

CALL FOR PROPOSALS

**Programme Management, Coordination, and
Technical Support to the Government(s) for
implementing the Programme on Scaling Up
Assistive Technology and Related
Rehabilitation Services for School-aged
Children in Selected Pacific Island Countries**

CFP reference number: ATscale/Grant/2024/023-026

CFP document issue date: November 14, 2024

Contents of this CFP:

Sections

- Section 1: Particulars
- Section 2: Requirements
- Section 3: Evaluation method and criteria
- Section 4: Annexures: Annex A – Guidance note to categorize programme costs

CFP annexes:

- Annex 1: Grant application template
(attached separately; applicant(s) to return)
 - a. Section 1: Applicant's information
 - b. Section 2: Past experience
 - c. Section 3: Approach and methodology
 - d. Section 4: Implementation plan
 - e. Section 5: Implementing partner monitoring plan
 - f. Section 6: Proposed team structure
 - g. Section 7: Joint venture, consortium or association members
 - h. Section 8: Key personnel
 - i. Section 9: Curriculum vitae (CV) or resume
 - j. Section 10: Subgrantees
- Annex 2: Declarations (attached separately; applicant(s) to return)
- Annex 3: Grant budget template (attached separately; applicant(s) to return)
- Annex 4: Instruction to applicants
- Annex 5: Frequently asked questions (FAQs)
- Annex 6: Grant support agreement (GSA) template, including annexes (attached separately)
- Annex 7: UN–UN Transfer Agreement template – EN (attached separately)
- Annex 8: Case study of an assistive technology experience template (attached separately)
- Annex 9: Case study of lessons learned template (attached separately)

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 and other non-profit organizations, as well as United Nations entities, to respond to a **call for proposals (CFP)** for the grant project: **Programme Management, Coordination, and Technical Support to the Government(s) for Implementing the Programme on Scaling Up Assistive Technology and Related Rehabilitation Services for School-aged Children in Pacific Island Countries.**

This CFP is for the following countries prioritized for phase I of the funding:

1. Fiji
2. Kiribati
3. Solomon Islands

The selected applicant(s) shall be responsible for programme management, and shall work in close collaboration with the **focal ministry/ministries of the countries**. Both the quality of the applicant's work and the progress being made towards successfully achieving the activities and outputs of the programme shall be subject to ATscale review.

1.2. Background and objectives of the grant/funding

Today, over 2.5 billion people need at least one form of assistive technology, such as wheelchairs, eyeglasses or hearing aids. Access to assistive technology is unevenly distributed. In some countries, only 3 percent of the population have access to the assistive technology they require. The number of people needing assistive technology will grow to more than 3.4 billion by 2050.

The 2022 United Nations Children's Fund (UNICEF) and World Health Organization (WHO) *Global Report on Assistive Technology* articulates the current global situation, and makes overarching recommendations to improve access to assistive technology. This includes integrating assistive technology into national health, social and other intersectoral planning across all appropriate service delivery platforms. Unmet needs for assistive technology are more significant in low- and middle-income countries (LMICs). Increased access to assistive technology is critical to achieving many international commitments, including universal health coverage, the United Nations Convention on the Rights of Persons with Disabilities, and the Sustainable Development Goals.

About ATscale

[ATscale](#), the Global Partnership for Assistive Technology, 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 assistive technology globally. It is a cross-sector partnership for assistive technology 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 assistive technology by 2030. The partnership seeks to harness civil society, governments, development partners and the private sector to catalyse optimal use of much-needed resources.

ATscale works to strengthen policy, systems and service delivery for assistive technology at global and country levels to increase access to high-quality and affordable assistive technology. 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 assistive products and their related services. Based on robust analysis tailored to the markets of LMICs, ATscale invests in promising market-shaping interventions to strengthen global and regional assistive technology markets. Market-shaping work focuses on five priority products: wheelchairs, hearing aids, prostheses, eyeglasses and assistive digital devices and software, as well as cross-cutting interventions that broadly address the assistive technology sector. 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 building the ability of the United Nations, governments and other partners in some of the world's most challenging environments to manage projects, infrastructure, and procurement operations sustainably and efficiently.

UNOPS supports more than USD 1 billion worth of development projects annually. For more information, please visit the [UNOPS website](#).

ATscale's funding for the Pacific region

Partnering with countries to support ambitious and locally- driven assistive technology scale-up plans has been a core strategy of ATscale since its inception. Leveraging lessons learned from its country engagement, the ATscale board approved Expressions of Interest (EOI), a demand-based bottom-up approach for selecting countries for investments. This approach has been already used to select for the programme 11 LMICs in Africa, Asia and the Middle East, focusing on school-aged children in need of vision and hearing assistive technology, and two countries in Latin America, for strengthening assistive technology systems and services for people with mobility-related injuries and disabilities.

Building on this experience, ATscale launched a new call for EOIs in June 2024, inviting submissions from seven eligible LMICs in the Pacific region: Fiji, Kiribati, Micronesia, Samoa, Solomon Islands, Tonga and Vanuatu. The goal of this funding is to support government-led programmes aimed at improving access to assistive technology and directly related rehabilitation services for school-aged children in prioritized Pacific Island countries by focusing on improving integrated screening for vision, hearing, and mobility, together with provision of eyeglasses, hearing aids and mobility products to school-aged children.

The call for EOIs was open from 12 June to 31 August 2024. Governments were required to engage and secure endorsements from their highest levels of authority and submit comprehensive programme details. After a thorough review against an established selection criteria, **Fiji, Kiribati and Solomon Islands** were prioritized for phase I of the funding round.

Thus, this CFP pertains to **Fiji, Kiribati and Solomon Islands**, with a total resource envelope of **USD 3.6 million** for three years.

ATscale is a pool-funding partnership, in which different donors pool funds to address assistive technology challenges and improve access to assistive technology in LMICs. The particular programme for scaling up access to assistive technology and directly related rehabilitation services for school-aged children in Pacific Island countries was made possible through the support of the **Australian Government** via the Department of Foreign Affairs and Trade. ATscale has already notified the governments of the prioritized countries about their selection and outlined the next steps, including the CFP process.

1.3. Targeted impact of the grant/funding

The grant aims to significantly improve access to assistive technology and directly related rehabilitation services for school-aged children in Fiji, Kiribati and Solomon Islands. The focus is on enhancing assistive technology systems, increasing the capacity of healthcare personnel and fostering a supportive environment for the broader assistive technology ecosystem. Specifically, the grant will focus on school-aged children in need of vision, hearing and mobility aids through integrated screening and the provision of assistive products such as eyeglasses, hearing aids and mobility devices.

This impact will be achieved through close collaboration with the focal ministries of each country and a wide range of stakeholders, including intersectoral ministries, non-governmental organizations, United Nations agencies, civil society, organizations of persons with disabilities, and the private sector. The overarching goal is to build national assistive technology systems that lead to improved access to assistive technology and directly related rehabilitation services.

1.4. Scope of the grant/funding

The overall scope of the grant covers two areas: The overall scope of the grant covers two areas :i) scale-up integrated vision, hearing and mobility screening to improve access to eyeglasses, hearing aids and mobility aids for school-aged children and ii) create a favourable environment for broader assistive technology sector development. Activities contributing to both areas are expected to take place in 2025–2028 and are detailed below:

Activities contributing to both areas are expected to take place in 2025–2028 and are as follows.

- 1) Scale-up integrated screening for vision, hearing and mobility and provision of eyeglasses, hearing aids and mobility aids for school-aged children – 85–90 percent of grant.** The funding focuses on supporting the effective **establishment and expansion** of integrated vision, hearing and mobility screening and provision of eyeglasses, hearing aids and mobility aids interventions, as part of the government-led programme. The proposed

approaches should be tailored to address the specific challenges faced by each country. These approaches should be government-led, based on proven models, and integrated into the public health, social and education systems, leveraging the strengths of both the public and private sectors in the countries.

