



---

**THE UN-HABITAT YOUTH FUND**

---

**GUIDELINES FOR APPLICANTS**

**Valid as of 1 January 2014**

# TABLE OF CONTENTS

<b>1. What is the UN-HABITAT Youth Fund? .....</b>	<b>3</b>
Introduction.....	3
UN-HABITAT and youth.....	3
Objectives of the fund.....	3
Budget.....	4
Management of the fund .....	4
<b>2. Who can apply for a grant from the fund? .....</b>	<b>4</b>
Eligible Organizations .....	4
<b>3. What projects are supported? .....</b>	<b>5</b>
Eligible Projects.....	5
<b>4. How to develop a good project? .....</b>	<b>6</b>
Award Criteria .....	6
<b>5. Funding .....</b>	<b>8</b>
Activity Costs .....	8
Administration costs .....	8
Non-eligible costs .....	8
<b>6. How to submit an application to the Urban Youth Fund .....</b>	<b>8</b>
Filling in the online application .....	8
Logical framework.....	9
Budget.....	12
Compulsory Attachments .....	14
Submitting the application.....	14
<b>8. What happens once your application is submitted?.....</b>	<b>14</b>
The selection procedure .....	15
Notification of beneficiaries .....	15
<b>9. What happens if your application is successful? .....</b>	<b>15</b>
Grant Agreement .....	15
Payment procedures.....	16
<b>Annex I: List of eligible countries .....</b>	<b>17</b>
a) Africa.....	17
c) Asia excluding Japan .....	17
d) Oceania excluding Australia and New Zealand .....	18

# **1. What is the UN-HABITAT Youth Fund?**

## **Introduction**

The UN-HABITAT Youth Fund is a programme initiated by the United Nations Human Settlement Programme (UN-HABITAT) to support urban youth in developing countries with the aim of advancing the achievement of the Millennium Development Goals and the Habitat Agenda. The Fund is established with support from the Government of Norway.

Every year, thousand of projects are submitted by youth-led organizations across the developing world to get support from the Fund. They are scrutinized in a rigorous selection process to ensure that only the best projects get the support they need.

Below you will find our guidelines on how to apply, who and what projects are eligible.

Please read the guidelines carefully before you start the online application procedure at <http://www.unhabitatyouthfund.org>

## **UN-HABITAT and youth**

Globally, 85 percent of the world's young people live in developing countries. An increasing number of these young people are growing up in cities. In many cities on the African continent, more than 70 per cent of inhabitants are under the age of 30. Young people, and especially young girls and women, are the most vulnerable to social problems caused by unemployment and poverty. With more than 200 million youth living in poverty globally, there is a clear need to meaningfully engage and support youth growing up in today's rapidly urbanizing world.

UN-HABITAT believes strongly that young people have a major role and a stake in urban poverty reduction. This is because we regard youth as a major force for a better world. The HABITAT Agenda commits governments and UN-HABITAT to work in partnership with youth and empower them to participate in decision-making in order to improve urban livelihoods and develop sustainable human settlements.

Member countries of the Governing Council which oversees UN-HABITAT, established what is officially called the Opportunities Fund for Urban Youth-Led Development in their Resolution 21/6 at their 21<sup>st</sup> Session in Nairobi, Kenya in April 2007. The Fund was officially launched on 4 November 2008 at the third session of the World Urban Youth Forum in Nanjing, China.

## **Objectives of the fund**

The Urban Youth Fund aims to assist youth-led organizations to develop and implement projects that will contribute to sustainable urbanization in the developing world. The fund further aims to document best practices from successful youth-led projects, and create greater awareness of the need for youth mainstreaming in development policies and strategies. Its aims are to:

- a) Mobilize young people for better youth-related policy formulation;
- b) Help governments, non-governmental, civil society and private sector organizations better understand and respond to youth concerns;
- c) Support youth information networks;
- d) Pilot and demonstrate new ideas on employment, governance, adequate shelter and secure tenure;
- e) Share and exchange best practices;

- f) Promote vocational training and credit mechanisms for entrepreneurship and employment;
- g) Promote gender mainstreaming in all urban youth matters.

The resolution emphasizes that the fund should support those young people who need assistance the most, in particular the most vulnerable in urban slums.

