

CALL FOR PROPOSALS

**Technical support to increase the overall
transparency capacities in developing countries
under the Initiative for Climate Action
Transparency (ICAT)**

CFP reference number: CFP-11875-2023-02

CFP document issue date: **Feb 14, 2023**

1. PARTICULARS

1.1. UNOPS project objective(s)

The Initiative for Climate Action Transparency was established in 2015 at the COP that adopted the Paris Agreement to support implementation of the Agreement's Enhanced Transparency Framework. The Initiative works with over 40 developing countries ranging from large countries, like China, to small islands, such as Antigua & Barbuda.

ICAT provides countries with tailored support and practical tools and methodologies to build robust transparency frameworks needed for effective climate action in sync with national development priorities. The projects ICAT supports relate to: building or enhancing transparency frameworks for mitigation; building a monitoring and evaluation approach for adaptation; building or enhancing frameworks to track progress made in implementing and achieving nationally determined contributions; assessing the impacts of climate policies; estimating or enhancing projections of greenhouse gas; integrating and/or aggregating impact assessment of climate actions at the subnational level and for non-State actors; building a tracking system for a just transition processes; establishing or enhancing a climate data system; and putting in place a framework to track climate finance.

ICAT offers a suite of practical, open-source tools and methodologies to provide effective support to the transparency efforts of countries around the world.

ICAT is an unincorporated multi-stakeholder partnership steered by the Donor Steering Committee (DSC), conformed by its donors, Austria; Germany; Italy; the Children's Investment Fund Foundation (CIFF); and ClimateWorks Foundation (CWF), and includes the UNFCCC Secretariat as the dedicated UN body with a climate change policy mandate, and UNOPS as an ex-officio member. The Initiative is managed by UNOPS on behalf of the DSC. Within UNOPS, the ICAT Secretariat manages ICAT's day-to-day activities, coordinating and guiding the work of the implementing partners.

ICAT concentrates its efforts in four areas:

- [Direct country support](#);
- [Regional Climate Action Transparency Hubs](#);
- [The ICAT Toolbox](#); and
- [Knowledge sharing](#).

In line with ICAT's mandate, all activities, including country support, aim to be in line with the following characteristics:

- Policy focus, aimed at enabling transformational change;
- Agility in responding to country needs, anchored in sustainable development assessments;
- Flexibility to innovate and create replicable approaches;
- Sound methodologies and tools; and
- Peer-to-peer collaboration and knowledge sharing.

Underpinning Principles

The following principles underpin all ICAT activities:

Partnership: Supporting national entities in order to enable them to effectively and independently make climate policy decisions through effective partnership. All ICAT activities are built on shared understanding, effective communication, transparency and trust of a committed partnership.

Sustainability: Through the lifecycle of these grants, every attempt must be made by all partners to ensure that the capacities of the national experts in partner countries are developed so that the country can eventually run its transparency framework effectively through the use of its own capacities and capabilities.

National Focus: Focus must be consistently placed on the development of national needs and priorities that benefit the local community while advancing global climate objectives, ensuring acceptance at the local level.

Gender Mainstreaming: Throughout the lifecycle of these grants, promoting women's empowerment and ensuring that women, girls, boys and men's experiences, needs, voices and participation are integrated into planning and activities to every extent possible.

Country support

ICAT offers partner countries support through focused and time-bound (12 to 18 months) project modules with resources provided for: (a) international expert advice and support through one of ICAT's Implementing Partners; (b) work by national experts or a national expert institution, local training activities, stakeholder workshops and related activities.

ICAT collaborates with partner countries to design the project workplan or to build it from a menu of project components. The project components are based on already implemented ICAT country projects and foresee the application of one or several of ICAT's tools or methodologies where feasible. Each component is aimed to address one or several requirements of the Enhanced Transparency Framework of the Paris Agreement (ETF). The components can be combined and/or tailored to address a country's needs and priorities. They cover:

1. A sectoral and/or economy wide MRV framework;
2. A framework to track progress made in implementing and achieving NDCs submitted under Article 4 of the Paris Agreement and evaluate them;
3. Frameworks and tools necessary to estimate projections of GHG emissions and removals;
4. Assessment of policies and measures for their expected or achieved impact on:
 - i. GHG emissions/removals;
 - ii. Sustainable development; and/or
 - iii. Transformational change;
5. Impact assessment of subnational and/or non-state actions, for instance in the context of implementing and achieving NDCs;
6. A framework to track climate finance (ex ante and ex post);
7. A framework for monitoring and evaluation of just transition processes;
8. A national or sectoral climate data system applying:
 - i. ICAT's Transport Climate Action Data (TraCAD) tool; or
 - ii. Costa Rica's SINAMECC system;
9. A framework for monitoring and evaluation of adaptation actions in one or several sectors.