Please refer to section 2.3: Approach and methodology, and annex A: Guidance note to categorize programme costs, for more details.

2) **Create a favourable environment for assistive technology sector development – 10–15 percent of grant.**

The funding also aims to build a conducive environment in the countries for broader assistive technology investments. Therefore, a small part of the grant can go towards creating a favourable environment through critical strategic activities focused on the broader assistive technology ecosystem. This may include, among other activities, conducting assistive technology assessments, adopting a priority assistive product list, developing assistive product standards and specifications, publishing investment cases, or developing assistive technology procurement guidelines. It may also include creating a strategy for assistive technology to address policy gaps or raising assistive technology awareness to increase demand.

Please refer to section 2.3: Approach and methodology, for more details.

1.5. Target beneficiaries

The primary beneficiaries of the ATscale-supported programme will be **school-aged children**, including those who are not currently enrolled in school (**out-of-school children**). While the intended age range is generally 5–18 years, there is flexibility to accommodate variations in formal school entry and exit ages across different countries. The programme will cover children attending both mainstream and special needs schools, with particular attention given to girls, vulnerable populations and other disadvantaged groups when identifying beneficiaries.

Please refer to Annex 5-Frequently Asked Questions (FAQs) for more details.

1.6. Activities under grant/funding

Section 2 of the present document provides more information regarding grant activities.

1.7. Lessons learned

The applicants shall consider the following aspects in their programme approach. These aspects arise from key lessons learned from similar initiatives implemented by ATscale. Applicants should describe how these lessons learned are considered in their proposal.

- Establish coordinating entities that reduce fragmentation among assistive technology sector actors (non-profits, for-profits, government ministries, United Nations agencies, the private sector, etc.) and continually work towards greater coordination and collaboration to achieve grant objectives and long-term national strategies to increase access to assistive technology services.
- Ensure meaningful participation of people with disabilities, assistive technology users, women and girls, and parents/caregivers in evaluating strengths and weaknesses of implementation, to inform improvements in the interventions included in the proposal. Identify opportunities for engagement of assistive technology users, women and girls, parents/caregivers, and vulnerable and disadvantaged groups in grant activities, including but not limited to serving in advisory groups or other implementation structures responsible for guiding and/or coordinating long-term strategies to increase access to assistive technology.
- Plan with the governmental authorities for sustainability throughout the implementation process, by clarifying with authorities and other stakeholders how the grant activities and achievements will be sustained and will continue to scale beyond the three-year grant period. Applicants will clearly define how **co-financing requirements**¹ will be estimated, met and periodically reported to ATscale. ATscale will consider the elements

¹ As per country income status communicated during the EOI stage, the minimum requirements for an upper-middle-income country is a co-financing that matches 100 per cent of ATscale's programme investment. This co-financing can include in-kind support, financial support, or a combination of both. Examples of in-kind support include support for policy or strategic plan development, coordinating mechanisms, personnel engaged in assistive technology activities, existing staff to help manage or implement activities, and advocacy to raise awareness or mobilize government resources to strengthen assistive technology systems and services. Examples of co-financing support include the creation of a budget line for assistive technology interventions, and an increase in the budgetary allocation for assistive technology products or activities.

of ‘additionality’ to the financial and/or in-kind contributions, as well as the potential ‘sustainability’ of the programme.

- Leverage past learnings to draw on lessons from previous assistive technology, rehabilitation, health, education, social protection, and disability-related programmes/interventions in the region. Ensure these insights directly inform the design and execution of the proposed interventions, improving efficiency and impact.

1.8. Grant/funding available

Signature and implementation of the grant are subject to ATscale receiving its allocated funds, which is outside the control of ATscale. As such, where sufficient funds are not received by 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. However, ATscale also reserves the right to either introduce expenditure ceilings or, if needed, terminate the relevant agreement, as per article 16, “Termination”, of the UNOPS General Conditions for Grant Support Agreements, or article J, “Expiry and termination of this agreement”, of the UN–UN Transfer Agreement.

Applicants will ensure that the budget in the proposal is aligned with the funding allocated by ATscale for this particular programme. **Programme management and coordination costs** cannot exceed **15 percent** of all direct costs, and **overheads/indirect costs** cannot exceed **10 percent** of all direct costs. Please refer to section 2.6: Budget requirements, and annex A: Guidance note to categorize programme costs, for more details. Grant funds under programme management and coordination will be subject to review depending on funding availability and implementation progress.

Total amount of grant/funding available

The following table indicates the total amount of grant/funding available under this CFP for the three prioritized **Pacific Island countries** for three years:

Country	Amount in figures	Amount in words
Fiji	USD 1,600,000	One million six hundred thousand
Kiribati	USD 700,000	Seven hundred thousand
Solomon Islands	USD 1,300,000	One million three hundred thousand
Total amount	USD 3,600,000	Three million six hundred thousand

Important notes:

This CFP allows for submission of either single-country proposals (Sector 1–Sector 3) or multi-country proposals (Sector 4).

Sector 1: Programme Management, Coordination, and Technical Support to the Government of Fiji for Implementing the Programme on Scaling Up Assistive Technology and Related Rehabilitation Services for School-aged Children (2025–2028). Grant no.: ATscale/Grant/2024/023

Sector 2: Programme Management, Coordination, and Technical Support to the Government of Kiribati for Implementing the Programme on Scaling Up Assistive Technology and Related Rehabilitation Services for School-aged Children (2025–2028). Grant no.: ATscale/Grant/2024/024

Sector 3: Programme Management, Coordination, and Technical Support to the Government of Solomon Islands for Implementing the Programme on Scaling Up Assistive Technology and Related Rehabilitation Services for School-aged Children (2025–2028). Grant no.: ATscale/Grant/2024/025

Sector 4: Multi-country proposal – Programme Management, Coordination, and Technical Support to the Governments of (specify the countries) for Implementing the Programme on Scaling Up Assistive Technology and Related Rehabilitation Services for School-aged Children in Pacific Island Countries (2025–2028). Grant no.: ATscale/Grant/2024/026

Applicants should **choose carefully**, and **indicate the grant number that corresponds to the sector** they are applying to.

For single-country proposals (sectors 1–3)

- Each organization is permitted to submit only one proposal per country. **Any applicant submitting more than one single-country proposal will be disqualified.**
- Applicants interested in applying for more than one country should submit a multi-country proposal (sector 4) – see below.

For multi-country proposals (sector 4)

- Applicants may select two or more countries to include in their multi-country proposal. The evaluation will be done separately per sector.
- In annex 3: Grant budget template, applicants must reflect budget breakdown for each of the countries included in their multi-country proposal. The budget must be detailed with each budget item clearly linked to a specific country. Overall, the allocation for each country must be clearly defined and within the allocated envelope for the specific country.
- UNOPS reserves the right to approve implementation in all proposed countries or to select implementation in one or more of the countries included in the applicant's proposal.
- Applicants should be prepared to incorporate activities that create synergies at the regional level, benefiting multiple countries if necessary. It is assumed that the budget lines related to these activities are evenly distributed among each of the countries included in the multi-country proposal (for example, 50 per cent for country A and 50 per cent for country B for an activity that creates synergies at the regional level for a proposal including two countries). Deviations from an even distribution (for example, 80 per cent for country A and 20 per cent for country B for an activity that creates synergies at the regional level for a proposal including two countries) may be required, and these should be specified in the budget by the applicant.

Other notes

- UNOPS reserves the right, at its sole discretion, to allocate the award for a sector among applicants who are technically and financially compliant, in accordance with the solution that UNOPS deems most appropriate for achieving effective implementation within that sector.
- UNOPS reserves the right, at its sole discretion, to allocate the award for one or more sectors among applicants who are deemed technically and financially compliant, based on the solution that UNOPS considers most suitable for achieving effective implementation in each sector.
- ATscale encourages **consortium** proposals for both single-country and multi-country proposals. A lead organization must be identified for all consortia. There is no upper limit on the number of partners in a consortium. However, partners should be carefully considered so the size of the consortium does not lead to unnecessary coordination costs and potential loss of effectiveness. The evaluation panel will assess positively the addition of relevant organizations, as well as the cost-effectiveness of the proposed consortium.
- ATscale encourages the lead organization to identify and work with implementing partners (subgrantees) in each proposed country, providing all required information in the proposal (subgrantee information).
- The grantee will be subject to a grant-specific audit upon completion of the grant, which will be financed by ATscale.
- If additional funding becomes available, ATscale would expand the current program to include Pacific Island countries not prioritized in this round—specifically Micronesia, Samoa, Tonga, Vanuatu, and other smaller Pacific Island nations, alongside Fiji, Kiribati, and the Solomon Islands. This expansion could be achieved by either revising and republishing the current Call for Proposals (CFP) to encompass these additional countries or issuing a new CFP specifically for the additional countries.

1.9. Grant/funding duration

The expected duration of the grant/funding is:

YEAR(S)	3	MONTH(S)	0
---------	---	----------	---

The proposed start date for the grant is **March 2025**. The grant is expected to be concluded within three years, that is, by **March 2028**. ATscale expects to sign the agreement for three years. Applicants should note that these dates may change depending on various factors, such as the evaluation process timeline that might be impacted by the number and quality of proposal received. The budget proposal must be planned for three years, and must be broken down per year; ATscale may exceptionally extend the grant duration based on proper justification of a no-cost extension during implementation or upon completion of the three years, subject to UNOPS approval.

1.10. Applicant eligibility

Applicant categories

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

- Non-governmental organizations
- Foundations
- Civil society organizations
- Institutions or federations
- Academic and research institutions
- United Nations agencies

Applicant registration

All applicants, including any consortium partners, must be legally registered to operate within the region. This includes being registered to operate within the Pacific region, and in at least one of the three specified countries. (Fiji, Kiribati and Solomon Islands). In case of a consortium partners (if any) must be legally registered in the specific country where they will be operating.

Additional conditions of ineligibility

The applicant shall not fall under any of the conditions listed in article 1 of the [instructions to applicants](#), 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: Grant application template
- Annex 2: Declarations
- Annex 3: Grant budget template
- Annex 4: Protection from sexual exploitation and abuse (PSEA) implementing partner self-assessment. Please note: NGO-applicants should complete the self-assessment via the [UN Partner Portal \(UNPP\)](#).
- Registration certificate to operate within the region (for both lead partner and consortium partners in case of consortium)
- Proof of organization as not-for-profit entity (for both lead partner and consortium partners in case of consortium)
- Copy of audited financial statements for the last three years
- If applicable, the applicant shall provide proof that the organization is allowed by the relevant governmental authorities to receive funding from UNOPS for programme implementation in the concerned countries

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 shall 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. Subgranting² and contracting³

Subgranting and contracting are permitted under this CFP as follows:

Subgranting	Permissible
Contracting	Permissible

1.14. Proposal currency

The proposal budget shall be prepared in the following currency:

United States dollars (**USD**)

1.15. Language of proposals

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

English

1.16. Proposal submission

The deadline for submitting proposals is **31 January 2025 12:00 PM** CET (Geneva, Switzerland).

Proposals shall be submitted using the following method:

email

Proposals shall be sent to 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 (GSA)
- UN–UN Transfer Agreement (applicable to United Nations agencies only)

1.18. Contact information

All correspondence, notifications and requests for clarifications relating to this CFP shall be sent to:

Name	Nestor Eduardo Sanchez Mera
Title	Programme support specialist
Email	bids@atscalepartnership.org

1.19. Important dates and deadlines

The following tables provide the key dates and deadlines of this CFP.

² A subgrant occurs 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](#).

³ Contracting is done when an implementing partner procures services, goods or works using the procurement procedures of the implementing partner.

	Date	Time (CET)
Submission of proposals deadline	31 January 2025	12:00 PM
Request for clarification deadline	20 December 2024	12:00 PM
Expected agreement start date	March 2025	12:00 PM

	Date	Time (CET)	Type	Additional information
Pre-proposal meeting	26 November 2024	12–13 hours	Virtual	Google Meet joining info Pre-proposal Webinar for CFP for Pacific Island Countries Tuesday, November 26 · 12:00 – 1:00pm Time zone: Europe/Zurich Google Meet joining info Video call link: https://meet.google.com/ghw-hcgw-agw Or dial: (CH) +41 31 560 24 00 PIN: 807 346 339 6300# More phone numbers: https://tel.meet/ghw-hcgw-agw?pin=8073463396300

Note: Any updates to the webinar’s time and date will be posted on the ATscale website and social media accounts. Applicants are advised to follow these channels closely.

1.20. Capacity assessment

The successful applicant will be subject to a capacity assessment to inform the GSA that will be signed with UNOPS. This assessment is an integral part of the decision-making process for the award of grant/funding to an implementing partner, and to assess an implementing partner's risk profile.

- 1.21.** The grantee, unless a United Nations entity, will be subject to a grant audit upon completion of the grant. The costs of the audit will be financed by ATscale.

2. REQUIREMENTS

Application guidelines

The application should describe the current national context of the proposed countries, 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, monitoring and implementation plan.

For a multi-country submission, the application should include separate sections detailing the context within each individual country, along with an additional section describing the broader regional situation.

Please use Arial font size 11, single spacing, throughout the document. Please also refer to annex 5 Frequently Asked Questions (FAQs) and annex A: Guidance note to categorize programme costs, for more details on the programme. The section below describes the requested applicant content.

2.1. Organization overview (~2–3 pages)

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 programme possessed by the applicant. In the case of a consortium, please provide similar information for the partners, but within a suggested limit of three pages. Please describe your comparative advantage and how and why the organization (including consortium partners if relevant) is best placed to deliver this programme.

2.2. Experience and engagements (~3 pages)

Please provide an overview of the organization's experience, demonstrating its capacity to implement the proposed project effectively. Given the scope of programme activities, consortia are strongly encouraged for both single-country and multi-country proposals. For any proposed consortium or sub-agreement, the lead applicant must identify and provide the details of the organization(s) and demonstrate the partner's experience to fulfill the defined role. In this case, the consortium partner(s) must provide the details under section 7 of the proposal. Prior experience needs to be assistive technology-related, and should demonstrate effective partnerships with governments in this field of intervention.

2.3. Approach and methodology (~24 pages including appendices)

Global context

Today, over 2.5 billion people need at least one form of assistive technology, such as wheelchairs, glasses or hearing aids. In some countries, as few as 3 percent of the population have access to the assistive technology they require. The number of people requiring assistive technology is expected to grow to more than 3.4 billion by 2050. Emergencies – including conflicts, disasters and outbreaks – can all create surges in assistive technology needs.

Access to appropriate assistive technology enables people with functional limitations, impairment, disabilities and non-communicable diseases, as well as the ageing population, to participate in education, work, and family and community life. Lack of access to assistive technology has significant consequences for individuals, their families and wider society. Without assistive technology services, individuals may experience isolation and exclusion from education, the labour market and civic life. Lack of access to appropriate assistive technology causes poorer health outcomes, including premature death, deteriorating mental health, and increased risk of chronic health conditions and secondary complications. These all lead to a higher burden on health systems. Increasing access to – and affordability of – assistive technology can unlock unrealized economic potential and provide socioeconomic benefits for individuals, families and countries, by increasing productivity and participation in the workforce.