## **Budget**

The Urban Youth Fund has an annual budget of USD 1 million allocated for grants to youth-led projects in the developing world. Grassroots initiatives and projects are eligible for grants up USD 25,000.

UN-HABITAT reserves the right not to allocate funding as the judges deem fit and their decisions are final and are not open to discussion.

## **Management of the fund**

The fund is administered by a secretariat within UN-HABITAT in Nairobi, Kenya. The Secretariat is responsible for promoting the fund, processing applications, disbursing grants and monitoring projects. Technical oversight of the fund is carried out by a Steering Committee of representatives from various divisions in UN-HABITAT. The committee is responsible for reviewing the outputs of the Secretariat, reviewing shortlisted beneficiaries and award grants.

## **2. Who can apply for a grant from the fund?**

The intended beneficiaries of the fund are young men and women aged 15-32 living in urban areas in the developing world. The fund reaches these individuals through legally registered, youth-led, non-profit organizations.

### **Eligible Organizations**

Applicant organizations must fulfill all the following criteria to be eligible for a grant. Failure to meet any of these requirements will lead to disqualification of the application:

<b>Youth-led</b>	Applicant organizations must be led by young people aged 15-32 years. However, adults above the age of 32 years may still take part in the organization and youth-adult partnerships are highly encouraged.
<b>Legally registered*</b>	Applicant organizations must be legally registered for at least one (1) year by the relevant national, regional or local authority.
<b>Non-profit and non-governmental</b>	Applicants must be non-profit, non-governmental organizations. UN institutions, governmental organizations and private enterprises may engage in partnerships with youth-led organizations applying for a grant.
<b>Developing countries</b>	Applicant organizations must be legally registered in one of the following developing regions:

- i. Africa
- ii. Latin-America and the Caribbean
- iii. Asia (excluding Japan)
- iv. Oceania (excluding Australia and New Zealand)

<b>Inclusion of girls and young women</b>	Applicant organizations must involve girls and young women in decision-making at all levels of the organization. This includes senior management level and board.
<b>Valid bank account*</b>	The applicant organization must have a bank account in the name of the organization. This name has to be identical to the name of the legal registration certificate. A bank account in any other name will lead to disqualification of the application.
<b>Religious evangelization</b>	Organizations that carry out religious evangelization are not eligible to apply for a grant. However, development organizations affiliated to religious bodies may apply.
<b>Political parties</b>	Organizations that are affiliated to political parties are not eligible to apply for a grant.
<b>*Facilitating Organization</b>	Applicant organizations that lack a valid registration certificate or bank account, but fulfill all other eligibility criteria, may apply in partnership with another organization that will serve as the facilitating organization. In this case, the facilitating organization will enter into a grant agreement with UN-HABITAT and receive the grant on behalf of the applicant organization.  Civil society organizations or local governments may all serve as facilitating organizations. <i>***Facilitating organization cannot be a private for-profit entity.</i>

### **3. What projects are supported?**

Youth-led Development involves young people actively creating a better future for themselves and their communities. These projects often take place at the grassroots level and are largely carried out by youth volunteers. Initiatives address a broad range of community needs such as employment, access to affordable housing and secure land tenure, safer cities and participation in decision-making. Youth-led Development gives young people valuable skills such as project management and teamwork, thus boosting their ability to acquire jobs and participate actively in society.

#### **Eligible Projects**

Proposed projects must fulfill the all the following criteria to be eligible for a grant:

<b>Youth-led</b>	Projects must be created, managed and implemented by young people aged 15-32 years. However, adults above the age of 32 years may still take part in the project and youth-adult partnerships are highly encouraged.
<b>Relevance to the priorities of the</b>	Projects must contribute to sustainable urban development within one of the following areas:

## fund

- i. Urban Land, Legislation and Governance (Training in governance & Democracy)
- ii. Urban Planning and Design (Creating youth space & Youth friendly cities)
- iii. Urban Economy (Employment, Job & business training)
- iv. Urban Basic Services (Recycling, water, sewage and IT services)
- v. Housing and Slum Upgrading (Lobbying for access to affordable housing, training in construction)
- vi. Risk Reduction and Rehabilitation (Training & services for youth at Risk, drugs, alcohol & prostitution)
- vii. Research and Capacity Development (Training, building networks & research)

