## CALL FOR PROPOSALS (CFP) ANNEX A:

# 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.  *There must be one application per partnership. If the project is selected, a partnership agreement will be signed between all partners and UNOPS and individual Grant Support Agreements will be signed between UNOPS and each partner (templates of these agreements are in Annex B and C of the CFP).*  Cover page   |  |  | | --- | --- | | **UNOPS CFP title** |  | | **Lot** *(choose one)* | *Lot 1: Afghanistan situation*  *Lot 2: Sahel situation*  *Lot 3: Central America and Mexico* | | **Project title** |  | | **Partner 1** | **Name:**  **Type:** *(INGO, LNGO, local authority, national government, private sector…)*  **Contact***: name, address, phone and email of the individual responsible for the application* | | **Partner 2** | **Name:**  **Type:** *(INGO, LNGO, local authority, national government, private sector…)*  **Contact***: name, address, phone and email of the individual responsible for the application* | |  | *Add more partners if necessary* | | **Country/ies of implementation** |  | | **Proposed Project Dates** |  | | **Requested amount in USD** | **Total:**  **Partner 1:**  **Partner 2:** |   List of Appendices:   * Appendix 1: Joint Application Partner Form * Appendix 2: Budget (separate) * Appendix 3: Logical Framework * Appendix 4: Timeline * Appendix 5: Risk Log (separate) * Appendix 6: Organisational Chart * Appendix 7: Due Diligence Assessment questionnaire 1   Component 1: Executive Summary (~1 page) |
| The Executive Summary should provide an overview of critical features of the proposed project, including the  national context, the partnership, the targeted displacement affected persons, program activities (themes), and anticipated results. |

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| Component 2: Project Rationale (~2.5 pages) |  |  |
| 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 organisations have 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 on vulnerable groups. 2. **Organisational capacity, relevant experience and lessons learned**     1. Why are project partners best suited to deliver this project? *State the number of years of experience each partner has in this area of work*    2. Why did your entities decide to partner with each other?    3. Have you worked in partnership with each other or with other organisations in the past?    4. Are your entities already operating in the targeted location, if not, describe the mobilisation process and timeframe?    5. What lessons did you learn from implementing related projects?    6. What other projects is your organisation currently implementing that might complement the project being proposed? | | |

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| Component 3: Project Design, and Results (~4 pages) |
| This component should describe clearly and specifically the answer proposed to the problems and needs identified under component 2.   1. **Project Design**    1. Describe how the project addresses the problem and needs you have identified in Component 2 above. Make reference to Plans and Strategies that have been considered    2. Highlight how the project design incorporates the specific requirements of the CFP as stated in the background and rationale section (among others: multi themes approach, strengthening cohesion, stronger humanitarian, development and whenever relevant peace nexus)    3. Ensure you clearly explain the sustainability of the project or at least of the results (durable solutions). 2. **Stakeholders**    1. Who are the displacement affected persons targeted 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). Briefly describe indirect beneficiaries.    3. Highlight which stakeholders were consulted to build the project (authorities, potential beneficiaries)    4. 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?    5. Describe other stakeholders that will be involved in the project, and why are they required for the project to succeed? 3. **Results**    1. **Complete the Logical Framework attached in Appendix 3 to this Grant Application Template** and explain in this section the logical direct linkage between the Activities, Outputs and the Outcomes. **The project partners are expected to develop a joint logframe and highlight which partner is responsible for which output.** |

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| Component 4: Technical Approach and methodology (~5 pages) |
| 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.   1. **Technical Approach** 2. Carefully review the Scope of Work in the Call For Proposals and use this section to ensure you respond to all the requirements therein. Describe in detail the technical approach being proposed to achieve the outputs listed in Component 3 and explain why this course of action was selected. Describe any innovative practices that will be used or piloted. 3. Clearly explain how activities will be implemented, describing tools, standards and protocols that will be used. 4. Complete the Implementation plan in Appendix 4. Note that there should not be implementation activities planned for the last month of the project apart from closing and reporting.   **2. Partnership**   1. Carefully summarise how the partnership will function, how activities and outputs will be divided among partners but complete each other.   **3. Team Structure**   1. Describe the composition of the project team including the location and qualifications of senior management and technical roles and the responsibilities they will hold. 2. Clearly identify which position are filled by which partner 3. Attach an **Organizational Chart at Appendix 2** of this Grant Application Template. 4. **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. 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. 5. **COVID-19 - Response and health related emergencies**    1. How do you plan to comply with Government regulations; adhere to best practices in health and safety; and protect staff and beneficiaries from the risks of COVID-19.    2. Please outline your proposed alternate methodologies for delivering your intended Outputs and achieving targets, in the event that operations are hindered/haltered due to COVID-19.    3. Explain how you will handle rotations for international personnel if there is a quarantine requirement and/or visa restrictions for entering the programme country. |