ICAT is open to engaging with countries with a different level of readiness for implementation of the ETF requirements. Components one to three would allow countries to develop and implement the necessary foundation for effective NDC implementation, whereas components four to nine would require some MRV framework be in place prior to engagement. If a country already has clearly defined requirements for support within the scope of ICAT's mandate, the project can be tailored to meet those needs.

Knowledge development and sharing

Distilling the lessons learnt from the country and the regional activities, feeding them back into ongoing activities and sharing them widely, is one of the central features of ICAT's approach in order to maximize the impact and reach beyond the limited set of countries directly supported. This includes further enhancing the ICAT toolbox based on lessons learnt and tools and methodologies developed in response to needs identified. Results of the toolbox application are published and actively disseminated to encourage their application in other countries and through other programmes contributing to a global community of practice on climate action transparency, working in close partnership with other relevant programmes and initiatives.

By establishing partnerships with other relevant programmes and initiatives, ICAT aims to strengthen a global community of practice on climate action transparency. This includes: hosting a partner forum, collaboration with partners to develop and launch a knowledge platform, that will host moderated

discussions, including webinars, to engage audiences, as well as promotion of the ICAT assessment guides and tools.

Particular focus is placed on peer-to-peer learning among national experts by:

- Organizing together with partner initiatives regional, sub-regional or thematic workshops to facilitate exchange among country transparency experts and policymakers;
- Facilitating direct peer-to-peer collaboration among ICAT countries facing similar challenges and interested in using similar tools and approaches, through pairing arrangements to exchange practical insights and solutions.

1.2. Background and objectives of the grant/funding

Objective

To provide international expert advice and support, i.e. technical support, training and capacity building, to developing countries for their transparency efforts related to climate actions and policies based on country priorities and needs with the aim of equipping countries with capacity to effectively assess the impacts of their climate policies and actions and fulfil their transparency commitments under international frameworks, in particular the ETF.

Specific objectives

- To strengthen skills and awareness among the respective government agencies staff (e.g. Ministry of Environment) related to transparency work in order to build and further develop the frameworks and apply a set of tools and methodologies needed to undertake effective assessment of the GHG impacts of climate change policies and actions, along with their sustainable development outcomes and transformational change potential;
- To provide technical support to countries to develop/enhance domestic MRV/transparency systems, track NDC implementation and further develop NDCs; to assess the impact of other national climate change policies and actions; track sustainable development impacts and just transition processes; assess the transformational change potential, track climate finance and monitor and evaluate adaptation actions. This shall build upon and complement previous and on-going efforts in country, capacity-building activities related to the enhancement of institutional arrangements, and the collection of information for GHG accounting/inventories or the assessment of policies and actions;
- To provide technical support to the countries in the application of ICAT methodologies, guides, modelling frameworks, data systems, metrics and other tools in the ICAT toolbox.
- To provide technical support to use transparency to develop/enhance domestic climate finance MRV/transparency systems to mobilize finance from public and private sources, identifying linkages with existing and emerging funding mechanisms and facilitating the establishment of public-private partnerships with the aim of ensuring more effective and transformational policy design and result in greater sustainable development benefits;
- Contribute to a growing community of practice around climate action transparency and foster learnings from the engagement with countries and regions to advance ICAT's capability to support countries in their transparency efforts and support transformational change in line with global climate objectives;
- Encourage and foster peer-to-peer engagement among country experts bilaterally or at larger events organized by ICAT or others.

1.3. Targeted impact of the grant/funding

The outcomes and impact of all country and regional projects will be assessed based on to ICAT's Monitoring, Evaluation and Learning Uptake (MELU) Framework, including the following activity and impact indicators:

1. Number of contracts and work plans signed with national and subnational governments and Non State Actors;
2. Number of countries that have confirmed their participation in Regional Climate Action Transparency Hubs (ReCATHs);

