

CALL FOR PROPOSALS

**Technical support on climate finance
transparency in developing countries
under the Initiative for Climate Action
Transparency (ICAT)**

CFP reference number: CFP-11875-2024-04

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1. PARTICULARS

1.1. Background: The Initiative for Climate Action Transparency

The Initiative for Climate Action Transparency (ICAT) 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 and the Children's Investment Fund Foundation (CIFF) 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.

ICAT concentrates its efforts in four areas:

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

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

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

Country support

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

ICAT collaborates with partner countries to design the project workplan or to build it from a menu of project components.

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

Knowledge development and sharing

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

community of practice on climate action transparency, working in close partnership with other relevant programmes and initiatives.

By establishing partnerships with other relevant programmes and initiatives, ICAT aims to strengthen a global community of practice on climate action transparency. This includes: hosting a partner forum, collaboration with partners to develop and launch a knowledge platform, that will host moderated discussions, including webinars, to engage audiences, as well as promotion of the ICAT assessment guides and tools.

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

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

1.2. Objectives of the grant/funding

Climate finance transparency is vital for countries to accurately assess and efficiently manage financial resources dedicated to achieving their individual climate objectives. Also, it plays a key role in tracking global efforts to limit global warming to 1.5°C by the end of this century, under the Paris Agreement. It builds trust between stakeholders and showcases each individual country's commitment to its climate action.

Accurate data and accessible reports inform evidence-based decision-making at the local, national and international levels and encourage collective actions to address climate change. For developing countries, climate finance transparency is critical for planning and managing both public and private finance flows needed to implement Nationally Determined Contributions (NDCs) and long-term strategies (LTS), analyze the financing gaps, and mobilize additional funds for mitigation and adaptation purposes.

In 2015, the Paris Agreement introduced the Enhanced Transparency Framework (ETF) to help all countries adopt a single transparency platform. Starting in 2024, Parties to the Agreement are expected to submit their Biennial Transparency Report (BTR) to the United Nations Framework Convention for Climate Change (UNFCCC) secretariat.

Developing an accurate picture of climate finance at the national level requires identifying the stakeholders, sources of finance, data points, policies and measures that are climate-related and included in a country's NDC. The ability to monitor, verify, and report climate-related finance and climate-related benefits at the national level is a critical element for developing countries to report climate finance needed and received through their BTR under the Paris Agreement. The ETF foresees reporting by developing countries on support, including finance needed and received, and the degree to which countries can accurately quantify these requirements and justify their needs will enhance their ability to implement their NDCs. Another relevant element of the Paris Agreement is Article 2.1 (c) which foresees making "finance flows consistent with a pathway towards low greenhouse gas emissions and climate-resilient development."

Objective

In the context of an ICAT country support project the objective is to provide international expert advice and support, i.e. technical support, training, and capacity building, to developing countries for their efforts in developing and implementing national climate finance transparency framework. The technical support provided will be in line with the ICAT Climate Finance Transparency Guide, and UNFCCC guidance for implementation of Article 13.

Expert advice and support shall be based on country priorities and needs with the aim of equipping countries with the capacity to effectively assess their climate finance needs and flows, mobilize and efficiently manage financial resources dedicated to achieving their climate objectives, and fulfilling their transparency commitments under international frameworks, in particular the ETF.

1.3. Targeted impact of the grant/funding

To provide technical support and capacity building to ICAT partner countries on climate finance transparency so that they can use the work done during the ICAT project to advance the implementation of their climate policies and actions, in particular their contribution to implementing the Paris Agreement. The outcomes and impact of the project will be assessed based on [ICAT's Monitoring, Evaluation and Learning Uptake \(MELU\) Framework](#).

1.4. Scope of the grant/funding

The technical support will be provided within the framework of the ICAT [Strategic Approach](#) and until March 2026. The foreseen technical support will be implemented in the context of individual ICAT country support projects under ICAT's overall country engagement approach covering up to eight country project modules. Projects are usually implemented over a

12-18 months period. Resources to fund work at the national level (e.g. national consultants and workshops) will be additional to those for the technical support through the international partner.

Please refer to the [ICAT website](#)¹ for the list of current country projects and their content. For an example, of a country where currently a climate finance project is being implemented please refer to the project in [Morocco](#).

Organizations may also limit their proposal to the region(s) they have special expertise in (including specific language skills, e.g. French, Spanish, Portuguese, Russian, Chinese).

