

## Clarifications to the Call for Proposals (CFP)

**Project Title: 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 No.:** ATscale/Grant/2024/023-026

**Date:** 05 February 2025

CFP Link on UNGM: <https://www.ungm.org/Public/Notice/253071>

Item	Page Number/Section/Paragraph (in original CFP)	QUESTION	ANSWER
1.	Page 7/section 1.11	<p><b><i>Applicant registration</i></b> 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 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."</p> <p>Can you please clarify the definition of registration in <i>the Pacific region</i>? For example – is an organization registered in Australia, that operates in the target countries through local partners, eligible to apply? (noting Australia is part of the Pacific region).</p>	<p><b>Legal recognition in the target region</b> - An organization needs to be legally recognized (registered) to operate within the Pacific countries or territories where the activities will be planned. This could mean having a local office, formal partnerships, or some form of approval/documentation from relevant Pacific governments.</p> <p><b>Eligibility to apply for grants or partnerships-</b> For this funding applications, "registered in the Pacific region" generally means that an organization must have an established operational or legal presence in at least one or more Pacific Island countries <i>and</i> one of the specified focus countries (Fiji, Kiribati, Solomon Islands). Alternatively, an organization that is legally registered to operate specifically in a focus country (even if not registered in other Pacific Island countries) is eligible to apply. However, this does not apply in reverse; being registered solely in a non-focus Pacific country does not meet the eligibility requirements.</p>
2	N/A	Can you please send me the contact information for each of the focal points in the government for the three PICs?	We have requested all three governments to officially appoint focal points, and we are currently awaiting their responses. Once we receive the names, we will share with you.

3	Page 7/section 1.11	Could an organisation that is not registered in the relevant Pacific countries but does add value, be eligible to apply if it is in partnership with an organisation that is registered in the relevant Pacific countries?	Yes, a relevant organization registered in other LMICs within the Pacific countries (but not specifically in Fiji, Kiribati, or the Solomon Islands) may be eligible to apply if it partners with an organization that is officially registered to operate within the specific countries. It is essential that the implementing partner organization holds legal registration in the country where the activities will take place.
4	Page 7/section 1.11	<p>The xxx's operations in the Pacific align closely with regional collaboration and shared responsibility between the Australian and New Zealand entities governed by a Collaboration Agreement &amp; a Trademark License Agreement. Xxx Australia acts as the lead agency for managing funding from all donors outside of New Zealand and the Pacific, ensuring compliance with donor requirements and leveraging its systems for financial and operational management. Xxx New Zealand serves as the primary entity for implementing projects in the Pacific, in support of Pacific partner priorities.</p> <p>Given your guidance, we'd like to confirm if this arrangement aligns with the requirement that the lead partner organization holds legal registration in the Pacific country where activities are conducted. Specifically, would The xxx Australia's role as the lead agency, paired with xxx New Zealand's partnership and operational registration in Pacific countries, meet the eligibility criteria for funding applications in these contexts? Your feedback will help ensure our compliance and alignment with the funding requirements.</p>	Given Australia's role as lead agency for managing funds, given the XXX NZ serves as the implementing partner, both governed by a "Collaboration Agreement & and Trademark License Agreement", the agencies will meet the eligibility criteria to apply. However, please note that if NZ is the implementing partner in the country, then its mandatory that they have operating rights/legal registration in the country.
5	Annex 3: Grant budget template	Can you please provide clarification on how you would expect the budget to be presented for multi-country proposals ?	<p>For the multi-country proposals, all the budgets should be presented separately:</p> <ul style="list-style-type: none"> <li>- Per country Grant Budget is required separately for each country and one combined Grant Budget using the same template</li> <li>- Applicants should be prepared to incorporate activities that</li> </ul>

