

# CALL FOR PROPOSALS

## Provision of Small Grants Programme for World Day for Assistive Technology (AT)

CFP reference number: ATscale/Grant/2025/001-003

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# 1. PARTICULARS

## 1.1. UNOPS project objective(s)

The ATscale secretariat, hosted by the United Nations Office for Project Services (UNOPS) in Geneva, Switzerland, invites interested and eligible non-governmental organizations and other non-profit organizations, as well as United Nations entities, to respond to a call for proposals (CFP) for the grant project: Provision of Small Grants Programme for World Day for Assistive Technology to cover the following regions

- Africa
- Asia and the Pacific
- Middle East

The selected grantee will be responsible for small grants management for Organizations of Persons with Disability (OPDs). We are seeking a global umbrella or regional umbrella organizations of OPDs, or any other relevant non-profit organization, to manage a small grants programme to OPDs to carry out awareness campaigns or visibility activities around World Day for Assistive Technology on or around 4 June 2025.

## 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. Assistive products include wheelchairs, eyeglasses, artificial limbs, hearing aids and digital devices such as screen-readers, which enable people to live independent lives – to study, work and enjoy the everyday moments that many of us take for granted.

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 set up 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 to live healthier 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](#).

**About ATscale's small Grants Programme for World AT Day:**

The first-ever [World Day for Assistive Technology](#) was launched on 4 June 2024 as part of the [Unlock The Everyday](#) campaign **calling for organizations, policymakers, businesses and individuals from across the world to take action to increase access to assistive technology.** The [Unlock The Everyday](#) campaign, led by ATscale, aims to raise awareness of assistive technology, foster media engagement, and develop champions who advocate for the issues at the core of ATscale's mission.

The first World AT Day day aimed to **draw attention to the importance of assistive technology and the urgent need to improve access to it in many low- and middle-income countries.** ATscale invested significant time and resources to make World Day for Assistive Technology a success, including a **massive outreach effort to engage partners** to get involved in what turned out to be an impressive celebration of assistive technology initiatives around the world. ATscale will continue to lead the "Unlock the Everyday" campaign, building momentum through increased engagement with even more partners, including deeper involvement in ATscale-supported countries, and wider participation in the World Day for Assistive Technology.

ATscale aims to **build on early successes**, including the Unlock The Everyday campaign, to continue to raise awareness for AT globally. World Day for Assistive Technology will be a key moment. Working with AT users, implementing partners, strategic partners and the private sector, **ATscale will support events and advocacy through both national events and global digital media** to build greater understanding of assistive technology with a collective call to action to organizations, policymakers, businesses and individuals across the world.

To promote and support the celebration of World Day for Assistive Technology 2025 by organizations of persons with disabilities (OPDs) in low- and middle-income countries (LMICs), ATscale is launching this Small Grants Programme and is seeking a partner for the implementation of the grant.

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

In line with the 2025 ATscale operation plan, and the strategic results framework, ATscale will continue to lead the "Unlock the Everyday" campaign, building momentum through increased engagement in the World Day for Assistive Technology with even more partners, with a focus on deeper involvement from organizations of persons with disabilities (OPDs) and national civil society organizations in low- and middle-income countries, and wider participation in this campaign aims to raise awareness of assistive technology, foster media engagement, and develop champions who advocate for the issues at the core of ATscale's mission.

The grant aims to raise awareness and drive policy change. Specifically, through this programme we expect to enhance public awareness efforts to drive demand and reduce stigma in a number of LMICs. The expected result is increased public awareness of the unmet need for assistive technology through advocacy events, national and social media coverage, and strengthening of civil society organizations, decision-makers, champions, and advocates for AT.

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

The selected implementing partner is expected to manage up to 10 micro sub-grants per region (30 in total) to national OPDs to carry out awareness-raising activities on or close to World Day for Assistive Technology on 4 June 2025. Up to 30 micro sub-grants of up to USD 800.00 are expected to be implemented in 3 regions. Given the ATscale focus countries, we give preference to Asia and the Pacific; Africa; and the Middle East.

