

CALL FOR PROPOSALS (CFP)
Barriers and Opportunities for Greater Women's Participation in Somaliland
Democratisation

EU Partnership Coordination Facility Project

On behalf of the EU, UNOPS invites interested and eligible applicants to submit proposals for a study on **The Barriers and Opportunities for Greater Women's Participation in Somaliland Democratisation**. Details on the application process and the administration of the grant programme are set forth in this Call for Proposals (CFP) application document. Interested applicants are encouraged to read the CFP and its annexes in their entirety prior to applying.

Project Overview

The EU Partnership Coordination Facility implemented by UNOPS, provides support by filling in the identified gaps with flexible tools and mechanisms. Coordinating efforts is essential in order to transform the country into a more resilient, and improved, economic sector with greater security, gender equity, improved human development, stronger infrastructure, and better access to basic services that are delivered by accountable governmental institutions. This transformation is hindered by slow institutions that are unable to respond quickly to emerging needs. The overall objective is to contribute to strengthening the resilience of Somali and Somaliland communities to cope with, adapt and recover from recurrent shocks.

Primary project/program title:

The EU Partnership Coordination Facility Project

and/or UNOPS reference number (if applicable):

UNOPS/SOCO/CFP/21156-001/007

1. General instructions for proposal submission

How to submit?

Format: Prior to submission, please ensure that you have completed the following:

1. The last page of this Call For Proposals (CFP), signed and scanned (PDF).
2. Ensured that components of your application such as the budget and reporting, are aligned with the format in the CFP Annex (Grant Application Template) on **page 25..**

3. Listed team members to be involved in the study along with their CVs/resumes.
4. Attached documentation certifying organization's legal registration.

Please save filenames of attachments according to the following guidelines: [Attachment name]_[Organisation Name]. For example, Grant_Application_Form_ABCCivil Society. Large files may be compressed and attached as a zip file.

When to submit?

Deadline: May 31st 2021 by 17:00 EAT. Late submissions will not be considered.

Where to submit?

Email: afr.soco.proposals@unops.org

2. Eligibility criteria as per project agreement

Qualifications and Experience

Type: This consultancy is a civil society organisation

Duration: The consultancy will be for a period of approximately 2 months.

Location: Hargeisa, Somaliland and some remote work in the regions.

Qualifications

- Applicants should have expertise and at least 10 years of experience in Somaliland democratisation process research, analysis, and programming
- Applicants should have significant experience with the development and implementation of participatory action research (PAR), including the development of participatory research tools
- Applicants should have demonstrable knowledge of and relationships with democratisation stakeholders in Somaliland, including but not limited to civil society (including women's rights organisations), government institutions, political parties, INGOs and the international community
- Applicants should have demonstrable capacity to carry out research across all 6 regions of Somaliland
- The application is received from a registered organization with the permission to operate in Somaliland (please attach proof of registration allowing operations in the country).
- Lead or Key experts of the Consultancy will have demonstrable experience of collecting analysing data
- Lead or Key experts of the Consultancy will have knowledge and experience in the fields of women's political participation, women's rights, and/or women, peace and security

- The Consultancy should have excellent knowledge of Somali and English (both spoken and written) and excellent communication skills
- Experience with formal or informal participation in a reference group or consortium with similar civil society organisations is desirable

3. Description of scope of work

Background

Democratisation in Somaliland

Since its declaration of independence in 1991, Somaliland has demonstrated a strong commitment to democratisation and has shown itself to be a model of democracy in the region. Throughout a constitutional referendum, 3 presidential elections, a parliamentary election, and 2 local council elections, Somaliland has seen multiple peaceful transfers of power, even in extremely close elections with margins as small as 80 votes between Presidential candidates. These processes have consistently been deemed fair and credible by both international and citizen observers.

Many of these processes, including a presidential election in 2003, parliamentary elections in 2005, and local council elections in 2012 took place without a voter register in an environment with a significant level of mistrust, and with a high risk of multiple and fraudulent voting – yet such was the commitment to the democratisation process that Somaliland consistently sought ways to improve the integrity of the process, and citizens peacefully accepted the results. And while this commitment led to impressive gains in the democratisation process, there were also several unaddressed issues that continued to accumulate and would be relevant to future electoral processes.

In late 2016, Somaliland was poised to take its democratisation process to the next level and address some of the ongoing challenges with the successful implementation of iris recognition biometric voter registration. The potentially contentious final district level registration results released in September 2017 peacefully being accepted and seen as credible, leading to Somaliland's first Presidential election with a trusted and sustainable voter register in November 2017.

Backsliding and stagnation in the democratisation process

While these democratic gains are significant and have rightfully attracted financial and diplomatic support from the international community over the years, Somaliland's democratisation process has not been without its challenges. In particular, the electoral cycle has been repeatedly disrupted by political, legal, and institutional challenges that have resulted in significant term extensions and subsequent election delays at all levels of government. Election delays once again plagued Somaliland following the 2017 Presidential election when opposition party Waddani contested the election results and refused to participate in any electoral process until a number of conditions were

met, including the replacement of the election commissioners in place at that time, leading to further 3-year delay for the long-overdue parliamentary and local council elections.

The political conflict was further exacerbated by an ongoing lack of consensus around the regional distribution of seats in the House of Representatives. This disagreement also prevented the passing of consolidated election legislation that intended to combine the many disparate legal instruments governing elections. The proposed law also called for a quota for women and minorities, that would have legislated at least 18 seats (3 per region) for women, and an additional 3 seats for minorities across the Constitutionally mandated 82 seats in the lower House. While the political conflict was ultimately resolved and agreement was reached on the distribution of seats per region, the quota was struck from the law before it was passed. The resistance to the quota highlights another important factor slowing Somaliland's democratisation – a need for greater inclusion and participation.

Women's Participation in Somaliland's Democratisation Process

Throughout Somaliland's history, there have been numerous efforts to increase women's political participation through international NGO and local civil society initiatives as well as through diplomatic efforts. When the legal quota was rejected in 2020, political parties did release a communique committing to one third of their HoR nominees being women, and advocacy efforts focused on building accountability for that agreement, in particular through its inclusion in the Code of Conduct between NEC and the three political parties. Advocacy efforts at all levels also resulted in the Government of Somaliland announcing that it would cover candidate fees for women candidates, eliminating what is widely seen as one of the most important barriers to women's political participation. Despite these efforts, women's participation as candidates is very low at the local council level with only 15 women candidates out of 522 (2.9%) standing in the local council elections (in 2012, 172 (7.6%) candidates were women, but the electoral system was a different one then with larger number of political associations). At the parliamentary level, there were modest increases, with 13 women candidates out of 246 (5.3%) standing in the House of Representatives election planned for May 2021, compared with the 2005 election in which 7 (2.8%) candidates were women.

Despite the low rates of women's participation as electoral candidates, women have consistently shown high rates of participation as voters. In Somaliland elections, women tend to be more than 50% of the electorate, and they also represent 47% of registered voters. Despite their high rates of participation as voters, however, evidence shows that women have also not supported women candidates as their success rate in elections has been incredibly low. In the 2005 parliamentary elections, only 2 women were elected from the 7 women candidates, and in the 2012 local council elections, only 10 women were elected from the 172 women candidates that contested the election.

Given the mixed results of ongoing efforts to improve inclusion and participation in Somaliland's democratisation process, there is a need to have a better understanding of the barriers and opportunities to women's participation, with a particular focus on local elections and rural areas.

UNOPS is commissioning participatory action research (PAR) to inform future programming and to establish clear recommendations from a wide range of stakeholders.

Research Objective

The general objective of the research will be to develop and implement a participatory action research process that provides a detailed understanding of women's roles in the Somaliland democratisation process, including opportunities and challenges to greater participation in all facets of the process.

The research will cover all regions of Somaliland.

The final research findings will provide information on institutional, legal, and socio-political factors that impact women's political participation. The findings will inform both Somaliland and international stakeholders and will guide future programming, advocacy, and awareness-raising efforts aimed to increase women's participation.

The consultancy will work closely with multiple internal and external stakeholders including Somaliland civil society actors (CSOs), Somaliland citizens, the Somaliland National Electoral Commission (NEC), political parties, government, religious and community leaders, International Non-Governmental Organisations (INGOs), and the international community and donor partners, all of whom will also be the target audience for the research findings.

Different stakeholders will be targeted with different research tools and products, including but not limited to:

- Key informant interviews including with successful and unsuccessful women candidates, women aspirants, civil society actors, and women voters
- Development of film products and other outreach materials throughout the research process to share the research findings, and to promote dialogue on the emerging issues
- Community prioritisation of results and recommendations
- Presentation of results to key stakeholders
- Propose policy and regulatory frameworks options to improve women political participation
- Identify opportunities for increasing women's participation in future electoral processes.
- Validation of key findings of the research
- Prioritisation and adoption of key recommendations
- Final research report detailing research results and recommendations for stakeholders

Scope of Work

The Consultancy would be expected to have a good understanding of Somaliland's democratisation process and of key stakeholders in that process, including the Somaliland National Electoral

Commission (NEC), political parties, the Government of Somaliland, the Ministry of Interior, civil society organisations, religious leaders, and elders, the roles they play, and the relationships between these stakeholders. The Consultancy would also need a baseline understanding of women's participation in the democratisation to date.

Building on this knowledge, the consultancy will be expected to deliver:

- An assessment of the opportunities for and barriers to women's political participation, both in terms of their acceptance as candidates and their success rates in elections. The assessment should be across all regions and districts of Somaliland to ensure the identification in any geographical differences in rates of women's participation, as well as different opportunities and challenges.
- The assessment should take a particular look, both in desk and field research, at the opportunities for and barriers to women's political participation at the local (district) level, in order to fill a particular gap in understanding due to an ongoing focus on the parliamentary level.
- A participatory actor mapping that explores the linkages between actors at all levels. The actor mapping should also consider the gender relations of stakeholders, as well as other sub-groups such as location. If possible, the actor mapping should explore perceptions of different actors towards women's political participation.
- An examination of key historical and socio-political factors that have had an influence on women's political participation, including the role of clan elders and traditional and religious groups in women participation.
- Recommendations to all stakeholders including political parties, the NEC, civil society organisations, government actors, and the international community that guide interventions to increase women's political participation in Somaliland. Recommendations will be validated and prioritized by Somaliland stakeholders to ensure there is local ownership and recommendations will be taken forward.

In order to ensure Somaliland ownership of the process and increase buy-in for the results the research will be done through participatory methods. Participatory research ensures that even the research questions themselves will be developed by and resonate with the target audience, increasing the likelihood that the recommendations and priorities will be actioned. A more detailed methodology will be developed by the research team but should specifically address the following:

- Desk research covering relevant legislation and internal institutional regulations and procedures of relevant institutions such as political parties and the Somaliland National Electoral Commission (NEC).
- Baseline understanding of the current state of women's participation in the democratisation process in all roles, and the trends in women's participation since the democratisation process began in 2001.
- Review of past programmes in support of women's political participation and assessment of what worked well and key challenges
- A post-election review that includes a survey of successful women and unsuccessful women candidates and their perceptions of what impacted their results

- Analysis of potential geographical differences that either support or discourage women's participation in the democratisation process and targeted recommendations in response to findings

The Consultancy will also require collaboration with a reference group with another consultancy carrying out similar research in the region. The Reference Group will, as much as possible, work to harmonise methodologies, research tools, and presentation of results. The Reference Group will allow an additional layer of analysis and results while at the same time promoting cross-border collaboration and promoting participatory research through a peacebuilding lens.

