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 SUNgrants@unops.org
2019 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, Germany, Norway, and Canada.

- All grant services are directly managed by UNOPS as part of hosting arrangement with SUN Movement.
2018 Pooled Fund Grant: Competition Summary

- A competitive Call for Proposals (CFP) was publicly posted in English, French, and Spanish on the UN Global Marketplace from 1 May to 11 June 2018.
- UNOPS received a total of 67 applications.
- Of those 67 applications, 28 passed the initial eligibility criteria and were evaluated by the Pooled Fund Grant Evaluation Committee.
- A total of 21 applicants passed the threshold for technical compliance, which was set at 72:120 points, or 60%.
General Information

- Approximately 20 grants to Civil Society Alliance’s in SUN Countries:
  - Only the Chair, Co-Chair, or hosting organization of the Alliance can apply

- 200,000 USD each [medium-sized].
- 18-month schedule, commencing 1 April 2019
- 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 March 2019.
How to Apply

Deadline:
- 1 February 2019 by 15:00 Geneva. 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.
- Internet: https://www.ungm.org/Public/Notice/80543

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

Optional Attachments
- Curriculums Vitae of project members.
- Focal Point Letter of Support
- SUN Donor Convener Letter of Support

SUN Movement Pooled Fund 2018-2020

The SUN Movement Pooled Fund was formulated in 2017 as a last resort, catalytic source of grant funding to support SUN Civil Society Alliance activities at the national and subnational level. The grants will be administered by the United Nations Office for Project Services (UNOPS). The recommendations of the SUN Civil Society Network members, the SUN Movement Strategy and Roadmap (2016-2020), and the lessons learned from the SUN Movement Multi-Partner Trust Fund (MPTF) have informed the design of the grant programme.

Window I - Cycle I Call for Proposals

The Window I Cycle I focuses on activities that best reflect the unique roles and potential to contribute to scale up nutrition


Window I – Cycle II Call for Proposals

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

"Strengthened participation by in-country non-state stakeholders (civil society, private sector actors, academic institutions and others), and parliamentarians in national multi-stakeholder platforms to implement scale-up strategies." Priority is given to projects from National Civil Society Alliances that demonstrate commitment to partnerships to achieve objectives outlined in the National Nutrition Plans. More emphasis will be placed on generating 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 actions.

CALL FOR PROPOSALS: WINDOW I - CYCLE II

2019 Call for Proposals: Scaling Up Nutrition Movement Pooled Fund

Reference: SUN_Grants_2019_001
Beneficiary country(ies): Multiple destinations (see 'Countries' tab below)
Published on: 07-Dec-2018
Deadline on: 01-Feb-2019 15:00 (GMT 1:00) Brussels, Copenhagen, Madrid, Paris

Description
UNOPS invites interested and eligible applicants to join the 2nd round of Scaling Up Nutrition (SUN) Movement Pooled Fund grants. The programme is set forth in the Call for Proposals (CFP). Interested applicants are encouraged to read the CFP and its annexes in full before submitting a proposal.

In case of variations in the translated (French/Spanish) versions of this Call for Proposals, the original English version will prevail.

NOTE: Countries that were recipients of the 2018 cycle of Pooled Fund Grants are not eligible to re-apply under this Call for Proposal.

***

L’UNOPS invite les candidats intéressés et éligibles à se joindre à la deuxième série de demandes de subvention du Fonds commun de nutrition, la programmation de ces subventions sont présentés dans l’appel à propositions (CFP). Les candidats intéressés sont encouragés à lire le CFP et ses annexes en entier avant de soumettre une proposition.

En cas de variation des versions traduites (français / espagnol) de cet appel à propositions, la version anglaise originale prévaudra.

REMARQUE: Les pays ayant reçu le cycle 2018 de subventions de Fonds Commun ne sont pas admissibles pour présenter une nouvelle candidature.

***

UNOPS invita a los solicitantes interesados y elegibles a unirse a la segunda ronda de solicitantes de subvenciones del Fondo Piscado, la programación de estas subvenciones se establecen en la Convocatoria de propuestas (CFP). Se recomienda a los solicitantes leer la convocatoria en su totalidad.

En caso de variaciones en las versiones traducidas (francés / español) de esta convocatoria de propuestas, prevalecerá la versión en inglés.

