**Guidance Note**

# 2018 CAPACITY DEVELOPMENT AND LEARNING FACILITY (CDLF)

1. **Rationale**

The Capacity Development and Learning Facility (CDLF) responds to UNV’s commitment[[1]](#footnote-2) to ‘mobilize motivated and well-equipped volunteers’ and providing ‘satisfactory volunteer experience’. The CDLF enables UNV field and regional offices to plan and deliver learning activities for UN Volunteers at the country or regional level.

1. **Objectives**

The CDLF aims to:

* Respond to the learning and professional development needs of UN Volunteers;
* Increase accessibility of learning and development opportunities for UN Volunteers;
* Create opportunities for adding value and strengthening partnerships with host agencies;
* Increase visibility of UNV as a people-focused organization and partner of choice;
* Facilitate collaboration between RO and FU teams and UN Volunteers at the regional/country level.
1. **Target audience**

All UN Volunteers within a regional/country remit.

1. **Application process**

All established Regional Offices and all Field Units with a Programme Officer, Programme Manager or a Programme Assistant are eligible to apply for the CDLF by submitting a proposal online. Applications for 2018 will be accepted from **March 15th until August 31st**.

To apply, please:

1. Revise in detail the “Guidelines to submit a proposal”
2. Assess the learning needs and prepare a narrative for your learning activities
3. Consult with RO and HRS Capacity Development team
4. Fill in the results matrix
5. Prepare a budget ([budget template](http://intranet.unv.org/vpmg/VKIS/UNV%20Volunteer%20Learning%20Materials/CDLF_Budget2017.xlsx?Web=1))
6. Submit the [application online](http://s-e6d7a3-i.sgizmo.com/s3/i-0000000-1694485/)

Please include in the proposal:

* Cost-sharing and partnership-building.
* Consultations with the Capacity Development Team, both in HQ and the field.
* Clear plan for dissemination and exploitation of results.
* Development of knowledge products and sustainability of the learning activity.
* Innovation and new models for learning: online initiatives, certifications, scalable activities etc.

For details on writing the proposal and creating the budgets, please see the Annexes.

1. **Selection process**

Proposals will be assessed based on the following criteria:

* Quality (alignment of learning objectives and expected results with the objectives of the CDLF)
* Cost effectiveness (cost per UN Volunteer and levels of cost-sharing)
* Communication and outreach (production and documentation of results)
* Results (level of expected impact on UN Volunteers and/or partners)
* Evaluation (robustness of methodology for assessing results)
* Sustainability (sustaining the impact of the learning activities over time)
* Scalability (replication to a larger audience of UN Volunteers across the region)
1. **Implementation**

The CDLF is managed by the HRS Capacity Development and funded through the Volunteer Learning Budget. The anticipated budget allocation is USD 300,000 for 2018. Payments from CDLF for expenditures requested by the Regional Office or Field Units will be approved and processed from the HRS Capacity Development team in UNV HQ. If the amount spent is less than the budgeted amount, the surplus of money cannot be used for other expenses/activities, but will be reintegrated in the Volunteer Learning Budget.

*The Field Unit/Regional Office* is responsible for developing a quality proposal, to ensure synergies and greater impact of results at the country and regional levels. The RO/FU is responsible and accountable for the appropriate use of CDLF funds, coordination of the capacity development and learning activities, documentation and results reporting. Regional Offices and Field Units are recommended to work closely on the design of proposals and delivery of activities to ensure synergies and greater impact of results at the country and regional levels.

*Human Resources Section:* The Volunteer Learning Specialist in UNV Capacity Development team, has the responsibility for overall management of CDLF, including convening of selection committee, administration of funds and preparation of annual report on the use of funds and learning results achieved. The Capacity Development Team, through the Volunteer Learning Specialist in UNV HQ and UNV Capacity Development specialists based in the regions, is also responsible for providing support to and monitoring the CDLF process. This includes providing clear guidelines and tools for proposal development (guidance note, planning and reporting formats), feedback on draft proposals and submissions, and monitoring of field capacity development and learning activities.

1. **Use of CDLF funds**

The anticipated range of financial support will cover an average expenditure of USD 300 per UN Volunteer, for a maximum allowable of USD 25,000 for single-country and USD 50,000 for multi-country proposals. The request for funds must be commensurate with: a) numbers of volunteers, b) innovative elements, c) replicability, d) scalability and e) type of initiative (single, regional or multi-country).

All costs related to the learning initiative, including the amount requested and the cost-sharing elements must be detailed in the budget breakdown ([budget template](http://intranet.unv.org/vpmg/VKIS/UNV%20Volunteer%20Learning%20Materials/CDLF_Budget2017.xlsx?Web=1)).

The proposal budget must **detail** the anticipated use of funds. The funds can be used for:

* Learning expertise
* Costs related to the logistics to residential workshops
* Online initiatives
* Developing learning materials and resources, both online and face to face

The funds cannot be used for:

* Meetings with partner agencies
* Advocacy, promotion or communication materials or activities (such as pamphlets, T-shirts, pins, posters, publication launches or coordinating a community participation event)
* Project monitoring
* DSA[[2]](#footnote-3)
* Charity or fundraising events
* Conference fees
* IVD celebration
* Hospitality as defined in the UNDP Programme Operations Policies and Procedures
* Equipment purchase
1. **Monitoring and results reporting**

Field Units are responsible for reporting on the CDLF activities’ results. Report consists of 2 sections and a questionnaire to be submitted to UN Volunteers participating in the event:

1. Financial Report on Activities
2. Narrative Report on Activities
3. UN Volunteers Questionnaire: <https://www.surveymonkey.com/r/ZW92KP3>

The deadline to send both reports is **3 weeks after the completion** of the learning activity at latest. Failure to present complete and timely reports could result in the Selection Committee rejecting future submissions from the Field Unit.

1. UNV Strategic Framework 2018-21. [↑](#footnote-ref-2)
2. In case of face-to-face activities, **provision of DSA is not eligible** and we encourage establishing lump-sums to cover subsistence costs and incidentals if relevant [↑](#footnote-ref-3)