

UNOPS 'CALL FOR PROPOSALS' ("CFP")

Project Title:

Program Management, Coordination, and Support in implementation of Assistive Technology (AT) activities to the Ministry of Health, Government of Kenya (2022-2025)

and UNOPS Grant Reference Number:

ATscale/Grant/2022/006

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13. CFP Annex G - Grantee Financial Reporting Template (attached separately)

Useful Guidance:

A. [United Nations Supplier Code of Conduct - Rev. 06, December 2017](#)

Section 1. General Instructions for Proposal Submission

The ATscale Secretariat, hosted by the United Nations Office for Project Services (UNOPS) in Geneva, Switzerland, invites interested and eligible Non-Governmental Organizations (“NGOs”) and other Non-for profit organizations, as well as other UN entities, to apply for a Call for Proposals (“CFP”) for the grant project: **‘Program Management, Coordination, and Support in implementation of Assistive Technology (AT) activities to the Ministry of Health, Government of Kenya (2022-2025)’**. The selected Grantee shall be responsible for the administration and implementation of this project and will work in close collaboration with the Ministry of Health, Government of Kenya; however, both the quality of the Grantee’s work and the progress being made toward successfully achieving the activities and outputs of the project shall be subject to review from ATscale

Details on the application process and the administration of the grant are set forth in this CFP document. Interested applicants are encouraged to read the CFP and its annexes in their entirety prior to applying. Completed returnable documents should be signed and submitted along with a comprehensive proposal.

Implementation of the grant will be subject to funding outside the control of ATscale, and as such, where sufficient funds are not made available to ATscale by its funding sources, ATscale reserves the right to either introduce progressive expenditure ceilings into the relevant Agreement; or terminate the relevant Agreement in accordance with Article 16.1 of the UNOPS General Conditions for Grant Support Agreements or in accordance with Article (j) of the UN to UN Agreement .

How to submit?

Kindly review this CFP document in its entirety to ensure an understanding of the request and requirements.

Interested organizations are requested to **submit one (1) proposal in English** to the email address below, with the organization’s logo in the header. The submission of consortium proposals is allowed. Applicants within that consortium are not permitted to submit their own standalone proposals; or vice-versa. Receipt of more than one proposal from an applicant, whether in consortium or standalone, may result in disqualification of both applications at the discretion of ATscale.

The following documents are required to be submitted by the deadline:

1. **CFP Annex A – Grant Application Template (including Appendix 1 as applicable)**
2. **CFP Annex B – Grant Budget Template.**
 - a) **Payments to the Grantee shall be made in accordance with the structure outlined in Clause 5.2 of CFP Annex C: “Grant Support Agreement Template”, and pursuant to Article 4.1 of the General Conditions for Grant Support Agreements.**

Organizations are requested to follow the formatting guide within the Annexes attached, with appropriate adjustments to suit their specific project outlines.

When to submit?

Deadline: Wednesday, 31 August 2022 06:00 PM (CET)

Where to submit?

Email: bids@atscalepartnership.org

Questions?

Please submit questions to Mr. Eduardo Sanchez Mera, esanchezmera@atscalepartnership.org, and Mr. Mujib Ahmad, mahmad@atscalepartnership.org no later than 15 August 2022 11:00 PM (CET). Answers will be posted on the United Nations Global Marketplace by 20 August 2022 11:00 PM (CET)

Pre-submission Meeting

A pre-submission meeting may take place, depending on the number and extent of clarifications received. In case this takes place, information will be posted publicly in this CFP and all interested applicants will be informed accordingly.

Section 2. Evaluation Methodology

Overview

In line with UNOPS evaluation principles of fairness, transparency, and integrity, an independent Grant Evaluation 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 analysis of the grant proposal's formal, technical, and financial aspects.

A three-stage procedure will therefore be utilized in evaluating the Proposals, with a pass/fail evaluation of the Eligibility and Formal Requirements taking place at Stage 1; the successful applicants will proceed to Stage 2: Technical Evaluation. Applicants that meet/pass the Technical Evaluation minimum point threshold will have their Financial Proposals assessed and compared in Stage 3: Financial Evaluation.

The distribution of points between the Technical Evaluation and the Financial Evaluation as a percentage of the overall score is as follows:

- **Technical Evaluation = 80% of the overall score.**
- **Financial Evaluation = 20% of the overall score.**

Any non-compliant proposal may automatically be eliminated from the evaluation process. The grant will be awarded to the applicant with the optimum combination of technical and financial proposals.

