# Call for Proposal – Application Submission Checklist

Please submit this checklist along with your proposal submission.

**Check ALL the boxes to confirm**

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| 1 | I have read the guidelines and related documentation for this Call for Proposals |  |
| 2 | I have completed the CfP Full Proposal Form and include the following:  The Full Proposal Form – **One per city**, including all the deliverables mentioned in section “Outcomes and Deliverables”:   1. a monitoring and evaluation plan; 2. a detailed description of the pilot’s theory of change, methodology, activities, outputs, outcomes and indicators; 3. a statement of the number of direct and indirect beneficiaries; 4. a detailed logframe; 5. a section on how the project will organize multi-stakeholder forums at the city level; 6. a section outlining the learning needs of relevant city stakeholders and propose adequate learning approaches; 7. at least one awareness raising campaign on the GCM for each partner city; 8. at least one specific training on mainstreaming migration into local development and policy planning; 9. a detailed quality assurance process for the city report; 10. a dissemination and communication strategy |  |
| 3 | I have completed the CfP Budget Template |  |
| 4 | I have completed the Integrated Assessment Framework and provided the requested proofs and documentation |  |
| 5 | I have read and I accept the grantee responsibilities |  |
| 6 | The UNOPS Standard Grant Support Agreement (GSA) containing UNOPS General Conditions for Grant Support Agreements is outlined in Attachment 6. The GSA constitutes an integral part of this Call for Proposals (CFP) as it is mandatory to accept this agreement with its conditions before submitting a proposal. |  |

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