Work Plan:

The Consultancy will develop a detailed work plan to meet the Terms of Reference. The work plan should include the following general components:

- Detailed desk research that looks at all relevant documents including legislation, reports, and programme documents from previous work to promote women's participation and incorporate relevant international documents such as UN Security Council Resolution 1325 on Women, Peace and Security.
- Meet with relevant stakeholders including civil society organisation, NEC, government representatives including relevant ministries, international NGOs and others.
- Design and implement surveys, convene focus group discussions and arrange key informant interviews and other activities necessary to produce, validate findings and prioritize recommendations.

Deliverables and Timeline

The research will take place in June and July 2021 and it should be noted that the programme funding this research ends on 31 July 2021, and therefore the timeline and workplan must be strictly followed. Key deliverables include:

1. Inception report with detailed approach and methodology, summary of desk research, and description of data collection tools
2. Results of Field Survey
3. Comprehensive report on findings regarding women's political participation in Somaliland and recommendations to stakeholders
4. Validation report and list of priority recommendations

The Consultancy will be for a period of approximately two months, with deliverables according to the timeframe proposed below:

Deliverables	Timelines	Payments
Contract signature	Two weeks after signing the contract	60% of grant value

Report on Women's Political Participation in Somaliland	Seven weeks after signing contract	30% of grant value
Validation and prioritization report	Eight weeks after signing contract	10% of grant value

With the election due to take place on 31 May, this research has a unique opportunity to carry out an immediate post-election review of opportunities for and barriers to women's participation, and to examine what factors allowed aspirants and candidates to succeed. Equally, the results will be presented early enough in the next electoral cycle to immediately implement some of the most urgent recommendations in a way that ensures broad-based buy-in across Somaliland stakeholders and well-coordinated programming in advance of future elections.

4. Evaluation process

In line with UNOPS evaluation principles of fairness, transparency and integrity, Grant Evaluation and Selection Committee will be responsible for the review of proposals and the Grantee selection. The review is based on the criteria outlined in the 'Call for Proposals' (CFP) and includes an assessment of the grant proposal's formal, technical and financial aspects. The review includes at least two (2) 'substantially compliant' proposals and will result in the selection of the lowest priced, substantially compliant proposal. Non-compliant proposals are automatically eliminated from the evaluation process.

All proposals that meet the minimum eligibility criteria outlined in section 2 above will be evaluated as per the process described below:

Evaluation Criteria	Points Obtainable	General Remarks
---------------------	-------------------	-----------------

Organizational Capacity		
Experience with the development and implementation of participatory action research (PAR), including the development of participatory research tools.	10	
Minimum of 10 years experience in governance; democratisation process, research, analysis and programming.	10	
Experience of lead expert -Must have knowledge and 10 years experience in the fields of women's political participation, women's rights, and/or women, peace and security.	10	
Subtotal Organizational Capacity:	30	
Methodology/Technical Approach		
Subtotal Methodology/Technical Approach :	70	
Evaluation Subtotal:	100	
Threshold for Technical Compliance:	70%	
Final Score:		

5. UNOPS Grant Support Agreement

The UNOPS Standard Grant Support Agreement (GSA) containing UNOPS General Conditions for Grant Support Agreements (Annex D of the [UNOPS Grant Support Agreement template](#)) is attached below. The GSA constitutes an integral part of this CFP as it is mandatory to accept this agreement with its conditions before submitting a proposal.

6. Interest / Grantee Application template

If your organization is interested in submitting a grant proposal in response to this CFP, please kindly prepare a short 'Expression of Interest' statement (below).



My organization _____ is hereby formally interested in the advertised grant program/component and will submit a proposal within the established timeframe.

Authorized signature:

Title:

Date:

Grant Support Agreement

IN SUPPORT OF

[Insert short grant activity or project title]

GRANTEE NAME:

GRANT NUMBER: .../.../...../..../...

This Grant Support Agreement (hereinafter referred to as “Agreement”) is made between the United Nations Office for Project Services (hereinafter referred to as “UNOPS”) and [insert Grantee’s name and address] (hereinafter referred to as “Grantee”).

WHEREAS UNOPS desires to provide grant support to the Grantee in the context of the implementation of [insert short grant activity or primary project/programme description] (hereinafter referred to as the “Activity”), as more specifically described in Annex A, on the terms and conditions hereinafter set forth, and

WHEREAS the Grantee is ready and willing to accept such funds from UNOPS for the above-mentioned activities on the terms and conditions as herein set forth.

NOW, THEREFORE, the Grantee and UNOPS agree as follows:

1. Agreement Documents

1.1 The following documents attached hereto shall be deemed to form an integral part of this Agreement in the following order of precedence:

- i. This agreement
- ii. Annex A: Terms of Reference
- iii. Annex B: Grant Budget
- iv. Annex C: Reporting
- v. Annex D: UNOPS General Conditions for Grant Support Agreements

1.2 This Agreement and the Annexes attached hereto shall form the entire Agreement between the Grantee and UNOPS, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

2. Purpose of the Agreement

2.1 The purpose of this Agreement is to provide support for the Activity being [insert short grant activity description] in [insert country] as described in Annex A (the Terms of Reference). None of the funds provided pursuant to this Agreement may be used for any purposes other than those expressly set forth in Annex A.

