects of United Nations agencies and/or NGOs should be avoided.

- Training modules and topics of training/capacity building projects, documents and tools of awareness raising campaigns etc. have to be attached to the application form, if applicable.
- If the project is presented by a Municipality the application form needs the approval and the signatures of the Municipal Council (the principal Mayor and the two deputy mayors).

HOW TO FILL THE FORM:

UNITED NATIONS
United Nations Stabilization
Mission in Haiti



NATIONS UNIES
Mission des Nations Unies
pour la Stabilisation en Haïti

MINUSTAH

QUICK IMPACT PROJECTS

REQUEST FORM

Project Reference #:

1- ORGANISATION Name of the Organisation, owner of a bank account. The cheque will be issue to that name.		2-NAME OF REQUESTER Name of the person who is making the formal request (legal representative)	
3- ADRESS Address of the Applicant Organisation	4- TEL./FAX		5- DATE Date of submission of the form
6- TYPE OF ORGANISATION (which legal status– attach justification/proof if possible) Please indicate the legal status: e.g. state/public organisation, governmental entity, NGO, association, etc. (please attach a copy of the act that prove the legal status)			
7- DESCRIPTION OF THE ORGANISATION Describe here: the statutory mission and objectives, the number of members, the number of employees, the domain of activity, (please summarise the activity), date of foundation/creation, etc.			
8- NAME AND TITLE OF THE PERSON RESPONSIBLE FOR THE OPERATION Name of the person who is in charge of the project execution (the person who will manage the project, who will submit the reports, etc.).			
9- PROJECT TITLE Title of the project (explanatory if possible): e.g. Modernization of the office; Training of XX people from XX Organisation of farmers of Papaye; Rehabilitation of HNP commissariat in Domonde....(please indicate also the Location)			
10- AGENCY /INSTITUTION TO EXECUTE THE PROJECT Name of the Organisation that will execute the project (in case it is different from the organisation that request the funds, otherwise just repeat the point 1): e.g. Delegation departemental de la TPTC, Entreprise EXIM..., etc...		11- CHARACTERISTICS AND NUMBER OF BENEFICIARIES (men/women, boys, girls) Please estimate the number of direct and indirect beneficiaries, indicate also when possible the names of women, men, girls, boys, children, etc.	
12- ACTUAL PLACE OF OPERATION Localisation of the project, name of the Village, Section, Municipality, Department.			

<p>13- COSTS (Indicate the estimates and other relevant information in GOURDES) The project Budget has to be based on the lower prices of the goods or services in the local market: 3 pro-formas have to be submitted attached to this form. All pro-formas and cost estimation and the project budget have to include the detailed description of quality and quantity of each item, the number and quality of personnel and working time, if it is a construction project the specifications of the equipments, etc...</p>						
<p>14- HAS THIS REQUEST BEEN SUBMITTED TO OTHER DONORS? (If YES, please specify) If the project is co-financed by another organisation please indicate the amount of the co-funding (and if applicable for which activities/part of the budget).</p>						
<p>15- IN CASE OF FINANCING BY MULTIPLE DONORS/PARTNERS, PLEASE INDICATE THEM HERE: If the project is co-financed by another organisation please indicate the Name of the founder and the address, e-mail, and phone number of the contact person in the Funding organisation.</p>						
<p>16- RELATED EXPERIENCES IN A SIMILAR PROJECT AREA Please indicate here all other relevant experiences in similar projects, activities or in general in project management.</p>						
<p>17- PROJECT DESCRIPTION (Evaluation of the situation/ Needs assessment) In this part you will describe briefly the Current situation, the conditions that the project will ameliorate or the problem it will solve. Explain how your project will respond to the needs indicated below.</p>						
<p>18- GLOBAL OBJECTIVES / SPECIFIC OBJECTIVES: Please describe here the general objective to which the project will contribute and the specific objectives that thanks to the project activities you will achieve.</p>						
<p>19- PROJECT EXECUTION (Brief description of the operations and their durations: please numerate and describe in their logical sequence the different phases/activities of the project and their duration in days, weeks or months)</p>						
<p>20- STATE MENT OF REQUIREMENTS (Please attach separately if need be) Please indicate here the current needs, the description of the situation and why an intervention is needed.</p>						
<p>21- REMARKS/OBSERVATIONS (Reserved to the Project Manager)</p>						
<p>22- BUDGET DETAILED PER AREA/SECTION OF ACTIVITY: DO IT IN A SEPARATE SHEET IF NEEDED</p>						
Item no.	Description	Unit cost	Q.ty	Total	Local contribution	Requested Amount
	a) Contract of services					
	Consultant					
	Trainers					
	workers					
	supervisor					
	carpenters					
	b) operational costs					
	rents					
	transports					
	etc.					
	c) Supply					
	wood					
	Equipment X					
	food					
	blocks					

	Tool Y					
	Tool z					
	d) Visibility					
	posters					
	Radio advertisement					
	Etc...					

23- TIMELINE OF ACTIVITIES : (Include evaluation and monitoring phase, Please refers to what you indicate on point 19)

Activities	Month 1	Month 2	Month 3
e.g. 1.1 Pro-formas	X		
e.g. 1.2 Invitation to participants	XX		
e.g. 1.3 Preparation of materials	XX		
e.g. 2. execution activity A	XXXX	XXXX	
e.g. 3. execution activity b.		XXXX	
e.g. 4.1 preparation of the reports		XX	XX
e.g. 4.2 monitoring of activities	XXXXXX	XXXXXXXXXX	XXXXX
e.g. 5. evaluation of the project		XXXX	XXX

24. – PROJECT VIABILITY:

Please describe here how you will ensure the sustainability of the activities and/or the results after the end of the project.

25. - AGREEMENT

- I, hereby, confirm that this project is not for commercial purpose.
- In the event that financing for this project is approved, I will endeavour to utilise the allotted funds to complete the above mentioned project and to submit interim/final reports and other reports as required, including the original invoices during the given time frame.
- I accept, as a consequence, to return to MINUSTAH all the funds and/or equipment not utilised.

Name _____ Function _____

Organization _____ Signature: _____

CHECK the APPLICATION FORM:

Please check the following aspects before submitting the application form to the MINUSTAH:

- Are all the sections of the Form duly filled?
- Are all the narratives part filled and do the descriptions contains enough details?
- Is the project politically and religiously impartial?
- Budget (please double check : currency, calculations, total/s, respect of the maximal amount that can be financed at current rate)
- Is the duration of the project limited to 3 months?
- Is the Form duly signed by the legal representative of the applicant organization (if it is a Municipality it has to be signed by the 3 Mayors) and did you attach the documents that prove it?
- If it is a construction project did you attached the photos and the de technical sketch/plan?
- Did you attach the legal status certification?

- Did you attach the supporting document like Recommendation letters from international/national organisations with and/or for whom you have implemented projects in the past and/or the photographs illustrating your project (these documents are optional but can increase the possibility of selection of your project)?
- Did you indicate the information on how you can be contacted by the Mission: Name and function of the person to be contacted, telephone numbers, address, e-mail, etc.)?