NOTA: Los países que fueron beneficiarios del ciclo de 2018 de las Subvenciones de fondos mancomunados no son elegibles para...
Welcome to the UNGM

- Login and New Registrations
- Business Opportunities
- Tender Alert Service
- UN Staff
- Contract Awards
- Knowledge Centre

About UNGM
Terms & Conditions
UNGM News & Alerts

How to Apply – UNGM.org Link located in the Call for Proposals!
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
Eligibility
SUN Movement Civil Society Network

People affected by all forms of malnutrition

Membership

National Civil Society Alliances
Other members: INGOs, networks, supporters

SUN Civil Society Network Secretariat

SUN Civil Society Network Steering Group

SUN Government Focal Points

United Nations Network (UNN) Civil Society Network (CSN)

SUN Movement Coordinator, Lead Group and Executive Committee and Multi-stakeholder Working Groups, supported by the SUN Movement Secretariat.

accountable to

provides support to
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 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*

3) The application is received **from a registered non-profit organization** with the permission to operate in the country of suggested activities.
Eligibility (continued…)

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).

5) The applicant and its executive are free from United Nations and World Bank vendor sanctions.

5) The proposed budget does not exceed 200,000 USD for a 18-month period.
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.
Evaluation
Evaluation

Scoring
- Organisational capacity (15 Points)
- Scope of Work (45 Points)
- Methodology/Technical Approach (65 Points)
- Threshold for Technical Compliance: 74/125 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?

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)?

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?
Evaluation: Scope of Work

6. Do the stated outcomes, outputs and indicators align with the Annex D - SUN Movement Pooled Fund Results Framework, and are they innovative?
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.

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

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”

<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>
<tbody>
<tr>
<td>SMART Planning &amp; Legislation</td>
<td>% of national nutrition plans that clearly show inclusiveness of CSAs inputs including a special focus on equity and human rights.</td>
<td>Approved national plans (documents)</td>
<td>R: Elections are an opportunity for nutrition messaging/campaign manifesto’s, but can also slow and divert parliamentary involvement in other areas.</td>
</tr>
<tr>
<td></td>
<td>% of national nutrition plans that clearly show inclusiveness of CSAs inputs regarding gender inequality and women’s empowerment.</td>
<td>CSAs inputs to quality review of national plans using the SUN Movement Checklist on the criteria and characteristics of ‘good’ national nutrition plans.</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>% of national nutrition plans that show clarity and relevance of priorities, goals, objectives, interventions and programmes based on a sound situation analysis.</td>
<td>SUN Movement MEAL system (indicator on the ‘quality’ of national plans).</td>
<td></td>
</tr>
</tbody>
</table>

**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.
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)!
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

<table>
<thead>
<tr>
<th>Project Logframe and Workplan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directions: Select which Outcome(s) that best fits your project activities. Using the Annex D: Pooled Fund Common Results Framework 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome 1:</th>
<th>Indicators</th>
<th>Baseline</th>
<th>Target</th>
<th>Means of Verification</th>
<th>Frequency of Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Output 1.1:                 |            |          |        |                       |                        |
|                             |            |          |        |                       |                        |

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Party</th>
<th>Indicator with target</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Evaluation

Technical & Methodological Approach
Evaluation: Methodology/Technical Approach

7. 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 and an M&E contact – The people who will actually implement the project! Attached C.V.’s are highly encouraged. If the Project and M&E contact are the same person, clearly explain. Any changes in project personnel should be communicated immediately with UNOPS.*

8. Does the proposed project have activities that increase gender equality and empowerment of women, adolescent girls, indigenous people, grassroots groups and/or vulnerable communities?

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

9. Are the assumptions underlying the grant project's budget specific, accurate, complete, and realistic?
Evaluation: Methodology/Technical Approach

10. Have substantial risk factors, based on internal and external conditions, been taken into account?

11. Do the project activities include the delivery of a sustainability strategy and plans to continue fundraising activities prior to grant closure?

12. 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

13) 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.

*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.*
Evaluation: Methodology/Technical Approach

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

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
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.

<table>
<thead>
<tr>
<th>Personnel</th>
<th>% Level of Effort</th>
<th>Unit Name</th>
<th>Unit Cost (USD)</th>
<th>No. of Months</th>
<th>Total (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. staff title</td>
<td>100%</td>
<td>e.g. month</td>
<td>1500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Subtotal Personnel Costs

<table>
<thead>
<tr>
<th>Travel</th>
<th>No. of Units</th>
<th>Unit Name</th>
<th>Unit Cost (USD)</th>
<th>Total (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. staff airfare to Geneva for ABC Conference</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.g. roundtrip airfare, trainfare, kilometer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Travel Costs</th>
<th>days</th>
<th>days</th>
</tr>
</thead>
</table>

### Subtotal Travel

<table>
<thead>
<tr>
<th>Operations</th>
<th>No. of Units</th>
<th>Unit Name</th>
<th>Unit Cost (USD)</th>
<th>No. of Months</th>
<th>Total (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumables</td>
<td></td>
<td>e.g. package, bundle, item, box</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procurement of Goods/Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subcontracts/Subgrantees Allocations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.g. name of subgrantee/subcontractor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Subtotal Operations

<table>
<thead>
<tr>
<th>Other</th>
<th>No. of Units</th>
<th>Unit Name</th>
<th>Unit Cost (USD)</th>
<th>No. of Months</th>
<th>Total (USD)</th>
</tr>
</thead>
</table>

### Subtotal Other Costs

<table>
<thead>
<tr>
<th>Overhead/Indirect Costs</th>
<th>Unit Name</th>
<th>Unit Cost (USD)</th>
<th>Rate</th>
<th>Total (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Grant Total (Lines E + F)
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 to ensure 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% 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 administer 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 organisation 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.

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: Operations Costs

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.
Completing the Application
Completing the Application

Section 6: Statement of Assurances

Please print only this page of the application. Read the following certifications and initial and sign. Then, 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 speak to 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 using telephone follow-ups and at the project site on an agreed-upon date with the organization’s executive.

You further certify and attest that all statements made within this grant application form are true and correct to the best of your abilities.

Name of Executive Officer:

Title:

Signature of Executive Officer:
Grant Administration
Reporting, Monitoring, & Evaluation
• Leads development and maintenance of an M&E system across Pooled Fund Project.

• Provides M&E support for grant recipients.

• Maintains M&E database.

• Conducts data analysis and presents them in usable format for informed decision making.

• Participates in grantee capacity-building workshops.

• 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 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.

Develop your project proposal that answers how the project inputs/activities transform the issues into outputs and lead to future outcome(s)? Use SMART results statements and corresponding indicators!
Package of Activities

- Develop a package of activities (not ON/OFF activity) – that clearly delivers tangible output(s) leading to outcome(s).

- Ask yourself: Do causal links exist between your package of activities and intended outputs and outcomes?

**Note:** We do not encourage applicants to plan/budget for large scale external Baseline, Mid-line or End-line Surveys & Evaluations.
### Project Log-frame and Workplan

**Directions:** Select which Outcome(s) that best fits your project activities. Using the Annex D: Pooled Fund Common Results Framework 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.

<table>
<thead>
<tr>
<th>Outcome 1:</th>
<th>Indicators</th>
<th>Baseline</th>
<th>Target</th>
<th>Means of Verification</th>
<th>Frequency of Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Output 1.1:** Credible baselines and realistic targets must be included for each indicator. If you do not know at the time of application, state when it will be available.

- How will you collect/validate data?
- One means of verification per indicator
- Monthly, quarterly, bimonthly, biannually?

18 months

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Party</th>
<th>Indicator with target</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Set realistic targets to each activity indicator.
Proposed Narrative Reporting & Monthly Updates

Aim to reduce reporting burden to grantees

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

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

**One Final Report**: 10 page – that articulates results, challenges, and lessons
Key: tips for developing your project logframe

- In the CFP, the SUN Movement Pooled Fund Project's original log-frame is published as a legal document.
- The published SUN Movement Pooled Fund Project's original log-frame is established/pitched at global level, so some of the indicators in the logframe my not be relevant (or difficult to adopt) at country level projects.
- So, we are sharing the below SUN Movement Pooled Fund Project's log-frame (enhanced version), which includes the indicators scaled down and relevant at country level projects.
- Thus, we encourage the applicant CSAs to adopt the indicators – as much as possible - from the below SUN Movement Pooled Fund Project's log-frame (enhanced version) in the proposals.
Annex D: SUN Movement Pooled Fund (Enhanced) Logframe

<table>
<thead>
<tr>
<th>Hierarchy of objectives</th>
<th>Key Indicators</th>
<th>Data Sources Means of Verification</th>
<th></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>
</tbody>
</table>

**The Overall Goal:** 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 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.