2.2 Grant support is being provided to the Grantee on the condition that the action is implemented, and the funds are administered by the Grantee, in accordance with this Agreement.

3. Duration of this Agreement

- 3.1 This Agreement is effective and funds are granted by UNOPS as of [insert start date] or the date of the last signature below, whichever is the later.
- 3.2 Funds granted hereunder are available for program expenditures for the estimated period from the effective date specified in Clause 3.1 above to [insert end date].

4. Role of the Grantee

- 4.1 The Grantee shall:
- a. Have full responsibility for ensuring that the Activity is implemented in accordance with the Agreement
 - b. Be responsible, in the event of financial review, audit or evaluation for providing the necessary accounting documents
 - c. Be responsible for providing all documents and information to UNOPS which may be required under the relevant payment requests
 - d. Make the arrangements for providing the financial status documentation and financial guarantee, when requested
 - e. Ensure professional management of the Activity, including performance monitoring and reporting activities.

5. Grant Amount and Payments

- 5.1 UNOPS hereby grants to the Grantee the total amount of USD [insert US Dollar amount in figures and words] as shown in the Budget in Annex B.
- 5.2 Payments to the Grantee shall be made in accordance with the following schedule upon the submission by the Grantee of appropriate milestone reports along with payment requests, subject to the Grantee's continued performance of its obligations under this Agreement:¹

[Note: Delete or insert milestones as required, but be sure to include the complete payment schedule with all milestones/payments that cover the entire term of the Grant Support Agreement.]

Milestone 1: [insert us dollar amount in figures and words], upon signature of this Agreement by both parties.

¹ Any advance payment made under the Agreement totalling more than USD30,000 of the total Grant Amount be conditional on the provision of a justification and subsequent approval by UNOPS. Moreover, following the receipt of such exceptional justification, UNOPS may, at its own discretion, further request the Grantee to submit documentation regarding its financial status together with reasonable cash flow estimates. Any advance payment exceeding USD250,000 shall be conditional on a financial guarantee of an amount equivalent to the advance payment.

Milestone 2: [insert us dollar amount in figures and words], upon certification by UNOPS of receipt and acceptance of the completed inception report detailing study protocols, data collection instruments, and consent form by [insert date in month-year format].

Milestone 3: [insert us dollar amount in figures and words], upon certification by UNOPS of receipt and acceptance of the preliminary report incorporating desk review and primary data by [insert date in month-year format].

Milestone 4: [insert us dollar amount in figures and words], upon certification by UNOPS of receipt and acceptance of the final approved study report and final financial report by the date specified in Clause 6.2.

5.3 All payments to the Grantee shall be in US dollars, and shall be deposited into the Grantee's bank account in accordance with the oneUNOPS Supplier profile form completed and submitted by the Grantee to UNOPS.

5.4 The amount of payment of such Grant funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the **Grantee** in the performance of the activities under this Agreement.

6. Reporting and Evaluation

6.1 The Grantee shall submit to the following milestone reports during the life of this Agreement in the formats provided in Annex C, and in line with the above Payment Schedule (as per Clause 5.2):

- (a) To UNOPS, a final financial report on the use of Grant funds at the end of the research study (60 days); and
- (b) To UNOPS, a preliminary report in the middle of the research study and a final report at the end of the research study.

6.2 Within 90 (ninety) calendar days of the end date specified in Clause 3.2 above, the Grantee shall submit the following reports in the formats provided in Annex C:

- (a) To UNOPS, a final financial report on the use of Grant funds²; and
- (b) To UNOPS, the final narrative milestone summary report.

6.3 Failure to submit the reports specified in clause 5.2 without due cause shall constitute a failure to fulfil a substantial obligation of this Agreement, in accordance with Article 16 of the General Conditions.

6.4 The Grantee shall be deemed discharged from its obligation under this Agreement only upon the receipt and acceptance of the reports referred to in clause 5.2 and the return of any unspent funds in accordance with this Agreement.

² For total grants above US\$ 50,000 a certified final financial report is required.

7. Special Conditions

7.1 Not applicable

8. Correspondence

8.1 All further correspondence regarding the implementation of this Agreement should be addressed to:

For UNOPS:	For the Grantee:
[insert name, address, e-mail, phone]	[insert name, address, e-mail, phone]

8.2 Any notice given by UNOPS or the Grantee shall be sufficient only if in writing and delivered in person, mailed or delivered electronically to the respective addresses specified in Clause 8.1 above.

IN WITNESS WHEREOF, the undersigned, duly appointed representatives of UNOPS and of the Grantee, have on behalf of UNOPS and the Grantee, respectively, signed the present Agreement on the dates indicated below their respective signatures.

