CALL FOR PROPOSALS

Survey, Clearance and Explosive Ordnance Risk Education in Ar-Raqqa and Deir Ez-Zor, Syria

CFP Reference No. UNOPS/FO/2026/106

CFP document issue date 13 October 2026

1.PARTICULARS

1.1. UNOPS Project Objective(s)

This project will enable affected communities, displaced populations, returnees and humanitarian and early recovery actors to safely access land and services in Ar-Raqqa and Deir Ez-Zor by reducing explosive ordnance (EO) risks through survey, clearance/land release, EO Disposal (EOD) response, Explosive Ordnance Risk Education (EORE), community liaison and associated information and quality management.

1.2. Background, rationale and objectives of the Grant

EO contamination remains a serious threat to civilians, returnees, displaced populations and humanitarian and early recovery actors in Syria. Landmines, unexploded ordnance, abandoned explosive ordnance and other hazards restrict movement, prevent safe use of agricultural and residential land, and obstruct delivery of assistance and recovery interventions.

In Ar-Raqqa and Deir Ez-Zor, EO contamination affects agricultural areas, villages, access routes, irrigation corridors, grazing areas, damaged infrastructure and other locations prioritised through humanitarian and early recovery needs. The grant will support survey and clearance in support of food security, agricultural rehabilitation, urban renewal, livelihoods, durable solutions and safe access to services.

This Call For Proposals (CFP) seeks an accredited non-governmental mine action organisation registered and authorised to operate in Syria to deliver survey, clearance/land release and EORE activities in close coordination with UNMAS, the Syria National Mine Action Sector (S-NMAC), the Mine Action Sector, relevant authorities, UN Agencies, Funds and Programmes and other stakeholders.

1.3. Targeted impact of the grant

The grant will contribute to the safe delivery of aid, services and projects by humanitarian and delivery actors, to the safe access of civilians to livelihood, aid and services and to the informed, coordinated mine action response in the two governorates. The implementing partner shall contribute to this outcome through the outputs below.

- Survey and clearance and EOD spot tasks conducted in priority areas supporting returns, livelihood, agricultural and urban rehabilitation including essential services, durable solutions and humanitarian access.
- EO items removed or safely disposed of and hazardous areas addressed through appropriate land release measures.
- Humanitarian, early recovery, rehabilitation and rubble-removal workers provided with EO risk education.
- Affected communities provided with targeted, inclusive and gender-, age-, disability- and diversity-responsive EORE.
- Survey conducted in priority areas supporting the mapping of contamination, informing future mine action response and supporting humanitarian and recovery projects.

1.4. Scope of the grant

In adherence with all relevant International Mine Action Standards (IMAS) and National Mine Action Standards (NMAS) that may become effective in the course of the grant, and subject to external quality management by UNMAS/UNOPS and the S-NMAC, the implementing partner will be responsible for the delivery of the following activities in the governorates of Ar-Raqqa and Deir Ez Zor.

1.4.1 Survey and clearance prioritisation

The grantee shall identify areas for survey and clearance in coordination with UNMAS, the S-NMAC, relevant local coordination mechanisms and communities. In Ar-Raqqa governorate, the outputs of this grant shall prioritise the release of identified hazardous areas to support agricultural and urban rehabilitation, livelihoods, durable solutions and rubble-removal activities. The grantee shall prioritise in-situ demolition of EO. No bulk demolition is expected. In Deir Ez Zor governorate, the outputs of this grant shall prioritise the mapping of contamination.

1.4.2 Releasing identified hazardous areas

The grantee shall deploy accredited teams to conduct clearance, EOD spot tasks. This can include cancellation and reduction. The grantee shall ensure the actual disposal of EO.

1.4.3 Mapping the EO contamination

The grantee shall deploy accredited teams to conduct NTS. In Deir Ez Zor governorate. NTS is expected to be conducted along and outside the Euphrates valley.

1.4.4 Explosive Ordnance Risk Education (EORE)

The grantee shall provide tailored interpersonal EORE to at-risk communities and to humanitarian and recovery workers. It shall conduct pre- and post-test assessments to measure knowledge improvement..

1.4.5 Enabling Functions

Community liaison shall ensure community involvement and awareness at prioritised intervention areas, support collection of contamination information, explain operations, gather feedback, identify victims and support safe reporting and referral.

Information Management (IM)

The grantee shall report to UNMAS and the S-NMAC to reflect surveyed, cleared and/or released area status, share verified data with key stakeholders, and contribute to Mine Action information products and tools made available to humanitarian and reconstruction actors. The grantee shall maintain complete records and submit timely reports and information products.

