

CALL FOR PROPOSALS

Grants for the application of the ICAT Transformational Change Toolkit

CFP reference number: CFP-11875-2025-01

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1. PARTICULARS

1.1. The Initiative for Climate Action Transparency (ICAT)

The Initiative for Climate Action Transparency (ICAT) was established in 2015 at the COP that adopted the Paris Agreement to support implementation of the Agreement's Enhanced Transparency Framework. The Initiative works with over 50 developing countries ranging from large countries, like Nigeria, to small islands, such as Antigua & Barbuda, and has initiated three Regional Climate Action Transparency Hubs in Central Africa, Central Asia and Central America.

ICAT provides countries with tailored support and practical tools and methodologies to build robust transparency frameworks needed for effective climate action in sync with national development priorities. The projects ICAT supports relate to: building or enhancing transparency frameworks for mitigation; building a monitoring and evaluation approach for adaptation; building or enhancing frameworks to track progress in implementing nationally determined contributions; assessing the impacts of climate policies; estimating or enhancing projections of greenhouse gases; integrating and/or aggregating climate actions at the subnational level and by non-State actors; building a tracking system for just transition processes; establishing or enhancing a climate data system; and putting in place a framework to track climate finance.

To support these areas, ICAT offers a suite of practical, open-source tools and methodologies to provide effective support to the transparency efforts of countries around the world.

ICAT is an unincorporated multi-stakeholder partnership steered by the Donor Steering Committee (DSC), composed of donors, Austria; Canada; Germany; Italy and the Children's Investment Fund Foundation (CIFF), and includes the United Nations Framework Convention for Climate Change (UNFCCC) Secretariat as the dedicated UN body with a climate change policy mandate, and UNOPS as an ex-officio member. The Initiative is hosted by UNOPS on behalf of the DSC. Within UNOPS, the ICAT Secretariat manages ICAT day-to-day activities, coordinating and guiding the work of the implementing partners.

1.2. Background of the grant

The ICAT [Transformational Change Toolkit](#) is a set of easy-to-use tools that support the assessment of potential transformational impacts of a wide range of climate policies, actions, and projects, covering both mitigation and adaptation. These are referred to as interventions in the Toolkit.

The Toolkit is composed of the following tools:

- The Carbon market tool: assesses the transformational impact of interventions with a carbon market component, i.e., interventions where emission reductions may be partially or totally traded.
- The Investment tool: assesses the transformational impact of investments by funds or private companies.
- The General assessment tool: assesses the transformational impact of interventions that do not fall under two tools above.
- The Portfolio tool: aggregates and compares the transformational impacts of several single interventions grouped under a portfolio. Such a portfolio may be artificial or correspond to an existing package of interventions, such as a country's NDCs.

The Toolkit facilitates the application of the [ICAT Transformational Change Methodology](#), and is a free-to-use, web-based software. Please contact the ICAT Secretariat (see page 6) to request the login details to the test account to see the software.

1.3. Objectives and scope of the grant/funding

The objective of this grant is to develop a series of case studies to expand the knowledge base on possible applications and benefits of the Toolkit. To support this, ICAT is looking to identify local organizations (including governmental entities and non-governmental organizations, such as research institutions, think tanks, academic/university institutions or grass roots organizations) to apply the Toolkit in developing countries over a seven-month period, starting no later than Q2 2025. The case studies should also result in feedback that will contribute to improving the Toolkit and its usability.

The case studies could cover the assessment of various types of interventions:

- At a local, subnational, or national level;
- In any sector or cross-sectoral; and/or
- Applied either before implementation (for ex-ante impacts); during implementation (to track impacts); or after implementation (for ex-post impacts).

These interventions could include those related to Article 6 and carbon markets, private sector investments or plans, or a collection of interventions. Submissions should include the intervention(s) to be assessed and the specific tool(s) in the Toolkit that will be applied. Interventions should only be selected if relevant data already exists or can be readily obtained. The proposed intervention(s) can be either adopted/implemented or hypothetical/under consideration. Submissions that include more than one assessment or the assessment of a package of interventions are encouraged. If more than one assessment is included, or a package of interventions are assessed, the Grantee must also provide a report using the portfolio tool in the Toolkit. All interventions must be from the same developing country.

The assignment should cover:

- i. Undertaking assessments using the Toolkit, showing the transformational potential resulting from an intervention or package of interventions;
- ii. Each assessment report must provide feedback and highlight how the assessment can be incorporated in the development of policies, enhancing the NDC update and/or implementation process, other climate action, or other relevant aspects of the Paris Agreement, and/or the use of the assessment results to engage with investors to mobilize climate finance or participate in cooperative approaches under Article 6, or describe areas for improvement; and
- iii. Feedback should also be provided on the usability and practicality of the Toolkit, lessons learned and any areas for improvement.

Before the project initiates, and in order to receive funding, organizations must secure and share with the ICAT Secretariat a no-objection letter from the relevant government entity of the country in which the assessment is being undertaken.

1.4. Target beneficiaries

Developing country governments and their partners that are planning and implementing policies, and/or assessing their impacts in the context of developing and implementing their NDCs, national or subnational low carbon strategies, nationally appropriate mitigation actions, and other mechanisms. Investment funds, multilateral development banks, private companies and organisations involved in carbon market and investment activities

1.5. Activities under grant/funding

Please note that submissions including more than one assessment or the assessment of a package of interventions are encouraged. All activities spelled out below shall be conducted in close coordination with, and based on instructions and support by the ICAT Secretariat. The deliverables are subject to a review process and final endorsement by the ICAT Secretariat. All materials produced as the result of the below activities should be in English.

Activity 1: Plan the assessment process

- a) Plan the assessment process according to the steps detailed in the TC Toolkit depending on the tool(s) to be applied. This includes identification of relevant stakeholders and identification of data needs and impacts; and
- b) Secure sufficient resources to carry out the assessment (e.g., secure staff time and data availability, leveraging related processes or initiatives).

Expected Outputs:

- Production of a short report that provides an overview of the assessment process.

Estimated timeline:

1-2 months

Activity 2: Carry out the assessment and develop an assessment report

- a) Collect the necessary data (e.g., from national statistics, government agencies, companies, international sources, etc.);
- b) Carry out the assessment using the TC Toolkit software. ICAT will create an account for each Grantee in

the software as well as provide user manuals and instructional videos. Limited support on the software is available and the Grantee is expected to carry out the assessment independently; and

- c) Develop a report that describes the assessment process including the background and process of data gathering and results. The report should be of a high standard without typos and grammatical errors and include proofreading and copyediting. The report must additionally include:
- i) A description of how the results could be used. For example, in domestic policy making, national/ international reporting, the implementation of NDCs, engaging in carbon market activities, and/or mobilizing finance;
 - ii) Lessons learned; and
 - iii) Feedback on the usability of the Toolkit and its supporting material.

The Toolkit also includes a function for automatically generating reports based on completed assessments. These reports can be integrated in this activity but cannot substitute it. If at the government's request there is a need for any data in the report to remain confidential, this can be marked as such in the report.

Expected Outputs:

- Production of a detailed assessment report.

Estimated timeline:

2-3 months

Activity 3: Outreach and communications

- a) Develop at least one case study highlighting key results and lessons learned in the assessment process. Case studies may be made available on the ICAT website and other communication channels, and may be included in future updates of the Toolkit or Transformational Change Methodology as examples. The content and finalization of the text must be completed by the Grantee and should be of a high standard without typos and grammatical errors and include proofreading and copyediting;
- b) Make at least one virtual presentation to ICAT stakeholders (there may be an opportunity to be invited to a physical meeting of ICAT partners in 2025, with travel expenses covered by ICAT)

Expected Outputs:

- Production of at least one case study based on the assessment process;
- Presentation of the case study to ICAT stakeholders; and
- Outputs developed under this project ensure ICAT visibility and maximize lessons learnt.

Estimated timeline:

1-2 months

Activity 4: Project Management

- a) Throughout the grant, ensure the work is being managed adequately and technical support and approaches are fully coordinated through active participation in meetings with the ICAT Secretariat. All meetings with the ICAT Secretariat will be virtual and carried out in English.

Expected Outputs:

- Timely provision of progress reports;

Estimated timeline:

Ongoing throughout the duration of the project.

1.6. Grant/funding available

The grant funding available under this Call for Proposals is **up to USD 40,000 per grant**

1.7. Grant/funding duration

The expected duration of the grant/funding is **seven months**.