The 2022 UNICEF and WHO *Global Report on Assistive Technology* – supported by ATscale – articulates the current global situation and makes overarching recommendations for supporting countries. This includes integrating assistive technology into national health plans and health service delivery (and hence into fundamental health and social systems), and into other intersectoral related system planning, as well as ensuring that assistive technology is included across all appropriate service delivery platforms. Unmet needs are significantly higher in LMICs. Increased access to assistive technology is critical for achieving many international commitments, including universal health coverage, and fulfilling the United Nations Convention on the Rights of Persons with Disabilities and the Sustainable Development Goals.

Pacific context

The need for assistive technology and directly related rehabilitation services in the small Pacific Island countries is comparable to, if not greater than, that in other LMICs. However, the challenges in accessing these services are even more pronounced in Pacific Island countries than in other LMICs.

Population health in the Pacific Island countries is characterized by a very high and growing prevalence of non-communicable diseases. Non-communicable diseases with especially high prevalence and large burdens in the region include diabetes, heart disease, stroke, cancer and chronic obstructive pulmonary disease. Further, the region has high rates of blindness and vision impairment, with approximately 90 per cent being preventable and treatable. The leading causes of blindness in the Pacific are cataracts, uncorrected refractive errors, and diabetic retinopathy⁴. The Pacific Island region is also estimated to have one of the highest rates of childhood ear disease and hearing loss in the world⁵, all of which contributes towards an urgent need for improving access to assistive technology.

All small Pacific Island countries encounter unique challenges in providing assistive technology and directly related rehabilitation services. Geographic isolation, limited resources, and small populations make it difficult to establish and maintain robust healthcare systems, including assistive technology and rehabilitation services.⁶ A 2017 report *Rehabilitation and Disability in the Western Pacific* highlights significant gaps in rehabilitation services across these nations.⁷ Additionally, WHO's Assistive Technology Procurement Study reveals that assistive technology availability, accessibility, affordability and quality in the region remain limited.⁸ The provision of assistive technology is inadequate, with geographic dispersion leading to high costs and long product wait times. To overcome these challenges, stronger leadership, improved financing, establishment of a supply chain hub, and the development of comprehensive programmes that establish standards for providing high-quality, safe and affordable technologies, are needed.

Role of implementing partner

During the implementation, the overall objective of the implementing partner should be to provide **programme management, coordination, and technical support to the government(s)** in line with the proposed activities, and manage the funds under the governments' leadership. The selected partner(s) will operate under the leadership of the respective country governments, providing technical, programme management and coordination support for the implementation of interventions.

The implementing partner will directly receive grant funds from ATscale on behalf of the government, and ensure effective implementation of grant activities as per the approved proposal. Where applicable, they will manage the disbursement to the sub-applicants or subcontractors, and perform the following functions:

- Ensure strategic resource management, including planning and tracking available resources, and monitoring expenditures as per the approved grant project workplan and budget.
- Maintain financial records and monitor systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day statutory requirements.
- Subcontract other suppliers/service providers as needed, and assist in the financial review and utilization reports from sub-applicants and subcontractors.
- Work with the government focal points and other local stakeholders, and develop a detailed workplan broken down by year, including sufficient details on activities, (other) implementing partners or subgrantees, assigned timelines, responsibilities, and escalation levels.
- Support the interministerial or national coordination mechanism established under the government's leadership for the programme.
- Prepare documentation with detailed terms of reference for engagement with individuals/organizations/agencies to provide technical support and procurements as needed.
- Develop and maintain project dashboards for various levels of stakeholders.

⁴ Pacific Heads of Health, "Eyes wide open: The emerging threat of vision loss in the Pacific" (2023). Available from https://phd.spc.int/sites/default/files/p-related-files/2023-04/2023%20PHoH14%20Agenda%206.8%20Update%20from%20the%20Fried%20Hollows%20Foundation%2025%20April2023_0.pdf.

⁵ Annette Kaspar, Sione Pifeleti and Carlie Driscoll, "Knowledge and attitudes of schoolteachers in the Pacific Islands to childhood hearing loss and hearing services: A national survey protocol for Samoa", *SAGE Open Med* (August 2021), 30:9:20503121211041518. Available from <https://pubmed.ncbi.nlm.nih.gov/34484787/>.

⁶ WHO Western Pacific Region, *Pacific Island Countries and Areas – WHO Cooperation Strategy 2018–2022* (Manila, WHO Regional Office for the Western Pacific, 2017). Available from <https://iris.who.int/bitstream/handle/10665/272806/WPRO-2017-DPM-027-pic-eng.pdf>.

⁷ WHO Western Pacific Region, *Rehabilitation and Disability in the Western Pacific* (Manila, WHO Regional Office for the Western Pacific, 2017). Available from <https://iris.who.int/bitstream/handle/10665/259991/9789290618331-eng.pdf>.

⁸ WHO Western Pacific Region, *Assistive Technology Procurement Study: Technical Report* (Manila, WHO Regional Office for the Western Pacific, 2020). Available from <https://iris.who.int/bitstream/handle/10665/334368/9789290619178-eng.pdf>.

- Update subcontractors' status on their assigned activities.
- As and when required, undertake background research, analysis and document development related to programme implementation and monitoring.
- Coordinate with the ATscale secretariat to identify communications and learning opportunities that serve to support national and global advocacy, communication and learning objectives. For example, the selected applicant should periodically provide assistive technology user stories, lessons learned and other communications content, as agreed with the ATscale secretariat. The applicant is encouraged to define roles within the team and allocate resources as needed to engage in communication and learning activities.
- Submit annual and semi-annual programmatic and financial progress reports to ATscale, including risk log updates and audit reports (as applicable).

To ensure the successful implementation of ATscale's programme, all the three countries have each appointed a government focal point from the government entity that submitted the EOI. The designated government focal point will act as the primary liaison between the respective government entity/entities and the following:

- the implementing partner;
- in-country partners and stakeholders; and
- the ATscale secretariat.

Guided by the global context and the expected role of implementing partner as mentioned above, the approach and methodology section must include the following:

Executive summary (~2 pages)

The executive summary should provide an overview of the proposed programme's main features, including the countries' assistive technology context, proposed activities and expected results broken down per year.

Situational analysis (~3 pages)

The situational analysis should present a comprehensive understanding of the current context related to the health, social and education systems, with a specific emphasis on the screening and provision of services related to vision, hearing and mobility for school-aged children.

For multi-country proposals, dedicate separate sections to detailing the situation in each individual country. Additionally, include a section that provides an overview of the broader regional context.

Overall, the situation analysis should create a sound basis for the proposed interventions, including an understanding of the policy and stakeholder landscape, political will, and current and past activities in the country, as well as where there are gaps in the policy landscape, capacities and services, infrastructural and procurement capabilities, funding, human resources, and management related to the screening and provision of eyeglasses, hearing aids and mobility aids. This section should establish that the applicant understands the current and evolving situation in which the programme would be implemented and that the country has the appropriate environment for the implementation of the proposed activities.

Programme approach (~8 pages)

The programme approach should describe the specific activities proposed to be supported through this grant/funding, broken down per year. It is expected that the proposed activities will include those that will be the most catalytic in moving the country from the existing situation towards achieving the desired national scale, incorporated within a national programme. Describe in detail the proposed activities and why these are the most critical to implement, as evidenced by the past implementation. Applicants must also outline how they will align with the leadership and objectives of each respective country's government. **For multi-country proposals**, applicants should outline both a shared regional approach, as well as country-specific approaches. This approach should incorporate strategic methods and clearly defined objectives. Proposals should incorporate activities that foster synergies at the regional level, delivering benefits across multiple countries.

