

UNOPS 'CALL FOR PROPOSALS' ("CFP")

Project title:

Facilitation of Non-Technical Survey (NTS) in Iraq supporting operations across **Sector One: Ninewa Governorate** (with a focus on Sinjar, Tel Afar, Ba'aj, Mosul areas) and **Sector Two: Anbar Governorate** (with a focus on Rawah, Hit, Haditha, Ana, Al Qaim).

UNOPS Grant Reference Number:

IRQ/UNMAS/22763/2021/001

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Useful Guidance:

- A. [Case Study Guidelines for Grantees](#)
- B. [Understanding the Results Chain and Developing Logical Frameworks](#)
- C. [The United Nations Mine Action Strategy 2019-2023](#)
- D. [United Nations Gender Guidelines for Mine Action Programmes](#)

Section 1. General Instructions for Proposal Submission

The UNOPS Peace and Security Cluster invites interested and eligible applicants to apply for a Call for Proposals ("CFP") for the grant project comprised of two sectors:

- 1. Facilitation of Non-Technical Survey (NTS) across Sector 1 Ninewa Governorate (with a focus on Sinjar, Tel Afar, Ba'aj, Mosul areas); and**
- 2. Facilitation of Non-Technical Survey (NTS) across Sector 2 Anbar Governorate (with a focus on Rawah, Hit, Haditha, Ana, Al Qaim).**

Applicants may apply for **Sector 1, Sector 2** or **both Sectors**.

Applicants that wish to apply for more than one Sector must complete and submit a separate proposal for each Sector (comprising a separate CFP Annex A: Grant Application Template, and CFP Annex B: Grant Budget Template) Each Sector will be evaluated separately, and will constitute the issuance of a separate Grant Support Agreement (GSA), unless one Applicant is awarded both Sectors, in which case an amalgamated GSA may suffice.

It is expected that where Applicants apply for both Sectors, each proposal will be specific to each Sector and NOT a 'cut and paste' of the first. Applicants should carefully consider the specific requirements (and challenges) of each Sector and ensure that this is carefully analysed and explained within their proposal.

Interested applicant(s) must clearly state which Sector(s) they are applying for in the respective proposal, and each proposal should consist of a technical component and a financial component.

Both Sectors may be awarded to the same Applicant, if the Applicant applied for both Sectors, meets the criteria after completion of the evaluation, as is considered by UNOPS to have the best combination of technical and financial proposals. Applicants must not consider potential economies of scales or discounts based on the assumption that they will be awarded both Sectors as this will render the proposals incomplete. Potential economies of scales shall be considered at the negotiation stage (not during the evaluation stage). Any position being shared with another on-going project must be duly explained. Applicants must demonstrate that proposed sharing of personnel will not have any adverse impact on implementation.

Details on the application process and the administration of the grant are set forth in this CFP document. Interested applicants are encouraged to read the CFP and its annexes in their entirety prior to applying. Completed returnable documents should be signed and submitted along with a comprehensive proposal.

Implementation of the grant will be subject to funding outside the control of UNOPS, and as such, where sufficient funds are not made available to UNOPS by its funding sources, UNOPS reserves the right to either introduce progressive expenditure ceilings into the relevant Grant Support Agreement; or terminate the relevant Grant Support Agreement in accordance with Article 16.1 of the UNOPS General Conditions for Grant Support Agreements.

How to submit?

Kindly review this CFP document in its entirety to ensure understanding of the request and requirements.

Interested organizations are requested to submit a proposal in English to the email address below, with the organization's logo in the header. The following documents are required to be submitted by the deadline:

- **CFP Annex A – Grant Application Template**
 - **CFP Annex B – Grant Budget Template.**
- a) **Payments to the Grantee shall be made in accordance with the structure outlined in Clause 6.2 of CFP Annex C: "Grant Support Agreement Template", and pursuant to Article 4.1 of the General Conditions for Grant Support Agreements.**
 - b) **Applicants must therefore complete Tabs 3 and 4 of CFP Annex B in order to respectively indicate their Grant Budget Forecast, and suggest a Proposed Payment Schedule based on how they expect to utilize funds throughout the course of the grant.**

Organizations are requested to follow the formatting guide within the Annexes attached, with appropriate adjustments to suit their specific project outlines.

Important Notice Regarding COVID-19 Pandemic

COVID-19: This CFP is being launched at a time of great uncertainty in Iraq and around the world as governments and the United Nations are coming to grips with the global COVID-19 pandemic. Considering how rapidly COVID 19 is evolving and how much has changed globally and in Iraq in a short timeframe, it must be considered that some of the requirements outlined in this CFP may change during the solicitation period; and should requirements change, relevant updates will be shared on UNGM. Likewise, should potential Applicants consider that any of the requirements outlined in this CFP be impossible to achieve due to the impact of COVID-19, they should make their concerns known to the UNOPS focal point stipulated below.

