## CALL FOR PROPOSALS (CFP) ANNEX:

# GRANT APPLICATION TEMPLATE

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| All applicants must submit a proposal which outlines their response to the CFP. This proposal must follow the below outline, and applicants must respond to all the points below. Applicants should not copy content directly from the CFP when completing this section.  Contents of this Grant Application Template:  Stages:   1. Stage 1: Eligibility and Formal Requirements    1. Component 1: Organizational Background and Capacity to implement the grant activities 2. Stage 2: Technical Evaluation    1. Component 2: Project Rationale    2. Component 3: Project Design, Technical Approach, and Results    3. Component 4: Cross Cutting Issues    4. Component 5: Implementation Plan    5. Component 6: Monitoring, Quality and Project Management Systems    6. Component 7: Risks to Successful Implementation 3. Stage 3: Financial Evaluation    1. Component 8: Grant Budget Breakdown    2. Component 9: Grant Budget Justification and Assumptions 4. Appendices    1. Appendix 1: Joint Application Partner Form (as applicable)    2. Appendix 2: Organizational Chart    3. Appendix 3: Logical Framework    4. Appendix 4: Implementation Plan    5. Appendix 5: Indicator Monitoring Plan    6. Appendix 6: Risk Log   Stage 1: Eligibility and Formal Requirements  Component 1: Organizational Background and Capacity to Implement the Grant Activities | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Minimum Requirements/Qualifications** | **Compliant (Yes/ No)** | **Document Submitted to Demonstrate Compliance** | | **1** | Grant applications shall only be accepted from national not-for-profit Non-Governmental Organisations (NGOs) that are registered by the Humanitarian Aid Commission (HAC) to operate in Sudan**.** No governmental agencies, departments, or ministries are eligible. |  |  | | **2** | Organizations must demonstrate a minimum of one year of experience in implementing successful Explosive Ordnance Risk Education (“**EORE**”) projects in Sudan; OR at least 10 years experience of the Senior Management for newly established NGOs/ start ups. |  | **List of Past Experience and Final Report/Reference Letter from most recent Project.** For Applicants with ongoing or completed engagements with UNOPS/UNMAS, reference letters are not required to be submitted | | **3** | Applicant organizations must possess valid accreditation for conducting EORE from the National Mine Action Centre (NMAC) of Sudan. |  |  | | **4** | Sub-agreements shall not be allowed. |  |  | | **5** | Organizations shall have SOPs in place to carry out all the activities described in the SOW. The SOP’s shall be submitted by organizations as part of the proposal. |  |  | | **6** | The proposal is designed for one Sector only. The organization is applying for all of a given Sector (ie. is not allowed to apply for a smaller part of any given Sector). |  |  | | **7** | Organizations shall have all necessary equipment, vehicles required to fulfill the activities in this CFP. List of equipment and vehicles shall be submitted as part of the proposal. |  |  | | | | | | | | |

**Stage 2: Technical Evaluation**

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| Component 2: Project Rationale | | | | | |  |  |
| This section should contain a clear and specific **problem statement** which examines the challenge that the grant activities are intended to address. Demonstrate that the organization has the experience and capacity to deliver the proposed project. Consider the following questions:   1. **Understanding the problem**    1. What is the problem to be addressed, and why is it significant?    2. Who is being affected and how? Consider both the macro effect of the problem at the appropriate geographical or institutional level and also the direct impact it has on the lives of people including differentially on vulnerable groups including women and girls. 2. **Organisational capacity, relevant experience and lessons learned**     1. Why is your organisation best suited to deliver this project?    2. Is your organisation already operating in the targeted location, if not, describe the mobilisation process and timeframe?    3. What lessons did you learn from implementing similar projects?    4. What other projects is your organisation currently implementing that might complement the project being proposed?    5. If delivering as part of a consortium or with other partners, describe the rationale for the consortium, how was the team developed and what complementarities were considered. How and why were the roles and responsibilities of each organisation determined. | | | | | | | |

