UNOPS invites interested and eligible applicants to join the 2019 round of Scaling up Nutrition (SUN) Movement Pooled Fund grant applicants. Details on the application process and the administration of the grant programme are set forth in this Call for Proposals (CFP) document. Interested applicants are encouraged to read the CFP and its annexes in their entirety prior to applying.

Section 1: Grant Overview

The SUN Movement Pooled Fund (The Pooled Fund) is a catalytic and last resort source of grants to support multi-stakeholder platforms in SUN Countries, in order to increase the effectiveness and impact of national efforts to end malnutrition in all its forms. The Pooled Fund grants will promote engagement of additional relevant actors in the implementation, monitoring, and evaluation of multi-sectoral and multi-stakeholder national plans for nutrition.

The Pooled Fund concept was developed in 2017 with the aim to strengthen the capacity of non-governmental systems in SUN Countries. It takes into consideration the lessons-learned from the 2012-2015 Multi-Partner Trust Fund (MPTF) Evaluation, its Management Response, and the SUN Movement Strategy and Roadmap (2016-2020). The Pooled Fund is coherent with the SUN Movement stewardship arrangements and processes at national and global levels. In particular, the Pooled Fund will support actions which reinforce in-country capabilities of all stakeholders in SUN Countries across four thematic areas.

a) Continuously improve country planning to end malnutrition.

b) Mobilise, advocate and communicate for impact.

c) Strengthen capacity of government and non-governmental systems, multi-sectoral teams, and their individual members, for scaled-up nutrition action at all levels.
d) Ensure equity, equality and non-discrimination for all, with women and girls at the centre of efforts. The Pooled Fund is administered by United Nations Office for Project Services (UNOPS). The first round of Pooled Fund grants was issued to SUN Civil Society Alliances in 2018. In total, 21 grants were awarded to Civil Society Alliances from 19 different SUN countries.

Section 2: General Award Information

Grant support will be allocated according to the following parameters:

- **Maximum award amount per grant**: Up to USD 200,000
- **Match requirement**: There is no requirement for a grantee to match or co-finance any portion of the proposed grant activities
- **Indirect/overhead costs**: Indirect costs should not exceed 10% of direct costs
- **Period of activity**: maximum 18 months from the date of the signature of the Grant Support Agreement

Section 3: Submission Instructions

**Deadline**: 8 February 2019 by 15:00 (Geneva Time). Late submissions will not be considered.

**Format**: Prior to submission, please ensure that you have completed the following:

1. Annex A – Grant Application Form (MS Word) (Mandatory)
2. The last page of the Annex A – Grant Application Form, signed and scanned (PDF) (Mandatory)
3. Annex B – Grant Budget (MS Excel) (Mandatory)
4. Annex C – Grant Budget Narrative (MS Word) (Mandatory)
5. **Team member(s)** to be involved in the project implementation with their responsibilities in brief and curriculum vitae/resumes. The team should comprise of a **Project**, **Technical**, and **M&E contact person**. If any team member will be performing more than one roles, please mark on the first page of the CVs. (Optional)
7. Annex L: SUN Government Focal Point Letter of Support (Optional)
8. Attached documentation certifying organization's legal registration (Mandatory)

Please save filenames of attachments according to the following guidelines: [Attachment name]_[Organisation Name]_[Country Abbreviation]. For example, Grant_Application_Form_ABCCivilSociety_Sudan. Large files may be compressed and attached as a zip file.

**Language**: Applications will be considered only if they are submitted in English, French, or Spanish.

**Address**: Please submit your application by email only. Submission will be accepted only if sent to the dedicated email address: SUNgrants@unops.org. UNOPS will not consider applications sent via post, or to alternative email addresses.
Please title the email accordingly as per this example: “SUN_Grants_2019_001_ABCCivil_Society_Sudan.”

Questions and clarification: All questions during the proposal process, shall be sent via email to UNOPS dedicated email address - SUNgrants@unops.org before 8 February 2019.

Pre-submission meeting: An online meeting about the application process will be held via Webex. The meetings will be in English, French, and Spanish. Please see below for instructions on how to join the meeting:

[English] Interested Applicants: 2019 SUN Pooled Fund Grants
Date: Tuesday, 18 December 2018 at 10:00 (Geneva, Switzerland Time)

JOIN WEBEX MEETING
https://ghl.webex.com/ghl/j.php?MTID=m04f40aba02104b3fe884a95b9c51feb9
Meeting number (access code): 801 199 182 Meeting password: grants

JOIN FROM A VIDEO SYSTEM OR APPLICATION
Dial sip:801199182@ghl.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

JOIN BY PHONE
+1-240-454-0879 USA Toll
Tap here to call (mobile phones only, hosts not supported): tel:%2B1-240-454-0879,,*01*801199182%23%23*01*

Global call-in numbers:
https://ghl.webex.com/ghl/globalcallin.php?serviceType=MC&ED=743500932&tollFree=0

Section 4: The Grant Evaluation Methodology

The Grant Evaluation Committee will consider each proposal in a two-step selection process. The first stage of the selection process will review the eligibility of the applicant and the compliance of their application – as per Step 1: Eligibility Criteria on page 4 of this document. Only the proposals that pass the first stage will advance to the second stage. The second stage of the selection will be a programmatic evaluation on the merits of the proposal, project activities, and project budget – as per Step 2: Evaluation Criteria on page 5 of this document.

The Grant Evaluation Committee consists of UNOPS personnel, technical experts, and external representatives that are free from personal, financial, commercial, and political conflicts of interest. All personnel involved in the grant selection process certify that:

(a) The CFP is posted publically on the United Nations Global Marketplace to ensure that information disseminated about the grant opportunity is public and widely available. Interested applicants should click the link above, select ‘Business Opportunities,’ and scroll down to find the correct Call for Proposal.
for Proposals. Interested applicants may then click the Call for Proposals link and download all the relevant documents.

(b) During the solicitation phase, all potential applicants receive identical information and any clarifications on solicitation documents are provided at approximately the same time to all;
(c) Individuals having a personal or financial interest in a potential applicant responding to a solicitation declare such a position and are prohibited from any involvement in the grant selection and approval process.

Step 1: Eligibility Criteria

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

<table>
<thead>
<tr>
<th>Eligibility Review</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A completed application form with the required attachments are submitted prior to the closing date/time of the Call for Proposal (CFP) period.</td>
<td></td>
</tr>
<tr>
<td>2. The applicant is NOT from one of the SUN countries who benefitted from a 2018 Pooled Fund grant: Bangladesh, Benin, Burundi, Cameroon, Chad, El Salvador, Ghana, Kyrgyzstan, Liberia, Mali, Myanmar, Namibia, Nigeria, Papua New Guinea, Senegal, Somalia, South Sudan, Sri Lanka, Sudan</td>
<td></td>
</tr>
<tr>
<td>3. The application is received from a registered non-profit organization with the permission to operate in the country of suggested activities (please attach proof of non-for-profit registration allowing operations in the country of suggested activities).</td>
<td>Proof of registration should not be expired.</td>
</tr>
<tr>
<td>4. The applicant is a Civil Society Organisation (CSO) (or equivalent) and is submitting a proposal as a Chair, Vice-Chair, or designated hosting entity of the SUN Civil Society Alliance (CSA) (the grant evaluation committee will check the applicant against the membership list).</td>
<td></td>
</tr>
<tr>
<td>5. The applicant and its executive are free from United Nations and World Bank vendor sanctions (the grant evaluation committee will check the applicant against the sanctions list).</td>
<td></td>
</tr>
<tr>
<td>6. The proposed budget does not exceed USD 200,000 for a 18-month period.</td>
<td></td>
</tr>
<tr>
<td>7. The organization certifies in the Section 8 of Annex A: Grant Application Form that it abides to existing national legal obligations and regulations, and applicable international codes and obligations including the International Code of Marketing of Breast Milk Substitutes and subsequent relevant WHA resolutions.</td>
<td></td>
</tr>
<tr>
<td>8. The proposal’s budget shall not include costs related to construction or acquisition of real property.</td>
<td></td>
</tr>
</tbody>
</table>

All proposal that meet the above minimum eligibility criteria will be evaluated as per the process described below.
Step 2: Evaluation Criteria

In line with UNOPS evaluation principles of fairness, transparency and integrity, a Grant Evaluation Committee will be responsible for the review of proposals and the 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.