			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).
6	N/A	Can you also please provide final copies of the EOIs submitted for each of the countries and the key government focal point for each country?	<p>This request has been well-received by ATscale and has been responded to through e-mail.</p> <p>Any such requests for the EOI or contact details of the focal point should be directed to <a href="mailto:bids@atscalepartnership.org">bids@atscalepartnership.org</a>.</p>
7	Page 7/section 1.10	<p>WHO Solomon Islands is keen to explore opportunities to contribute to this vital initiative. Could you kindly clarify the following points?</p> <ol style="list-style-type: none"> <li>1. <b>Eligibility:</b> Would WHO Solomon Islands be eligible to submit a proposal under this CFP?</li> <li>2. <b>Pre-existing Engagements:</b> Have there been discussions regarding this CFP with: <ul style="list-style-type: none"> <li>○ The Government of Solomon Islands, particularly the designated government focal point?</li> <li>○ WHO personnel or other UN organizations currently operating in the Solomon Islands?</li> </ul> </li> </ol>	<p>The WHO Solomon Islands office is eligible to submit a proposal. However, if WHO is involved in a multi-country proposal that includes the Solomon Islands, a separate submission by the WHO Country Office will lead to disqualification as each organization is permitted to submit only one proposal per country.</p>

8	Page 7/section 1.13	<p>I have a question on the concept of 'sub-granting' vs., 'partnership through consortium building'. In the CFP document, it is stated that 'sub-granting' and 'contracting' are permissible. As per the definition, 'subgrant occurs when an entity is SELECTED by the implementing partner to implement activities on behalf of the implementing partner'. Can the implementing partner (i.e., the applicant) sub-grant to the entities which are not the original consortium members?</p> <p>We have identified some partners and wish to work with them at country level; however, some of these partners are already a part of another consortium with other agencies. Also, other partners are not working across all three countries, while we plan to submit the multi-country proposal. If we are allowed to sub-grant the non-consortium members as a partner, it would be great to understand the difference between the partnership through 'consortium' and the partnership through 'sub-granting'.</p>	<p>Response to Question 1:</p> <p>Yes, an implementing partner can sub-grant to another implementing partner that possesses the technical expertise and knowledge required for specific activities. The sub granting arrangement referenced in your question must be clearly outlined in the proposal and budget, specifying the amount allocated to the sub-grantee and the activities they will carry out.</p> <p>A sub-grantee is an organization or entity that receives funding from the primary recipient (main grantee) to implement specific activities as stipulated in the grant agreement. If sub-grantees are identified at the time of application, their names should be explicitly included in both the budget and proposal. Under a sub-grantee arrangement, only the main grantee, with whom UNOPS signs the grant agreement, holds liability for the project to UNOPS. Consequently, the main grantee is also responsible to UNOPS for the work performed by the sub-grantees.</p> <p>Response to Question 2:</p> <p>The sub-grantee arrangement described above should not be confused with a consortium partnership, which is something different entirely. Please first consider these CFP documents:.</p> <ol style="list-style-type: none"> <li>1. CFP Annex 4_Instructions to Applicant (Article 2) published on UNGM under the CFP for clarity under the roles and responsibilities for Consortium Partners vs Sub-grantees.</li> <li>2. Section 7 of the Proposal Template. The consortium members declare the lead member/ applicant that with authority to bind the consortium. The consortium members sign accordingly. Changes to consortium shall not be altered without the prior written consent of UNOPS</li> </ol> <p>A consortium partnership involves collaboration with other organizations—often as completely</p>
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			<p>equal partners—to jointly design, manage, and implement a project or program. Consortia are formed to leverage the diverse expertise, networks, and resources of multiple organizations.</p> <p>Consortium partners are jointly and individually accountable and liable to UNOPS - this confirmation is asked and defined by applicants in the Proposal Template. In contrast, sub-grantees are accountable and liable only to their direct grantor (i.e. the implementing partner they have a direct, legal grant agreement with).</p> <p>As a result, all consortium partners need to be subject to both a Capacity Assessment and a PSEA assessment prior to award (unless they are UN Organizations). Moreover, all consortium partners are required to sign the grant agreement with UNOPS. Specific provisions must be included in the special conditions section of the agreement template to accommodate this arrangement.</p> <p>Consortium partners are typically involved more broadly in the overall design and execution of a project or program, while sub-grantees usually have a narrower, more specific scope of work.</p> <p>It is possible for consortium partners to have sub-grantees. In this case UNOPS has an agreement with multiple Implementing Partners, who in turn have agreements with different sub-Implementing partners (or sub-grantees)</p>
9	CFP Document, Annexure A	<p>We have a question on budget cost categories and were hoping for your assistance with the same:</p> <p>Under the programme management and coordination costs, are all staff costs also included? For instance, are we required to budget for our in country and HQ technical advisors, MEAL and support staff under the 15% prescribed for the management and coordination category, or can we budget for this separately? Would it be possible to</p>	<p>Programme management and coordination costs:</p> <p>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. So, the cost for all</p>