To identify the suitable implementing entity, the applicant shall specify:

- 1. Region and language of support; and**
- 2. Number of projects the applicant has the capacity to implement till the end of 2025.**

Proponents shall also provide an indicative maximum budget for their technical support for implementation of one country project module (within the available budget of up to USD 108,000 per country project module). Furthermore, they should indicate any economies of scale in case the multiple country projects are awarded.

In addition to the budget allocated directly through this grant for technical support, each country is also allocated up to USD 170,000, which will be channeled directly to the country from UNOPS and should not be included in this proposal. In some instances, and where required, grantees may be asked to manage these funds on behalf of the beneficiary countries and administer in-country activities based on an agreed work plan. This may imply that the grantee would also be requested to undertake the recruitment process of national consultants on behalf of ICAT beneficiary countries. Such requests would be implemented through an amendment of the original grant agreement. The proposal should specify whether the organization is available for such an expanded role and indicate the associated administrative fee that would be charged (max 10%).

Information on outcomes and specific activities can be found in Section 1.2 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 ICAT's 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 3 hours per month by a staff member as well as the needed preparation for the meetings. The grantee also commits to report against the general ICAT KPIs as per the Section 1.3 above.

1.5. Target beneficiaries

Various stakeholders at national and sub-national levels in the ICAT partner countries. These are mainly officials in ministries/agencies responsible for reporting to UNFCCC and for coordinating national climate policies and actions.

1.6. Activities under grant/funding

General provisions

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

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

Project duration: The implementing partner is expected to start activities from January 2025 for a period of up to 18 months, ending in June 2026, with possibility of extension should ICAT be extended. Individual country work plans are expected to be 12-18 months, but projects may be launched on a staggered basis under one grant agreement.

Estimated Budget for the technical support: Up to USD 108,000 for each country module (excluding the additional budget for in-country implementation - see 1.4 above).

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

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

¹ <https://climateactiontransparency.org/our-work/country-supports/>

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

List of Activities

Activity 1. Scoping, planning, and institutional arrangements

Support the national experts/consultants and the national focal point for the ICAT project to:

- a. Identify relevant stakeholders;
- b. Conduct country baseline assessment;
- c. Define the objectives and scope of the national climate finance transparency framework;
- d. Map the current national institutional arrangements, roles and responsibilities, and governance structure;
- e. Develop the required institutional arrangements and the related roles and responsibilities for climate finance transparency; and
- f. Identify the required institutional and technical capacity to implement the institutional arrangements for climate finance transparency.

Outputs/deliverables:

The following deliverables may be adjusted for each country per the defined work plan:

- Detailed baseline report and stakeholder analysis;
- Report on the objectives and the scope of the national climate finance transparency framework, and established institutional arrangements for climate finance transparency; and
- Report on the developed and implemented customized set of training modules, catering to the specific needs of relevant stakeholders and staff, to ensure sufficient institutional and technical capacities for climate finance transparency.

Estimated timeline: January 2025 to June 2025. The scoping shall be done on a rolling basis mode.

Activity 2. Defining and classifying climate finance

Support the national experts/consultants and the national focal point for the ICAT project to:

- a. Articulate climate finance definition and classify sectors and subsectors;
- b. Set transparency framework parameters and climate impact indicators; and
- c. Define climate finance impact indicators.

Outputs/deliverables:

The following deliverables may be adjusted for each country per the defined work plan:

- Report on the national climate finance definition and transparency framework parameters, and impact indicators.

Estimated timeline: March 2025 - June 2026

Activity 3. Ex-ante climate finance needs assessment for NDC

Support the national experts/consultants and the national focal point for the ICAT project to:

- a. Set the framework for the establishment of a national methodology for climate finance needs assessment;
- b. Develop the methodology for identifying climate finance needs;
- c. Apply the methodology to assess the climate finance needs; and
- d. Road map for integrating the methodology for identifying climate finance needs into the overall climate finance transparency system.

Outputs/deliverables:

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

- Report on the methodology for identifying climate finance needs and the road map for its implementation; and
- Report on the climate finance needs.

Estimated timeline: March 2025 - June 2026

Activity 4. Developing climate finance tracking framework

Support the national experts/consultants and the national focal point for the ICAT project to:

- a. Develop a national methodology to track climate finance flows and a road map for its implementation.

Outputs/deliverables:

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

- Report on the methodology for tracking climate finance flows and the road map for its implementation.

Estimated timeline: March 2025 - June 2026

Activity 5. From transparency to enhanced climate action

Support the national experts/consultants and the national focal point for the ICAT project to:

- a. Compare ex-ante planning and ex-post financial flows to assess financial needs;
- b. Develop the basis for a climate finance strategy;
- c. Develop a road map for reporting climate finance information as part of the international reporting requirements; and
- d. Develop a plan for the implementation of the next climate finance transparency cycle.

Outputs/deliverables:

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

- Report on the climate finance strategy and resource mobilization guidelines;
- The road map to communicate data on the financial support received and on the financial support needed to the UNFCCC; and
- Improvement plan for the national implementation of the climate finance transparency cycle.

Estimated timeline: March 2025 - June 2026

Activity 6. Project management support and coordination of activities

- a) Support ICAT outreach activities and content management of knowledge products, including drafting of regular progress summaries, preparing summary case studies, and running webinars/workshops to strengthen MRV/transparency capacity among a variety of stakeholders in line with the “one-ICAT” approach;
- b) Alert the Secretariat and ICAT implementing partners well in advance of planned outreach and workshops with the aim of coordinating outreach efforts and enhancing visibility of results achieved;
- c) Encourage peer-to-peer exchange and south-south cooperation during implementation among the countries being supported by the implementing partner and other ICAT countries;
- d) Ensure that technical support and approaches are fully coordinated in the Initiative. The Grantee will actively participate in monthly meetings with other ICAT implementing partners through the Initiative Coordination Team (ICT) including its subgroups (currently the Country and Toolbox Group (CTG) and the Communications Group), sharing information on progress, lessons learned, foreseen risks and bottlenecks and opportunities and planning and contributing to Initiative-wide outreach activities.

Outputs/deliverables:

- Completion of a MELU start-of project survey for each country included in the agreement to support the creation of baseline data for the MELU framework;
- Active participation in the above mentioned groups and ICAT outreach activities. This includes monthly meetings of the ICT, bi-weekly meetings of the CTG and monthly meetings with the Communications Group. The Grantee will contribute to these groups through active participation in discussions, presentation of project progress as required and provision of feedback on documents circulated as part of the meetings. It also includes participation in international events (online or in person) when relevant, to provide input/updates on the ICAT project. Indicative set of deliverables by country;
 - At least one (1) Summary country case study for the ICAT website
 - At least two (2) webinar presentations (slides and meeting minutes)
 - Support to or participation in at least one (1) peer-to-peer knowledge exchange event
 - Support to or participation in at least one (1) event at a regional/international climate event (online or in person)
- 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;
- Timely provision of progress reports and deliverables described under Activity 1 and 2 including reporting against ICAT KPIs specified in the ICAT MELU Framework. The progress report should follow the milestone schedule (5.2) of this agreement and be submitted using the template in Annex C. 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 these projects, acknowledging ICAT support as appropriate.

Estimated timeline: January 2025 - June 2026

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 under this Call for Proposals.

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

1.8. Grant/funding duration

The expected duration of the grant/funding per country project module is **12 to 18 months**.²

1.9. Applicant eligibility

Applicant category(ies)

- ❖ 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

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

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

Applicant country of registration and nationality

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

[Open to all countries](#) ▾

1.10. Content of proposal submissions

Applicants shall include the following:

- **Proposal**
- **Annex 1: Declarations**
- **Annex 2: Protection from sexual exploitation and abuse (PSEA) implementing partner self-assessment (signed), including supporting documentation**
- **Annex 3: Financial proposal, signed and as a soft copy in Excel format**

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

- **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**

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 **2 December 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]

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.

1.17. Contact information

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

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

1.18. Important dates and deadlines

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

	Date	Time	Timezone
Submission of proposals	2 December 2024	23:59	CET
Request for clarification	28 November 2024	23:59	CET
Expected agreement start date	5 January 2025	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 Requirements, both internal to the organization as well as considerations regarding the implementations of the specific activities under the grant

