

CALL FOR PROPOSALS

**Global ICCA Support Initiative (ICCA GSI)
Phase 1 (top-up)**

CFP reference number: CFP/SGP/ICCA/2023/01

CFP document issue date: Oct 18, 2023

1. PARTICULARS

1.1. UNOPS project objective(s)

The Global ICCA Support Initiative (in short, GSI) is a multi-partner initiative delivering grants and other forms of support to Indigenous Peoples and local communities through the UNDP-implemented GEF Small Grants Programme (SGP).

As one activity under the overall GSI, the proposed project is expected to include a collaboration among members, honorary members and partner communities of the ICCA Consortium (www.iccaconsortium.org) at the global level, with a focus on at least three regions including Latin America and the Caribbean, Africa, and Asia-Pacific.

To this end, SGP is calling for proposals from competent not-for-profit organisation(s) to 'Establish a rapid response facility to provide support to environmental human rights defenders (EHRDs) protecting and defending Indigenous peoples' and Community Conserved Territories and Areas (ICCAs) otherwise known as territories of life' for the period Nov 2023-Nov 2024. Grant funding available for the activity is up to a maximum value of US \$150,000. A collaboration between one or more competent and qualified non-for-profits are also encouraged in case of comparative advantages and field presence across different regions.

The specific objectives:

1. In close collaboration with the ICCA Consortium, management and administration of a rapid response facility to provide support to environmental human rights defenders (EHRDs) protecting Indigenous peoples' and Community Conserved Territories and Areas (ICCAs) otherwise known as territories of life during the period 15 Nov 2023- 30 Nov 2024. The rapid response facility is expected to include (i) a governance and management structure for the proposed facility in support to EHRDs and ICCAs; as well as (ii) an administrative disbursement mechanism to provide legal and other timely support funds to EHRDs and ICCA custodians (either to members of the ICCA Consortium, and/or other affected Indigenous Peoples and local communities).
2. Conduct coordinated actions between collaborating organizations in the rapid response facility which may inter alia include: (i) exchange visits between defenders of territories of life and their supporting community-based and non-governmental organisations; (ii) supporting the ICCA Consortium's regionalization process and new Strategic Plan under preparation for the period 2024-2028; and (iii) peer learning, capacity-building and networking at the sub-regional and regional levels between defenders of ICCAs, territories of life and other EHRDs.

1.2. Background and objectives of the grant/funding

The GEF Small Grants Programme (SGP) is a corporate programme of the Global Environment Facility (GEF) implemented by the United Nations Development Programme (UNDP) since 1992. SGP grant-making in over 127 countries promotes community-based innovation, capacity development, and empowerment through sustainable development projects of communities, and local civil society organizations with special consideration for indigenous peoples, women, and youth. In particular, SGP projects support biodiversity conservation, climate change mitigation and adaptation, prevention of land degradation, protection of international waters, and reduction of the impact of chemicals,

within a sustainable development framework that promotes sustainable livelihoods and citizen empowerment.

One of the key actions under the SGP Strategic Direction in GEF-7 is to expand the coverage and strengthen networks of Indigenous and Community Conserved Territories and Areas (ICCAs) within countries and globally. The Global Support Initiative for Indigenous peoples' and Community Conserved Territories and Areas (ICCA-GSI) aims to expand the range and quality of diverse governance types of protected areas (PA) and sustainable livelihoods of indigenous peoples and local communities through improved recognition, capacity building and empowerment, and on-the ground support to ICCAs. These actions will contribute to achieving the Convention of Biological Diversity (CBD) Kunming-Montreal Global Biodiversity Framework (GBF) adopted at the CBD COP15 in Montreal, Canada, in Dec 2022 : Target 3 – increasing protected and conserved areas, Target 21 – knowledge and information, Target 22 – governance, and Target-23 gender.

The initiative is implemented through three distinct but mutually reinforcing “Work Packages” (WP): WP1 - Provide direct support to community-based action and demonstration on sound ICCA stewardship for the purposes of ecosystem protection, sustainable livelihoods and poverty reduction; WP2 - Legal, Policy and other forms of support for ICCA recognition and conservation (including governance assessments of PA and landscapes); and WP3: Networking, knowledge production and exchange between national CSO initiatives at regional and global levels.

1.3. Targeted impact of the grant/funding

To establish a rapid response facility to provide support to environmental human rights defenders (EHRDs) protecting and defending Indigenous peoples' and Community Conserved Territories and Areas (ICCAs) otherwise known as territories of life'.

1.4. Scope of the grant/funding

Specific activities within the project proposal must be identified and presented with budget estimates. At the general level, eligible entities are expected to be able to undertake the following actions:

Management and administration of the rapid response facility to EHRDs and ICCAs at the global and/or regional level during the period 15 Nov 2023-30 Nov 2024, including an ability to share operational lessons learned working with Indigenous, environmental and human rights defenders across a range of governance, jurisdictional and security settings.

Manage the funds allocated to the rapid response facility (up to USD 150,000) to cover the following expenses:

- Disbursement mechanism – on-granting of an estimated +/- 10-20 sub-grants to EHRDs and defenders of ICCAs. Preferably, the proposed disbursement mechanism will build on existing procedures for grant-making to grassroots organizations and territories of life in different regions, governance, jurisdictional and security settings. Evidence of prior experience grant-making to grassroots organizations, EHRDs and ICCAs, particularly flexible and rapid micro-grants, will be a strong advantage.
- Governance structure: organigramme of the 'decision-making tree' and governance and management structure (i.e. composition of the Board members, Secretariat, monitoring function etc.) proposed in relation to the rapid response facility to EHRDs and ICCAs at the global and/or regional levels.

- **Coordinated regional support actions with EHRDs and self-selected partner support organisations and intermediaries.** These may include: (i) exchange visits between EHRDs, ICCAs and territories of life; (ii) **support to the ICCA Consortium regionalization process (e.g. national and regional assemblies)** and new Strategic Plan 2024-2028; and (iii) networking in support of EHRDs in collaboration with partner multilateral organisations including inter alia UNDP, UNEP and OHCHR.

1.5. Target beneficiaries

Environmental human rights defenders (EHRDs) protecting and defending Indigenous peoples' and Community Conserved Territories and Areas (ICCAs), otherwise known as territories of life.

1.6. Grant/funding available

Total amount of grant/funding available

The following table indicates the total amount of grant/funding available under this Call for Proposals.

Currency	Amount	Amount in words
USD	150,000	One hundred fifty thousand

1.7. Applicant eligibility

Applicant category(ies)

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

- ❖ Non-profit Organization

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 ▾

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.

1.8. Content of proposal submissions

- [Expression of Interest Statement](#)
- [Proposal](#)
- [Annex 1: Declarations](#)
- [Annex 2: PSEA implementing partner self-assessment](#)
- [Annex 3: Financial proposal](#)

Applicants shall include the following:

- **Expression of Interest Statement**
- **Proposal**
- **Annex 1: Declarations**
- **Annex 2: Protection from sexual exploitation and abuse (PSEA) implementing partner self-assessment**
- **Annex 3: Financial proposal**
- **Copy of audited financial statements for the last 2 years**

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

1.9. 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.

1.10. Sub-granting¹ and contracting

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

Sub-granting	Permissi... ▾
Contracting	Permissi... ▾

1.11. Proposal currency

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

United States Dollars

1.12. Language of proposals

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

English ▾

1.13. Proposal submission

The deadline for the submission of proposals is **Nov 3, 2023 5:00 PM**. Proposals shall be submitted using the following method:

e-Mail ▾

Proposals shall be to sgc-grants@unops.org

¹ 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](#).

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

1.14. Type of legal instrument

The applicable legal instrument(s) are identified hereunder.

- Grant Support Agreement - The UNOPS Standard Grant Support Agreement (GSA) containing the UNOPS General Conditions for Grant Support Agreements (Annex 4) of the UNOPS Grant Support Agreement template) is herewith attached as CFP Annex 4. 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.

1.15. Contact information

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

Name	Terence Hay-Edie
Email	terence.hay-edie@undp.org
Name	Ada Safanova
Email	Adas@unops.org

1.16. 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	Nov 3, 2023	05:00 pm	EST
Request for clarification	Oct 25, 2023	05:00 pm	EST
Expected agreement start date	Dec 15, 2023	05:00 pm	EST

2. REQUIREMENTS

2.1. Approach and methodology

The proposal submitted by the grant Applicant shall clearly outline the proposed time frame of activities and clearly indicate understanding of the outcomes of the project. While the proposal should ensure that it meets the technical evaluation criteria, in general, the project concept shall clearly outline:

1. Understanding of the specific target groups.
2. Project approach, inclusive of methodologies, reporting, implementation timelines and techniques, quality management, logistics, and other operational plans.
3. The methodology should explain in detail how activities will contribute to the outputs and outcome achievement.

2.2. Minimum requirements/qualifications

It is expected that the selected grantee organization is capable to undertake the activities listed under section [1.4](#) of this CFP as part of the project:

Proponents should be:

- Non-profit organization dedicated in the field of environment and development, protected areas governance, and the cause of indigenous peoples and grassroots communities.
- Only organizations that have their own capacity (required qualified personnel, partner organizations and/or affiliate entities), and ability to establish functional mechanism to administer and implement the activities.

Minimum requirements/qualifications:

- Proven relevant working experience of over 5 years in the field of environment and development, protected and conserved areas governance, legal support to environmental human rights defenders, and with indigenous peoples and grassroots communities.
- Have a minimum of two fully dedicated personnel to undertake the activities
- The bidder has proven experience coordination of different partners, and delivering workshops and policy dialogue platforms.
- Proven administrative capacity for project financial management, monitoring and evaluation, and reporting.
- Must have sufficient physical presence in the target area to facilitate the logistic management and effective administration of the allocated funds.

2.3. Implementation and Monitoring Plan

Input: Who will be the team dedicated to the administration of funds for the rapid response facility to EHRDs and ICCAs. The team must take care of all the logistics related to on-granting disbursement mechanism.

Time: The organization should start with the preparations at least one month within the signature of the contract in order to ensure responsive support to EHRDs and ICCA defenders complying with the deadlines and budget.

Reports: The organization must submit a report before requesting the last payment. The required report is a financial report of the use of funds that includes detailed information on each of the sub-grants to EHRDs and ICCA defenders, including the expenses categories incurred. The submission of final reports will be an integral part of the requirements for the application.

2.4. Budget requirements

- a. Budget Ceiling: 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, and by expense line item.
 - 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. Grant budgets may not include indirect costs such as staff salaries and office rent are not funded. These therefore should not be part of the funding request.
- e. Grant funds should be overall spent according to the agreed budget.
- f. Present items that will be covered by co-financing in-cash and/or in-kind.
- g. 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

Budget breakdown as per budget line:

Expenditure Category	Unit Price	Total Price (US\$)	Co-Financing (US\$)
1. Disbursement mechanism: budget categories and detailed cost analysis for on-granting of an estimated +/- 10-20 sub-grants to EHRDs and defenders of ICCAs.			
2. Governance and management structure: costs associated with the Secretariat, monitoring function, and convening of the Board members and/or relevant approval and oversight of the sub-grants to EHRDs and defenders of ICCAs.			
3. Coordinated regional support actions with EHRDs: (i) exchange visits between EHRDs, ICCAs and territories of life; (ii) support to the ICCA Consortium regionalization process and new Strategic Plan 2024-2028; and (iii) networking in support of EHRDs in collaboration with multilateral partner organizations.			
4. Extras: Office costs, IT equipment, and/or other miscellaneous expenditures (if necessary with a supplementary Annex).			
Total Grant Project Cost			

Payments Schedule

The selected organization will receive the funds in three (3) payments: **See payment schedule below.**

First payment against signing of both parts of the contract (50% of the total value)	75,000 USD
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Second payment against reporting on the rapid response facility to EHRDs and ICCAs (40% of the total value)	60,000 USD
Final payment against the delivery and acceptance by UNOPS of the final narrative and financial report (up to 10% of the total value)	15,000 USD
TOTAL (WITHOUT EXCEEDING)	150,000 USD

3.1 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:

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 Implementation Plan;
- b. Financial Reports (Interim and Certified Final);
- c. Risk Log update

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

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](#).

The maximum total number of points 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% (Technical Proposal - 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
1. The applicant is eligible as defined in Article 1, “Applicant Eligibility” in the Instructions to Applicants .	<ul style="list-style-type: none"> • Annex 1: Declarations • Annex 2: PSEA implementing partner self-assessment
2. 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’
3. 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
4. Grant applications shall only be accepted from Not for Profit organization (NGOs).	Applicant(s) must provide proof of: <ul style="list-style-type: none"> • Status as a non-profit NGO

3.2. Technical evaluation

Table 2 TECHNICAL CRITERIA	
Criteria evaluated based on scoring during the technical evaluation	Documents to establish compliance with the criteria
<p>The maximum number of technical points obtainable is detailed in Table 2.1: Parts of the technical proposal evaluation.</p> <p>To be technically compliant, applicants must obtain a minimum threshold of 70% of the total obtainable points.</p>	<ul style="list-style-type: none"> • Proposal

Table 2.1 Parts of the technical proposal evaluation		Obtainable points
1.	Applicant's capacity and expertise	[20]
2.	Proposed methodology, approach and implementation plan	[20]
3.	Key personnel proposed	[15]
4.	Past experience	[15]
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	The applicant has the general organizational capability to support effective implementation: management structure; financial stability and project financing capacity; management controls; and the extent to which any work would be sub-granted/contracted.	Copy of audited financial statements for the last 2 years <ul style="list-style-type: none"> • Proposal 	5
1.2	The applicant has relevant specialized knowledge and experience in similar activities.	<ul style="list-style-type: none"> • Proposal 	5
1.3	The applicant has the presence or experience working in the relevant region, country or area.	<ul style="list-style-type: none"> • Proposal 	5
1.4	The applicant has experience successfully delivering similar grant support project activities during the last 2 year(s) prior to this CFP.	<ul style="list-style-type: none"> • Proposal 	5
Total points for Part 1			20

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 approach is feasible given the operating environment (e.g., access, security, climatic conditions, etc.).	<ul style="list-style-type: none"> • Proposal, Section 3 	5
2.2	The activities proposed under the Implementation Plan are aligned with the proposed approach and methodology. The Implementation Plan demonstrates the applicant's capacity to plan and implement the grant support project activities within the identified timeliness.	<ul style="list-style-type: none"> • Proposal, Sections 3 and 4 	5
2.3	The applicant has identified tangible outputs that clearly support the achievement of the expected outcomes.	<ul style="list-style-type: none"> • Proposal, Section 4 	5
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.	<ul style="list-style-type: none"> • Proposal, Section 11 	5
Total points for Part 2			20

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	5
3.2	The applicant describes and justifies its plan for the size and composition of its team.	• Proposal , Section 6	5
3.3	<p>The qualifications and experience of the proposed key personnel meet the established requirements.</p> <p>The Curriculum Vitae (CV) of the Project Manager and Technical Lead proposed for this project shall be submitted.</p> <p>The CVs should clearly show:</p> <ul style="list-style-type: none"> • The position the person will be carrying out. • Technical qualifications and experience • List of applicable certifications/ courses • Language skills 	• Proposal , Sections 8 and 9	5
Total points for Part 3			15

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 25 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>Points for budget amount =</p> $\frac{25 \times [\text{Lowest Price}]}{[\text{Total budget amount of proposal under evaluation}]}$	<ul style="list-style-type: none">● Annex 3: Financial proposal	25
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
Total financial proposal points			30