1.8. Applicant eligibility

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

- government agencies;
- university, academic or research organizations;
- NGOs;
- think tanks;
- civil society organizations. and
- For-profit entities (registered companies)*

* For-profit entities are required to demonstrate their ability to undertake the grant activities on a not-for-profit basis. Recovery of indirect costs of up to 10 per cent of the total grant funding are permissible

Applicant country of registration and nationality

Applicants eligible to apply under this Call for Proposals with regard to country of registration and nationality (for individuals) are as follows:

All countries can apply, however, the policy or action to be assessed must be from a developing country.

Additional conditions of ineligibility

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

1.9. Content of proposal submissions

Applicants shall include the following:

- **Proposal**
- **Annex 1: Declarations (signed)**
- **Annex 2: Protection from sexual exploitation and abuse (PSEA) implementing partner self-assessment (signed), including supporting documentation**
- **Annex 3: Financial proposal, signed and as a soft copy in Excel format**
- **A minimum of two (2) reports or references from similar projects completed in the past that are considered relevant to this Call for Proposals**
- **Audited financial statements from the last two financial years**
- **Certificate of registration/incorporation**

Applicants must carefully read and understand the [Requirements](#) in this Call for Proposals and the [Instructions to Applicants](#) before completing the Proposal and Annexes.

1.10. Partial proposals

Partial proposals are not permitted. Applicants shall include all activities mentioned in section 1.5 in their proposal.

1.11. Sub-granting¹ and contracting²

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

| | |
|--------------|-------------|
| Sub-granting | Permissible |
| Contracting | Permissible |

1.12. Proposal currency

The proposal budget shall be prepared in the following currency: **United States Dollar (USD)**.

1.13. Language of proposals

All proposals, information, documents and correspondence exchanged between UNOPS and the applicant shall be in **English**.

1.14. Proposal submission

The deadline for the submission of proposals is **12 March 2025**. Proposals shall be submitted using the following method:

e-Mail

Proposals shall be sent to **icat.proposals@unops.org** only. **Please send the technical and financial proposal in two separate emails, clearly labelled, and do not include any UNOPS personnel's direct email addresses.**

Refer to Article 10, "Proposal Submission", of the [Instructions to Applicants](#) for details on the specific requirements for proposal submission.

1.15. Type of legal instrument

The applicable legal instrument(s) are identified hereunder. A template is provided with this Call for Proposals for reference.

- Grant Support Agreement.

1.16. Contact information

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

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

¹ Sub-grant is when an entity is selected by the implementing partner to implement activities on behalf of the implementing partner and complies with the same principles as outlined in the UNOPS Operational Instruction on [Grant Support](#).

² Contracting is done when an implementing partner procures services, goods or works using the procurement procedures of the IP.

1.17. Important dates and deadlines

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

| | Date | Time | Timezone |
|-------------------------------|----------------|-------|----------|
| Submission of proposals | 12 March 2025 | 23:59 | CET |
| Request for clarification | 7 March 2025 | 23:59 | CET |
| Expected agreement start date | April/May 2025 | | |

2. REQUIREMENTS

2.1. Approach and methodology

The proposal has to outline what guidelines and principles the Applicant follows throughout the implementation of the project in the below areas:

- Health and Safety Requirements
- Social and Environmental Requirements (such as gender and social inclusion)
- Protection from Sexual Exploitation and Abuse Requirements
- Sustainability Requirements, both internal to the organization as well as considerations regarding the implementations of the specific activities under the grant

2.2. Implementation Plan requirements

Using the proposed outputs, deliverables and activities, in view of achieving the outcomes of the grant/funding, complete the Implementation Plan. The Implementation Plan should accurately show the sequence and timeframe for the delivery of each activity and output.

2.3. Implementing Partner Monitoring Plan requirements

Complete the Implementing Partner (IP) Monitoring Plan.

2.4. Budget requirements

- Budget Ceiling: USD 40,000.** The ceiling is set with the expectation that the applicant will conduct multiple assessments. In case of only one assessment, the budget is expected to be considerably smaller.
- At a minimum, the budgets must include:
 - An estimate of direct costs, which include all of the expenses that are required for, and can be tracked directly to, the grant/funding accounts. Direct costs must be broken down by expense subcategory, by expense line item and by activity.
 - A description of assumptions or justifications underlying the estimates.
 - A breakdown of costs by Activity listed under Section 1.5.
- 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).
- 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.
- Grant budgets may include indirect costs up to 10% of direct costs. In case of subgrants, indirect costs on the subgrant amount should be calculated and presented separately.