A predefined set evaluation criteria will be used to evaluate each proposal:

<table>
<thead>
<tr>
<th>EVALUATION REVIEW</th>
<th>Points Obtainable</th>
<th>General Remarks:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ORGANIZATIONAL CAPACITY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Has the organization demonstrated experience to successfully implement the grant activities?</td>
<td>10</td>
<td>See: Section 2, Question 2.1 and 2.2 of Grant Application</td>
</tr>
<tr>
<td>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?</td>
<td>5</td>
<td>See: Section 2, Question 2.3 of Grant Application</td>
</tr>
<tr>
<td><strong>Subtotal for organizational capacity</strong></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td><strong>SCOPE OF WORK</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Is the Statement of Need specific, compelling, and aligning to national nutrition priorities, policies, and strategies?</td>
<td>10</td>
<td>See: Section 3, Question 3.1</td>
</tr>
<tr>
<td>4. Does the scope of work and budget reflect activities that scale up the convening power of Civil Society Alliances by encouraging partnerships with various groups, including at the local level (commune, region, district)?</td>
<td>15</td>
<td>See: Section 3, Question 3.2</td>
</tr>
<tr>
<td>5. 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?</td>
<td>10</td>
<td>See: Section 3, Question 3.3 [e.g. Project Plan]</td>
</tr>
<tr>
<td>6. Do the stated outcomes, outputs and indicators align with the Annex D - SUN Movement Pooled Fund Results Framework, and are they innovative?</td>
<td>10</td>
<td>See: Section 3, Question 3.4 and 3.5</td>
</tr>
<tr>
<td><strong>Subtotal for Scope of Work</strong></td>
<td>45</td>
<td></td>
</tr>
<tr>
<td><strong>METHODOLOGY/TECHNICAL APPROACH</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Does the proposal present a sound, competent project team to achieve the expected results?</td>
<td>5</td>
<td>See: Section 4, Question 4.1 and attached curriculum vitae.</td>
</tr>
<tr>
<td>8. Does the proposed project have activities that increase gender equality and empowerment of</td>
<td>10</td>
<td>See: Section 4, Question 4.2</td>
</tr>
<tr>
<td></td>
<td>Question</td>
<td>Points</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>9</td>
<td>Are the assumptions underlying the grant project's budget specific, accurate, complete, and realistic?</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>Have substantial risk factors, based on internal and external conditions, been taken into account?</td>
<td>5</td>
</tr>
<tr>
<td>11</td>
<td>Do the project activities include the delivery of a sustainability strategy and plans to continue fundraising activities prior to grant closure?</td>
<td>10</td>
</tr>
<tr>
<td>12</td>
<td>The proposal should be accompanied by written support (by email is sufficient) from the office of the SUN Government Focal Point or equivalent on behalf of the national SUN multi-stakeholder platform to confirm alignment of the proposal with country strategies or plans for nutrition.</td>
<td>15</td>
</tr>
<tr>
<td>13</td>
<td>The proposal is accompanied by a notification in writing (by email is sufficient) from the country’s Donor Convener that the applicant have explored all possible sources of funding and are not receiving any funding for the activities stated in the project proposal.</td>
<td>10</td>
</tr>
</tbody>
</table>

Please see here names of the Donor Convener that we are aware of. If no details are provided and you are not aware of the appropriate person, please be in contact with the government focal point on nutrition or convener of the national Development Partners Group (or equivalent) for their assistance. If you are unable to identify the relevant person, please contact Chris Leather, the facilitator of the global SUN Donor Network for support: chrisleather@hotmail.com

Total points for Methodology/Technical Approach: 65

Evaluation Subtotal: 125

Threshold for Technical Compliance: 74/125 (or 60%)

Final score
Section 5: Scope of Work

The 2019 SUN Movement Pooled Fund will have one primary area for work, and thus one window for funding:

“Strengthened participation by in-country non-state stakeholders (civil society, private sector actors, academics, and journalists, among others) and parliamentarians in national multi-stakeholder platforms to implement scale up nutrition plans.”

Priority will be given to applications from national Civil Society Alliances that demonstrate the use of partnerships to achieve objectives outlined in the National Nutrition Plans. More emphasis will be given on improving nutrition outcomes and less on creating new processes and structures. Focus will be on strengthening collaboration at country level between different networks through joint planning and collaboration on concrete activities. Proposals should highlight how the Civil Society Alliance will engage with other specific networks and partners and more specifically how Civil Society Alliance members will collaborate with members of other networks at the programmatic level around specific activities. Therefore, proposals for activities that will engage local actors such as community leaders, academia, tribal entities, grassroots organization, researchers, parliamentarians, journalists and national business as partners in the project will be prioritised.

Priority will also be given to proposals from national Civil Society Alliances who prioritize in their objectives the alignment of Civil Society Alliances members’ plans and projects with national nutrition plans. Improved coordination among those projects and plans, and with governments should be also prioritized. Civil Society Alliances can assist governments to decentralize government nutrition efforts by federating grassroot organizations and making sure they support local governments’ (commune, regions, districts etc.) nutrition efforts. Proposals must emphasize the needed and intended changes in the behaviour of members of the Civil Society Alliance and not behaviours of Civil Society Alliances’ secretariats, with the special emphasis on national CSOs, and how the Civil Society Alliance will drive the change of its members.

Progress will continue to be measured against the Pooled Fund Results Framework.

The Pooled Fund Grants project agreement requires that grant support be allocated to eligible, in-country civil society applicants under one or more of the following Outcomes, as further outlined in Annex D: SUN Movement Pooled Fund Results Framework.

**Outcome 1: SMART Planning & Legislation**
Supporting SUN countries in their development and expansion of SMART, costed, multi-stakeholder, multi-sectoral Nutrition Plans.

**Outcome 2: Financial Resourcing**
Studying, monitoring, and advocating for international and domestic resources to fully finance nutrition plans.

**Outcome 3: Enabling Implementation**
CSAs are on track in implementing their nutrition commitments and are making a demonstrable contribution to reducing malnutrition at sub-national levels.
Section 6: Budget Detail & Budget Narrative

Part A: General Information

The development and management of a realistic and transparent budget detail and an informative budget narrative is an important part of developing and implementing successful grant activities. These two documents are required in order for the application to be considered. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact of the project. The following important principles should be kept in mind while preparing Annex B: Grant Budget and Annex C: Grant Budget Narrative:

• The budget should be realistic. Find out what planned activities will actually cost, and do not assume that you will be able to make do for less.
• Do not overinflate the budget. While applicants are encouraged to calculate some room for fluctuation in costs and exchange rates, it is preferable for Grantees to spend down their budgets than to leave large amounts of unspent funding at the end of the project.
• The budget should include all costs associated with managing and administering the grant project. In particular, applicants should consider the cost of monitoring and evaluation, collecting baseline data or baseline surveys, accounting or auditing services, security provisions, insurance, etc.
• Reasonable indirect costs related to administration of the grant are permitted up to a maximum of 10% of the total direct costs.
• Grantees should not request items with a unit value greater than 1000 USD in their project budget. Should this be the case, please provide an explanation in the Budget Narrative.
• 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 the category “Other Costs,” and state for what the money is to be used briefly in the line item and comprehensively in the budget narrative.
• Applicants MUST submit a budget narrative. It should be an MS Word document; this will allow the Grant Analyst to modify for revisions, if necessary, in collaboration with the selected applicant.
• The budget should not be used for communications tools or others that already exist within the SUN Movement (e.g. website, communication materials) and that can be used at no cost to disseminate results.

Section 7: Award Information

The Grant Support Agreement (GSA) constitutes an integral part of this CFP. Therefore, applicants are asked to read this agreement before submitting a proposal. Please see the CFPs Annex E: UNOPS Sample Grant Support Agreement and Annex F: UNOPS Sample Grant Support Agreement General Conditions.

Please Note: In the Grant Support Agreement General Conditions, UNOPS request grant recipients to open a separate bank account in USD to hold their funds.
Applicants will be notified of the status of their application. Applicants who are not selected for a Pooled Fund grant may request the Grant Evaluation Committee’s opinion by contacting the Grants Analyst, at SUNgrants@unops.org.
Annexure

2019 Solicitation – Pooled Fund Grants
Annex A: Grant Application Form
See separate form under “Documents” in UNGM.

Annex B: Grant Budget
See MS Excel template under “Documents” in UNGM.