After completion of the evaluation, but prior to award, ATscale reserves the right to conduct background checks on the applicant recommended for award to confirm that the applicant meets the eligibility, qualifications, and technical requirements set forth in this CFP, and reject applicants deemed to have not met such requirements. Whenever applicable, applicants shall permit ATscale representatives to access their facilities with a reasonable amount of notice to inspect the applicant's premises.

ATscale will conduct a due diligence assessment in addition to "Annex F - Due Diligence Questionnaire 1a" if there was no previous due diligence assessment of the recommended applicant conducted in the last three years by UNOPS or any other UN Agency.

ATscale reserves the right not to award any grants for any reason.

Stage 1: Eligibility and Formal Requirements

Upon the opening of the applications, ATscale shall proceed to a Preliminary Examination of the applications to confirm that all documents and technical information requested in this CFP have been provided, and ATscale will assess the completeness of each document submitted. ATscale may, without further consultation with the applicant(s), reject any applications during the Preliminary Examination stage that do not comply with the formal eligibility requirements set out in Section 5, Stage 1 of this CFP.

Applications that are incomplete or contain material deviations from, or reservations to, the terms of the Grant Support Agreement and its General Conditions (attached at CFP Annex C), may at the absolute discretion of ATscale, be rejected or excluded from further consideration at any time during the evaluation, including after the Preliminary Examination.

Stage 2: Technical Evaluation

The Applicant(s)' Technical Proposal should be submitted in line with CFP Annex A.

An Applicant's Technical Proposal shall be evaluated and scored based on its compliance with the Technical Evaluation criteria specified in the table in Section 5 below. If a Technical Proposal does not achieve a **minimum threshold of 70% of the maximum obtainable points**, it will not be considered for further evaluation.

Stage 3: Financial Evaluation

The Financial Proposal will be assessed for grant applicants that achieve the minimum threshold score for the Technical Proposal. Technical Proposals that score above this threshold shall be checked for any arithmetic errors in computation and summation. The total cost of competing Financial Proposals will be compared against the criteria outlined in Section 5, Stage 3 of this CFP; and the reasonableness of cost will be assessed against the qualitative information submitted in Component 8 of the CFP Annex B, Tab 1 Programme Management Budget Breakdown.

Section 3. Scope of Work

Applicants should not duplicate the below information in their proposal and should instead summarize their own understanding of the identified needs, along with a proposed technical response to address these needs. If Applicants have submitted proposals to previous grants of a similar nature, they should avoid duplicating old proposals and respond specifically to this CFP.

Purpose: To provide Program Management, Coordination, and Support in the implementation of Assistive Technology (AT) activities to the Ministry of Health, Government of Kenya (2022-2025), while building capacity and gradually transferring management of the program directly to the government of Kenya.

Background

ATscale is a cross-sector partnership that brings new energy and strategic focus to a significant global challenge: increasing the availability of and access to affordable and appropriate Assistive Technology (AT). ATscale is hosted by UNOPS, which provides its legal entity and disbursement framework, regulations, and policies. Increased access to Assistive Technology is critical to achieving many global commitments, including universal health coverage, the UN Convention on the Rights of Persons with Disabilities (CRPD), and the ambitious Sustainable Development Goals (SDGs).

ATscale's goal is to reach an additional 500 million more people globally with life-changing Assistive Technology (AT) by 2030. The partnership seeks to harness civil society, governments, development partners, and the private sector to catalyze the optimal use of much-needed resources.

Country Support

In addition to supporting interventions at the global level that may benefit all countries, ATscale also aims to provide in-country catalytic funding to increase access to AT sustainably. The focus is to partner with governments - across multiple sectors - and key in-country partners, including organizations of people living with disabilities, to support comprehensive and integrated national plans that aim to increase access to Assistive Technology (AT). ATscale support must be seen as a complementary source of support, alongside domestic resources and other funding. In line with our overall strategic objectives, support from ATscale is focused on:

1. Addressing enabling ecosystem barriers through interventions aiming at, for example, raising awareness at political and governance levels; strengthening policy and financing mechanisms; strengthening HR capacity, service provision, supply chain, data and information systems; etc.
2. Specific interventions focused on market-shaping, local production or assembly, increasing demand for a particular product, public-private partnerships for improving supply chain and service delivery, scaling up innovations, etc.

The government of Kenya and ATscale mutually expressed interest in partnering to advance the common goal of increasing access to Assistive Technology (AT) for those who need it. The Ministry of Health, in collaboration with the Ministry of Social Welfare, organized a series of consultations with country stakeholders, including related government agencies, WHO, UNICEF, INGOs, and OPDs. Priorities were articulated and submitted as a concept note to ATscale. After a rigorous review, ATscale Board approved USD 7.5 million for three years as an initial investment in Kenya against the concept note.