3. EVALUATION METHOD AND CRITERIA

Proposals submitted in response to this CFP document shall be evaluated following the cumulative analysis methodology, which consists of the following steps:

- a. **Preliminary screening:** This includes an assessment of whether proposals comply with the formal and eligibility criteria stated in [Table 1: Formal and eligibility criteria](#). All proposals which pass this stage will go through a subsequent evaluation as follows.
- b. **Technical evaluation:** This assesses the technical points achieved by each proposal, as per the maximum obtainable points assigned per criteria group in [Table 2.1: Parts of the technical proposal evaluation](#). Only proposals that meet the minimum threshold indicated in [Table 2: Technical criteria](#) shall be considered substantially compliant at this stage. Evaluation of the technical proposals shall be completed prior to opening the financial proposals.
- c. **Financial evaluation:** Financial proposals will only be opened for proposals that have achieved the minimum threshold in the technical evaluation. Financial proposals shall be checked for any mathematical errors in accordance with Article 15, “Minor Informalities, Errors or Omissions” in the [Instructions to Applicants](#). The total financial proposal points achieved for each proposal are determined in accordance with [Table 3: Financial criteria](#).
- d. **Combined analysis:** This evaluation will be conducted based on a combined analysis, analyzing all of the relevant costs, risks and benefits for each proposal. The combined analysis includes the scores from both the technical evaluation, including factors such as risks, sustainability, and others, and the financial evaluation, using a predefined weighting method.

The maximum number of points that an applicant may obtain for its proposal are as follows:

- Technical proposal: 70 points
- Financial proposal: 30 points

The maximum total number of points an applicant may obtain for both the technical and financial proposals is 100. The weighting of the technical and financial proposals will be 70:30.

UNOPS may request clarification or further information in writing from applicants at any point during the evaluation process. In this case, any response from an applicant shall not modify the substance of the proposal, including both the technical and financial aspects of the proposal. UNOPS may use such information to interpret and evaluate the relevant proposal.

The evaluation of a proposal by UNOPS shall be carried out against the evaluation criteria described in the following tables.

The selection will be based on the following criteria:

- Geographical balance;
- Capacity to apply the Toolkit and conduct the corresponding assessment;
- Potential for the application of the Toolkit to demonstrate the impact and benefits of assessing climate policies/actions/projects for their transformational change potential; and
- Ability to start the application of the Toolkit by Q2 2025 and complete the application within 7 months.

Before the project initiates, and in order to receive funding, organizations must secure and share with the ICAT Secretariat a no-objection letter from the relevant government entity of the country in which the assessment is being undertaken. For countries in which an ICAT project is active, the ICAT Secretariat may be able to assist in obtaining government no-objection.

3.1. Preliminary screening

| Table 1 FORMAL AND ELIGIBILITY CRITERIA | |
|--|--|
| Criteria evaluated on a pass/fail basis during the preliminary screening | Documents to establish compliance with the criteria |
| 1. The applicant is eligible as defined in Article 1, "Applicant Eligibility" in the Instructions to Applicants . | <ul style="list-style-type: none"> • Proposal • Annex 1: Declarations • Annex 2: PSEA implementing partner self-assessment |
| 2. The proposal is complete and includes all completed forms and other documentation requested in the Particulars , 'Content of proposal submissions'. | <ul style="list-style-type: none"> • All documentation requested in the Particulars, 'Content of proposal submissions' |
| 3. The applicant accepts the conditions in the template for agreement, as specified in the Particulars , 'Type of legal instrument'. | <ul style="list-style-type: none"> • Annex 1: Declarations |
| 4. The applicant has at least 5 years experience in producing publications on MRV, climate action transparency and/or the renewable energy sector. | <ul style="list-style-type: none"> • Proposal, Section 2 • Two references/reports from previous projects, clearly outlining the project duration and scope |

3.2. Technical evaluation

| Table 2 TECHNICAL CRITERIA | |
|--|---|
| Criteria evaluated based on scoring during the technical evaluation | Documents to establish compliance with the criteria |
| <p>The maximum number of technical points obtainable is detailed in Table 2.1: Parts of the technical proposal evaluation.</p> <p>To be technically compliant, applicants must obtain a minimum threshold of 70% of the total obtainable points.</p> | <ul style="list-style-type: none"> • Proposal • Reports/references of past projects completed |

| Table 2.1 Parts of the technical proposal evaluation | | Obtainable points |
|--|--|-------------------|
| 2.1.1 | Applicant's technical capacity and expertise | 20 |
| 2.1.2 | Proposed methodology, approach and implementation plan | 25 |
| 2.1.3 | Key personnel proposed | 25 |
| Total technical proposal points | | 70 |