Annex C: Grant Budget Narrative
See MS Excel template under “Documents” in UNGM.
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.

<table>
<thead>
<tr>
<th>Hierarchy of objectives</th>
<th>Key Indicators</th>
<th>Data Sources</th>
<th>Means of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy of Intervention</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impact (Overall Goal)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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”</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Outcome Indicators</th>
<th>Sources and means of verification</th>
<th>Outcome Assumptions &amp; Risks</th>
</tr>
</thead>
</table>
| SMART Planning & Legislation | Outcome 1 (SMART planning): By the end of the grant period, the grantee SUN Countries have SMART, costed, multi-stakeholder, multi-sectoral Nutrition Plans in place. | • % of national nutrition plans that clearly show inclusiveness of CSAs inputs including a special focus on equity and human rights.  
• % of national nutrition plans that clearly show inclusiveness of CSAs inputs regarding gender inequality and women’s empowerment.  
• % of national nutrition plans that show clarity and relevance of priorities, goals, objectives, interventions and programmes based on a sound situation analysis. | • Approved national plans (documents)  
• CSAs inputs to quality review of national plans using the SUN Movement Checklist on the criteria and characteristics of ‘good’ national nutrition plans.  
• SUN Movement MEAL system (indicator on the ‘quality’ of national plans). | • R: Elections are an opportunity for nutrition messaging/campaign manifesto’s, but can also slow and divert parliamentarian involvement in other areas.  
• 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. |
| Financial Resourcing | Outcome 2 (Resourcing): By the end of the grant period, international and domestic resources are better mobilised to finance national nutrition plans. | • % of costed national nutrition plans that address financing gap highlighted through the work of CSAs and other stakeholders  
• % of costed national nutrition plans that show a reduction in the financing gap. | • Evidence on finance gaps based on current spending and cost estimation.  
• Evidence on increased additional funding.  
• SUN MEAL system (indicators on finance for nutrition)  
• CSAs MEAL system | • A: Sufficient funding is available from donors to continue supporting the project.  
• R: Independence of CSOs not fully recognized (e.g. government nominating persons outside the CSA for participation in SUN meetings) |
|---|---|---|---|---|
| Enabling Implementation | Outcome 3 (Effective Implementation and accountability): By the end of the grant period, the SUN Country CSA is on track in implementing their nutrition commitments and are making a demonstrable contribution to reducing malnutrition at sub-national levels. | • % of funded CSAs that increase their scoring in terms of functionality  
• % of in-country stakeholders that report on their commitments and % of those that are on-track in the implementation.  
• % of countries with active CSAs engagement that report progresses towards reducing malnutrition.  
• % of countries with active CSAs engagement that report progresses in addressing gender inequality and women’s empowerment | • Global repository of commitments (e.g. N4G/GNR and newly established Milan Summit).  
• SUN annual Progress Report and Global Nutrition Report.  
• SUN MEAL system (e.g. indicators on commitments, legislation, coverage of interventions, nutrition indicators).  
• CSN Functionality Index  
• CSAs MEAL system  
• Baseline data on CSAs’ knowledge, attitudes, and practices regarding gender inequality and women’s empowerment | • R: Private sector interests block/divert parliamentarians’ focus on policy development and nutrition financing.  
• R: National emergencies (e.g. civil war, infectious disease outbreak, natural disaster) reverts funding and priorities. |

<table>
<thead>
<tr>
<th>Outputs (per outcome) and costs</th>
<th>Output Indicators</th>
<th>Sources and means of verification</th>
<th>Output Assumptions and Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Outcome 1 (SMART planning):</td>
<td>Outcome Indicators</td>
<td>Sources and means of verification</td>
<td>Outcome Assumptions &amp; Risks</td>
</tr>
</tbody>
</table>
### Output 1.1 Civil Society Organisations (CSOs), particularly those at a decentralized level are enabled by the CSAs to contribute to national plans and processes.

- Number of roundtables and consultations organized with local, marginalized CSOs at subnational level.
- Number of women’s groups among participating CSOs, enabled by CSAs.
- Number of training and/or other capacity building activities targeted to local, marginalized CSOs.
- Evidence of public attendance during community events.

<table>
<thead>
<tr>
<th>Evidence of public attendance during community events.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photos, reports and case studies from the CSAs</td>
</tr>
<tr>
<td>Gender analysis of CSAs to determine the impact of their engagement on gender equity.</td>
</tr>
<tr>
<td>Written submissions to national policy forums.</td>
</tr>
<tr>
<td>Training reports and case studies on participatory approaches for marginalized CSOs.</td>
</tr>
<tr>
<td>Social media use such as Twitter, Facebook, online petitions, etc.</td>
</tr>
</tbody>
</table>

**A:** CSOs are willing to participate at workshops and public attendance.

**R:** CSO’s and grassroots organisation lack the financial/logistical ability to attend national planning processes.

### Output 1.2 Nutrition champions (e.g. religious leaders, celebrities, affected community representatives, women’s organisations) increase the profile of nutrition and influence legislations and policies, planning and budgeting for nutrition.

- Number of parliamentarian champions and key influencers that speak about nutrition in key decision-making processes related to legislation, policy making, planning and budgeting.
- Number of parliamentary hearings and pledges.
- Number of position platform/manifesto contributions.

<table>
<thead>
<tr>
<th>Evidence of identification and engagement with parliamentarian champions and key influencers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parliamentarians’ pledges, hearing minutes, documents, reports and case studies from CSAs.</td>
</tr>
<tr>
<td>Reports from public hearings, parliamentary hearings/meetings, correspondence available, briefing documents, policy reports, case studies.</td>
</tr>
<tr>
<td>Media and Press releases.</td>
</tr>
</tbody>
</table>

**A:** Parliamentarians and influencers are willing to earnestly engage in the process.

**R:** Nutrition champions do not represent the geographic, linguistic, demographic, social diversity to elevate nutrition profile effectively.

### Output 1.3 Results from advocacy and analyses conducted by CSAs are used by decision makers to inform national and sub-national

<table>
<thead>
<tr>
<th>Number and quality of national and subnational plans that clearly incorporate contributions by CSAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports and case studies from CSAs.</td>
</tr>
<tr>
<td>Media reports.</td>
</tr>
<tr>
<td>Evidence of campaigning and activity reports.</td>
</tr>
</tbody>
</table>

