

# CALL FOR PROPOSALS

## **Prepositioning Assistive Products for Humanitarian Emergencies**

**CFP reference number:** ATscale/Grant/2024/015

**CFP document issue date:** Jul 11, 2024

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# 1. PARTICULARS

## 1.1. UNOPS project objective(s)

The ATscale Secretariat, hosted by the United Nations Office for Project Services (UNOPS) in Geneva, Switzerland, invites interested and eligible non-governmental organizations (NGOs) and other non-profit organizations, as well as UN entities, to respond to a Call for Proposals (“CFP”) for the grant project: **‘Prepositioning of assistive products for humanitarian emergencies’**.

The objective of the grant is to **support the establishment of a stock of prepositioned assistive products at a UN logistics center in partnership with other UN agencies/international organizations and to respond to urgent needs of priority assistive products during humanitarian emergencies.**

## 1.2. Background and objectives of the grant/funding

### Assistive technology in humanitarian emergency settings

The number of people affected by crises is increasing. In late 2022, a record 339 million people were estimated to need humanitarian assistance, marking a substantial rise from the 235 million people reported in 2021. In January 2024, the United Nations High Commissioner for Refugees (UNHCR) Director of External Relations stated: *“Over the past year, we have seen a staggering increase in emergencies, with new crises unfolding and unresolved ones deteriorating, pushing the boundaries of our capacity to respond.”* In June 2024, UNHCR reported more than 117 million persons were forcibly displaced as a result of persecution, conflict, violence, human rights violations and other events.

Assistive Technology (AT) is an essential component of the humanitarian emergency response. AT helps address the urgent needs of, amongst others, people with newly acquired impairments, persons with pre-existing disabilities and older people. Emergencies such as natural and human-made disasters, conflicts, or public health crises can lead to significant rehabilitation needs, while simultaneously disrupting existing AT services. Access to AT contributes to a more inclusive and equitable humanitarian response. It assists overwhelmed health systems in delivering dignified healthcare, facilitating safe and earlier discharge and ameliorating protective concerns, especially for those with intersecting vulnerabilities. Persons with disabilities, including those with recent injuries, are especially at risk during humanitarian crises. Principles of disability inclusion and health and protection calls for identifying the additional barriers that persons with disabilities face and to address those when planning and delivering humanitarian assistance. An unmet need for AT can create access barriers to other essential services. Demand for AT often increases in humanitarian emergencies due to factors such as injury, disrupted access to routine healthcare, destruction or loss of existing AT and changes to the physical and social environment. A key challenge for children escaping conflict is the unmet need for assistive products (AP) such as wheelchairs, prostheses and hearing aids. Not having access to AT can reduce social resilience, hamper individual coping mechanisms, create financial stress and have a negative impact on family members. Access to AT serves as a lifeline for populations affected by emergencies and promotes independence, inclusion, and improved quality of life in challenging circumstances. Health systems are more resilient and the emergency response is more efficient and effective when rehabilitation is incorporated into emergency preparedness, readiness and early response.

In summary, the number of people affected by humanitarian emergencies is increasing, and injuries, disrupted access and vulnerability drive the increased need for AT during humanitarian emergencies. Access to AT during humanitarian emergencies is an enabler for access to other essential services. AT contributes to a more inclusive and equitable humanitarian response.

AT supply chains and transportation routes are often disrupted during emergencies, posing a challenge for timely AT procurement and provision. Prepositioning refers to placing goods or staff ahead of time at or near a location of planned use, or at a designated location, to ensure timely support. AT prepositioning could support timely AT provision during humanitarian emergencies.

Current global capacity for AT prepositioning must be strengthened to improve the speed and quality of AT provision within the humanitarian emergency response. Recent natural disasters and conflicts have shown that thousands of persons are in need of AT in emergency settings, yet the AT currently prepositioned by global stakeholders can only address the needs of a few hundred people.

### About ATscale

[ATscale](#), the Global Partnership for AT, was developed in response to the need for a new, catalytic approach to overcoming the significant gap in access to appropriate, high-quality, and affordable AT globally. It is a cross-sector partnership for AT that aims to bring greater resources and strategic focus to this significant global challenge. ATscale envisions reaching an additional 500 million people globally with life-changing AT by 2030. The partnership seeks to harness civil society, governments, development partners, and the private sector to catalyze optimal use of much-needed resources.

ATscale works to strengthen policy, systems, and service delivery for AT at global and country levels to increase access to high-quality, affordable AT. This is achieved through identifying and supporting interventions to address the enabling ecosystem, particularly at the country level, including in humanitarian settings. ATscale also invests in interventions to overcome supply- and demand-side market barriers to build and shape markets for APs and their related services. The effectiveness and impact of all ATscale investments are supported and fortified through advocacy and communication activities that raise awareness and mobilize action at all levels - from community to global.

ATscale, hosted by UNOPS, has a mission to help people build better lives and countries achieve peace and sustainable development. By expanding the ability of the UN, governments, and other partners to manage projects, infrastructure, and procurement operations sustainably and efficiently in some of the world's most challenging environments. UNOPS supports more than USD 1 billion worth of projects annually. For more information, please visit the [UNOPS website](#).

### ATscale's funding

ATscale is a pool-funding partnership in which different donors pool funds to address AT challenges and improve access to AT in LMICs.

#### 1.3. Targeted impact of the grant/funding

The grant funding intends to increase access to essential and life-saving AT during humanitarian emergencies such as natural disasters or conflicts.

#### 1.4. Scope of the grant/funding

Capacity for APs within the existing global prepositioning mechanisms is very limited. The quantity and quality of APs required in emergency responses can therefore result in excessively long procurement processes. Such procurement delays can threaten the effectiveness of the emergency response.

ATscale is investing in the prepositioning of AT10 kits (ten mobility and self-care products). Quantities are estimated based on a population of 10,000 displaced people or refugees. The kits have been developed and recommended by the World Health Organization, as they present the following advantages:

- They can respond to the needs of both persons with pre-existing disabilities/AT users and to the needs of persons newly injured and rapidly discharged from the hospital;
- They include a large variety of items, such as incontinence products, to respond to different needs.

AT 10 kit content : Assistive products and quantity per 10,000 people* (WHO)		
#	Item	Quantity per kit
1	Crutches, elbow	Total of 100, combination of elbow and axilla
2	Crutches, axilla	
3	Walking stick	625
4	Walking frame	80
5	Pressure relief cushions	35
6	Wheelchair, manual assistant controlled	60
7	Wheelchair, manual for active use	35
8	Catheter kits (3-month supply per kit, including products needed for continence management using intermittent, indwelling or external catheters)	35

9	Toilet and shower chairs, static	70
10	Absorbent continence products, single-use (3 month supply for 100 individuals)	N/A
<p>* Population of 10,000 includes adults and children. The AT10 kits preposition by ATscale's partner should address the needs of both adults and children. The WorldBank<sup>1</sup> suggests a global adult:children ratio of 75:25 .</p>		

### 1.5. Target beneficiaries

The programme targets the population in need of AT in humanitarian emergencies. When considering final beneficiaries, greater attention should be paid to girls, women, the elderly, persons with disabilities, the vulnerable and other disadvantaged groups.

Direct beneficiaries of the prepositioned AT can be health facilities and/or specialized organisations with the appropriate workforce and infrastructure to provide AT services according to international standards.

### 1.6. Activities under grant/funding

In order to cover the prepositioning component of ATscale's investment in humanitarian settings, this Call For Proposals is released to select a suitable implementing partner with the capacity to:

- **Procure AT10 kits** to cover the needs of a minimum of 40,000 displaced people or refugees with injuries/disabilities, that is, at least 4 (four) AT10 kits:
  - Applicants are expected to provide a procurement plan that includes unit price and technical specifications, and expiration dates/warranty coverage and duration for each product. Expiration dates/warranty coverage should be of at least 24 months at the purchase/procurement date.
- **Store the procured kits and items in one relevant logistic hub** for a minimum period of 1 year (12 months). The location will be chosen according to other prepositioning strategies from other UN agencies such as WHO, UNICEF, UNHCR and WFP, and ultimately validated with UNOPS-ATscale; applicants should describe the proposed approach in the proposal.
- In case of emergency onset, **ensure the transportation of prepositioned AP** to the geographical area(s) affected by the emergency, including clearing customs. Final destination of the products cannot be predicted at the time of writing.
- **Collaborate with local authorities and other relevant partners** to ensure the suitable provision of the delivered kits, including with the necessary workforce to follow international standards on quality provision of AT services.
- **Develop a sustainable financial plan to ensure the AT stock maintenance/rotation/replenishment** and associated storage costs at the end of ATscale's support period. Through this Grant, ATscale will invest in the initial scale-up (procurement storage, coordination) of prepositioned APs and associated costs for a period of 12 months (see 1.9 Grant/funding duration).

