

# Getting Started

- Please mute yourself so the audio for everyone else is clear.
- A record of the presentation will be available on the UN Global Marketplace, where the Call For Proposals (CFP) is posted.
- Questions & answers will be at the end.
- Submit questions by typing into the chat box on the right of your screen.
- If you missed a section or have additional questions, email [SUNgrant@unops.org](mailto:SUNgrant@unops.org)

# 2018 Pooled Fund

A presentation for interested applicants.



# Agenda

- Introductions to the Team
- About the Scaling Up Nutrition (SUN) Movement
- Grant Program Overview
- How to Apply
- Eligibility
- Evaluation
- Completing the Application
- Grant Administration
- Contact
- Questions & Answers

# Application Stage: Roles & Responsibilities

## SUN Movement Pooled Fund Grants Coordinator

- Drafts eligibility criteria for the selection of proposals.
- Assists in proposal review.
- Triangulates information with appropriate SUN Movement stakeholders to establish consistency.
- Contributes to insuring that the SUN Movement Lead Group's strategies are adhered to.
- Informs and updates the SUN Movement Executive Committee.
- Supports the SUN-CSN with fundraising and sustainability, technical assistance in MEAL, governance, and other areas.

## UNOPS Grants Analyst

- Project management support and day-to-day grant management.
- Main focal point for drafting CFP and proposal process.
- Lead for coordinating and facilitating the work of the grant selection committee.
- Grant monitoring, including proactive anticipation of delays.
- Administer signed agreements and release funds.
- Lead on developing annual narrative report and review process.

## SUN Movement Civil Society Network Secretariat

- Providing technical assistance and training to CSAs
- Assist UNOPS in reviewing project proposals.
- Supporting alliances in establishing advocacy strategies and developing fundraising strategies.
- Support CSAs to implement and monitor nutrition strategies, actions and commitments from their membership;
- Sharing information, resources and knowledge products with CSAs;
- Supporting CSAs in developing fundraising strategies and plans in order to become sustainable in conjunction with the SUN Movement Secretariat

## Project Agreement

- “Go/No Go Milestone”
  - 3 million USD to ensure an economy of scale.
- Supported by the governments of: Switzerland, Ireland, and Canada.
- All grant services are directly managed by UNOPS as part of hosting arrangement with SUN Movement.



## General Information

- 20 grants to Civil Society Alliance's in SUN Countries:
  - One experienced, not-for-profit member of the CSA can apply on the CSA's behalf.
  - Or the CSA (as a legally registered entity) can apply.
- 114,000 USD each [medium-sized].
- 12-month schedule, commencing in July 2018
- "Last resort" source of funding.
- Projects should align with the SUN Movement Pooled Fund Results Framework.
- No matching or co-finance requirement.
- Applicants can expected be notified of the committee's decision in the last two weeks of June 2018.



## How to Apply

### Deadline:

- 31 May 2018 by 15:00 Geneva [GMT+2]. Late submissions will not be considered.
- May submit applications in English, French, or Spanish
- Address: Please submit your application by email and at this address only:  
[SUNgrants@unops.org](mailto:SUNgrants@unops.org).

### Required Attachments

- Application Form (MS Word)
- Last page of Application Form (PDF)
- Grant Budget (MS Excel)
- Grant Budget Narrative (MS Word)
- Organisation's legal registration
- SUN Movement Donor Convener Letter of Support

### Other Attachments

- Curriculum Vitae of project members.
- Focal Point Letter of Support

# How to Apply – UNGM.org Link located in the Call for Proposals!

Welcome to the UNGM

Login and New Registrations

Business Opportunities

Tender Alert Service

UN Staff

Click

Contract Awards

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GLOBAL MARKETPLACE

English Register Log in Search

## Search tender notices

Wish you had known about a tender earlier? Wish you had more time?  
We connect vendors to tenders. [Subscribe to the Tender Alert Service now.](#)

Title  
  
 Description  
  
 Reference  
  
 Published between  and   
 Deadline between  and

Displaying results 1 to 30 of 589

	Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country/territory
<input type="button" value="Express Interest"/>	<a href="#">Commercial sale of UN surplus assets at UNGSC Brindisi, Italy.</a>	10-May-2018 00:00 (GMT 0.00)	04-May-2018	UN Secretariat	Request for EDI	EOIUNGSC15094	Italy
<input type="button" value="Express Interest"/>	<a href="#">Provision of a Systems Contract for Food Supplies for UN-MICT Kigali Branch (TB)</a>	17-May-2018 00:00 (GMT 0.00)	04-May-2018	UN Secretariat	Request for EDI	EOMICT15092	Netherlands
<input type="button" value="Express Interest"/>	<a href="#">BFP-2018-135-Maintenance salles de conférence</a>	23-May-2018 15:18 (GMT 1.00)	04-May-2018	WTO	Request for proposal	Mise à niveau, support et maintenance des équipement	Switzerland
<input type="button" value="Express Interest"/>	<a href="#">Conference and Catering Services for UN-Water Donor Dialogue Meeting</a>	10-May-2018 10:00 (GMT 0.00)	04-May-2018	UNOPS	Request for quotation	RFQ/2018/4244	Sweden

Scroll

<input type="button" value="Express Interest"/>	<a href="#">2018 Call for Proposals: Scaling Up Nutrition Movement Pooled Fund</a>	31-May-2018 15:00 (GMT 2.00)	03-May-2018	UNOPS	Grant support-call for proposal
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You should download a total of five documents:

1. Call for Proposal
2. Annex A: Application Form
3. Annex B: Budget Detail
4. Annex C: Budget Narrative
5. Annex H: Financial Reporting

The screenshot displays the UNOPS Global Marketplace interface. The main content area shows the 'Documents' tab selected, listing various documents for download. The 'Documents' tab is circled in yellow, and a large yellow arrow labeled 'Download' points to the list of documents. Two other yellow arrows point to the 'Documents' and 'Revisions' tabs.

**General information:**

Type of notice	Grant support-call for proposal
Registration level	
Title	2018 Call for Proposals: Scaling
UN organization	United Nations Office for Project Services
Reference	SUN_Grants_2018_001
Published	03-May-2018
Deadline	31-May-2018 15:00
Time zone	(GMT 2.00) Brussels, Copenhagen

**Countries/territories:**

- Afghanistan
- Bangladesh
- Benin
- Botswana
- Burkina Faso

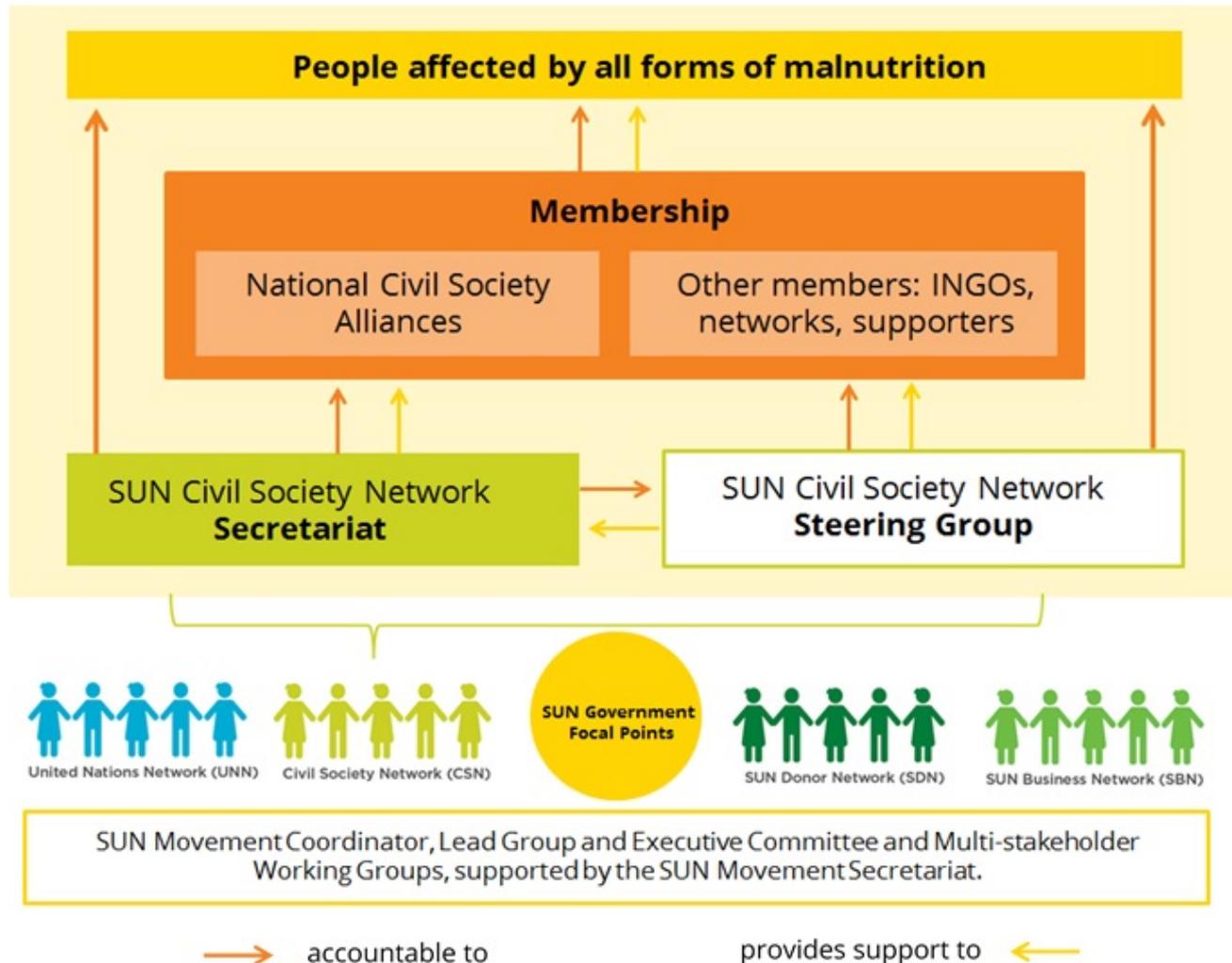
**Documents:**

- [Annex A - ApplicationForm - Final.docx](#)
- [Annex B - BudgetDetail - Final.xlsx](#)
