PROPOSAL

General Instructions and information on filling in the **Proposal (Annex A)**:

* *Please use exclusively this form for the project proposal, any other format will not be taken into consideration.*
* *Please use only typewritten form with the font and size as in the template.*
* *Please use English language in filling in all sections.*
* *Please fill in all the sections, paying attention to the ones that are valid only in the case of applications in partnerships.*
* *In case of submission of project proposals with no Partners and/or Associated partners, related sections (Section 7) might be deleted.*
* *Please mind the sections that need signatures/seal within this form (such as section 9,10 and 11).*
* *Please read carefully the instructions in italic under each section and you might delete them by the completion of all sections.*
* *Please refer to footnotes with specific explanations in several sections of this form.*
* *Please ensure that this Annex overall is not longer than 45 pages.*
* *Please save an editable version of this Annex (Ms. Word) as well as a PDF one.*
* *Please sign and seal all pages of this Annex before submitting the application.*
* *All sections of this Annex are related to the criterias against the ones the technical evaluation will be based on. Failure to provide the requested information in any of the sections will result in the scoring of the respective criteria from the evaluation committee*

# Section 1: Applicant’s (and partnership if applicable) information

|  |  |
| --- | --- |
| **CFP reference no.** | **ALB/EC/22644/CFP 05-2024** |
| **Name of the applicant** |  |
| **Name of the Partner**  **(if applicable)** |  |
| **Name of the Associated Partner (if applicable)** |  |
| **Title of the Project Proposal** |  |
| **Indicate which of the two main themes as per the CFP (section 1.4) is this project contributing to.** |  |
| **Submission date** | **, 2024** |

## Background of applicant *(or lead applicant for applications in Partnership)*

| **Full legal name of the applicant** |  |
| --- | --- |
| **Year the entity was established** |  |
| **Address of registered office** |  |
| **Name of applicant legal representative** |  |

## UNGM registration and UNOPS vendors

|  |  |
| --- | --- |
| **Are you registered in the UNGM[[1]](#footnote-1)?** | Select answer |
| If “Yes”, provide the UNGM vendor number and ensure that the information in the UNGM is current |  |
| **Are you a UNOPS vendor?** | Select answer |

## Contact information

Provide the contact information and signature(s) of person(s) that UNOPS may contact for any requests for clarification during proposal evaluation.

**NOTE:** This person must be available to respond during the 6 months following the receipt of the proposal.

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Telephone/mobile (direct)** |  |
| **Email (direct)** |  |

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# Section 2: Past experience

*Please list all similar projects* ***during the last 5 years****, as well as all ongoing agreements.*

## Similar projects implemented by the applicant/lead applicant during the last 5 years

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Project title** | **Main field of intervention** | **Donor** | **Location[[2]](#footnote-2)** | **Project time frame[[3]](#footnote-3)** | **Role in the project[[4]](#footnote-4)** | **Grant amount in USD[[5]](#footnote-5)** |
|  |  |  |  |  |  | Lead/ Partner |  |
|  |  |  |  |  |  | Lead/ Partner |  |
|  |  |  |  |  |  | Lead/ Partner |  |

## All ongoing projects currently being implemented by the applicant/lead applicant

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Project title** | **Main field of intervention** | **Donor** | **Location** | **Project time frame** | **Role in the project** | **Grant amount in USD** |
|  |  |  |  |  |  | Lead/ Partner |  |
|  |  |  |  |  |  | Lead/ Partner |  |
|  |  |  |  |  |  | Lead/ Partner |  |

## Only if the application is in partnership - Please list 3 similar projects of the partner in the last 5 years *(for applications form single entities, this section might be deleted)*

## 

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Project title** | **Main field of intervention** | **Donor** | **Location** | **Project time frame** | **Role in the project** | **Grant amount in USD** |
|  |  |  |  |  |  | Lead/ Partner |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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# Section 3: Approach and methodology of the project proposal

*Please refer to* ***CFP Document****, Section 2.1 in the Call for Proposal before filling this section. This section should explain the proposed project idea, its full methodology and how it meets or exceeds the identified requirements. Please explain here all relevant elements of the project proposal including but not limited to:*