This is a global call with three (3) sectors so that regional umbrella organizations of OPDs can also apply. Please refer to section 1.9 for further details on each sector.

**1.5. Target beneficiaries**

Civil society organizations, including OPDs, strengthened by ATscale supported programmes; and people reached with awareness-raising initiatives related to the importance of assistive technology.

**1.6. Activities under grant/funding**

The recipient of this grant should invite national OPDs in the region of focus to apply for a grant of up to USD \$800.00 to cover expenses related to World AT Day activities.

A maximum of 30 grants (10 per region) will be provided based on recommendations made by a selection panel constituted by the grantee. Events will take place on or close to 4 June, will focus on the chosen theme, target the general population and/or policymakers to raise awareness of AT, use Unlock The Everyday materials for the day, have

measurable outcomes, will be registered on UnlockTheEveryday World AT Day webpage. We will request a short report with photographs two weeks after the event, by 20 June.

The WorldATDay planning toolkit will include all assets and suggestions on how to plan a successful national event. The Unlock the Everyday website will provide the toolkit, all assets, and an online portal to register events. A world map will show where events are taking place. It will be up to the OPD to propose events which they think will have maximum impact in their country. Examples of events could include any public mobilization, press conference, media engagement, or meeting with policy makers. World AT Day activities last year included a multistakeholder forum in Nairobi, Kenya, live-streamed on YouTube, an in-person advocacy event in Peru, a high-level event with ministers in Lesotho, and a community eye screening led by CHAI in Cambodia.

### 1.7. Lessons learned

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

- Focus on key countries: Prioritizing efforts in a few key countries could maximize impact and serve as inspiration for others to organize similar activities in the future;
- Government and political leadership engagement: Increasing engagement with government and political leadership could foster policy change and greater provision of AT;
- LMIC engagement: Greater engagement with LMICs could ensure inclusivity and address context-specific barriers;
- Steering by AT users: Increased influence and steering by AT users and OPDs could strengthen the campaign's focus on lived experiences and advocacy;
- Link to policy change: closely linking activities to advocacy, policy change, and greater provision of AT could strengthen impact.

### 1.8. Grant/funding available

Signature and implementation of the grants 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 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 region. **Overheads/indirect costs** cannot exceed **10 percent** of all direct costs.

### 1.9. Total amount of grant/funding available

The following table indicates the total amount of grant/funding available under this Call for Proposals for the three regions.

Region	Amount in figures in USD	Amount in words
Africa	15,000	Fifteen thousand dollars
Asia and the Pacific	15,000	Fifteen thousand dollars
Middle East	15,000	Fifteen thousand dollars

#### Important notes:

This CFP is divided into the following three (3) sectors for implementation in three (3) different regions:

- Sector 1: Provision of Small Grants Programme for World AT Day in Asia and the Pacific. Grant no.: ATscale/Grant/2025/001
- Sector 2: Provision of Small Grants Programme for World AT Day in Africa. Grant no.: ATscale/Grant/2025/002

- Sector 3: Provision of Small Grants Programme for World AT Day in Middle East Grant no.: ATscale/Grant/2025/003

Applicants may also opt to submit a multi-region proposal that combines more than one of the sectors/regions mentioned above.

Title for Multi-regions proposals: Provision of Small Grants Programme for World AT Day (specify regions included in your proposal).

**Multi-Sector Submission Instructions:**

1. For multi-region submissions, applicants must ensure that the reference number and the regions name is clearly indicated in the proposal.
2. The evaluation for the multi-region proposals will be done separately per sector / region.
3. UNOPS reserves the right to approve implementation in all proposed regions or to select implementation in one or more of the regions included in the applicant's multi-country proposal.

For multi-region submissions, also note the followings;

- Grant Application Template: Implementation plan, results Framework, Implementing partner monitoring plan, Proposed team structure requires to be filled out separately for each region and all combined in one Grant Application
- Grant Budget Template: Per region Grant Budget is required separately for each country and one combined Grant Budget using the same template
- 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-region 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.

**Instruction for Single Region Submissions:**

Applicants should **choose carefully**, and **indicate the grant number that corresponds to the region** they are applying to in the Grant Application.

- Each organization is permitted to submit only one proposal per region. Any applicant submitting more than one single-region proposal will be disqualified.

Applicants interested in applying for more than one region should submit a multi-country proposal.

- Please note:
- Although applications are open to all three (3) sectors under Multi-region Submissions, 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.
- Proposals in partnerships with other organisations (either through consortium or identified as sub-grantees) for each sector is allowed. In case of a consortium, however, a lead organization must be identified. There is no limit on the number of partners in a consortium or for sub-grantees, however, it should be carefully considered so it does not lead to unnecessary coordination costs. The evaluation panel will assess positively the addition of relevant organizations as well as the cost-effectiveness of the proposed consortium members or sub-grantees.

### 1.9. Grant/funding duration

The expected duration of the grant/funding is:

YEAR(S)	0	MONTH(S)	3
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The proposed start date for the grant is **April/May 2025**. The grant is expected to be concluded within three months, that is, by **July/August 2025**. ATscale expects to sign the agreement for three months. 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 months.

### 1.10. Applicant eligibility

#### Applicant category(ies)

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

- Non-governmental organizations including OPDs and OPD alliances .....
- Foundations .....
- Civil society organizations .....
- Institutions or federations .....
- Academic and research institutions .....
- United Nations agencies .....

#### Applicant country of registration and nationality

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

Open to all countries ▾

All applicants, including sub-grantees and consortium partners, must be legally registered to operate in all the countries in which they will operate.

#### Additional conditions of ineligibility

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

### 1.11. Content of proposal submissions

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

- Annex - 1: 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 \(UNPP\)](#) and the PSEA requirement applies to consortium partners too. If completed, provide UNPP details. The assessment is not required if the implementing partner is a UN entity.
- Registration certificate to operate within the region

- Proof of organization as not-for-profit entity

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

### 1.12. Partial proposals

Partial proposals will not be permitted. Applicants shall submit a proposal for the total scope of the grant/funding and address all of the requirements in this Call for Proposals. Evaluation will be based on compliance with the total requirements.

### 1.13. Sub-granting<sup>1</sup> and contracting<sup>2</sup>

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

Sub-granting	Permissible ▾
Contracting	Permissible ▾

### 1.14. Proposal currency

The proposal budget shall be prepared in the following currency(ies):

United States dollars (**USD**)

### 1.15. Language of proposals

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

English ▾

### 1.16. Proposal submission

The deadline for the submission of proposals is **Mar 26, 2025 12:00 PM** CET (Geneva, Switzerland). Proposals shall be submitted using the following method:

e-Mail ▾

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

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

### 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 in relation to this Call for Proposals shall be sent to:

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

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

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

### 1.19. Important dates and deadlines

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

	<b>Date</b>	<b>Time</b>	<b>Timezone</b>
<b>Submission of proposals</b>	Mar 26, 2025 12:00 PM	12:00 PM	(CET: UTC+01:00)
<b>Request for clarification</b>	Mar 20, 2025 12:00 PM	12:00 PM	(CET: UTC+01:00)
<b>Expected agreement start date</b>	Apr 22, 2025	TBA	(CET: UTC+01:00)

### 1.20. Reporting Requirements

Throughout the grant lifecycle, from the initial agreement signing and launch to final closure, grantees must meet specific reporting requirements at each programme phase. Please refer to CFP Annex 7 for further details and report templates.