- [Annex C - BudgetNarrative - Final.doc](#)
- [Annex H - Financial Reporting - Final.XLSX](#)
- [Call For Proposals - Final.pdf](#)
- [Annex A - Application Form - French.docx](#)
- [Annex B - Budget Detail - French.xlsx](#)
- [Annex C - Budget Narrative - French.docx](#)
- [Annex H - Financial Reporting - French.xlsx](#)
- [Annex A - ApplicationForm - Spanish.docx](#)
- [Annex B - BudgetDetail - Spanish.xlsx](#)
- [Annex C - BudgetNarrative - Spanish.doc](#)
- [Annex H - Financial Reporting - Spanish.xlsx](#)
- [Call For Proposals - Spanish.pdf](#)
- [Call For Proposals - French.pdf](#)



# Eligibility

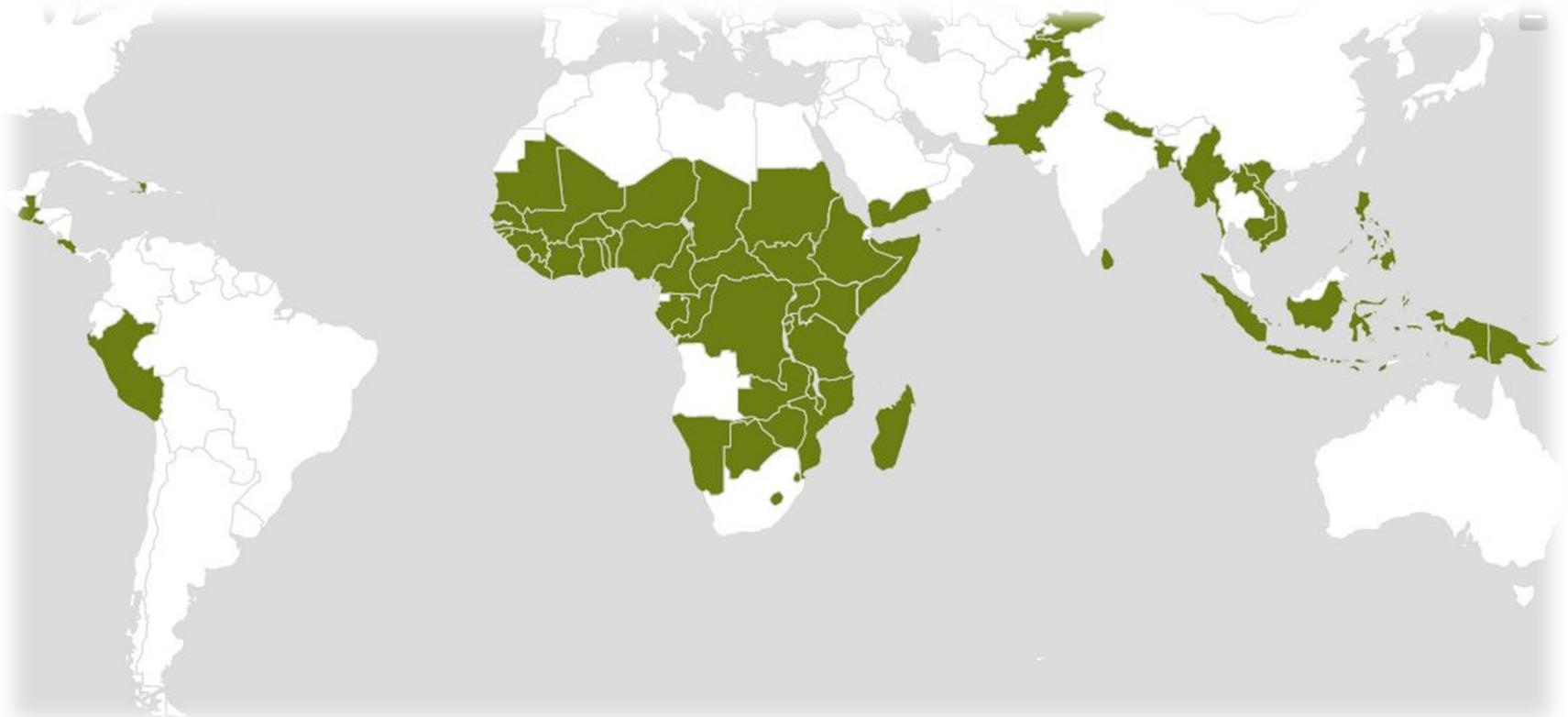
# SUN Movement Civil Society Network



## Eligibility

- 1) A **completed application form with the required attachments** are submitted **prior to the closing date/time** of the Call for Proposal (CFP) period.
- 2) The application is received **from a registered non-profit organization** with the permission to operate in the country of suggested activities.
- 3) The applicant is a Civil Society Organisation (CSO) (or equivalent) and is **submitting a proposal on behalf of the [SUN Movement Civil Society Alliance](#) (CSA)**

## SUN Movement Country Network



...Therefore, project activities would take place in one of the SUN Movement's 60+ member states.