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| Component 5: Cross Cutting Issues (~3 pages) |
| 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:** **Attach your IASC gender with age marker** [**form**](https://ee.humanitarianresponse.info/single/lKbQTg7d) **to this proposal**  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).  **Health and Safety:** The health and safety of implementing partner staff is of paramount importance. Describe any assessments that will be conducted and how project personnel are trained (and to what 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?  **Additional issues to consider:**  **Mainstreaming protection:** Refugees and Internally Displaced Persons (IDPs) fleeing war, disaster or persecution are particularly vulnerable and face heightened risks when moving through locations. Note any role that your organisation plays in protection efforts if applicable and describe how project activities 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 your 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.  **Disability:** Describe how the project is taking into account disability and accessibility, through project design and implementation. |

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| Component 6: Monitoring and Project Quality Assurance (~2 pages) |
| 1. Briefly describe the entities’ Quality Assurance 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 Monitoring and Evaluation system is in place to assess whether the project is on track with achieving its optimal efficiency and to initiate changes and adjustment as required. |

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| |  | | --- | | Component 7: Risks to Successful Implementation | | Using your own Risk log or the Template in Appendix 6, identify and list risks that could impede or alter the delivery of the project. |   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 isf 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.  The following important principles should be kept in mind in preparing the project budget:   1. There should be one budget for each partner 2. The budget should be in USD 3. The budget should be provided in the Grant Budget template attached as Appendix 2 of the GSA, with sufficient narrative information explaining the costs of each budget line. 4. Include only costs which directly relate to efficiently carrying out the activities and producing the outcomes which are set forth in the proposal. Other ancillary costs (not including Reasonable Administrative Support Costs) should be funded from other sources. 5. The budget should be realistic. 6. The budget should include all costs associated with managing and administering the grant project. In particular, include the cost of monitoring and evaluation. 7. The budget should include cost for annual audit 8. Costs such as core staff salaries and office rent should usually not be included, unless otherwise specifically justified. 9. All relevant financial records should be made available upon request. These may be independently audited. 10. 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. |

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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) Justify the reasonableness of cost; and  b) Justify the proportions for the allocation of funding between each expenditure category.   1. 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 | | *Travel including for missions, training et workshops (flights, DSA, per diems, etc)* | Please explain the travel provided and be sure to justify any suggested international flights. | | *Equipment (supplies, commodities)* | Please ensure all equipment is listed at lease cost. Please explain why this equipment would ensure the team is well supported | | *Operating Expenses (maintenance, rent, etc)* | Please explain the operations costs, including any recurrent costs justification or number of vehicles in use |  1. **Budget Assumptions:** Please list any assumptions you may have regarding the cost of each component or your assumptions which underlie the reasons for including it. |

**Mandatory Attachments:** make sure all the following additional documents are submitted

|  |  |  |  |
| --- | --- | --- | --- |
| Partnership Agreement (Appendix 1) |  | Risk Register (Appendix 5) |  |
| Budget (Appendix 2) |  | Project Organisational Chart (Appendix 6) |  |
| Logical framework (Appendix 3) |  | Copy of Partners registration documents |  |
| Timeline (Appendix 4) |  | Due Diligence Assessment Questionnaire 1 (Appendix 7) |  |
| [IASC GAM form](https://ee.humanitarianresponse.info/single/lKbQTg7d) |  | *List other documents you wish to attach* |  |
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| Confirmation of Acceptance of GSA and UNOPS General Conditions for Grant Support Agreements |
| By submitting their project proposal and its attachments, both partners organisations recognise having read and accepted the terms and conditions of the Grant Support Agreement. |

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

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

**CFP Reference Number:**

**Lot of CFP:**

**Date:**

To be completed and returned with your Proposal

|  |  |
| --- | --- |
| **Title of project:** | |
| **Partner 1** | **Name:**  **Type:** *(INGO, LNGO, local authority, national government, private sector…)*  **Contact***: name, address, phone and email of the individual responsible for the application* |
| **Partner 2** | **Name:**  **Type:** *(INGO, LNGO, local authority, national government, private sector…)*  **Contact***: name, address, phone and email of the individual responsible for the application* |

**Conditions of the Partnership:**

*Please provide details as you see fit (ie. responsibilities, sharing of information, how the partnership is presented to external stakeholders and beneficiaries...)*

**Resolution of conflicts:**

*Please provide details on how potential conflicts between partners shall be addressed and the consequences if those are not resolved.*

**Signatures of all partners of the partnership:**

We hereby confirm that if the Grant Support Agreement is awarded, all Parties of partnership shall be jointly and severally liable to UNOPS for the fulfillment of the Partnership Agreement overarching the individual Grant Support Agreements between UNOPS and each partner individually.

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

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

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

**Appendix 2: Budget**

Fill the excel table provided

**Appendix 3: Logical Framework**

The Project Impact and Project Outcome(s) should be restatements of the Project Impact and Project Outcome(s) identified in Section 2 of the UNOPS Call for Proposals document. Please also list your context specific Project Outcomes and Outputs with corresponding Output Indicators, Targets, Means of Verification, Assumptions and Activities contributing to the achievement of these Outputs. **The responsibility towards achieving the outcomes will be expected to be shared by the partners while outputs and activities can be the responsibility of one of the partners only (to be clearly identified).**

Applicants can either use the table below or replicate it into excel or google sheets.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Impact:** | | | | | | |
| **Result** | **Indicator** | **Source of Indicator (UNOPS or Partner: context specific)** | **Means of Verification/Data Source** | **Target**  **(overall - life of project)** | **Entity responsible for outputs** | **Assumptions** |
| **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: | | | | | | |
| **Outcome 2:** |  | | | | | |
| Output 2.1: | 2.1.1 |  |  |  |  |  |
| Activities that lead to Output 2.1 | | | | | | |

**Appendix 4: Timeline**

Extract the activities from your Logical Framework and use the following table, to indicate the sequence and estimated timeframe for delivery. Applicants can either use the table below, adding as many lines as they need or replicate it into excel or google sheets.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Output No 1: | | | | | | | | | | | |
|  | | **Schedule of Activity per Quarter** | | | | | | | | | |
| **Activity** | **Responsible Entity and Person/s** | **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Q6** | **Q7** | **Q8** | **Q9** | **Q10** |
| 1.1 |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |  |  |  |  |
| 1.4 |  |  |  |  |  |  |  |  |  |  |  |
| **Output No 2:** | | | | | | | | | | | |
| **Activity** | **Responsible Entity and Person/s** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| 2.1 |  |  |  |  |  |  |  |  |  |  |  |
| 2.2 |  |  |  |  |  |  |  |  |  |  |  |
| 2.3 |  |  |  |  |  |  |  |  |  |  |  |
| 2.4 |  |  |  |  |  |  |  |  |  |  |  |

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**Appendix 5: Risk Log**

Applicants can either use their own risk log or use the one provided in this CFP

**Appendix 6: Project Organizational Chart**

As a minimum, include all positions that will be fully or partially funded through this project. Where positions are filled, provide the staff/personnel member’s name and indicate gender. Otherwise, state “vacant”.

**Appendix 7: Due Diligence Assessment (questionnaire1)**

**Introduction and context**

*As part of its obligations to donors and in line with its risk management framework, the Lives in Dignity Grant Facility Manager conducts due diligence assessments (DDAs) on its partners. The purpose of this assessment is to evaluate the necessity to conduct DDA and identify any red flags that would prevent the Facility Manager to sign a grant agreement with the applicant.*

***Each partner of the project proposal is required to fill the questionnaire.***

*For each of the questions below, please tick one of the answers that you feel best applies to your organisation by putting an “X” in the box. If required, please add additional comments/clarifications in the provided space in the tables or under each of the below questions.*

**Organizational Profile:**

|  |  |
| --- | --- |
| **Proposal Title** | *To be filled by the Facility Manager* |
| **Type of applicant** | *Select one: National Authority, Local Authority, INGO, NNGO, International Organisation, Civil Society Organisation, Private Sector, Other* |
| **Entity Name** |  |

**Section 1. Past Due Diligence Assessment:**

If your organisation has gone through a Due Diligence Assessment over the last three years conducted either by a UN entity, national authority or donor, please provide details. *If not, go directly to section 2.*

*Date of assessment: MM/YYYY*

*Name of the Entity that conducted the assessment:*

*Is the DDA assessment report available: Yes/No/I don’t know*

*If available, please include a copy along with your submission.*

**Section 2 Implementing Partner and Governance**

2.1 What is your entity’s **legal status**? *(please pick 1 option from below)*?

|  |  |
| --- | --- |
|  | 1. The entity is a national or local authority of the Host Country |
| **11** | 1. The entity is legally registered in the Host Country and has the authorization to implement in the specific implementation areas. |
|  | 1. The entity is not registered in the Host Country, but it is registered in another country and has the authorization to implement in the specific implementation areas. |
|  | 1. The entity is not legally registered but has authorization to implement in the specific implementation areas. |
|  | 1. The entity is not legally registered and has no authorization to implement in the specific implementation areas. |

*If option 3, 4 or 5 is chosen, please briefly explain:*

2.2 Do you have any **pending legal action** against your organization?

|  |  |
| --- | --- |
|  | 1. No, the entity has never received claims, or had any legal actions raised against it. |
|  | 1. The entity has no pending legal action against it at the moment. In the case where claims or legal actions may have been raised, the situation was dealt with and resolved in a timely manner. |
|  | 1. The entity has pending legal actions against it but is confident that the situation will be properly dealt with. |
|  | 1. Yes, the entity has pending legal actions against it at the moment. The state of which is unclear/unknown at this stage. |

*If option 3 or 4 is chosen, please briefly explain*

Name:

Title:

Organization Name:

Date of submission:

Signature of Authorized Official & Seal: