

Standard 'Call for Proposals' (CFP)

Overriding Principle: SGP is calling for proposals based on a new grant making modality to be administered at the regional and national levels in Tuvalu. This grant making modality is used in special circumstances like in Tuvalu where there is no established SGP presence and limited national institutions. The principles under which this CFP work is based on fairness, transparency and integrity. This "pass through" modality is recommended as the most appropriate solicitation method for announcing available grant support under the competitive selection method for a country like Tuvalu. The selection will be undertaken by a committee whose decisions will be final. The eligible entities who may wish to pursue further information related to their proposals may follow the UNOPS advisory related to this call for proposals.

Background of the GEF SGP project:

The GEF Small Grants Programme (SGP) is a corporate programme of the Global Environment Facility (GEF) implemented by the United Nations Development Programme (UNDP) since 1992. SGP grant-making in over 125 countries promotes community-based innovation, capacity development, and empowerment through sustainable development projects of local civil society organizations with special consideration for indigenous peoples, people with disabilities, women, and youth. SGP projects support biodiversity conservation, climate change mitigation and adaptation, prevention of land degradation, protection of international waters, and reduction of the impact of chemicals, while generating sustainable livelihoods.

Starting in 2005 SGP has been working in the Pacific region. Over the past decade SGP has constantly enhanced its level of engagement and coverage in the region. Currently SGP has 14 country programmes active in the region (Federated States of Micronesia, Fiji, Marshall Islands, Kiribati, Palau, Papua New Guinea, Samoa, Tonga, Cook Islands, Niue, Tokelau, Solomon Islands, Vanuatu and Kiribati) while Tuvalu is the only Pacific country eligible for SGP funding, but which there has been no physical presence of SGP to date. This CFP if successful will facilitate a full coverage of all Pacific countries to be part of the SGP global programme.

Noting that some of the key lessons learnt by SGP country programmes in the regions is that there has been a lot of progress towards conservation and sustainable land management initiatives through the international NGO's that compliments Government's role, there has been difficulty in getting locally grounded organization to do the same. SGP has made its mark on strategic CSO partnerships by working with national and regional organizations with interests in Tuvalu, consolidating many networks of CBO's working under the TANGO outfit, marine conservation organizations and enhancing the geographic spread of local area support team's in developing viable partnerships. However, the benefits and the impact on local communities is not yet fully realized enough at the national scale to significantly reduce poverty levels, enhance locally managed marine areas and contribute to sustainable livelihoods. Increased capacity of these networks, CBO's and teams (SMA) requires concerted efforts of capacity building of CSO's and communities in the sub regions and countries identified in this initiative. Therefore, the successful organization will undoubtedly expected to be majorly a capacity building organization for national/local organizations by acting as a "pass through" institution.

On the realisation of the above difficulties in Tuvalu, SGP is calling for proposals from competent civil society organizations active in the Pacific region and those specifically interested or working in Tuvalu directly or indirectly for the implementation of Capacity Development of national CSO's and Grant making in Tuvalu. An initial funding support will be discussed with SGP Central Programme Management Team (CPMT) and based on satisfactory performance, a further re-granting may be made.

The goal of the CSO's Capacity Development and Grant Making project (s) is to:

- i.) increase awareness of civil society organizations (CSOs) and communities in Tuvalu to identify priority global environment and sustainable development concerns and identify local actions to address them,
- (ii.) build capacity of civil society organizations (CSOs) and communities to design, and implement projects to address global environment and local sustainable development challenges, and to
- (iii.) empower and strengthen civil society and community based organizations as key stakeholder in addressing environment and development needs.

Upon completion of successful development grants in the initial phase, there may be possibilities of re-granting to continue the work of SGP in Tuvalu. The second re-granting will aim at working with grantees who will be sourced

competitively through a separate CFP to further on the work of the capacity development activities and to deepen the capacity building efforts based on findings of this grant. The second grant will be awarded in Tuvalu to provide ongoing implementation support and capacity development, M&E and KM assistance to in country SGP grantee partners to support achievement of results and knowledge exchange and upscaling.

Primary project/program title: GEF Small Grants Programme (5th and 6th Operational Phase)

1. General instructions for proposal submission

- **How to submit?**

Fill out this simple CFP form and also use the Grant Application template (refer to Annexes) to assist the submission of a more detailed application.

- **For Questions and Clarifications:**

Please contact Mr. Charles Nyandiga at charles.nyandiga@undp.org and May-Britt@unops.org during the period from 29 April to 07 May 2019. Requests for clarifications or questions submitted before or after the mentioned date will not be considered.

- **When to submit?**

Deadline: 10 May 2019, 1700 hours Eastern Time

- **Where to submit?**

Office Address: sgc-grants@unops.org, Subject line: **CFP/SGP/Tuvalu/2019/002**

2. Eligibility criteria as per project agreement

- This call for proposal is only open to trusted *non-profit* regional or national entities who are working or will be ready to work in Tuvalu.
- It is expected that the selected grantee organization will undertake the following activities as part of the Capacity Development projects and full projects development and implementation:
 - (1) At least **one stakeholder workshop** is held which gathers key civil society and community stakeholders with the goal to raise awareness about global environment and local sustainable development issues and to hold consultations about the countries' priorities for action
 - (2) A **short Country Programme Strategy (CPS)** is elaborated in a consultative manner within the course of the stakeholder workshop as a key document for identification of priority areas of action through immediate and future grant-making;
 - (3) **Capacity development training** is provided to at least 5 CSOs in the country seeking to further enhance their capacity to act on environment and development issues. Specific themes for the training will be based on needs identified by CSOs and community groups in a participatory process in advance. The training activities will be held in conjunction with each country level Stakeholder workshops.
 - 4) At least **4-5 planning grants** of up to \$5,000 each will be awarded to CSOs and community based organizations and or full sized projects (up to \$50,000) to prepare project proposals and implement them according to SGP technical criteria. Guidance and support will be provided throughout this process by the regional/national grantee organization to enable the country level CSOs and community based organizations to learn while doing and implementing funded projects.
 - 5) The proposals will focus on one or more of the following focal areas: biodiversity, climate change, international waters, land degradation, and wastes & chemicals. The project proposals should be fully developed following SGP technical guidance and project proposal format. The regional or national grantee organization is expected to help potential project proponents in the countries in the project design and development process, ensuring sound project design, clear implementation plan, budget, time frame, and evidence of co-financing support. These projects will be conceived in consultation with

communities; local and traditional management authorities. The regional or national grantee organization is expected to ensure that there is wide and acceptable consultation at the national and community levels leading to the development of the technically appropriate projects that enjoy consensus of the stakeholders.

Following the completion of the Capacity Building grants, the selected organization will utilize its approval and granting mechanisms to support technical review and consideration of individual grantee project proposals. Successful proposals will be implemented by the proposing CSOs/CBOs and will be overseen and monitored by selected organization and the designated UNDP Fiji focal point Tuvalu.

- Applicants for the Capacity Development and grant implementation projects will be able to propose a management and service provision cost based on the identified tasks and deliverables which will not be more than 25% of the overall costs. Entities are expected to have a demonstrated management capacity backed up by relevant technical staff and financial management skills as well as show value for money for the proposed actions and ensure this is reflected in the requested fees.
- **Limitations.**
 - Only national NGOs or those NGO's with national affiliations, CBOs and regional and/or international NGOs who have the ability or can demonstrate their potential for working and or liaising with national entities in Tuvalu under the eligibility section above.
 - Only entities with proven long-term mandate and interests on working with poor and vulnerable local institutions and communities in Tuvalu and the Pacific region are encouraged to apply.
 - The proponent is expected to either have its own or establish a functioning in-country and regional infrastructure to be able to administer and implement the projects.
- **Minimum requirements/qualifications of entities.**
 - Demonstrated expertise in environmental issues (particularly related to the GEF focal areas: biodiversity, climate change, international waters, land degradation, chemicals, wastes management), natural resource management, sustainable development
 - Experience in financial management, project design, project management, training and monitoring and evaluation at community level
 - Experience in skills and capacity development of communities and civil society organizations
 - Experience in promoting sustainable development activities, including improved and sustainable livelihoods, institutional strengthening and organizational capacity building
 - Presence and strong track record of environment, sustainable development and capacity development activities undertaken in the Pacific region or in Tuvalu in Particular,
 - Administrative and technical capacity of at least 2 staff,
 - Ability to network and produce results in a timely manner.
- **Other critical considerations:**
 - No sub-agreements with other entities are allowed under the regional grant except with grantee partners who are identified to receive planning and project execution grants.
 - Past performance in the scope of work described above, knowledge of or willing to work in the region/Tuvalu where the activities will take place, technical capacity, adherence to UN fiduciary requirements of the entity and its officials will be strongly considered when selecting most suitable entity.
 - Proof of satisfactory audited accounts in the past financial years.
 - This entity must subscribe to the UN values.