**Indicators**

- Number of national nutrition plans in place.
- Number of national nutrition plans that clearly show inclusiveness of CSAs inputs including a special focus on equity and human rights.
- Number of national nutrition plans that clearly show inclusiveness of CSAs inputs regarding gender inequality and women’s empowerment.
- Number of national nutrition plans that show clarity and relevance of priorities, goals, objectives, interventions and programmes based on a sound situation analysis.
- Number of sub-national nutrition plans in place.
- Number of sub-national nutrition plans that clearly show inclusiveness of CSAs inputs including a special focus on equity and human rights.
- Number of sub-national nutrition plans that clearly show inclusiveness of CSAs inputs regarding gender inequality and women’s empowerment.
- Number of sub-national nutrition plans that show clarity and relevance of priorities, goals, objectives, interventions and programmes based on a sound situation analysis.

**Sources and means of verification**

- 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).

**Outcome Assumptions & Risks**

- 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.
- 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)
- 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>Outcome</th>
<th>Indicators</th>
<th>Sources and means of verification</th>
<th>Outcome Assumptions &amp; Risks</th>
</tr>
</thead>
</table>
| **Outcome 2 (Resourcing):** By the end of the grant period, international and domestic resources are better mobilised to finance national nutrition plans. | - Number of costed national nutrition plans in place.  
- Number of costed national nutrition plans that address financing gap highlighted through the work of CSAs and other stakeholders.  
- Number of costed national nutrition plans that show a reduction in the financing gap.  
- Number of costed sub-national nutrition plans in place.  
- Number of costed sub-national nutrition plans that address financing gap highlighted through the work of CSAs and other stakeholders.  
- Number of costed sub-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  
- Budget Analysis | |
<table>
<thead>
<tr>
<th>Outcome</th>
<th>Indicators</th>
<th>Sources and means of verification</th>
<th>Outcome Assumptions &amp; Risks</th>
</tr>
</thead>
</table>
| **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. | • Number of SUN Movement Pooled Fund recipient CSAs that increase their functionality score.  
• Number of in-country nutrition CSAs.  
• Number of in-country nutrition CSAs that report on their commitments.  
• Number of in-country nutrition CSAs (which report on their commitments) that are on-track in the implementation.  
• Number of countries with active CSAs engagement that report progresses towards reducing malnutrition.  
• Number 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  
• Data on CSAs’ knowledge, attitudes, and practices regarding gender inequality and women’s empowerment |
<table>
<thead>
<tr>
<th>Outputs (per outcome) and costs</th>
<th>Indicators</th>
<th>Sources and means of verification</th>
<th>Output Assumptions and Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For Outcome 1 (SMART planning):</strong></td>
<td></td>
<td></td>
<td></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 participants at roundtables and consultations organized with local, marginalized CSOs at subnational level (men, women, girls, boys).  
- 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. | - Photos, reports and case studies from the CSAs  
- Gender analysis of CSAs to determine the impact of their engagement on gender equity.  
- Written submissions to national policy forums.  
- Training reports and case studies on participatory approaches for marginalized CSOs.  
- Social media use such as Twitter, Facebook, online petitions, etc. | - A: CSOs are willing to participate at workshops and public attendance  
- A: CSA is reaching out to a geographically and demographically diverse set of CSO’s.  
- 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. | - Evidence of identification and engagement with parliamentarian champions and key influencers.  
- Parliamentarians’ pledges, hearing minutes, documents, reports and case studies from CSAs.  
- Reports from public hearings, parliamentary hearings/meetings, correspondence available, briefing documents, policy reports, case studies.  
- Media and Press releases. | - 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. |
<table>
<thead>
<tr>
<th>For Outcome 1 (SMART planning): Output 1.3 Results from advocacy and analyses conducted by CSAs are used by decision makers to inform national and sub-national legislation, policymaking, planning and budgeting.</th>
<th>Indicators</th>
<th>Sources and means of verification</th>
<th>Outcome Assumptions &amp; Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Number of national nutrition plans (draft submitted to the government for approval) that clearly incorporate contributions provided by SUN CSAs. • Number of sub-national nutrition plans (draft submitted to the government for approval) that clearly incorporate contributions provided by SUN CSAs • Number of events organized/actions taken to increase women and youth awareness of their rights to food and nutrition. • Number of people reached out through organized events/actions taken to increase women and youth awareness of their rights to food and nutrition (Men, Women, Boys, Girls). • Number of policy briefing prepared on nutrition issues and submitted at policy forums. • Number of policy briefings (produced by CSAs) that were used for nutrition planning, budgeting and/or implementation. • Evidence of policy positions from CSAs towards specific policy changes (e.g. media reports, briefing documents, review papers).</td>
<td>• Reports and case studies from CSAs. • Media reports. • Evidence of campaigning and activity reports. • Evidence of attribution to legislative change.</td>
<td>• A: Governments allow CSA to actively contribute. • A: CSA provide coherent suggestions to the plans and policies • R: Governments may reject or exclude CSA suggestions post-engagement.</td>
<td></td>
</tr>
<tr>
<td>For Outcome 2 (Resourcing):</td>
<td>Indicators</td>
<td>Sources and means of verification</td>
<td>Outcome Assumptions &amp; Risks</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>---------------------------------</td>
<td>-----------------------------</td>
</tr>
</tbody>
</table>
| **Output 2.1** 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. | • Number of national level budget analysis conducted by the CSAs.  
• Number national-policy/plan/programme formulation processes that used the budget analysis conducted by CSAs either as supplements or as contribution.  
• Number of sub-national level budget analysis conducted by the CSAs.  
• Number sub-national policy/plan/programme formulation processes that used the budget analysis conducted by CSAs either as supplements or as contribution. | • Finance reports and datasets including links (or clear information) on finance data sources.  
• Budget analysis documentation such as photos, papers, correspondence and interviews. | • A: Data is made easily available and accessible.  
• R: Security or political instability impedes financial data-sharing with CSAs. |
| **Financial Resourcing** | • Amount of additional funds (domestic) mobilized through the support of CSAs for nutrition.  
• Amount of additional funds (international) mobilized through the support of CSAs for nutrition.  
• Cost estimates (in amount) for prioritized programmes or interventions (disaggregated by specific and sensitive to nutrition).  
• Estimates of finance gaps (in amount) based on the analysis of costs and current spending (disaggregated by specific and/or sensitive to nutrition). | • Finance reports and datasets.  
• Briefs submitted to policy forums, decision makers and parliamentarian champions. | • A: Innovative sources of funding are available.  
• R: Governments are not willing meet the reporting/eligibility/transparency criteria to access those funds. |

