



FREQUENTLY ASKED QUESTIONS (FAQs)

REQUEST FOR APPLICATIONS FOR SUPPORT TO INDUSTRIALISATION AND PRODUCTIVE SECTORS (SIPS)

REQUEST FOR GRANT APPLICATIONS

Reference Number: SADC/3/5/2/197

Grant Funding Entity: SADC SECRETARIAT

	Key issues	Response
1	How many grants will be awarded in this call?	<p>The total grants available is USD 3.1 Million so about 5-7 grants will be awarded considering the grants financial allocation of a minimum of USD 400,000 to a maximum of USD 600,000 per grant (the amount you can ask the Contracting Authority) The Contracting Authority may increase the value of the Call and such increases or increase will be done through an addendum to the Call. This may also include extension of the deadline.</p> <p>The Contracting Authority will also establish a reserve list with applications which did not score sufficiently to be financed but above the threshold established in the call for proposal in case any of the awarded beneficiaries cannot sign the grant contract.</p>
2	Can profit making legal entities participate as lead applicant, co-applicants or affiliated entities.	Profit making legal entities are eligible in this call provided they comply with paragraph 2.2.1. of the Guidelines for Applicants, i.e. <i>be established in one or more than one SADC Member State and/or be</i>

		<p><i>established in a) and ACP State b) a Member State of the European Union etc.</i></p> <p>The same rules apply for co applicants and affiliated entities.</p> <p>The actions that are supported by the grant should not lead to direct profit.</p>
3	Can legal entities registered in South Africa participate in this call for proposals?	<p>South African legal entities can participate in this call and propose actions for funding, provided that the actions do not take place in South Africa but in the other SADC Member States.</p> <p>Some of the following activities can be carried out in South Africa such as use of infrastructure and skills as long as the final beneficiaries are in the SADC Member States except South Africa.</p>
4	Where can the application forms be downloaded from? Which are the Guidelines, forms and annexes needed to present the grant application?	<p>Application forms, Guidelines, Annexes needed to apply for the grant application can be downloaded from the link below:</p> <p>https://www.sadc.int/opportunities/procurement/open-procurement-opportunities/request-applications-sips/</p> <p><u>Guidelines for Applicants:</u> contain the basis of the call for proposals, including aspects such as the eligible activities, eligible costs, eligible applicants, co-financing percentages, maximum value of the proposals etc. It is the main document guiding the applicants in preparing their applications.</p> <p><u>Annexes to the Guideline for Applicants,</u> which include:</p> <p><u>Annex A</u> – Grant Application Form: the Application Form contains the concept note and the full proposal. It must be completed and signed by the applicant in accordance with the template provided.</p>

		<p><u>Annex B</u> – Budget of the Action. This annex must be completed by the applicants. It provides the template for the budget proposed.</p> <p><u>Annex C</u> – The log frame of the action proposed must be completed by the applicants. It lists and links objectives, activities, outputs and results.</p> <p><u>Annex D</u> – Daily Allowance Rates. It does not require completion.</p> <p><u>Annex E</u> – Action budget and simplified costs options. It does not require completion.</p> <p><u>Annex F</u> – Contract. This annex contains all the contract templates and conditions which will be signed by those legal entities awarded. It provides the information which will be required to complete the contract and does not require completion by the applicant.</p> <p><u>Annex G</u> – Legal Entity Form, which must be completed and signed by the main applicant.</p> <p><u>Annex H</u> – Financial Identification Form, which must be completed and signed by the main applicant.</p> <p><u>Annex I</u> – Declaration of Honour, which must be signed by the applicant and co-applicants.</p>
5	<p>What is the difference between the concept note and the application form?</p>	<p>Both the concept note and the full application are part of the Application Form.</p> <p>The concept note is a brief description of the Action as developed in Section A of the Application Form. It is divided in three sections: summary of the action, description of the action and relevance of the action.</p> <p>On the other hand, the full application, constituting Section B of the Application Form, contains all the elements related to both the action and the applicants, including experience, capacity etc.</p>

<p>6</p>	<p>Does the grant cover for 100% of the cost of the eligible costs of the action proposed? What is the meaning of the sentence in Paragraph 1.3 of the Guidelines for applicants stating that “any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action: <i>Minimum percentage: 80 % of the total eligible costs of the action.</i> <i>Maximum percentage: 90 % of the total eligible costs of the action (see also section 2.1.5)”</i>.</p>	<p>The grant provided by SADC will not cover 100% of the cost of the eligible cost of the action proposed. It will provide for at least 80% of the eligible costs and maximum 90% of the eligible costs. Therefore, the beneficiary will have to co-finance at least 10% of the eligible costs of the action.</p> <p>The applicant can request for 100% grant cover provided a strong justification or motivation is submitted.</p> <p>According to paragraph 1.3 of the Guidelines for Applicants, the maximum amount of the activity proposed for the grant must be between USD 400.000 and USD 600.000. Of that amount, the applicant can choose to request any amount between USD400.00 and USD600.00 plus the co-financing percentage of a minimum of 10 percent of that amount and maximum of 20 percent.</p> <p>The Total eligible costs in the application will include the amount being requested from the Contracting Authority and the Co-financing from the applicant.</p> <p>E.g., if the application would like to request for funding amounting to the value of USD 400.000 from SADC Secretariat.</p> <p>a), if the applicant wants to request from SADC USD 400,000 to represent 80% of the funding requested, the applicant will have to put in 20 % of the requested amount.</p> <p>80 percent requested – USD 400,000.00</p> <p>20 percent from applicant - USD100,000.00.</p> <p>The total Budget for the action will be USD500,000 (USD400,000 will come from SADC Secretariat at 80% of the cost and USD 80,000.00 will come from the applicant representing 20% of the Total cost.</p> <p>b), if the applicant wants to request from SADC USD 400,000 to represent 90% of the funding requested,</p>
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7	Can the action proposed be financed by other donors/grants?	<p>The action proposed can be co- financed by other donors.</p> <p>With ref to Section 1.3 of the guidelines: The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the SADC Secretariat Budget.</p>
8	Can the actions in a proposal be implemented in one Member State only?	<p>According to Paragraph 2.1.4 of the Guidelines for Applicants, the actions must be implemented in at least two Member States (other than South Africa). This does not mean that all the actions in a proposal have to be implemented in at least two Member States, some actions can be implemented in just one Member State but in this case others will have to be implemented in the other or both.</p> <p>The SADC Secretariat encourages applicants from SADC Member States to cooperate and collaborate among each other to implement proposed projects in the region to advance the regional integration agenda.</p>
9	Are in kind contributions allowed? Will they be included in the co-financing?	<p>In kind contributions will be allowed but will not be treated as co-financing, in accordance with Paragraph 2.1.5 of the Guidelines for Applicants.</p>

10	Are non-livestock leather value chains such as fish or exotic leather value chains eligible in this Call for Proposals?	Non livestock leather value chains such as fish or exotic leather are eligible for the purposes of this Call for Proposals.
11	Is the procurement of goods, (including equipment), services, works an eligible activity?	<p>Procurement of goods, (including equipment), services, works are eligible if they will facilitate the achievement of the deliverables and objectives of the action and will not be the only activity under the proposed action.</p> <p>In accordance with Paragraph 2.1.3 the procurement of goods, services and works are subject to the use of SADC Procurement Rules which are contained in the SADC Policy for Procurement and Grants and the SADC Manual for Procurement and Grants.</p>
12	Is the recruitment of individuals under labour contract or civil contracts subject of procurement rules?	Employees under labour or civil law contracts in accordance with the relevant national law are considered Human Resources for the purposes of this call and do not follow procurement rules but the relevant national laws of the applicant/s.
13	Is there any limit for subcontracting (including procurement) in this grant?	There is a limit of 50% for subcontracting to third parties.
14	Are the co-applicants and affiliated entities signatories of the grant contract?	<p>Only the lead applicant is signatory of the contract. According to Paragraph 6(1)(2)(c) SADC Policy for Procurement and Grants the lead applicant shall be “solely responsible before the Contracting Authority for the implementation of the grant”.</p> <p>SADC Secretariat encourages the applicant and co-applicants to agree beforehand on the activities implemented by each party. This can be established in a legal instrument such as a consortium agreement.</p>
15	Should applicant open offices in all the Member States where s/he is having the grant action?	The applicant does not need to open offices in all the Member States where the grant action is implemented as long as he has arrangements to manage the action in the Member States where the grant action will be

		implemented, e.g. through collaboration with partners.
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End of Responses

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