**A:** Governments allow CSA to actively contribute.
<table>
<thead>
<tr>
<th>Financial Resourcing</th>
<th>For Outcome 2 (Resourcing):</th>
<th>Outcome Indicators</th>
<th>Sources and means of verification</th>
<th>Outcome Assumptions &amp; Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Output 2.1</strong> Civil society contribution to and analysis of nutrition specific and sensitive allocations and expenditures made available at national and subnational levels either supplementing or collaborating with any existing budget analysis and review.</td>
<td>Number of actions taken to increase women and youth awareness of their rights to food and nutrition.</td>
<td>Evidence of attribution to legislative change.</td>
<td>A: CSA provide coherent suggestions to the plans and policies</td>
<td>R: Governments may reject or exclude CSA suggestions post-engagement.</td>
</tr>
<tr>
<td></td>
<td>Number of policy briefings and submissions to policy forums.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evidence of policy positions from CSAs towards specific policy changes (e.g. media reports, briefing documents, review papers).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Output 2.2</strong> Civil society supports Governments and local partners to access innovative sources of financing including international funds such as the Global Financing Facility, Power of Nutrition, and financial pledges from INGOs, etc.</td>
<td>Scope, quality and use of the finance data generated from the analyses conducted by the CSAs (either as supplements or as contribution).</td>
<td>Finance reports and datasets including links (or clear information) on finance data sources.</td>
<td>A: Data is made easily available and accessible.</td>
<td>R: Security or political instability impedes financial data-sharing with CSAs.</td>
</tr>
<tr>
<td></td>
<td>Amount of additional funds (domestic and international) mobilized through the support of CSAs.</td>
<td>Budget analysis documentation such as photos, papers, correspondence and interviews.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cost estimates for prioritized programmes or interventions (specific and or sensitive to nutrition).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Estimates of finance gaps based on the analysis of costs and current spending.</td>
<td>Finance reports and datasets.</td>
<td>A: Innovative sources of funding are available.</td>
<td>R: Governments are not willing meet the reporting/eligibility/transparency criteria to access those funds.</td>
</tr>
</tbody>
</table>
| For Outcome 3  
(Implementation and Accountability): | Outcome Indicators | Sources and means of verification | Outcome Assumptions & Risks |
|-----------------------------|------------------|---------------------------------|-----------------------------|
| **Output 3.1 Civil Society Alliances put CSO membership at the forefront, enabling them to actively contribute to multi-sectoral and multi-stakeholder decision-making and coordination platforms at national and subnational level.** | • Number and quality of national or subnational platforms that put CSA contributions at the forefront.  
• Number of Behaviour Change campaigns organized in marginalized communities through the support to local CSOs.  
• Number of representatives from marginalized communities that have been engaged in Behaviour Change campaigns and/or events to influence decision-making and coordination. | • Reports and case studies by the CSAs including evidence of mechanisms for the inclusion of CSAs in decision-making and coordinating platforms.  
• Evidence of public mobilization (audio and documents) and attribution towards desired changes (e.g. on plans, budgets or programmes).  
• Evidence of BCC campaign including attribution towards desired changes (e.g. on citizens’ participation, right to food, gender equity and women’s empowerment etc.).  
• Disaggregated lists, by age and sex, of participants in key events. | • A: Sub-national CSOs are willing to dedicate the time and patience to long, national-level policymaking processes.  
• R: Governments do not permit the CSA to organize public events for fear of criticism.  
• R: State-owned and privately-owned media do not respect the neutrality of CSA nutrition messaging.  
• R: Sub-national CSOs view activities as a responsibility of hosting entity, not their own. |
| **Output 3.2 Civil Society Alliances contribute to and report on national progress in the SUN annual Progress Report as well as other national reporting mechanisms including Voluntary National Reviews for the Sustainable Development Goals.** | • Quality of inputs received from sub-national CSOs required for the CSA to inform national or global reporting mechanisms, e.g. SUN Annual Progress Report, Global Nutrition Report.  
• Evidence of CSA engagement and coordination with national review mechanisms such as the SDG national review process.  
• Evidence of CSAs reporting or contributing to reports on inequity and | • CSA submission to reporting mechanisms.  
• Disaggregated data by age and sex and case studies by the CSAs.  
• Annual performance survey by the CSN (part of the SUN MEAL system).  
• SUN annual Progress Report, Global Nutrition Report and other published documents. | • A: Reports are easily accessible to CSO constituents in language/content.  
• A: Security environment is stable enough to conduct field visits.  
• R: Data collection is less accessible/reliable in remote and/or underdeveloped communities. |
<table>
<thead>
<tr>
<th>Activities (per output)</th>
<th>Inputs (Means and resources)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For Outcome 1: SMART Planning &amp; Legislation</strong></td>
<td></td>
</tr>
<tr>
<td>Output 1.1</td>
<td>Activity 1.1.1 Organizing round-tables and consultations with grassroots and community organisations/associations to bring their perspective into national policy and planning processes (e.g. the development of national plans and common-results framework).</td>
</tr>
<tr>
<td>Output 1.2</td>
<td>Activity 1.2.1 Identification and support to parliamentarians to increase awareness and provide improvement strategies in the nutritional status of their constituencies.</td>
</tr>
<tr>
<td>Output 1.2</td>
<td>Activity 1.2.2 Providing evidence and policy suggestions to political parties to enable inclusion of nutrition commitments in position platforms/manifestos.</td>
</tr>
<tr>
<td>Output 1.2</td>
<td>Activity 1.2.3 Development of national mass of influential nutrition champions (e.g. age and gender-sensitive representation by religious leaders, celebrities, affected community representatives) to advocate for nutrition at the highest level.</td>
</tr>
</tbody>
</table>
| Output 1.3 | Activity 1.3.1 | Campaigning for the introduction of new legislation, revision of outdated legislation, and enactment of those endorsed.  
- Particularly legislation related to the Breast milk substitute marketing (BMS) code, food fortification and healthy diet policies. | Inputs for the development of a campaign strategy.  
Inputs for advocacy, communication and social media.  
Meeting and travel costs. |
| Output 1.3 | Activity 1.3.2 | Increase women and youth awareness of their rights to food and nutrition, and support them in calling upon local or national legislators and informal authorities | Inputs for capacity building and sensitization  
Inputs for citizens mobilization  
Meeting and travel costs. |
| **For Outcome 2: Financial Resourcing** | **Inputs (Means and resources)** |
| Output 2.1 | Activity 2.1.1 | Budget analysis and advocacy at a national and/or sub-national level to identify current nutrition expenditure, blockages, funding gaps and potential funding sources | Inputs for the budget analysis - finance data collection, analysis and presentation including costs for consultants, trainings, field visits and meetings. |
| Output 2.1 | Activity 2.1.2 | Collection of finance data, implementation evidence and case studies from civil society interventions to contribute to nutrition policy objectives for all stakeholders. | Inputs for finance data collection, analysis and presentation including costs for consultants, trainings, field visits and meetings.  
Evaluation of civil society interventions including reach, coverage and impact. |
| Output 2.2 | Activity 2.2.1 | Participation in key local, national, regional and international financing forums and processes to encourage financial commitments from governments and other stakeholders, e.g. FFD, AfDB, WB. | Inputs for travel costs, meetings.  
Inputs for advocacy and communication material. |
| Output 2.2 | Activity 2.2.2 | Generation of evidence on the use of innovative financing mechanisms and their impact. | Inputs for the development of case studies (consultancy, travel costs, data collection, analysis and presentation and travel costs). |
| Output 2.2 | Activity 2.2.3 | Collection and presentation of data and case studies to identify, evidence and cost high impact nutrition specific and sensitive interventions. | Inputs for data collection, analysis and presentation including costs for consultants, trainings, field visits and meetings. |
| **For Outcome 3: Enabling Implementation** | **Inputs (Means and resources)** |
| Output 3.1 | Activity 3.1.1 | Public mobilisation (e.g. media, events, social media) to increase pressure for action on nutrition. | Inputs for the organisation of public events (including travel costs), preparation of advocacy/communication and social media and dissemination of results. |
| Output 3.1 | Activity 3.1.2 | Delivery of Behavioural Change campaigns and support to community organisations in planning and executing these at a local level to increase public awareness of nutrition issues.  
  - This could include the right to food and nutrition and citizens’ rights to participate in political processes, healthy diets and good care practices. | Inputs for the development of a Behavioural Change campaign strategy.  
Inputs for training and on-the-job support to CSOs executing the BC campaign.  
Inputs for the implementation of the Behavioural Change campaigns including monitoring and evaluation of results. |
| Output 3.1 | Activity 3.1.3 | Supporting marginalised groups and underserved communities to advocate for change, particularly women and children. | Inputs for training and on-the-job support.  
Inputs for travel costs and accommodation to ensure representation from marginalized communities in key events. |
| Output 3.1 | Activity 3.1.4 | Training for local and grassroots organisations and media to increase their capacity as implementation agents and nutrition story-tellers. | Inputs for training and on-the-job support.  
Inputs for travel costs and accommodation to support their participation in key activities (e.g. Behavioural Change campaign, policy forums, etc.) |
| Output 3.1 | Activity 3.1.5 | Engage CSOs to monitor private sector adherence to key nutrition policies and legislation and, where possible, working with local enterprises to support nutrition security for everyone.  
  - This could include recording if local stores are selling products that are not properly-labelled breast milk substitutes. | Inputs for training and on-the-job support to CSOs.  
Inputs for evidence generation, analysis, presentation and dissemination.  
Inputs for monitoring and consultations (including travel costs) |
| Output 3.2 | Activity 3.2.1 | Identification of gaps in data collection and advocacy on the strengthening of existing data systems (e.g. HMIS - supporting regular data collection and feedback) | Inputs for data gap analysis.  
Inputs for advocacy and communication material |
| Output 3.2 | Activity 3.2.2 | Employing local knowledge in the collection of disaggregated data to fill in gaps in data collection, especially amongst vulnerable, distant and marginalised communities and demographic groups, such as women and youth | Inputs for the organisation of social audits and other participatory approaches for disaggregated data collection, analysis and presentation including costs for consultants, trainings, field visits and meetings. |
| Output 3.2 | Activity 3.2.3 | Coordination with other sub-national networks to participate in Voluntary National Reviews, thereby reporting progress on SDG advancement. | Inputs for coordination including joint field visits, meetings, collection of information and evidence to feed into the SDG reporting processes. |
### Output 3.3

#### Activity 3.3.1
Use of national and global accountability mechanisms to hold both local and national governments accountable to their constituencies e.g. scorecards, national Global Nutrition Report or Global Hunger Index report launches and media coverage.