## Eligibility (continued...)

- 4) The applicant and its executive are **free from United Nations and World Bank vendor sanctions.**
- 5) The proposed budget **does not exceed 114,000 USD for a 12-month period.**
- 6) The country's Civil Society Alliance (CSA) **has not received funds from the Nutrition Advocacy Fund (NAF)** in 2018.
- 7) The proposal is accompanied by a **notification in writing (by email is sufficient) from the country's [Donor Convener](#)** that the application is a last resort funding request and that no other sources of funds (including Nutrition Advocacy Fund, bilateral and multilateral funds) are available to the country's Civil Society Alliance at the time of submission.

## Eligibility (continued...)

*If a donor convener is not listed, written support for the project from the main bilateral or multilateral agency present in the country or the global [SUN Movement Donor Network](#) is mandatory.*

*Please contact Maren Lieberum [maren.lieberum@giz.de](mailto:maren.lieberum@giz.de)*

### Annex K: Donor Convener Letter of Support (draft template)

[Your organization's letterhead]

Date

Sender Name  
Sender Address  
Organisation Address

Dear SUN Movement Pooled Fund Evaluation Committee:

I write in support of [applicant organization's or Civil Society Alliance's name] 2018 SUN Movement Pooled Fund Grant proposal that will [insert short summary of proposed activities] in reduce [your target community's name].

Through this letter, we attest that the [CSA Name] has not already received funding to implement the activities stated in the project proposal. Therefore, we consider this application to be a last resort request for funding.

Should the committee have any questions or concerns, we remain available to you during the

## Eligibility (continued...)

- 8) The proposal's budget shall **not** include costs related to **construction or acquisition of real property**.

All Grantees **must** comply with these minimum eligibility criteria to be allowed to the grant evaluation step.

## Eligibility Q&A

### **1) Question: Can an organization submit multiple applications?**

Submitted: 4 May 2018

Answer: If the applicant meets all other eligibility criteria as defined in the section titled, Step 1: Eligibility, in the Call for Proposals, they may submit more than one application. However, the applicant is advised to clearly distinguish between the applications, i.e. they should have distinct activities with completely different budgets.

### **2) Question: Are UN agencies that are a part of the SUN Movement UN Network eligible to apply for the Pooled Fund?**

Submitted: 8 May 2018

Answer: A UN Agency is not considered a Civil Society Organisation and therefore is not eligible to apply. However, an International Non-Governmental Organisation (INGO) that meets Eligibility Criteria #2 and #3 is able to apply on the CSA's behalf.

## Eligibility Q&A

**3) Question: Our Civil Society Alliance has received grant funding that will expire by the end of the year. Would our Civil Society Alliance still be eligible for Pooled Fund grants?**

Submitted: 4 May 2018

Answer: Your Civil Society Alliance would still be eligible if it met the following conditions:

- Condition 1: Your donor convener should state in the Donor Convener Letter of Support that the Civil Society Alliance has no funding secured once the current grant runs out.
- Condition 2: Additionally, the application should propose different activities than what is funded by the active grant that align with the SUN Movement Pooled Fund Results Framework. There should be no overlap of funding and activities.
- Condition 3: In the grant application and/or supporting letters, the applicant should emphasize the sustainability of the proposed activities and the catalytic nature that the Pooled Fund would have on the Civil Society Alliance.

A young boy with dark hair and a bright smile is the central focus. He has yellow paint or clay smeared on his cheeks and forehead. He is wearing a green and white plaid shirt. His arms are being held by an adult's hands, suggesting a protective or caring environment. The background is softly blurred, showing what appears to be an indoor setting with shelves and warm lighting.

# Evaluation



# Evaluation

## Scoring

- Organisational capacity (10 Points)
- Scope of Work (30 Points)
- Methodology/Technical Approach (80 Points)
- Threshold for Technical Compliance: 72/120 or 60%

## Funding Outcomes

- Outcome 1: SMART Planning & Legislation
- Outcome 2: Financial Resourcing
- Outcome 3: Enabling Implementation



Evaluation

**Organisational  
Capacity**

## Evaluation: Organisational Capacity

1. Does the organisation have demonstrated experience in successfully implementing grant activities?

*Talk about your project management experience with other grants, for example. If you are applying on behalf of your fellow CSA members as a host agency, please elaborate on your past hosting and oversight experience.*

2. Is the organization a leader in combating malnutrition, or an otherwise appropriate agency to convene CSA activities? Is the wider CSA support demonstrated by signed letters?

*You may submit additional letters of support.*



Evaluation

# **Scope of Work**

## Evaluation: Scope of Work

3. Is the Statement of Need specific, compelling, and aligning to national nutrition priorities, policies, and strategies?

*Contact your CSA Chair or Coordinator for more information and ideas.*

4. Does the proposal's results framework (results chain, indicators, baselines, targets, and means of verification) follow SMART guidelines and link directly to the stated activities and budget? Are the activities sufficiently ambitious but doable? Or, are they unrealistically ambitious?
5. Do the stated outcomes, outputs and indicators align with the [Annex D - SUN Movement Pooled Fund Results Framework](#), i.e. it matches one or more Outcomes in the Annex D?