ATscale now invites in-country non-government or UN agencies to provide program management and coordination support for three years (2022-2025) to the Ministry of Health, Government of Kenya to support the implementation of the concept note.

Scope of Work

The overall objective is to provide coordination support to the Ministry of Health in implementing the approved broad activities and objectives of the concept note (Annex E) and manage the funds in order to build local capacity. Since building the government's capacity to manage ATscale funds and program activities is key to this project, Proposals are therefore expected to also articulate a clear transition plan in the approach proposed, ideally starting in year 2. Bidders are expected to describe clearly in technical approach 'how' the interventions described in the concept note and expected functions (mentioned below) will be successfully executed in close coordination and support of the Ministry of Health:

(i) Coordination, monitoring support, and capacity building

- **Working with the Ministry of Health, Ministry of Social Welfare, and other local stakeholders,** develop a detailed project plan for three years, including details on activities, implementing partner, assigned timelines, responsibilities, and escalation levels

- Identify mechanisms of engaging with the identified stakeholders, and support the national coordination mechanism established under the government's leadership
- Build operational and management capacity, as needed, of local agencies identified to be recipients of ATscale funds in latter years
- Prepare requisite documentation with detailed terms of reference for engagement with individuals/ organizations/agencies to provide technical support and procurements, as needed
- Project dashboards for various levels of stakeholders; update the status of sub-contractors on the activities assigned to them
- Background research, analysis and developing documents in relation to programme implementation and monitoring, as and when required
- Submitting semi-annual programmatic and financial progress reports to ATscale.

(ii) Fund management

The selected organization will directly receive funds from ATscale on behalf of the government and implement the activities in the concept note and, where applicable, manage the disbursement to the sub-grantees or sub-contractors and perform the following functions:

- Ensure Strategic Resource Management, including planning and tracking of available resources and monitoring of expenditure as per approved project work plan and budget
- Maintain financial records and monitor systems to record and reconcile expenditures, balances, payments, statements, and other data for day-to-day statutory requirements
- Sub-contract any other recipients as needed and assist in the financial review and utilization reports from sub-grantees and sub-contractors
- Ensure that government is ready to receive ATscale funds gradually, starting from the 2nd year subject to confirmation from ATscale.

All programmatic details and activities can be found in the Concept Note Annex E

Target Beneficiaries: The project aims to improve access to assistive technology (AT) for people with functional difficulties (mobility, vision, hearing, cognition, communication, and self-care) with greater attention to children, vulnerable and disadvantaged groups.

Project Location(s): The approved activities of the concept note will be implemented in Kenya, country-wide, and span across multiple health and social programs.

Project Timelines: The proposed start date for the grant will be 1st October 2022, and it is expected to be concluded within 36 months ie. by 30 September 2025. An agreement will be issued for year 1 starting 1st October 2022 concluding by 30th September 2023, depending on funds availability and the grantee's satisfactory performance, the grant will be extended to year 2 and then year 3 through an agreement amendment. Applicants should note that these dates may be subject to change depending on factors that include but are not limited to the number, quality, and value of the proposals received, which may affect the duration of the proposal evaluations and award stage.

Project Budget: The maximum budget available for the program implementation is **USD 7,500,000.00** over a period of three years.

Implementation of the grant is subject to funding outside the control of ATscale, and as such, where sufficient funds are not made available to ATscale by its funding sources, ATscale reserves the right to

either introduce expenditure ceilings; or terminate the relevant Agreement in accordance with Article 16.1 of the UNOPS General Conditions for Grant Support Agreements or Article J of UN to UN agreements.

Applicants will make sure that the budget stated in the concept note is not significantly modified. For year one, the programmatic budget lines should not significantly change; however, there is room to reduce program management and coordination costs, Technical Assistance, and overheads, which have a ceiling of \$450,000 in year 1.

For years two and three, applicants can propose what parts of the budget will be transitioned to the government and therefore be reduced.

Funds under management will be subject to review depending on funding availability, the progress of implementation, and the transition to direct government implementation.

Communication and Visibility: ATscale is a program hosted by UNOPS under the Financial Regulations and Rules of UNOPS but under the overall oversight and strategic direction of the ATscale Secretariat. The Grantee will be expected to increase the visibility of ATscale, during the implementation of the grant.

Grant Audit: During implementation and following completion of the grant, the selected Grantee may be subject to an audit to evaluate its performance in terms of its financial operations and reporting.

The Grantee is responsible for ensuring that proper accounting records are maintained for preparing the financial report(s), and for making available to the auditors, as and when required, all accounting records and other relevant records and information. The responsibility for safeguarding the assets of the Grant and for the prevention and detection of fraud, error, and non-compliance with the Grant rests with the Grantee.

