

CALL FOR PROPOSALS

**Technical support to Regional Climate
Action Transparency Hub (ReCATH) in
Central Africa**

CFP reference number: CFP-11875-2024-02

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1. PARTICULARS

1.1. The Initiative for Climate Action Transparency (ICAT)

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 50 developing countries ranging from large countries, like Nigeria, to small islands, such as Antigua & Barbuda and has initiated three Regional Climate Action Transparency Hubs (ReCATHs) in Central Africa, Central Asia and Central America. .

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 in implementing nationally determined contributions; assessing the impacts of climate policies; estimating or enhancing projections of greenhouse gases; integrating and/or aggregating climate actions at the subnational level and by non-State actors; building a tracking system for just transition processes; establishing or enhancing a climate data system; and putting in place a framework to track climate finance.

To support these areas, 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; Canada; 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 day-to-day activities, coordinating and guiding the work of the implementing partners.

1.2. Background and objectives of the grant/funding

Background

The Regional Climate Action Transparency Hub (ReCATH) for Central African States was established in July 2021 as ICAT's first regional hub. Hosted by the Economic Community of Central African States (ECCAS) in collaboration with ICAT, the Hub aims to create a regional network, build a centre of excellence and support member countries in their efforts to improve transparency in climate action by building robust Measurement, Reporting and Verification (MRV) frameworks. A Steering Committee (COFIL) was set up by ECCAS to oversee the overall mission, composed of the national focal points for all ECCAS countries.

All the countries that are part of ECCAS have ratified the Paris Agreement, which requires countries to report on a range of information relating to their emissions/removals, adaptation and climate impacts, support for climate action and on progress with meeting their nationally determined contributions, biennially under the Enhanced Transparency Framework (ETF) through Biennial Transparency Reports (BTRs). In addition to reporting, it is becoming increasingly important for countries to inform national and international decision makers, investors and supporters on progress and ambition with climate action. To do so, countries need to have operational institutional arrangements and systems to measure, report and verify GHG emissions and removals and measures to reduce emissions and enhance removals and adapt to climate impacts. MRV, or transparency, is important as a basis for effective climate action across all sectors, including forestry, agriculture, energy, waste and industrial processes. Transparency should also encompass socio-economic information to inform policy making about sustainable development impacts of policies and actions.

This grant aims at supporting the regional hub to support countries in the region to build sustainable and comprehensive measurement and reporting frameworks to allow them to adequately support their national decision makers, investors and stakeholders in accelerating mitigation and adaptation actions and to meet the reporting requirements of the Paris Agreement. The grantee is expected to help implement a collaborative/cooperative approach that brings together Congo basin countries and different technical partner institutions and actors supporting MRV/transparency efforts. The Hub is coordinated by a centre based in Douala, Cameroun, headed by the coordinator of the Hub and a small team of support personnel. The centre is hosted by ECCAS. Activities of the hub are determined based on needs and priorities of and in close consultation with the countries in the region through a Steering Committee. ICAT helps prioritize the type of activities that it also offers through its country support, in particular the application of ICAT tools and methodologies.

Since its creation, the hub has already conducted an analysis of member countries' gaps and needs related to data collection and reporting for climate transparency and supported the training of local experts on transparency-related topics. A national workshop with stakeholders was held in all countries and for ten of them national transparency action plans have been drafted. Regional thematic groups have also been established.

Objective

In this context ICAT is looking for a technical implementing partner to provide technical support to the Regional Climate Action Transparency Hub in its activities and capacity building support to the countries of the region based on their priorities and needs with the aim of equipping countries with capacity to build transparency frameworks that help them effectively advance their climate policies and actions and fulfil their transparency commitments under international frameworks, in particular the Enhanced Transparency Framework of the Paris Agreement.

Specific objectives

- To strengthen skills and awareness among the respective government agencies staff (e.g. Ministry of Environment) of the ECCAS countries 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 ECCAS countries to develop/enhance domestic MRV/transparency systems, track NDC implementation and further develop NDCs, and assess the impact of other national climate change policies and 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;
- Based on country demand, provide research and analysis and support to the countries in the application of ICAT methodologies, guides, modelling frameworks, data systems, metrics and other tools under the ICAT toolbox.
- Based on country demand, provide technical support to use transparency 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.

Rationale & Scope

The technical support will be provided within the framework of the [ICAT Strategic Approach](#) and until the end of 2025.

1.3. Targeted impact of the grant/funding

To provide technical support, advice and capacity building to the hosting institution and its member countries in Central Africa for transparency related to climate actions and policies based on country and regional priorities and needs with the aim of equipping the countries in the region with capacity to effectively assess the impacts of their climate policies and actions and fulfil their transparency commitments under international frameworks, in particular the Enhanced Transparency Framework of the Paris Agreement. The outcomes and impact of the project will be assessed based on [ICAT's Monitoring, Evaluation and Learning Uptake \(MELU\) Framework](#)¹.

1.4. Scope of the grant/funding

The primary role of the grantee is to provide technical support and advice to the coordinator of the Hub and other Hub personnel. The grantee will take over the role from a current ICAT implementing partner who is finishing their engagement with the Hub in July 2024. As such a training programme and technical support programme for the hub have already been developed and it is the role of the grantee to manage its implementation². The programmes may be revised in consultation with the beneficiaries (the Hub and the member countries) and the ICAT Secretariat.

In addition to the budget allocated directly through this grant for technical support, ECCAS has also signed an agreement with UNOPS. Funds under this agreement are channeled directly to ECCAS and cover hub personnel at the centre and workshops which therefore should not be covered through this proposal.

Information on outcome and specific activities is included 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 regional and national and sub-national level in the ECCAS countries. These are primarily ministries/agencies responsible for reporting to UNFCCC and for shaping national climate policies and actions.

1.6. Activities under grant/funding

General provisions

The ICAT Secretariat is leading the engagement with ECCAS and has concluded, through UNOPS, a Project Cooperation Agreement (PCA) with ECCAS to host a centre for the Hub headed by the coordinator of the Hub.

The grantee, as an ICAT implementing partner, is expected to start activities in July 2024. The implementing partner will support the regional Hub in the implementation of the established work plan.

1

<https://docs.google.com/document/d/1d38Vbisu1DxJDcX7Oqm63YRiRfcZpF8o/edit?usp=sharing&oid=113978630446935413106&rtpof=true&sd=true>

² These can be shared upon request.

The technical support provided will be in line with UNFCCC guidance for implementation of Article 13 of the Paris Agreement (e.g. COP decisions), and utilizing as possible the ICAT Toolbox.

The grantee must be able to conduct all grant activities in French and have the ability to provide support in Portuguese. Ability to also provide support in Spanish is an added advantage. Engagement with the ICAT Secretariat will be mainly in English, including narrative and financial reporting.

Project duration: The implementing partner is expected to start activities in July 2024 for a period of 1.5 years.

Estimated Budget for the technical support: Up to USD 250,000

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

The language of all written material/reports will be English and the local language of the relevant ECCAS country (French, Spanish or Portuguese), as applicable, and should be submitted according to [ICAT's visibility guidelines](#).

1. Grants to support ICAT countries

Activity 1. Training activities

- a. Manage the implementation of the Hub training programme covering priority capacity building needs of key stakeholders to enhance collaborative and efficient working and accelerate the development of competence in participating countries. The training approach is built to ensure that learnings are applied through in-country implementation and prioritizes peer-to-peer learning and train-the-trainers activities.
- b. Organize training activities as online activities and through in-person training, for instance through regional workshops that group several training sessions in one week. A train-the-trainers approach is used for training activities that need to target a larger group of participants at the country level.
- c. Ensure training of local experts as trainers in the region, taking into account different language needs (French, Spanish, Portuguese, as applicable) of participating countries and acting as a mentor to these local trainers as the training programme is implemented.
- d. Train local experts to act as regional resource persons for the implementation of the priority activities identified in the ReCATHwork plan.
- e. Support the regional thematic groups.
- f. Monitor the roll-out of training activities and evaluate and further improve the training approach and material developed for training activities. Report on the training activities under the ICAT MELU framework.

Outputs/deliverables:

- Updates to capacity-building and training programme, including planned activities as applicable
- Training material, including in French and Spanish/Portuguese
- Training activities as defined in the programme
- Assessment reports on training activities implemented

Estimated timeline: July 2024 to December 2025.