### 1.7. Lessons learned

The applicants should consider the following items in their program approach based on key lessons learned from a similar initiative supported by ATscale<sup>2</sup>:

- *People: Efforts should be made to ensure that everybody who needs AT can access them. A key part of this is ensuring that service users themselves are involved in the planning and implementation of an AT plans and communications. It should also be recognized that service users often have complex needs and may require more than one type of AP.*
- *Policy: AT provision should be standard practice in any emergency health response. Its integration into existing health-care services can help build the capacity of health systems, even beyond an emergency.*

<sup>1</sup> World Bank, United Nations Population Division, *World Population Prospects. Population ages 0-14 (% of total population)*, Revision 2022. Accessed: 24 April 2024. Available at: <https://data.worldbank.org/indicator/SP.POP.0014.TO.ZS>

<sup>2</sup> WHO Europe. Rapid access to essential assistive technology for internally displaced people in Ukraine (AT10): Lessons learned. Accessed 2 July 2024. Available at: <https://www.who.int/europe/publications/i/item/WHO-EURO-2023-8086-47854-70681>

- *Products: The design of the product is important for its uptake and acceptability among users. Before supplying products, local needs and the availability of products through existing services should be taken into account.*
- *Provision: Preparedness plans should be developed to ensure stocks of products are available at or near health facilities in advance, so as to avoid possible disruptions and delays in procurement, delivery and distribution.*
- *Personnel: Service providers need to be given product training to appropriately select, prescribe and explain to patients how to use various assistive technologies. Treating patients with dignity and respect has been shown to increase service satisfaction, and to encourage greater take-up and proper use of prescribed equipment.*

### 1.8. Grant/funding available

The signature and implementation of the grant are subject to funding outside the control of ATscale. As such, where sufficient funds are not made available to ATscale by its funding sources in due time, ATscale plans to provide year-by-year agreement amendments /funding additions under the same terms and conditions but also reserves the right to either introduce expenditure ceilings or, if needed, terminate the relevant agreement per Article 16. 'Termination' of the UNOPS General Conditions for Grant Support Agreements or Article J. 'Expiry and Termination of this Agreement'.

Applicants will ensure that the budget in the proposal respects the funding allocated. Overheads/indirect costs cannot exceed 10% of all direct costs.

#### 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	350,000	Three hundred fifty thousand

### 1.9. Grant/funding duration

The expected duration of the grant/funding is:

<b>YEAR(S)</b>	1	<b>MONTH(S)</b>	0
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The proposed start date for the grant will be 1 November 2024, and it is expected to be concluded within one (1) year, i.e., by 31 October 2025. ATscale may extend the grant duration by three months based on a no-cost extension during implementation, subject to ATscale approval.

#### IMPORTANT NOTE:

After the implementation period, the implementing partner is expected to maintain its deployment capacities by mobilising additional resources from another funding source.

If the stock is not used during the 12-month implementation period, the implementing partner should ensure financial coverage of the storage, transportation and distribution.

The implementing partner will report to ATscale on the final use of the prepositioned items, even after the end of the implementation period, following the templates shared by ATscale at the grant agreement signature.

Two options are possible at the end of the implementation period:

- The implementing partner has a sustainable plan for maintenance/rotation/refurbishment, including financing from other sources (i.e. emergency funds for a country specific response, funding for emergency preparedness, internal funds, etc.) to ensure the continuation of the prepositioning activities after the implementation period;
- In case the implementing partner cannot maintain/rotate/refurbish the stock through other sources of funding, prepositioned AT10 kits should be dispatched and distributed in response to a current humanitarian emergency. Final destination subject to ATscale approval prior to deployment.

### 1.10. Applicant Eligibility

#### Applicant category(ies)

The following categories of applicants are eligible to apply under this CFP:

- International non-governmental organizations (INGOs)
- UN system organizations

#### Applicant's country of registration and nationality

All applicants (including consortium partners, if any) should be legally registered in countries where they have their headquarters.

All applicants should have the necessary authorization to use storage facilities in the country selected for AP pre-positioning.

#### 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.

### 1.11. Content of proposal submissions

The templates listed below are relevant for applicants to document their compliance with the evaluation criteria:

- Annex 1: Proposal
- Annex 2: Declarations
- Annex 3: Financial proposal

Applicants must carefully read and understand the requirements in this CFP and the instructions for applicants before completing the proposal and annexes.

### 1.12. Partial proposals

Partial proposals will not be permitted. Applicants should submit a proposal covering the full scope of the activities and grant/funding and addressing all of the requirements in this CFP. Evaluation will be based on compliance with all requirements.

### 1.13. Sub-granting<sup>3</sup> and contracting<sup>4</sup>

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

Sub-granting	Permissible
Contracting	Permissible

### 1.14. Proposal currency

The proposal budget should be prepared in the following currency:

United States Dollars (USD)

### 1.15. Language of proposals

Call For Proposal documentation is published in English language.

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

<sup>3</sup> 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](#).

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

English ▾

### 1.16. Proposal submission

The deadline for submitting proposals is **Sep 13, 2024 12:00 PM**, Geneva, Switzerland, CET.  
 Proposals should be submitted using the following method:

e-Mail ▾

Proposals should be sent to [bids@atscalepartnership.org](mailto:bids@atscalepartnership.org)

For details on the specific requirements for proposal submission, refer to Article 10, "Proposal Submission," of the Instructions to Applicants.

### 1.17. Type of legal instrument

The applicable legal instrument(s) are identified hereunder.

- Grant Support Agreement
- UN2UN Agreement (applicable to UN agencies only)

### 1.18. Contact information

All correspondence, notifications, and requests for clarifications relating to this Call for Proposals should be sent to:

<b>Name</b>	Nestor Eduardo Sanchez Mera
<b>Title</b>	Programme Support Specialist
<b>Email</b>	<a href="mailto:bids@atscalepartnership.org">bids@atscalepartnership.org</a>

### 1.19. Important dates and deadlines

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

	<b>Date</b>	<b>Time</b>	<b>Timezone</b>
<b>Submission of proposals Deadline</b>	<b>September 13, 2024</b>	12:00 PM	CET
<b>Request for clarification Deadline</b>	<b>August 31, 2024</b>	12:00 PM	CET
<b>Expected agreement start date</b>	<b>November 1, 2024</b>	00:00	CET

	<b>Date</b>	<b>Time</b>	<b>Type</b>	<b>Additional information</b>
<b>1st Pre-proposal meeting</b>	<b>26 July 2024</b>	<b>11:00 (CET)</b>	<b>Virtual ▾</b>	1 hour duration  Link: <a href="https://meet.google.com/rou-hbjg-pax">meet.google.com/rou-hbjg-pax</a>

## 2. REQUIREMENTS

### Application guidelines

The Application should describe the current international context for AT prepositioning and provision in humanitarian emergencies, the specific activities proposed to be funded, the expected result at the end of the activity, and the applicant's existing technical and organizational capacity. The Application should include a logical framework, team structure, implementation plan and monitoring and evaluation plan. Please use the Arial font size 11, single spacing, throughout the document.

#### 2.1. Organization overview (~1 page)

Please provide an overview of the organization's goals, mission, and objectives. Please also include the technical and management capacities statement relevant to the current program possessed by the applicant. In the case of a consortium, please provide similar information for the partners but within the maximum page limit of three (3). Please describe your comparative advantage and how and why your organization (including consortium partners if relevant) is best placed to implement these activities.

#### 2.2. Past Experience and Engagements (~2 pages)

Provide an overview of the applicant organization's experience demonstrating its capacity to implement the proposed activities effectively (Proposal Section 2: Past Experiences and Engagements). Given the scope of the program activities, consortiums, partnerships, and joint proposals, are also accepted. For any proposed consortium or sub-agreement, the primary or lead applicant must identify and provide the details of the organization(s) and demonstrate the partner's past experience to fulfill the defined role. In this case, the consortium partner (s) must provide the details under the Proposal-Section 7.

#### 2.3. Approach and methodology (~12 pages including appendices)

The approach and methodology section must include the following:

##### Executive Summary (~1 page)

The Executive Summary should provide an overview of the proposed grant/funding critical features, including the context, selected activities, and expected results.

##### Situational Analysis (~1 page)

The situational analysis should comprehensively cover the current context of AT in humanitarian emergencies. It should create a sound basis for the proposed interventions, including an understanding of what exists in stakeholder landscape and current and past activities in the domain, as well as where there are gaps in capacities and services, infrastructural and procurement capabilities, funding, human resources, and management of such activities. This section should establish that the applicant understands the current and evolving situation in which the activities would be implemented.

##### Programme Approach (~ 3 pages)

The programme approach should describe the specific activities proposed to be supported through this grant. The proposed activities are expected to include those that are defined in section 1.6 . "Activities under grant/funding".

Describe in detail the proposed activities and why these are the most critical to implement, as evidenced by past implementation.

Applicants must describe in this section the expected results of the proposed activities. Develop a logical framework (Log Frame) that includes the overall goal, specific outcomes and outputs results, their indicators, and means of verification. Overall, the logical framework should provide a structured framework for planning and managing the implementation of the programme, helping to ensure that the identified outcome, output, and activities are aligned with objectives and that progress can be monitored and evaluated effectively:



- **Outcome and output results:** Identify a maximum of three outcome results to be achieved by the programme. Adopt several output results under each outcome. Each outcome and output results should be monitored with at least one indicator.
- **Indicators:** Identify Specific/Measurable/Achievable/Relevant/Time-bound (SMART) indicators for each outcome and output results. These indicators provide a means to track progress toward achieving the program objectives (at the outcome and output level) .
- **Targets:** provide estimated targets to all the indicators of the log frame with the minimum disaggregation: age group (0-17, 18 and above) and gender.

Below is the high-level guidance to inform the proposed activities that may be covered under the grant.

#### Prepositioning APs for humanitarian emergencies:

The programme activities proposed should be humanitarian context-specific and coordinated with relevant stakeholders. Capacity in AP procurement, specifications, service standards including storage and transportation, skilled workforce, service delivery models, and financing mechanisms, play a crucial role in ensuring the sustainable provision of appropriate AT in humanitarian settings. The following interventions are expected to be described in the approach and methodology:

- **Procuring essential APs:** The applicant should describe the APs procurement process, including how international standards are followed, and should demonstrate how the reasonability of price is guaranteed (cf. financial proposal).
- **Storing the procured APs:** The applicant should describe how the storage of APs will be organised and coordinated with other relevant stakeholders to ensure availability in case of a humanitarian emergency onset. If it implies partnership or sub-grant, the role of each partner or sub-grantee should be described as well.
  - Applicants should propose a storage plan in one of the main global humanitarian logistic hub . Storage conditions and possibility to release a part of the prepositioned APs (i.e. one or two AT10 kits over the four prepositioned) to be described in the proposal.
  - The use of a humanitarian logistic hub requires close coordination with UN agencies and other stakeholders. Applicants are expected to demonstrate they are part of a network of humanitarian actors that have experience in humanitarian responses, including the use of prepositioned items. This is key to ensure the rapid deployment of humanitarian assistance in emergency situations.
- **Transporting the prepositioned APs:** The applicant should describe how the transportation will be ensured from the storage location to the humanitarian emergency onset site(s). The Applicant should propose a decision mechanism involving the ATscale team. If it implies partnership or sub-grant, the role of each partner or sub-grantee should be described as well. Applicants should base their proposition on past experience of emergency responses across the world, and can include transportation costs in their proposition.
- **Ensuring the suitable provision of APs:** The applicant should describe how the APs will be provided to people in need in case of humanitarian emergency onset. If it implies partnership or sub-grant, the role of each partner or sub-grantee should be described as well.

#### Sustainability and post-grant plan (~2 pages)

- **Developing a sustainable plan to ensure the stock rotation/replenishment at the end of ATscale's support period:** The applicant should describe how the initial stock will be replenished in case of use, and the financial model to cover the associated costs to maintain capacities after the end of the grant. This section is crucial to ensure ATscale's initial investment will serve as a catalyst to increase intervention capacity on a longer-term perspective.

Two options are possible at the end of the implementation period:

- The implementing partner has a sustainable plan for maintenance/rotation/refurbishment, including financing from other sources (i.e. emergency funds for a country specific response, funding for emergency preparedness, internal funds, etc.) to ensure the continuation of the prepositioning activities after the implementation period;
- In case the implementing partner cannot maintain/rotate/refurbish the stock through other sources of funding, prepositioned AT10 kits should be dispatched and distributed in response to a current humanitarian emergency. Final destination subject to ATscale approval prior to deployment.

**Lessons learned (~1 page)**

Applicants should summarise how they have integrated insights gleaned from their previous similar grant fundings to inform grant management. They should reference specific challenges faced, strategies employed, and outcomes achieved in past grants or similar previous projects/programmes. The statement should clearly articulate how these lessons informed the proposed approach, demonstrating adaptability and learning.

**Gender and Social Requirements, Health and Safety and Environmental Requirements (~1 page)**

The grant applicant shall describe the organization's gender and social, and Health and Safety Requirements, and Environmental principles and demonstrate how these principles will be applied to grant activities under the Agreement. The applicant proposals should also discuss how they will promote women's participation through the programme cycle, including governance and team structure, decision-making, monitoring, and as a targeted beneficiary. They should also capture how vulnerable and disadvantaged groups will be paid increased attention in the planning and implementation of the programme, in particular groups of persons with disabilities.

**Risk and mitigation measures (~2 pages)**

Identify and list the risks associated with the programme, including key assumptions underlying the program design and implementation, constraints, and challenges that may impact program implementation. Strategies for mitigating these risks should also be outlined.

**Proposed Team Structure (~1 page)**

This pertains to Proposal-Section 6, 8 and 9. Define roles and responsibilities within the proposed programme governance structure, including program management, technical support, and monitoring and evaluation functions. It should also include the details of the team members from the consortium partner (if applicable). Please visually represent the management structure (i.e., organogram from the lead entity in case of a consortium), how the proposed team (including consortium partner, if applicable) will be organized, and how it is proposed to be placed within the lead entity's overall structure for this grant. The applicants should include the CVs of only one key personnel (from the lead entity in case of a consortium).

**2.4. Implementation Plan Requirements**

Completing the Implementation Plan using the proposed outputs, deliverables, and activities is essential to achieving the grant/funding outcomes. The Implementation Plan (Section 4) should accurately show the sequence and timeframe for delivering each activity under various quarters (Q1–Q4). Outputs and activities in the Implementation Plan, the logical framework (section 3.3.1) and the Monitoring and Evaluation Plan (Section 5) should be aligned.

**2.5. Monitoring and Evaluation Plan Requirements**

Complete the Monitoring and Evaluation Plan using the table provided (Proposal -Section 5). The Monitoring and Evaluation Plan should outline procedures for reporting against the outcome and output indicators identified in your log frame (3.3.1). Closely aligned with the proposed activities and intended outcomes, *Means of Verification* are required for all indicators of the logframe: specify the data sources and methods to be used for monitoring and evaluation purposes, ensuring the reliability and validity of collected data. This section should include detailed plans for data collection, analysis, and reporting to measure the programme's impact and effectively inform decision-making.

**Programme reporting requirement**

The implementing partner is required to report programme progress to the ATscale Secretariat at least biannually following the requirements and reporting schedule defined in the grant agreement. Wherever possible, country data and monitoring systems should be used to report the program's success.

The specific reporting templates and requirements for the programme's implementation will be shared with the selected applicant as part of the finalization of the Grant Support Agreement or relevant UN to UN Agreement.

