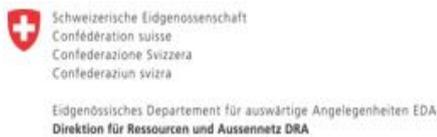


2018 Call for Proposals

Scaling Up Nutrition Movement Pooled Fund

Reference: SUN_Grants_2018_001

Funded by



Global Affairs
Canada
Affaires mondiales
Canada

Applications Due: 11th June 2018 by 15:00 (GMT+2)

UNOPS invites interested and eligible applicants to join the 2018 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 Proposal (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).

Section 2: General Award Information

Grant support will be allocated according to the following parameters:

- **Maximum award amount per grant:** Up to 114,000 USD
- **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 12 months from the date of the signature of Grant Support Agreement

Section 3: Submission Instructions

Deadline: 11 June 2018 by 15:00 Geneva [GMT+2]. Late submissions will not be considered.

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

1. [Annex A – Grant Application Form \(MS Word\)](#)
2. The last page of the Annex A – Grant Application Form, signed and scanned (PDF)
3. [Annex B – Grant Budget \(MS Excel\)](#)
4. [Annex C – Grant Budget Narrative \(MS Word\)](#)

5. **Team member(s)** to be involved in the project implementation with their responsibilities in brief and curriculum vitae/resumes. The team should comprise **Project Focal Point**, **Technical Focal Point** and **M&E Focal Point**. If any team member will be performing more than one roles, please mark on the first page of the CVs.
6. [Annex K: SUN Donor Convener Letter of Support](#) (if not submitted, provide brief explanation)
7. [Annex L: SUN Government Focal Point Letter of Support](#) (if not submitted, provide brief explanation)
8. Attached documentation certifying organisation's legal registration.

Please save filenames of attachments according to the following guidelines: [Attachment name]_[Organisation Name]_[Country Abbreviation]. For example, Grant_Application_Form_ABCCivil Society_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_2018_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 8th June 2018.

Pre-submission meeting: An online meeting will be held via Webex. The meeting will be in English. Additional meetings in French and / or Spanish might be scheduled if requested. Please see below for instructions on how to join the meeting:

Webex Details: SUN Pooled Fund CFP: Pre-Submission Meeting

Tuesday, 8 May 2018 | 14:00 Europe Summer Time (GMT+02:00) | Duration: 1.5 hours | Host: UNOPS UN Portfolio

Connecting by Computer or Mobile Application

Meeting number: 802 073 879

Meeting Link:

<https://ghl.webex.com/ghl/j.php?MTID=mb333e7aea7cd7637302483c836d76a33>

Connecting by Phone

Audio connection: +1-240-454-0879 USA Toll or [Global call-in numbers](#)

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 at page 5 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 at page 6 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 insure 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. Interested applicants may then click the Call for Proposal 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:

Eligibility Review	Remarks
1. A completed application form with the required attachments are submitted prior to the closing date/time of the Call for Proposal (CFP) period.	
2. The application is received from a registered non-profit organization with the permission to operate in the country of suggested activities (<i>please attach proof of non-for-profit registration allowing operations in the country of suggested activities</i>).	Proof of registration should not be expired.
3. The applicant is a Civil Society Organisation (CSO) (or equivalent) and is submitting a proposal on behalf of the SUN Civil Society Alliance (CSA) (<i>the grant evaluation committee will check the applicant against the membership list</i>).	Some CSA's have obtained their own, individual legal identity, in which case they are welcome to apply directly.
4. The applicant and its executive are free from United Nations and World Bank vendor sanctions (<i>the grant evaluation committee will check the applicant against the sanctions list</i>).	
5. The proposed budget does not exceed 114,000 USD for a 12-month period.	
6. The country's Civil Society Alliance (CSA) has not received funds from the Nutrition Advocacy Fund (NAF) in 2018 (<i>the grant evaluation committee will check the applicant against the recipient list</i>).	

<p>7. The proposal is accompanied by a notification in writing (by email is sufficient) from the country's Donor Convener that the application is a last resort funding request and that no other sources of funds (including Nutrition Advocacy Fund, bilateral and multilateral funds) are available to the country's Civil Society Alliance at the time of submission.</p> <p><i>If a donor convener is not listed, written support for the project from the main bilateral or multilateral agency present in the country or the global SUN Movement Donor Network is mandatory. Please contact Maren Lieberum at maren.lieberum@giz.de</i></p>	<p>See: Attached letter – Annex K: Donor Convener Letter of Support</p> <p>If not included, please explain why the letter is not attached.</p>
<p>8. The organization certifies in the Section 8 of Annex A: Grant Application Form that its activities align with the SUN Movement's position on breast milk substitutes.</p>	
<p>9. The proposal's budget shall not include costs related to construction or acquisition of real property.</p>	

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:

EVALUATION REVIEW	Points Obtainable	General Remarks:
ORGANISATIONAL CAPACITY		
1. Has the organization demonstrated experience to successfully implement the grant activities?	5	See: Section 2, Question 2.1 and 2.2 of Grant Application
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?	5	See: Section 2, Question 2.3 of Grant Application
<i>Subtotal for organizational capacity</i>	10	
SCOPE OF WORK		
3. Is the Statement of Need specific, compelling, and aligning to national nutrition priorities, policies, and strategies?	10	See: Section 3, Questions 3.1 and 3.2 of Grant Application
4. Does the proposal's results framework (results chain, indicators, baselines, targets, and means of verification) follow SMART guidelines and link directly to the stated activities and budget? Are the activities sufficiently ambitious but doable? Or, are they unrealistically ambitious?	10	See: Section 3, Questions 3.3 and 3.4 of Grant Application and Annex B: Grant Budget
5. Do the stated outcomes, outputs and indicators align with the Annex D - SUN Movement Pooled Fund Results Framework , i.e. it matches one or more Outcomes in the Annex D?	10	See: Section 3, Questions 3.5 and 3.6 of Grant Application
<i>Subtotal for Scope of Work</i>	30	
METHODOLOGY/TECHNICAL APPROACH		
6. Does the proposal present a sound, competent project team to achieve the expected results?	5	See: Section 4, Question 4.1 and attached curriculum vitae.

7. Does the organization demonstrate political and social commitment for grassroots, subnational partners and other stakeholders?	10	See: Section 4, Question 4.2
8. Does the proposed project have a particular focus on the empowerment of women and girls, indigenous people, grassroots groups and or vulnerable communities?	10	See: Section 4, Question 4.3
9. Are the assumptions underlying the grant project's design specific, accurate, and complete and realistically budgeted? Have substantial risk factors, based on internal and external conditions, been taken into account?	10	See: Section 4, Question 4.4 and Annex C: Budget Narrative
10. Are the proposed work-plan activities and their time estimates for implementation sound and realistic?	10	See: Section 4, Question 4.5
11. Does the proposal describe a fundraising strategy to ensure continuity of activities after the grant expires?	10	See: Section 4, Question 4.6
12. For established CSA's, does the proposal build upon existing efforts? For new or strengthening CSA's, does the proposal support activities that are innovative, collaborative, and sustainable?	5	See: Section 4, Questions 4.7 and 4.8
13. The proposal should be accompanied by written support (by email is sufficient) from the SUN 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.	20	See: Attached letter – Annex L: SUN Government Focal Point Letter of Support

<i>If a SUN Government Focal Point has not been nominated and in position, written support for the project from the Civil Society Alliance Chair or Coordinator is acceptable. The letter should confirm that the proposed activities are in line with national needs or priorities.</i>		
<i>Total points for Methodology/Technical Approach</i>	80	
Evaluation Subtotal:	120	
Threshold for Technical Compliance: (Includes Focal Point Endorsement)	72/120 (or 60%)	
Final score		

Section 5: Scope of Work

The focus of this funding window will be on **activities that best reflect the unique roles and potential to contribute to scale up nutrition for each stakeholder**. Funding these actions, which are aligned with the priorities of their national multi-stakeholder platforms for nutrition, will help to accelerate progress and realise the added value of multi-stakeholder contributions to national priorities for scaling up nutrition. While the eligibility and success of projects will focus on actions that deliver results for nutrition, the Pooled Fund can also involve support for the start-up or expansion of national SUN Civil Society Alliances (CSAs) to participate in the national Multi-Stakeholder Platform (MSP) to ensure a coordinated, aligned and effective national response to malnutrition.

The SUN Movement Pooled Fund will have, at this stage, 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.”

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.
- Maintain the budget narrative in an MS Word format when submitting. 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](#).

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

2018 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.

	Hierarchy of objectives Strategy of Intervention	Key Indicators	Data Sources Means of Verification	
	Impact (Overall Goal)			
	The Overall Goal of this intervention is to contribute towards “Strengthened participation by in-country non-state stakeholders and parliamentarians in national multi-stakeholder platforms to implement scale up nutrition plans”			
	Outcomes	Outcome Indicators	Sources and means of verification	Outcome Assumptions & Risks
SMART Planning & Legislation	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.	<ul style="list-style-type: none"> • % 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. 	<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • R: Elections are an opportunity for nutrition messaging/campaign manifesto’s, but can also slow and divert parliamentary 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	<p>Outcome 2 (Resourcing): By the end of the grant period, international and domestic resources are better mobilised to finance national nutrition plans.</p>	<ul style="list-style-type: none"> • % 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. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<p>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.</p>	<ul style="list-style-type: none"> • % 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 	<ul style="list-style-type: none"> • 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 • 	<ul style="list-style-type: none"> • 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.

	Outputs (per outcome) and costs	Output Indicators	Sources and means of verification	Output Assumptions and Risks
	For Outcome 1 (SMART planning):	Outcome Indicators	Sources and means of verification	Outcome Assumptions & Risks
SMART Planning & Legislation	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.	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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, 	<ul style="list-style-type: none"> 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.

			<p>briefing documents, policy reports, case studies.</p> <ul style="list-style-type: none"> • Media and Press releases. 	
	<p>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.</p>	<ul style="list-style-type: none"> • Number and quality of national and subnational plans that clearly incorporate contributions by CSAs • Number of actions taken to increase women and youth awareness of their rights to food and nutrition. • Number of policy briefings and submissions to policy forums. • Evidence of policy positions from CSAs towards specific policy changes (e.g. media reports, briefing documents, review papers). 	<ul style="list-style-type: none"> • Reports and case studies from CSAs. • Media reports. • Evidence of campaigning and activity reports. • Evidence of attribution to legislative change. 	<ul style="list-style-type: none"> • 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.
	<p>For Outcome 2 (Resourcing):</p>	<p>Outcome Indicators</p>	<p>Sources and means of verification</p>	<p>Outcome Assumptions & Risks</p>
<p>Financial Resourcing</p>	<p>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</p>	<ul style="list-style-type: none"> • Scope, quality and use of the finance data generated from the analyses conducted by the CSAs (either as supplements or as contribution). 	<ul style="list-style-type: none"> • Finance reports and datasets including links (or clear information) on finance data sources. • Budget analysis documentation such as photos, papers, correspondence and interviews. 	<ul style="list-style-type: none"> • A: Data is made easily available and accessible. • R: Security or political instability impedes financial data-sharing with CSAs.

	supplementing or collaborating with any existing budget analysis and review.			
	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.	<ul style="list-style-type: none"> • Amount of additional funds (domestic and international) mobilized through the support of CSAs. • Cost estimates for prioritized programmes or interventions (specific and or sensitive to nutrition). • Estimates of finance gaps based on the analysis of costs and current spending. 	<ul style="list-style-type: none"> • Finance reports and datasets. • Briefs submitted to policy forums, decision makers and parliamentarian champions. 	<ul style="list-style-type: none"> • A: Innovative sources of funding are available. • R: Governments are not willing meet the reporting/eligibility/transparency criteria to access those funds.
	For Outcome 3 (Implementation and Accountability):	Outcome Indicators	Sources and means of verification	Outcome Assumptions & Risks
Enabling Implementation	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.	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • 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

		<p>Change campaigns and/or events to influence decision-making and coordination.</p>	<ul style="list-style-type: none"> 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. 	<p>the neutrality of CSA nutrition messaging.</p> <ul style="list-style-type: none"> R: Sub-national CSOs view activities as a responsibility of hosting entity, not their own.
	<p>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.</p>	<ul style="list-style-type: none"> 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 vulnerability status of the population at national or sub-national level. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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.
	<p>Output 3.3 With the support of the CSA, sub-national CSOs encourage local authorities to honour and report on their nutrition commitments.</p>	<ul style="list-style-type: none"> Quality of data received from CSAs about accountability and progress on existing commitments. Evidence of CSAs reporting national-level progress back to its 	<ul style="list-style-type: none"> Global accountability mechanisms (e.g. N4G or Milano Summit reporting mechanism). 	<ul style="list-style-type: none"> A: Sub-national CSOs recognize the value in capacity building efforts.

		sub-national members for engagement and motivation.	<ul style="list-style-type: none"> Register of commitments by the CSAs (collated by the Civil Society Network). Annual performance survey by the CSN (part of the SUN MEAL system). 	<ul style="list-style-type: none"> 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.
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Activities (per output)		Inputs (Means and resources)
For Outcome 1: SMART Planning & Legislation		Inputs (Means and resources)
Output 1.1	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).	Inputs for advocacy, communication and social media. Costs to organize the round-tables and consultations (travel costs, DSAs, etc.).
Output 1.2	Activity 1.2.1 Identification and support to parliamentarians to increase awareness and provide improvement strategies in the nutritional status of their constituencies.	Inputs for advocacy, communication and social media. Meeting and travel costs.
Output 1.2	Activity 1.2.2 Providing evidence and policy suggestions to political parties to enable inclusion of nutrition commitments in position platforms/manifestos.	Inputs for evidence generation and analysis. Inputs for advocacy, communication and social media. Meeting and travel costs.
Output 1.2	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.	Inputs for trainings and capacity building including travel costs. Inputs for the preparation of advocacy and communication material, social media and dissemination of results.

Output 1.3	Activity 1.3.1 Campaigning for the introduction of new legislation, revision of outdated legislation, and enactment of those endorsed. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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.
Output 3.3	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.
Output 3.3	Activity 3.3.3 Generation of media coverage to celebrate commitments made and hold governments and partners accountable to commitments. <ul style="list-style-type: none"> • 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		Inputs (Means and resources)
Cross-cutting	Conducting annual CSAs planning and review meetings.	Inputs for meetings and travel costs

Cross-cutting	Mapping CSOs to inform implementation plans and improved coordination. (skills, actions, etc.).	Inputs for data collection, analysis and collation in regularly updated datasets
Cross-cutting	Developing, training, and presenting the CSA MEAL framework to reflect upon CSA's implementation progress and results and CSA's contribution to scaling up nutrition.	Inputs for the development of the CSAs MEAL framework. Inputs for data collection, analysis, presentation and feedback
Cross-cutting	Sharing and learning across national and/or international networks for improved planning and policy development.	Inputs for calls across countries Inputs for the organisation of meetings and consultations
Cross-cutting	Conduct gender analysis to identify equity gaps, changes in knowledge, attitudes, and practices, and drivers to inform programme implementation and advocacy strategies.	Inputs for participatory disaggregated data collection, analysis

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 July 2018 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 June 2019.

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:¹

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.

[Note: Delete or insert milestones as required, but be sure to include the complete payment schedule with all milestones/payments that cover the entire term of the Grant Support Agreement.]

Milestone 1: (Disbursement of up to 25% of budget) upon signature of this Agreement by both parties.