As UNOPS adheres to the 'Do No Harm' principle and supports safe implementation of all project activities, the Applicant(s) must explain how they plan to protect staff and beneficiaries from the risks of COVID-19 and budget for appropriate risk mitigation equipment and supplies, if not already purchased beforehand. The Applicant (s) must comply with the Government of Iraq's regulations, and should adhere to best practices in health and safety, including from guidance issued by the World Health Organization.

The Applicant(s) are required to submit an additional methodology of project activities that can be done in compliance with movement/public gathering restrictions that might be imposed by the Government of Iraq before or during project implementation. The selected Grantee(s) will be expected to achieve Project Outputs with the alternative remote methodology in case of movement restrictions where this is possible. The alternative methodology should be used only after UNMAS Iraq approval. The alternative methodology should include detailed description of the activities, monitoring and evaluation approach, data collection methodologies, impact measurement tools and other relevant components that will be done remotely or/and in compliance with relevant government's limitations on public gathering and movements.

When to submit?

Deadline: **6 April, 2021 before 16:00 hours Baghdad time**

Where to submit?

Email: sameeullah@unops.org and cc email: fahadh@unops.org

Questions?

Please submit questions to Samee Ullah at sameeullah@unops.org and Fahad Hilmi at fahadh@unops.org no later than 2 April, **2021 before 16:00 hours Baghdad time** Answers will be posted on the United Nations Global Marketplace by 4 April, **2021 before 17:00 hours Baghdad time**.

Pre-submission Meeting

Organizations interested in submitting a proposal in response to this CFP are strongly encouraged to attend a pre-submission meeting to be held on **Monday 29 March, 2021 at 16:00 hours Baghdad time**

Section 2. Evaluation Methodology

Overview

In line with UNOPS evaluation principles of fairness, transparency and integrity, an independent Grant Evaluation Committee will be responsible for the review of proposals and the Grantee selection. The review is based on the criteria outlined in the 'Call for Proposals' (CFP) and includes a cumulative analysis of the grant proposal's formal, technical, and financial aspects.

A three-stage procedure will therefore be utilized in evaluating the Proposals, with a pass/fail evaluation of the Eligibility and Formal Requirements taking place at Stage 1; the successful applicants for which will proceed to the Stage 2: Technical Evaluation. Applicants that meet/pass the Technical Evaluation minimum point threshold will have their Financial Proposals opened and compared in the Stage 3: Financial Evaluation.

The distribution of points between the Technical Evaluation and the Financial Evaluation as a percentage of the overall score is as follows:

- **Technical Evaluation = 70% of the overall score.**
- **Financial Evaluation = 30% of the overall score.**

Any non-compliant proposal may automatically be eliminated from the evaluation process. The grant will be awarded to the applicant with the optimum combination of technical and financial proposals.

After completion of the evaluation, but prior to award, UNOPS reserves the right to conduct background checks on the applicant recommended for award to confirm that the applicant meets the eligibility, qualifications and technical requirements set forth in this CFP, and reject applicants deemed to have not met such requirements. Applicants shall permit UNOPS representatives to access their facilities with a reasonable amount of notice to inspect the applicant's premises.

UNOPS reserves the right not to award any grants for any reason.

Stage 1: Eligibility and Formal Requirements

Upon the opening of the proposals, UNOPS shall proceed to a Preliminary Examination of the applications to confirm that all documents and technical information requested in this CFP have been provided, and UNOPS will assess the completeness of each document submitted. UNOPS may, without further consultation with the applicant(s), reject any proposal during the Preliminary Examination stage that does not comply with the formal eligibility requirements set out in Section 5, Stage 1 of this CFP.

Applications that are incomplete or contain material deviations from, or reservations to, the terms of the Grant Support Agreement and its General Conditions (attached at CFP Annex C), may at the absolute discretion of UNOPS, be rejected or excluded from further consideration at any time during the evaluation, including after the Preliminary Examination.

Stage 2: Technical Evaluation

The applicant(s) Technical Proposal should be submitted in line with CFP Annex A. It shall be evaluated and scored based on its compliance with the Technical Evaluation criteria specified in the table below. If a Technical Proposal does not achieve a minimum threshold of 70% of the maximum obtainable points, it will not be considered for the Financial Evaluation.