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| Stage 2: Technical Evaluation  Component 3: Project Design, Technical Approach, and Results | | | | | | | |
| This component should describe clearly and specifically the technical approach that will be taken to address the problem and meet the needs that were described in Component 2. Describe what results will be achieved.   1. **Project Design**    1. Describe how the project addresses the problem and needs you have identified in Paragraph 1 of Component 2 above (“Understanding the Problem”)..    2. Highlight how the project design incorporates the specific requirements of the CFP as stated in the “Background and Rationale” sub-section of the Section 3: Scope of Work.    3. Describe how the project incorporates the specific requirements of the CFP as stated in the Section 3: Scope of Work, under the “Additional Requirements” sub-section, which includes operations, human resources and implementation monitoring and evaluation requirements. 2. **Technical Approach**    1. Describe in detail the technical approach being proposed to address the problem(s) you have identified in Paragraph 1 of Component 2 above (“Understanding the Problem”) and why was this course of action selected? Describe any innovative practices that will be used or piloted. 3. **Team Structure**    1. Describe the composition of your project team including the location and qualifications of senior management and technical roles and the responsibilities of they will hold.    2. Attach an **Organizational Chart at Appendix 2** of this Grant Application Template. 4. **Qualifications of Key Personnel and/or Senior Management**    1. Please provide Curriculum Vitae (CV) of **all Key Personnel** proposed for this project shall be submitted. The CVs should clearly show:       1. The position the person will be carrying out.       2. Candidate’s nationality;       3. Technical qualifications and experience       4. List of applicable certifications/ courses       5. Language skills    2. CVs of the Senior Management Team, preferably in the country of operations, must be submitted for:       1. Applicants not meeting the required number years of organization’s experience; and/or       2. Applicants unable to provide the CVs of proposed Key Personnel 5. **Personnel Recruitment and Contingency Plan**    1. Applicants must provide a comprehensive plan on how to recruit and retain qualified personnel to support the implementation of the grant. Moreover, this must also include a strategy on managing staff turnover to ensure minimum disruption to the implementation. Focus shall be given to the measures undertaken to ensure that the personnel proposed in the application will deploy for the duration of the grant, and that changes in proposed personnel will be avoided. If any of your key personnel under this process are also being proposed for another process, this section must include a plan on how you intend to fulfil personnel requirements in the event that your organization is/becomes engaged in multiple other grants/contracts. 6. **Results**    1. **Complete the Logical Framework attached in Appendix 3 to this Grant Application Template** by formulating **Activities** and explain how they will be completed in order to deliver tangible **Outputs**, thus contributing to the **Project** **Outcomes** identified in the CFP. There should be a clear and logical direct linkage between the Activities, Outputs and the Outcomes. 7. **Stakeholders**    1. Who are the target beneficiaries for this project, were they consulted or considered in the design of your project, if so, please describe?    2. How will people benefit (specify and quantify the individuals, groups and/or institutions intended to **directly** benefit from the project. Disaggregate the beneficiaries by age, sex and vulnerability criteria (e.g. persons with a disability, ex combatants). Briefly describe indirect beneficiaries.    3. Describe any beneficiary/stakeholder accountability measures that will be in place. What efforts will the project make to access and gain the trust of targeted beneficiaries (including vulnerable or marginalised groups such as women and girls), how will they be consulted about the delivery of the project and inform potential improvements to the project design while it is ongoing?    4. Describe other stakeholders that will be involved in the project, and why are they required for the project to succeed? | | | | | | | |

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| Component 4: Cross Cutting Issues | | | | | | | |
| Describe how the project will respond to a variety of cross cutting issues, it is mandatory to outline approaches to Gender, Health and Safety and Environmental Protection, add any other issues you consider to be important and relevant.  **Gender:** Describe internal procedures and mainstreaming initiatives that your organisation will use corporately and in the delivery of this project to ensure that women and men participate in and benefit from this project. Explain how women will be supported to lead, deliver, participate in and benefit from this project. Describe recruitment procedures and steps taken to create an enabling environment for female employees, including measures to prevent sexual abuse and exploitation. Describe project implementation initiatives and approaches which will ensure the project responds to the differential needs of women, girls, men, and boys from diverse groups. How will gender mainstreaming be monitored and progress be assessed, (for example through monitoring project indicators where data will be gender disaggregated).  The Applicant shall demonstrate in their proposal a practical plan for mainstreaming gender. Below are some examples:   * Gender sensitive SOPs, monitoring & evaluation system * Approach to preventing sexual exploitation and abuse * Gender sensitive/ safe facilities * gender diversity in the recruitment process (such as outreach to potential diverse candidates and equitable, non-biased interview practices) * opportunities for females to be empowered and promoted internally (e.g. mentorship, leadership/ management skills training for both junior and senior employees), * Specific arrangements such as flexible hours or shorter working week as deemed relevant   **Health and Safety:** The health and safety of implementing partner staff is of paramount importance. Describe any assessments that will be conducted and detail how project personnel are trained (and to what standards standards) and equipped to manage critical incidents that may occur at a project site.    **Environmental Protection:** What efforts will the project make to advance environmental sustainability and mitigate negative environmental impact? Outline what environmental protection approaches the organization plans to undertake including any assessments that will be conducted to look at environmental issues at the specific location to understand what benefits and unintended consequences resulted from the project activities, describe how associated lessons are shared with relevant stakeholders. Learn more on [UNOPS Sustainability Page](https://www.unops.org/about/our-story/sustainability).  **Additional issues to consider:**  **Youth**: Security Council resolution (2250) defines youth as individuals aged 18-29 years. How will your project work to engage and support young people in post-conflict contexts and enable them to tangibly contribute to peacebuilding and improving community safety.  **Sustainable Development Goals**: Mine action clearly contributes to “SDG 16: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels”. Mine action is also an accelerator of a large number of SDGs, supporting access to food, water, education and health. Describe how the project will contribute to the SDGs.  **Facilitating humanitarian response and mainstreaming protection:** In conflict or post-conflict settings, mine action activities are central to establishing and maintaining access to people in need, whether in a natural disaster or a complex emergency. Refugees and Internally Displaced Persons (IDPs) fleeing war or persecution are particularly vulnerable and face heightened risks when moving through locations where they are unaware of the patterns of conflict and resulting contamination. Mine action activities can support safe freedom of movement for people in need, while also enabling them to access basic services and areas for relocation. Note any role that your organisation plays with the Protection Cluster if applicable and describe what efforts will be made to ensure project activities, such as risk education or land release, enable humanitarian partners to deliver assistance, or ensure that affected communities can travel to safely access assistance or basic services.  **Coordination:** Detail how activities/will be coordinated with other actors in the area of operations either to ensure an integrated approach and/or to avoid duplications. Proposals should demonstrate an ability to link project activities with other activities in the area of operations.  **Innovation:** Describe the unique activities which their organisation proposes and outline what expected impact they will have by demonstrating the linkage between the activities, outputs, and outcomes, and explaining why the proposed methodology is considered “innovative” or “creative”. Specific actions aimed at women’s empowerment, will be considered particularly desirable. | | | | | | | |

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| Component 5: Implementation Plan | | | | | | | |
| Using the Outputs and Activities you have formulated in view of achieving the Project Outcomes, complete the ***Implementation Plan below in Appendix 4.*** The Implementation Plan should accurately show the sequence and timeframe for the delivery of each Activity. | | | | | | | |

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| Component 6: Monitoring and Quality Management Plan | | | | | | | |
| **Monitoring**  Complete the **Indicator Monitoring Plan template at Appendix 5.** If any additional monitoring or evaluation will be undertaken which is not captured in Appendix 5, such as any internal or external evaluation, please describe the scope and approach to be taken.  **Quality and Project Management Systems**   1. Briefly describe the organisation’s Quality Management System and where relevant, the standards/SOPs that are (or will be) in place. How will the quality of outputs and activities be assured? 2. What system is in place to assess whether the project is achieving optimal efficiency and to initiate course correction and adjustment of the design as required. | | | | | | | |

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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Component 7: Risks to Successful Implementation | | | | | | | | | Using the **Risk Log Template in Appendix 6**, Identify and list risks that could impede or alter the delivery of the project. | | | | | | | |   Stage 3: Financial Evaluation  Component 8: Grant Budget Breakdown | | | | | | | |
| The development and management of a realistic budget is an important part of developing and implementing successful grant activities. Because the budget is only evaluated once the Technical Evaluation is completed and the applicant’s technical proposal is considered to have passed the minimum Technical threshold, all key information necessary for the good understanding of the project should be included in the technical proposal.  Careful attention to issues of financial management and integrity will enhance the effectiveness and impact. The following important principles should be kept in mind in preparing a project budget:   1. The budget should be provided in the Grant Budget template attached as CFP Annex B, with sufficient narrative information explaining the costs of each budget line. 2. Include only costs which directly relate to efficiently carrying out the activities and producing the outcomes which are set forth in the proposal. Other associated costs should be funded from other sources. 3. The budget should be realistic. Find out what planned activities will actually cost, and do not assume that you will be able to make do for less. 4. The budget should include all costs associated with managing and administering the grant project. In particular, include the cost of monitoring and evaluation. 5. Indirect costs, or costs such as core staff salaries and office rent should usually not be included, or specifically justified. 6. Reasonable Administrative Support Costs (up to 10% of direct costs) is usually allowed. These can include compensation of staff time (salaries) or required office costs related to the grant activities. 7. Grant funds should be overall spent according to the agreed budget. 8. All relevant, financial records should be made available upon request. These may be independently audited, and usually will become public information. 9. The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for. 10. The figures contained in the Budget Sheet should agree with those on the proposal header and text. | | | | | | | |

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| Component 9: Grant Budget Justification and Assumptions | | | | | | | |
| **Budget Justification:** In supplement, the applicant should provide a **clear budget justification in** which they:  a) Describe why the budget has been constructed as it has;  b) Justify the reasonableness of cost; and  c) Justify the proportions for the allocation of funding between each expenditure category.   * An outline of what to include is below. Feel free to **include these justifications on each line on the budget or attach a separate document**:  |  |  | | --- | --- | | **Expenditure Category** | **Remarks** | | *Personnel (Staff salaries, entitlements, insurances, etc)* | Please explain the percentage of personnel time applied and why it is necessary. Please link the personnel to the fulfilment of project impact. Kindly justify salary allocated for personnel, either to list alignment with global scales or locally competitive prices | | *Operations (refresher training, RE campaigns, CBRE, community leaders, radio broadcasting)* | Please explain what type of training is included here and why is it important for the project. Please explain any other RE activities with regard to project implementation | | *Travel (flights, DSA, per diems, etc)* | Please explain the travel provided and be sure to justify any suggested international flights. | | *Equipment (supplies, commodities, RE materials development and production)* | Please ensure all equipment is listed at lease cost. Please explain why this equipment would ensure the team is well supported. Please also explain what type of RE materials require development and production and what are require reproduction only and why these materials are required for the project implementation | | *Operating Expenses (maintenance, rent, etc)* | Please explain the operations costs, including any recurrent costs justification or number of vehicles in use | | *Administrative Support Costs (max. 10% of direct costs)* | Justify any other Administrative Support Costs included to ensure understanding of their contribution to the project objective | | *Contingency (max 5% of direct costs)* | Justify any other Contingency Costs included to ensure understanding of their contribution to the project objective. |  * **Budget Assumptions:** Please list any assumptions you may have regarding the cost of this component or your assumptions which underly the reasons for including it. | | | | | | | |

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| Confirmation of Acceptance of GSA and UNOPS General Conditions for Grant Support Agreements | | | | | |
| If your organization is interested in submitting a grant proposal in response to this CFP, please sign the below in acceptance of the Grant Support Agreement and UNOPS General Conditions for Grant Support Agreements. Should you be submitting a joint proposal (either in partnership, consortium, or association), please complete the “**Joint Application Partner Form**” attached to this Grant Application Template as Appendix 1. | | | | | |

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| **Authorized signature:** |  | | |
| **Title:** |  | | |
| **Organization** |  | | |
| **Date:** |  | | |

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# **Appendix 1: Joint Application Partner Form**

[The Applicant shall fill in this Form in accordance with the instructions indicated below].

**Grant Reference Number:** [insert Grant Reference No. identified in the CFP]

**Name of Lead Applicant:** [insert name of Applicant]

**Date:** [insert submission date]

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Application (“**JA**”)/Consortium/Association.