Milestone 2: (Disbursement of up to 65% of budget), upon receipt and acceptance by UNOPS of the interim progress and financial reports (demonstrating 70% of 1st disbursement expended) 4 months after signature of the agreement.

Milestone 3: (Disbursement of up to 10% of budget), upon receipt and acceptance by UNOPS of the final progress and financial reports no later than 60 days after the completion of the agreement.

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):

(a) To UNOPS, an interim financial report 4 months after signature of the agreement and a final financial report² no later than 60 days after the completion of 12 months of activities;

(b) To UNOPS, an interim progress report 4 months after signature of the agreement and a final progress report no later than 60 days after the completion of 12 months of activities.

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.

² For total grants above US\$ 50,000 a certified final financial report is required.

7. Special Conditions

7.1 Paragraph 11 of the General Conditions (Annex D) is replaced in its entirety by the following:

Types of Assets

11.1 This Agreement may include the use by the Recipient of the following four categories of assets:

- (a) Category 1: An asset purchased not using funds in this Agreement. For greater clarity, this includes any separately identifiable assets leased to UNOPS for the furtherance of the activities described in this Agreement.
- (b) Category 2 (Non-expendable): An asset provided by UNOPS or, purchased using funds in this Agreement, which has a value of at least US \$1,000 at the time of purchase.
- (c) Category 3 (Non-expendable): An asset provided by UNOPS or purchased using funds in this Agreement, which has a value under US \$1,000 at the time of purchase but is considered an attractive or special item.³
- (d) Category 4 (Expendable): An asset provided by UNOPS or purchased using funds in this Agreement, which is not included in Category 2 or Category 3.

11.2 All assets falling into Category 1 shall be clearly marked in a manner that allows such assets to be clearly differentiated from assets in Categories 2, 3 and 4. Category 1 assets remain the property of the Recipient at all times.

Use of Assets

11.3 Assets falling into Categories 1, 2, 3 or 4 shall be used exclusively by the Recipient for the purposes of this Agreement. Breach of this clause shall constitute immediate grounds for the termination of this Agreement.

11.4 Assets falling into Categories 2, 3 or 4 remain the property of UNOPS at all times but shall remain in the Recipient's custody. These assets are governed by the following right-of-use conditions:

- (a) The right-of-use of these assets is revocable by UNOPS at any time. UNOPS may revoke the right-of-use with immediate effect and demand prompt return of any or all asset(s) in a fit condition subject only to normal wear and tear.

³ This includes items such as detectors, projectors, satellite phones, computers, cameras, televisions, fax machines, and tape recorders. It also includes items that could pose a security risk if not properly stored or tracked. If the Recipient is unsure whether an asset is considered "attractive" or "special", the Recipient shall seek advice from UNOPS.

Any revocability of assets shall trigger an immediate discussion between the parties.

(b) The Recipient shall take out appropriate insurance coverage for the assets (including third-party liability), and UNOPS may at any time request proof of such insurance.

(c) The Recipient shall be solely responsible for the asset(s), their conditions and their use, including compliance with regulations or laws for use in the locations indicated above and any third party claims related to such use.

(d) The Recipient shall properly operate and maintain the asset(s) and bear all costs associated therewith. The Recipient shall be wholly responsible for the provision of a scheduled maintenance program and shall assume the costs of all spare parts, servicing and maintenance and repairs where necessary. The Recipient shall maintain proof of maintenance, including service records.

(e) The Recipient shall provide appropriate personnel to operate the asset(s). Any such personnel shall be duly qualified for operating the asset(s) and be licensed if so required in the territory of operation. The Recipient shall also provide appropriate death and disability insurance for any personnel responsible for operating any of the asset(s). UNOPS undertake no responsibilities whatsoever in respect of life, health, accident, travel or any other insurance coverage of any person operating the asset(s).

Category 2 and 3 Assets: Inventory Management

11.5 Where the Recipient purchases Category 2 and 3 assets, the following information and supporting documents are required for each purchase:

- Invoice showing the following: cost of asset, freight, insurance, installation, custom clearance, and any other related cost; date of purchase
- Receipt and inspection report
- Import documentation, if applicable
- Registration, if applicable

11.6 The Recipient shall provide UNOPS with a report of all Category 2 and 3 assets.

11.7 The Recipient shall be responsible for inventory control in terms of reconciling and resolving any discrepancies between the physical inventory count and the existing inventory records. Information derived from physical inspections shall be reconciled with available records as soon as possible.

11.8 The Recipient shall perform periodic inventory reconciliation to verify assets against existing inventory reports. The Recipient shall ensure a complete and accurate check of all assets and identify items, if any, that require further investigation or reconciliation.

Disposal or Return of Category 2, 3 and 4 Assets

11.9 Unless otherwise advised by UNOPS, Category 4 assets shall automatically become the property of the Recipient at the end of the Agreement. The Recipient accepts such assets on an “as is” basis.

11.10 Within thirty days after the end of the Agreement, the Recipient shall provide UNOPS with a consolidated inventory report. The Recipient may include a request for the future use of any asset in the Report, including donation to the Recipient. Within the next thirty days, UNOPS shall (a) concur with Recipient’s request, if applicable; (b) instruct the Recipient to dispose of the asset in a different manner, as specified by UNOPS; or (c) instruct the Recipient to return the assets to UNOPS’ custody. Prior to any assets being returned to UNOPS, the asset(s) shall be jointly inspected by UNOPS to ensure that they are operational and have been maintained to the satisfaction of UNOPS. The Recipient is required to service and clean any assets prior to its return to UNOPS.

11.11 Notwithstanding paragraph 11.10 above, the Recipient shall in any case return Category 2 and 3 assets within 90 days of the end of the Agreement.

Loss, Damage and Theft of Category 2, 3 and 4 Assets

11.12 Within 30 days of the damage, theft or other loss of a Category 2 or 3 asset, the Recipient shall provide UNOPS with a comprehensive report regarding the circumstances. The following documents shall be included in the Recipient’s report, which shall be signed by the Recipient’s Director:

- circumstance of the incident;
- any negligence of personnel involved;
- supportive documentation (i.e. statement from personnel, photos, etc);
- details related to the asset lost (description, quantity, serial number, purchase value);
- police report for the incident or an explanation why the police report cannot be obtained;
- estimated repair or replacement cost.

11.13 Where the Recipient is unable to provide the documents above due to circumstances beyond its control, it shall inform UNOPS accordingly and propose alternate documentation or information.

11.14 After becoming aware of damage, theft or other loss of the asset, the Recipient shall use its best efforts to seek recovery under the applicable insurance.

11.15 Should negligence be established as the cause of the loss or damage to an asset, the greater of the replacement or depreciated value of the asset (plus freight and insurance, as necessary) shall be deducted from Recipient’s final payment or otherwise recovered.

8. Correspondence

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

<p>For UNOPS:</p> <p>[insert name, address, e-mail, phone]</p>	<p>For the Grantee:</p> <p>[insert name, address, e-mail, phone]</p>
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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.

FOR UNOPS:	FOR THE GRANTEE:
 <hr/>	 <hr/>
[insert name] [title], [office]	[insert name] [title]
Date (mandatory):	Date (mandatory):

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.

Topic	#	Checklist	Yes/No/NA	Please add any relevant remarks
Opportunity	1	If there is a needs assessment mission team, is it balanced by sex and is gender mainstreaming a part of their terms of reference?		
	2	Are the influential stakeholders, such as donors and clients, fully committed to the mainstreaming gender into project activities?		
Pre-Engagement	3	If the influential stakeholders are not convinced, have you tried to persuade them on the importance of gender mainstreaming at project level?		
	4	Have you considered gender aspects into the situation analysis, problem tree analysis and backward planning exercise?		
	5	Are project gender analysis conducted and its findings incorporated into project design, if this was not conducted at opportunity stage?		
	6	Is the project's output, outcome and goal designed in a gender sensitive manner to ensure project benefits women, men, boys and girls as appropriate?		