FOR UNOPS:	FOR THE GRANTEE:
_____	_____
[insert name] [title], [office]	[insert name] [title]
Date (mandatory):	Date (mandatory):

ANNEX A

TERMS OF REFERENCE:

Description and scope of grant activity/project (See pages 3-8 above)

ANNEX B

GRANT BUDGET

(See Component 5 of the CALL FOR PROPOSALS (CFP) ANNEX: GRANT APPLICATION TEMPLATE on page 26 below for details)

ANNEX C

REPORTING

D.1 Milestone report / final milestone summary report (narrative)

D.2 Financial report (on the use of grant funds)

D.3 Final financial report (on the use of grant funds)

(See Component 4 in the CALL FOR PROPOSALS (CFP) ANNEX: GRANT APPLICATION TEMPLATE on page 25 below for details)

ANNEX D

GENERAL CONDITIONS FOR GRANT SUPPORT AGREEMENTS

1. Liability and General Obligations of Grantee

- 1.1 The Grantee shall be responsible for complying with any legal obligations incumbent on them.
- 1.2 The Grantee shall carry out all activities for which it is responsible under this Agreement with due diligence and efficiency.
- 1.3 UNOPS shall not, under any circumstances or any grounds, be held liable in the event of a claim under the Agreement relating to any damage caused during the Activity's execution.
- 1.4 The Grantees shall make good any damage sustained by UNOPS as a result of the execution or faulty execution of the Activity.
- 1.5 Subject to the express terms of this Agreement, it is understood that the Grantee shall have exclusive control over the administration and implementation of this Agreement and that UNOPS shall not interfere in the exercise of such control. However, both the quality of the Grantee's work and the progress being made toward successfully achieving the goals of such activities shall be subject to review by UNOPS. If at any time UNOPS is not satisfied with the quality of work or the progress being made toward achieving such goals, UNOPS may in its discretion (i) withhold payment of funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the Grantee; and/or (iii) seek any other remedy as may be necessary. UNOPS' determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the Grantee insofar as further payments by UNOPS are concerned.
- 1.6 UNOPS undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage for any person who may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking activities under this Agreement. Such responsibilities shall be borne by the Grantee.
- 1.7 The rights and obligations of the Grantee are limited to the terms and conditions of this Agreement. Accordingly, the Grantee and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

2. Intellectual Property Rights

- 2.1 All intellectual property rights, including but not limited to maps, drawings, photographs, mosaics, plans, manuscripts, records, reports, recommendations, estimates, documents, images, sounds and other materials, except pre-existing materials, publicly or privately owned, collected, created, developed or prepared as a consequence of or in the course of the performance of this Activity, shall become the sole property of the Funding Source, unless otherwise stipulated in the Project Agreement.
- 2.2 The Grantee shall hold harmless and fully indemnify UNOPS from and against all claims and proceedings for infringement of any patent rights, design trademark or name or other protected rights resulting from Grantee's performance.

3. Confidentiality

- 3.1 UNOPS and the Grantee undertake to preserve the confidentiality of any document, information or other material directly related to the Activity that is deemed or classified as confidential, where disclosure could cause prejudice to the other party.

4. Allowable Costs

- 4.1 The Grantee shall be reimbursed for costs incurred in carrying out the purposes of this Agreement which are determined by UNOPS to be reasonable, allocable, and allowable in accordance with the terms of this Agreement. The following definitions of what may be considered as reasonable, allocable, and allowable costs apply:
- (a) Reasonable: shall mean those costs which are generally recognized as ordinary and necessary and would be incurred by a prudent person in the conduct of normal business.
 - (b) Allocable costs: shall mean those costs which are incurred specifically in connection to the Agreement, and are provided in the estimated budget at Annex C.
 - (c) Allowable costs: shall mean those costs which conform to any limitations in the Agreement.
- 4.2 The eligible costs must be incurred during the period of the Activity, specified in Article 3 of the Agreement and recorded in the Grantee's accounts in accordance with accepted accounting procedures.
- 4.3 Prior to incurring a questionable or unique cost, the Grantee shall obtain UNOPS's written determination on whether the cost will be allowable.
- 4.4 It is UNOPS policy that no funds shall be paid as profit or fee to a Grantee under this Agreement or any sub-Grantee. This restriction does not apply to contractual relationships entered into by the Grantee under this Agreement.

5. Accounting, Audit and Records

- 5.1 The Grantee undertakes to provide any detailed information requested by UNOPS to verify that the Activity and the provisions of the Agreement are being properly implemented.
- 5.2 The Grantee shall maintain all financial records, supporting documents, statistical records and all other records pertinent to this Agreement in accordance with generally accepted accounting principles [or applicable national legislation] to sufficiently substantiate charges to this Agreement. Accounting records that are supported by documentation will as a minimum be adequate to verify all costs incurred under the Agreement, receipt, and use of goods and services acquired under the Agreement, the costs of the program supplied from other sources, and the overall progress of the program. Unless otherwise notified, the Grantee's records and sub-Grantee records which pertain to this Agreement shall be retained for a period of seven years from the date of submission of the final financial report and may be audited by UNOPS and/or its representatives.
- 5.3 The Grantee shall furnish, compile and make available at all times to UNOPS any records or information, oral or written, which UNOPS may reasonably request in respect of the funds received by the Grantee.
- 5.4 UNOPS shall retain the right to conduct a financial review, require an audit, or otherwise ensure adequate accountability of organizations expending UNOPS funds.

- 5.5 The Grantee shall allow UNOPS staff and outside personnel (including third party entities engaged by UNOPS) the appropriate right of access to sites and premises of the Activity, and to all records and information required in order to conduct a financial review or audit.
- 5.6 This provision in its entirety shall be incorporated into all sub-grants to eligible sub-Grantees which exceed USD 30,000. Sub-grants to eligible sub-Grantees which are for more than USD 2,500 but less than USD 30,000 shall at a minimum incorporate Article 5.2 of this provision.