Stage 3: Financial Evaluation

The Financial Proposal will only be opened for grant applicants that achieve the minimum threshold score for the Technical Proposal. Technical Proposals that score above this threshold shall be checked for any arithmetic errors in computation and summation. Competing Financial Proposals will be compared for lowest price as against the formula outlined in Section 5, Stage 3 of this CFP; and reasonability of cost will be assessed against the qualitative information submitted in Component 8 of the CFP Annex A.

Section 3: Scope of work

Applicants should not duplicate the below information in their proposal and should instead summarize their own understanding of the identified needs, along with a proposed technical response to address these needs. If Applicants have submitted proposals to previous grants of a similar nature, they should avoid duplicating old proposals and respond specifically to this CFP and the detail contained therein.

Background and Rationale

United Nations Mine Action Service (UNMAS). Established in 1997, UNMAS works to eliminate the threat posed by mines, explosive remnants of war and improvised explosive devices by coordinating United Nations mine action,

leading operational responses at the country level, and supporting the development of standards, policies and norms. As a specialized service of the United Nations located within the Department of Peace Operations, UNMAS operates under UN legislative mandates of both the General Assembly and the Security Council. UNMAS also responds to specific requests for support from the UN Secretary-General or designated official. UNMAS is mandated to coordinate the mine action work of the United Nations system as Chair of the Inter-Agency Coordination Group on Mine Action (IACG-MA) and its subsidiary groups, a responsibility established by the General Assembly (A/RES/72/75) and confirmed by the Security Council in SCR 2365 (2017). UNMAS is also the global lead for the Mine Action Area of Responsibility within the Global Protection Cluster, as well as the Chair of the International Mine Action Standards (IMAS) Review Board and its Steering Committee. UNMAS supports the entire UN system through a small team at headquarters, a humanitarian hub in Geneva, and some 3,000 women and men employed through UNMAS funding in the field. UNMAS is a specialized, agile organization, which delivers concrete results in dynamic operating environments across the world. The UNMAS approach is 'Needs Driven and People Centered', guided by humanitarian principles.

UNAMI. The United Nations Assistance Mission for Iraq (UNAMI) is currently mandated by the UN Security Council Resolution 2522 (2020).

UNOPS. UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. UNOPS implements UNMAS field programmes around the world.

UNMAS Iraq is a programme under the overall direction and oversight of UNMAS New York and implemented by UNOPS under the Financial Regulations and rules of UNOPS. UNMAS Iraq has been operational in Iraq since 2015 in support of UN humanitarian and stabilization efforts. The primary function for UNMAS in Iraq is the provision of Explosive Hazard Management (EHM) support in particular to those areas recently liberated from the Islamic State in Iraq and the Levant (ISIL). UNMAS engages in a broad spectrum of Explosive Hazard Management activities including Risk Education (RE) for vulnerable groups, UN personnel and humanitarian partners, Non-Technical Survey (NTS), High Risk Search (HRS) and Clearance of explosive hazards that pose a threat to civilians in liberated areas. In addition, via its Technical Support (TS) pillar, UNMAS Iraq provides support to several government entities that are involved in the mine action response in Iraq, aiming to provide technical advice and assistance to the Government of Iraq to respond and adapt to the challenges and demands of mine action.

Project Framework

This intervention will contribute to the following priorities Government of Iraq (GoI) UNMAS Iraq and UN objectives:

- The Iraq National Strategic and Executive Plan for Mine Action 2017-2021 (specifically within the context of the development of national capacity relevant to mine action activities);
- Obligations under the Anti-personnel Mine Ban Convention;
- Obligations under the Convention on Cluster Munitions;
- Obligations under the Convention on Certain Conventional Weapons and its Amended Protocol II and Protocol V;
- Government of Iraq (GoI) National Plan for Reconstruction and Development;
- UNSCR 2365, affirming the critical nature of mine action to the peace and security agenda, UNSCR 1325 and the umbrella of UNSC Resolutions on Women, Peace and Security, gender throughout mine action operations and UNSCR 2421 on the extension of the UNAMI mandate in Iraq;
- Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW);
- UN Gender Guidelines for Mine Action Programmes (until the updated 2019 version is available, the 2010 version shall apply);
- Promotes all Sustainable Development Goals (SDGs), with a focus on SDG 16: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels;
- Protection of Civilians mandate under the Global Protection Cluster; and
- UNMAS Iraq Strategic vision: "The Government of Iraq protects civilians from the threat of explosive ordnance and enables humanitarian, stabilization and reconstruction efforts to proceed unimpeded by explosive ordnance."

Project Context

In December 2017, the Iraqi armed forces announced in a statement that Iraq had been totally liberated from ISIL. Over a period of three and a half years, Iraqi forces supported by the Global Coalition militarily recaptured all the territory once held by ISIL. As a result of this occupation and fighting however, Iraq remains heavily contaminated with large volumes of recorded and unquantified explosive hazards - the direct result of protracted ground fighting and aerial bombing. Many of the governorates liberated from ISIL occupation still have large areas of land including farmland, villages and towns (including residential properties) that remain uninhabitable and inaccessible. 21% of Internally Displaced Persons (IDP) not planning to return to their area of origin cite the presence of explosive hazards as their primary concern. Explosive hazard contamination still poses such a significant blockage for stabilisation efforts, IDPs' returns and humanitarian response efforts that the UN and national leadership has repeatedly referred to 'Mine Action' as a high priority, and in most cases an absolute prerequisite and enabler before essential action can take place.

Current assessments indicate that there are approximately 2,522 square kilometers of recorded Explosive Hazard (EH) contaminated land across Iraq, though the full extent of contamination remains uncertain and is likely much higher. It is for this reason that this Grant aims to provide NTS teams to work in accordance with DMA direction in order to more precisely identify, quantify and define EH contamination, in particular in residential areas and properties, in order to drive subsequent clearance activities and thus facilitate the safe and sustainable returns of IDPs. Until further NTS data can be obtained, access for government and non-government entities to affected areas continues to be hampered by the threat of EH, including the possibility that EH may be present in the debris and rubble that remains in areas affected by conflict. The security situation remains fluid and unpredictable, and although generally permissive, delivering clearance activities in these conditions requires constant awareness and management of the dynamics and indicators of insecurity.

Project Considerations

The DMA has already managed and delivered a detailed NTS programme that has operated across Iraq, gathering data to identify contaminated areas as well as support the prioritisation and tasking of clearance operations. It is however clear that the passage of time, as well as the security situation, movements of persons internally and many other factors has affected the currency and accuracy of understanding of the EH problem across Iraq. This grant will therefore support additional NTS activities via DMA issued Task Orders that will further develop and refine the understanding of the extent of EH contamination in Iraq, its location and typology, its impact on local populations and potential returnees, as well as assist in further refining prioritisation processes for subsequent clearance activity.

Project Impact

This project will support the Government of Iraq in its ability to protect civilians from the threat of explosive ordnance and enable humanitarian, stabilisation and reconstruction efforts to proceed unimpeded by explosive ordnance.

Project Outcomes

Outcome 1: The Government of Iraq effectively prioritizes tasks implemented increasingly by national actors.

Outcome 2: Safe access to restore or facilitate use of contaminated land and infrastructure is enabled.

Outcome Indicators

Outcome Indicator 1: Number of national organizations deployed in response to tasks or deployed independently to deliver EHM.

Outcome Indicator 2: Number of sites where access was enabled to restore or facilitate use.

The Applicant is expected to design Outputs and Indicators and Targets that will lead to the achievement of the Outcomes and Impact.

The selected Grantee(s) will be expected to have exclusive control over the achievement of the Project Outputs they formulate to contribute to the above Outcomes, although aspects of the quality and progress of the grant implementation shall be subject to review by UNMAS Iraq. Proposed Project Outputs should be described within applicants submissions.

The Grantee(s) will be expected to actively gather, monitor, record and report data relating to the above Outcomes as part of their routine reporting.

Key Considerations and Lessons Learned:

In the past, the following key considerations and lessons learned have guided applicants in developing successful approaches to support the DMA in managing a responsive mine action programme in Iraq:

1. The need for Non-Technical Survey (NTS) in the context of each Sector is well explained by the applicant, appropriately planned, budgeted and reporting/approval mechanisms established, including additional areas reasonably requested by the affected communities and tasked in coordination with DMA, in an attempt to accurately define the contamination and avoid multiple and repeated surveys - resulting in saving resources, increasing overall efficiency, effectiveness and value for money, in particular in follow on clearance activities.
2. The deployment of an appropriate number (between five (5) and ten (10)) gender-sensitive NTS teams deployed to each Sector with the ability to move freely across that Sector;
3. All NTS teams within each Sector are adequately and effectively trained for mobilization in NTS and associated activities (including, for example: route planning, journey management, first aid, navigation, use of GPS);
4. All NTS teams within each Sector are capable of effectively conducting NTS activities in accordance with IMAS and NMAS, including the preparation of IMSMA reports on those activities that shall be submitted to DMA in accordance with DMA procedures and timelines.
5. All NTS teams within each Sector operate under valid DMA accreditation issued to the NGO submitting an application for this Grant.

The above considerations have been separated for clarity purposes. However, all requirements of this CFP are expected to be complementary to and reinforce the specific outcomes to create a comprehensive and cohesive project.

