

## Tip Sheet for the Concept Note

Please read the following tip sheet before addressing any question to [livesindignity@unops.org](mailto:livesindignity@unops.org)

**1 proposal per lot:** An applicant can only apply once per lot, meaning an international entity could apply a maximum of three times under the CFP, once under lot 1, once under lot 2 and once under lot 3. When submitting their concept note, the applicants should confirm with their partners that they have not already partnered with other entities under the same lot.

*Applicants who submit a concept note under Lot 1 “Countries affected by both the Myanmar forced displacement situation and disaster/climate related displacement” are recommended to **not** apply to the CFP number UNOPS/CFP-LiD/2021/003 also published on UNGM and related to Myanmar as only one of the two concept notes will be considered.*

**Budget:** The partnership is to be made of minimum two partners who will then individually sign a grant support agreement with UNOPS. Each partner must therefore ensure that they are sufficiently resourced to manage their project and budget, including the relationship with UNOPS.

**Budget (Audit):** While no budget details are required at the concept note level, other than the 5 budget lines listed in the template, please bear in mind that UNOPS asks for an annual audit of each partner. Both (or more) partners must include a budget for audit in their individual partner budgets. If only one partner's budget includes audit fees, it must cover audit cost for both grantees and will have to be listed in the detailed budget of the project proposal.

**Budget (Indirect costs):** are allowed at the following rate:

- International Organisations, International NGOs, International Foundations and International Academia: a maximum of 7% indirect costs may be included
- National NGOs, CSOs, National Foundations and National Academia, Private Sector (national and international): a maximum of 4% indirect costs may be included
- Authorities: national and local: 0% indirect costs

**Co-funding:** is mandatory for IGOs, INGOs, national authorities, academia, foundations and both international and local private sector actors. Local authorities and local non-state actors (e.g., CSO) are exempt from this requirement. 15% Co-funding is to be calculated on the total partner budget: Total partner budget = 15% of total partner budget budget + UNOPS contribution

**Development oriented approach (interpretation):** The LiD Strategy understands a development oriented approach as having a sustainable effect on the countries or communities supported. Approaches are expected to incorporate the following:

- Localisation and context specificity
- Recognition of existing and potential vulnerabilities and capabilities
- Host communities and the forcibly displaced are recognised as key actors
- Meaningful involvement of authorities, and the private sector and/or academia
- Support to existing and long-term solutions and structures

**Development oriented approach (vs humanitarian):** The LiD Strategy focuses on Development Oriented Approaches in displacement settings, thus projects of a more humanitarian nature are unlikely to be funded under the facility. Projects working along the Development-Humanitarian-Peace nexus are encouraged. Demonstration of the sustainability of the intervention is crucial.

**Geographic scope of the projects/lots:** The projects can be implemented in one or several of the countries listed under each lot with no geographical restrictions within those countries.

**Innovation:** The LiD Strategy takes a broad approach to innovation. Projects are expected to rethink programming approaches to propose not only new solutions but new and innovative ways to approach the same problem.

**Interrelation of themes:** The CFP asks for multi-themed projects because we strongly believe the response to the displacement situation cannot be done in silos, therefore, make sure you demonstrate the links between the two or more themes you select. Projects that do not effectively demonstrate the interrelations between both themes may look like two individual projects rather than a combined effort amongst both (or more) partners, and are therefore unlikely to be scored as highly as projects that effectively demonstrate the linkage(s).

**Multi country approach:** Projects with an intervention across several countries of the same lot are encouraged. However, it is important to understand that the evaluation committee will be looking for coherence in the project proposal. A project proposal covering two countries with separate proposed interventions, will not meet the expectations for a multi country project. The Evaluation Committee will consider that such a proposal is actually hiding two different projects in order to go around the 1 project proposal per lot rule. The multi country approach should demonstrate the added value for displacement affected populations.

**Outcomes and Outputs:** It is mandatory to choose outcomes statements and indicators among the five thematic outcomes listed in the Annex E of the CFP. The formulation of outputs statements sits with the applicants and we encourage you to select output indicators from Annex E as you see fit.

**Partnership (difference between local branch and country office):**

UNOPS LiD makes the following difference:

- A country office is a local representation of an international organisation. It is not independent from the headquarters. The management of the country office is hired by the Headquarters and implements a global strategy. The budget of the country office is controlled/verified by the Headquarters. LiD will consider it as an international partner
- A local branch of an organisation is a legally independent entity from the International Secretariat of the organisation. It adheres to the same ideas but has an independent management, strategy and budget. The management of the local branch is not hired directly by the international secretariat. LiD will consider it as a national partner

**Partnership (equal role):** The LiD Grant Facility is looking at granting projects with partnerships whereby partners' respective capacities and capabilities are recognized and effectively utilised in a complementary manner, reinforcing one another's capacities and capabilities. While one partner may have a bigger budget than the other, the evaluation committee must be convinced that each partner has a genuine role in the project. This should be evident in the ownership of activities and the presentation of the project as a joint effort.

**Partnership (legal):** There will be 2 levels of agreements:

- Level 1: Overarching Partnership Agreement between both partners and UNOPS.
- Level 2: UNOPS will sign with each partner individually a Grant Support Agreement; each partner will have a specific budget.

**Partnership (number of partners):** While LiD requires partnerships of at least two entities with no set maximum of partners, applicants should bear in mind to not over complicate the partnerships as it might affect the understanding of the project and the budget for management costs necessary for each partner.

**Registration:** It is necessary for the applicants to be registered in each country where they intend to work. If, for a multi-country project, one or several of the partners will only work in once country, this applicant is expected to provide the registration documents for the country where it will be working only. If the registration is pending or being renewed at the time of submission of the Concept Note, this should be specified by the applicants.

**Themes (Integrated Services):** The list under the theme integrated services (WASH, Education, energy and health) is exhaustive. Applicants are not required to cover all services under this theme and can pick only one of them. Selecting two services of the list does not count for two themes as they both fall under the theme Integrated Services.