Inputs for evidence generation on the use of accountability mechanisms. Inputs for advocacy, communication and social media. Inputs for the organisation of report launches and media coverage.

#### Activity 3.3.2
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.

#### Activity 3.3.3
Generation of media coverage to celebrate commitments made and hold governments and partners accountable to commitments.
- For example, via awards ceremonies to incentivise and celebrate local/regional authorities who have championed nutrition.
- For example, regional educational/advocacy media produced in the local dialect.

Inputs for advocacy, communication and social media. Inputs for the organisation of award ceremonies and media coverage.

### Cross-Cutting Operational Activities

<table>
<thead>
<tr>
<th>Cross-cutting</th>
<th>Inputs (Means and resources)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conducting annual CSAs planning and review meetings.</td>
<td>Inputs for meetings and travel costs</td>
</tr>
<tr>
<td>Mapping CSOs to inform implementation plans and improved coordination. (skills, actions, etc.).</td>
<td>Inputs for data collection, analysis and collation in regularly updated datasets</td>
</tr>
<tr>
<td>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.</td>
<td>Inputs for the development of the CSAs MEAL framework. Inputs for data collection, analysis, presentation and feedback</td>
</tr>
<tr>
<td>Sharing and leaning across national and/or international networks for improved planning and policy development.</td>
<td>Inputs for calls across countries Inputs for the organisation of meetings and consultations</td>
</tr>
<tr>
<td>Conduct gender analysis to identify equity gaps, changes in knowledge, attitudes, and practices, and drivers to inform programme implementation and advocacy strategies.</td>
<td>Inputs for participatory disaggregated data collection, analysis</td>
</tr>
</tbody>
</table>
Annex E: Sample Grant Support Agreement

IN SUPPORT OF

[Insert short grant activity or project title]

GRANTEE NAME:

GRANT NUMBER: .../.../.../.../...

This Grant Support Agreement (hereinafter referred to as “Agreement”) made is between the United Nations Office for Project Services (hereinafter referred to as “UNOPS”) and [insert Grantee’s name and address] (hereinafter referred to as “Grantee”).

WHEREAS UNOPS desires to provide grant support to the Grantee in the context of the implementation of [insert short grant activity or primary project/programme description] (hereinafter referred to as the “Activity”), as more specifically described in Annex A, on the terms and conditions hereinafter set forth, and

WHEREAS the Grantee is ready and willing to accept such funds from UNOPS for the above-mentioned activities on the terms and conditions as herein set forth.

NOW, THEREFORE, the Grantee and UNOPS agree as follows:

1. Agreement Documents

1.1 The following documents attached hereto shall be deemed to form an integral part of this Agreement in the following order of precedence:

i. This agreement
ii. Annex A: Terms of Reference
iii. Annex B: Grant Budget
iv. Annex C: Reporting
v. Annex D: UNOPS General Conditions for Grant Support Agreements

1.2 This Agreement and the Annexes attached hereto shall form the entire Agreement between the Grantee and UNOPS, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

2. Purpose of the Agreement

2.1 The purpose of this Agreement is to provide support for the Activity being [insert short grant activity description] in [insert country] as described in Annex A (the Terms of Reference). None of the funds provided pursuant to this Agreement may be used for any purposes other than those expressly set forth in Annex A.
2.2 Grant support is being provided to the Grantee on the condition that the action is implemented, and the funds are administered by the Grantee, in accordance with this Agreement.

3. Duration of this Agreement
3.1 This Agreement is effective and funds are granted by UNOPS as of 1 April 2019 or the date of the last signature below, whichever is the later.
3.2 Funds granted hereunder are available for program expenditures for the estimated period from the effective date specified in clause 3.1 above to 30 September 2020.

4. Role of the Grantee
4.1 The Grantee shall:
   a. Have full responsibility for ensuring that the Activity is implemented in accordance with the Agreement
   b. Be responsible, in the event of financial review, audit or evaluation for providing the necessary accounting documents
   c. Be responsible for providing all documents and information to UNOPS which may be required under the relevant payment requests
   d. Make the arrangements for providing the financial status documentation and financial guarantee, when requested
   e. Ensure professional management of the Activity, including performance monitoring and reporting activities.

5. Grant Amount and Payments
5.1 UNOPS hereby grants to the Grantee the total amount of USD [insert US Dollar amount in figures and words] as shown in the Budget in Annex B.
5.2 Payments to the Grantee shall be made in accordance with the following schedule upon the submission by the Grantee of appropriate milestone reports along with payment requests, subject to the Grantee’s continued performance of its obligations under this Agreement:

<table>
<thead>
<tr>
<th>Milestone 1</th>
<th>Condition</th>
<th>Amount</th>
<th>Reporting Period</th>
<th>Due Dates of Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Upon signature of this Agreement by both parties.</td>
<td>15% of budget (not to exceed USD 30,000)</td>
<td>Upon signature.</td>
<td>Upon signature.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Milestone 2</th>
<th>Condition</th>
<th>Amount</th>
<th>Reporting Period</th>
<th>Due Dates of Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Upon receipt and acceptance by UNOPS of the interim progress and financial reports</td>
<td>40% of budget (not to exceed USD 80,000)</td>
<td>From date of agreement countersignature – 30 Sept 2019</td>
<td>31 October 2019</td>
</tr>
</tbody>
</table>

1Any advance payment made under the Agreement totalling more than USD30,000 of the total Grant Amount be conditional on the provision of a justification and subsequent approval by UNOPS. Moreover, following the receipt of such exceptional justification, UNOPS may, at its own discretion, further request the Grantee to submit documentation regarding its financial status together with reasonable cash flow estimates. Any advance payment exceeding USD250,000 shall be conditional on a financial guarantee of an amount equivalent to the advance payment.
Milestone 3
Upon receipt and acceptance by UNOPS of the interim progress and financial reports
40% of budget (not to exceed USD 80,000)
1 October 2019 – 31 March 2020
30 April 2020

Milestone 4
Upon receipt and acceptance by UNOPS of the final progress and financial reports
5% of budget (not to exceed USD 10,000)
1 April 2020 – 30 September 2020
30 November 2020

5.3 All payments to the Grantee shall be in US dollars, and shall be deposited into the Grantee’s bank account in accordance with the UNOPS vendor supplier form completed and submitted by the Grantee to UNOPS.

5.3.1 The amount of payment of such Grant funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Grantee in the performance of the activities under this Agreement.

6. Reporting and Evaluation

6.1 The Grantee shall submit the following milestone reports during the life of this Agreement in the formats provided, and in line with above Payment Schedule, (as per clause 5.2):

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Condition</th>
<th>Amount</th>
<th>Reporting Period</th>
<th>Due Dates of Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone 1</td>
<td>Upon signature of this Agreement by both parties.</td>
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<td>30 April 2020</td>
</tr>
<tr>
<td>Milestone 4</td>
<td>Upon receipt and acceptance by UNOPS of the final progress and financial reports</td>
<td>5% of budget (not to exceed USD 10,000)</td>
<td>1 April 2020 – 30 September 2020</td>
<td>30 November 2020</td>
</tr>
</tbody>
</table>

6.2 Failure to submit the reports specified in clause 5.2 without due cause shall constitute a failure to fulfil a substantial obligation of this Agreement, in accordance with Article 15 of the General Conditions.
The Grantee shall be deemed discharged from its obligation under this Agreement only upon the receipt and acceptance of the reports referred to in clause 5.2 and the return of any unspent funds in accordance with this Agreement.

7. Special Conditions

8. Correspondence
8.1 All further correspondence regarding the implementation of this Agreement should be addressed to:

<table>
<thead>
<tr>
<th>For UNOPS:</th>
<th>For the Grantee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[insert name, address, e-mail, phone]</td>
<td>[insert name, address, e-mail, phone]</td>
</tr>
</tbody>
</table>

8.2 Any notice given by UNOPS or the Grantee shall be sufficient only if in writing and delivered in person, mailed or delivered electronically to the respective addresses specified in article 8.1 above.