Target Beneficiaries:

The proposed grant activities will benefit women, men, girls and boys living in the geographical locations of project activities. In particular, this project will clearly identify and record Explosive Hazard contamination in urban and rural areas, including in residential areas and agricultural land. This information will generate subsequent clearance activities to restore homes and land to their pre-conflict status. This work will also directly contribute to returns of internally displaced persons to their homes.

Project Location(s):

The project will take place in two separate Sectors across two separate Governorates of Iraq: Ninewa (Sector 1) and Anbar (Sector 2).

Throughout the duration of the Grant period, teams allocated to Ninewa and Anbar will remain based in those Governorates i.e. there will be no requirement to transfer teams between Governorates. Specific task locations will be aligned with the DMA NTS work plan but each NTS team provided will be expected to be self-sustainable and deployable (i.e. each team with its own vehicle) to any task location within the specified Governorate in order to conduct NTS activities.

The management component of each Grantee(s) proposal will be expected to either have an office based presence in Baghdad or be able to freely travel to Baghdad to attend meetings at DMA offices, as well as other meetings organised by and on behalf of DMA in Baghdad. This applies to both Sectors.

Within Ninewa (Sector 1), teams should initially expect to work around Sinjar and Tal Afar in accordance with tasking orders issued by the DMA.

Within Anbar (Sector 2), teams should initially expect to work around Hit, Haditha, Ana and Rawah (West of Anbar) in accordance with tasking orders issued by the DMA. Applicants are free to choose their base locations within these Governorates but shall ensure that those locations are able to support their NTS teams effectively (in particular via GIS support and reporting).

Project Timelines

The proposed start date for the grant will be 15 April 2021 and it must be concluded within 12 months ie. by 14 April 2022. Applicants should note that these dates may be subject to change depending on factors that include but are not limited to the number, quality, and value of the proposals received, which may affect the duration of the proposal evaluations and award stage.

Equipment

Any equipment purchases necessary to carry out the activities in this CFP are not to be charged directly to UNOPS in the grant proposal budget. Rather, organizations should procure equipment from their own funds and lease it to UNOPS at a competitive rate. All lease costs included in budgets will be carefully considered during the evaluation of grant proposals and will contribute to considerations of reasonableness of cost in the proposal.

Please refer to the Section 8: "Special Conditions" of the CFP Annex C for information regarding Asset categories and purchase; and the CFP Annex D: "Grantee Procurement Plan and Asset Log Template" for details regarding the Useful Life of Assets, and depreciation calculations.

Communication and Visibility

United Nations Mine Action Service (UNMAS) Iraq is a programme implemented by UNOPS under the Financial Regulations and Rules of UNOPS, but under the overall oversight and strategic direction of the United Nations Mine Action Service, a section of the UN Secretariat's Department of Peace Operations ("DPO").

The Grantee will be expected to increase the visibility of the UNMAS and the relevant donors during the implementation of the grant. The relevant donors will be communicated to the winning applicant. Any required exemptions to this clause will be discussed with UNMAS Iraq.

Grant Audit

Following completion of the grant, the selected Grantee may be subject to an audit to evaluate its performance in terms of its financial operations and reporting.

The Grantee is responsible for ensuring that proper accounting records are maintained for preparing the financial report(s), and for making available to the auditors, as and when required, all accounting records and other relevant records and information. The responsibility for safeguarding the assets of the Grant and for the prevention and detection of fraud, error and non-compliance with the Grant rests with the Grantee.

It is mandatory to agree to an audit of the grant as a condition for submitting an application in response to this CFP. For further details on the scope of the audit and the responsibilities of each party, please refer to the attached CFP Annex F: UNOPS Grant Audit Terms of Reference.

Insurance Requirements

With reference to Article 1.6 of the UNOPS General Conditions for Grant Support Agreements, the selected Grantee shall bear 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 grant or for any personnel undertaking activities under this grant.

Except for any self-insurance program maintained by the selected Grantee and approved by UNOPS for purposes of fulfilling the Grantee's requirements for maintaining insurance under the grant, the selected Grantee shall therefore take out and maintain insurance with reputable insurers that are in good financial standing and that are acceptable to UNOPS. Prior to the commencement of any obligations under the Grant Support Agreement, the selected Grantee shall provide UNOPS with evidence, in the form of a Certificate of Insurance or such other form as UNOPS may reasonably require, that demonstrates that the Grantee has taken out insurance in accordance with the requirements of the grant.

UNOPS reserves the right, upon written notice to the Grantee, to obtain copies of any insurance policies or insurance program descriptions required to be maintained by the selected Grantee under the Grant Support

Agreement. The selected Grantee shall promptly notify UNOPS concerning any cancellation or material change of insurance coverage required under the grant.

Preventing Sexual Exploitation and Abuse

The selected Grantee shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its Personnel or any other persons engaged and controlled by Grantee to perform any activities under the Agreement. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, Grantee shall refrain from, and shall take all reasonable and appropriate measures to prohibit its Personnel or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitative or degrading to any person. The United Nations shall not apply the foregoing standard relating to age in any case in which Grantee's Personnel or any other person who may be engaged by Grantee to perform any activities under the Agreement is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Grantee's Personnel or other such person who may be engaged by Grantee to perform any activities under the Agreement.

Section 4: Reporting Requirements

The selected Grantee will be required to submit, in English, the following report(s) as applicable at regular intervals as specified in the Grant Support Agreement:

1. Progress (and Final Reports) comprising a narrative summary of the progress of implementation and any relevant updates to the grant; along with the following:
 - a. An update of progress against the Grantee's Logical Framework;
 - b. An update of progress against the Grantee's Implementation Plan;
 - c. Case Study Reports (as applicable);
 - d. Financial Reports (Interim and Certified Final);
 - e. Procurement Plan and Asset Log update;
 - f. Personnel/Recruitment update;
 - g. Risk Log update;
2. Weekly activity reports;
3. IMSMA NTS reports (submitted to the NMAA (DMA))
4. Asset Report on the use of Assets under Right of Use (if applicable and every six months)
5. Audit Report (as applicable)

The specific reporting templates and requirements are annexed to this CFP directly, or will be shared with the selected Grantee as part of the finalization of the Grant Support Agreement.

Section 5: Evaluation Criteria

Please refer to CFP Annex A: Grant Application Template, which explains the expected content **to ensure you have provided all relevant information to demonstrate your responsiveness to the below-stated Evaluation Criteria.**

STAGE 1: ELIGIBILITY AND FORMAL REQUIREMENTS

Component 1: Organizational Background and Capacity to implement the grant activities

Minimum Requirements/Qualifications

This component is reviewed on a pass/fail basis. Any organisation that fails one or more of the eligibility criteria, or fails to submit any of the relevant documents requested in Section 1, is automatically disqualified from the application process:

No.	Minimum Requirements/Qualifications Criteria	Pass/Fail	General remarks
1	Grant applications shall only be accepted from International Not-for-profit Non-Governmental Organisations ("INGOs ") or National (Iraqi) Not-for-profit National Non-Governmental Organisations (" NNGO "), both of which are registered to operate in Iraq. No governmental agencies, departments, or ministries are eligible.	Pass / Fail	Applicant(s) must provide proof of: 1. Status as a non-profit NGO; 2. Registration in the programme country;
2	The INGO / NNGO must demonstrate a minimum of two years of experience in implementing successful Non Technical Survey projects in Iraq under the tasking and accreditation of the DMA.	Pass / Fail	The INGO / NNGO must detail their experience in CFP Annex A: Appendix 6 -" Past Project Experience".
3	Grant applications shall only be accepted from INGOs and NNGOs which must possess valid and in date accreditation for conducting Non Technical Survey issued by the Directorate of Mine Action.	Pass / Fail	The Applicant must submit proof of their accreditation for NTS (i.e. a valid and in date DMA issued accreditation certificate) and English language DMA approved SOPs. If accreditation is expiring within six months of anticipated start date then provide evidence for extension/ renewal request of accreditation for Extended / additional period.
4	Applicant organizations must confirm their acceptance of/adherence to the following: 1. Grant Support Agreement; 2. General Conditions for Grant Support Agreements; 3. Grant audit (as applicable); 4. Insurance Requirements outlined in Section 3: "Scope of Work"; and 5. The conditions on 'Preventing Sexual Exploitation and Abuse' outlined in Section 3: "Scope of Work". Additionally, Applicant Organizations must confirm their:		An authorized representative of the applicant organization must affix their signature to the CFP Annex A: "Grant Application Template", in confirmation of the acceptance of these conditions.

	<p>6. Willingness and ability to conduct NTS activities across Ninewa and Anbar Governorates (including but not limited to Sinjar, Tal Afar, ba'aj, Mosul, Rawah, Hit, Haditha, Ana and Al Qaim); and</p> <p>7. Ability to secure movement authorities in line with DNGO, JCMC and NOC regulations</p>		
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STAGE 2: TECHNICAL EVALUATION

The Applicants' proposals must adhere to the criteria below:

No.	Technical Evaluation Criteria	Points Obtainable	How Applicants should Demonstrate Meeting Criteria
Component 2: Project Rationale			
1	Understanding the problem	5	<p>1. Applicants present a clear summary of the role of NTS in addressing the EH problem in Iraq, as well as a sound analysis of its role in contributing to solutions.</p> <p>2. Within the context of NTS, applicants must demonstrate knowledge of insights into macro issues and the local context and understand how the EH problem is experienced by people, including the differential impact on vulnerable and marginalised groups such as women and children.</p>
2	Organizational capacity, relevant experience and lessons learned.	5	<p>1. Applicants must describe their comparative advantage, how and why their organization is best placed to deliver this project, from both a technical and administrative perspective.</p> <p>2. Applicants must demonstrate recent, relevant experience in conducting NTS and are encouraged to capture their efforts in addressing challenges, including those related to operational delivery and gender mainstreaming.</p> <p>3. Applicants should explain how lessons learned from previous NTS activities, as well as</p>

			<p>operating in Iraq on other EH related activities will factor in the implementation of this grant.</p> <p>4. Applicants are encouraged to describe how any other projects they are implementing will <u>complement</u> this one.</p> <p>5. Where applicable, applicants must demonstrate their organization's capability to implement multiple projects, including simultaneously with this proposed grant.</p> <p>6. For Applicants with ongoing or completed engagements with UNOPS/UNMAS, a Reference Letter or Final Report is required to be submitted from the most recent non-UNOPS project, and the Evaluation Committee will consider the Applicant's overall performance in ongoing and/or completed UNOPS/UNMAS engagements in awarding points under this criterion.</p>
Total max points		10	
Component 3: Project Design, Technical Approach, and Results			
3	Project Design	7	<p>1. Does the project provide a clear and logical response to the problem and needs identified?</p> <p>2. Does the project design incorporate the specific requirements of the CFP as stated in the "Background and Rationale" sub-section of the Section 3: Scope of Work?</p>
4	Stakeholders	4	<p>1. Are direct and indirect beneficiaries clearly identified - does the proposal clearly explain which beneficiaries will be targeted and where? Projects with a clear and compelling target group will be scored higher. Consider social groups (IDPs, Host communities, flood affected people, refugees) and geographic distribution of the beneficiaries.</p> <p>2. Does the proposal have clear beneficiary accountability mechanisms which will include</p>

			<p>vulnerable or minority groups such as women and children?</p> <p>3. Are stakeholders, critical to the success of the project identified, with a clear understanding of how their contribution to the project will be realised?</p>
5	Technical Approach	14	<p>1. Is the proposed approach technically sound?</p> <p>2. Is this approach considered to be an efficient way to deliver the activities and achieve the proposed outputs?</p> <p>3. Is the technical approach feasible given the operating environment (e.g. access/security/climatic conditions)?</p>
6	Team Structure	6	<p>1. Is the team structure and base location suitable for the delivery of the technical response and broader project activities across the Sectors identified?</p> <p>2. Does the applicant describe and justify its plan for team composition and size?</p> <p>3. Is the level of effort for positions clear (ie which positions will be dedicated 100% to the project versus shared positions)?</p> <p>4. Is the level of recruitment required to mobilise this project acceptable?</p>
7	Qualifications of Key Personnel and/or Senior Management Team proposed	4	<p>The Curriculum Vitae (CV) of the Project Manager and Technical Lead proposed for this project shall be submitted.</p> <p>The CVs should clearly show:</p> <ul style="list-style-type: none"> ● The position the person will be carrying out. ● Technical qualifications and experience ● List of applicable certifications/ courses ● Language skills <p>CVs of the Senior Management Team, preferably in the country of operations, must be submitted for:</p> <p>1) Applicants not meeting the required number years of organization's experience; and/or</p> <p>2) Applicants unable to provide the CVs of proposed Key Personnel</p>

8	Personnel Recruitment and Contingency Plan	2	Applicants have submitted a comprehensive plan on how to recruit and retain qualified personnel to support the implementation of the grant with a strategy on managing staff turnover to ensure minimum disruption to the implementation. Submission of qualified alternate candidates shall be scored favourably.
9	Results (including the Logical Framework)	8	<ol style="list-style-type: none"> Has the applicant identified tangible Outputs that clearly support the achievement of the Project Outcome(s)? Does each Output have a clear, sufficiently detailed set of activities that will lead to its delivery? Do the Outputs and Activities show a logical connection to the Project Outcomes defined in the CFP? Are all the key Activities described in the project design and technical approach captured in the logical framework? Do the Outputs and Activities have clearly defined, realistically ambitious targets? Do the indicators provide a true measure of the result and is the means of verification a realistic way to capture the information required? Will reporting data be appropriately disaggregated, including by age and gender?
10	COVID-19 Response	7	<ol style="list-style-type: none"> Applicant(s) clearly explain how they plan to comply with Government regulations; adhere to best practices in health and safety; and protect staff and beneficiaries from the risks of COVID-19. Does the proposal have a sound and reasonable alternate methodology for achieving the intended outputs in the event that operations are hindered/halted due to COVID-19? Does the Applicant clearly explain how it will handle rotations for international personnel if there is a quarantine requirement and/or visa restrictions for entering the programme country?
Total max points		52	
Component 4: Cross Cutting Issues			
11	Gender		<ol style="list-style-type: none"> Does the proposal demonstrate an understanding of the different needs and