Preventing Sexual Exploitation and Abuse

The selected 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, the 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.

Further to the above, if the Grantee does not have the internal capacity to conduct investigations on matters pertaining to Sexual Exploitation, Abuse and Sexual Harassment, it must hire qualified investigators in close consultation with ATscale. ATscale reserves the right to assess the qualifications of the external investigators being proposed by the Grantee.

Section 4. Reporting Requirements

The selected Grantee will be required to submit, in English, the following report(s) as applicable at regular intervals as specified in the Grant Support Agreement or relevant UN to UN Agreement:

1. Progress (and Final Reports) comprising a narrative summary of the progress of implementation and any relevant updates to the grant; along with the following:
 - a. An update of progress against the Grantee's Logical Framework;
 - b. An update of progress against the Grantee's Implementation Plan;
 - c. Financial Reports (Interim and Certified Final);
 - d. Personnel/Recruitment update;
 - e. Risk Log update
2. Audit Report (as applicable)

The specific reporting templates and requirements are annexed to this CFP directly or will be shared with the selected Grantee as part of the finalization of the Grant Support Agreement or relevant UN to UN Agreement.

Section 5. Evaluation Criteria

Please refer to CFP Annex A: Grant Application Template, which explains the expected content **to ensure you have provided all relevant information to demonstrate your responsiveness to the below-stated Evaluation Criteria.**

STAGE 1: ELIGIBILITY AND FORMAL REQUIREMENTS

Component 1: Organizational Background and Capacity to implement the grant activities

Minimum Requirements/Qualifications

This criterion is reviewed on a pass/fail basis. Any organization that fails one or more of the eligibility criteria, or fails to submit any of the relevant documents requested in Section 1, is automatically disqualified from the application process. **In the case of Consortium submissions, all Consortium partners combined must meet the evaluation criteria stipulated herein:**

No.	Minimum Requirements/Qualifications Criteria	Pass/Fail	General remarks
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1	Grant applications shall only be accepted from not-for-profit and Non-Governmental Organizations (NGOs) that are registered to operate in Kenya. UN agencies are allowed to bid for this CFP.		Applicant(s) must provide proof of 1. Status as a non-profit, NGO, or UN 2. Registration in the program country;
2	Demonstrated 3 years experience in fund management and capacity building for multi-year, multi-million dollar program(s), program coordination, and capacity building, this should include; a. Experience working in Kenya or country of similar setting and; b. Experience working with governments and ministries		Applicant(s) must detail their experience in fund management and capacity building projects in the program country or in similar settings. Applicants must also submit 1. CFP Annex A, Appendix 7: "List of Past Experience"
3	Applicant organizations must confirm their acceptance/adherence to the: 1. Grant Support Agreement; 2. General Conditions for Grant Support Agreements; 3. Grant audit (as applicable);		An authorized representative of the applicant organization must affix their signature to the CFP Annex A: "Grant Application Template", in confirmation of the acceptance of these conditions.

STAGE 2: TECHNICAL EVALUATION

The Applicants' proposals must adhere to the criteria below:

No.	Technical Evaluation Criteria	Points Obtainable	How Applicants should Demonstrate Meeting Criteria
Component 2: Project Rationale			

1	Understanding the problem	5	<ol style="list-style-type: none"> 1. Applicants present a clear summary of the problem and sound analysis of its causes. 2. Applicants have insights into the macro issues and the local context and understand how the problem is experienced by people, including the differential impact on vulnerable and marginalized groups such as women and children with disabilities 3. Projects with a compelling evidence base will be scored higher.
2	Organizational capacity, relevant experience, and lessons learned.	5	<ol style="list-style-type: none"> 1. Applicants must describe their comparative advantage, and how and why their organization is best placed to deliver this project, from both a technical and administrative perspective. 2. Applicants must demonstrate recent, relevant experience and are encouraged to capture their efforts in addressing challenges, including those related to operational delivery. 3. Applicants should explain how lessons learned will factor in the implementation of this grant. 4. Applicants are encouraged to describe how any other projects they are implementing will complement this one. 5. Applicants must demonstrate their organization's capability to implement multiple projects, including simultaneously with this proposed grant. 6. Reference contact details required (Please include in CFP Annex A, Appendix 7) to be submitted from the most recent non-UNOPS project, and the Evaluation Committee will