IN WITNESS WHEREOF, the undersigned, duly appointed representatives of UNOPS and of the Grantee, have on behalf of UNOPS and the Grantee, respectively, signed the present Agreement on the dates indicated below their respective signatures.

<table>
<thead>
<tr>
<th>FOR UNOPS:</th>
<th>FOR THE GRANTEE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[insert name]</td>
<td>[insert name]</td>
</tr>
<tr>
<td>[title], [office]</td>
<td>[title]</td>
</tr>
<tr>
<td>Date (mandatory):</td>
<td>Date (mandatory):</td>
</tr>
</tbody>
</table>
Annex F: Sample Grant Support Agreement General Conditions

GENERAL CONDITIONS FOR GRANT SUPPORT AGREEMENTS

1. Liability and General Obligations of Grantee

1.1 The Grantee shall be responsible for complying with any legal obligations incumbent on them.

1.2 The Grantee shall carry out all activities for which it is responsible under this Agreement with due diligence and efficiency.

1.3 UNOPS shall not, under any circumstances or any grounds, be held liable in the event of a claim under the Agreement relating to any damage caused during the Activity's execution.

1.4 The Grantees shall make good any damage sustained by UNOPS as a result of the execution or faulty execution of the Activity.

1.5 Subject to the express terms of this Agreement, it is understood that the Grantee shall have exclusive control over the administration and implementation of this Agreement and that UNOPS shall not interfere in the exercise of such control. However, both the quality of the Grantee’s work and the progress being made toward successfully achieving the goals of such activities shall be subject to review by UNOPS. If at any time UNOPS is not satisfied with the quality of work or the progress being made toward achieving such goals, UNOPS may in its discretion (i) withhold payment of funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the Grantee; and/or (iii) seek any other remedy as may be necessary. UNOPS' determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the Grantee insofar as further payments by UNOPS are concerned.

1.6 UNOPS undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage for any person who may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking activities under this Agreement. Such responsibilities shall be borne by the Grantee.

1.7 The rights and obligations of the Grantee are limited to the terms and conditions of this Agreement. Accordingly, the Grantee and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

2. Intellectual Property Rights

2.1 All intellectual property rights, including but not limited to maps, drawings, photographs, mosaics, plans, manuscripts, records, reports, recommendations, estimates, documents, images, sounds and other materials, except pre-existing materials, publicly or privately owned, collected, created, developed or prepared as a consequence of or in the course of the performance of this Activity, shall become the sole property of the Funding Source, unless otherwise stipulated in the Project Agreement.

2.2 The Grantee shall hold harmless and fully indemnify UNOPS from and against all claims and proceedings for infringement of any patent rights, design trademark or name or other protected rights resulting from Grantee’s performance.

3. Confidentiality
3.1 UNOPS and the Grantee undertake to preserve the confidentiality of any document, information or other material directly related to the Activity that is deemed or classified as confidential, where disclosure could cause prejudice to the other party.

4. Allowable Costs

4.1 The Grantee shall be reimbursed for costs incurred in carrying out the purposes of this Agreement which are determined by UNOPS to be reasonable, allocable, and allowable in accordance with the terms of this Agreement. The following definitions of what may be considered as reasonable, allocable, and allowable costs apply:

(a) Reasonable: shall mean those costs which are generally recognized as ordinary and necessary and would be incurred by a prudent person in the conduct of normal business.

(b) Allocable costs: shall mean those costs which are incurred specifically in connection to the Agreement, and are provided in the estimated budget at Annex C.

(c) Allowable costs: shall mean those costs which conform to any limitations in the Agreement.

4.2 The eligible costs must be incurred during the period of the Activity, specified in Article 3 of the Agreement and recorded in the Grantee’s accounts in accordance with accepted accounting procedures.

4.3 Prior to incurring a questionable or unique cost, the Grantee shall obtain UNOPS’s written determination on whether the cost will be allowable.

4.4 It is UNOPS policy that no funds shall be paid as profit or fee to a Grantee under this Agreement or any sub-Grantee. This restriction does not apply to contractual relationships entered into by the Grantee under this Agreement.

5. Accounting, Audit and Records

5.1 The Grantee undertakes to provide any detailed information requested by UNOPS to verify that the Activity and the provisions of the Agreement are being properly implemented.

5.2 The Grantee shall maintain all financial records, supporting documents, statistical records and all other records pertinent to this Agreement in accordance with generally accepted accounting principles [or applicable national legislation] to sufficiently substantiate charges to this Agreement. Accounting records that are supported by documentation will as a minimum be adequate to verify all costs incurred under the Agreement, receipt, and use of goods and services acquired under the Agreement, the costs of the program supplied from other sources, and the overall progress of the program. Unless otherwise notified, the Grantee’s records and sub-Grantee records which pertain to this Agreement shall be retained for a period of seven years from the date of submission of the final financial report and may be audited by UNOPS and/or its representatives.

5.3 The Grantee shall furnish, compile and make available at all times to UNOPS any records or information, oral or written, which UNOPS may reasonably request in respect of the funds received by the Grantee.

5.4 UNOPS shall retain the right to conduct a financial review, require an audit, or otherwise ensure adequate accountability of organisations expending UNOPS funds.

5.5 The Grantee shall allow UNOPS staff and outside personnel (including third party entities engaged by UNOPS) the appropriate right of access to sites and premises of the Activity, and to all records and information required in order to conduct a financial review or audit.
5.6 This provision in its entirety shall be incorporated into all sub-grants to eligible sub-Grantees which exceed USD 30,000. Sub-grants to eligible sub-Grantees which are for more than USD 2,500 but less than USD 30,000 shall at a minimum incorporate Article 5.2 of this provision.

6. Bank accounts, Payment Advances and Refunds

6.1 The Grantee shall maintain advances of UNOPS funds in dedicated and separate accounts to the Grantee’s ordinary funds. Such accounts must be interest bearing, unless:

(a) The Grantee receives less than $100,000 in UNOPS awards per year;

(b) The best reasonably available interest bearing account would not be expected to earn interest in excess of $250 per year on UNOPS cash balances; or

(c) The depository would require an average or minimum balance so high that it would not be practical to maintain the advance in an interest bearing account.

6.2 Interest earned on advances will be remitted to UNOPS. However, the Grantee may retain up to $250 of interest earnings per account per year, for administrative expenses.

6.3 At the time the Agreement expires or is terminated, the following types of funds shall immediately revert to UNOPS:

(a) Any balance of funds that has not been disbursed to the Grantee; or

(b) UNOPS has advanced funds to the Grantee, but the Grantee has not expended them.

6.4 Notwithstanding 6.3 (a) and (b) above, funds which the Grantee has obligated in legally binding transactions applicable to this Agreement will not revert to UNOPS.

6.5 UNOPS reserves the right to require refund by the Grantee of any amount which the Grantee did not spend in accordance with the terms and conditions of this Agreement. In the event that a final audit has not been performed prior to the closeout of this Agreement, UNOPS retains the right to a refund until all claims which may result from the final audit have been resolved between UNOPS and the Grantee.

6.6 The Grantee acknowledges that UNOPS and its representatives have made no actual or implied promise of funding except for the amounts specified by this Agreement. If any of the funds are returned to UNOPS or if this Agreement is rescinded, the Grantee acknowledges that UNOPS will have no further obligation to the Grantee as a result of such return or rescission.

7. Revision of Agreement Budget

7.1 The approved Agreement budget is the financial expression of the Grantee’s programme as approved during the award of the Agreement process.

7.2 The Grantee is required to report, in writing, deviations from budget and programme plans, and request prior approvals from UNOPS for any of the following reasons:

(a) To change the scope or the objectives of the programme and/or revise the funding allocated among project objectives.

(b) To change a key person where specified in the Agreement, or allow a 25% reduction in time devoted to the project.

(c) Additional funding is needed.
(d) Where indirect costs have been authorized, the Grantee plans to transfer funds budgeted for indirect costs to absorb increases in direct costs or vice versa.

(e) The Grantee intends to contract or sub-grant any of the work under this Agreement, and such contracts or sub-grants were not included in the approved Agreement budget.

7.3 The Grantee is further restricted from transferring funds among cost categories. The Grantee is required to get the prior approval of UNOPS before making budget shifts which expect to exceed 50% of the total Grant budget.