Applicants must present a clear programme approach that outlines the issues to be addressed, the strategic methods to be employed, and the specific objectives. Additionally, please detail the proposed interministerial governance mechanism led by the government for this particular grant or funding, as well as at the organizational level. For **multi-country proposals**, applicants must provide information on the common governance structure for all countries, if any, as well as individual governance structure within each of the countries.

Describe how the applicant plans to engage AT users, caregivers and parents throughout the grant cycle. Develop a logical framework that includes the overall goal, specific objectives, indicators and means of verification. Overall, the logical framework should provide a structured framework for planning and managing the implementation of a programme, helping to ensure that the identified outcome, output and activities are aligned with objectives, and that progress can be monitored and evaluated effectively on a yearly basis:

- **Outcome and output results:** Identify a maximum of three outcome results to be achieved by the programme. Ensure that each outcome incorporates gender considerations and actively targets equitable participation and benefit for women and girls. Define multiple output results under each outcome to support these goals.
- **Indicators:** Identify at least one specific, measurable, achievable, relevant and time-bound (SMART) indicator for each output result. These indicators provide a means to track progress towards achieving the programme goal/objective (at outcome and output level).
- **Targets:** Provide estimated targets for all the indicators of the log frame, with the following disaggregation: type of limitation(s) (vision, hearing or mobility), age and gender (male, female and others).

Below is the high-level guidance to inform the proposed activities that may be covered under the two key areas of the grant:

(a) Scale-up integrated screening for vision, hearing and mobility and provision of eyeglasses, hearing aids and mobility aids for school-aged children: It is anticipated that the activities proposed will lead to a comprehensive approach to human resource development, service delivery, procurement, financing, governance and coordination with the private sector. All interventions must be designed with consideration of the specific challenges Pacific Island countries face in delivering assistive technology services. These challenges include, among others, limited assistive technology and directly related rehabilitation capacity, shortages in human resources, inadequate facilities, competing demands for health financing, procurement difficulties, and the prevalence of poor-quality or inappropriate devices. Interventions proposed should be evidence-based and aligned with the recommendations from key guiding documents, such as the *Global Report on Assistive Technology* (2022), WHO's *Package of Eye Care Interventions* (2022) and *Hearing Screening Considerations for Implementation* (2021), and the *Rehabilitation and Disability in the Western Pacific* report (2017) and *Assistive Technology Procurement Study* (2020) of the WHO Western Pacific Region.

These interventions should address the following areas. For each of the areas, one or more activities should be proposed. Eligible activities include, but are not limited to:

- **Service delivery:** The service delivery models proposed within the grant should have demonstrated success in similar contexts and include a clear scale-up pathway. The model(s) must address the necessary points of screening, diagnosis and assessment, prescription, and provision of eyeglasses, hearing aids and mobility products, and follow-ups. Special attention should be paid to reaching out-of-school children. Further, it must be clear how these models are or will be integrated into government-led health, education or other national systems.
- **Human resource development:** To effectively provide quality screening, needs identification and assistive technology products and services, it is necessary to define, develop, and empower the workforce to screen, diagnose, prescribe, refer, follow-up and provide eyeglasses, hearing aids and mobility aids safely and effectively. Given the severe workforce challenge, the proposed human resources activities should address plans to develop an appropriately sized workforce and employ skill transfer and task-sharing, with special recognition of the lack of specialized workforce outside urban areas. It is integral that clear pathways to recognize the minimum skills and competency needed to screen and provide eyeglasses, hearing aids and mobility aids appropriately are defined.
 - To support the program's successful launch and address any human resource shortages, applicants are encouraged to explore partnerships with the **Australian Volunteers Program**, which connects skilled Australians with local organizations to strengthen workforce capacity. These partnerships can facilitate **knowledge transfer, mentoring, and specialized support**—especially in regions with limited access to skilled professionals outside urban centers.

- Procurement:** Procurement of screening devices, diagnostic equipment, eyeglasses, hearing aids (including moulds and batteries) and mobility aids (such as wheelchairs and crutches) can be conducted through multiple channels. However, eyeglasses, hearing aids and mobility aids must adhere to International Organization for Standardization (ISO) quality standards or their equivalent. A comprehensive procurement plan should be in place, clearly outlining the required standards and specifications, as well as how long-term procurement of these devices will be managed and financed. The proposed activities should detail how the government will be involved in procuring eyeglasses, hearing aids and mobility aids, and how government procurement systems will be strengthened or utilized. Applicants are encouraged to refer to the *Assistive Technology Procurement Study* (2020) of the WHO Western Pacific Region to better understand procurement challenges and incorporate relevant recommendations.
- Financing:** A clear plan should be provided to estimate, record and report the co-financing commitments (financial and in-kind) demonstrated in the countries. Financial commitment should include integration into existing health, social and education plans, or other sustainable financing models targeting the concerned programme for school-aged children. It should also provide a clear plan for integrating human resource development, service delivery and procurement into costed national plans wherever possible. While some of the population can be served by the private sector, out-of-pocket expenses should remain affordable given the level of economic development, and should not result in catastrophic spending. This section must include confirmation of the governments, leadership on and ownership of the co-financing component.
- Data and information:** Information systems that collect reliable and ongoing data on need, access, and so on support assistive technology. Activities can include the development and/or rolling out of paper, IT-based or mixed screening and assessment systems, the integration of data generated through screening, recording, referrals, provision and follow-ups into existing information management systems, integration with a health information management system or DHIS2, and the development or revision of facility-based monitoring and evaluation reporting tools and systems.
- Coordination with the private sector:** To successfully reach an entire population with appropriate assistive technology services, varied approaches and multisectoral partnerships are critical. The private sector plays an important role in improving access to assistive technology globally. Activities can include identifying synergies and implementing partnerships between the public and private sectors. Activities also include exploration of new potential solutions (such as manufacture and assembly of assistive products at local/regional levels) and potential coordination with private providers of quality and affordable assistive technology services. These approaches can support the scaling up of programme strategies and other costed plans for broader assistive technology.
- Communication:** Proposed activities can include the development of a communication plan focused on the visibility of the programme. After the programme kicks off, the implementing partner will work closely with the ATscale secretariat. ATscale will provide clear guidance, including on what type of content is expected from case studies, tips and tools for collecting stories, frequency of communication, branding, use of logos, and so on.

Please refer to annex A: Guidance note to categorize programme costs, for more details on the potential activities covered under the support.

(b) Creating a favourable environment for the assistive technology sector development: The activities proposed should be context-specific, coordinated with the government, and lead to developing a road map for broader policy actions. Country capacity for assistive technology services and assistive product procurement, specifications, service standards, production and supply chain management – including maintenance and follow-up, skilled workforce, service delivery models, and financing mechanisms – play a crucial role in ensuring the sustainable provision of appropriate assistive technology services. The interventions should provide a clear road map to the countries for integration and sustained provision of assistive technology services in national strategies and programmes. A range of interventions can be proposed, depending on context and consultations with the government. Applicants are expected to propose activities related to the following areas of intervention:

- Assessing the needs and system barriers:** Working with public and private stakeholders to assess broader assistive technology needs, services, gaps, and so on. Activities can include support for situation assessments (and updates), such as the Assistive Technology Capacity Assessment (ATA-C)

and the Rapid Assessment of Assistive Technology (rATA), model disability survey, or other relevant assessments. Assessments should clearly reflect the existing systems across assistive technology domains, prevailing policy gaps and barriers, stakeholder coordination, service delivery systems, and/or unmet needs.