Quality management

The grantee shall conduct regular internal QA/QC, and implement corrective actions. The grantee will be subject to external quality management, including on-site accreditation and monitoring visits conducted, jointly or not, by UNMAS and the S-NMAC.

Coordination and tasking

To prioritise and deconflict tasks, the grantee shall coordinate with UNMAS, S-NMAC, the MA Sector, UN Agencies, Funds and Programmes, relevant authorities and other operators including through participation to relevant coordination meetings. Tasking will be issued either by UNMAS or the S-NMAC.

1.5. Additional considerations

The following lessons from prior mine action programming in Syria and comparable contexts have guided the development of this CFP and should inform applicants' proposals:

Direct (Interpersonal) EORE Approaches

EORE teams should be gender-balanced and trained on gender, inclusion and PSEA. Sessions shall be adapted for children, women, farmers, older persons, persons with disabilities, displaced populations and marginalised groups.

Linkages with Victim Assistance (VA)

NTS, EORE and community-facing teams shall record information on EO victims and survivors encountered in the course of their tasks and share available service information through accessible referral pathways.

Access, Formal Authorizations, and Deployment

Applicants shall demonstrate early engagement with authorities, an access plan for both governorates, security and movement arrangements, and a method for adjusting priorities without compromising safety or quality.

Gender, Equality, Disability and Social Inclusion

Integrating Gender, Equality, Diversity and Social Inclusion (GEDSI) perspectives throughout project design, implementation, monitoring and evaluation is essential to ensure that mine action interventions are inclusive, effective, context-sensitive and responsive to the needs of affected populations. Women, men, girls and boys are affected differently by explosive ordnance contamination due to differing mobility patterns, roles, responsibilities, access to information, and participation in decision-making processes. Inclusive approaches therefore contribute to a more accurate understanding of contamination, community priorities and operational requirements, ultimately improving the relevance, effectiveness and sustainability of mine action outcomes.

UNOPS encourages implementing partners to mainstream GEDSI considerations across all aspects of programme delivery, including community engagement, NTS, risk education, victim assistance, recruitment, team composition, data collection and reporting. Particular attention should be given to ensuring meaningful participation of women and underrepresented groups in both operational and leadership roles, as well as the collection and analysis of sex- and age-disaggregated data to inform evidence-based decision-making.

Applicants are expected to demonstrate how GEDSI considerations will be integrated into project methodologies, staffing structures, monitoring frameworks and accountability mechanisms. Proposals should also outline measures to promote safe, respectful and inclusive working environments, including appropriate safeguarding, codes of conduct, gender-sensitive facilities and capacity-building of staff on GEDSI principles.

UNOPS further encourages partners to align their approaches with the UN Gender Guidelines for Mine Action Programmes and relevant Women, Peace and Security commitments, recognizing that gender-responsive and inclusive mine action contributes not only to operational effectiveness and access, but also to broader protection, recovery and stabilization objectives

Prevention of Sexual Exploitation and Abuse (PSEA)

In line with the UN 'Do No Harm' commitment and zero tolerance for Sexual Exploitation and Abuse, the implementing partner shall maintain PSEA standards, including a Code of Conduct, and safe reporting and referral pathways for PSEA-related concerns arising during project implementation.

Do No Harm

The grantee shall comply with PSEA, safeguarding, conflict sensitivity, beneficiary accountability and safe reporting requirements.

National Partnership for EORE Delivery

Partnerships with Syrian national NGOs and community-based organisations are encouraged for EORE and community liaison.

Engagement of EO Survivors as EORE Facilitators

EO survivors may be included as facilitators or community liaisons with informed consent, training, safeguarding, psychosocial support and dignified working conditions.

Access to explosive material for disposal of EO

Applicants shall describe disposal methods, access to material, procurement/import arrangements, authorisations, testing and contingencies.

1.6. Grant available

Total amount of Grant available:

The following table indicates the total amount of grant/funding available under this Call for Proposals.

Currency	Amount	Amount in words
USD	**1,470,000**	**One million four hundred seventy thousand.**

1.7. Grant duration

The expected duration of the grant/funding is:

YEAR(S)	**0**	**MONTH(S)**	**12**

Applicants should note that these dates may be subject to change depending on factors that include, but are not limited to number, quality, and value of the proposals received, which may affect the duration of the proposal evaluations and award stage.

1.8. Applicant eligibility

The following categories of applicants are eligible to apply under this Call for Proposals.

- **Non-Governmental mine action organizations registered to operate in the Syrian Arab Republic;**
- **Commercial mine action entities registered to operate in the Syrian Arab Republic; however, profit margins are strictly prohibited.**
- **Applicants must have received provisional desk accreditation from UNMAS Syria for NTS, EOD and EORE operations, or accreditation from the Syria National Mine Action Center;**
- **Applicants must have permission from the Syria National Mine Action Center to operate in Rural Damascus and Daraa Governorates;**
- **Applicants must adhere to PSEA standards, including a Code of Conduct, and support safe reporting and referral pathways for PSEA-related concerns arising during project implementation.**

The applicant shall not fall under any of the conditions listed in the **Instructions to Applicants**, Article 1, which makes the applicant ineligible for this grant/funding.

1.9. Equipment

Equipment purchases necessary to carry out the activities in this CFP are not to be charged directly to UNOPS in the grant financial proposal. 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 the reasonableness of cost in the proposal.

For grants, please refer to Annex 5, Section 7: "Special Conditions" of the Grant Support Agreement Template for information regarding Asset categories and purchase; and Annex 8, the "Grantee Procurement Plan and Asset Log Template" for information regarding Asset categories and purchase, and for details regarding the Useful Life of Assets, and depreciation calculations].

1.10. Communication and visibility

The Grantee will be expected to give visibility to the donor in the course of the implementation of the grant, including through the submission of case studies as per the UNOPS template. See below in Useful Guidance materials.

1.1 Sub-granting[1] and contracting[2]

Sub-granting and contracting are only permitted under this Call for Proposals as follows:

Sub-granting	Permissible
Contracting	Permissible

1.11. Grant Audit

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

The Applicant 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/funding for the prevention and detection of fraud, error and non-compliance with the Grant/funding vests with the Applicant.

It is mandatory to agree to an audit of the grant/funding as a condition for submitting an application in response to this CFP. therefore the applicant must budget for potential audit costs in their proposal. For further details on the scope of the audit and the responsibilities of each party, please refer to the UNOPS Grant Audit Terms of Reference (annex E)

1.12. Insurance Requirements

The Applicant 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/funding or for any personnel undertaking activities under this grant.

Except for any self-insurance program maintained by the selected Applicant and approved by UNOPS for purposes of fulfilling the Applicant's requirements for maintaining insurance under the

[1] Sub-grant is when an entity is selected by the implementing partner (IP) to implement activities on behalf of the IP and complies with the same principles as outlined in the UNOPS Operational Instruction on Grant Support.
[2] Contracting is done when an IP procures services, goods or works using the procurement procedures of the IP.

grant/funding, the selected Applicant 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 applicable Legal instrument, the selected Applicant 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 Applicant has taken out insurance in accordance with the requirements of the grant/funding.

UNOPS reserves the right, upon written notice to the Applicant, to obtain copies of any insurance policies or insurance program descriptions required to be maintained by the selected Applicant under the applicable Legal instrument. The selected Applicant shall promptly notify UNOPS concerning any cancellation or material change of insurance coverage required under the grant.

1.13. Preventing Sexual Exploitation, Abuse and Harassment, Harsh, or Inhumane Treatment

The selected Applicant shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its Personnel or any other persons engaged and controlled by Applicant 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 a person. In addition, the Applicant 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 Applicant's Personnel or any other person who may be engaged by the Applicant 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 Applicant's Personnel or other such person who may be engaged by Applicant to perform any activities under the Agreement.

Reference is also made to Article 11: "Harassment, Harsh, or Inhumane Treatment" of the United Nations Supplier Code of Conduct, which shall apply, mutatis mutandis, to all UNOPS PSC Applicants:

"*The UN expects its suppliers to create and maintain an environment that treats all employees with dignity and respect. The UN further expects that its suppliers, their parent, subsidiary, and affiliated entities, as well as any subcontractors, will neither use nor engage in, nor allow their employees or other persons engaged by them to use or engage in, any: threats of violence, verbal or psychological harassment or abuse, and/or sexual exploitation and abuse. Sexual exploitation and abuse violate universally recognized international legal norms and standards and have always been unacceptable behaviour and prohibited conduct for the UN.* ***Prior to entering into agreements with the UN, suppliers are informed of the standards of conduct with respect to the prohibition of sexual exploitation and abuse expected by the UN. Such standards include, but are not limited to, the prohibition of: (1) engaging in any sexual activity with any person under the age of 18, regardless of any laws of majority or consent, (2) exchanging any money, employment, goods, services, or other things of value, for sex, and/or (3) engaging in any sexual activity that is exploitive or degrading to any person. The UN expects its suppliers to take all appropriate measures to prohibit their employees or other persons engaged by the suppliers from engaging in sexual exploitation and abuse. The UN also expects its suppliers to create and maintain an environment that prevents sexual exploitation and abuse. United Nations contracts will contain provisions concerning a supplier's obligation to take appropriate measures to prevent sexual exploitation and abuse. The failure by a supplier to take preventive measures against sexual exploitation or abuse, to investigate allegations thereof, or to take corrective action***

when sexual exploitation or abuse has occurred, constitutes grounds for termination of any agreement with the United Nations. *Moreover, no harsh or inhumane treatment, coercion, or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment."*

Further to the above, if the Applicant does not have the internal capacity to conduct investigations on matters pertaining to Sexual Exploitation, Abuse, and Sexual Harassment, it must hire qualified investigators in close consultation with UNOPS. UNOPS reserves the right to assess the qualifications of the external investigators being proposed by the Applicant.

1.14. Content of Proposal Submissions

The Annex 1. Proposal and annexes listed below are relevant for applicants to document their compliance with the evaluation criteria:

- Annex 1. Proposal
- Annex 2. Instructions to the applicant
- Annex 3: Declarations
- Annex 4: Financial Proposal (Not attached, You can find the template of the Grant+)
- Annex 5: Grant Support Agreement
- Annex 6: PSEA self-assessment form
- Annex 7: Capacity Assessment questionnaire - Reference only. This form is applicable only for the applicant selected for the award
- Annex 8, the "Grantee Procurement Plan and Asset Log Template"
- **Annex E**. UNOPS Audit Terms of Reference

Applicants must carefully read and understand the requirements in this Call for Proposals and the **Instructions to Applicants** before completing the Proposal and Annexes.

Useful Guidance Materials:

A. Case Study Guidelines for Grantees (see Annex 9)

B. Understanding the Results Chain and Developing Logical Frameworks (see Annex 10)

C. The United Nations Mine Action Strategy 2019-2023

D. United Nations Gender Guidelines for Mine Action Programmes

E. United Nations Supplier Code of Conduct - Rev. 06, December 2017

1.15. Proposal Currency

The proposal budget shall be prepared in the following currency:

USD

1.16. Language of Proposals

All proposals, information, documents, and correspondence exchanged between UNOPS/UNMAS and the applicant shall be in **English**

1.17. **Proposal Submission**

The deadline for the submission of proposals is **12 November 2026**. Proposals shall be submitted using the following method:

Applicants must:

● Create their profile in Grant+: grantplus.unops.org

● Create their organization profile, and

● Apply to the funding opportunity within Grant+.

The application consists of:

- Entering basic information about the proposal
- Creating the financial proposal in the platform
- Creating the result framework in the platform
- Uploading the narrative proposal and other required documents per section 1.14 above

User guides and how-to videos are also available on the platform by clicking on the "Guidance" at the top right of the Grant+ landing page

In case of any technical issues or bugs regarding the use of the platform, applicants may contact UNOPS System Support by clicking on the "?" in the top right corner of the grantplus.unops.org, once registered on the platform."

Refer to Article 10, "Proposal Submission", of the **Instructions to Applicants** for details on the specific requirements for proposal submission.

Proposal Validity

Applicant organizations must agree to consider **their proposal valid from the time of submission for a period of the duration of the project,** without any changes made, should the project need to commence at a later date.

1.18. Expression of Interest N/A

1.19. **Type of Legal Instrumen**t

The applicable legal instrument(s) are identified hereunder.

Grant Support Agreement (Annex 5)

1.20. Contact Information

All correspondence, notifications, and requests for clarification in relation to this Call for Proposals shall be sent to:

Name	**Sumer Sulaiman**
Title	**Support Services Manager**
Email	**sumers@unops.org (Copy to prot@unops.org)**

1.21. Important Dates and Deadlines

The following tables provide the key dates and deadlines pertaining to this Call for Proposals.

	Date	Time	Timezone
Request for clarification	21 October 2026	12:00 pm	DAMASCUS
Submission of proposals	12 November 2026	12:00 pm	DAMASCUS
Expected agreement start date	1 December 2026	12:00 pm	DAMASCUS
Pre-bid conference	19 October 2026	10:00 am	DAMASCUS

2. REQUIREMENTS

2.1. Approach and methodology

The applicant shall propose a technically sound, feasible IMAS compliant approach.

The methodology shall demonstrate how all the following activities will be delivered in Ar-Raqqa and Deir Ez-Zor:

- Deploy survey and clearance teams.
- Conduct community liaison at prioritised intervention areas.
- Provide EO risk awareness to communities and rehabilitation and rubble-removal workers.
- Conduct regular quality assurance of ongoing operations.
- Collect sex-, age- and disability-disaggregated data on target beneficiaries and EO victims.
- Report activities and outputs to UNMAS and the S-NMAC to reflect surveyed, cleared and/or released area status.
- Participate in regular coordination meetings for joint planning and data sharing.
- Conduct tailored EORE and pre/post-test assessments to at-risk communities, humanitarian and early recovery personnel.
- Train EORE facilitators from humanitarian and early recovery actors.
- Provide focal point training to humanitarian and early recovery personnel to mainstream EORE in their activities.

The applicant shall demonstrate access to competent personnel, equipment, disposal resources, medical support, security arrangements, SOPs and Quality Management System.

Cross-Cutting Requirements

The following cross-cutting areas must be addressed in the proposal:

Safety, Security, and Duty of Care:

Applicable safety and security standards must be integrated within the project design and adhered to at all times. The selected implementing partner shall submit a Safety and Security Management Plan specific to Ar-Raqqa and Deir Ez-Zor Governorate. Applicants must demonstrate how team duty-of-care principles will be maintained, including visibility and communication tools and adequate secure transport.

Gender, Equity, Diversity and Social Inclusion (GEDSI):

Applicants must demonstrate how gender and socially inclusive mine action approaches will be applied across planning, delivery, and monitoring — including inclusive risk education, equitable participation in community consultations, and measures to reduce barriers to participation. Teams must include gender-balanced representation in community-facing roles. GEDSI integration will be a key reporting requirement. Reference IMAS Technical Note 05.10/01 for disaggregated beneficiary measurement and reporting.

Environmental Management:

Applicants must demonstrate familiarity with IMAS 07.13 (Environmental Management and Climate Change in Mine Action) and outline how its requirements will be met during implementation.

Protection from Sexual Exploitation, Abuse and Harassment (PSEA):

Applicants must have developed PSEA policies and procedures, which must be adhered to at all times. The Applicant will submit the PSEA capacity assessment (Annex 6).

Sustainability:

Where procurement is required, the Applicant must abide by the UNOPS Sustainable Procurement Framework (2021).

2.2. Implementation plan and results framework requirements

The implementation plan shall detail the ow mobilisation phase including training activities and the demobilisation phase. For the operations phase, the applicant shall provide details on the projected productivity of the operational teams included in the proposal. It shall also detail the application of internal quality management actions. The proposal shall detail how the applicant intends to ensure operations in both Ar-Raqqa and Deir Ez Zor.

The result framework (or logical framework) shall detail outcomes, outputs, related indicators, activities, targets and means of verifications that will lead to the achievement of the targeted impact of the grant as described under 1.3 of Particulars.

2.3. Implementing partner monitoring plan requirements

The Implementing Partner must submit a Monitoring Plan addressing the following requirements:

- Track all proposed Output indicators
- Use pre/post EORE assessments and a representative sampling strategy.
- Disaggregate EORE data by beneficiary group, age, disability, gender and training content.
- Track EO items removed, survey/clearance tasks, HMA information products, coordination participation and individuals trained.
- Submit timely data, task completion reports, attendance sheets, QA/QC records and narrative reports.

2.4. Budget requirements

a. Budget Ceiling: USD 1,470,000

b. At a minimum, the budget must include:

i. An estimate of direct costs, which includes all of the expenses that are required for, and can be tracked directly to, the grant/funding accounts. Direct costs must be broken down by expense subcategory, by expense line item, and by month.

ii. A description of assumptions or justifications underlying the estimates

c. The costs will be eligible only if these are incurred for the purpose of this grant/funding and within the duration mentioned in the legal instrument (including any amendments)

d. Article II, Section 7, of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All proposals shall be submitted net of any direct taxes, any other taxes, and duties.

e. Grant budgets may include Indirect Costs up to 10 % of Direct Costs.

f. Implementation of the project 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 Legal Instrument, or terminate the relevant Legal Instrument.

g. The selected applicant must undergo a capacity assessment if they have not undergone a capacity assessment within the past five (5) years with UNOPS, the funding source, or another UN entity. The applicant must ensure the proposal includes all costs associated with the capacity self-assessment, including but not limited to personnel, tools, travel and any other related costs. Additionally, the budget must also include costs related to implementing PSEA

measures such personnel training and awareness activities to ensure full compliance with the UN Supplier Code of Conduct.

However, if the applicant has undertaken a capacity assessment, they must submit a formal report detailing the conduct and outcomes of the assessment and PSE activities.

