PROPOSAL

# Section 1: Applicant’s information

| **CFP reference no.** | **ATscale/Grant/2025/0XX** |
| --- | --- |
| **Name of applicant** |  |
| **Submission date** |  |
| **Sector/Sectors Applying For** |  |
| **Region/Regions Applying for** |  |

## Background of applicant

| **Full legal name of the applicant** |  |
| --- | --- |
| **Year the entity was established**  (*not applicable for individual applicants*) |  |
| **Address of registered office**  (*not applicable for individual applicants*) |  |
| **Name of applicant representative(s)** |  |

## UNGM registration and UNOPS vendors

As part of the proposal, the applicant is requested to complete the registration on the [United Nations Global Marketplace (UNGM) registration website](https://www.ungm.org/Account/Registration).

The applicant may submit a proposal without registering on the UNGM website. However, if the applicant is selected to receive the grant/funding, the applicant should register on the UNGM website before signing the Agreement unless UNOPS has provided another mechanism in accordance with the [Instructions to Applicants](https://content.unops.org/service-Line-Documents/Infrastructure/Grant-Support-Call-for-Proposals-Instructions-to-Applicants_EN.pdf), Article 21.

| **Are you registered in the UNGM?** | Select answer |
| --- | --- |
| If “Yes”, provide the UNGM vendor number and ensure that the information in the UNGM is current |  |
| **Are you a UNOPS vendor?** | Select answer |

## Contact information

Provide the contact information and signature(s) of person(s) that UNOPS may contact for any requests for clarification during proposal evaluation.

**NOTE:** This person must be available during the 12 weeks following the receipt of the proposal.

| **Name** |  |
| --- | --- |
| **Title** |  |
| **Telephone/mobile (direct)** |  |
| **Email (direct)** |  |

# Section 2: Past Experience

**2.1. Organization Overview**

**2.2. Past Experience and Engagement (this section pertains to the lead entity, in case of a consortium)**

**For multi-region proposals, outline the experiences within the region or within the relevant context and also in the specific countries, if relevant.**

## Similar agreements during the last 5 years

| **No.** | **Agreement title** | **Donor/Client** | **Country** | **Grant amount** |
| --- | --- | --- | --- | --- |
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## All ongoing agreements

| **No.** | **Agreement title** | **Donor/Client** | **Country** | **Grant amount** | **Remaining budget** |
| --- | --- | --- | --- | --- | --- |
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## All agreements committed to start

| **No.** | **Agreement title** | **Donor/Client** | **Country** | **Expected budget** |
| --- | --- | --- | --- | --- |
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# Section 3: Approach and Methodology

Please describe the approach and methodology to demonstrate the applicant’s response to overcome the stated problem or situation, as explained in the **CFP**, Section 2 “Requirements.” This section should explain how the proposed methodology meets or exceeds the identified requirements while ensuring the appropriateness of the approach for the local conditions and the specific operating environment.

**3.1 Executive Summary**

**3.2 Programme Approach and Methodology**

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.

**3.2. Results Framework (Log Frame)**

**For multiple country proposals, provide a separate results framework for each individual country (name each of the LFA as of follow, *“Results Framework (name of the country and sector reference number )***

Complete this 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.

* **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.

The applicant’s results framework should be inspired/guided by [ATscale’s results framework](https://atscalepartnership.org/strategy2024-2027) that is part of ATscale’s current strategy, wherever relevant.

| **Level** | **Results Statement** | **Objectively Verifiable Indicators of Achievements** | **Targets** *(provide targets for each level of disaggregation: age group, gender, AT domain etc. when applicable)* |
| --- | --- | --- | --- |
| **GOAL:  *[Enter the goal (impact) result of the programme]*** | | | |
| **EXPECTED OUTCOME RESULT :** | *[enter Outcome result]* | *[enter Outcome indicator(s)]* |  |
| ***Expected Output 1*** | *[enter Output result]* | *[enter Output Indicator(s)]* |  |
| ***Expected Output 2*** | *[enter Output result]* | *[enter Output Indicator(s)]* |  |
| ***Expected Output 3*** *(Please add more rows if more expected outputs are planned)* | *[enter Output result]* | *[enter Output Indicator(s)]* |  |
| **ACTIVITIES - OUTCOME RESULT 1** | | | |
| ***Activities Output 1*** | **1.1.1**  **1.1.2**  **1.1.3** | | |
| ***Activities Output 2*** |  | | |
| ***Activities Output 3*** |  | | |
| **(Please add more rows if more outcomes, outputs and activities are planned)** | | | |

**3.3 Lessons Learned:**

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##### **3.4 Health and Safety Requirements:**

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##### **3.5 Gender, social and environmental and child protection requirements**

**3.6 Risk and Mitigation Measures:**

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.

| **Risk:** Clearly state the risk causes and consequences. For example: “Due to [cause(s)] there is a risk of [event] leading to the following consequences [impact].”  Type of risk:   * Programmatic Risks: risks that affect the achievement of project goals and objectives.   For example, poor project design, delays in project implementation, unclear project objectives   * Operational Risks: risks that arise from day-to-day project activities.   For example, inefficient resource allocation, supply chain disruptions, staff turnover or capacity gaps.   * Financial Risks: risks related to the financial management of the project.   For example, budget overruns, fraud or corruption, currency fluctuations   * Compliance Risks: risks related to the project’s adherence to regulations, standards, and donor requirements.   For example, non-compliance with donor regulations, legal or contractual breaches, delays in reporting   * Stakeholder Risks: risks arising from relationships with key stakeholders (beneficiaries, donors, government).   For example, lack of stakeholder engagement, conflicts of interest, changes in government policies or regulations   * Environmental and social Risks: risks related to environmental or social issues that may impact the project.   For example, negative environmental impacts, social unrest or political instability, cultural sensitivities not being addressed.   * Reputational Risks: Risks to the reputation of the UN, partners, or stakeholders.   For example, public criticism, negative media coverage, allegations of misconduct (e.g., sexual exploitation and abuse). |
| --- |
| **Probability** is the estimated likelihood or probability of a particular threat or opportunity. Assess how likely the risk is to materialize:   1. Low 2. Low to Medium 3. Medium to High 4. High |
| **Proximity** is the relative nearness of the risk. Assess how quickly the risk is likely to materialize:   1. Within one month 2. Within three months 3. Within six months 4. One year and beyond |
| **Impact:**   1. Low: Minor or little impact on the entity 2. Low to Medium: Moderate impact on the entity 3. Medium to High: Significant impact on the entity 4. High: Very significant impact on the entity with potential consequences for the entity above |
| **Response Summary:**  Describe the actions to be taken to reduce the likelihood and/or impact of the identified risk. Here, also identify the team member(s) responsible for actioning the agreed response and by when. |

| **Type of risk** | **Risk details** | **Probability** | **Proximity** | **Impact** | **Response Summary** |
| --- | --- | --- | --- | --- | --- |
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**Note: In addition to identifying other relevant risks, applicants are highly encouraged to carefully assess and address the following key risk in their proposals:**

1. Applicants should identify and assess potential risks that could affect equitable access and benefits from the program. Key risks include systemic inequalities that may limit participation for women, girls, and persons with disabilities; cultural or institutional barriers that restrict full engagement; and unintended consequences, such as reinforcing gender stereotypes or excluding marginalized groups.
2. It is crucial to identify potential threats to children’s safety, particularly those related to neglect, abuse, exploitation, and violence. Applicants should outline safeguarding measures to prevent harm, ensure safe reporting mechanisms, and implement strict Child Protection and Prevention of Sexual Exploitation and Abuse (PSEA) policies, including staff training, background checks, and community engagement.
3. Applicants should assess risks associated with natural disasters, such as cyclones, floods, rising sea levels, etc which are prevalent in Pacific Island countries, which will likely impact the programme.

# Section 4: Implementation Plan (Gantt Chart)

***For multi-region proposals, the applicant must provide a separate work plan for each region. Each implementation plan should be named as follows: “Implementation Plan (name of the region and sector reference number).”***

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.Output results in your implementation plan should be aligned with the outputs stated in your results framework. Please add rows as necessary.

| Output : | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Responsible position and organization** | **Month** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| **1.1** |  |  |  |  |  |  |
| **1.2** |  |  |  |  |  |  |
| **1.3** |  |  |  |  |  |  |

# Section 5: Monitoring and Evaluation Plan

**​​For multi-region proposals, ensure the monitoring and evaluation plan is aligned with the details specified for each region in the log frame (*“M&E Plan (name of the region”)***

Provide a simple monitoring and evaluation plan that outlines procedures for reporting against the outcome and output indicators identified in your results framework (3.3.1). For each outcome and output indicator, outline the data source (data collection method/tools). The beneficiary organization receiving ATscale ‘s grant is responsible for collecting, quality assuring and aggregating results achieved by its implementing partners. This implies controlling for the risk of double counting of results.