3. Description of scope of work

- **Overall sector:**
 - Environment, Natural Resource Management, and Sustainable Development; Capacity Building and Institutional Strengthening

- **Specific activities to be funded:**

The specific activities within project proposals will be elaborated during the project's planning and inception workshops. However, at the general level, eligible entities are expected to be able to undertake the following actions:

- Hold participatory stakeholder consultations, undertake project preparation and planning, proposal development and validation workshops
- Implementation of agreed country driven proposals prepared within the limits of the resources and in accordance with a simplified standard full proposal template that will be jointly designed by the proponent and approved by SGP.
- The entity will undertake participatory monitoring and evaluation of the projects, based on agreed schedules in the memorandum of agreement between it and the grantee. While the results and reports of these monitoring exercises are not the required reporting to SGP, it is expected that the organization/entity will have inbuilt real-time monitoring process (i.e. quarterly) as best designed by them based on the capacity of in-country partners they will be working with and be ready to provide information as requested in an ad hoc basis.
- The entity will maintain acceptable project and programme level progress (financial and narrative) reports and prepare a final evaluation report (s). However, the entity will have a mandatory progress reporting to SGP based on an agreed format, at least once a year. The report will reach the SGP global office by end of the calendar year.

4. Evaluation process

In line with UNOPS evaluation principles of fairness, transparency and integrity, an independent Grant Evaluation and Selection Committee will be responsible for the review of proposals and Grantee selection. The review is based on the criteria outlined in this 'Call for Proposals' (CFP) and includes an assessment of the grant proposal's formal, technical and financial aspects.

Upon opening of the Proposals, UNOPS shall proceed to a preliminary examination of the Proposals to confirm that all documents and technical documentation requested in this CFP have been provided, and to determine the completeness of each document submitted. UNOPS may reject any Proposal during the preliminary examination which does not comply with the formal and eligibility requirements set out in sections 1 and 2 of this CFP, without further consultation with the grant applicant.

Proposals which are incomplete or contain material deviations from or reservations to the terms of the Grant Support Agreement attached at Annex E, may, in UNOPS absolute discretion, be rejected or excluded from further consideration at any time during the evaluation, including after preliminary examination.

Following the preliminary examination, a two-stage procedure will be utilized in evaluating the Proposals, with evaluation of the Technical Proposal being completed prior to any Financial Proposal being opened and compared. The total number of points which a grant applicant may obtain for its Technical and Financial Proposals is 100 with a weighting of 70%-30% (Technical Proposal-Financial Proposal).

Stage 1: Evaluation of Technical Proposal is evaluated based on its compliance to Sections 2 and 3 of this CFP, in accordance with the technical criteria specified in the table below. Each Proposal will be given a technical score. A Proposal shall be deemed not substantially compliant at this stage if it does not achieve the minimum technical threshold of 42 points and if so, it will not be evaluated further.

Criteria	Maximum Score
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Organizational Background, Experience and Capacity to Implement the Grant Activities	15
Objectives and Expected Results	5
Experience in Project Methodological and Technical Approaches	20
Operational Plans	10
Quality Management Plan	8
Sustainability Plan	8
Gender Approach	4
Maximum Score (Technical Component)	70

Stage 2: Financial Proposals will only be opened for the grant applicants that achieve the minimum technical threshold of 42 points. Proposals scoring above the threshold shall be checked for any arithmetic errors in computation and summation. The maximum number of points for the Financial Proposals is 30. This maximum number of points will be allocated to the lowest price Financial Proposal. Financial Proposals from other substantially compliant grant applicants will receive points in reverse proportion according to the following formula:

Points for the Financial Proposal being evaluated =
 $30 \times \frac{\text{Lowest price}}{\text{Price of proposal being evaluated}}$

Example: Maximum number of Financial Proposal points is 30 points. Applicant A's price is the lowest at \$10.00. Applicant A receives 30 points.

Applicant B's price is \$20.00. Applicant B receives $(30 \times \$10.00) / \$20.00 = 15$ points

A grant will be awarded to the highest scoring applicant.

After completion of the evaluation but prior to award, UNOPS reserves the right to conduct background checks on the applicant recommended for award, to confirm the applicant meets the eligibility, qualifications and technical requirements set forth in this CFP and to reject applicants not deemed to have met such requirements. Applicants shall permit UNOPS representatives to access their facilities at any reasonable time to inspect the applicant's premises.

UNOPS reserves the right not to award any grants for any reason.

5. UNOPS Grant Support Agreement

The UNOPS Standard Grant Support Agreement (GSA) containing UNOPS General Conditions for Grant Support Agreements (*Annex D of the [UNOPS Grant Support Agreement template](#)*) is herewith attached. The GSA constitutes an integral part of this CFP as it is mandatory to accept this agreement with its conditions before submitting a proposal.

6. Interest / Grantee Application template

If your organization is interested in submitting a grant proposal in response to this CFP, please kindly prepare a short 'Expression of Interest' statement (below, Annex 1). Annex 2 provides general guiding principles that is used to provide narrative rational and justification of the proposal.

Annex 1 – Expression of Interest

My organization _____ is hereby formally interested in the advertised grant program/component and will submit a proposal within the established timeframe.

Authorized signature: _____

Title: _____

Date: _____

Annex 2 – Guide to the development of the proposal

Title of the programme: GEF Small Grants Programme (5th and 6th Operational Phase)

The rationale of the Grant Projects:

For several reason which are not limited to the following concerns listed below, Tuvalu has exhibited low capacities of CSO's to deliver on many fronts of the expectations of SGP in delivering global environmental benefits and local livelihoods. It is in the interest of the SGP to enhance capacities of CSO's in Tuvalu so that:

- Awareness about environmental issues and community based solutions is readily available
- Civil society organizations and communities limited capacity in project development and implementation is improved
- The difficulties of generating pipelines of eligible projects by CSOs and community organizations within countries that are under sub-regional modalities is alleviated
- SGP grant funding that are currently underutilized by potential grantees in priority areas for sustainable development and global environment is improved
- Ongoing capacity development support to new grantee partners may succeed
- Targeted efforts needed to support M&E, networking and knowledge exchange among grantees and national stakeholders, especially those in remote and vulnerability islands and atolls are secured.

1. Objectives and outcomes:

Please check the proposal to ensure that necessary activities and processes are in place that will lead to individual projects to be implemented to contribute to the overall objectives of the GEF small grants 5th and 6th. Operational phase capacity building outcomes, which focuses on capacity development in areas such as: (i) CSOs capacity to engage in consultative processes; (ii) knowledge management to ensure adequate information flows; (iii) effective monitoring and evaluation and iv) capacity for CSO's and communities to implement grant projects.

Specifically, the objectives of the Capacity Development and Grants projects implementation are to:

- i. increase awareness of civil society organizations (CSO's) and communities in eligible SGP countries to prioritize priority global environment and sustainable development concerns and identify local actions to address them,
- ii. build capacity of civil society organizations (CSOs) and communities to design, and implement projects to address global environment and local sustainable development challenges,
- iii. empower and strengthen civil society and community based organizations as a key stakeholder in addressing environment and development needs, and to
- iv. promote lesson learning, knowledge exchange, and scaling up of results and outcomes at the country and regional level

The capacity development and grant making activities to be implemented are expected to mainstream, upscale and replicate local lessons/experiences resulting from the target community interventions to generate policy and barrier removal nationally and globally. Furthermore, capacities of the CSO's are expected to lead to networking of country grantee experiences and portfolio-level outcomes of interlinked projects; knowledge management for thematic and geographical clusters of projects, as well as integration of the monitoring and evaluation needs of individual projects as part of the wider national and global reporting needs of the GEF to civil society action through the SGP delivery mechanism in Tuvalu under this grant support.

2. Country coverage:

If for good reasons, the organization wishes to work in only a few parts of Tuvalu, then please provide a brief description of the strategic rationale for their selection which should be captured in a country programme strategy that is elaborated.

3. Implementation approaches:

State what will be done throughout the project startup, implementation periods, and post project activities discussing replication of the project activities to other areas in the country outside the described landscapes.

In addition, detail out how lessons learned will be shared and provide any other relevant information that will help explain the following: i) *Participation and networking capacity for policy influence*. While CSO's may be very successful and effective in implementing community projects and delivering project results, CSO's and communities are often constrained geographically and lack the capacity or means to reach out and contribute to the consultative processes of decision-making and policy development; ii) *Knowledge management capacity for replication, upscaling and mainstreaming*. Generating and sharing knowledge is an important goal of SGP and the GEF; and iii) *Monitoring and evaluation capacity for effectiveness*. Rigorous evaluation will enable SGP to measure progress and to learn how to strengthen and improve its portfolio.

4. Grant Budget Breakdown

The development and management of a realistic budget is an important part of developing and implementing successful grant activities. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact. The following important principles should be kept in mind in preparing a project budget:

- Include only costs which directly relate to efficiently carrying out the activities and producing the objectives which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will cost, and do not assume that you will be able to make do for less.
- The budget should include all costs associated with managing and administering the grant project. Include the cost of monitoring and evaluation.
- Indirect costs, or administrative overhead costs, such as staff salaries that are not associated with this grant are not funded while office rent can be funded if clearly is in the interest of administering the grant.
- Grant funds should be overall spent according to the agreed budget.
- All relevant, financial records should be made available upon request. These may be independently audited, and usually will become public information.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

Expenditure Category	Year 1, [local currency]	Year 2, [local currency]	Total, [local currency]	US\$	% Total
1. Personnel / Labour					
2. Equipment / Materials					
3. Training/Seminars/Travel /Workshop					
4. Contracts					
5. Other costs ¹					
6. Incidentals					
7. Other support requested					
7. Contingency (max. 5%)					
Total Grant Project Cost					

¹ **Other Costs:** Outline other forms of support requested which are not included in the budget. This support may be for both technical and administrative matters (and not for additional funding). This may cover areas which you need to specify such as: Consultants; Procurement; and Other_(specify)