**Urban settlement** Projects must be implemented within a city or town with more than 10,000 inhabitants.

**Involvement of young people with fewer opportunities** Projects must target disadvantaged youth with fewer opportunities, especially those living in urban slums.<sup>1</sup>

**Involvement of girls and young women** Projects must include girls and young women among targeted beneficiaries.

## 4. How to develop a good project?

### Award Criteria

Projects submitted to the UN-HABITAT Youth Fund will be assessed against the following criteria:

#### Impact towards the priorities of the Fund (40%):

**Sustainable** The project has a strong and positive contribution to sustainable

---

<sup>1</sup> The United Nations Department for Economic and Social Affairs (2005) defines disadvantaged youth as: “[young people] without adequate access to education and health services; adolescents who have dropped out of school; pregnant adolescents; young single parents; young people who are HIV-positive or at particular risk of HIV/AIDS; young refugees or displaced persons; racial, linguistic and ethnic minorities; homeless youth; young people with disabilities; girls and young women affected by gender inequalities”.

<b>urbanization</b>	urban development within one of the seven priorities of the fund. The project impacts both at the individual level and at the community level.
<b>Youth-led development</b>	The project is created, managed and implemented by young people aged 15-32 years. The youth involved in the project gain valuable skills such as project management and teamwork, thus increasing their employability and participation in society.
<b>Involvement of girls and young women</b>	The project targets an equal distribution of young men and women. Appropriate measures are taken to involve and empower girls and young women in the implementation of the project. The project should empower targeted individuals and the broader community where the project is located.
<b>Involvement of disadvantage youth with fewer opportunities</b>	The project targets disadvantaged youth with fewer opportunities, especially those living in urban slums. Appropriate measures are taken to involve and empower disadvantaged youth in the implementation of the project and the broader community.

**Quality of project design (50%):**

<b>Logical structure</b>	The project has a logical structure. Objectives are clearly defined and measurable. Activities are realistic and linked to the objectives of the project. The outcomes are described clearly and are clear and realistic, and is has a thorough understanding of potential risks for the project.
<b>Budget</b>	The budget is detailed, well explained and realistic. Further, the budget is clearly linked to the activities of the project detailed in the Logical framework, and in accordance with the funding rules.
<b>Innovation</b>	The project aims at introducing, implementing and promoting innovative approaches to sustainable urbanization. The project is innovative in terms of addressing new issues or themes, utilizing new methods or technologies and/or involving and empowering new target groups.
<b>Sustainability</b>	The project is planned within a long-term perspective and includes measures that ensure the continuation of the project after the grant from the Urban Youth Fund has been used.
<b>Quality of partnerships</b>	The applicant organization has developed substantial partnerships with UN organizations, local governments, private enterprises and/or non-governmental organizations that will add value and impact of the project through knowledge, technology, capital, networks, human resources, or other resources.

**Organizational capacity (10%):**

<b>Organizational</b>	The applicant organization has the knowledge, experience from
-----------------------	---

**capacity**

other similar projects, and capacity to successfully implement the project. The organization has sufficient staff and volunteers with experience and knowledge in the thematic area of the project.

## **5. Funding**

The project budget must be drafted according to the following rules:

### **Activity Costs**

Activity costs are any costs directly linked to the implementation of project activities. Activity costs may constitute a minimum of 90 percent of total project expenditure and must be described in detail in the budget. Examples of activity costs are expenses related to the construction of buildings, purchase of essential equipment for the project, costs related to the organization of training courses and seminars, expenses met in developing handbooks or tools, or other costs related to activities that are essential to the implementation of the project.

### **Administration costs**

Administration costs are any costs linked to the administration of the project and not specific activities in the project. Administration costs may constitute a maximum of 10 percent of total project expenditure and must be described in detail in the budget. Examples of administration costs are salaries and volunteer allowances, office supplies, internet and telephone bills, costs of regular meetings, reporting costs, etc.

### **Non-eligible costs**

The following project costs are not eligible for support by the Urban Youth Fund:

- Costs related to the participation of young people at international conferences, sports competitions, art festivals, or similar events;
- Costs related to the participation of international volunteers in local projects, such as flights, visa fees, accommodation and boarding, etc;
- Costs related to the purchase of equipment that is not essential to the implementation of the project or that can be hired for the project period at a lower cost;
- Salaries and volunteer allowances exceeding the 10% allowed for administration costs.

## **6. How to submit an application to the Urban Youth Fund**

Applicants must respect the following procedures when filling in the application online for their application to be accepted:

### **Filling in the online application**

The online application form is available in English, French and Spanish. The application must be made in the same language as the one selected, and must be completed in full. The system will not allow you to submit the application unless all fields are completed and all compulsory attachments are submitted.



A signed and stamped official cover letter from the applicant organization is a compulsory attachment, and has to be scanned and submitted with the application.

## **Logical framework**

The logical framework is an important part of the application, and is included in the application. This should provide an overview of the project's goal, outcomes and key activities, the outputs of each activity, the timeframe for completing each activity and potential problems that must be overcome for each activity to be completed within the timeframe.

The project should not start before February 15, 2015 and the length of the activities must be for 12 months.

Below you will find an example of a logical framework.

**Example:**

A youth organization is applying for a grant from the Urban Youth Fund to alleviate poverty among young people. The organization plans to select 25 young people from an informal settlement and train them in entrepreneurship and help them register and set up small businesses.

Logical framework								
GOAL	OUTCOMES	ACTIVITIES	ACTIVITIES INDICATORS	OUTPUTS	OUTPUT INDICATORS	TIME FRAME	RISKS	RISKS MITIGATION
<i>Please indicate the overall, long-term development goal towards which the project will contribute.</i>	<i>Please list a maximum of 3 immediate outcomes for your project (see question D3).</i>	<i>Please list a maximum of 5 activities that will be implemented to reach each outcome (see question D4).</i>	<i>For each activity, please list at least 3 indicators that will measure the implementation of that activity.</i>	<i>Please list the specific outputs that each activity will deliver (see question D5).</i>	<i>For each output, please list at least 3 indicators that will measure the output accomplishment.</i>	<i>Please indicate when each activity will be implemented</i>	<i>Please indicate the potential problems that must be overcome for each activity to finish on time (see question D7).</i>	<i>Please indicate how these risks or problems will be overcome</i>
Alleviate poverty among youth.	1. Improve the livelihoods of 25 young people aged 15 -32 years from informal settlements by training them in entrepreneurship and helping them register and set up small businesses	1.1 Needs Assessment	Number of needs assessment completed  Number of weeks/hours taken to complete needs assessment	A detailed report of the employment situation for young people in the informal settlement has been prepared	We shall compare numbers from pre-program and post program	January 2013 – February 2013	Members of community may not be willing to participate in needs assessment.	The organization will work with the community to make sure they participate
		1.2 Preparation of training manual	Number of components identified to go in the training manual  Number of experts/trainers involved	A training manual on entrepreneurship for young people has been prepared and printed in 50 copies	Number of manuals being effectively used	March 2013 – April 2013		
		1.3 Entrepreneurship training	Number of people participating in training	25 young people from the informal settlement has successfully completed a 5-day training on entrepreneurship	Number of young people (age, gender) who completed at least 80% of the training.	May 2013	Young people who are not selected may be upset. Selected participants may not afford to appear for the training.	The selection will be open. Opportunities will be made for those who are not chosen. Those who are chosen to

								participate will be provided with affordable means of transportation
--	--	--	--	--	--	--	--	--

## Budget

The project budget should provide a detailed description in USD of how you plan to spend the grant for the proposed project. Each activity identified in the project's logical framework should have a separate entry in the budget, clearly indicating the costs associated with the activity. Funding from other sources should also be clearly indicated. The breakdown of costs should indicate the different expenditure within each category and provide an overview of the total share of expenditure according to category.

Example:

A youth organization is applying for a grant from the Urban Youth Fund to alleviate poverty among young people. The organization plans to select 25 young people from an informal settlement and train them in entrepreneurship and help them register and set up small businesses.

Project Budget				
ACTIVITY	DESCRIPTION OF EXPENDITURE	CALCULATION	AMOUNT (USD)	TOTAL (USD)
<b>1. Needs Assessment</b>	Printing of survey	50 forms x 1 USD	60	
	Refreshments for community meeting	50 people x 1 USD	50	
	Travel to site	2 people x 5 days x 5 USD	50	
	Sub-total:			<b>150</b>
<b>2. Preparation and printing of training manual</b>	Workshop with stakeholders (lunch and coffee breaks)	20 people x 5 USD	100	
	Printing of manual	50 manuals x 5 USD	250	
	Sub-total:			<b>350</b>
<b>3. Entrepreneurship training</b>	Venue for training	5 days x 50 USD	250	
	Learning materials	30 people x 5 USD	150	
	Lunch and coffee breaks	30 people x 5 days x 5 USD	750	
	Honorarium for trainers	2 people x 5 days x 55 USD	500	
	Sub-total:			<b>1,700</b>
<b>4. Establishment of youth businesses</b>	Registration with local authorities	5 businesses x 100 USD	500	
	Start-up loans for youth businesses	5 businesses x 300 USD	1,500	
	Sub-total:			<b>2,000</b>
<b>5. Monthly follow-up meetings</b>	Refreshments	10 meetings x 30 participants x 1 USD	300	
	Sub-total:			<b>300</b>
<b>6. Administration</b>	Communication (telephone & Internet)	12 months x 15 USD	180	
	Project committee meetings	12 months x 10 USD	120	
	Office supplies	Lump sum	200	
	Sub-total:			<b>500</b>
<b>= Total Project Expenditure</b>				<b>5,000</b>

<b>Expenditures breakdown</b>					
CATEGORY	SUB-CATEGORY	EXPENDITURE	AMOUNT (USD)	TOTAL (USD)	% OF THE TOTAL
<b>A) Personnel</b>	Wage for people working on the project		0	<b>500</b>	<b>10 %</b>
	Volunteers		0		
	Consultants	Trainers' fees	550		
	Other expenditures relating to workers		0		
	Total Amount of personal expenses:				
<b>B) Travels</b>	Travelling fees and volunteers compensation	Travel to the site to assess the needs of the project	50	<b>50</b>	<b>1 %</b>
	Traveling fees and consultants compensation		0		
	Total amount of travel fees and compensation expenses:				
<b>C) Materials</b>	Information devices		0	<b>0</b>	<b>0</b>
	Furnitures		0		
	Materials and construction tools		0		
	Other material		0		
	Total Amount of materials expenses:				
<b>D) Participants</b>	Meeting fees of the participants' meeting	Traning room, communication for meeting	300	<b>3 550</b>	<b>70 %</b>
	Participants travel expenditure		0		
	Housing and meal expenses of the participants	Lunch and coffee breaks for the training meetings.	1 050		
	Subsidy or Loans to participants	Start-up loans for young entrepreneurs	1 500		
	Other help to participants	Registration of the participants at the local authority, meeting materials expenditures	650		
	Total Amount of expenses for participants:				
<b>E) Miscallenous</b>	Meeting expenses	Committe meeting, workshop with the participants	220	<b>900</b>	<b>18 %</b>
	Office supplies		200		
	Communication expenses	Phone and internet connection	180		
	Printing and marketing	Printing of both surveys and workbook	300		
	Construction and updates of the website				
	Project evaluation				
	Publications				
	Other expenses (please describe)				
Total Amount of Miscallenous expenses :					
<b>TOTAL AMOUNT OF THE PROJECT'S EXPENSES</b>				<b>5 000</b>	<b>100 %</b>

## **Compulsory Attachments**

During the online application procedure, you are asked to submit the following compulsory documents as attachments. Please make sure that you have all these documents before you start the online application procedure.

### **Applicant Organization**

- An official signed and stamped cover letter from the applicant organization
- A valid registration certificate;
- A list of board members and management indicating their full name, age, gender, education and profession;

### **Facilitating Organization (if applicable)**

- A valid registration certificate;
- A letter of agreement between the applicant organization and facilitating organization indicating the roles and responsibilities of both parties.

## **Submitting the application**

The online application system will open 08.00 a.m. GMT 15 February 2014, and the application system will close at 12.00 p.m. GMT on 15 April 2014.

Applications must be in the system before 12.00 p.m. GMT on 15 April 2014 to be eligible for a grant.

Applications submitted in hardcopy or by e-mail will NOT be read.

Please make sure that you finish the application and submit all compulsory attachments in the system before the deadline. The deadline is final and not up for discussion.

## ***8. What happens once your application is submitted?***

All applications for the Urban Youth Fund received by UN-HABITAT will undergo the same selection procedure.