The capacity assessment is only applicable to the successful Applicant and must be completed prior to the award.

h. Key personnel

The following personnel must have the following minimum qualifications:

i. Operations/Programme Manager with appropriate IMAS qualifications and recent mine action management experience.
ii. Survey/Clearance Team Leader(s) competent for proposed survey and land release activities. The applicant shall provide documented relevant experience and/or proof of training.
iii. EOD/Technical personnel qualified and authorised for proposed EOD/disposal activities. The applicant shall provide qualification level and certificate issue date, certificate validity/revalidation status, post qualification operational experience including render-safe procedures, in-situ demolition and explosive transport and storage. If the applicant shall specify if and how it intends to complement EOD levels (e.g. an EOD level 3 supporting an EOD level 2 for specific disposal)
iv. EORE/Community Liaison Lead with EORE, safeguarding and GEDSI experience.
v. Information Management Officer experienced in IMSMA or equivalent systems.
vi. Designated personnel responsible for GEDSI and PSEA compliance.

The applicant shall provide documented relevant experience and qualifications.

3.EVALUATION METHOD AND CRITERIA

Proposals submitted in response to this CFP document shall be evaluated following the cumulative analysis methodology, which consists of the following steps:

Proposals submitted in response to this CFP document shall be evaluated following the cumulative analysis methodology, which consists of the following steps:

- **Preliminary screening:** This includes a pass/fail assessment of whether proposals comply with the formal and eligibility criteria stated in Table 1: Formal and Eligibility Criteria. All proposals that pass this stage will go through a subsequent evaluation as follows.

- **Technical evaluation:** This assesses the technical points achieved by each proposal, as per the maximum obtainable points assigned per criteria group in Table 2.1: Parts of the Technical Proposal Evaluation. Only proposals that meet the minimum threshold indicated in Table 2: Technical Criteria shall be considered substantially compliant at this stage. Evaluation of the technical proposals shall be completed prior to opening the financial proposals.

- **Financial evaluation:** Financial proposals will only be opened for proposals that have achieved the minimum threshold in the technical evaluation. Financial proposals shall be checked for any mathematical errors in accordance with Article 15, “Minor Informalities, Errors or Omissions” in the **Instructions to Applicants**. The total financial proposal points achieved for each proposal are determined in accordance with Table 3: Financial Criteria.

- **Combined/cumulative analysis:** This evaluation will be conducted based on a combined/cumulative analysis, analyzing all of the relevant costs, risks, and benefits for

each proposal. The combined analysis includes the scores from both the technical evaluation, including factors such as risks, sustainability, and others, and the financial evaluation, using a predefined weighting method.

The maximum number of points that an applicant may obtain for their proposal is as follows:

- Technical proposal: **80** points
- Financial proposal: **20** points

The weighting of the technical and financial proposals will be **80:20**.

UNOPS/UNMAS may request **clarification or further information in writing** from applicants at any point during the evaluation process. In this case, any response from an applicant shall not modify the substance of the proposal, including both the technical and financial aspects of the proposal. UNOPS may use such information to interpret and evaluate the relevant proposal.

The evaluation of a proposal by UNOPS shall be carried out against the evaluation criteria described in the following tables.

UNOPS/UNMAS reserves the right not to award any grant/funding for any reason.

3.1. Preliminary screening

Upon the opening of the applications, UNOPS shall proceed to a Preliminary Screening 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 applications during the Preliminary Screening stage that do not comply with the Formal and Eligibility criteria requirements set out in this CFP.

Applications that are incomplete or contain material deviations from, or reservations to, the terms of the applicable Legal Instrument and its General and Special Conditions may at the absolute discretion of UNOPS, be rejected or excluded from further consideration at any time during the evaluation, including after the Preliminary Screening.

Table 1 **FORMAL AND ELIGIBILITY CRITERIA**		
Criteria evaluated on a pass/fail basis during the preliminary screening	**Documents to establish compliance with the criteria**	**Pass/Fail**
1. The applicant is eligible as defined in Article 1, "Applicant Eligibility" in the **Instructions to Applicants**.	• **Proposal** • **Declarations** • **PSEA IP Self-assessment** • **Registration with the relevant Syrian Arab Republic Authorities to conduct mine action operations**	
2. The proposal is complete and includes all completed forms and other documentation requested in the Particulars, 'Content of Proposal Submissions'.	• **All documentation requested in the Particulars, 'Content of Proposal Submissions'**	
3. The applicant accepts the conditions in the template for agreement, as specified in the Particulars 'Type of Legal Instrument'.	• **Declarations**	
4. Applicant organizations must possess their own standalone internal Code	• **Applicant(s) organization's Code of Conduct document**	

of Conduct (or ethical conduct policy), which includes (without limitation), policies relating to the Prevention of Sexual Exploitation and Abuse		
5. Applicant organization(s) comply with the maximum budgets stipulated in the Budgets Requirements section	• **The budget total in the submitted Financial Proposal does not surpass the respective budget ceiling(s).**	
6. The applicant has permission to operate in Ar-Raqqa and Deir Ez-Zor Governorates.	• **Approval from the relevant Syrian Arab Republic Authorities to operate in Ar-Raqqa and Deir Ez-Zor Governorates**	
7. The applicant organization possesses valid accreditation for EOD, NTS, TS, clearance and EORE in Syria.	• **Proof of provisional desk accreditation granted by UNMAS or proof of accreditation provided by S-NMAC**	
8. Applicant has submitted a Safety and Security Management Plan for Ar-Raqqa and Deir Ez-Zor Governorate.	• **Safety and Security Management Plan**	
9. The applicant has signed the Proposal **Declaration**	• **Signed Proposal Declaration by Authority of the IP**	

3.2. Technical Evaluation

Table 2: **TECHNICAL CRITERIA**	
Criteria evaluated based on scoring during the technical evaluation	**Documents to establish compliance with the criteria**

The maximum number of technical points obtainable is detailed in Table 2.1: Parts of the Technical Proposal Evaluation. To be technically compliant, applicants must obtain a minimum threshold of 70 % of the total obtainable technical points.	• **Proposal**

Table 2.1 **Parts of the Technical Proposal Evaluation**	**Obtainable points**
Applicant's organizational capacity, expertise, and past experience in a similar threat environment	**15**
Proposed methodology, approach, and implementation plan	**55**
Key personnel proposed	**10**
Total technical proposal points	**80**

Table 2.1.1 Part 1: **Applicant's capacity and expertise**

Criteria to be evaluated	**Documents to establish compliance with the criteria** (not exhaustive)	**Points**
The applicant has recent and relevant specialized knowledge and experience in similar activities and thus understands the problem and the sound analysis of its causes.	• **Proposal**	**4**
The applicant has the presence or experience working in Syria and understands how the problem is experienced by people, including impacts on vulnerable and marginalised groups such as women and children. Presence and experience in Ar-Raqqa and Deir Ez Zor is an asset.	• **Proposal**	**4**
The applicant has the capacity to undertake the current proposed activities in addition to its current workload.	• **Proposal**	**4**
The applicant's existing projects complement this project.	• **Proposal**	**2**

Lessons learned by the applicant from other projects are factored into the proposal for the implementation of the proposed grant support project activity(ies).	• **Proposal**	**1**
Total points for Part 1		**15**

Table 2.1.2 Part 2: **Proposed design, methodology, technical approach and implementation plan**

Criteria to be evaluated	**Documents to establish compliance with the criteria** (not exhaustive)	**Points**
The proposal is substantially compliant and does not contain any material deviation(s) from the minimum requirements as stipulated in this CFP document, which indicates the applicant's understanding of these requirements.	• **Proposal**	**2**
The applicant's proposed approach and methodology for the mapping of the contamination are consistent with the objectives and targeted outcomes of the grant and the objectives of the UNOPS/UNMAS Project Activities under which this grant opportunity is available. *Projects with a compelling evidence base will be scored higher*	• **Proposal**, Section 3	**6**
The proposed approach is technically sound and provides a clear response to the needs and problems identified	• **Proposal**, Section 3	**6**
The approach is feasible given the operating environment (e.g., access, security, climatic conditions, etc.).	• **Proposal**, Section 3	**4**
The activities proposed under the Implementation Plan are aligned with the proposed approach and methodology. The Implementation Plan demonstrates the applicant's capacity to plan and implement the Grant Support Project Activities within the identified timelines. Each output has a clear, sufficiently detailed set of activities that will lead to its delivery.	• **Proposal**,	**4**

The proposal satisfactorily demonstrates that the Health, Safety, Social and Environmental (HSSE) requirements in relation to the Grant Support Project Activities will be met.	• **Proposal**	**2**
The proposal satisfactorily demonstrates that the Protection from Sexual Exploitation and Abuse (PSEA) requirements in relation to the Grant Support Project Activities will be met. A PSEA Implementing Partner Self Assessment submitted as part of the proposal.	• **Proposal**	**2**
The IP Monitoring Plan details how different work elements will be monitored and controlled.	• **Proposal**,	**2**
The indicators provide a true measure of the result and are the means of verifying a realistic way to capture the information required.	• **Proposal**,	**2**
The outputs and activities show a logical connection to the project outcomes defined in the CFP, and all key activities described in the project design and technical approach are included in the logical framework.	• **Proposal**	**2**
The proposal includes an adequate and appropriate disaggregation of data, including by age and gender.	• **Proposal**	**2**
The proposed tools to measure indicators are appropriate	• **Proposal**	**1**
The frequency of data collection is sufficient to meet the reporting requirements of the project	• **Proposal,**	**1**
The Applicant has properly addressed the five gender considerations of: The Applicant has addressed GESI integration across the following five areas. Proposals will be assessed on depth and practicality, not on stated commitments alone. i) Gender and diversity analysis: the proposal demonstrates an understanding of how EO risks, access to information, and participation in mine action differ by sex, age, disability, and displacement status in Ar-Raqqa and Deir Ez-Zor Governorates. ii) GESI mainstreaming: GESI considerations are visibly integrated into the methodology, community engagement approach, data collection, and monitoring plan, not confined to a standalone section.	• **Proposal**	**5**

iii) Organizational maturity: the applicant demonstrates existing internal capacity or practice on GESI, including relevant staff training or prior inclusive programming. iv) Team composition: the proposal describes how gender balance and diversity will be achieved in community-facing roles, including EORE and NTS teams, and how this will be maintained if staff turn over. v) Inclusive design: the proposal describes at least one concrete adaptation to reach a specific underrepresented group (for example, female-headed households, persons with disabilities, or non-literate populations).		
The proposal describes a beneficiary accountability mechanism that is accessible to all target groups, including women and female-headed households, persons with disabilities, children, and displaced populations. Proposals should describe how feedback can be submitted safely and confidentially, and how the mechanism accounts for barriers such as literacy, mobility, language, and social norms.	• **Proposal**	**2**
The applicant has identified stakeholders as critical to the success of the project, with a clear understanding of how their contribution to the project will be realised.	• **Proposal**	**2**
The proposal demonstrates a sound approach to quality management, including evidence of a working internal quality management system with SOPs that benchmark quality standards	• **Proposal**	**4**
The applicant has clearly presented other relevant issues, describing how the project will address or contribute to them	• **Proposal**	**2**
The proposal identifies risks across key categories (including finance, stakeholders, operations, people) and provides an appropriate risk rating and adequate responses to mitigate the risk likelihood and/or impact.	• **Proposal**	**2**
Total points for Part 2		**55**

Table 2.1.3 **Part 3: Key personnel proposed**

Criteria to be evaluated	**Documents to establish compliance with the criteria** (not exhaustive)	**Points**
The composition and structure of the applicant's proposed teams are appropriate, and the proposed management roles and other key personnel roles are suitable for the implementation of the Grant Support Project Activities. Key personnel have the required certificates.	• **Proposal**, Section 5	**3**
The proposal identifies designated personnel responsible for GESI integration and PSEA compliance across field operations. The proposal describes their relevant experience or training, their role in team oversight, and a continuity arrangement.	• **Proposal**, Section 5	**1**
The applicant describes and justifies its plan for the size and composition of its team.	• **Proposal**, Section 5	**2**
The Applicant has clearly demonstrated the level of effort for the proposed positions (i.e., which positions will be dedicated 100% to the project versus shared positions).	• **Proposal**	**2**
The proposed recruitment plan to mobilize the project is acceptable and has 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*.	• **Proposal**	**2**
Total points for Part 3		**10**

3.3. Financial Evaluation

Table 3 **FINANCIAL CRITERIA**

Criteria evaluated based on a cumulative analysis methodology during the financial evaluation	Documents to establish compliance with the criteria	Points
The applicant's cost estimates and the assumptions made for the estimates are reasonable and are within the market price range	• **Annex 4: Financial Proposal**	**10**
i) The applicant has provided sufficient justification of budget lines and lump sums and realistic unit costs.	• **Annex 4: Financial Proposal**	**5**
ii) The allocation of budget among different categories is appropriate, particularly the allocation between activities and the operational budget, and the budget assumptions made..	• **Annex 4: Financial Proposal**	**5**
Total financial proposal points		**20**

List of Annexes:

Annex 1: Proposal, to be returned by the applicant

Annex 2. Instructions to Applicants

Annex 3: Declaration, to be returned by the applicant

Annex 4: Financial proposal, to be returned by the applicant

Annex 5: Grant Support Agreement (including reporting templates)

Annex 6: Please complete the Protection from sexual exploitation and abuse assessment via UNPP https://www.unpartnerportal.org/dashboard
The form is attached for the reference: Protection from sexual exploitation and abuse (PSEA) implementing partner self-assessment form

Annex 7: Capacity Assessment questionnaire - Reference only. This form applies only to the applicant selected for the award

Annex 8: the "Grantee Procurement Plan and Asset Log Template"

Annex 9: Case Study Guidelines for Grantees

Annex 10: Understanding the Results Chain and Developing Logical Frameworks

Annex E. UNOPS Audit Terms of Reference