# Scope of Work: Pooled Fund Results Framework

1. Select one or more outcome areas relevant to the country context.

## Annex D: SUN Movement Pooled Fund Results Framework

Applicants are invited to select a funding theme, then apply the outputs and activities of their choosing in their proposed project plan. Applicants can also create their activities, so long as they relate to the Outcome(s) selected.

	Hierarchy of objectives Strategy of Intervention	Key Indicators	Data Sources Means of Verification	
	<b>Impact (Overall Goal)</b>			
	The Overall Goal of this intervention is to contribute towards “Strengthened participation by in-country non-state stakeholders and parliamentarians in national multi-stakeholder platforms to implement scale up nutrition plans”			
	Outcomes	Outcome Indicators	Sources and means of verification	Outcome Assumptions & Risks
SMART Planning & Legislation	<b>Outcome 1 (SMART planning):</b> By the end of the grant period, the grantee SUN Countries have SMART, costed, multi-stakeholder, multi-sectoral Nutrition Plans in place.	<ul style="list-style-type: none"> <li>• % of national nutrition plans that clearly show inclusiveness of CSAs inputs including a special focus on equity and human rights.</li> <li>• % of national nutrition plans that clearly show inclusiveness of CSAs inputs regarding gender inequality and women’s empowerment.</li> <li>• % of national nutrition plans that show clarity and relevance of priorities, goals, objectives, interventions and programmes based on a sound situation analysis.</li> </ul>	<ul style="list-style-type: none"> <li>• Approved national plans (documents)</li> <li>• CSAs inputs to quality review of national plans using the SUN Movement Checklist on the criteria and characteristics of ‘good’ national nutrition plans.</li> <li>• SUN Movement MEAL system (indicator on the ‘quality’ of national plans).</li> </ul>	<ul style="list-style-type: none"> <li>• R: Elections are an opportunity for nutrition messaging/campaign manifesto’s, but can also slow and divert parliamentary involvement in other areas.</li> <li>• Governments allow Civil Society Alliances (CSA) to actively contribute to decision making processes at national and subnational level with a focus on legislation, planning, budgeting, implementation and accountability.</li> </ul>

## Scope of Work: Pooled Fund Results Framework

2. Select several outputs, activities, or cross-cutting activities for that outcome. You can also opt to use your own (at output/activity level)!

Output 3.3	<b>Activity 3.3.2</b> Civil society organisations start to track the nutritional commitments of all stakeholders at national and sub-national level.	Inputs for training and capacity building of local CSOs. Inputs for evidence generation and reporting. Inputs for advocacy, communication and social media.
Output 3.3	<b>Activity 3.3.3</b> Generation of media coverage to celebrate commitments made and hold governments and partners accountable to commitments. <ul style="list-style-type: none"> <li>For example, via awards ceremonies to incentivise and celebrate local/regional authorities who have championed nutrition.</li> <li>For example, regional educational/advocacy media produced in the local dialect.</li> </ul>	Inputs for advocacy, communication and social media. Inputs for the organisation of award ceremonies and media coverage.
<b>Cross-Cutting Operational Activities</b>		<b>Inputs (Means and resources)</b>
Cross-cutting	Conducting annual CSAs planning and review meetings.	Inputs for meetings and travel costs
25		
 		
Cross-cutting	Mapping CSOs to inform implementation plans and improved coordination. (skills, actions, etc.).	Inputs for data collection, analysis and collation in regularly updated datasets
Cross-cutting	Developing, training, and presenting the CSA MEAL framework to reflect upon CSA's implementation progress and results and CSA's contribution to scaling up nutrition.	Inputs for the development of the CSAs MEAL framework. Inputs for data collection, analysis, presentation and feedback
Cross-cutting	Sharing and leaning across national and/or international networks for improved planning and policy development.	Inputs for calls across countries Inputs for the organisation of meetings and consultations
Cross-cutting	Conduct gender analysis to identify equity gaps, changes in knowledge, attitudes, and practices, and drivers to inform programme implementation and advocacy strategies.	Inputs for participatory disaggregated data collection, analysis

## Scope of Work: Pooled Fund Results Framework – Project Workplan

3. Insert outcome, output, and activity in your workplan located at the end of Annex A: Grant Application

Project Logframe and Workplan																
<p><i>Directions: Select which Outcome(s) that best fits your project activities. Using the <u>Annex D: Pooled Fund Common Results Framework</u> in the Call for Proposals, select one or more outputs that fall under that particular Outcome. Finally, place the relevant activities under each Output. Indicate who is responsible for each activity and an indicator of activity accomplishment. Applicants are encouraged to stay within this template, but may attach project plan if necessary. Where and when possible, each indicator is expected to be monitored disaggregated by gender and age.</i></p>																
Outcome 1:	Indicators		Baseline	Target	Means of Verification		Frequency of Reporting									
Output 1.1:																
						12-Month Timeline										
Activity	Responsible Party	Indicator with target			1	2	3	4	5	6	7	8	9	10	11	12
1.1.1																
1.1.2																

You can  
add/subtract  
rows as needed



Evaluation

**Technical &  
Methodological  
Approach**

## Evaluation: Methodology/Technical Approach

6. Does the proposal present a sound, competent project team to achieve the expected results?

*It is expected that the proposal budget for both a Project Focal Point and an M&E Focal Point – The people who will actually implement the project! Attach C.V.'s are highly encouraged. If the Project Focal Point and M&E Focal Point are the same person, clearly explain. Any changes in project personnel should be communicated immediately with UNOPS.*

7. Does the organization demonstrate political and social commitment for grassroots, subnational partners and other stakeholders?
8. Does the proposed project have a particular focus on the empowerment of women and girls, indigenous people, grassroots groups and or vulnerable communities?