* *Description of the applicant*
* *Background, need assessment and scope*
* *Themes(s) of the call for proposal tackled by this project proposal*
* *Relevance*
* *Results (short and long terms ones)*
* *Methodology*
* *Deliverables and activities*
* *Target group*
* *Stakeholder’s engagement*
* *Partnership (if applicable)*
* *Risk management*
* *Outreach and Communication*
* *Considerations related how the project proposal addressed the cross-cutting related themes of this Call for Proposal (focus on employment opportunities, sustainability, inclusiveness and integration of GESI actions, collaboration of different actors of cultural heritage) but also health and safety, and PSEA.*

*Kindly note that this section of the proposal will be evaluated during the technical evaluation of the proposal in the relevant sub-criteria within: Applicant’s capacity, expertise and experience and proposed methodology, approach and implementation plan as described in Section 3.2 Technical Evaluation of the Call for Proposal.*

# Section 4: Implementation Plan

*Complete information in the following table while considering Section 2.2 of this Call for Proposal. Identify the relevant outputs and activities, the responsible positions and organizations, and the sequence and timing for the delivery of all activities of the project proposal. If necessary, rows and tables of outputs can be added. However, considering the expected size and scope of projects to be funded under this Call for Proposals, it is recommended to limit the number of outputs to those directly and immediately related to the main theme and respective activities.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Output[[6]](#footnote-6) no 1: | | | | | | | | | | | | |
| **Activity Name** | **Responsible position[[7]](#footnote-7) and organization[[8]](#footnote-8)** | **Schedule and duration of the activity in months[[9]](#footnote-9)** | | | | | | | | | | |
| **1[[10]](#footnote-10)** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** |
| **1.1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.3** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Output no 2:** | | | | | | | | | | | | |
| **Activity** | **Responsible position and organization** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** |
| **2.1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.3** |  |  |  |  |  |  |  |  |  |  |  |  |

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# Section 5: Monitoring and Data Collection Plan

*Complete the following table with the details noted for each outcome and output. The monitoring and data collection plan should include information on how the applicant will track the progress and measure the achievement of results. Please refer to explanations on general requirements given in section 2.3 of the Call for Proposal. You may add rows if necessary in the table. Further explanations and examples on the components of the monitoring and data collection plan are provided below:*

***Outcome****: Please indicate in the respective box the targeted medium-term results and effects of intervention outputs of the proposed project.*

***Outputs****: Please indicate in the respective box the results to be achieved within the project period, usually immediately after implementing specific activities. These outcomes may represent products, goods and services that result directly from the project implementation. Outputs can also represent changes in skills/abilities/capacities of individuals or institutions, directly benefiting from the project activities.*

***Baseline****: Please fill in the respective box with current available data or reference level for the related indicator. The baseline should refer to initial conditions or the situation before this proposed project. The information in this column will serve as a starting point for measuring the level of change introduced in the targeted indicator.*

***Indicators****: Please clearly state the respective indicators for each output/outcome to be used for monitoring progress and final achievement of the results. Both quantitative and qualitative indicators could be used as per the nature of the related output/outcome. Aim for realistic and technically sound indicators that have potential to measure the respective level of results. Please pay attention to GESI-responsive indicators as per the examples below. Include target indicators expected directly from the activities of the project proposal. While defining the indicators of your project proposal, please consider their interconnection with the overall expected results of this Call for Proposal and its potential indicators. Some examples follow below:*