	7	Does the project have any negative impact on women and men? If so, are you able to modify the project scope to limit these dis-benefits especially for women and girls?		
	8	Is sex dis-aggregated data, statistics and indicators used in the project proposal?		
	9	Is sufficient budget allocated to fund gender mainstreaming and targeted gender responsive activities?		
	10	Are the intended project activities designed in a gender and culturally sensitive manner with the objective of long term sustainability after project ends?		
	11	Is the proposal aligned with the <u>gender toolkit</u> recommendation on integrating gender aspects into project documentation?		
	12	Have women and men from beneficiary communities consulted and their views incorporated into the project proposal development?		
	13	Is project gender action plan (GAP) formulated and its monitoring mechanisms clearly stated?		
Topic	#	Checklist	Yes/No /NA	Please add any relevant comments
Project Operations	1	Does the intended project solution address the needs of women, men, boys and girls?		
	2	Have both women's and men's opinion and input taken into consideration while designing the solution?		
	3	Will the completed project solution be easy to operate and maintain by women and men?		
	4	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?		
	5	Does it address the water, health, hygiene, security and sanitation aspects, especially for women?		
	6	Are women and men trained and involved in long term running and maintenance of the project asset after project closure?		
	7	Are there any complementary women's empowerment activities that can be undertaken as part of the project?		

Project Support Services	8	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.		
	9	Is there at least 30% women's representation at project decision making including project board meetings, stakeholder meetings, beneficiary assessments?		
	10	Does the office and project work site have sufficient provisions for resting and feeding areas for pregnant and nursing mothers, sanitary and water facilities for women?		
	11	Is gender aspects considered while designing project procurement needs, in attracting women owned/run businesses, bid evaluation and contractor capacity building activities?		
	12	Are partners and contractors sensitised on equal pay for equal work, decent work conditions for women and in employing and engaging at least 40% women in their activities?		
	13	Are project staff sensitised to consider gender issues in their approach and interaction with each other and with beneficiary communities?		
	14	Is the project communication gender sensitive and is able to reach and depicts both women and men?		
	15	Is project data collection method gender sensitive and is sex dis-aggregated data collected for monitoring and evaluation purpose?		

Additional Resources for Research

Applicants and selected Grantees are encouraged to research their approach to gender equality. The resources in the table below may assist organisation in the development and execution of their project.

Additional Resources on Gender			
S.No	Criteria	Implications	Useful resources
1	Share of women involved in non-agricultural sector in percentage	Less than 30% is a cause of concern and specific interventions targeting women may be conceived to boost their participation.	WB Gender dashboard
2	Maternal mortality rates (MMR)	This is often co-related to poverty, inadequate infrastructure, cultural practices	WB Gender dashboard