*You can use the Project Checklist on Gender and Resource List in Annex G of the CFP for ideas.*

## Evaluation: Methodology/Technical Approach

9. Are the assumptions underlying the grant project's design specific, accurate, and complete and realistically budgeted? Have substantial risk factors, based on internal and external conditions, been taken into account?

*Check your budget to make sure that the activities you have mentioned have adequate funding.*

10. Are the proposed work-plan activities and their time estimates for implementation sound and realistic?

*Please ensure that it fits within the 12-month timeframe.*

11. Does the proposal describe a fundraising strategy to ensure continuity of activities after the grant expires?

## Evaluation: Methodology/Technical Approach

12. For established CSA's, does the proposal build upon existing efforts? For new or strengthening CSA's, does the proposal support activities that are innovative, collaborative, and sustainable?

Select and describe your CSA Functionality:

- › An established CSA that is now delivering plans at sub-national level
- › A CSA that needs strengthening at national level
- › A newly established CSA

13. The proposal should be accompanied by written support (by email is sufficient) from the SUN Movement Government Focal Point on behalf of the national SUN multi-stakeholder platform to confirm alignment of the proposal with country strategies or plans for nutrition.

## Evaluation: Methodology/Technical Approach

*If a SUN Movement Government Focal Point has not been nominated and in position, written support for the project from the **Civil Society Alliance Chair or Coordinator** is acceptable. The letter should confirm that the proposed activities are in line with national needs or priorities.*

### Annex L: Focal Point Letter of Support (draft template)

[Your organization's letterhead]

Date

Sender Name

Sender Address

Organisation Address

Dear Pooled Fund Evaluation Committee:

On behalf of the national SUN multi-stakeholder platform, I write in support of [applicant organization's or Civil Society Alliance's name] 2018 SUN Movement Pooled Fund Grant



Evaluation

**Technical &  
Methodological  
Approach**

**Notes on Budgets**



## Budget: General Tips & Expectations

- Be realistic. Call for estimates, consider the possibility for inflation, program auditing services, and associated costs of implementation.
- It is preferable for Grantees to spend down their budgets than to leave large amounts of unspent funding at the end of the project.
  - No cost extensions will only be considered on an ad hoc basis with a valid justification. Poor planning/management is not a valid justification!
- You may tally up your direct project costs and add 10% for overhead/indirect costs associated with the project.
- Avoid items with a unit value greater than 1,000 USD. In short, avoid requesting large equipment items.
- Avoid budgeting for communications tools that already exist within the SUN Movement (e.g. website, communication materials) and that can be used at no cost to disseminate results.

# Budget

Fill and attach to email as an Excel file.

Personnel		% Level of Effort	Unit Name	Unit Cost (USD)	No. of Months	Total (USD)
1.1.0	<i>e.g. staff title</i>	100%	<i>e.g. month</i>	1500		
1.1.1						
1.1.2						
1.1.3						
<b>A.</b>	<b>Subtotal Personnel Costs</b>					
<b>Travel</b>		<b>No. of Units</b>	<b>Unit Name</b>	<b>Unit Cost (USD)</b>	<b>No. of Months</b>	<b>Total (USD)</b>
<b>Transportation Costs</b>						
2.1.0	<i>e.g. staff airfare to Geneva for ABC Conference</i>		<i>eg. roundtrip airfare, trainfare, kilometer</i>			
2.1.1						
2.1.2						
2.1.3						
2.1.4						
<b>Daily Subsistence Allowance (DSA)</b>						
2.2.1			<i>days</i>			
2.2.2			<i>days</i>			
<b>Other Travel Costs</b>						
2.3.1						
2.3.2						
<b>B.</b>	<b>Subtotal Travel</b>					
<b>Operations</b>		<b>No. of Units</b>	<b>Unit Name</b>	<b>Unit Cost (USD)</b>	<b>No. of Months</b>	<b>Total (USD)</b>
<b>Consummables</b>						
4.1.0						
4.1.1			<i>e.g. package, bundle, item, box</i>			
4.1.2						
<b>Procurement of Goods/Services</b>						
4.1.3						
4.1.4						
4.1.5						
<b>Subcontracts/Subgrantees Allocations</b>						
4.1.6						
4.1.7			<i>e.g. name of subgrantee/subcontractor</i>			
4.1.8						
<b>C.</b>	<b>Subtotal Operations</b>					
<b>Other</b>		<b>No. of Units</b>	<b>Unit Name</b>	<b>Unit Cost (USD)</b>	<b>No. of Months</b>	<b>Total (USD)</b>
3.1.0						
3.1.1						
<b>D.</b>	<b>Subtotal Other Costs</b>					
<b>Subtotal Direct Costs (Lines A through D)</b>						
<b>Overhead/Indirect Costs</b>			<b>Unit Name</b>	<b>Unit Cost (USD)</b>	<b>Rate</b>	<b>Total (USD)</b>
5.1.0	Indirect Costs		<i>e.g. lump-sum/ percentage</i>			
<b>F.</b>	<b>Subtotal Indirect</b>					
<b>G.</b>	<b>Grant Total (Lines E + F)</b>					