At the end of the Inception phase, an inception report including the implementation plan (Gantt Chart) and the programme's Results Template should be submitted to ATscale Secretariat. The grant agreement will indicate the reporting period and reporting requirements. Reporting documents usually include:

- A narrative report of progress against:
  - High level overview of the reporting period
  - The applicant's implementation plan (Gantt Chart),
  - Risk and Mitigation Measures report
  - Communication and visibility report
- A Results Template including a report on number of people reached and indicators' logframe
- Financial Reports (Interim and Certified Final)
- Report of the Lessons Learned identified by the implementing partner

At reporting periods, the implementing partner is expecting to provide a personnel/recruitment/procurement updates, as applicable:

- The number and type of APs prepositioned for humanitarian emergencies;
- The location and conditions of storage;
- The transportation modalities identified and secured in case of humanitarian emergencies;
- The provision/delivery modalities identified and prioritized in case of humanitarian emergencies;
- The exit strategy for financing rotation and replenishment of the prepositioned AP stock (for example long-term sustainability plans, funding sources, or partnerships);
- The partnerships established with other international and local stakeholders to ensure the completion of the programme's outcome (through Memorandum Of Understanding, Letter of Support, or other formal agreements to be shared in Annex of the report).

## 2.6 Budget requirements

- a. Budget Ceiling: [as indicated under section 1.8 in the [Particulars](#)]
- b. At a minimum, the budget must include:
  - i. An estimate of direct costs including all of the expenses 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, by thematic area, 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 should 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 the case of subgrants, indirect costs on the subgrant amount should be calculated and presented separately. Please refer to Annex A: Guidance Note to Categorise Programme Costs to understand how to classify various program activities and related cost elements.

## 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 the financial evaluation.
- c. **Financial evaluation:** Financial evaluation will only take place 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 of each proposal's relevant costs, risks, and benefits. 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: 80 points
- Financial proposal: 20 points

The maximum number of points an applicant may obtain for technical and financial proposals is 100. The weighting of the technical and financial proposals will be 80:20.

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 its technical and financial aspects. 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.

**i. 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 <a href="#">Instructions to Applicants</a> .	<ul style="list-style-type: none"> <li>• <b>Annex 1: Proposal</b></li> <li>• <b>Annex 2: Declarations</b> (Lead Partner only)</li> <li>• <b>Proof of organization as not for profit entity</b> (both for lead partner and consortium partners in case of consortium)</li> </ul>
2. The proposal is complete and includes all completed forms and other documentation requested in the <a href="#">Particulars</a> , 'Content of proposal submissions'.	<ul style="list-style-type: none"> <li>• All documentation requested in the <a href="#">Particulars</a>, 'Content of proposal submissions'</li> </ul>
3. The applicant accepts the conditions in the template for agreement, as specified in the <a href="#">Particulars</a> , 'Type of legal instrument'.	<ul style="list-style-type: none"> <li>• <b>Annex 2: Declarations</b></li> </ul>

**ii. 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 <a href="#">Table 2.1: Parts of the technical proposal evaluation</a>.</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"> <li>• <b>Proposal</b></li> </ul>

Table 2.1 Parts of the technical proposal evaluation		Obtainable points
1.	Applicant's capacity, expertise, and past experience	40
2.	Proposed methodology, approach, and implementation plan	30
3.	Proposed team structure and key personnel	10
<b>Total technical proposal points</b>		<b>80</b>

**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, project financing capacity, management controls, and the extent to which any work would be sub-granted/contracted.	<ul style="list-style-type: none"> <li>• <b>Copy of audited financial statements for the last three years</b></li> <li>• <b>Proposal:</b> Section 1</li> </ul>	2
1.2	The applicant (including consortium partners, if any) has organizational goal, mission, and objectives that are relevant to the program context.	<ul style="list-style-type: none"> <li>• <b>Proposal:</b> Section 2</li> </ul>	5
1.3	The applicant (including consortium partners, if any) has the proven capacity to preposition APs in a humanitarian logistic hub. 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"> <li>• <b>Proposal:</b> Section 2 and Section 7 (if applicable)</li> <li>• Memorandum Of Understanding with a UN agency or equivalent.</li> </ul>	10
1.4	The applicant (including consortium partners, if any) has been in continuous operations and has relevant specialized knowledge and experience in successfully delivering AT in humanitarian settings over the last 10 years.	<ul style="list-style-type: none"> <li>• <b>Proposal:</b> Section 2 and Section 7 (if applicable)</li> <li>• List of past interventions that include prepositioning and providing aAPs in emergency settings</li> </ul>	15
1.5	The applicant (including consortium partners, if any) reports existing projects that complement this grant support project activity(ies). The applicant has the capacity to undertake the current proposed activities in addition to their current workload.	<ul style="list-style-type: none"> <li>• <b>Proposal:</b> Section 2 and Section 7 (if applicable)</li> </ul>	5
1.6	Lessons learned by the applicant from their other projects are factored in the proposal to implement the proposed grant support project activity(ies).	<ul style="list-style-type: none"> <li>• <b>Proposal:</b> Section 3.5</li> </ul>	3
<b>Total points for Part 1</b>			<b>40</b>