3. Number of people trained by ICAT in the use of tools and methodologies for monitoring and evaluating climate action, disaggregated by a) ICAT capacity building projects, b) e-learning, and c) ReCATHs;
4. Number of people that report putting their training on tools and methodologies for monitoring and evaluating climate action into practice through their work;
5. Number of partners (national and sub national government and Non State Actors) actively participating in knowledge sharing with other countries on climate action transparency, through peer-to-peer learning and knowledge sharing events, including non-ICAT events (e.g., trainings, workshops and webinars), disaggregated by a) ICAT partner country receiving direct capacity building support, and b) ICAT ReCATH countries;
6. Number of ICAT country and subnational level projects and ICAT ReCATH Countries that have resulted in at least one of the following:
 - A new or refined GHG inventory developed and put in place to improve emissions tracking and;
 - A new or refined MRV or framework developed and put in place to measure and report on the effectiveness of climate policies and actions (MRV frameworks can be at national or subnational level and/ or sector specific);
 - A new/refined NDC tracking framework developed and put in place;
 - Improved integration of data and climate actions from subnational and non-state actors into national level data collection and management processes;
 - Adaptation monitoring measures, processes and/or plans have been developed and put in place;
7. Number of ICAT projects and ICAT ReCATH Countries utilizing ICAT methodologies/ guides to assess the impact of their climate actions and policies (Including adaptation);
8. Number of ICAT partner countries that improve the quality of their reporting to the UNFCCC, disaggregated by a) ICAT partner country receiving direct capacity building support, and b) ICAT ReCATH country;
9. Number of ICAT partner countries that include new or refined policies and measures in support of a collective 2/1.5 degree ambition in their existing or updated Nationally Determined Contributions (NDCs), disaggregated by a) ICAT partner country receiving direct capacity building support, and b) ICAT ReCATH country;
10. Number of ICAT partner countries that have improved climate and/or sustainable development policies as a result of ICAT supported assessments at the sector and/or thematic level, disaggregated by a) ICAT partner country receiving direct capacity building support, and b) ICAT ReCATH country;
11. Number of ICAT projects where intervention has contributed to early signs of transformational change.

1.4. Scope of the grant/funding

The technical support will be provided within the framework of the ICAT [Strategic Approach](#) and until the end of 2025. The foreseen technical support will be implemented under ICAT's overall country engagement approach covering up to 10 new partner countries and deepened engagement in up to 26 countries ICAT is already working with worldwide.

It should be noted that ICAT country support follows a project approach with resources allocated to an initial country project phase with the possibility to implement additional project phase(s) ("deepened engagement") should certain criteria be met. The grant support agreements with grantees will ensure flexibility in terms of number of the project modules in order to be able to respond to country needs and requests in an agile and effective manner.

Organizations may propose support to new ICAT countries and/or deepened engagement under one proposal. They may also propose to support new country projects only or deepen engagement in existing ICAT partner countries only. Organizations may also limit their proposal to the region(s) they have special expertise in (including specific language skills, e.g. French, Spanish, Portuguese, Russian, Chinese). Organizations may propose support to implement one or several project modules depending on their capacities. The overall number of project modules that can be covered should be clearly stated.

Allocation of country projects will depend on the area of support that a country is looking for. In order to identify the suitable implementing entity, the applicant shall specify:

1. The project components (outlined above under country support on page 3) they are capable of implementing, including the specific expertise they bring. Expertise for the areas covered by different components should be documented and proven;
2. Category of a country support, i.e. a new country project or deepened engagement;
3. Region and language of support; and
4. Number of projects the applicant has the capacity to implement till the end of 2025.

Proponents shall also provide an indicative maximum budget for their technical support (within the available budget of USD 108,00 per country project module) for implementation of one country project module. Furthermore they should indicate any economies of scale in case the multiple country projects are awarded.

In addition to the budget allocated directly through this grant for technical support, each country is also allocated USD 170,000 as explained below on page 8 which will be channeled directly to the country from UNOPS and should not be included in this proposal. In some instances, and where required, grantees may also be required to receive these funds on behalf of the beneficiary countries and implement these funds based on agreed priorities and endorsed work plans. The grantee may also be requested to undertake the recruitment process of national consultants on behalf of ICAT beneficiary countries. Such requests would be implemented through an amendment of the original grant agreement.

Information on outcome and specific activities follows in Section 1.3 and Section 1.6.

For all the below activities the proposal should foresee time for regular coordination with and reporting to the ICAT Secretariat and participation in ICATs different internal coordination groups: the Initiative Coordination Team (ICT), the Country and Toolbox Group (CTG), and the Communications Group. This entails active participation in meetings of approximately 8 hours per month by different core staff as well as the needed preparation for the meetings. The grantee also commits to report against the general ICAT KPIs as per the Section 1.3 above.

1.5. Target beneficiaries

Various stakeholders at national and sub-national level in the ICAT partner countries. These are mainly ministries/agencies responsible for reporting to UNFCCC.

1.6. Activities under grant/funding

Grants to support new ICAT countries

The geographic scope is global. A call for expressions of interest for countries seeking ICAT support is closed and the list of selected countries will be finalized by late March. The ICAT Secretariat will then send out the invitations to the selected countries and will lead the initial discussions with country focal points on country priorities, gaps in capacity and the interest in ICAT methodologies and tools. A period of five weeks will be given to countries to formally confirm the invitation to join ICAT leading up to approximately May 2023.

Grants to deepen engagement in ICAT partner countries

The geographic scope is global, covering developing countries where initial country projects¹ phases have been successfully completed. ICAT aspires for transformational change and recognizes that impact is greater if it can provide support to countries beyond the initial setup of a basic transparency system, and where there are already well-established contacts and experience of collaboration. Hence, under the ICAT Strategic Approach, significant effort will be put into deepening engagement with existing ICAT partner countries to initiate a second and/or in some cases a third phase. The country selection for additional phases is done in consultation with the DSC based on following criteria:

- Successful work during the preceding phase(s), including good collaboration with the national teams;
- Demand and need for continued transparency work/support in line with the activities offered by ICAT and complimentary to any support provided by other support programmes like Capacity-building Initiative for Transparency (CBIT); and

¹ <https://climateactiontransparency.org/> please refer to the map on the ICAT website for further information

- Opportunity to apply methodologies/tools of ICAT through which it can provide greatest value-addition.

Grants provided under this category build on the experience and the working relationships with the countries during the preceding phase(s) and maximize the effectiveness of respective ICAT country projects.

General provisions

The ICAT Secretariat will lead the country engagement process by starting the initial discussions with country focal points on country priorities, gaps in capacity and the interest on ICAT methodologies and project components. Once the scope of the country project is defined and agreed, the technical support provided by the selected implementing partner will be conducted in close collaboration with the ICAT Secretariat, starting with the scoping phase that establishes the country work plan. The process will eventually lead to formalizing engagement through the conclusion of a Project Cooperation Agreement (PCA) or an Memorandum of Understanding (MoU) between the country and UNOPS.

The grantee, as an ICAT implementing partner, is expected to start activities once ICAT has agreed the general scope of the project with the country. The implementing partner will conduct the scoping with an analysis of each country's capacity building needs and priorities, which will inform the development of a country tailored work plan. This work plan will also serve as the terms of reference of the PCAs to be concluded with the country. The technical support provided will be in line with UNFCCC guidance for implementation of Article 13 of the Paris Agreement (e.g. COP decisions), existing work on best practices for MRV/transparency systems, and utilizing as possible tools and methodologies included in the ICAT toolbox.

Based on the decision of the DSC and in line with UNOPS' Grant Policy and Financial Rules and Regulations, grant agreements may be amended to cover additional countries that are selected to receive ICAT support.

Project duration: The implementing partner is expected to start activities in May 2023 for a period of 31 months, ending in December 2025. Individual country work plans are expected to be 12-18 months, but projects may be launched on a staggered basis under one grant agreement.

Estimated Budget for the technical support: Up to USD 108,000 for each country module.

Note: Proposals should specify the number of project modules covered by the proposal and specify the support components that could be covered.

All activities spelled out below shall be conducted in close coordination with and based on instructions provided by the ICAT Secretariat. All deliverables are subject to review and endorsement by the ICAT Secretariat and, where applicable, close collaboration with the country focal points.

The language of all written material/reports will be English and should be submitted according to [ICAT's visibility guidelines](#).

1. Grants to support ICAT countries

Activity 1. Scoping phase

- a. Prepare country scoping report giving an overview of the state of climate policy and related country- specific challenges and needs. For deepened engagement in ICAT partner countries the scoping report shall also include key results achieved, lessons learned and best practices under preceding phase(s), and the identified areas of priority for the subsequent phase, building on the achieved results and giving special priority attention to activities related to implementing and tracking implementation of NDCs or their further development for future NDC updates. The report should also include a list of ICAT tools or methodologies to be applied, other inputs needed to enhance country capacity in the identified priority areas and possible peer-to-peer learning activities;
- b. Map key country actors responsible for undertaking and ensuring transparency of climate policies and actions as well as policy makers, relevant research institutions, private sector associations and national MRV practitioners
- c. Map other international support programmes and activities running or planned in the country and identify potential overlaps and areas of collaboration with the ICAT activities;

- d. Assess country needs and gaps for transparency work and for capacity development on MRV/transparency systems and identify the potential priority sectors, focus areas, and cross-cutting issues in each country as well as the required set of tools and methodologies to meet the country needs;
- e. In close collaboration with the country focal point and the ICAT Secretariat, develop country specific work plan and budget, identifying realistic and tangible deliverables as well as expected outcomes and impacts in line with the national priorities and ICAT's overarching mission and its results framework, and taking due account to maximize ICAT's value-added in light of the ICAT toolbox. The work plan should also include a list of ICAT tools or methodologies to be applied, other inputs needed to enhance country capacity in the identified priority areas and possible peer-to-peer learning activities (with the indicative amount of up to USD 170,000 per country, which can be adjusted according to country needs and resource availability).

Outputs/deliverables:

The following deliverables may be adjusted for each country in accordance with the defined work plan:

- Scoping report including the current status, mapping of stakeholders, the areas of priority, transparency support, and, where applicable, the results and lessons learnt from the previous phase;
- Inception workshops with key stakeholders, technical implementing partner(s) and the Secretariat for each country to agree on concrete and final sectors of priority as well as the capacity building needs for the country;
- Country work plans and a budget for the required resources based on the country allocations defined by the ICAT Secretariat, shared with the ICAT Secretariat for endorsement. These resources will be paid directly by UNOPS to the countries (further to the signature of Project Cooperation Agreements between the countries and UNOPS) and will be used in the countries for national experts, expert institutions and/or workshops and related training activities.

Estimated timeline: May 2023 to September 2024. The scoping shall be done on a rolling basis mode.

Activity 2. Support the implementation of in-country transparency efforts and capacity development activities

- a. Provide technical input and support to countries in the selection of the national consultants, responsible for the implementation of the work plan and budget at the national level. In some instances, and where required, undertake the recruitment process of national consultants on behalf of the countries;
- b. Support the national consultants/institutions through technical advice, training and support in the implementation of: i) engagement of relevant stakeholders, including potential experts to be involved in the implementation of the work plan activities; and ii) country specific implementation activities and training related to one or several of the areas covered by the nine project components outlined above;
- c. Develop and implement support activities and training modules in line with the work plan developed for each country and specific needs;
- d. Provide technical input and support to the development of country deliverables and review draft deliverables, providing feedback as needed.

Outputs/deliverables

The following deliverables may be adjusted for each country in accordance with the defined work plan:

- Reports as defined in the work plan on relevant aspects of the implementation of the each of the nine project components and/or other activities included in the work plan;
- Capacity-building training modules and training materials in line with the ICAT toolbox;
- Concluding validation workshops with key stakeholders to present a summative evaluation of achieved results and identify best practices in the integrating transparency on climate policies and action and evidence-based policy-making;
- Final reports for each country, highlighting tangible achieved results, recommendations for future work and a summary of lessons learned;
- Regular (at least monthly) brief updates to the ICAT Secretariat on steps taken and progress made or problems encountered as applicable.

Estimated timeline: September 2023 to April 2025, considering that the duration of each country work plan may be up to 18 months. Project Cooperation Agreements with countries will be signed on a rolling basis, once the scoping phase is finalized in each country.

Activity 3. Project management support and coordination of activities

- a. Support outreach activities and content management of knowledge products, including drafting of regular progress summaries, preparing case studies, and running webinars/workshops to strengthen MRV/transparency capacity among a variety of stakeholders in line with the ICAT Strategic approach;
- b. Alert the Secretariat and ICAT implementing partners well in advance of planned outreach and workshops with the aim of coordinating outreach efforts and enhanced visibility of results achieved;
- c. Encourage peer-to-peer exchange and south-south cooperation during the implementing among the countries being supported by the implementing partner and other ICAT countries;
- d. Ensure technical support and approaches are fully coordinated in ICAT through active participation in monthly meetings with ICAT implementing partners, sharing of information of progress, lessons learnt, foreseen risks and bottlenecks and opportunities.

Outputs/deliverables

The following deliverables may be adjusted for each country in accordance with the defined work plan:

- Active participation in ICAT’s Initiative Coordination Team, the Country and Toolbox Group, ICAT communications group and other Initiative meetings, including at international events;
- Timely provision of progress reports and deliverables described under Activity 1 and Activity 2, including reporting against ICAT KPIs specified in ICAT MELU Framework;
- Outputs and outreach material developed under this project ensure ICAT visibility and maximize lessons learnt.

Estimated timeline: May 2023 to September 2025.

1.7. Grant/funding available

Total amount of grant/funding available

The following table indicates the total amount of grant/funding available per country project module (either Grants for support to new countries or Grants to deepen engagement in ICAT partner countries) under this Call for Proposals.

Currency	Amount	Amount in words
USD	108,000	One Hundred and Eight Thousand United States Dollars

1.8. Grant/funding duration

The expected duration of the grant/funding per country project module is:

YEAR(S)	MONTH(S)
	12 to 18 ²

² This is the estimated duration of one project module, whereas the duration of the grant support agreement might be longer if several project modules are awarded A buffer has also been included in the timeframe in section 1.6 to allow for delays in countries’ completion of work plan or signature of agreements.

1.9. Applicant eligibility

Applicant category(ies)

The following categories of applicants are eligible to apply under this Call for Proposals:

- ❖ Non-governmental organizations (NGOs)
- ❖ Foundations
- ❖ Civil society organizations (CSO)
- ❖ Grass-roots organizations
- ❖ Institutions or federations
- ❖ Academic and research institutions
- ❖ For-profit entities
- ❖ Non-UN intergovernmental organization
- ❖ UN system organization

Additional conditions of ineligibility

The applicant shall not fall under any of the conditions listed in the [Instructions to Applicants](#), Article 1, which makes the applicant ineligible for this grant/funding.

Applicant country of registration and nationality

Applicants that are included or excluded under this Call for Proposals with regard to country of registration and nationality (for individuals) are as follows:

[Open to all countries](#) ▾

1.10. Content of proposal submissions

Applicants shall include the following:

- **Proposal**
- **Annex 1: Declarations**
- **Annex 2: Protection from sexual exploitation and abuse (PSEA) implementing partner self-assessment**
- **Annex 3: Financial proposal**

Applicants must carefully read and understand the [Requirements](#) in this Call for Proposals and the [Instructions to Applicants](#) before completing the Proposal and Annexes.

1.11. Partial proposals

Partial proposals will not be permitted. Applicants shall submit a proposal for the total scope of the grant/funding and address all of the requirements in this Call for Proposals. Evaluation will be based on compliance with the total requirements.

1.12. Sub-granting³ and contracting⁴

Sub-granting and contracting are only permitted under this Call for Proposals as follows:

³ Sub-grant is when an entity is selected by the implementing partner to implement activities on behalf of the implementing partner and complies with the same principles as outlined in the UNOPS Operational Instruction on [Grant Support](#).

⁴ Contracting is done when an implementing partner procures services, goods or works using the procurement procedures of the IP.

Sub-granting	Permissible
Contracting	Permissible

1.13. Proposal currency

The proposal budget shall be prepared in the following currency(ies):

United States Dollars (USD)

1.14. Language of proposals

All proposals, information, documents and correspondence exchanged between UNOPS and the applicant shall be in:

English

1.15. Proposal submission

The deadline for the submission of proposals is **Mar 8, 2023**. Proposals shall be submitted using the following method:

e-Mail

Proposals shall be sent to icat@unops.org.

Refer to Article 10, "Proposal Submission", of the [Instructions to Applicants](#) for details on the specific requirements for proposal submission.

1.16. Type of legal instrument

The applicable legal instrument(s) are identified hereunder.

- Grant Support Agreement
- UN2UN Agreement [only for UN agencies]

1.17. Contact information

All correspondence, notifications and requests for clarifications in relation to this Call for Proposals shall be sent to:

Name	Teresa Schueler
Title	Programme Management Support - Senior Assistant
Email	teresas@unops.org

1.18. Important dates and deadlines

The following tables provide the key dates and deadlines pertaining to this Call for Proposals.

	Date	Time	Timezone
Submission of proposals	Mar 8, 2023	23:59	CET
Request for clarification	Mar 1, 2023	23:59	CET
Expected agreement start date	May 1, 2023	00:00	CET

2. REQUIREMENTS

2.1. Approach and methodology

The proposal has to outline what guidelines and principles the Applicant follows throughout the implementation of the project in the below areas:

1. Health and Safety Requirements:
2. Social and Environmental Requirements (such as gender and social inclusion):
3. Protection from Sexual Exploitation and Abuse Requirements:
4. Sustainability Requirement:

2.2. Implementation Plan requirements

Using the proposed outputs, deliverables and activities, in view of achieving the outcomes of the grant/funding, complete the Implementation Plan. The Implementation Plan should accurately show the sequence and timeframe for the delivery of each activity and output.

2.3. Implementing Partner Monitoring Plan requirements

Complete the Implementing Partner (IP) Monitoring Plan.

2.4. Budget requirements

- a. Budget Ceiling: USD 108,000 per country project module (either Grants for support to new countries or Grants to deepen engagement in ICAT partner countries) as indicated in the [Particulars](#)
- b. At a minimum, the budgets must include:
 - i. An estimate of direct costs, which include all of the expenses that are required for, and can be tracked directly to, the grant/funding accounts. Direct costs must be broken down by expense subcategory, by expense line item and by year.
 - ii. A description of assumptions or justifications underlying the estimates
- c. The costs will be eligible only if these are incurred for the purpose of this grant/funding and within the duration mentioned in the legal instrument (including any amendments)
- d. Article II, Section 7, of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All proposals shall be submitted net of any direct taxes and any other taxes and duties
- e. Grant budgets may include indirect costs up to 10% of direct costs. In case of subgrants, indirect costs on the subgrant amount should be calculated and presented separately.