- **Building policies and strengthening governance:** Foundational policy and planning-related support is key to creating a conducive environment for more substantial support. Activities can include review and/or development of key policy related to access to assistive technology services; development and support of a national assistive technology strategy, assistive technology action plan, policy or similar document; development or update of a priority assistive products list (APLs); development of assistive product specifications; and costing analysis of the assistive technology service package. The proposed work must help guide longer-term investments by governments and partners. The depth of progress to be achieved within this programme will be greatly influenced by the context, but it is anticipated that the proposed activities will prepare the countries to launch an expansive assistive technology programme as a follow-up activity within the three-year programme or immediately after.
- **Strengthening leadership, coordination and stakeholder management:** Activities can include interministerial coordination platforms, steering committees, parliamentary committees, technical working groups, and programme advisory groups created for strategic decision-making and implementation coordination purposes. Participants can include government representatives, partners, parents and caregivers, women, organizations of persons with disabilities, and vulnerable and disadvantaged groups.
- **Raising awareness and fostering advocacy:** Awareness-raising and fostering advocacy in the population contributes to demand generation for assistive technology services. Activities can include advocating greater access to services, organizing the official launch of the programme, celebrating the World Day for Assistive Technology (4 June), International Day of Persons with Disabilities (3 December) and other occasions, and conducting public and social media campaigns to generate awareness of assistive technology.

Please note that **NOT ALL** the above-mentioned interventions are necessary for one country. Activities should be selected based on the country's context and government priorities. They should be chosen in consultation with the government and stakeholders involved in assistive technology services. The selected interventions should result in a clear road map for integrating and sustaining the provision of assistive technology in a national programme. The road map will demonstrate the government's aspiration to develop the sector.

Sustainability and post-grant plan (~2 pages)

As the grant can only support a portion of what is needed to bring assistive technology to a national scale, applicants must describe in this section a road map for the countries to achieve a comprehensive and sustainable programme for providing assistive technology services. Additionally, the applicants should clearly articulate how the activities implemented to develop a favourable environment will translate into improving access to other assistive technology services for the general population in a national system. A post-project plan outlining strategies for sustainability beyond the grant period should be presented, including:

- a) **Capacity-building:** Provide detailed plans for building the capacity of local stakeholders, including government agencies and community organizations, to continue programme activities independently beyond the grant period.

To support long-term sustainability, applicants are encouraged to integrate capacity-building efforts in the relevant areas with existing Australian programs like the [Australia Awards](#) and [Australia Pacific Training Coalition](#). These programs provide avenues for ongoing professional development and skill enhancement. Additionally, partnerships with the [Australian Volunteers Program](#) is also encouraged to support a sustainable pipeline of skilled professionals by connecting local organizations with trained experts who can further develop and embed assistive technology services within national systems. These collaborations could strengthen post-grant capacity and open opportunities for additional funding and knowledge-sharing avenues across the region.

- b) **Integration:** Describe how programme interventions will be integrated into existing healthcare, education and social systems to ensure long-term impact and sustainability beyond the grant period.
- c) **Funding strategies:** Identify potential funding sources and partnerships to sustain programme activities beyond the grant period.

Lessons learned (~1 page)

Applicants should summarize how they have integrated insights gleaned from their own previous project experience to inform the current application. Applicants should describe past experiences in terms of specific challenges faced, strategies employed and outcomes achieved during past projects. Applicants should clearly articulate how these lessons informed the proposed approach, demonstrating adaptability and learning. Applicants should emphasize their chosen approaches and methods for continuous improvement and iterative progress, to show commitment to ongoing learning.

PSEA, health and safety requirements (½ page)

Applicants should provide an assessment and risk management plan to ensure the effectiveness of PSEA measures applicable for the personnel, partners and beneficiaries, as well as health and safety of its personnel and any other persons engaged and controlled by the applicant to perform any activities under the agreement.

Gender, social and environmental and child protection requirements (~1 page)

Applicants should describe the organization's guidelines and principles related to **gender, social inclusion, environmental protection, and child protection** and demonstrate how these principles will be applied to grant activities under the Agreement. The proposal should detail how the organization will promote **women's and children's participation and protection** throughout the grant cycle, including governance and team structure, decision-making, monitoring, and as targeted beneficiaries.

In addition to prioritizing women's inclusion, applicants must outline measures to ensure **child protection** is integrated into all relevant program activities, particularly when working with children as beneficiaries or in environments involving child interaction. This includes safeguards and protocols to prevent harm, support well-being, and ensure safe and inclusive engagement.

Furthermore, applicants should describe their approach to **addressing the needs of vulnerable and disadvantaged** groups throughout the planning and implementation of the program, ensuring that program design and delivery are inclusive, accessible, and considerate of social, economic, and environmental contexts. Additionally, applicants should also consider mechanisms for reporting and monitoring to uphold these commitments.

Risk and mitigation measures (2 pages)

Applicants should identify and list the risks associated with the programme, including key assumptions underlying its design and implementation, as well as constraints and challenges that could impact its execution. Risk mitigation strategies should also be outlined. The identified risks must be specific to the programme being implemented, and tailored to country context. For a multi-country proposal, applicants must outline the common as well as individual country-specific risks.

Proposed team structure (~4 pages)

This pertains to proposal sections 6, 8 and 9. Applicants should define roles and responsibilities within the proposed programme governance structure, including programme management, technical support, and monitoring and evaluation functions. Applicants should describe the team members of any consortium partner (if applicable). Please visually represent the management structure (with an organogram from the lead applicant in case of a consortium), how the proposed team (including consortium partner(s), if applicable) will be organized, and how it is proposed to be placed within the lead applicant's overall structure for this grant.

At least one person should be allocated at 100 per cent of full-time equivalent for programme management.

The applicants should include the CVs of at least:

- one key member of personnel for programme management (from the lead applicant in the case of a consortium); and
- one key member of technical personnel (from any partner in the case of a consortium).

2.4. Implementation plan requirements

Applicants should complete the implementation plan (Gantt chart) using the proposed outputs, deliverables and activities to achieve the grant/funding outcomes. The implementation plan should accurately show the sequence and provide a realistic time frame for delivering each activity and output under the 12 quarters of the 3-year grant period (Q1–Q12).

2.5. Implementing partner monitoring plan requirements

Applicants should complete the implementing partner monitoring plan using the template provided (proposal section 5). The implementing partner will report regional programme progress to the ATscale secretariat twice a year. Wherever possible, country data and monitoring systems should be used to report the programme's success. The implementing partner will be working in coordination with the government focal point in each of the countries, to ensure that annual and twice-yearly progress reporting (and final reports) comprise a narrative summary of the progress of implementation and any relevant updates to the grant, along with the following:

a. Programme implementation monitoring (biannual reporting):

- a narrative summary of progress against the applicant's work plan, including personnel/recruitment/procurement updates, as applicable;
- output/outcome data to demonstrate progress as identified in the Monitoring Plan.
- The applicant is requested to report minimum data biannually as part of progress reporting on grant activities, as specified in the Agreement. This includes:
 - ◆ The mandatory Key Performance Indicators (stated in Annex 1 - Proposal, section 3.3.1 Logical Framework)
 - Number of people reached by ATscale programmes with assistive technology (services and/or products), disaggregated by:
 - service-promotion;
 - service-screening;
 - assistive products;
 - services-clinical assessment, prescription, referral, and others
 - any others.
 - Number of people trained
 - Number of organizations strengthened
 - ◆ Risk Log update
 - ◆ Financial Reports (Interim and Certified Final)
 - ◆ Audit Report (as applicable)
 - ◆ Case Study of Lessons Learned or assistive technology User Stories as agreed upon with the ATscale Secretariat

b. Country capacity-monitoring (annual reporting):

The selected applicant should also report against country capacity indicators, if available, on an annual basis that gauge improvements in overall **system capacity** in areas such as legislation, financing and provision, and an overall increase in addressing the unmet needs of assistive technology users nationally. Further details will be provided during the agreement signature stage.