7.4 UNOPS is under no obligation to reimburse the Grantee for costs incurred in excess of the total grant amount specified in this Agreement. An increase to the total grant amount shall require an amendment to the Agreement in writing.

7.5 The total grant amount under this Agreement is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Grantee in the performance of the activities under this Agreement.

8. Procurement of Goods and Services

8.1 Where implementation of the Activity requires the award of procurement contracts, the Grantee shall maintain a written code or standards of conduct that shall govern the performance of its employees engaged in the awarding and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by UNOPS funds if a real or apparent conflict of interest would be involved. Such conflict would arise when the employee, officer or agent, or any member of the employee’s immediate family, the employee’s partner, or an organisation which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Grantee shall neither solicit nor accept gratuities, favours, or anything of monetary value from contractors or parties to sub-agreements. However, the Grantee may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Grantee.

8.2 The Grantee shall establish written procurement procedures if procurement of goods or services in excess of USD 2,500 is envisaged under this Agreement. All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, transparent, open and free competition and the use of resources in an ethical, efficient and effective manner. The Grantee shall be alert to organisational conflicts of interest as well as non-competitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids, and/or requests for proposals shall be excluded from competing for such procurements. Contracts shall be made to the offeror whose offer is responsive to the solicitation and is most advantageous to the Grantee, price, quality, and other factors considered. Solicitations shall clearly establish all requirements that the bidder or offeror shall fulfil in order to be evaluated by the Grantee. Any and all offers may be rejected when it is in the Grantee’s interest to do so.

8.3 Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources, or accessibility to other necessary resources.

8.4 Grantees shall ensure that the conditions applicable under these General Conditions are also applicable to the contractor.
9. **Sub-Grant Agreements**

9.1 Sub-grant agreements shall be made only with responsible Grantees who possess the potential ability to perform successfully under the terms and conditions of a proposed agreement. Consideration shall be given to such matters as integrity, record of past performance, financial and technical resources, or accessibility to other necessary resources.

9.2 All sub-grant agreements shall at a minimum contain provisions to define a sound and complete agreement in addition to those that are specifically required by any other provisions in this Agreement. Whenever a provision within this Agreement is required to be inserted in a sub-agreement, the Grantee shall insert a statement in the sub-agreement that in all instances where UNOPS is mentioned, the Grantee's name will be substituted.

9.3 Grantees shall ensure that the conditions applicable under these General Conditions are also applicable to the sub-grantees.

10. **Third Party Claims**

The Grantee shall be solely liable for claims by third parties arising from the Grantee’s acts or omissions in the course of performing this Agreement and under no circumstances shall UNOPS be held liable for such claims by third parties. The Grantee shall indemnify, defend, save and hold UNOPS harmless in respect of such claims. This indemnity shall survive the termination or expiration of the Agreement.

11. **Non-expendable equipment**

11.1 Title to all non-expendable equipment purchased with project funds supplied by UNOPS shall be the property of the Funding Source.

11.2 The Grantee shall maintain records of non-expendable equipment with an acquisition value of USD 500 or more purchased with project funds supplied by UNOPS. The Grantee will submit an inventory of such equipment to UNOPS, indicating description, serial no., date of purchase, original cost, present condition, location of each item attached to each half yearly milestone report. Equipment purchased by the Grantee with funds supplied by UNOPS shall be used solely for the purposes indicated in Annex B throughout the duration of this Agreement.

11.3 Within 90 calendar days after the end of the Agreement, the Grantee will provide a list, for UNOPS’ review and approval, of each item that has an acquisition value of USD 500 or more, with a corresponding detailed proposal relating to the future status of that item, namely whether it is intended for sale, transfer or donation. Where the Grantee sells the property, or item, it will transfer the proceeds of the sale to UNOPS within 30 calendar days.

12. **Anti-corruption**

12.1 The Grantee warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of this Agreement or the award thereof to any representative, official, employee, or other agent of UNOPS or any organisation of the UN system.

12.2 The Parties declare their commitment to counteract corrupt practices in the execution of this Agreement. Further, the Parties commit themselves not to accept, either directly or indirectly, as an inducement or reward in relation to the execution of this Agreement, any kind of offer, gift, payments or benefits, which would or could be construed as a corrupt practice.

13. **Anti-terrorism**

13.1 The Grantee agrees to undertake all reasonable efforts to ensure that none of the UNOPS funds received pursuant to this Agreement are used to provide support to individuals or entities associated
with terrorism and that the Grantee or any sub-grantees of any amounts provided by UNOPS hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list is established and maintained by the 1267/1989 Committee and can be accessed in the web page of the United Nations (http://www.un.org), or directly through the following link: https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list. This provision must be included in all sub-contracts or sub-agreements entered into under this Agreement.

14. Child Protection

14.1 The Grantee will not engage in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child. The Grantee will undertake to protect children from abuse of all kinds in the implementation of the Activity. This provision in its entirety shall be incorporated into all sub-grants to eligible sub-Grantees.

15. Suspension

15.1 Whenever UNOPS considers that the Grantee is not performing to a satisfactory standard, UNOPS may suspend, in whole or in part, the Activity under the Agreement in order to renegotiate and/or propose necessary amendments to the Agreement to redress the situation. When UNOPS suspends the Activity, in whole or in part, it must give immediate written notice to the Grantee, detailing the problems and the conditions required to reinstate the Activity.

15.2 The suspension will take effect on the date the Grantee receives the notification.

15.3 Upon receipt of a suspension notice, the Grantee shall not incur any costs relating to the Activity, or part of the Activity, which has been suspended.

15.4 The Activity, in whole or in part, which has been suspended, can be resumed once UNOPS and the Grantee have agreed on the terms of the continuation (including any extension of duration of the Activity). Any such agreement shall be in the form of a written amendment to the Agreement, pursuant to Article 17 of the General Conditions.

15.5 Any portion of this Agreement not suspended shall remain in full effect.

16. Termination

16.1 UNOPS may terminate this Agreement at any time, in whole or in part, upon 14 calendar days’ written notice to the Grantee, whenever it is determined that the Grantee has failed to fulfil a substantial obligation incumbent on it, under the terms and conditions of the Agreement, or where sufficient funds have not been made available to UNOPS by its funding sources.

16.2 This Agreement may be terminated at any time, in whole or in part, by UNOPS with the consent of the Grantee. Both parties shall agree upon termination conditions, including the effective date and, in the case of partial terminations, the portion of the Agreement to be terminated. The agreement to terminate shall be set forth in a letter from UNOPS to the Grantee.

16.3 UNOPS may terminate this Agreement or portion of this Agreement with immediate effect upon written notice to the Grantee if it determines that corrupt, fraudulent or misrepresentative practices were engaged in by representatives of the Grantee during award or during the execution of this Agreement without the Grantee having taken timely and appropriate action satisfactory to UNOPS to remedy the situation.

16.4 Upon receipt of and in accordance with a termination notice as specified above, the Grantee shall take immediate action to minimize all expenditures and obligations financed by this Agreement and shall cancel such unliquidated obligations whenever possible. Except as provided below, the Grantee shall not incur costs after the effective date of termination.
16.5 The Grantee shall within 30 calendar days after the effective date of such termination repay to UNOPS all unexpended UNOPS funds which are not otherwise obligated by a legally binding transaction applicable to this Agreement. Should the funds paid by UNOPS to the Grantee prior to the effective date of the termination of this Agreement be insufficient to cover the Grantee’s obligations in the legally binding transaction, the Grantee may submit to UNOPS within 90 calendar days after the effective date of such termination a written request for payment covering such obligations. UNOPS shall determine the amount(s) to be paid by UNOPS to the Grantee under such claim in accordance with this Agreement. This provision must be included in all sub-agreements.

16.6 Any portion of this Agreement not terminated shall remain in full effect.

17. Amendment

No modification of or change in this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the parties to this Agreement or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the parties hereto.

18. Dispute Resolution

Any controversy or claim arising out of, or in accordance with this Agreement or any breach thereof, shall unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules as at present in force. Where, in the course of such direct negotiation referred to above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules as at present in force. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

19. Privileges and Immunities

Nothing in or relating to this Agreement shall be deemed a waiver of any privileges and immunities of the United Nations and/or UNOPS.
Annex G: Project Checklist on Gender Sensitivity

Gender mainstreaming is an integral part of every UNOPS project. Therefore, in addition to the gender considerations in the project results framework, the Monitoring & Evaluation Specialist will work with each of the Pooled Fund Grant recipients to ensure that gender equality and women’s empowerment are considered in their individual project activities. This is an iterative process that will occur after the grantee selection stage. *This does not need to be completed as an application attachment.*

Finally, grant recipients will be required to track project progress and monitor achievements against a project plan. In consultation with the SUN Movement Secretariat staff and the Monitoring & Evaluation Specialist, the Grantees will be required to incorporate gender considerations in their risk analysis. Their narrative reporting requirements, where relevant, will include data that is disaggregated by age and gender.