Add comments if needed, or explain in Budget Narrative

# Budget Narrative

	 <small>ENGAGE • INSPIRE • INVEST</small>
GRANT FORM	BUDGET NARRATIVE

## Attachment: Budget Narrative

Please provide a complete budget narrative, sometimes known as a budget justification, for every line item in your attached budget detail. The purpose of the budget narrative is insure that the programme staff and evaluation committee clearly understand the purpose of the proposed costs.

Directions: Once the project's budget detail is final, write 2-3 sentences for each budget item under its corresponding category. Save the narrative in a .doc or .docx format and send with your grant application. Examples are provided for each budget category which you may replace with your own information.

### Category: Personnel

#### Example:

Project Director: The Project Director currently oversees the programme and will spend 100% of her time hiring, training, and supervising staff. This individual's annual salary will be covered by grant funds for the 12 months of the project. Fringe benefits of 17.1% are included. Fringe benefits include taxes, social security, health and life insurance.

### Category: Travel

Please explain when travel is budgeted for personnel and when it is budgeted for participants, if necessary. Provide the estimated travel dates, location, and duration to extent possible. Applicants may separate line items in the budget detail and budget narrative according to purpose of travel or category of travel (airfare, daily subsistence allowance, or other travel costs).

#### Example:

Airfare: Costs include roundtrip airfare, baggage, and related fees to send 2 staff members and 1 partner to the three-day District Meeting in destination X in month X.

Or

District Meeting: Three people to funder-required three-day district training in destination X in month X. Two participants are staff members, the third participant is a partner from the partnering organization X

3 people x \$500 airfare = \$1,500

3 people x 3 days x \$40 allowance = \$360

3 people x 2 nights x \$100.00 hotel = \$600

Note: Please note that air travel (if required) should be booked in economy class.

GRANT BUDGET NARRATIVE	1 of 3
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Type in your own information and attach to email as a Word file.

	 <small>ENGAGE • INSPIRE • INVEST</small>
GRANT FORM	BUDGET NARRATIVE

### Category: Operations Costs

Subcategory: Consumables

#### Example:

Project Computer: Project Computer x 1 = \$800. The computer will be housed in the administrative office and will be checked out by staff when they go out into the field. It will be connected to the office network for the purpose of maintaining databases and performing administrative work connected to the project.

Subcategory: Contracts/Consultants

#### Example:

Consultant: Provide a description of the product or services to be provided by the consultant and an estimate of or detailing of exact cost, according to your procurement policy. For example, include: a) Consultant Fees (for each consultant enter the name, service, hourly or daily fee, and estimated time on the project, where possible)

Contract: For contracts, provide a description of the transactional services the organisation wishes to purchase.

Note: Consider engaging with local suppliers to understand where there is potential to a) support your local market and supply chain, and b) lower shipping/travel costs. The UN Global Compact has a network of local chapters around the world that may be helpful, with national vendors that support sustainable procurement. Please see <https://www.unglobalcompact.org/engage-locally> for more information.

Subcategory: Subcontracts/Subgrantee Allocations

If your grant project involves passing grant funds to another, typically smaller, organization to participate in the project, please name the organization and very briefly explain their involvement. Please explain any fees, if necessary.

### Category: Other Costs

Other costs are costs that are directly attributable to the project, but do not clearly relate to other budget categories.

### Category: Indirect Costs

Please indicate the percentage of your indirect cost rate, but do not exceed 10%. Indirect costs are different from direct costs. Please see the table below to better understand the difference between direct and indirect costs.

GRANT BUDGET NARRATIVE	2 of 3
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# **Completing the Application**

# Completing the Application

Print, initial, and sign. Then, scan and attach to email as a pdf.

## Section 6: Statement of Assurances

Please print only this page of the application. Read the following certifications and indicate agreement with your initials on the lines. Sign, scan, and attach to your email submission.

\_\_\_\_\_ The SUN Movement does not engage with violators of the WHO International Code of Marketing of Breastmilk Substitutes. By checking this box, your organization certifies that it does not accept funding from known violators of this regulation. For more information about this code, applicants are invited to review the full policy [here](#) and/or contact the UNOPS Grants Analyst via the contact information provided on the CFP.

\_\_\_\_\_ By checking this box, you indicate that the organization does not engage in activities inconsistent with the rights set forth in the UN Convention on the Rights of the Child. This provision in its entirety shall be incorporated into all sub-grants to eligible sub-Grantees. The full text of the Convention on the Rights of the Child can be found [here](#).

\_\_\_\_\_ By checking this box, you indicate that you have read the standard UNOPS Grant Support Agreement and accept its terms and procedures as a pre-condition of applying for a SUN Pooled Fund grant. The Grant Support Agreement and its General Conditions are Annex A and Annex B of the CFP.

\_\_\_\_\_ By checking this box, you further acknowledge that if selected as a SUN Pooled Fund grant recipient, the financial and programmatic content of progress reports will be verified by UNOPS representatives on-site and at the project site on an agreed upon date with the organization's executive.

\_\_\_\_\_ In making this statement, you attest that all statements made within this grant application form are true to the best of your abilities

Name of Executive Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Executive Officer: \_\_\_\_\_

Please read the contents of the hyperlinks.

Does not have to be a member of the project team. Should be the EO of the applicant.



**Grant  
Administraton**  
Reporting, Monitoring,  
& Evaluation

## Monitoring & Evaluation



**Bhushan Shrestha**

Monitoring & Evaluation  
Specialist, UNOPS

- Leads development and maintenance of an M&E system.
- Provides M&E support for grant recipients.
- Maintains M&E database.
- Participates in grantee capacity-building workshops.
- Coordinates with SUN Movement CSN MEAL advisor and develop National Results Framework with SUN-CSN Secretariat.
- **Will be visiting each grant recipient on site!**

## Results-based M&E Issues to Consider in Design

Conduct proper need analysis of your country context linking to one or more outcomes in the Call for Proposal's (CFP) Pooled Fund Common Results Framework.

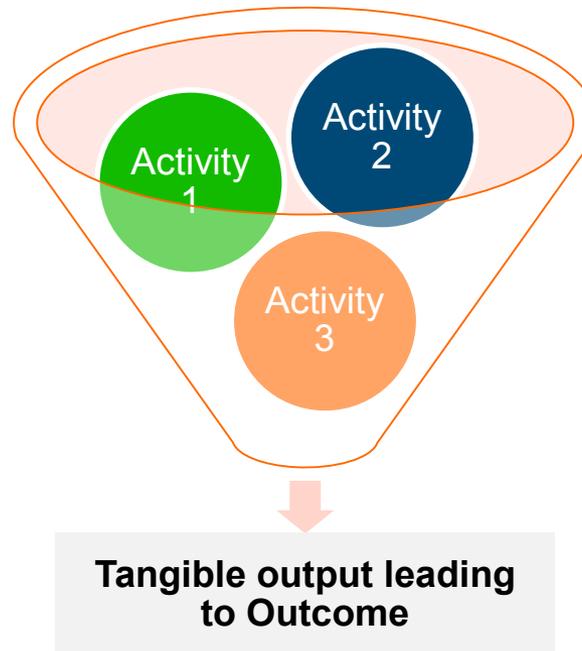
Identify the key issues where the Pooled Fund can make meaningful difference (please focus on *need to do - rather than nice to do!*)

Develop clear and concise "Theory of Change" (TOC) explaining how the issues will be addressed with the Pooled Fund supports.

Draft your project workplan that answers how the project inputs/activities transform the issues into outputs and lead to future outcome(s)? Use SMART results statements!

## Package of Activities

- Develop a package of activities (not ON/OFF activity) – clearly linked to planned outputs leading to outcome(s).
- Ask yourself: Do causal links exist between your package of activities and intended outputs and outcomes?





## Proposed Narrative Reporting & Monthly Updates

Aim to reduce **reporting** burden to grantees

**Monthly** one-page updates (*takes 30 min*) followed by bimonthly calls

**Interim Report:** 5 page – that articulates results, challenges, and lessons

**Final Report:** 10 page – that articulates results, challenges, and lessons

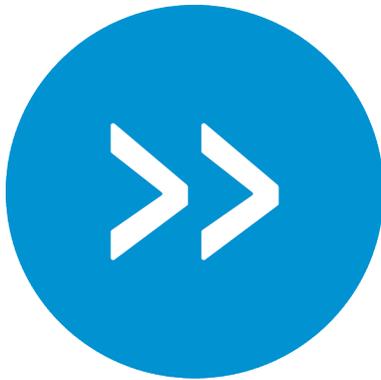
## Financial Reporting

- **Milestone 1:** (Disbursement of up to 25% of budget) upon signature of this Agreement by both parties.
- **Milestone 2:** (Disbursement of up to 65% of budget), upon receipt and acceptance by UNOPS of the interim progress and financial reports (demonstrating 70% of 1<sup>st</sup> disbursement expended) 4 months after signature of the agreement. (14 days to prepare documents)
- **Milestone 3:** (Disbursement of up to 10% of budget), upon receipt and acceptance by UNOPS of the final progress and financial reports no later than 60 days after the completion of the agreement. (60 days to prepare documents)



[SUNgrants@unops.org](mailto:SUNgrants@unops.org)

**Contact Us**



## Questions & Answers

**Contact Us and check for Q&A updates on the posting.**

**Link:**

**<https://www.ungm.org/Public/Notice/70799>**



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