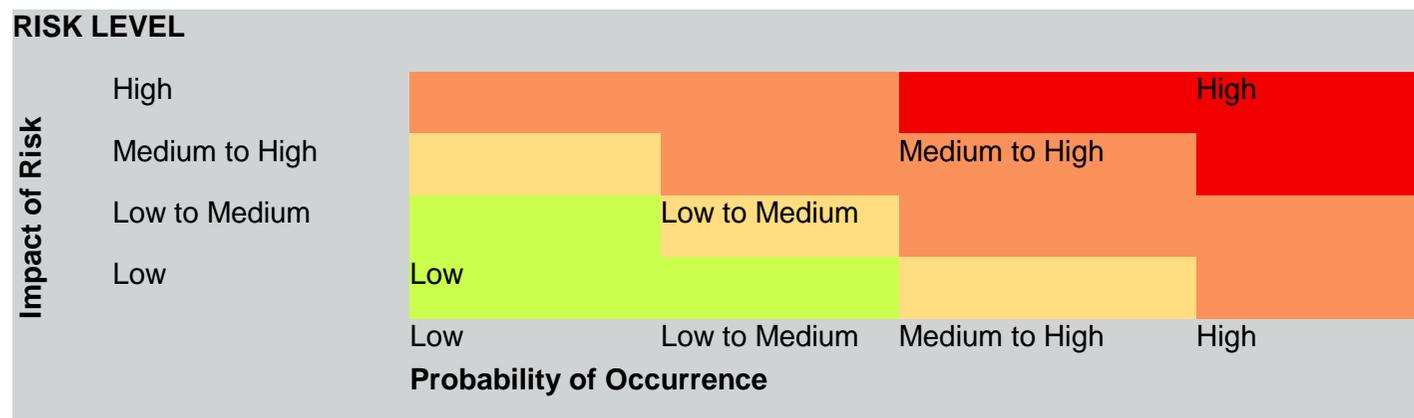
		<i>and lack of information. E.g. MMR is 540 in DRC whereas 12 in Denmark.</i>	
3	<i>Proportion of seats held by women in national parliaments</i>	<i>This is a useful indicator in understanding extent of women's decision making power. Less than 30% is a cause of concern</i>	<u>WB Gender dashboard</u>
4	<i>Does the country law require equal pay for equal work?</i>	<i>If this is not a requirement in the country we operate in, we need to stress this aspect with the local contractors to comply with ILO requirements.</i>	<u>WB data on legal situation</u>
5	<i>% of women receiving loan from a financial institution</i>	<i>This data is useful while designing economic empowerment activities</i>	<u>WB financial inclusion</u>
6	<i>Percent of firms with female participation in ownership</i>	<i>This is helpful to know in designing activities to encourage women owned and women run business to participate in our supply chain</i>	<u>WB business enterprise</u>
7	<i>Any other relevant criteria</i>	<i>Please use your judgment to add any other relevant criteria based on your project type. E.g. Gender based violence, HIV/AIDS, School enrollment rates and so on.</i>	<u>List of other useful gender related data and indicator</u>

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.



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.

Risk/Event	Impact on activities/staff	(A) Probability of risk/event occurring (1-5)		(B) Impact on operations if risk/event occurs (1 - 5)		Risk Management / Mitigation	Overall rating (1-10) or (A) + (B)/2
State the hazardous situation in the relevant areas.	<i>What would the Impact of risk/event be on activities?</i>	<i>What is the probability or likelihood of the event/risk occurring?</i>	1 = very unlikely 2 = unlikely 3 = moderate 4 = likely 5 = very likely	<i>How badly would this impact the overall operations or specific activities?</i>	1 = no impact 2 = very small impact 3 = some impact 4 = large impact 5 = very large impact	<i>What will you do to fully or partially mitigate against the risk and its impact on the activities.</i>	<i>To find the overall risk rating add (A) + (B), and then divide by 2.</i> <i>for example: (3+5)/2=4</i>
Security							
e.g. terrorism, instability related to national elections							
Financial							
e.g. currency fluctuation							
Environmental							
e.g. natural disaster, infectious disease outbreak.							
Quality Management							
Linked to the QA practices above, are there any additional risks/events related that you will consider?							

Annex J: Progress Reporting Template (Provisional)⁴

Project Title:	
Reporting Organisation:	
Contact Person:	
Reporting period:	From _____ To _____
Reporting phase:	Interim [_____], Final [_____]
Date of submission:	

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:

- 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.
- 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.
- 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)

⁴ The progress reporting template is subject to change based on the types of projects selected for funding.

V. LIST OF MAJOR EVENTS

Date	Event

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 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].

To the best of our knowledge, the [CSA Name] has no funding to implement the activities stated in the project proposal. Therefore, we may 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 or Bilateral/Multi-lateral Agency or SUN Donor Network point-of-contact]

[Title]

[Name of Donor Convener or Bilateral/Multi-lateral Agency or SUN Donor Network]

[Address of Donor Convener or Bilateral/Multi-lateral Agency or SUN Donor Network]

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

[Your organization's letterhead]

Date

Sender Name

Sender Address

Organisation Address

Dear Pooled Fund Evaluation Committee:

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