<table>
<thead>
<tr>
<th>Topic</th>
<th>#</th>
<th>Checklist</th>
<th>Yes/No/NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Planning/Preparation</td>
<td>1</td>
<td>Does the intended project solution address the needs of women, men, boys and girls?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Have both women’s and men’s opinion and input taken into consideration while designing the solution?</td>
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</tr>
<tr>
<td></td>
<td>3</td>
<td>Will the completed project solution be easy to operate and maintain by women and men?</td>
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<tr>
<td></td>
<td>4</td>
<td>Is there a need to promote gender awareness with the clients, partners and suppliers to implement the project work/construction in a gender sensitive manner?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Does it address the water, health, hygiene, security and sanitation aspects, especially for women?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Are there any complementary women’s empowerment activities that can be undertaken as part of the project?</td>
<td></td>
</tr>
<tr>
<td>Project Implementation</td>
<td>7</td>
<td>Is there at least 30% women’s representation at all levels of project staffing? i.e. support level, technical and managerial level. If not, has there been consideration for targeted action for attracting qualified female candidates with internships, mentorship etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Is there at least 30% women’s representation at project decision making including project board meetings, stakeholder meetings, beneficiary assessments?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Is gender aspects considered while designing project procurement needs, in attracting women owned/run businesses, bid evaluation and contractor capacity building activities?</td>
<td></td>
</tr>
<tr>
<td>Organizational Management</td>
<td>10</td>
<td>Are partners and contractors sensitised on equal pay for equal work?</td>
<td></td>
</tr>
<tr>
<td>Organizational Monitoring</td>
<td>11</td>
<td>Is project data collection method gender sensitive and is sex dis-aggregated data collected for monitoring and evaluation purpose?</td>
<td></td>
</tr>
</tbody>
</table>
Annex H: Financial Reporting Template

See MS Excel workbook under “Documents” in UNGM.
Annex I: Project Risk Log

The UNOPS risk framework defines risk as an uncertain event, threat or opportunity that, if it occurs, will have a positive or negative effect on the achievement of objectives. Risk evaluation assists in prioritizing risk that will require closer attention and resources, and helps to determine if risk responses are needed. Risks are inevitable; however, they can be managed by staying well informed about uncertainty, and identifying, assessing and controlling risks throughout the engagement. If selected for funding, recipients will be required to complete the following Risk Log in consultation with the SUN Movement Secretariat staff and the Monitoring & Evaluation Specialist by evaluating individual threats and opportunities in terms of probability of occurrence, impact and proximity.

<table>
<thead>
<tr>
<th>Impact of Risk</th>
<th>Probability of Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Low to Medium</td>
<td>Low to Medium</td>
</tr>
<tr>
<td>Medium to High</td>
<td>Medium to High</td>
</tr>
<tr>
<td>High</td>
<td>High</td>
</tr>
</tbody>
</table>

In the UNOPS context, risks are evaluated on a qualitative risk scale (level of risk) based on the combination of probability of occurrence and impact as shown above.
<table>
<thead>
<tr>
<th>Risk/Event</th>
<th>Impact on activities/staff</th>
<th>(A) Probability of risk/event occurring (1-5)</th>
<th>(B) Impact on operations if risk/event occurs (1 - 5)</th>
<th>Risk Management / Mitigation</th>
<th>Overall rating (1-10) or (A) + (B)/2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State the hazardous situation in the relevant areas.</strong></td>
<td>What would the impact of risk/event be on activities?</td>
<td>What is the probability or likelihood of the event/risk occurring?</td>
<td>How badly would this impact the overall operations or specific activities?</td>
<td>What will you do to fully or partially mitigate against the risk and its impact on the activities.</td>
<td>To find the overall risk rating add (A) + (B)/2, for example: (3+5)/2=4</td>
</tr>
<tr>
<td><strong>Security</strong></td>
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<tr>
<td>e.g. terrorism, instability related to national elections</td>
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<tr>
<td><strong>Financial</strong></td>
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<tr>
<td>e.g. currency fluctuation</td>
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<td></td>
</tr>
<tr>
<td><strong>Environmental</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.g. natural disaster, infectious disease outbreak.</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Quality Management</strong></td>
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<td></td>
</tr>
<tr>
<td>Linked to the quality assurance practices above, are there any additional risks/events related that you will consider?</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
Annex J: Progress Reporting Template (Provisional)

<table>
<thead>
<tr>
<th>Project Title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Organisation:</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Reporting period:</td>
<td>From</td>
</tr>
<tr>
<td>Reporting phase:</td>
<td>Interim [ ], Final [ ]</td>
</tr>
<tr>
<td>Date of submission:</td>
<td></td>
</tr>
</tbody>
</table>

I. BACKGROUND & CONTEXT:
Provide an overview of the situation prior to the project’s intervention and describe the objectives and outcomes expected as per the approved project document and work plan. Make reference to how the project relates to partners involved and how it aims to support identified needs and priorities. (Approximately 200 words)

II. STATUS of IMPLEMENTATION:
1. ACTIVITIES & RESULTS: Describe the main activities undertaken and give an assessment of the project progress in relation to the outcomes expected, which should also cover accomplishments to date. When applicable, note the key partnerships and collaboration impact on results.

2. RESOURCES: Note the total approved budget and summarize any additional resources made available to the project (e.g. experts, in-kind support, and external funding sources). Provide a brief overview of expenditures to date (expenditures details to be provided in the financial report) and any financial arrangements that need to be reviewed or updated.

3. CHALLENGES: Explain any implementation constraints and action taken and/or planned to overcome them. Describe any major adjustment in the process, activities, and key outcomes. This section should also cover any major funding shortfalls.

III. HIGHLIGHTS
Provide notes on highlights of the project. These will serve as the major source to document and promote success stories, and lessons learned for your project, which will enhance the information sharing and resources mobilization. (When applicable, include attachments of press release, photos, research papers, web links, etc.)

IV. CONCLUSION
Outline the future work plans and activities and any additional issues or concerns that need to be addressed in the future. (Approximately 150 words)

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2 The progress reporting template is subject to change based on the types of projects selected for funding.
V. LIST OF MAJOR EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VI. SUPPLEMENTARY INFORMATION
If available provide list of meeting agenda, meeting minutes, workshop report, list of participants/countries etc.

VII. LOGO/ PICTURES
If not yet submitted, please send the latest logo of your organisation in print resolution (possible format: .tiff, .eps, .ps, .jpg). If available, please send us any high-resolution pictures with small description and the credit information.
Annex K: Donor Convener Letter of Support (draft template)

[Your organization’s letterhead]

Date

Sender Name
Sender Email
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] 2019 SUN Movement Pooled Fund Grant proposal that will [insert short summary of proposed projects activities].

To the best of our knowledge, the [CSA Name] has explored all possible sources of funding and is not receiving any funding for 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 proposal evaluation process.

Sincerely,

[Name of Donor Convener]
[Title]
[Address]
Annex L: Focal Point Letter of Support (draft template)

[Your organization’s letterhead]

Sender Name
Sender Email
Sender Address
Organisation Address

Date

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] 2019 SUN Movement Pooled Fund Grant proposal that will [insert short summary of proposed activities] in reduce [your target community’s name].

As the SUN Movement Government Focal Point [or CSA Committee Chair or CSA Coordinator] in [SUN country name], I can attest that [organization name] has worked with the Civil Society Alliance in preparation of this application and we look favourably upon their planned activities. Additionally I confirm that the proposed proposal’s activities and objectives align with national policies and strategies for scaling up nutrition.

We look forward to working with you to scale up nutrition in our communities. Should the committee have any questions or concerns, I remain available to you during the proposal evaluation process.

Sincerely,

[Name of Focal Point or CSA Committee Chair or CSA Coordinator]
[Title]
[Address of Focal Point or CSA Committee Chair or CSA Coordinator]