**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"> <li>• <b>Proposal</b></li> </ul>	2
2.2	The situation analysis provides a detailed contextual overview of the provision of assistive technology in humanitarian settings worldwide, including Protection from Sexual Exploitation and Abuse (PSEA) measures.	<ul style="list-style-type: none"> <li>• <b>Proposal</b>, Section 3.2</li> </ul>	3

2.3	The proposed approach and logical framework are technically sound to measure the programme's success. The logframe presents how progress towards results objectives (outcome and outputs) will be monitored. The indicators defined in the logframe are SMART and provide a true measure of the result. Targets are clearly defined and realistic.	• <b>Proposal</b> , Section 3	5
2.4	Key partners, stakeholders, and coordinators are clearly identified. The approach clearly explains which partners will be engaged, where, and for what. There is a clear description of how different stakeholders will coordinate.	• <b>Proposal</b> , Section 3 and Section 6	5
2.5	The proposed approach outlines the sustainability and post-grant plan to achieve the proposed impact.	• <b>Proposal</b> , Section 3	5
2.6	The activities proposed under the Implementation Plan (Gantt chart) 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 timelines	• <b>Proposal</b> , Section 4	3
2.7	The proposal has clearly identified the potential risks and mitigation measures to ensure programme success.	• <b>Proposal</b> , Section 3	3
2.8	The Monitoring and Evaluation Plan provides comprehensive information on the indicators reporting process in terms of data source, frequency, and parties in charge.	• <b>Proposal</b> , Section 5	4
<b>Total points for Part 2</b>			<b>30</b>

**Table 2.1.3 Part 3: Proposed team structure, and key personnel proposed**

No.	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)	Obtainable points
3.1	The applicant describes and justifies the various functional roles (including roles assigned to consortium partners), size, and overall composition of the programme team.	• <b>Proposal</b> , Section 6, Section 8	5
3.2	The organizational chart clearly defines how the proposed team structure (including consortium partner) fits into the overall hierarchy and management of the implementing partner organization.	• <b>Proposal</b> , Section 6	3
3.3	The function, qualifications and experience of the proposed programme team and one key personnel (CV) meet the programme requirements.	• <b>Proposal</b> , Section 8 and Section 9	2
<b>Total points for Part 3</b>			<b>10</b>



**iii. 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 2.5 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> $\frac{[\text{lowest total budget amount}] \times [\text{maximum points allocated for the total budget amount}]}{[\text{Total budget amount of proposal under evaluation}]}$	<ul style="list-style-type: none"> <li>Annex 3: Financial proposal</li> </ul>	2.5
2.	Applicant organizations comply with the maximum budgets stipulated in the <a href="#">Budget requirements</a> .	<ul style="list-style-type: none"> <li>Annex 3: Financial proposal</li> </ul>	2.5
3.	The applicant has provided sufficient justification for budget lines and lump sums.	<ul style="list-style-type: none"> <li>Annex 3: Financial proposal</li> </ul>	5
4.	Budget allocation among different categories is appropriate, particularly between programme activities and the operational budget.	<ul style="list-style-type: none"> <li>Annex 3: Financial proposal</li> </ul>	5
5.	The applicant's cost estimates and the assumptions made for such estimates are reasonable.	<ul style="list-style-type: none"> <li>Annex 3: Financial proposal</li> </ul>	5
<b>Total financial proposal points</b>			<b>20</b>