## 2. REQUIREMENTS

### Application guidelines

The application should describe the rationale for the selection of up to 10 proposed countries within each region, the expected result at the end of the activity, and the applicant's existing technical and organizational capacity. The application should include a team structure, monitoring and implementation plan.

For a multi-region submission, the application should include separate sections detailing the context within each individual region, along with an additional section describing the proposed coordination between regions.

Please use Arial font size 11, single spacing, throughout the document.

#### 2.1. Organization overview (~1–3 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 manage this small grants programme.

#### 2.2. Past Experience and engagements (~1- 3 pages)

Please provide an overview of the organization's experience, demonstrating its capacity to manage this small grants programme effectively.

#### 2.3. Approach and methodology

##### Role of implementing partner

During the implementation, the overall objective of the implementing partner should be to manage the small grants programme, coordinate outreach for the call, select the recipients of the small grants, provide technical support to the grantees and ensure outputs and adequate reporting in line with this call.

The implementing partner will directly receive grant funds from ATscale, and ensure effective implementation of grant activities as per the approved proposal. Where applicable, they will manage the disbursement to the small grants to the selected recipients, and perform the following functions:

- Ensure strategic resource management, including planning and monitoring expenditures as per the approved grant project workplan and budget.
- Provide/mobilize technical support, to ensure smooth implementation of the small grants programme, including guidance Monitoring, Evaluation and Learning (MEL) approaches .
- Maintain financial records and monitor systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day statutory requirements.
- Prepare documentation with terms of reference for the small grants, with support from ATscale secretariat
- Coordinate with the ATscale secretariat to identify communications opportunities that serve to support national and global advocacy, communication and learning objectives. For example, each grantee should have an agreed set of parameters for outputs and results of their activities such as photographs, stories, video clips and a write up. The applicant is encouraged to define roles within the team and allocate resources as needed effectively gather the content from each grantee and summarise the activities through creative storytelling
- Submit a narrative and financial report to ATscale at the end of the programme period.

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

##### Programme approach

The programme approach should describe the specific activities proposed to be supported through this grant. Applicants must also outline how they will align with other organizations and ATscale partners already present in selected countries as well as AT users. Please also outline the regional as well as national approach and set out how you would coordinate and amplify activities across the region.

You may suggest additional incentives for grantees to apply, for example an additional monetary award for the grantee who gets the most visibility following World AT Day

Applicants must present a clear programme approach that outlines the issues to be addressed, the strategic methods to be employed, and the specific objectives.

Develop a simple results framework that includes the overall goal, specific objectives, outcome and output indicators and means of verification. Overall, the results 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. The applicant's results framework can be inspired by [ATscale's results framework](#) that is part of ATscale's current strategy.

- **Outcome and output results:** Identify at least one outcome to be achieved by the programme. Ensure that it incorporates gender considerations and actively targets equitable participation to maximize the benefits for all target groups. Define multiple output results under the 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). Include measures that indicate the level of visibility and number of people engaged such as number of events, numbers of participants attending events, reach on social media and traditional media, number of articles, TV spots etc as well as photographs and video pieces. You could also measure the number of champions and advocates speaking on the issue at events, to the media, and posting on social media during the activities.
- **Targets:** Provide estimated targets for all the indicators of the results framework, with the following disaggregation: type of limitation(s) (vision, hearing or mobility), age and gender.

#### 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.

#### Health and safety requirements (½ page)

Applicants should provide an assessment and risk management plan to 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 (½ 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 and report 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 (½ page)**

Applicants should identify and list the risks, including safeguards and environmental risk, associated with the approach, 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.

**Proposed team structure (~1 page)**

Applicants should define roles and responsibilities within the proposed programme including programme management, technical support, communications, monitoring and reporting.

*For multiple-region proposals, applicants should clearly outline the regional coordination strategy and explain how coordination will be managed across the different regions*

The applicants should include the CVs of at least one key member of personnel for programme management.