Complete the following table for each outcome and output indicator, as applicable. Please add rows or columns if necessary.

| **Outcomes and Outputs** | **Indicator** | **Data sources / Means of Verification** | **Person and organization in charge** |
| --- | --- | --- | --- |
| **Goal/Impact** |  |  |  |
| **Outcome :** |  |  |  |
| **Output 1:** |  |  |  |
| **Output 2:** |  |  |  |

# Section 6: Proposed team structure

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

| **Functional roles** | **Description of responsibilities** |
| --- | --- |
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## **6.2 Organizational chart:** Please visually represent the management structure (lead entity in case of consortium), how the proposed team (including consortium partner, if applicable) will be organized within each country, and how it is placed within the lead entity's overall structure.

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# Section 7: Joint venture, consortium, or association members

This schedule should only be completed and returned with the proposal if the proposal is submitted as a joint venture, consortium, or association.

| **Joint venture, consortium, or association information** | |
| --- | --- |
| **Name** |  |
| **Names of each member and contact information**  (address, telephone numbers, fax numbers, email address) |  |
| **Name of leading member**  (with authority to bind the consortium during the proposal process and, in the event an Agreement is awarded, during Agreement execution) |  |
| **Proposed proportion of responsibilities between members (in %) with an indication of the role to be performed by each** |  |

## Signatures of all members of the joint venture, consortium, or association

We hereby confirm that if the joint venture, consortium, or association is selected for the grant/funding, all parties of the joint venture, consortium, or association shall be jointly and severally liable to UNOPS for the fulfillment of the provisions of the Agreement.

| **Name of member:** |  |  | **Name of member:** |  |
| --- | --- | --- | --- | --- |
| **Date:** | **XX, 2025** |  | **Date:** | **XX, 2025** |
| **Signature** |  |  | **Signature** |  |

| **Name of member:** |  |  | **Name of member:** |  |
| --- | --- | --- | --- | --- |
| **Date:** | **XX, 2025** |  | **Date:** | **XX, 2025** |
| **Signature** |  |  | **Signature** |  |

## Similar agreements (past and ongoing) during the last five years (only for the entity other than the lead partner in the consortium)

| **No.** | **Agreement title** | **Donor/Client** | **Location** | **Grant amount** |
| --- | --- | --- | --- | --- |
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# Section 8: Key personnel

Please identify the proposed team personnel (including consortium partners). If the personnel is unavailable per the proposed functional role and is expected to be hired after securing the grant, please use ‘TBD’ under the ‘Name of Personnel’ column and provide information about the qualification and years of experience expected in that role.

**For multi-regions proposals, provide the Key Personnel information who would be coordinating all the countries at the regional level, as well as key personnel information for each of the countries (name each Key Personnel as of follow, *“Key Personnel (name of the country and sector reference number)*.**

| **No.** | **Functional role description** | **Name of Personnel** | **Name of Entity** | **Qualification** | **Years of relevant experience** |
| --- | --- | --- | --- | --- | --- |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |

# Section 9: Curriculum vitae (CV) or resume

Please provide the experience and qualifications of one key personnel in the table below; add additional rows as necessary. In the case of a consortium, the key personnel should be from the lead entity.

| **Position** |  | |
| --- | --- | --- |
| **Name of personnel** |  | |
| **Title** |  | |
| **Years with entity** |  | |
| **Nationality** |  | |
| **Language proficiency** |  | |
| **Education/ qualifications**  List college/university and other specialized education or qualifications of personnel. Add rows as necessary. | School:  Dates attended:  Degree/qualification: |  |
| School:  Dates attended:  Degree/qualification: |  |
| **Professional certifications**  Provide professional certifications relevant to the scope of services. Add rows as necessary. | Name of institution:  Date of certification (Day/Month/Year): |  |
| Name of institution:  Date of certification (Day/Month/Year): |  |
| **Employment experience**  Start with the present position and list in reverse order all previous positions. For all positions during the last five (5) years, provide the activities and responsibilities of the position, the location of assignments and any other information relevant to the present proposal for the grant/funding. Add rows as necessary. | Position title:  Employer:  Dates of employment:  Location:  Activities/responsibilities: |  |
| Position title:  Employer:  Dates of employment:  Location:  Activities/responsibilities: |  |
| Position title:  Employer:  Dates of employment:  Location: |  |
| **References**  Provide the names, addresses, phone and email contact information for two (2) references. | Name and contact information: |  |
| Name and contact information: |  |

# Section 10: Sub-grantees

**For multi-regional proposals, provide the sub-grantee information for each of the regions (name each of Sub-Grantees as of follow, *“Sub-Grantees (name of the country and sector reference number”)*.**

Please identify any sub-grantees and the associated activities they are proposed to implement, if known at the time of proposal submission.

| **No.** | **Description of the activities** | **Name of the sub-grantee** |
| --- | --- | --- |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |