



CPDC
Caribbean Policy Development Centre



Pro NGO!

Contracting Authority: Caribbean Policy Development Centre

Project: Promoting sustainable livelihoods among Eastern Caribbean farmers

Guidelines for grant applications

Reference: CSO-LA/2016/382-924

Deadline for submission of Application:

09 February 2018

1. PROMOTING SUSTAINABLE LIVELIHOODS AMONG EASTERN CARIBBEAN FARMERS

1.1 BACKGROUND

CPDC Background

The Caribbean Policy Development Centre is a legally registered non-profit headquartered in Barbados and established in 1991. CPDC serves as a regional umbrella NGO for organisations comprising of small farmers, women, youth, Indigenous People, rural populations and faith based organisations located across CARICOM. CPDC also has strong networking partnerships with organisations of persons with disabilities, artisans, micro entrepreneurs, human rights, and workers. Altogether it serves some twenty-four (24) organizations and three (3) individuals regional, sub-regional and national (local) NGOs working at the grassroots level in economic, social, and cultural areas in the Caribbean. The Centre also has working relationships with many other NGOs and development partners across the region.

The organization was mandated to work with NGOs and civil society to understand how policies affecting Caribbean people are made; to share information about policies and decision-making processes; to work to influence and bring change to the developmental process; and to support and to lobby for policies which improve the lives of Caribbean people. In fulfilling its mandate, the CPDC seeks to build the confidence and the ability of the Caribbean peoples to influence public policy. Our main work modalities are research, training, advocacy, publications, public education, and institutional strengthening. CPDC is officially recognised, both regionally and internationally, as the principle representative of Caribbean NGOs working with such organisations CARICOM/CARIFORUM, Commonwealth Foundation, UN System Agencies, among others.

The European Union and CPDC

The Caribbean Policy Development Centre in partnership with Pro NGO! e.V. Germany (www.pro-ngo.org), with co-funding from the European Union, has commenced a 24-month project which started in February 2017 and is scheduled to be completed in January 2019. The project will seek to enhance opportunities for sustainable livelihoods across Eastern Caribbean farming communities.

Specific objectives include improving the financial and operational sustainability of small scale farmer operations, ensuring the implementation of sustainable/cost effective farming practices among rural farmers, improving the opportunities for access to finance to support the implementation of sustainable agricultural practices by women and youth in agricultural production and enhancing the enabling policy environment for sustainable agriculture.

Further information on the project website: www.ngo-at-work.org/Barbados.

Criteria for the provision of sub- grants to young and rural women farmers

1.2 OBJECTIVES AND RESULTS OF THE PROJECT

Overall objective: Enhance opportunities for sustainable livelihoods across Eastern Caribbean farming communities.

Major objective:

- To increase the participation of young and rural women farmers in the agriculture sector.

Specific Objective:

- To support at least 10 young and rural women farmers to access finance to implement climate smart agriculture practices including renewable and energy efficient technologies.

Only concept notes that are aligned with the objectives will be evaluated.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposal is EUR 50,000.00. The Contracting Authority reserves the right not to award all available funds.

Size of Grants

Any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

- Minimum amount: EUR 3,000
- Maximum amount: EUR 5,000

2. RULES FOR THIS CALL FOR PROPOSALS

The following guidelines set out the rules for the submission, selection and implementation of the Actions financed under this Call, in conformity with the Practical Guide, which is applicable to the present call (available on the Internet via: <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- (1) The actors:
 - The **applicant**, i.e. the entity submitting the application form (2.11);

(2) The actions:

- Actions for which a grant may be awarded (2.12);

(3) The costs:

- Types of cost that may be taken into account in setting the amount of the grants (2.13).

2.1.1. Eligibility of applicants

Applicant

(1) In order to be eligible for a grant, the applicant must:

- Own/Lease and operate the farm for at least 1 year **and**
- Be between the ages of 18 -35 for young applicants **and**
- Participate in the training provided by the project for the implementation of climate smart actions.

If awarded the Grant contract, the applicant will become the Beneficiary as identified by the Coordinator. The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinates the design and implementation of the Action.

Only individual farmers or Cooperatives are eligible.

2.1.2 Eligible actions: actions for which an application may be made

Definition

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not be lower than 3 months nor exceed 9 months.

Sector or Themes

Responsive to the Theme: Support to Young Rural Women Farmers for the implementation of climate smart technologies.

Location

Actions must take place in the country of the applicant: Barbados, Grenada, St. Vincent and the Grenadines.

Types of action

The types of action which are eligible and may be financed under this call for proposals are those directly contributing to the achievement of the objectives of this call for proposals. Actions to be funded must be in the form of coherent and self-contained set of activities designed to achieve the objectives stated in section 1.2 of these guidelines for grant applicants within a specific timeframe. The actions must have clear objectives and target groups, and they must be conceived to produce specific, measurable results with relevant indicators which are in response to a particular issue or issues. Their justification must be based on recent reliable information and broad-based consultation and participation of project target group and other stakeholders. Projects should be designed in such a way that they contribute to a structural change and have long term impact.

Types of activity

The applicant is responsible for identifying the appropriate set of activities necessary for the achievement of the action's objectives.

They **may** include [within the objectives of sections 1.2]:

Proposed actions should be related to the implementation of climate smart technologies that will reduce operational costs, and actions may include:

- a) Purchase of equipment and materials to be used on farms directly related to the implementation of climate smart practices such as diversification, soil management, water management, alternative farming methods;
- b) Retrofitting of the farm to support implementation of Renewable Energy Technologies (RETs);
- c) Hiring of services to support farm management (accounts, production planning etc.),

Please note that this list is not meant to be exhaustive or prescriptive in any way.

Visibility

The Applicants must take all necessary steps to publicise the fact that it is a CPDC project in which the European Union has co-financed the Action. As far as possible, the successful applicant must ensure sufficient time and resources are allocated to work with CPDC's Project Team and Communication Specialist to raise awareness about the project work.

CPDC and the successful applicant must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en).

Number of applications and grants per applicants

The applicant may not submit more than one application under this Call for Proposals.

The applicant may not be awarded more than one grant under this Call for Proposals.

2.1.3 Eligibility of cost: costs that can be included

Only ‘eligible costs’ can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for ‘eligible costs’.

At the contracting phase, the Contracting Authority decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicant, by analyzing factual data of grants carried out by the applicant or of similar actions, and by performing checks.

The total amount of financing on the basis of simplified cost options that can be authorized by the Contracting Authority for any applicants individually cannot exceed EUR 5 000.

Recommendations to award a grant are always subject to the conditions that the checks preceding the signing of the contract, do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies.

It is therefore in the applicant’s interest to provide a **realistic and cost-effective budget**.

Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of Article 14 of the General Conditions to the Standard Grant Contract (see Annex C of the Guidelines).

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the Beneficiary (ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- purchases of land or building, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local Beneficiary (ies), at the latest at the end of the action;
- currency exchange losses;
- credit to third parties.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1 *Application forms*

Applications must be submitted in accordance with the instructions in the Grant Application Form annexes to these Guidelines (Annex A).

Applicants must apply in English.

Any error or major discrepancy related to the points listed in the instructions or any major inconsistency in the application form (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes which have to be filled in (budget) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. No additional annexes should be sent.

2.2.2 *Where and how to send Applications*

Applications must be submitted as an electronic file to cpdc.csa@gmail.com, cpdc@caribsurf.com.

Declaration by the applicant (Section 3 of the grant application form) must be included in the electronic copy.

Applications which do not comply with the instructions for submission will be rejected.

Incomplete applications may be rejected.

2.2.3 *Deadline for submission of Applications*

The deadline for the submission of applications is: **09 February 2018** as evidenced by the date of dispatch or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 16:00 hours local time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

Questions may be sent by e-mail by 26 January 2018 for the submission of applications to the below address(es), indicating clearly the reference of the Call for Proposals:

E-mail address: cpdc.csa@gmail.com, cpdc@caribsurf.com

The Contracting Authority has no obligation to provide clarification to questions received after this date.

Replies will be given no later than 7 days before the deadline for the submission of applications.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity (ies), an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the CPDC website and social media. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1, the application will be rejected on this sole basis.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in points 1-5 of the Checklist (Section 2 of Part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The Proposals that pass the first administrative check will be evaluated on the relevance and design of the proposed action.

The Proposal will receive an overall score out of 50 using the breakdown in the evaluation grid below.

The evaluation criteria are divided into headings and subheading. Each subheading will be given a score between 1 and 5 as follows: 1=very poor; 2=poor; 3=adequate; 4=good; 5=very good.

1. Relevance of the action		Sub-score	
30			
1.1 How relevant is the Application towards the objective of increased sustainable livelihoods objectives of the CSA project *	5 x 2**		
1.2 How relevant is the Application to the particular needs and constraints of the identified obstacle and/or challenges to be addressed?	5x2*		
1.3 Does the proposed actions contribute to the sustainability of the farm and/or farming system? Have their needs been clearly defined and does the proposed address them appropriately?	5		
1.4 Does the proposed action address specific added-value elements, such as environmental issues, natural resource management issues and increased efficiency?	5		
2. Design of the Action		Sub-score	20
2.1 How coherent is the overall design of the action?	5 x 2**		
In particular, does it reflect the analysis of the problem involved, take into account external factors and relevant stakeholders?			
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2**		
TOTAL SCORE			50

*Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of priorities as indicated in Section 1.2 (Objectives of the programme) of these guidelines.

**these scores are multiplied by 2 because of their importance.

Once all Applications have been assessed, a list will be drawn up with all the applications ranked according to their total score.

Firstly, only applications a score of at least 30 will be considered for pre-selection.

Secondly, the top ten to twenty Applications would be selected given each candidate a 50/50 opportunity to be selected for the final evaluation by a small select committee.

After the evaluation of the Applications, the Contracting Authority will send letters to all applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the Application was evaluated and the results of that evaluation. The Evaluation Committee will then proceed with the applicants that have been pre-selected.

STEP 2: EVALUATION BY THE SMALL COMMITTEE

Firstly, the following will be assessed:

- The full application form satisfies all the criteria specified in section 2. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The quality of the applications, including the proposed budget and capacity of the applicants and affiliated entity(ies), will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant(s)'s operational capacity and the applicant's financial capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also apply to any affiliated entity(ies) of the applicants.

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximize the overall effectiveness of the Call for Applications. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the Call for Applications, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1=very poor; 2=poor; 3=adequate; 4=good; 5=very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	25
1.1 Does the applicant have sufficient experience in project management?	5
1.2 Does the applicant have sufficient technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Does the applicant have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance?	5
1.5 Does the applicant have audited statements?	5
2. Relevance of the action	30
Score transferred from the Application evaluation	
3. Effectiveness and feasibility of the action	15
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned?	5
4. Sustainability of the action	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing)	5
4.3 Are the expected results of the proposed action sustainable? <ul style="list-style-type: none"> - Financially (how will the activities be financed after the funding ends?) - Institutionally (will structures allowing the activities to continue to be in place at the end of the action? Will there be local 'ownership' of the results of the action?) - At policy level (where applicable) (what will be the structural impact of the action e.g. will it lead to improved legislation, codes of conduct, methods, etc?) - Environmentally (if applicable) (will the action have a negative/positive environmental impact?) 	5
5. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	10
Maximum total score	100

Note on section 1. Financial and Operational Capacity

If the total score for section 1 is less than 12 points, the application will be rejected. If the score for at least one of the subsections under section 1 is 1, the application will also be rejected.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should become available during the validity period of the reserve list.

STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see Section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section 3 of Part B of the grant application form) will be cross checked with the supporting documents provided by the applicant. **Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.**
- The eligibility of applicants, the affiliated entity(ies), and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2, 2.1.3.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available financial envelope.

2.4 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.4.1 Content of the decision

The applicants will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint within 10 days of receiving the rejection letter.

2.4.2 Indicative timetable

	DATE	TIME*
Deadline for requesting any clarification from the Contracting Authority	26 Jan 2018	5:00pm (UTC/GMT -4)
Last date on which clarifications are issued by the Contracting Authority	02 Feb 2018	5:00pm (UTC/GMT -4)

Deadline for submission of Application Form	09 Feb 2018	5:00pm (UTC/GMT -4)
Information to applicants on the evaluation of the Full Application Form	09 March 2018	5:00pm (UTC/GMT -4)

Provisional date: All times are in the time zone of the country of the Contracting Authority

This indicative timetable may be updated by the Contracting Authority during the procedure.

2.5 CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary(ies) will be offered a contract based on the Contracting Authority's grant contract. By signing the application form (Annex A of these Guidelines), the applicants agree, to accept the contractual conditions of the standard grant contract.

Implementation contracts

Where implementation of the action requires the Beneficiary(ies) to award procurement contracts, those contracts must be awarded in accordance with best practices which will be outlined to successful organisations.