

GRANT TEMPLATE MOA # COS/SGP/OP6/Y1/ESP/STAR/DT/2017/18

 Engagement ID: 20314-00  
 Project ID: 20314-001 PPD Costa Rica

**<sup>1</sup>Please read the [Grant Instructions](#) before filling out this form.**

<b>Date</b>	06.03.2017	<b>Case number</b>	
<b>Submitted by</b>	Paula Zuñiga, PA	<b>Submitting unit</b>	SGP UGC
<b>Phone</b>	506 22961544	<b>Email</b>	paulad@unops.org

<b>Grant Award is typically a four step input process:</b> <ol style="list-style-type: none"> <li>1. Select the applicable method</li> <li>2. Issue the Call for Proposals (CFP)</li> <li>3. Evaluate proposals using standard evaluation criteria (as outlined in the CFP) or the Standard Evaluation Report</li> <li>4. Submit this Approval Form with these attachments:           <ul style="list-style-type: none"> <li>· CFP</li> <li>· Evaluation Report (signed)</li> <li>· Email reviews (if required)</li> </ul> </li> <li>5. Grant Award</li> </ol>	<b>Form completion time:</b> 10-15 mins  <b>Form Approved by:</b> <a href="#">Grant Authority</a>  <b>Current Version:</b> 1 – Offline  <b>Stored in:</b> OneUNOPS  <b>Retained by:</b> PM
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**Project Name:** Fomento de prácticas agro-conservacionistas En los Sistemas de Producción de la Comunidad de Alto Villegas, distrito Volio, de San Ramón, Alajuela, como alternativa que contribuye a mitigar la degradación de suelos.MOA#COS/SGP/OP6/Y1/ESP/STAR/DT/2017/18

**Overall objective / activities to be implemented under the grant:** Fomentar la recuperación de las tierras degradadas de la comunidad de Alto Villegas de San Ramón perteneciente a la cuenca del Rio Barranca a través de la implementación de prácticas agro-conservacionistas que coadyuven a su vez al mejoramiento de los modos de vida sostenible de las personas de estas comunidades.

<b>1. BACKGROUND AND METHOD</b>	
<b>1.1 Disbursement of funds through grant support is expressly stated in the signed Agreement or in a subsequent amendment to the Agreement?</b>	
<input checked="" type="checkbox"/>	Yes.
<input type="checkbox"/>	No. Please explain:
If <b>No</b> , do you have a 'letter of request' from the funding source with instructions for UNOPS to proceed with disbursing funds through grant support?	
<input type="checkbox"/> Yes, 'letter of request' from funding source is on file. <input type="checkbox"/> No. Please explain:	
<b>1.2 Choose the applicable <u>grantee selection method</u></b>	
<input type="checkbox"/>	UNOPS competitive selection method

<sup>1</sup> The submitting unit has verified that the selected entity is not included in any of the relevant ineligibility lists

## Request for Grant Award

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<input type="checkbox"/>	Pre-selection of specific grantee/s by funding source in the project agreement (proceed to step 4)
<input type="checkbox"/>	Pre-selection of specific grantee/s by funding source in a letter of request (proceed to step 4)
<input checked="" type="checkbox"/>	Grantee selection method specified in the project agreement, amendment or letter of request from the funding source
Additional information regarding the grantee selection method background, if any: GEF SGP National Steering Committee selection February 28 <sup>th</sup> , 2017 (Minutes attached)	

**2. CFP PROCESS** (if UNOPS competitive selection, or grant above USD 50,000. This does not apply in cases of pre-selection.) *Not applicable as SGP grants are below USD 50,000*

Date/timeline of CFP:	CFP attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
If no CFP (or non-standard CFP) please provide reasons:	

**3. EVALUATION PROCESS** (if UNOPS competitive selection, or grant above USD 50,000. This does not apply in cases of pre-selection.) *Not applicable as SGP grants are below USD 50,000*

**3.1 UNOPS grant evaluation committee review** (as per CFP criteria - formal, technical and financial)

<input type="checkbox"/>	Selection of the most acceptable and suitable proposal (formally, technically and financially)
<input type="checkbox"/>	Only one (1) 'substantially compliant' proposal received? Attach relevant reviews and explain:
<input type="checkbox"/> Regional procurement advisor review    or <input type="checkbox"/> UNOPS grants advisor review Attach reviews, if provided: Yes <input type="checkbox"/> / No <input type="checkbox"/>	

**3.2 Evaluation report - attached?** Yes  / No

If no evaluation report, please provide reasons:

**4. REQUEST FOR GRANT APPROVAL**

**Proposed grantee(s):** ADI Bajo la Paz

Name	Country	Amount (in currency of proposed grant)	Amount (USD)	Start date	End date
Asociación de Desarrollo Integral de Alto Villegas, distrito Volio de San Ramón.	Costa Rica		\$23,877	06/03/2017	31/10/2018

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**Comments:**

New submission for new grants     Re-submission    If re-submission, enter previous case number:

**4.1 Post facto/retro-active situation**

<input checked="" type="checkbox"/>	No.
<input type="checkbox"/>	Yes. Please explain in brief background and attach supporting documents (if any):
	Retroactive/post-facto dates (                      ) and USD Value (                      )
	Demonstrate and confirm a) the reasonableness of costs, b) that no loss incurred to UNOPS or project due to this retroactive/post-facto situation and c) how you will ensure no re-occurrence in future:

**4.2 Previous grant/s with the same grantee(s) for the same project in the last 12 months<sup>2</sup>:**

Name	Country	Amount (in currency of proposed grant)	Amount (USD)	Start date	End date
			0	DD/MM/YYYY	DD/MM/YYYY
			0		
			\$ 0.00*		

\* Remember to right click 'update field' to add numbers.

**4.3 Financial Details - confirmation of funds availability**

Sufficient funds available in OneUNOPS (please indicate where to charge): Project 20314-001 Activity OUTCOME 001 Grants STAR

Sufficient funds are not available. (Please explain):

**4.3.1 First instalment payment – more than USD 30,000?**

No. For standard grants, the first installment can't exceed 50%. *For strategic grants please contact your UNOPS focal point*

Yes. Please explain justification (e.g. majority of grant activities at start):  
*Note: If the first instalment exceeds USD 250,000, please provide a financial guarantee from a bank or guarantor. Comments by regional FMO/IPAS Finance or FPG Director are recommended.*

**4.3.2 First instalment payment – exceeds USD 500,000?**

No.

<sup>2</sup> Where this request is for more than one grantee, please make sure the table reflects clearly the previous grants for each grantee.

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<input type="checkbox"/>	<p>Yes. Please explain justification :</p> <p><i>Note: ECPO authorisation is required for first instalment payments above USD 500,000. In addition, as the first instalment exceeds USD 250,000, please provide a financial guarantee from a bank or guarantor. Comments by regional FMO/IPAS Finance or FPG Director are recommended.</i></p>
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<b>5. OPTIONAL – Comments by Designated Reviewer if established by UNOPS Business Unit:</b>

<b>6. GRANT AWARD</b>	
<b>6.1 Action taken by UNOPS Grant Authority</b>	
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Deferred <input type="checkbox"/> Not recommended	Comments:
Name	Edriss Riffat
Title	Associate Portfolio Manager
Date	20/03/2017
Signature	