3. EVALUATION METHOD AND CRITERIA

Proposals submitted in response to this CFP document shall be evaluated following the cumulative analysis methodology, which consists of the following steps:

- a. **Preliminary screening:** This includes an assessment of whether proposals comply with the formal and eligibility criteria stated in [Table 1: Formal and eligibility criteria](#). All proposals which pass this stage will go through a subsequent evaluation as follows.
- b. **Technical evaluation:** This assesses the technical points achieved by each proposal, as per the maximum obtainable points assigned per criteria group in [Table 2.1: Parts of the technical proposal evaluation](#). Only proposals that meet the minimum threshold indicated in [Table 2: Technical criteria](#) shall be considered substantially compliant at this stage. Evaluation of the technical proposals shall be completed prior to opening the financial proposals.
- c. **Financial evaluation:** Financial proposals will only be opened for proposals that have achieved the minimum threshold in the technical evaluation. Financial proposals shall be checked for any mathematical errors in accordance with Article 15, “Minor Informalities, Errors or Omissions” in the [Instructions to Applicants](#). The total financial proposal points achieved for each proposal are determined in accordance with [Table 3: Financial criteria](#).
- d. **Combined analysis:** This evaluation will be conducted based on a combined analysis, analyzing all of the relevant costs, risks and benefits for each proposal. The combined analysis includes the scores from both the technical evaluation, including factors such as risks, sustainability, and others, and the financial evaluation, using a predefined weighting method.

The maximum number of points that an applicant may obtain for its proposal are as follows:

- Technical proposal: 70 points
- Financial proposal: 30 points

The maximum score an applicant may obtain for both the technical and financial proposals is 100. The weighting of the technical and financial proposals will be 70:30 for the technical proposal and the financial proposal.

UNOPS may request clarification or further information in writing from applicants at any point during the evaluation process. In this case, any response from an applicant shall not modify the substance of the proposal, including both the technical and financial aspects of the proposal. UNOPS may use such information to interpret and evaluate the relevant proposal.

The evaluation of a proposal by UNOPS shall be carried out against the evaluation criteria described in the following tables.

3.1. Preliminary screening

Table 1 FORMAL AND ELIGIBILITY CRITERIA	
Criteria evaluated on a pass/fail basis during the preliminary screening	Documents to establish compliance with the criteria
<ul style="list-style-type: none"> The applicant is eligible as defined in Article 1, “Applicant Eligibility” in the Instructions to Applicants. 	<ul style="list-style-type: none"> Proposal Annex 1: Declarations Annex 2: PSEA implementing partner self-assessment
<ul style="list-style-type: none"> The proposal is complete and includes all completed forms and other documentation requested in the Particulars, ‘Content of proposal submissions’. 	<ul style="list-style-type: none"> All documentation requested in the Particulars, ‘Content of proposal submissions’
<ul style="list-style-type: none"> The applicant accepts the conditions in the template for agreement, as specified in the Particulars, ‘Type of legal instrument’. 	<ul style="list-style-type: none"> Annex 1: Declarations
<ul style="list-style-type: none"> Organisation must demonstrate at least 5 years of experience (ref point 4) in working in different geographic regions (global) or in at least 1 of the following: Latin America/ Caribbean, Asia /Pacific, Africa, and Eastern Europe. Organisation must demonstrate at least 1-2 years of experience with similar activities in countries that are candidates for a second or third phase for category 2. Organisation must demonstrate at least 5 years of proven experience in research, policy analysis, and/or capacity building activities in MRV or climate action transparency in line with the Paris Agreement. Organisation must demonstrate at least 5 years of experience in the development and/or coordination of capacity building activities with developing countries in climate action transparency or related fields. 	<ul style="list-style-type: none"> Proposal Final reports and/or reference letter from the two most recent non-UNOPS project
<ul style="list-style-type: none"> Organisation must have administrative capacity for annual financial turnover of at least USD 200,000. 	<p>Applicant must submit:</p> <ul style="list-style-type: none"> Certified financial statements for 2020 fiscal year; and Certified financial statements for 2021 fiscal year. <p>The financial statements shall include balance sheets, income statements, cash flow statements and statements of shareholders' equity for 2020 and 2021 demonstrating a min yearly turnover of USD 200,000. Statements shall be duly stamped and signed by the organization's Director and Chief Financial Officer/Chief accountant. Audited financial statements for the same period shall be provided, if available.</p>

3.2. Technical evaluation

Table 2 TECHNICAL CRITERIA	
Criteria evaluated based on scoring during the technical evaluation	Documents to establish compliance with the criteria

The maximum number of technical points obtainable is detailed in [Table 2.1: Parts of the technical proposal evaluation](#).

To be technically compliant, applicants must obtain a minimum threshold of 70% of the total obtainable technical points.