* *number of job opportunities created in the related field (disaggregated in the expected % of opportunities for youth, women, disadvantaged community members, people with disabilities etc.)*
* *new business/start-up established as the result of the project (disaggregated in the expected % of business/startups led by youth, women, disadvantaged community members etc.).*
* *number of direct beneficiaries for each activity (specify the nature of activity and the related target group such as community members, artisans, CCOs, institutions etc.). Then, in disaggregation, note the % expected for youth or other ages, women, disadvantaged community members, people with disabilities etc.*
* *feedback from direct beneficiaries and community members regarding the impact of activities of the project.*
* *number of capacity-building programs, (disaggregated in % target for women, youth, and minorities etc.) to enhance their skills in producing products, tourism management, and entrepreneurship etc. related to cultural heritage.*
* *perception indicators on the level of skills and knowledge acquisition in related capacity-building programs.*
* *number of events (specify their nature, such as open to public, targeted audience, high level etc.)*
* *number of attendees in events noting direct target groups in terms of categories such as community, institutions, artisans or other CCOs, private sector, tourists etc. (disaggregated in expected distribution of attendees in terms of age, women, disadvantaged community members, people with disabilities etc).*
* *perception of the effectiveness of events/activities/products in raising awareness about cultural heritage.*
* *number of cultural heritage related products produced in related activities (specifying their nature as tangible ones, digital, promotional etc.). Then disaggregated into % of women, youth, ethnic minorities etc., involved in the design, production, and promotion of these products.*
* *feedback and satisfaction levels from tourists or other actors regarding the quality of the tourism products produced or the effectiveness of promotional activities.*
* *number of community-driven initiatives aimed at identifying and promoting traditional crafts, cultural performances, and other income-generating activities that benefit communities around EU4 Culture sites, specifically marginalized groups, etc.*

***Means of Verification****: Please include in the respective box all relevant applicable means of verification such as: official statistics, analysis, study reports, surveys, questionnaires, interview, evaluations (including pre and post ones), Focus Group Discussions, minutes of meetings, publications, analytics, handovers as well as administrative records such as participants lists, etc.*

***Frequency of data collection:*** *Please include in the respective box what is the expected frequency of data collection for the indicator. E.g. monthly, after each activity, twice in the overall project lifetime etc.*

***Responsible position****: Please state in the respective box the position (not individual) and consider the relation of the information provided here with other sections of this document, such as sections 4, 6, and 7.*

***Disaggregation****: As noted in the examples above, please fill the respective box with % or respective number of distribution of indicators by: region (in cases the project area includes more than one municipality); age; gender; vulnerable groups, people with disabilities, ethnic minorities etc.*

Monitoring and Data Collection Plan

| **Outcome and Outputs** | **Baseline** | **Target Indicator** | **Means of Verification** | **Frequency of data collection** | **Responsible position** | **Disaggregation** |
| --- | --- | --- | --- | --- | --- | --- |
| **OUTCOME 1:** |  |  |  |  |  |  |
| **Output 1.1:** |  |  |  |  |  |  |
| **Output 1.2:** |  |  |  |  |  |  |
| **OUTCOME 2:** |  |  |  |  |  |  |
| **Output 2.1:** |  |  |  |  |  |  |
| **Output 2.2:** |  |  |  |  |  |  |

# Section 6: Proposed team structure

## Organizational chart of the project team

Please provide a simple visual representation of how the proposed team will be organized in terms of positions. Kindly include the foreseen **personnel and** **experts**. Please provide information within the visual representation on the relation of the proposed team with **the current overall structure of the applicant**. Please refer to the requirements on Section 2.4 Proposed Project Team, of the Call for Proposal for more details on the expected information in this section. Please do not use more than one page for this section.

## Brief description of roles of each team member of the project.

Please describe the roles and responsibilities of the members in the proposed team. Add rows as necessary.

|  |  |  |
| --- | --- | --- |
| **Role/Position[[11]](#footnote-11)** | **Description of responsibilities** | **Type of engagement[[12]](#footnote-12)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Governance mechanism

Please describe if there are any governance mechanisms for implementation of this proposed project. Alternatively, describing governance mechanisms (oversight and decision-making structures / mechanism, policies on management, administration and finance, recruiting, ethics, PSEA etc.) **at the organizational level of the applicant,** will ensure effective management and achievement of the results.