**Implementation Plan requirements**

Applicants should submit a simple 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 setting up and managing the programme **with due reference to aligning towards World Day for Assistive Technology on 4 June 2025**.

Describe the specific activities proposed to be supported through this grant. Applicants must also outline how they will align with other organizations and ATscale partners already present in selected countries as well as AT users. Please also outline the regional as well as national approach and set out how you would coordinate and amplify activities across the region.

You may suggest additional incentives for grantees to apply, for example an additional monetary award for the grantee who gets the most visibility following World AT Day

**Implementing Partner Monitoring Plan Requirements**

The final report will provide a narrative summary of the outcome of the grants. Submit a short report from each grantee with photographs, video clips, a short write up, and other agreed outputs along with a summary of the regional-level coordination activities.

**Budget requirements**

a. Budget Ceiling: as indicated in the [Particulars](#)

b. At a minimum, the budgets must include:

i. An estimate of direct costs, which include all of the expenses that are required for, and can be tracked directly to, the grant/funding accounts. Direct costs must be broken down by expense subcategory, by expense line item and by year.

ii. A description of assumptions or justifications underlying the estimates.

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)

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

d. 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

**Note: Multi-Region Submissions will be evaluated per region based on the below established evaluation methodology and criteria i.e. if a proposal includes three countries, each country will be evaluated independently.**

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

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

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

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

The maximum 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 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.

**Preliminary screening**
**Table 1 FORMAL AND ELIGIBILITY CRITERIA**

Criteria evaluated on a pass/fail basis during the preliminary screening	Documents to establish compliance with the criteria
1. The applicant is eligible as defined in Article 1, "Applicant Eligibility" in the <a href="#">Instructions to Applicants</a> .	<ul style="list-style-type: none"> <li><b>Annex 1: Proposal</b></li> <li><b>Annex 2: Declarations</b> (lead partner only)</li> <li><b>Proof of organization as not-for-profit entity</b> (for both lead partner and consortium partners in case of consortium)</li> </ul>
2. The proposal is complete and includes all completed forms and other documentation requested in the <a href="#">Particulars</a> , 'Content of proposal submissions'.	<ul style="list-style-type: none"> <li>All documentation requested in the <a href="#">Particulars</a>, 'Content of proposal submissions'</li> </ul>
3. The applicant accepts the conditions in the template for agreement, as specified in the <a href="#">Particulars</a> , 'Type of legal instrument'.	<ul style="list-style-type: none"> <li><b>Annex 1: Declarations</b></li> </ul>

**Technical evaluation**
**Table 2 TECHNICAL CRITERIA**

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

**Table 2.1 Parts of the technical proposal evaluation**

	Obtainable points
1. Applicant(s) capacity, expertise and past experience	20
2. Proposed methodology, approach and implementation plan	45
3. Proposed team structure and key personnel	15
<b>Total technical proposal points</b>	<b>80</b>

**Table 2.1.1 Part 1: Applicant's capacity and expertise**

N o .	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)	Obtainable points
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1.1	The applicant has the general organizational capability to support effective implementation: management structure; financial stability and project financing capacity; management controls; and the extent to which any work would be sub-granted/contracted.	<ul style="list-style-type: none"> <li>• <b>Proposal; Section 2 Past Experience</b></li> <li>• <b>Registration Certificate</b></li> </ul>	2
1.2	The applicant has relevant specialized knowledge and experience in similar activities.	<ul style="list-style-type: none"> <li>• <b>Proposal:</b> Section 2, 2.1. Organization overview</li> </ul>	3
1.3	For single-region proposals, the applicant has presence or experience working in the relevant region  For multi-region proposals, the applicant has presence or experience working in those regions (i.e. working in low and middle income countries for similar projects or programmes).	<ul style="list-style-type: none"> <li>• <b>Proposal:</b> Section 2, 2.2. Past Experience and Engagement</li> </ul>	2
1.4	The applicant has the capacity to undertake the current proposed activities in addition to its current workload.	<ul style="list-style-type: none"> <li>• <b>Proposal</b></li> </ul>	5
1.5	The applicant's existing projects complement this grant support project activity(ies).	<ul style="list-style-type: none"> <li>• <b>Proposal</b></li> </ul>	5
1.6	Lessons learned by the applicant from other projects are factored in the proposal for the implementation of the proposed grant support project activity(ies).	<ul style="list-style-type: none"> <li>• <b>Proposal</b></li> </ul>	3
<b>Total points for Part 1</b>			<b>20</b>