**Output 2.2** 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.
<table>
<thead>
<tr>
<th>For Outcome 3 (Implementation and Accountability):</th>
<th>Indicators</th>
<th>Sources and means of verification</th>
<th>Outcome Assumptions &amp; Risks</th>
</tr>
</thead>
</table>
| **Output 3.1 Civil Society Alliances put CSO membership at the forefront, enabling them to actively contribute to multi-sectorial and multi-stakeholder decision-making and coordination platforms at national and subnational level.** | • Number of national or subnational platforms that put CSA contributions at the forefront.  
• Number of Behaviour Change campaigns organized at marginalized communities through the support to local CSOs.  
• Total number of people reached out through the Behaviour Change campaigns (men, women, boys, girls).  
• 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.** | • Number of sub-national CSOs that provided quality reports (inputs) required to the national CSAs to inform national or global reporting mechanisms, e.g. SUN Annual Progress Report, Global Nutrition Report.  
• Number of national review mechanisms (eg: SDG national review process engages) in which SUN CSAs participated and provided quality inputs.  
• Number of CSAs reporting or contributing to national/international reports on inequity and vulnerability status of the population at national or sub-national level. | • 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.  
• R: Sub-national CSOs view activities as a responsibility of hosting entity, not their own. |
<table>
<thead>
<tr>
<th>For Outcome 3 (Implementation &amp; Accountability):</th>
<th>Indicators</th>
<th>Sources and means of verification</th>
<th>Outcome Assumptions &amp; Risks</th>
</tr>
</thead>
</table>
| Output 3.3 With the support of the CSA, sub-national CSOs encourage local authorities to honour and report on their nutrition commitments. | - Number of CSAs provided quality data and inputs about accountability and progress on existing commitments (e.g. N4G or Milano Summit reporting mechanism).  
- Number of CSAs' national level progress reports (or its summarized versions) distributed to its sub-national members for engagement and motivation.  
- Number of sub-national level workshops/events where CSAs' national level progress reports were discussed for engagement and motivation. | - Global accountability mechanisms (e.g. N4G or Milano Summit reporting mechanism).  
- Register of commitments by the CSAs (collated by the Civil Society Network).  
- Annual performance survey by the CSN (part of the SUN MEAL system). | - A: Sub-national CSOs recognize the value in capacity building efforts.  
- R: National policy limits the financial durability of sub-national CSOs.  
- R: Local politics hamper basic advocacy efforts or reject nutrition manifestos.  
- R: Sub-national CSOs reticent to hold local/national governments accountable. |
## Cross-cutting results: Partnership, Inclusiveness and Diversification of CSAs