# Section 7: Key personnel and experts of the proposed team of the project

Please list the key personnel as well as experts of the proposed team as stated in the previous section including all necessary elements as noted in the table. Fill this section with information **on the individuals identified and agreed to be part of the team**. The relevant subsequent sections No. 8 and 9 need to be duly filled and/or signed for the individuals noted in this section. Although it is not obligatory that all the key personnel are identified in the proposal stage, it is highly recommended to have identified most of the team members and agreed engagement. The related information will allow scoring in the specific areas as noted in section 3.2 of the Call for Proposals.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Position** | **Name and Surname** | **Main Qualification relevant to the position** | **Years of relevant experience** | **Currently engaged within the applicant[[13]](#footnote-13)** |
| **1** |  |  |  |  | Yes/No |
| **2** |  |  |  |  | Yes/No |
| **3** |  |  |  |  | Yes/No |
| **4** |  |  |  |  | Yes/No |
| **5** |  |  |  |  | Yes/No |

# Section 8: Curriculum vitae of the Key Personnel and experts

Please provide the experience and qualifications for all key personnel and experts listed in the previous section 7,, add additional rows or tables as necessary

|  |  |  |
| --- | --- | --- |
| **Position** |  | |
| **Name of personnel/Expert** |  | |
| **Title** |  | |
| **Education/ qualifications[[14]](#footnote-14)**  College/university and other specialized education or qualifications of personnel. | Degree/qualification: |  |
| Degree/qualification: |  |
| **Professional certifications[[15]](#footnote-15)**  Professional certifications relevant to the scope of services. (if applicable) | Title of Certification:  Name of institution:  Date of certification |  |
| Title of Certification:  Name of institution:  Date of certification |  |
| **Experience**  Please fill only the relevant experience related to the position. Briefly note the main activities / responsibilities.  Add rows as necessary. | Position title:  Employer:  Period of engagement:  Location:  Main Activities/ responsibilities: |  |
| Position title:  Employer:  Period of engagement:  Location:  Main Activities/ responsibilities: |  |
| Position title:  Employer:  Period of engagement:  Location:  Main Activities/ responsibilities: |  |
| **References**  Provide the names, addresses, phone and email contact information for two (2) references. | Name and contact information: |  |
| Name and contact information: |  |

Please note that the key personnel of the proposed project is evaluated as per the specific technical evaluation criteria in section 3.2 of the Call for Proposal. Missing information in this section on the proposed project team will directly impact the scoring of the related section.

# Section 9: Statement of exclusivity and availability of the project team

Please complete and sign the following statement of exclusivity and availability for each key personnel and experts noted in section 7.

I, the undersigned, hereby declare that I agree to participate exclusively with the applicant [*insert applicant name*] in the grant/funding with reference no. ALB/EC/22644/CFP 05-2024. I further declare that I am able and willing to work for the period(s) foreseen for the position for which I have been included in this proposal, in the event that this proposal is successful, namely:

|  |  |
| --- | --- |
| **From** | **To** |
| [start of period 1] | [end of period 1] |
| [start of period 2] | [end of period 2] |
| [etc.] | [etc.] |

I confirm that I am not engaged with any other projects in a position that will require my services during the time periods in which my services are required under this proposal.

By making this declaration, **I understand that I am not allowed to present myself as a candidate to any other applicant submitting a proposal in this grant/funding process**. I am fully aware that if I do so, I will be excluded from this grant/funding process, the proposals in which I am a candidate may be rejected, and I may also be subject to exclusion from other agreements with UNOPS.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill health or force majeure, I may be subject to exclusion from other agreements with UNOPS, and any grant/funding agreement issued to the applicant.

|  |  |
| --- | --- |
| **Name:** |  |
| **Title:** |  |
| **Date:** | **, 2024** |
| **Signature:[[16]](#footnote-16)** |  |

# Section 10: Partnerships and Associated Partners of the project proposal

**This section should only be completed in case the application is submitted in Partnerships and/or including Associated Partners. The applications from single entities do not need to fill this section.**

|  |  |
| --- | --- |
| **Partnerships and Associated Partners** | |
| Names of each **Partner[[17]](#footnote-17)** and contact information(address, telephone numbers, fax numbers, email address)  (if not applicable, might be deleted) |  |
| Proposed responsibilities / activities of the **Partner** with brief explanation on the role to be performed.  (if not applicable, might be deleted) |  |
| Names of each[[18]](#footnote-18) **Associated Partner** and contact information (address, telephone numbers, fax numbers, email address)  (if not applicable, might be deleted) |  |
| Proposed role or contribution of the **Associated Partne**r with brief explanation on the role to be performed.  (if not applicable, might be deleted) |  |
| Name of **lead applicant** - accountable party in the event an Agreement is awarded) |  |