			consider the Applicant's overall performance in ongoing and/or completed UNOPS engagements in awarding points under this criterion.
	Total max points	10	
Component 3: Project Design, Technical Approach, and Results			
3	Project Design	10	<ol style="list-style-type: none"> 1. Does the project provide a clear and logical response to the problem and needs identified? 2. Does the project design incorporate the specific requirements of the CFP as stated in the "Background and Scope of Work " sub-section of Section 3: Scope of Work?
4	Stakeholders	5	<ol style="list-style-type: none"> 1. Are key partners, stakeholders, and coordinators clearly identified - does the proposal clearly explain which partners will be targeted and where? 2. Is there a clear description of how the coordination of different stakeholders will happen? 3. Are stakeholders, critical to the success of the project identified, with a clear understanding of how their contribution to the project will be realised?
5	Technical Approach	20	<ol style="list-style-type: none"> 1. Is the proposed approach technically sound? 2. Is this approach considered to be an efficient way to deliver and transition the activities and achieve the proposed outputs? 3. Is the technical approach feasible given the operating environment)?

6	Team Structure	10	<ol style="list-style-type: none"> 1. Is the team structure and location suitable for the delivery of the technical response and broader project activities? 2. Does the applicant describe and justify its plan for team structure? 3. Is the level of effort for positions clear (i.e. which positions will be dedicated 100% to the project versus shared positions?) 4. Is the level of recruitment required to mobilise this project acceptable? 5. Qualifications of proposed team members
9	Results (including the Logical Framework)	15	<ol style="list-style-type: none"> 1. Has the applicant identified tangible Outputs that clearly support the achievement of the Project Outcome(s)? 2. Does each Output have a clear, sufficiently detailed set of activities that will lead to its delivery? 3. Do the Outputs and Activities show a logical connection to the Project Outcomes? Are all the key Activities described in the project design and technical approach captured in the logical framework? 4. Do the Outputs and Activities have clearly defined, realistically ambitious targets? 5. Do the indicators provide a true measure of the result and are there the means of verification a realistic way to capture the information required? 6. Will data be appropriately disaggregated, including by assistive product type and functional difficulty domains?
	Total max points	60	
Component 4: Cross-Cutting Issues			

11	Environmental Protection	1	Does the proposal outline what environmental protection guidelines and principles the organisation follows and demonstrate how these principles will be mainstreamed throughout the project cycle.
12	Health and Safety	1	Are health and safety considerations clearly described with a sound risk mitigation plan (in terms of planned assessments)?
13	Other cross-cutting issues	3	Does the applicant present other relevant issues, clearly describing how the project will address or contribute to them?
	Total max points	5	
Component 5: Implementation Plan			
15	Implementation Plan	10	<ol style="list-style-type: none"> Are all the activities from the Logical Framework reflected in the Implementation Plan? Is the Implementation Plan feasible and sufficiently detailed? Does the proposed activity period and schedule of implementation represent the most efficient use of the resources? Look for: <ol style="list-style-type: none"> Unnecessarily long project implementation periods, resulting in undue expenditure in recurrent costs Unrealistically short project implementation periods, with high potential for project revisions and extensions

	Total max points	10	
Component 6: Monitoring, Quality and Project Management Systems			
16	Monitoring	5	<ol style="list-style-type: none"> 1. Applicants should complete the given "Indicator Monitoring Plan" template in CFP Annex A, Appendix 5, and identify how they will carry out the monitoring of project activities. 2. Are the tools proposed to measure the indicators appropriate? 3. Is the frequency of data collection sufficient to meet UNOPS reporting requirements? 4. Will data be adequately and appropriately disaggregated?
17	Project Management	5	<ol style="list-style-type: none"> 1. The proposal explains how the project's progress towards agreed deliverables will be continually reviewed, how underperformance will be assessed and course correction pursued.
	Total max points	10	
Component 7: Risks to Successful Implementation			
18	Risk identification and mitigation	5	Does the proposal identify risks, across key categories (including finance, stakeholders, operations, people)? Does the proposal provide appropriate risk rating and adequate responses to mitigate the risk likelihood and/or impact?

	Total max points	5	
	OVERALL TECHNICAL TOTAL (max)	100	70 points = 70% passing threshold

STAGE 3: FINANCIAL EVALUATION

Component 8: Grant Budget Breakdown, Justifications, and Assumptions

The Financial Proposal will be carried out in close relation to the Technical Proposal. Proposals shall be checked for any arithmetic errors in computation and summation.

The Financial Proposal will be evaluated holistically in line with the approved concept note. Particular focus and additional points will be given to applicants with the lowest coordination and indirect costs. It will be assessed against the qualitative information submitted in response to the CFP Annex B (Tab 1):

Total Cost (20 points): A maximum of 20 points will be allocated to the Financial Proposal.

Section 6. UNOPS Grant Support Agreement and General Conditions

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