Table 2.1.1 Part 1: Applicant's capacity and expertise

| | Criteria to be evaluated | Documents to establish compliance with the criteria (not exhaustive) | Obtainable points |
|--------------------------------|---|---|-------------------|
| 1.1 | The applicant has demonstrated experience (in terms of years and depth and relevance of engagement) working in developing countries on topics related to climate transparency, policy development, carbon markets, investments and/or sustainable development (min. 3 years). | <ul style="list-style-type: none"> Proposal, Section 2 Reports of past projects completed | 10 |
| 1.2 | The applicant has demonstrated experience (in terms of number of years and subject matter covered) in developing publications, reports and/or methodological guidance on topics related to climate transparency, policy development, carbon markets, investments and/or sustainable development (min. 3 years). | <ul style="list-style-type: none"> Proposal, Section 2 Reports of past projects completed | 10 |
| 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 relevant actions and tasks clearly linked to the achievement of the targeted outcomes of the grant/funding. The proposal demonstrates a good understanding of how to apply the Toolkit. | <ul style="list-style-type: none"> Proposal | 15 |
| 2.2 | The proposal includes a sound implementation plan and timeline. | <ul style="list-style-type: none"> Proposal, Section 4 | 3 |
| 2.3 | The proposal presents a sound plan for stakeholder engagement. | <ul style="list-style-type: none"> Proposal, Sections 3 and 4 | 4 |
| 2.4 | Both internal and external risks are duly considered and the proposed mitigation actions are appropriate. | <ul style="list-style-type: none"> Proposal, Section 3 | 3 |
| Total points for Part 2 | | | 25 |

Table 2.1.3 Part 3: Key personnel proposed

| No. | Criteria to be evaluated | Documents to establish compliance with the criteria (not exhaustive) | Obtainable points |
|-----|--|---|-------------------|
| 3.1 | <p>The applicant's proposed team demonstrates a suitable composition and structure, including appropriate numbers of subject matter and technical experts. Person days assigned to the project align with the scope and objectives of the grant support project activities.</p> <p>Note: The number of days by team members must be included in the technical proposal to ensure this can be</p> | <ul style="list-style-type: none"> Proposal, Section 6 | 4 |

| | | | |
|--------------------------------|--|--|-----------|
| | assessed separately from the budget. | | |
| 3.2 | The applicant provides adequate and clear descriptions of the roles of each member of the team. | <ul style="list-style-type: none"> • Proposal, Sections 6 and 8 | 4 |
| 3.3 | The qualifications and experience of the proposed team meet the established requirements for the implementation of the grant support project activities. Note: The CVs of proposed personnel are to be included in the submission. | <ul style="list-style-type: none"> • Proposal, Sections 8 and 9 | 17 |
| Total points for Part 3 | | | 25 |

3.3. Financial evaluation

Proposed budget amounts should be inclusive of VAT.

| Table 3 FINANCIAL CRITERIA | | |
|--|---|-------------------|
| Criteria evaluated based on a cumulative analysis methodology during the financial evaluation | Documents to establish compliance with the criteria | Obtainable points |
| 1. Total Budget: A maximum of 10 points will be allocated to the lowest total budget. Total budgets of other substantially compliant applicants will be scored according to the following formula: Points for budget amount = $\frac{[\text{lowest total budget amount}] \times [\text{maximum points allocated for the total budget amount}]}{[\text{Total budget amount of proposal under evaluation}]}$ | <ul style="list-style-type: none"> Annex 3: Financial proposal | 10 |
| 2. The applicant organizations comply with the maximum budgets stipulated in the Budget requirements . | <ul style="list-style-type: none"> Annex 3: Financial proposal | 5 |
| 3. The applicant has provided sufficient justification of budget lines and lump sums. | <ul style="list-style-type: none"> Annex 3: Financial proposal | 5 |
| 4. The allocation of budget among different categories is appropriate, particularly the allocation between activities and the operational budget. | <ul style="list-style-type: none"> Annex 3: Financial proposal | 5 |
| 5. The applicant's cost estimates and the assumptions made for such estimates are reasonable. | <ul style="list-style-type: none"> Annex 3: Financial proposal | 5 |
| Total financial proposal points | | 30 |