The specific reporting templates and requirements for programme implementation, including details on direct and indirect beneficiaries and country capacity-monitoring, will be provided to the selected applicant during the finalization of the GSA or relevant UN–UN Transfer Agreement.

2.6 Budget requirements

- a. Budget ceiling: [as indicated under section 1.8 in [Particulars](#)]
- b. At a minimum, the budgets must include:
 - An estimate of direct costs, including all of the expenses required for, and which 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.
 - 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. Applicants will ensure that the budget in the proposal is aligned with the funding allocated by ATscale for this particular programme. Programme management and coordination costs cannot exceed 15 percent of all direct costs, and overheads/indirect costs cannot exceed 10 percent of all direct costs.
- f. Grant budgets may include indirect costs up to 10 percent 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 categorize programme costs, to understand how to classify various programme 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 comprises 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 that pass this stage will go through a subsequent evaluation as follows.
- b. **Technical evaluation:** This assesses the technical points achieved by each proposal, against the maximum obtainable points assigned to each 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 their proposal are as follows:

- Technical proposal: **80 points**
- Financial proposal: **20 points**

The maximum number of points an applicant may obtain for the 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 instructions to applicants .	<ul style="list-style-type: none"> • Annex 1: Proposal • Annex 2: Declarations (lead partner only) • Registration certificate to operate in the region: All applicants, including any consortium partners, must be legally registered to operate within the region. This includes being registered to operate within the Pacific region and/or at least one of the three countries (Fiji, Kiribati or Solomon Islands). Additionally, any subgrantees must be legally registered in the specific country where they will be operating. • Proof of organization as not-for-profit entity (for both lead partner and consortium partners in case of consortium)
2. The proposal is complete and includes all completed forms and other documentation requested in Particulars section 1.11, Content of proposal submissions .	<ul style="list-style-type: none"> • All documentation requested in Particulars section 1.11, Content of proposal submissions.
3. The applicant accepts the conditions in the template for agreement, as specified in Particulars section 1.17, Type of legal instrument .	<ul style="list-style-type: none"> • Annex 2: Declarations

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 Table 2.1: Parts of the technical proposal evaluation.</p> <p>To be technically compliant, applicants must obtain a minimum threshold of 70 per cent of the total obtainable points.</p>	<ul style="list-style-type: none"> • Proposal

Table 2.1 Parts of the technical proposal evaluation		Obtainable points
1.	Applicant(s) capacity, expertise and past experience	20
2.	Proposed methodology, approach and implementation plan	45
3.	Proposed team structure and key personnel	15
Total technical proposal points		80

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 subgranted/contracted.	Copy of audited financial statements for the last three years <ul style="list-style-type: none"> • Proposal; Section 2 Past Experience 	2
1.2	The applicant's (including consortium partners, if any) organizational goal, mission and objectives are relevant to the programme context.	<ul style="list-style-type: none"> • Proposal: Section 2, 2.1. Organization overview 	3
1.3	For single-country proposals, the applicant (including consortium partners, if any) has presence or experience working in the relevant country. For multi-country proposals, the applicant (including consortium partners, if any) has presence or experience working within the Pacific region and at least one of the three countries (Fiji, Kiribati and Solomon Islands).	<ul style="list-style-type: none"> • Proposal: Certification of incorporation of the applicant • Proposal: Section 2, 2.2. Past Experience and Engagement 	2
1.4	For single-country proposals, the applicant (including consortium partners, if any) has been in continuous operations and has relevant specialized knowledge and experience in successfully delivering similar programme activities in the last five years. For, multi-country proposals, the applicant (including consortium partners, if any) has been in continuous operations and has relevant specialized knowledge and experience in successfully delivering similar programme activities in the last five years within the region and at least two of the countries.	<ul style="list-style-type: none"> • Proposal: Section 2, 2.2. Past experiences and engagement and Section 7 (if applicable) • Certificate of incorporation of the applicant (lead partner in case of consortium) 	5
1.5	The applicant's (including consortium partners) existing projects 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"> • Proposal: Section 2 and Section 7 (if applicable) 	5
1.6	Lessons learned by the applicant (and consortium partners, if any) from other projects are detailed, relevant and factored in the proposal to implement the proposed grant support project activity(ies).	<ul style="list-style-type: none"> • Proposal: Section 3.5 Lessons Learned 	3
Total points for part 1			20

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

No.	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)	Obtainable points
2.1	The proposal includes a comprehensive situation analysis detailing the contextual overview of the programme in the targeted country: policy, financing, system, service	<ul style="list-style-type: none"> • Proposal, Section 3, 3.2 Situational Analysis 	5

	delivery gaps. The situation analysis is supported with official data where applicable, and a review of other relevant programmes and/or national strategic plans taking place in the country informing the complementary approach of the grant support project activities.		
2.2	The programme approach is technically sound and aligned with the grant objectives set in the CFP. Geographic coverage, populations groups and operational strategies are defined. The outcome and output level results the programme approach aims to reach are achievable and aligned with the grant proposal. The activities proposed in the logical framework and the implementation plan are aligned with the country's context, programme situation, the implementing partner's expected role and the grant support's overall scope. The activities undertaken by potential subgrantees are clearly defined.	<ul style="list-style-type: none"> • Proposal: Section 3, 3.3 Programme Approach • Proposal: Section 10 Sub-grantees 	10
2.3	The logframe (or results framework) includes expected results and corresponding indicators to measure progress against each result at minimum two levels: outcome and output that– incorporates gender considerations and actively targets equitable participation and benefit for women and girls. Indicators are Specific, Measurable, Achievable, Relevant and Time-bound (SMART). Targets, including disaggregated targets are provided. The logframe includes the activities to implement in order to reach each output.	<ul style="list-style-type: none"> • Proposal: section 3, 3.1 Logical Framework-Log Frame) 	5
2.4	Key partners, stakeholders and coordinators 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.	<ul style="list-style-type: none"> • Proposal: Section 3 and Section 6 	3
2.5	The suggested programme approach includes assistive technology user engagement and consultations with organizations of persons with disabilities. The proposal describes how assistive technology users, parents and caregivers will be consulted and engaged throughout the programme to ensure inclusion.	<ul style="list-style-type: none"> • Proposal: Section 3 	3
2.6	The proposed approach outlines the sustainability and post-grant plan to achieve the proposed impact.	<ul style="list-style-type: none"> • Proposal: Section 3, 3.4 Sustainability and Post-project Plan 	4
2.7	The approach is feasible given the operating environment (e.g., access, security and climatic conditions).	<ul style="list-style-type: none"> • Proposal: Section 3 	2
2.8	The proposal satisfactorily includes Protection from Sexual Exploitation and Abuse (PSEA) measures, child protection measures, and demonstrates that Health, Safety, Gender, Social, and Environmental (HSSE) requirements in relation to the grant support programme activities will be met, including considerations of reporting mechanisms.	<ul style="list-style-type: none"> • Proposal, Section 3.6 PSEA, Child Protection, Health and Safety Requirements and 3.7 Gender, Social and Environmental Requirements 	2
2.9	The activities proposed under the implementation plan (Gantt chart) are aligned with the proposed approach and methodology and the overall logframe. Each activity's roles and responsibilities of potential subgrantees are clearly defined. Timelines are realistic. The	<ul style="list-style-type: none"> • Proposal, Section 4 Implementation Plan • Proposal, Section 10 Sub-grantees 	3

	implementation plan demonstrates the applicant's capacity to plan and implement the grant support project activities.		
2.10	The proposal has clearly identified the potential operational, financial, compliance, strategic, reputational, environmental risks and mitigation measures to ensure programme success. The proposal not only includes a generic analysis of those risks, but also tackle specific risks directly related to the programme activities and related mitigation measures.	<ul style="list-style-type: none"> • Proposal, Section 3.8 Risk and Mitigation Measures 	3
2.11	The monitoring and evaluation plan provides comprehensive information on the indicators reporting process. The means of verification (or data source) are clearly described for each indicator, as well as frequency of the data collection and person of organization in charge.	<ul style="list-style-type: none"> • Proposal Section 5 Monitoring and Evaluation Plan 	5
Total points for part 2			45