		7	<p>requirements of women, men, girls and boys both in terms of internal processes and project delivery?</p> <p>2. Is there a clear plan for data to be appropriately disaggregated by age and gender?</p> <p>3. Is it evident that Gender Mainstreaming has been considered in the development of the team structure(s)?</p> <p>4. Are the activities and outputs gender responsive? Are the indicators and targets gender disaggregated where relevant?</p>
12	Environmental Protection	3	Does the proposal outline what environmental protection guidelines and principles the organisation follows and demonstrate how these principles will be mainstreamed throughout the project cycle.
13	Health and Safety	3	Are health and safety considerations clearly described with a sound risk mitigation plan (in terms of planned assessments, provision of training and equipment)?
14	Other cross-cutting issues	3	Does the applicant present other relevant issues, clearly describing how the project will address or contribute to them?
Total max points		16	
Component 5: Implementation Plan			
15	Implementation Plan	5	<p>1. Are all the activities from the Logical Framework reflected in the Implementation Plan?</p> <p>2. Is the Implementation Plan feasible and sufficiently detailed?</p> <p>3. Does the proposed activity period and schedule of implementation represent most</p>

			<p>efficient use of the resources? Look for:</p> <ul style="list-style-type: none"> i. Unnecessarily long project implementation periods, resulting in undue expenditure in recurrent costs ii. Unrealistically short project implementation periods, with high potential for project revisions and extensions
Total max points		5	
Component 6: Monitoring, Quality and Project Management Systems			
16	Monitoring	6	<ol style="list-style-type: none"> 1. Applicants should complete the given "Indicator Monitoring Plan" template in CFP Annex A, Appendix 4, and identify how they will carry out the monitoring of project activities. 2. Are the tools proposed to measure the indicators appropriate? 3. Is the frequency of data collection sufficient to meet UNOPS PSC reporting requirements? 4. Will data be adequately and appropriately disaggregated?
17	Quality & Project Management	5	<ol style="list-style-type: none"> 1. The proposal demonstrates a sound approach to quality management, including evidence of a working internal quality management system with SOPs that benchmark quality standards 2. The proposal explains how the project's progress towards agreed targets will be continually reviewed, how underperformance will be assessed and course correction pursued.
Total max points		11	

Component 7: Risks to Successful Implementation			
18	Risk identification and mitigation	6	Does the proposal identify risks, across key categories (including finance, stakeholders, operations, people)? Does the proposal provide appropriate risk rating and adequate responses to mitigate the risk likelihood and/or impact?
Total max points		6	
	OVERALL TECHNICAL TOTAL	100	70 Points = 70% Threshold

STAGE 3: FINANCIAL EVALUATION

Component 8: Grant Budget Breakdown, justifications, and Assumptions

The Financial Proposal will only be opened for grant applicants that achieve the minimum threshold score of 70/100 points for the Technical Proposal. Technical Proposals that score above this threshold shall be checked for any arithmetic errors in computation and summation.

- 1. Total Cost (25 points):** A maximum of 25 points will be allocated to the Financial Proposal with the lowest price. Financial Proposals from other substantially compliant grant applicants will be scored according to the following formula:

Points for the Financial Proposal being evaluated =

$$\frac{25 \times [\text{Lowest price}]}{[\text{Price of proposal being evaluated}]}$$

Example: The maximum number of points for the Total Cost is 25. Applicant A's price is the lowest at \$10.00. Applicant A receives 25 points.

Applicant B's price is \$20.00. Applicant B receives $(25 \times \$10.00) / \$20.00 = 12.5$ points

- 2. Budget Justification (5 points):**
 - 2.1.** Sufficient narrative in comments/justification column of the Grant Budget Template explaining budget lines and lump sums and realistic unit costs
 - 2.2.** Sufficient narrative explaining the appropriate allocation of funds between budget categories; and the budget assumptions made.

Section 6: UNOPS Grant Support Agreement and General Conditions

The UNOPS Standard Grant Support Agreement (GSA) containing UNOPS General Conditions for Grant Support Agreements (Annex D of the **UNOPS Grant Support Agreement template**) is herewith attached as CFP Annex C. The GSA constitutes an integral part of this CFP as it is mandatory to accept this agreement with its General Conditions before submitting a proposal.