# PART A: APPLICANT GUIDELINES

This document seeks to guide the main target groups for the Strengthening National Regional Linkages (SNRL) II programme within the Member States to prepare a response (offer) to the call for proposals (CfP) advertised through the Southern African Development Community (SADC) Secretariat website and through direct contact with National Contact Points. The guidelines below (**Part A**) will assist you in completing the application which is in **Part B** of this document.

## Background

The SNRL II Programme seeks to address key challenges that hinder success of regional integration in SADC by focusing on improving the linkages between SADC and its Member States through the provision of capacity building programmes for national structures that are responsible for coordination of regional integration initiatives and support and alignment between regional protocols and policies in the Member States. The programme also enhances coordination, planning implementation, monitoring and evaluation of SADC policies, protocols, and legal instruments. Furthermore, SNRL II will venture to build awareness of the benefits of regional integration among key stakeholders.

## Rationale

The CfP approach that has been adopted by SNRL is underpinned by two main considerations that have a bearing on the scope of support that is to be provided by the programme in its new phase. First, there are limited resources available for funding activities that are anticipated under the SNRL II programme. Second, unlike its predecessor which covered 10 Member States, SNRL II will be providing support to all 16 SADC countries, which further exacerbates the issue of limited resources. Taking into account these issues, it is clear that the SNRL II programme will not be in a position to support any and every request that emanates from the Member States and as such, a basis for competitive selection is required.

## Target group

Applicants will be drawn from SADC Member State institutions who assume the responsibility of coordinating and carrying out the implementation of the regional integration agenda. The following entities will, therefore, be eligible for support under the proposed SNRL II modalities in this regard:

* SADC Member States;
	+ National Contact Points (NCPs)
	+ SADC National Committees (SNCs)/ other national regional integration coordinating mechanisms;
	+ National Planning Entities; and
	+ Other government ministries/departments/agencies.

## Scope/area of application

## *Thematic Areas of Focus*

There are five thematic areas of focus that the applicant’s submission should align with, namely:

* Policy proposals (gender-sensitive) for implementing SADC protocols and strategies
* Cross-institutional coordination structures for regional integration.
* Resource Mobilisation Strategies for financing SADC coordination structures (white papers**)**
* SADC Regional Integration communication strategies.
* Documenting Good Practices.
1. ***Activities that will be supported***

Types of activities that will be supported through the CfP:

* Knowledge Management and Dissemination of best practices.
* Organising digital regional learning and exchange platforms.
* Capacity development that is directed at individual, organisational and systemic levels which entails the following:
	+ **Individual Level:** Development of capacities of employees and managers in partner organisations through technical workshops and peer learning.
	+ **Organisational Level:** Development of national coordinating structures through organisational development and multi-stakeholder dialogues with the participation of non-state actors. The key activities will focus on strategic planning, process management, Monitoring and Evaluation, resource mobilisation and communication.
	+ **Systemic Level:** Undertaking awareness raising activities at the Member State level to promote a higher degree of understanding with regard to SADC’s regional integration agenda. This will also entail encouraging participating with Civil Society Organisations at the national and regional level, to provide inputs to policy-making platforms. This approach will also include leveraging seasoned advisory services and organisational development measures.

## Impact

It is expected that through institutional support and the resultant improved coordination of SADC’s developmental agenda, there will be increased economic integration. This will also be an important avenue for supporting relevant stakeholders of the private sector (such as small and medium enterprises) to provide input to and leverage opportunities prevalent at the regional level, such as accessing regional value chains. SNRL II will also be implemented in a gender sensitive fashion in order to promote a level/equal playing field. The programme will also culminate in regional stability and regional exchange, as a result of the enhanced cooperation mechanisms that are essentially targeted.

The ultimate beneficiaries of SNRL II are SADC citizens who will benefit from the overarching economic growth that is brought about by improved regional integration. The programme will also improve the capacity of small and medium enterprises that form the backbone of Member State economies, as well as national non-state actors such as Civil Society Organisations and the media who will benefit from the opportunity to participate in the cooperation mechanisms that drive regional integration.

## Criteria

The CfP will target actors from the 16 Member States, that play a role in the coordination of regional integration activities.

## Selection Criteria

The key criteria that will be applied to applications which respond to the Calls for Proposals is outlined below as follows:

* The proposed intervention must be of a technical assistance nature within the thematic areas of focus outlined above. Projects seeking grants and falling outside of the aforementioned thematic areas will not be supported.
* The project design must be realistic, coherent and aligned to Member State implementation plans for the Regional Integration Strategic Development Plan (RISDP). These must in turn accordingly contribute towards the targeted outcomes of the RISDP implementation plan as well as the outcomes of SNRL II.
* The proposed project must demonstrate a clear developmental benefit for the community/country/region. This must be underpinned by discernible economic, social and environmental impacts that will accrue from the project’s implementation.
* The project must demonstrate the potential to be replicable in other Member States or in similarly situated environments/circumstances.
* The project must demonstrate how the results will be sustainably used or upscaled within the Member State to perpetuate the country’s continued involvement in the implementation of SADC’s regional integration agenda.
* The applicant must demonstrate existence of a project management structure which will take ownership and ensure successful implementation of the project.
* The applicant (responding entity) must demonstrate sufficient M&E capacities to be able to co-monitor, report and contribute to impact evaluations of the project once its implementation commences.

## General Framework Conditions

The timeframe for the initial submission from applications, will be six weeks from when the first CfP adverts are sent out. The turnaround time for the evaluation process to be completed by the SNRL selection committee is four weeks from receipt of the proposals. A further three to four weeks may then be dedicated towards the development and finalisation of the change project and implementation may begin thereafter.

