**Instructions:** Proposals should be submitted on the applicant’s letterhead using the text provided below. Please delete this text before submitting.

**PROPOSAL TO RESPOND TO UNITAR GRANT NOTICE**

We, the undersigned, hereby propose the following activities and deliverables to UNITAR in conformity with the requirements defined in the Grant notice with reference [insert notice reference], and all of its attachments, as well as the provisions of the Overview of Competitive Selection of Grants to Implementing Partners [Link]:

**Proposed name/title of the activity:**

**Proposed period of delivery:** From [Month/Year] to [Month/Year]

**Part I: About the applicant**

**Applicant organization’s name:**

**Type of organization (e.g. government agency, non-governmental, university, etc.):**

**Contact person (name, title):**

**Address:**

**Telephone:**

**E-mail:**

**Name of partner organization(s) that will join in the delivery of the activity (if any):**

**Summary statement on applicant’s qualifications**

*In this box, the applicant must describe and explain how and why it is the best entity that can deliver the requirements in the Grant notice. The description should include the applicant’s technical and managerial capacity and a description of similar work that it has undertaken.*

**Key personnel of the applicant**

*In this box, list the names and qualifications of key personnel that will perform functions and indicate who is the team leader, supporting team members and the members’ gender.*

**Description of other partners (or sub-contractors) joining the activity**

*The applicant must list any partner/subcontractor that will contribute to the activity and describe the role and percentage of work that the partner/subcontractor will perform in contributing to the deliverables. If there are no partners/ subcontractors, this section may be left empty.*

**Part II: Technical description**

1. **Introduction**

|  |
| --- |
| *The applicant must summarize its understanding of the work to be performed in the Grant notice.* |

1. **Proposed approach/methodology**

|  |
| --- |
| *The applicant must describe its approach to achieving results and why its approach is likely to yield more effective and efficient results than alternative approaches. The applicant should also provide monitoring and reporting conditions and quality assurance mechanisms that will be put in place, and explain how the proposed approach will be appropriate to the local conditions and context where the work is to be performed (including gender-based considerations).* |

1. **Results and delivery schedule**

|  |
| --- |
| *The applicant must describe the results that its work will produce with a summary of performance metrics at output and outcome levels, as well as provide a delivery schedule for activities and results.*  |

1. **Risk management**

|  |
| --- |
| *The applicant must describe possible risks and the likelihood of them impacting the activity and deliverables, as well as risk mitigation measures.*  |

1. **Other comments**

|  |
| --- |
| *Use this space to include other comments that may be of use to help UNITAR assess the application.*  |

**Part III Financial proposal and breakdown**

1. **Cost breakdown per deliverable *[add/delete rows as needed]*:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Deliverables** | **Percentage of Total Cost** | **Cost (in USD)*****(Lump Sum, all inclusive)*** |
| 1 |  |  |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |  |  |
| 6 |  |
| 7 |  |
| 8 |  |  |  |
|  | Total  | 100% |  |

1. **Cost Breakdown by cost component *[add/delete rows and adjust line items as necessary]*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time (USD)** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate (USD)** |
| **I. Personnel Services**  |  |  |  |  |
| 1 [Describe role here] |  |  |  |  |
| 2 [Describe role here] |  |  |  |  |
| 3 [Describe role here] |  |  |  |  |
| 4 [Describe role here] |  |  |  |  |
| (…add, if any) |  |  |  |  |
|  |  |  |  |  |
| **II. Other costs** |  |  |  |  |
| 1. Travel Costs |  |  |  |  |
| 2. Daily Allowance |  |  |  |  |
| 3. Communications |  |  |  |  |
| 4. Printing |  |  |  |  |
| 5. Equipment lease |  |  |  |  |
| 6. Others |  |  |  |  |
| **III. Other related costs** |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

The financial proposal will remain valid for six months from the end of the delivery period specified on page 1.

It is understood that the merits of this proposal will be assessed according to criteria outlined in the Grant notice and that UNITAR reserves the right to accept any or none of the applications submitted. It is understood that if selected**, [insert name of applicant]** will be required to provide UNITAR with evidence of legal capacity, financial soundness and other documents as part of UNITAR’s due diligence exercise.

*[Name and signature of the applicant’s authorized person]*

*[Title]*

*[Date]*