[Activity 2. Technical Support \(MRV/Transparency Framework; ICAT tools/methodologies; NDC tracking/development\)](#)

- a. Manage the implementation of the technical support programme. Activities that meet the needs of at least half of the ECCAS countries have been prioritized. The grantee must report on the implementation of the programme and its results under the ICAT MELU framework;
- b. Technical assistance encompasses support to developing and setting up the transparency framework (including the definition of responsibilities for collecting data), setting up and utilizing relevant tools and methodologies and in the compilation of reports and other outputs using data from their transparency systems. They will address specific needs in relation to Enhanced Transparency Framework requirements, MRV/transparency systems, tracking progress in NDC implementation and achievement, assessing the impacts of policies and measures on projected emissions and social, economic and other environmental parameters, and/or compiling information on climate change policies to mobilize finance;
- c. Technical support should be provided primarily through experts at the hub, with back-up from international experts. It will be provided through regular and ad-hoc technical input to local experts, consultants and institutions in the participating countries;
- d. The work plan should be revisited on an annual basis (i.e. before 2025) and revised as necessary to ensure alignment with country priorities and ICAT overarching goals. Each participating country will prepare an annual report on progress in building capacity and developing a transparency framework. These reports can be kept confidential among the country and the supporting regional and international experts or they can be shared if so decided by the country;
- e. A network of country experts will be supported and working groups formed on priority topics identified in the gap analysis under activity 1. Activities can also be implemented through sub-groups for instance taking into account language needs and/or specific sectoral or structural priority aspects.

Outputs/deliverables:

- Technical support programme to define the scope for technical support activities, reviewed and discussed with the head of the Hub
- Reports as defined in the work plan on development and setting up in the participating countries transparency frameworks
- Progress reports on technical support activities, including: building capacity and developing a transparency framework in the countries, the use of the ICAT tools and methodologies and the implementation of the capacity building plans
- Meetings (virtual and in-person) of the different working groups and sub-groups and reports on their progress
- Final report covering all participating countries, including an analysis of final results obtained through the implementation of the ICAT activities, lessons learned and the use of the ICAT tools and methodologies, as well as reporting on the KPIs outlined in the ICAT MELU framework

Estimated timeline: July 2024 to December 2025.

Activity 3. Management support for the regional Hub (regional centre, regional thematic groups, national experts, network, progress reporting, outreach) and coordination with other ICAT activities.

- a. The ICAT Secretariat and the grantee will support the management of the hub, including preparation of the annual work plan for 2025 and ongoing supervision of local experts to ensure they receive continued advice and support to advance the agreed-upon work plan;
- b. Hub will ensure close engagement of the Steering Committee and officials in charge of transparency of the countries of the region in developing and implementing the work plan for the Hub;
- c. The grantee will support outreach activities and content management of knowledge products, including drafting of regular progress summaries, preparing case studies, and running and contributing to webinars/workshops. The grantee will alert the ICAT Secretariat well in

advance of planned outreach and workshops with the aim of coordinating outreach efforts and enhanced visibility of results achieved;

- d. The grantee will make efforts to encourage peer-to-peer exchange and south-south cooperation during implementation among the countries of the region and, if relevant, other ICAT countries;
- e. The grantee will ensure that technical support and approaches are fully coordinated in the Initiative. The international technical support provider will actively participate in monthly meetings with other ICAT implementing partners, sharing information on progress, lessons learnt, foreseen risks and bottlenecks and opportunities and planning and contributing to Initiative-wide outreach activities.

Outputs/deliverables:

- 2025 annual work plan for the Hub
- Participation in the monthly meetings of the ICT, bi-weekly meetings of the CTG and monthly meetings with the Communications Group. The Grantee will contribute to these through active participation in discussions, presentation of project progress as required and provision of feedback on documents circulated as part of the meetings
- Participation in international events when relevant, to provide input/updates on the ICAT project
- Regular progress updates on the technical support activities and recommendations on potential improvements and opportunities that can be pursued through informal briefings to the ICAT Secretariat (monthly) and by updating the country update tool on a bi-weekly basis to highlight upcoming workshops, progress made, lessons learned and potential issues/delays
- Assessment reports on training activities implemented
- Communications and Knowledge Management tools and SOPs
- Timely provision of narrative and financial progress and final reports and deliverables described under Activity 1, 2 and 3 including reporting against ICAT KPIs specified in the ICAT MELU Framework. Some ad hoc reporting is also required through surveys issued by the ICAT Secretariat (i.e. for trainings/workshops, reporting to UNFCCC and end of project surveys) the Grantee will facilitate the completion of such surveys by relevant country focal points and country counterparts by assisting the ICAT Secretariat with survey distribution and follow-up as needed
- Outputs and outreach material developed under this project including in French, Portuguese and Spanish, acknowledging ICAT support and showing the ICAT logo as appropriate

Estimated timeline: July 2024 to December 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	up to 250,000	up to two hundred and fifty thousand

1.8. Grant/funding duration

The expected duration of the grant/funding per country project module is 1 year and 6 months.

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 - However, preference will be given to an organization based in Central Africa.

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 (signed), including supporting documentation**
- **Annex 3: Financial proposal, signed and as a soft copy in Excel format**
- **A minimum of two (2) reports or references from similar projects completed in the past that are considered relevant to this Call for Proposals**
- **Audited financial statements from the last two financial years**
- **Certificate of registration/incorporation and organigram**

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:

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 **May 8, 2024**. Proposals shall be submitted using the following method:

e-Mail

Proposals shall be sent to icat.proposals@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	Lauren Tropeano
Title	Programme Management Support Officer
Email	laurent@unops.org

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.

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	May 8, 2...	23:59	CET
Request for clarification	May 1, 2024	23:59	CET
Expected agreement start date	Jul 15, 2024	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: up to USD 250,000 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 Certificate of registration/incorporation
<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"> The applicant 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"> Copy of audited or certified financial statements for the last two years (or 2021 and 2022 if 2023 is not yet available) <p>The financial statements shall include balance sheets, income statements, cash flow statements and statements of shareholders' equity for 2022 and 2023 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
<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 technical points.</p>	<ul style="list-style-type: none"> Proposal Reports of past projects completed

Table 2.1 Parts of the technical proposal evaluation		Obtainable points
1.	Applicant's capacity and expertise	28
2.	Proposed methodology, approach and implementation plan	28
3.	Key personnel proposed	14
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.	<ul style="list-style-type: none"> • Copy of audited or certified financial statements for the last two years (or 2021 and 2022 if 2023 is not yet available) The financial statements shall include balance sheets, income statements, cash flow statements and statements of shareholders' equity for the two years. 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.	5
1.2	The applicant has demonstrated history (in terms of years and depth and relevance of engagement) working with governments, private sector entities and/or non-government entities in the Central Africa region on similar activities related to climate change, including activities undertaken in English, French, and Portuguese. Spanish is an added advantage (min 3 years)	<ul style="list-style-type: none"> • Organization management structure • Copies of the governance framework documents (policies) describing management controls and (if applicable) work to be sub-contracted 	5
1.3	The applicant is based in a country in Central Africa	<ul style="list-style-type: none"> • Reports of past projects completed 	2
1.4	Experience working with ICAT is an added advantage. (min 1 years)	<ul style="list-style-type: none"> • Proof of registration 	3
1.5	The organization has demonstrated capacity to work in English, French and Portuguese. Experience with Spanish is an added advantage.	<ul style="list-style-type: none"> • Reports of past and ongoing projects 	3
1.6	The applicant has demonstrated capacity and experience (in terms of number of years and depth of engagement) in capacity building work related to GHG inventories, climate policies, MRV methodologies and/or the Enhanced Transparency Framework. (min 3 years)	<ul style="list-style-type: none"> • Proposal 	3
		<ul style="list-style-type: none"> • Reports of past projects completed 	10
Total points for Part 1			28

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
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2.1	The proposal is substantially compliant and does not contain any deviation(s) from the minimum requirements of this CFP document.	• Proposal	8
2.2	The proposal includes relevant tasks clearly linked to the achievement of the desired outcomes.	• Proposal	8
2.3	The proposal includes a sound implementation plan and timeline.	• Proposal	8
2.4	Both internal and external risks are duly considered and the proposed mitigation actions are appropriate.	• Proposal	4
Total points for Part 2			28

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	4
3.2	The applicant describes and justifies its plan for the size and composition of its team.	• Proposal , Section 6	3
3.3	The qualifications and experience of the proposed key personnel meet the established requirements for the implementation of the Grant Support Project Activities. Note: The CVs of proposed personnel are to be included in the submission.	• Proposal , Sections 8 and 9	4
3.4	The applicant has technical personnel with demonstrated capacity to work in English, French and Portuguese. Capacity to work in Spanish is an added advantage.	• Proposal , Section 9	3
Total points for Part 3			14

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. 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: Points for budget amount = $\frac{[\text{lowest total budget amount}] \times 10}{[\text{Total budget amount of proposal under evaluation}]}$	• Annex 3: Financial proposal	10
2. Applicant organizations comply with the maximum budgets stipulated in the Budget requirements .	• Annex 3: Financial proposal	5

3.	The applicant has provided sufficient justification of budget lines and lump sums.	<ul style="list-style-type: none"> • Annex 3: Financial proposal 	5
4.	The allocation of budget among different categories is appropriate, particularly the allocation between activities and the operational budget.	<ul style="list-style-type: none"> • Annex 3: Financial proposal 	5
5.	The applicant's cost estimates and the assumptions made for such estimates are reasonable.	<ul style="list-style-type: none"> • Annex 3: Financial proposal 	5
Total financial proposal points			30