		provide further detail for this category than what is mentioned in the call for proposals?	staff should be budgeted within the 15%.
10	CFP Document, Annexure A	It would greatly assist our proposal development and budgeting process if we could have some further guidance on the definition of and what exactly can be included in the 'Programme Management and coordination' costs, in addition to what is mentioned in the annex. For example, how would direct program implementing staff be defined? And how would we define the costs for support staff that play a direct allocable role such as technical advisors from our regional office?	All the personnel involved in direct service delivery with clients or beneficiaries should be categorized under the Technical Personnel column provided in the budget sheet. All other program-related staff, including programme managers, advisors, and support staff not engaged in direct service delivery, should fall under the Support services personnel and Program Management and Coordination Personnel category overall advice is to keep the program management and coordination cost reasonable and not exceed the 15% of the budget.
11	CFP Annex 3, Budget Template	<p>Apologies for reaching out with another question! While going through our pricing exercise, as a final clarification, can we please understand whether Indirect/Overhead costs are classed as "ICR" or are they a separate cost category? Normally SC Solomon Islands (SCSI) will calculate the "shared direct costs" that can be attributed to a project, such as office support staff, rent, utilities etc, and allocate these to the budget of the project. This ensures a sustainable support function for the organisation and allows the project to utilise technical expertise and other supports. SCSI would then charge ICR (10%) as a percentage of these total costs.</p> <p>Save the Children's operating model sees SC Australia (SCA) acting as head office for its country offices in the Pacific. As a result, many of the whole-of-organisation functions that enable Pacific Country Offices to deliver high quality programming are either directly provided or subsidised by SCA, which is only made possible through ICR. Examples of these functions include the following: Monthly and year-end financial</p>	<p>Any costs related to shared organizational functions (e.g., office support staff, utilities, rent, and administrative services) should be classified under <b>either direct costs</b> or <b>indirect costs</b>, in line with the definitions and requirements outlined in the CFP.</p> <ul style="list-style-type: none"> <li>• <b>Direct costs:</b> If the costs can be directly attributed to the implementation of the project, they should be categorized as direct costs.</li> <li>• <b>Indirect costs:</b> Costs that support the overall functioning of the organization but cannot be directly attributed to a specific activity under the grant (such as rent, utilities, or office support staff not working directly on project activities) should be classified as indirect costs.</li> </ul> <p>For the purposes of this proposal, please ensure that all relevant costs are appropriately categorized as either direct or indirect, ensuring they align with the provided definitions and remain within the set caps (direct costs for programme management and coordination at 15% and indirect costs at 10%).</p>

		<p>and management accounting; Bank charges; Liability indemnity and other provisions; Business services costs (including travel management, supply chain management and IT services); Legal costs (accessible on demand); Payroll; Financial processing to enable business operations, Staff insurance costs; Human resources recruitment and on-boarding for new staff; Organisational audit etc.</p> <p>These costs are not able to be attributed as a shared direct costs, and form part of our indirect cost recovery (ICR).</p> <p>Based on the definitions provided in the CFP of what is included under the indirect/overhead costs, some of those we usually charge as shared direct costs, as mentioned above. Would the indirect costs category then be read overall to mean ICR or are they different?</p>	
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These clarifications shall form part of the official CFP documents. Please be guided accordingly.

Thank you.