6. Bank accounts, Payment Advances and Refunds

- 6.1 The Grantee shall maintain advances of UNOPS funds in dedicated and separate accounts to the Grantee's ordinary funds. Such accounts must be interest bearing, unless:
- (a) The Grantee receives less than \$100,000 in UNOPS awards per year;
 - (b) The best reasonably available interest bearing account would not be expected to earn interest in excess of \$250 per year on UNOPS cash balances; or
 - (c) The depository would require an average or minimum balance so high that it would not be practical to maintain the advance in an interest bearing account.
- 6.2 Interest earned on advances will be remitted to UNOPS. However, the Grantee may retain up to \$250 of interest earnings per account per year, for administrative expenses.
- 6.3 At the time the Agreement expires or is terminated, the following types of funds shall immediately revert to UNOPS:
- (a) Any balance of funds that has not been disbursed to the Grantee; or
 - (b) UNOPS has advanced funds to the Grantee, but the Grantee has not expended them.
- 6.4 Notwithstanding 6.3 (a) and (b) above, funds which the Grantee has obligated in legally binding transactions applicable to this Agreement will not revert to UNOPS.
- 6.5 UNOPS reserves the right to require refund by the Grantee of any amount which the Grantee did not spend in accordance with the terms and conditions of this Agreement. In the event that a final audit has not been performed prior to the closeout of this Agreement, UNOPS retains the right to a refund until all claims which may result from the final audit have been resolved between UNOPS and the Grantee.
- 6.6 The Grantee acknowledges that UNOPS and its representatives have made no actual or implied promise of funding except for the amounts specified by this Agreement. If any of the funds are returned to UNOPS or if this Agreement is rescinded, the Grantee acknowledges that UNOPS will have no further obligation to the Grantee as a result of such return or rescission.

7. Revision of Agreement Budget

- 7.1 The approved Agreement budget is the financial expression of the Grantee's programme as approved during the award of the Agreement process.
- 7.2 The Grantee is required to report, in writing, deviations from budget and programme plans, and request prior approvals from UNOPS for any of the following reasons:
- (a) To change the scope or the objectives of the programme and/or revise the funding allocated among project objectives.
 - (b) To change a key person where specified in the Agreement, or allow a 25% reduction in time devoted to the project.
 - (c) Additional funding is needed.
 - (d) Where indirect costs have been authorized, the Grantee plans to transfer funds budgeted for indirect costs to absorb increases in direct costs or vice versa.

- (e) The Grantee intends to contract or sub-grant any of the work under this Agreement, and such contracts or sub-grants were not included in the approved Agreement budget.
- 7.3 The Grantee is further restricted from transferring funds among cost categories. The Grantee is required to get the prior approval of UNOPS before making budget shifts which expect to exceed 50 % of the total Grant budget.
- 7.4 UNOPS is under no obligation to reimburse the Grantee for costs incurred in excess of the total grant amount specified in this Agreement. An increase to the total grant amount shall require an amendment to the Agreement in writing.
- 7.5 The total grant amount under this Agreement is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Grantee in the performance of the activities under this Agreement.

8. Procurement of Goods and Services

- 8.1 Where implementation of the Activity requires the award of procurement contracts, the Grantee shall maintain a written code or standards of conduct that shall govern the performance of its employees engaged in the awarding and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by UNOPS funds if a real or apparent conflict of interest would be involved. Such conflict would arise when the employee, officer or agent, or any member of the employee's immediate family, the employee's partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Grantee shall neither solicit nor accept gratuities, favours, or anything of monetary value from contractors or parties to sub-agreements. However, the Grantee may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Grantee.
- 8.2 The Grantee shall establish written procurement procedures if procurement of goods or services in excess of USD 2,500 is envisaged under this Agreement. All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, transparent, open and free competition and the use of resources in an ethical, efficient and effective manner. The Grantee shall be alert to organizational conflicts of interest as well as non-competitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids, and/or requests for proposals shall be excluded from competing for such procurements. Contracts shall be made to the offeror whose offer is responsive to the solicitation and is most advantageous to the Grantee, price, quality, and other factors considered. Solicitations shall clearly establish all requirements that the bidder or offeror shall fulfil in order to be evaluated by the Grantee. Any and all offers may be rejected when it is in the Grantee's interest to do so.
- 8.3 Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources, or accessibility to other necessary resources.

- 8.4 Grantees shall ensure that the conditions applicable under these General Conditions are also applicable to the contractor.

9. Sub-Grant Agreements

- 9.1 Sub-grant agreements shall be made only with responsible Grantees who possess the potential ability to perform successfully under the terms and conditions of a proposed agreement. Consideration shall be given to such matters as integrity, record of past performance, financial and technical resources, or accessibility to other necessary resources.
- 9.2 All sub-grant agreements shall at a minimum contain provisions to define a sound and complete agreement in addition to those that are specifically required by any other provisions in this Agreement. Whenever a provision within this Agreement is required to be inserted in a sub-agreement, the Grantee shall insert a statement in the sub-agreement that in all instances where UNOPS is mentioned, the Grantee's name will be substituted.
- 9.3 Grantees shall ensure that the conditions applicable under these General Conditions are also applicable to the sub-grantees.

10. Third Party Claims

- 10.1 The Grantee shall be solely liable for claims by third parties arising from the Grantee's acts or omissions in the course of performing this Agreement and under no circumstances shall UNOPS be held liable for such claims by third parties. The Grantee shall indemnify, defend, save and hold UNOPS harmless in respect of such claims. This indemnity shall survive the termination or expiration of the Agreement.

11. Non-expendable equipment

- 11.1 Title to all non-expendable equipment purchased with project funds supplied by UNOPS shall be the property of the Funding Source.
- 11.2 The Grantee shall maintain records of non-expendable equipment with an acquisition value of USD 500 or more purchased with project funds supplied by UNOPS. The Grantee will submit an inventory of such equipment to UNOPS, indicating description, serial no., date of purchase, original cost, present condition, location of each item attached to each half yearly milestone report. Equipment purchased by the Grantee with funds supplied by UNOPS shall be used solely for the purposes indicated in Annex B throughout the duration of this Agreement.
- 11.3 Within 90 calendar days after the end of the Agreement, the Grantee will provide a list, for UNOPS' review and approval, of each item that has an acquisition value of USD 500 or more, with a corresponding detailed proposal relating to the future status of that item, namely whether it is intended for sale, transfer or donation, Where the Grantee sells the property, or item, it will transfer the proceeds of the sale to UNOPS within 30 calendar days.

12. Anti-corruption

- 12.1 The Grantee warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of this Agreement or the award thereof to any representative, official, employee, or other agent of UNOPS or any organization of the UN system.
- 12.2 The Parties declare their commitment to counteract corrupt practices in the execution of this Agreement. Further, the Parties commit themselves not to accept, either directly or indirectly, as an inducement or reward in relation to the execution of this Agreement, any kind of offer, gift, payments or benefits, which would or could be construed as a corrupt practice.

13. Anti-terrorism

- 13.1 The Grantee agrees to undertake all reasonable efforts to ensure that none of the UNOPS funds received pursuant to this Agreement are used to provide support to individuals or entities associated with terrorism and that the Grantee or any sub-grantees of any amounts provided by UNOPS hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list is established and maintained by the 1267/1989 Committee and can be accessed in the web page of the United Nations (<http://www.un.org>), or directly through the following link: https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list. This provision must be included in all sub-contracts or sub-agreements entered into under this Agreement.

14. Child Protection

- 14.1 The Grantee will not engage in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child. The Grantee will undertake to protect children from abuse of all kinds in the implementation of the Activity. This provision in its entirety shall be incorporated into all sub-grants to eligible sub-Grantees.

15. Suspension

- 15.1 Whenever UNOPS considers that the Grantee is not performing to a satisfactory standard, UNOPS may suspend, in whole or in part, the Activity under the Agreement in order to renegotiate and/or propose necessary amendments to the Agreement to redress the situation. When UNOPS suspends the Activity, in whole or in part, it must give immediate written notice to the Grantee, detailing the problems and the conditions required to reinstate the Activity.
- 15.2 The suspension will take effect on the date the Grantee receives the notification.
- 15.3 Upon receipt of a suspension notice, the Grantee shall not incur any costs relating to the Activity, or part of the Activity, which has been suspended.
- 15.4 The Activity, in whole or in part, which has been suspended, can be resumed once UNOPS and the Grantee have agreed on the terms of the continuation (including any extension of duration of the Activity). Any such agreement shall be in the form of a written amendment to the Agreement, pursuant to Article 17 of the General Conditions.
- 15.5 Any portion of this Agreement not suspended shall remain in full effect.

16. Termination

- 16.1 UNOPS may terminate this Agreement at any time, in whole or in part, upon 14 calendar days' written notice to the Grantee, whenever it is determined that the Grantee has failed to fulfil a substantial obligation incumbent on it, under the terms and conditions of the Agreement, or where sufficient funds have not been made available to UNOPS by its funding sources.
- 16.2 This Agreement may be terminated at any time, in whole or in part, by UNOPS with the consent of the Grantee. Both parties shall agree upon termination conditions, including the effective date and, in the case of partial terminations, the portion of the Agreement to be terminated. The agreement to terminate shall be set forth in a letter from UNOPS to the Grantee.
- 16.3 UNOPS may terminate this Agreement or portion of this Agreement with immediate effect upon written notice to the Grantee if it determines that corrupt, fraudulent or misrepresentative practices were engaged in by representatives of the Grantee during award or during the execution of this Agreement without the Grantee having taken timely and appropriate action satisfactory to UNOPS to remedy the situation.
- 16.4 Upon receipt of and in accordance with a termination notice as specified above, the Grantee shall take immediate action to minimize all expenditures and obligations financed by this Agreement and shall cancel such unliquidated obligations whenever possible. Except as provided below, the Grantee shall not incur costs after the effective date of termination.
- 16.5 The Grantee shall within 30 calendar days after the effective date of such termination repay to UNOPS all unexpended UNOPS funds which are not otherwise obligated by a legally binding transaction applicable to this Agreement. Should the funds paid by UNOPS to the Grantee prior to the effective date of the termination of this Agreement be insufficient to cover the Grantee's obligations in the legally binding transaction, the Grantee may submit to UNOPS within 90 calendar days after the effective date of such termination a written request for payment covering such obligations. UNOPS shall determine the amount(s) to be paid by UNOPS to the Grantee under such claim in accordance with this Agreement. This provision must be included in all sub-agreements.
- 16.6 Any portion of this Agreement not terminated shall remain in full effect.

17. Amendment

- 17.1 No modification of or change in this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the parties to this Agreement or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the parties hereto.

18. Dispute Resolution

- 18.1 Any controversy or claim arising out of, or in accordance with this Agreement or any breach thereof, shall unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules as at present in force. Where, in the course of such direct negotiation referred to above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules as at present in force. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

19. Privileges and Immunities

- 19.1 Nothing in or relating to this Agreement shall be deemed a waiver of any privileges and immunities of the United Nations and/or UNOPS.

20. Protections Against Exploitation Sexual Exploitation and Abuse

- 20.1 Grantee shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its Personnel or any other persons engaged and controlled by Grantee to perform any activities under the Agreement. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, Grantee shall refrain from, and shall take all reasonable and appropriate measures to prohibit its Personnel or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitative or degrading to any person. The United Nations shall not apply the foregoing standard relating to age in any case in which Grantee's Personnel or any other person who may be engaged by Grantee to perform any activities under the Agreement is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Grantee's Personnel or other such person who may be engaged by Grantee to perform any activities under the Agreement.

CALL FOR PROPOSALS (CFP) ANNEX: GRANT APPLICATION TEMPLATE

Component 1: Organizational Background and Capacity to implement the grant activities (max 1 page)

This section should clearly demonstrate that the proposing organization has the experience, capacity, and commitment to implement successfully the proposed grant activities. Suggested issues to be covered in this section include:

1. Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, municipal government branch?
2. Purpose and core activities of the organization
3. Organizational approach (philosophy), *i.e.* how does the organization deliver its projects?
4. Length of existence and relevant experience
5. Organizational structure, governance and administrative framework: number of paid staff members
6. Membership and affiliation to associations or umbrella groupings
7. Legal status - registration with government approved authority
8. Target population group (women, indigenous peoples, youth, *etc*)
9. Previous experience relevant to the proposed grant activities.

Component 2: Objectives and Expected Results (max 1 page)

This section should contain a clear and specific statement of what the proposal will accomplish. Suggested issues to address include:

- The **problem statement** or challenge the grant activities are intended to address.
- The primary and specific objectives.
- The **rationale** for the project. The rationale should indicate the importance of the proposed grant activities in terms of contributing to the overall and/or specific objective/s.
- The specific **results** that the grant activities will produce. The expected results are the measurable changes which will have occurred by the end as a result of the planned intervention (in view of Objectively Verifiable Indicators)

Component 3: Description of Grant Project Activities (max 2.5 pages)

This section should describe what will actually be done to produce the expected results and accomplish the proposed objectives. There should be a clear and direct linkage between the

activities and the outcomes. The proponent must ensure that the activities are a means to getting the intended outcomes. *Note that weakness in this area may be a major reason for failure to receive funding as this is the actual component to be implemented as grant project.*

Activity descriptions should be as specific as necessary, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.

Component 4: Implementation and Monitoring Plan (max 2 pages)

This section may be presented in graphical (table) form and can be attached as an Annex. It should indicate the **sequence of all major activities and implementation milestones**, including targeted beginning and ending dates for each step. Provide as much detail as necessary. The Implementation Plan should show a logical flow of steps, indicating that all the things that must happen have been carefully thought through from the start to the end of the grant project. Please include in the Implementation Plan all required milestone reports and monitoring reviews.

Implementation and Monitoring Plan

Project No:	Project Name:
Name of Grant Recipient:	
Brief description of General Objective of Grant:	
Project Start and End Dates:	
Brief Description of Specific Objective No 1:	
List the activities necessary to fulfil this objective. Indicate who is responsible for each activity and an indicator of activity accomplishment.	Duration of Activity in Months (or Quarters)

Activity	Responsible Party	Indicator	1	2	3	4	5	6	7	8	9	10	11	12
1.1														
1.2														
1.3														
1.4														
Brief Description of Specific Objective No 2:														
List the activities necessary to fulfil this objective. Indicate who is responsible for each activity and an indicator of activity accomplishment.			Duration of Activity in Months (or Quarters)											
Activity	Responsible Party	Indicator	1	2	3	4	5	6	7	8	9	10	11	12
2.1														
2.2														
2.3														
2.4														
Indicate Person responsible for Monitoring and milestone reports:			Monitoring Frequency / Reporting											
Monitoring and Record keeping														
Milestone Reports														

Monitoring Plan and Indicators (max 1 page)

This section should contain an explanation of the plan for monitoring and evaluating the grant project, both during its implementation (formative) and at completion (summative). Suggested key issues to be addressed are:

- How the performance of the grant activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan
- How the impact of the project will be assessed in terms of achieving the project's objective/s
- How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received
- How the participation of community members in the monitoring and evaluation processes will be achieved.

Propose specific and measurable indicators relating to project performance and impact which can form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the grant agreement between the proposing organization and UNOPS.

Component 5: Grant Budget Breakdown

The development and management of a realistic budget is an important part of developing and implementing successful grant activities. 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:

- Include only costs which directly relate to efficiently carrying out the activities and producing the objectives which are set forth in the proposal. Other associated costs should be funded from other sources.
- 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.
- The budget should include all costs associated with managing and administering the grant project. In particular, include the cost of monitoring and evaluation.
- Indirect costs, or costs such as core staff salaries and office rent should usually not be included, or specifically justified.
- Reasonable admin support cost up to 10% is usually allowed. These can include compensation of staff time (salaries) or required office costs related to the grant activities.
- Grant funds should be overall spent according to the agreed budget.
- All relevant, financial records should be made available upon request. These may be independently audited, and usually will become public information.
- 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.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

Expenditure Category	Year 1, [local currency]	Year 2, [local currency]	Total, [local currency]	US\$	% Total
1. Personnel / Labour					
2. Equipment / Materials					
3. Training / Seminars / Travel Workshops					
4. Contracts					
5. Other costs ³					
6. Incidentals					
7. Other support requested					
8. Contingency (max. 5%)					
Total Grant Project Cost					

Component 6: Risks to Successful Implementation (1 page)

Identify and list any major risk factors that could result in the grant activities not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the economics of the grant project).

³**Other Costs:** Outline other forms of support requested which are not included in the budget. This support may be for both technical and administrative matters (and not for additional funding). This may cover areas which you need to specify such as: Consultants; Procurement; and Other_(specify)

Include in this section also the key **assumptions** on which the grant activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the grant activities depend.