## **The selection procedure**

Applications submitted to the Youth Fund are subjected to a thorough evaluation process to guarantee impartiality and equal treatment of applicants.

The process consists of five steps:

- i. Applications are registered and given a unique reference number in the online database.
- ii. Applications are subjected to an eligibility check to verify that they fulfil the basic criteria required to receive grants from the fund.
- iii. Eligible applications go through a quality assessment and are scored on different criteria related to the quality of the project proposal and the priorities and objectives of the Urban Youth Fund.
- iv. The highest rated applications from each geographical region are shortlisted.
- v. The Steering Committee of the fund reviews the shortlisted applications and decides on which applications to approve.

## **Notification of beneficiaries**

Granted projects are published on the Youth Fund website, [www.unhabitat.org/youthfund](http://www.unhabitat.org/youthfund), on the Habitat Day which is the first Monday in October every year. Successful applicants are notified by e-mail.

## ***9. What happens if your application is successful?***

### **Grant Agreement**

In the event your application is approved, a grant agreement, drawn up in USD and detailing the levels and conditions of funding, will be entered into between UN-HABITAT and the beneficiary (or the facilitating organization if applicable).

It is intended that beneficiaries shall receive the agreements for signature within four months after the beneficiaries have been announced.

The agreement must be signed and returned to UN-HABITAT immediately. UN-HABITAT will be the last party to sign the agreement.

The acceptance of an application does not imply an undertaking to award funding equal to the amount requested, the funding could be reduced according to the financial rules of the fund.

The awarding of a grant does not establish an entitlement for subsequent years.

## Payment procedures

The funds will be disbursed according to the following rules:

Amount	Installment	Percentage	Requirements
0 – 25,000 USD	First	60 %	The grant agreement with UN-HABITAT has been signed.
	Second	40 %	The mid-term report has been submitted within the deadline and approved.



## ***Annex I: List of eligible countries***

### **a) Africa**

#### ***Eastern Africa***

Burundi, Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Malawi, Mauritius, Mozambique, Rwanda, Seychelles, Somalia, Uganda, United Republic of Tanzania, Zambia, Zimbabwe

#### ***Middle Africa***

Angola, Cameroon, Central African Republic, Chad, Congo, Democratic Republic of the Congo, Equatorial Guinea, Gabon, Sao Tome and Principe

#### ***Northern Africa***

Algeria, Egypt, Libyan Arab Jamahiriya, Morocco, Sudan, South Sudan, Tunisia

#### ***Southern Africa***

Botswana, Lesotho, Namibia, South Africa, Swaziland

#### ***Western Africa***

Benin, Burkina Faso, Cape Verde, Cote d'Ivoire, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone, Togo.

### **b) Latin America and the Caribbean**

#### ***Caribbean***

Antigua and Barbuda, Bahamas, Barbados, Cuba, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago

#### ***Central America***

Belize, Costa Rica, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama

#### ***South America***

Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Guyana, Paraguay, Peru, Uruguay, Venezuela (Bolivarian Republic of)

### **c) Asia excluding Japan**

#### ***Central Asia***

Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan

***Eastern Asia***

China, Democratic People's Republic of Korea, Mongolia, Republic of Korea

***Southern Asia***

Afghanistan, Bangladesh, Bhutan, India, Islamic Republic of Iran, Maldives, Nepal, Pakistan, Sri Lanka

***South-Eastern Asia***

Brunei Darussalam, Cambodia, Indonesia, Lao People's Democratic Republic, Malaysia, Myanmar, Philippines, Singapore, Thailand, Timor-Leste, Viet Nam

***Western Asia***

Armenia, Azerbaijan, Bahrain, Cyprus, Georgia, Iraq, Israel, Jordan, Kuwait, Lebanon, Occupied Palestinian Territory, Oman, Qatar, Saudi Arabia, Syrian Arab Republic, Turkey, United Arab Emirates, Yemen

**d) Oceania excluding Australia and New Zealand**

***Melanesia***

Fiji, Papua New Guinea, Solomon Islands, Vanuatu

***Micronesia***

Kiribati, Marshall Islands, Micronesia, Federated States of, Nauru, Palau

***Polynesia***

Samoa, Tonga, Tuvalu