- **Proposal**
- **Reports of past projects completed**

Table 2.1 Parts of the technical proposal evaluation		Obtainable points
1.	Applicant's capacity and expertise	24
2.	Proposed methodology, approach and implementation plan	22
3.	Key personnel proposed	24
Total technical proposal points		70

Table 2.1.1 Part 1: Applicant's capacity and expertise

	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)	Obtainable points
1.1	Organization has demonstrated experience in capacity building activities for the project components (outlined above under country support) included in the proposal	<ul style="list-style-type: none"> • Proposal • Reports of past projects completed 	7
1.2	Lessons learned by the applicant from other projects are factored in the proposal for the implementation of the proposed grant support project activity(ies).	<ul style="list-style-type: none"> • Proposal 	1
1.3	Organization has demonstrated capacity and experience in research and policy analysis in the following areas relevant to the project components (outlined above under country support) included in the proposal	<ul style="list-style-type: none"> • Proposal 	7
1.5	<p>Organisation has demonstrated capacity to work in English and capacity to engage personnel to work with countries in at least one of the following languages: Spanish, French, Russian, Portuguese, Chinese.</p> <p>Note: Based on the priority list of countries still to be defined, a mix of language skills may have to be established therefore making language capacity of entities an overriding factor.</p>	<ul style="list-style-type: none"> • Proposal 	3
1.6	Organization has demonstrated history working with public and private sector clients, in particular in developing countries and has relevant experience in climate action transparency, mitigation, adaptation and development).	<ul style="list-style-type: none"> • Proposal 	6
Total points for Part 1			24

Table 2.1.2 Part 2: Proposed methodology, approach and implementation plan

No.	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)	Obtainable points
2.1	The proposal is substantially compliant and does not contain any material deviation(s) from the minimum requirements as stipulated in this CFP document, which indicates the applicant's understanding of these requirements.	<ul style="list-style-type: none"> • Proposal 	4
2.2	The proposal satisfactorily demonstrates that the Health, Safety, Social and Environmental (HSSE) requirements in relation to the grant support project activities will be met.	<ul style="list-style-type: none"> • Proposal 	1
2.3	The proposal satisfactorily demonstrates that the Protection from Sexual Exploitation and Abuse (PSEA) requirements in relation to the grant support project activities will be met.	<ul style="list-style-type: none"> • Proposal 	1

2.4	The applicant's proposed sub-grantees, if identified, will undertake appropriate quantities of grant support project activities, have demonstrated the capacity to undertake the work and are appropriately located to undertake these Activities.	• Proposal , Section 11	1
2.5	Overall implementation plan proposes relevant actions, strategy and tasks clearly linked to the achievement of the desired objectives and outcomes, including inclusion of verifiable indicators to monitor activities against established objectives and outputs.	• Proposal	8
2.7	Technical and substantive content of the proposed activities is in line with the ICAT's Strategy and long term work programme activities for capacity building in countries.	• Proposal	4
2.9	Proposal presents a sound communication and stakeholder engagement strategy and provides a systematic approach to capture, share and disseminate the knowledge, lessons learned and good practices.	• Proposal	2
2.10	Both internal and external risks are duly considered and the proposed mitigation actions are appropriate.	• Proposal	1
Total points for Part 2			22

Table 2.1.3 Part 3: Key personnel proposed

No.	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)	Obtainable points
3.1	The composition and structure of the applicant's proposed team is appropriate and the proposed management roles and other key personnel roles are suitable for the implementation of the grant support project activities.	• Proposal , Section 6	10
3.2	The applicant describes and justifies its plan for the size and composition of its team.	• Proposal , Section 6	4
3.3	Proposed project team has relevant technical skill-set to implement capacity building in countries in relevant areas of ICAT support i.e. nine project components outlined above under sub-section Country and regional support sub-section above Note: The CVs of proposed personnel are to be included in the submission.	• Proposal , Sections 8 and 9	10
Total points for Part 3			24

3.3. Financial evaluation

Table 3 FINANCIAL CRITERIA

Criteria evaluated based on a cumulative analysis methodology during the financial evaluation	Documents to establish compliance with the criteria	Obtainable points
---	---	-------------------

1.	<p>Total Budget: A maximum of 10 points will be allocated to the lowest total budget. Total budgets of other substantially compliant applicants will be scored according to the following formula:</p> <p style="text-align: center;">Points for budget amount =</p> $\frac{[\text{lowest total budget amount}] \times 10}{[\text{Total budget amount of proposal under evaluation}]}$	<ul style="list-style-type: none"> • Annex 3: Financial proposal: 	10
2.	<p>Applicant organizations comply with the maximum budgets stipulated in the Budget requirements.</p>	<ul style="list-style-type: none"> • Annex 3: Financial proposal: 	5
3.	<p>The applicant has provided sufficient justification of budget lines and lump sums.</p>	<ul style="list-style-type: none"> • Annex 3: Financial proposal: 	5
4.	<p>The allocation of budget among different categories is appropriate, particularly the allocation between activities and the operational budget.</p>	<ul style="list-style-type: none"> • Annex 3: Financial proposal: 	5
5.	<p>The applicant's cost estimates and the assumptions made for such estimates are reasonable.</p>	<ul style="list-style-type: none"> • Annex 3: Financial proposal: 	5
Total financial proposal points			30