**Table 2.1.2 Part 2: Proposed methodology, approach and implementation plan**

No.	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)	Obtainable points
2.1	The proposal is substantially compliant and does not contain any material deviation(s) from the minimum requirements as stipulated in this CFP document, which indicates the applicant's understanding of these requirements.	<ul style="list-style-type: none"> <li>• <b>Proposal</b></li> </ul>	5
2.2	The applicant's proposed approach and methodology is consistent with objectives and targeted outcomes of the grant/funding and the objectives of the UNOPS project activities under which this grant/funding opportunity is available.	<ul style="list-style-type: none"> <li>• <b>Proposal,</b> Section 3</li> </ul>	10
2.3	The proposed approach is considered to be an efficient way to deliver the activities and achieve the proposed outputs.	<ul style="list-style-type: none"> <li>• <b>Proposal,</b> Section 3</li> </ul>	10
2.4	The activities proposed under the Implementation Plan are aligned with the proposed approach and methodology. The Implementation Plan demonstrates the applicant's capacity to plan and implement the grant support project activities within the identified timeliness.	<ul style="list-style-type: none"> <li>• <b>Proposal,</b> Sections 3 and 4</li> </ul>	6
2.5	The applicant has identified tangible outputs that clearly support the achievement of the expected outcomes.	<ul style="list-style-type: none"> <li>• <b>Proposal,</b> Section 4</li> </ul>	6

2.6	The proposal satisfactorily demonstrates that the Health, Safety, Social and Environmental (HSSE) requirements in relation to the grant support project activities will be met.	<ul style="list-style-type: none"> <li>• <b>Proposal</b></li> </ul> Section 2	2
2.7	The indicators provide a true measure of the result and are the means of verifying a realistic way to capture the information required.	<ul style="list-style-type: none"> <li>• <b>Proposal,</b></li> </ul> Section 5	5
<b>Total points for Part 2</b>			<b>44</b>

**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	The composition and structure of the applicant's proposed team is appropriate and suitable for the implementation of the grant support project activities.	<ul style="list-style-type: none"> <li>• <b>Proposal,</b></li> </ul> Section 6	8
3.2	The applicant describes and justifies its plan for the size and composition of its team.	<ul style="list-style-type: none"> <li>• <b>Proposal,</b></li> </ul> Section 6	6
3.3	The qualifications and experience of the proposed key personnel meet the established requirements.	<ul style="list-style-type: none"> <li>• <b>Proposal,</b></li> </ul> Sections 8 and 9	2
			<b>16</b>

**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 budget stipulated in the <a href="#">Budget requirements</a> .	<ul style="list-style-type: none"> <li>• <b>Annex 3: Financial Proposal</b></li> </ul>	5
2	Budget allocation among different categories is provided and appropriate. The budget covers all programme's components (including support activities such as grant management, technical support, coordination and communication). Budget is particularly balanced between small grants and the operational budget.	<ul style="list-style-type: none"> <li>• <b>Annex 3: Financial proposal</b></li> </ul>	7.5
3	The applicant's cost estimates and the assumptions made for such estimates are reasonable.	<ul style="list-style-type: none"> <li>• <b>Annex 3: Financial proposal</b></li> </ul>	7.5
<b>Total financial proposal points</b>			<b>20</b>