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 108,000 per country project module 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
 - iii. A breakdown of costs by Activity listed under Section 1.5.
- 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: 80 points
- Financial proposal: 20 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 80:20 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"> Organisation must demonstrate at least 5 years of experience in: <ol style="list-style-type: none"> working with public/private sector in different geographic regions (global) or in at least 1 of the following: Latin America and the Caribbean, Asia-Pacific, Africa, and Eastern Europe. research, policy analysis, and/or capacity-building activities related to climate finance or climate finance transparency. development and/or coordination of capacity-building and/or technical support activities in or for developing countries. 	<ul style="list-style-type: none"> Proposal Final reports and/or reference letters from the two most recent non-UNOPS projects
<ul style="list-style-type: none"> Organisation must have administrative capacity for annual financial turnover of at least USD 200,000. 	<p>Applicant must submit:</p> <ul style="list-style-type: none"> Certified financial statements for 2022 fiscal year; and Certified financial statements for 2023 fiscal year. <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
Applicant's capacity and expertise		27
Proposed methodology, approach and implementation plan		19
Key personnel proposed		24
Total technical proposal points		70

Table 2.1.1 Part 1: Applicant's capacity and expertise

	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)	Obtainable points
1.1	<p>Organization, and the applicant's proposed sub-grantees, if identified, has demonstrated experience in research, policy analysis, and/or capacity building activities on climate finance or climate finance transparency in line a context similar to ICAT.</p> <p>Exceed expectations: up to 15 points Fully Meet expectations: up to 10 points Partially meet expectations: up to 5 points Unsatisfactory: 0 points</p>	<ul style="list-style-type: none"> • Proposal • Reports of past projects completed 	15
1.2	Lessons learned from other projects are factored in the proposal for the implementation of the proposed grant support project activity(ies).	<ul style="list-style-type: none"> • Proposal 	3
1.3	Organization has demonstrated capacity to work in English and capacity to engage qualified personnel to work in other languages (i.e. Spanish, French, Russian, Portuguese) as per regions specified in the proposal.	<ul style="list-style-type: none"> • Proposal 	3
1.4	Organization has capacity to engage qualified personnel to work in Spanish	<ul style="list-style-type: none"> • Proposal 	1
1.5	Organization has capacity to engage qualified personnel to work in French	<ul style="list-style-type: none"> • Proposal 	1
1.6	Organization has capacity to engage qualified personnel to work in Russian	<ul style="list-style-type: none"> • Proposal 	1
1.7	Organization has capacity to engage qualified personnel to work in Portuguese	<ul style="list-style-type: none"> • Proposal 	1
Total points for Part 1			25

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 and demonstrates a good understanding of climate finance and the related technical needs of developing countries.	<ul style="list-style-type: none"> • Proposal 	10

	<p>Exceed expectations: up to 10 points Fully Meet expectations: up to 7 points Partially meet expectations: up to 4 points Unsatisfactory: 0 points</p>		
2.2	Overall implementation plan proposes relevant actions, strategy and tasks clearly linked to the achievement of the desired objectives and outcomes, including inclusion of verifiable indicators to monitor activities against established objectives and outputs.	• Proposal	4
2.3	Technical and substantive content of the proposed activities is in line with the ICAT's Strategy and long term work programme activities for capacity building in countries.	• Proposal	2
2.4	Proposal presents a sound communication and stakeholder engagement strategy and provides a systematic approach to capture, share and disseminate the knowledge, lessons learned and good practices.	• Proposal	2
2.5	Both internal and external risks are duly considered and the proposed mitigation actions are appropriate.	• Proposal	2
Total points for Part 2			20

Table 2.1.3 Part 3: Key personnel proposed

	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)	Obtainable points
3.1	<p>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. The applicant describes and justifies its plan for the size and composition of its team including: clear organogram and reporting lines, number of days allocated to each position, governance arrangements and appropriate mix of expertise.</p> <p>Exceed expectations: up to 15 points Fully Meet expectations: up to 10 points Partially meet expectations: up to 5 points Unsatisfactory: 0 points</p>	• Proposal, Section 6	15
3.2	<p>The proposed project team has the relevant technical skill-set to implement capacity-building projects in countries in areas relevant to climate finance transparency</p> <p>Note: The CVs of proposed personnel are to be included in the submission.</p> <p>Exceed expectations: up to 10 points Fully Meet expectations: up to 7 points Partially meet expectations: up to 4 points Unsatisfactory: 0 points</p>	• Proposal, Sections 8 and 9	10
Total points for Part 3			25

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 = $\frac{[\text{lowest total budget amount}] \times 10}{[\text{Total budget amount of proposal under evaluation}]}$	<ul style="list-style-type: none"> • Annex 3: Financial proposal 	10
2. Applicant organizations comply with the maximum budgets stipulated in the Budget requirements .	<ul style="list-style-type: none"> • 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