

TERMS OF REFERENCE FOR A GRANT RECIPIENT - CATALYTIC FUND

[please also consult the terms of reference for a project sponsor]

The recipient organisation is the organisation that receives and administers the grant, and is responsible for the implementation of the project activities and reporting.¹ The Cities Alliance funds and project activities can be administered and implemented by a wide category of partners including local authorities, associations of cities, national governments, civil society organisations, research institutions and private sector organisations.

The terms of reference for the recipient organisation include:

- ❖ Overall responsibility for the proper use of the Cities Alliance funds.
- ❖ Enter into a grant agreement with the United Nations Office for Project Services (UNOPS), on behalf of the Cities Alliance, which will stipulate the terms and conditions for receiving and utilizing the funds.
- ❖ Comply with all provisions in the grant agreement and applicable UNOPS policies and procedures.
- ❖ Be responsible for using the funds only for the activities specified in the grant agreement.
- ❖ Define the institutional arrangement, including relationship with sponsor and other implementing partners.
- ❖ Provide timely reporting to the Cities Alliance Secretariat on progress in implementing the project, and financial reporting on the uses of the funds as specified by the grant agreement.
- ❖ Communicate with the Cities Alliance Secretariat on all significant matters relating to the project, such as changes in activities, budget revision and timeline. This includes also any emerging social and environmental risks and any adverse impacts resulting from implementation of project activities.
- ❖ Participate in knowledge sharing activities so that other cities/countries might benefit from the project experiences.

In exceptional cases where it is determined that the recipient organisation (local authority, association of cities, national government, civil society organisation, research institution or private sector organisation) may have insufficient capacity to manage Cities Alliance grants, or for other operational reasons, a member of the Cities Alliance (the sponsor of the project), or another third party may be requested to play an operational role, such as receiving and administering the funds on behalf of the intended recipient organisation.

¹ The Recipient is also typically the organization that submits the application (i.e. the proponent) since the Cities Alliance believes that an activity's chance of success is directly related to the extent that it is conceived, designed, proposed and managed by the entity requesting the assistance.