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), responsibilities of each programme team member, size, and overall composition of the programme team, including partial and full-time equivalence for each position.	<ul style="list-style-type: none"> • Proposal, Section 6, 6.1 Programme governance structure, Section 8: Key personnel 	8
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.	<ul style="list-style-type: none"> • Proposal, Section 6, 6.2 Organizational chart 	2
3.3	The function, qualifications and experience of the proposed programme team meet the programme requirements. The CV of a key member of personnel assigned to programme management evidences relevant experience.	<ul style="list-style-type: none"> • Proposal, Section 8 Key personnel and Section 9 Curriculum vitae (CV) or resume 	5
Total points for part 3			15

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. The total budget amount is no greater than the maximum budgets stipulated in the Budget requirements .	<ul style="list-style-type: none"> • Annex 3: Financial proposal 	5

2.	The applicant has provided sufficient details (such as unit prices and quantities) and justification for all budget lines and lump sums. Consultancies, service contracts and other related costs are especially well described.	• Annex 3: Financial proposal:	5
3.	<p>Budget allocation among different categories is provided and appropriate. The budget covers all programme's components (including support activities such as Monitoring & Evaluation, Communication). Budget is particularly balanced between programme activities and the operational budget.</p> <p>Additionally for multi-country proposals, the budget is detailed with each budget item clearly linked to a specific country. Overall, the allocation for each country is clearly defined and within the allocated envelope for the specific country.</p>	• Annex 3: Financial proposal:	5
4.	The applicant's cost estimates and the assumptions made for such estimates are reasonable.	• Annex 3: Financial proposal:	5
Total financial proposal points			20

Annex A

Guidance note to categorize programme costs

The classification system and description defined below are meant to understand the broader focus of the proposed interventions for planning, implementation, and monitoring under the concerned programme. Activities must be tagged via the drop-down menu of the classifications provided under the financial budget template. It is understood that some activities may not necessarily fit neatly into these classifications. Therefore, countries are asked to use their best judgment to select where it works best. Please note that ATscale does not expect a proposed programme to focus on all the areas and activities therein. Prioritization is critical, and should be guided by the government's priorities, country and programme context to ensure greater value for money and sustainability.

Strategic thematic areas (illustrative activities)	
Service delivery	Provision of assistive technology and directly related rehabilitation services in primary, secondary and tertiary facilities; community-based assistive technology services; social services as part of service provision; procurement of screening/diagnostic/manufacturing equipment; infrastructure (renovation/refurbishment/rent); setting up a referral network; the collaboration between health facilities and assistive technology users, including public-private partnership models on services; follow-up mechanisms; supportive supervision; integration of assistive technology provision, with facility and/or community-based health and social programme on maternal, neonatal, child and adolescent health (RMNCAH), immunization, nutrition, tuberculosis and other infectious diseases, non-communicable diseases, traumatology, neurology, rehabilitation, elderly and palliative care.
Human resources for health-strengthening	Pre-service training; curriculum development; short- and long-term post-service training courses on assistive technology; post-service and refresher training of the workforce on particular assistive product/s and services; support for engaging providers' personnel/specialists, including community health workers and teachers, for screening and provision; development of a scheme of service; regulation for related assistive technology workforce, etc.
Data and information	Screening tools include the development or/and roll-out of paper, IT-based or mixed screening and assessment systems, the integration of data generated through screening, recording, referrals, provision and follow-ups into existing information management systems, integration with a health information management system or DHIS2, and the development/revision of facility-based monitoring and evaluation reporting tools, systems, etc.
Leadership/coordination/stakeholder management	Interministerial coordination platforms, steering committees, parliamentary committees, technical working groups, programme advisory groups including government, partners, parents/caregivers, women, organizations of persons with disabilities, vulnerable and disadvantaged groups, etc., created for strategic decision-making and implementation coordination purposes.
Guidelines/policy/financing	Normative work including the development of policy, costed assistive technology, and strategic plan related to assistive technology services provision, programme for people with mobility-related injuries and disabilities and for the general population, development/revision of priority list of assistive products, standards, and specifications of assistive products, service standard guidelines, development of screening, assistive technology service package across primary, secondary, tertiary levels including community-based assistive technology, costing analysis of service packages of integrated assistive technology services, the establishment of financing or reimbursement system, innovative financing mechanisms, AT inclusion into social and health insurance and other subsidy programmes, universal health coverage package, duty exemption, Convention on the Rights of Persons with Disabilities implementation in the context of assistive technology, road maps, etc.
Advocacy and demand generation	Advocacy and awareness activities related to professional recognition, service development, increased financing on assistive technology, information on assistive technology, dissemination of information to stakeholders including organization of persons with disabilities and communities, awareness campaign, sensitization workshops, building networks of stakeholders, communication plans, mass advocacy and awareness campaigns on World Day for Assistive Technology (4 June each year, introduced by ATscale from 2024 onwards), International Day of Persons with Disabilities (3 December), etc.

Communication plan	This may include support in producing short videos, photo stories, human interest case studies and a summary paper on lessons learned each year to provide more visibility to the programme. All will be posted on the ATscale website and also be amplified across our social media channels: Instagram, Facebook, X and LinkedIn. The applicants can allocate up to USD 15,000 each year for activities proposed under this category.
Equipment and assistive product procurement	Costs of all equipment and assistive products or their components need to be procured (including import duties, if applicable) as a part of the proposal through any mechanism, i.e. state budget, catalytic donations, ATscale budget, etc. The economic worth of catalytic donations needs to be estimated and provided separately.
Supply chain strengthening	Activities related to technical support in tendering, procurement and regulation; developing specific requirements and profiles of needed equipment and assistive products; building capacity in import or domestic procurements; storage, product inspection, maintenance and repair; refurbishment or replacement of old equipment, products and related components; warehousing; mapping of distribution and supply to service delivery centres; integrating assistive product distribution into other health and social system supply chains (e.g. medicines); logistic information management system; calibration and annual maintenance of equipment; local production, etc.
Innovation	Limited resources can be permitted for innovation-related activities, such as equipment, products and service delivery models, development and the invention of new assistive devices related to the concerned programme, customization of existing assistive products and pilot testing, evaluation of new methods or service delivery models for services, screening, assessment, prescription or fitting of assistive products and related services, etc. Please note that innovation is not a focus of the concerned grant.
Programme management and coordination	This includes costs for two components: grant management and the coordination role played by the partner (government or non-government) to build capacity and help support the implementation led by the government partner. The total budget envelope indicated to the country is inclusive of programme management and coordination costs. For planning purposes, this should be considered within the maximum limit of 15 per cent of the direct costs.
Indirect/overhead costs	<p>Expenses incurred by an organization, such as administrative or other support functions, that are not easily linked to a specific grant support activity. Examples of indirect costs include, but are not exclusive to:</p> <ul style="list-style-type: none"> - office support staff who are not directly working on activities under the grant/funding; - utilities; - development and fundraising activities; - rent and occupancy costs; - internet and telephone services; - meetings (e.g. board of directors, office retreats or celebrations); and - general office equipment (e.g. furniture, servers, copiers, office supplies, repairs and maintenance). <p>Indirect costs should be limited to a maximum of 10 per cent of the total direct costs.</p>