

## Grants to Implementing Partners

### Summary of Competitive Selection Requirements and Process

#### Introduction

Implementing partners (IPs) are entities entrusted to deliver results in the form of grants. Grants are cash transfers to support the costed activities to achieve planned results and contribute to project or programme objectives. IPs are fully responsible and accountable for the effective use of the resources transferred by UNITAR for the delivery of project outputs. Grants to implementing partners are governed by the [Policy Guidelines for Agreements with Implementing Partners](#).

#### Eligibility

The following entities are eligible to apply for grants:

- Government agencies,
- Foundations (except corporate foundations and foundations that are directly funded and/or governed by business),
- Non-governmental or civil society organizations,
- United Nations entities and other international organizations, and
- Universities and other academic bodies.

IPs must:

- have legal capacity,
- be able to legally operate at the location where work is to be performed, and
- be considered as instrumental in helping UNITAR achieve the planned results of the agreement between UNITAR and a donor or realizing other strategic or programmatic objectives of UNITAR.

Grants are not issued to individuals.

#### Exclusion criteria

Grants are not be awarded to entities that:

- are listed on the United Nations Security Council Consolidated List <https://scsanctions.un.org/consolidated/>,
- have been reported as having committed, or are under investigation for alleged, fraud or misconduct,
- provide false information under a grant application,
- are in default of obligations or evaluated by UNITAR as having performed unsatisfactory under past agreements,
- have received an overall high-risk rating in the due diligence assessment,
- are engaged for the sole purpose of performing procurement services or when consultancy is determined to be the more appropriate form of contracting, or
- have an active agreement with UNITAR under the same Main Agreement of the proposed grant.

The list above is without prejudice to any other exclusionary factors discovered at any time, that could jeopardize the successful implementation of the project, at UNITAR's discretion.

## Process, selection criteria and decision-making

- Grant opportunities are announced on a rolling basis on the UNITAR website and other selected media based on project requirements. Grant opportunities are announced for a period of three weeks. Any amendments to the grant notice will be announced publically through the same media.
- Entities wishing to apply for a Grant (applicant) are required to submit an application comprised of the following documents:
  - [a signed declaration of honour;](#)
  - [a signed proposal responding to the specification or terms of reference \(ToR\);](#)
- Applications must be received by 24:00 European Central Time on the date of the deadline. Submissions shall be sent to the Partnerships and Resource Mobilization Unit (PRMU) ([grants@unitar.org](mailto:grants@unitar.org) or by fax at +41 22 917 8047).
- Only complete applications using the required forms and received by the deadline will be assessed.
- Applications will be received and managed by PRMU and assessed by three representatives, comprising the Programme Unit issuing the call, PRMU and another UNITAR Programme Unit from another division.
- A short list will be draw up of preferably three applicants. The criteria for selection include: compliance with specifications/ToR, technical quality, delivery schedule and price. Technical proposals shall be rated in accordance with the specifications/ToR, and the results of the assessment recorded.
- Only shortlisted applicants will be informed on the outcome of their application. Shortlisted applicants will be informed prior to the award being announced.
- UNITAR reserves the right to fund any, or none, of the applications submitted.

## Due diligence

A due diligence assessment (DDA) will be performed on the selected shortlisted applicant, who will be required to provide information to enable UNITAR to complete the DDA. The DDA will include four pillars: governance and control, ability to deliver, financial stability and monitoring.

Entities which successfully meet the criteria will be awarded a contract using the [UNITAR model agreement for implementing partners](#). In some cases, UNITAR may require controls of the selected applicant to be strengthened prior to entering into contract and awarding the Grant.

## UNITAR Rules and Policies

Grants are subject to the [UNITAR Policy Guidelines for Agreements with Implementing Partners](#). Grants may not be used for IP profit.

IPs shall be subject to the provisions of the contract with UNITAR.

IPs are subject to the [UNITAR Anti-Fraud and Anti-Corruption Policy](#) as well as the [Code of Conduct](#) to Prevent Harassment, including Sexual Harassment, at UN System Events.

IPs delivering training-related outputs are required to adhere to the UNITAR [Quality Assurance Framework for learning-related events](#).

Grants which contribute to projects in which an independent evaluation is mandated will be assessed as part of the evaluation.

The rules and policies above are subject to modification in accordance with the further development of those texts.

### **Conflict of interest**

UNITAR takes all necessary precautions to avoid conflicts of interest and corrupt practices. To this end, the selected applicant shall maintain standards of conduct that govern the performance of its staff, including the prohibition of conflicts of interest and corrupt practices in connection with the Grant.

### **Transparency and data protection**

UNITAR will publish the name of the selected applicant receiving the Grant, the purpose of the Grant, the country where the work is to be performed and the amount of the award. This information will be published on the UNITAR website for the duration of the grant or one year, whichever is greater. This requirement may be waived in the event the purpose of the Grant is deemed to be confidential or if publishing the name or location of the Grant may expose the selected Applicant to threats or security concerns.

UNITAR will retain documents of the selected Applicant, including but not necessarily limited to its Application, due diligence assessment, Grant agreement, narrative reports, financial reports, etc., for a period of seven years in accordance with applicable policy, or as the policy may be modified from time to time, after which UNITAR will destroy such documents.

Grant applications including any personal data of unsuccessful applicants will be destroyed.

**Enquiries:** [grants@unitar.org](mailto:grants@unitar.org)