<table>
<thead>
<tr>
<th>Outputs X</th>
<th>Indicators</th>
<th>Sources and means of verification</th>
<th>Outcome Assumptions &amp; Risks</th>
</tr>
</thead>
</table>
| **Output X 1:** SUN CSAs have functional coordination mechanism with other SUN Platforms and stakeholders. | - Number of Multi-sectoral Platform (MSP) meetings coordinated by SUN government focal point where SUN CSAs participate with quality inputs.  
- Number of advocacy meetings led or coordinated by the SUN CSA steering committee members.  
- Number of partnerships established by SUN CSAs to promote nutrition issues.  
- Evidence of SUN CSAs’ functional coordination mechanism with other SUN Platforms and stakeholders. | - Multi-sectoral Platform (MSP) Meeting Minutes coordinated by SUN government focal point  
- Meeting munities of SUN Platforms and stakeholders |  
| **Output X 2:** SUN CSAs have mobilised resources for sustainability. | - Number of SUN CSAs that have sustainability strategy along with clear resource mobilisation component.  
- Number of partnership agreements (other than SUN Movement Pooled Fund) signed by the SUN CSAs for resource mobilisation.  
- Amount of fund mobilized by the SUN CSAs through other sources. | - Finalized Sustainability Strategy  
- Signed partnership agreement |  

**Notes:**
- SUN CSAs: Strategic Communication and Advocacy.
- MSP: Multi-sectoral Platform.
### Cross-cutting results: Partnership, Inclusiveness and Diversification of CSAs

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Indicators</th>
<th>Sources and means of verification</th>
<th>Outcome Assumptions &amp; Risks</th>
</tr>
</thead>
</table>
| **Output X 3: SUN CSAs’ membership is inclusive and diversified covering multiple-nutrition sectors.** | - Number of national CSA member organisations - disaggregated by national and international NGOs.  
- Number of national CSA steering committee members - disaggregated by national and international NGOs.  
- Number of sub-national CSA member organisations - disaggregated by national and international NGOs.  
- Number of sub-national CSA steering committee members - disaggregated by national and international NGOs.  
- Number of national CSA member organisations - disaggregated by nutrition sensitive and nutrition specific focus.  
- Number of national CSA steering committee members - disaggregated by nutrition sensitive and nutrition specific focus.  
- Number of sub-national CSA member organisations - disaggregated by nutrition sensitive and nutrition specific focus.  
- Number of sub-national CSA steering committee members - disaggregated by nutrition sensitive and nutrition specific focus. | - CSA membership record  
- CSA Steering committee members’ record | |
# Financial Reporting

<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>
<td>15% of budget (not to exceed USD 30,000)</td>
<td>Upon signature.</td>
<td>Upon signature.</td>
</tr>
<tr>
<td>Milestone 2</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>30 October 2019</td>
</tr>
<tr>
<td>Milestone 3</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>1 October 2019 – 31 Mar 2020</td>
<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 Sept 2020</td>
<td>30 November 2020</td>
</tr>
</tbody>
</table>
Contact Us

SUNgrants@unops.org
Questions & Answers

Contact Us and check for Q&A updates on the posting.
Link:
https://www.ungm.org/Public/Notice/80543