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| **JA / Consortium/ Association Information** | |
| **Name** | [Complete] |
| **Names of each partner and contact information**  (address, telephone numbers, fax numbers, e-mail address) | [Complete] |
| **Name of leading partner** (with authority to bind the JA, Consortium, Association during the CFP process and, in the event a Grant Support Agreement is awarded, during the execution of said Grant Support Agreement) | [Complete] |
| **Proposed proportion of responsibilities between partners (in %) with indication of the type of activities to be performed by each** | [Complete] |

**Signatures of all partners of the JA:**

We hereby confirm that if the Grant Support Agreement is awarded, all Parties of the Joint Application/Consortium/Association shall be jointly and severally liable to UNOPS for the fulfillment of the provisions of the Grant Support Agreement.

Name of Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 2: Organizational Chart**

**Appendix 3: Logical Framework**

The Project Impact and Project Outcome(s) below are restatements of the Project Impact and Project Outcome(s) identified in Section 3 of the UNOPS Call for Proposals document. With reference to the guidance in CFP Annex F: “Understanding the Results Chain and Developing Logical Framework”, please define your own Outputs (with corresponding Indicators, Targets, Means of Verification, and Assumptions), and Activities contributing to the achievement of these Outputs.

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| **Project Impact:** | | | | |
| **Result** | **Indicator** | **Target** | **Means of Verification** | **Assumptions** |
| **Project Outcome 1:** |  |  |  |  |
| Output 1.1: | 1.1.1 |  |  |  |
| Activities that lead to Output 1.1: | | | | |
| Output 1.2: | 1.2.1 |  |  |  |
| Activities that lead to Output 1.2: | | | | |
| **Project Outcome 2:** |  |  |  |  |
| Output 2.1: | 2.1.1 |  |  |  |
| Activities that lead to Output 2.1 | | | | |

**Appendix 4: Implementation Plan**

Extract the activities from your Logical Framework and use the following table, to indicate the sequence and timeframe for delivery.

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| **Output No 1: (Insert)** | | | | | | | | | | | | |  |
|  | | Schedule and duration of Activity in Months | | | | | | | | | | | |
| Activity | Responsible Position and Organization | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Output No 2: (Insert)** | | | | | | | | | | | | |  |
| Activity | Responsible Position and Organization | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |

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**Appendix 5: Indicator Monitoring Plan**

**Extract each indicator for your logframe and insert it to the table below together and complete with the additional information requested.**

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| **Outcomes and Outputs** | **Indicator** | **Tools for data collection** | **Frequency of data collection** | **Responsible position** | **Disaggregation (regional/age/gender/disability)** |
| **Outcome 1:** |  |  |  |  |  |
| **Output 1.1:** |  |  |  |  |  |
| **Output 1.2:** |  |  |  |  |  |
| **Outcome 2:** |  |  |  |  |  |
| **Output 2.1:** |  |  |  |  |  |

**Appendix 6: Risk Log**

There is a link between the risks and the key assumptions in your logframe. While the assumptions are stated positively (we assume that the government will provide agricultural inputs to the community so they can use the land for agricultural production) the risk is the negative consequence if your assumption is false (the government does not provide inputs thus the community cannot cultivate the land). You will also have risks that are not directly related to the Logical Framework.

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| **Risk:** Clearly state the risk causes and consequences. For example: “Due to [cause(s)] there is a risk of [event] leading to the following consequences [impact].” |
| **Probability** is the estimated likelihood or probability of a particular threat or opportunity. Assess how likely the risk is to materialize:   1. Low 2. Low to Medium 3. Medium to High 4. High |
| **Proximity** is the relative nearness of the risk. Assess how quickly the risk is likely to materialize:   1. Within one month 2. Within three months 3. Within six months 4. One year and beyond |
| **Impact:**   1. Low: Minor or little impact on the entity 2. Low to Medium: Moderate impact on the entity 3. Medium to High: Significant impact on the entity 4. High: Very significant impact on the entity with potential consequences for the entity above |
| **Response Summary:**  Describe the actions to be taken to reduce the likelihood and/or impact of the identified risk. Here, also identify the team member(s) responsible for actioning the agreed response and by when. |

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| **Risk** | **Probability** | **Proximity** | **Impact** | **Response Summary** |
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