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## Signatures[[19]](#footnote-19) of all Partners and Associated Partners and the lead applicant of the project proposal

We hereby confirm that if the project proposal is selected for the grant/funding, the lead applicant will be liable to UNOPS for the fulfillment of the provisions of the potential future Grant Support Agreement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Partner:** |  |  | **Name of the Associated Partner:** |  |
| **Date:** | **, 2024** |  | **Date:** | **, 2024** |
| **Name of Legal Representative** |  |  | **Name of Legal Representative** |  |
| **Signature and Seal** |  |  | **Signature and Seal** |  |

|  |  |
| --- | --- |
| **Name of the Lead Applicant:** |  |
| **Date:** | **, 2024** |
| **Name of Legal Representative** |  |
| **Signature and Seal** |  |

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# Section 11: Statement of availability of the applicant

Please complete and sign the following statement of availability from the applicant.

I, [*insert legal representative of the applicant name*] the undersigned, as legal representative of [*insert applicant name*], hereby declare that this application for grant/funding with reference no. ALB/EC/22644/CFP 05-2024 remains valid for a potential agreement to be signed within 31.12.2024.

I confirm that the applicant [*insert applicant name*], is willing and takes responsibility to implement the related project, in case awarded within the timeline noted in this application and as per the requirements forecasted in the Call for Proposal.

I am fully aware that if the applicant, [*insert applicant name*], will not commit to this statement of availability, it may be subject to exclusion from other agreements with UNOPS.

|  |  |
| --- | --- |
| **Name:** |  |
| **Title:** |  |
| **Date:** | **, 2024** |
| **Signature and seal:[[20]](#footnote-20)** |  |

1. The applicants selected to receive the grant/funding, shall register on the UNGM website before signing the Grant Support Agreement [↑](#footnote-ref-1)
2. Administrative territory and country [↑](#footnote-ref-2)
3. Please insert the starting and ending **month and year** of the project. [↑](#footnote-ref-3)
4. Please select between a Lead or Partner role. [↑](#footnote-ref-4)
5. In case of a Partner role, please fill in this column with the dedicated budget as a partner, not the overall project budget. The figures in USD may be approximate. [↑](#footnote-ref-5)
6. Results achieved within the project period, usually immediately after implementing specific activities. They represent products, goods and services which result directly from project implementation. Outputs can also represent changes in skills/abilities/capacities of individuals or institutions, directly benefiting from the project activities. [↑](#footnote-ref-6)
7. Please state here the position (not an individual name). The information included in this table should be in line with the one included in other relevant sections of this document, e.g. sections 5, 6 and 7. [↑](#footnote-ref-7)
8. In cases of applications in partnership, it is particularly important to state the responsible entity for each activity. [↑](#footnote-ref-8)
9. The maximum allowed duration of the Call for Proposal is 11 months. [↑](#footnote-ref-9)
10. As per section 1.18 of the Call for Proposal, Month 1 is expected to indicatively correspond to December 2024 [↑](#footnote-ref-10)
11. Please state here the position (not an individual name) and consider the relation of the information provided here with other sections of this document, such as sections 4, 5, and 7. Include here staff/personnel and consultants/experts. [↑](#footnote-ref-11)
12. Please use only one of these three categories: 1. Permanent Personnel (full time), 2. Permanent Personnel (part time) and 3. Temporary Expert. [↑](#footnote-ref-12)
13. Please note in this column if the individual is currently engaged with the applicant as an employee/personnel or as an external expert. [↑](#footnote-ref-13)
14. Please include the ones relevant to the related position. [↑](#footnote-ref-14)
15. Please include the ones relevant to the related position. [↑](#footnote-ref-15)
16. All statements of Statement of exclusivity and availability within this section must be signed when delivered in the application. [↑](#footnote-ref-16)
17. In case of more than one, please add additional rows. [↑](#footnote-ref-17)
18. In case of more than one, please add additional rows. [↑](#footnote-ref-18)
19. Table for signatures could be added as per the number of Partners/ Associated Partners [↑](#footnote-ref-19)
20. All statements of Statement of exclusivity and availability within this section must be signed when delivered in the application. [↑](#footnote-ref-20)