***Legal Disclaimer***

The submission of a proposal does not lead to a legal entitlement to receive any services from SNRL. Any possible advisory services or technical assistance provided [within the framework of this call for proposal] will be granted following and in accordance with an appropriate legal and commercial review, in particular with regard to the public-benefit purpose of each project. The overall compliance may also require adjustments in respect of the concept of the project proposal submitted as well as the inclusion of corresponding provisions into the contracts governing the assistance provided by SNRL.

## How to apply

Applications will be submitted to snrl@giz.de through the National Contact Points. Applicants are required to complete Part B below.

**Guidelines for NCPs**

National Contact Points will be expected to transmit the CfP and related instruments to lead ministries and other government departments/agencies, as well as consolidate responses to the CfPs for submission to the SNRL Programme. NCPs are encouraged to undertake the following steps:

* ***Step 1:*** Upon receipt of the CfP advert and application narrative and budget templates, the NCP should transmit the documents to the contact points in each lead ministry and government department/agency with a short explanatory note about what the CfP entails. Further clarification on the CfP can be sought from SNRL Program.
* ***Step 2:*** NCPs should engage in information sharing and communication. It will be important to encourage government and non-state actors to work together in developing a response that adequately addresses the requirements of the CfP.
* ***Step 3:*** It is important for the NCP to set an internal deadline for submissions of applications from counterpart ministries, which falls before the submission deadline to SNRL in the stated CfP advert. Periodically the NCP should remind potential applicants of the impending deadline as it approaches. It is critical to ensure that there is enough time that is available for the consolidation of applications once these are submitted by eligible actors within the Member States.
* ***Step 4:*** The NCP should collect the responses to the CfP from the various government departments/agencies and consolidate them into a single package that will be submitted to the SNRL programme. The NCP must ensure that the following template is completed upon submission of the consolidated applications to the SNRL Programme Management Unit. Each detailed application response from the government departments/agencies must also be attached (see Part B of this document).

**Member State Summary of CfP Responses:**

|  |  |
| --- | --- |
| **Name of Country**  |  |
| **National Contact Point details** |  |
| **Names of Lead Ministries/ Government Departments/Agencies that have prepared a response to the CfP** |  |
| **Names of contact persons in Lead Ministries/ Government Agencies** |  |
| **Number of submissions (prepared responses to the CfP)** |  |
| **Areas in which the Lead Ministries/Government Agencies require Technical Support** *Kindly select the thematic areas that are applicable to the interests shown by the Lead Ministries/ Government Departments/Agencies and are reflected in the applications* |
| **Thematic Areas**  | **Selection** |
| **Policy proposals (gender-sensitive) for implementing SADC protocols and strategies** | [ ]  |
| **Cross-institutional coordination structures for regional integration** | [ ]  |
| **Resource Mobilisation Strategies for financing SADC coordination structures (white papers)** | [ ]  |
| **SADC Regional Integration communication strategies** | [ ]  |
| **Documenting Good Practices** | [ ]  |
| Kindly attach detailed application submission from each applicant within the Member State. |

# PART B: APPLICATION

## 1. Administrative and organisational information

|  |  |
| --- | --- |
|   |  |
| Name of Country  |  |
| National Contact Point details |  |
| Name of Lead Ministry/ Government Department/ Agency |  |
| Name of contact person in Lead Ministry/ Government Department/Agency |  |
|  |  |
| Main areas of focus of the Lead Ministry/ Government Department/ Agency | (max. 100 words) |
| Experience of Lead Ministry/ Government Department/Agency with similar support from SNRL and SADC | (max. 300 words) |
| Similar interventions previously pursued by the Lead Ministry through SNRL or other programmes | (max. 500 words) |

## Project proposal / Technical description

* 1. **Selection of Thematic Area**

|  |  |
| --- | --- |
| **Thematic Areas** *Kindly select the thematic area that is applicable to your application.* | **Selection** |
| **Policy proposals (gender-sensitive) for implementing SADC protocols and strategies** | [ ]  |
| **Cross-institutional coordination structures for regional integration** | [ ]  |
| **Resource Mobilisation Strategies for financing SADC coordination structures (white papers)** | [ ]  |
| **SADC Regional Integration communication strategies** | [ ]  |
| **Documenting Good Practices** | [ ]  |

* 1. **General information on suggested project**

|  |  |
| --- | --- |
| **Title of the project:**  |  |
| **Short project description:***Please provide an overall description of the project incl. expected impact, activities and beneficiaries* | (max. 200 words) |
| **Total budget in EUR:** |  |
| **Project duration**: |  |

* 1. **Project outline**

|  |  |
| --- | --- |
| **Project rationale, background and project location:***Please describe the developmental opportunity/ challenges that are prevalent in the target sector that the programme will support.* | (max. 500 words) |
| **Specific objectives:***Please describe the specific objectives the project aims to reach.* | (max. 300 words) |
| **Key activities:***Please describe the key activities that will achieve the objective outlined above*. | (max. 500 words) |
| **Beneficiaries:***Kindly describe the target beneficiaries.* | (max. 200 words) |
| **Expected impacts:***What are the benefits of the planned project for the target beneficiaries?*  | (max. 500 words) |
| **Linkages to National Priorities in National Development Plans.** | (max. 800 words) |
| **Linkages to National RISDP Implementation Plans**  | (max. 800 words) |
| **Linkages to SADC Sector specific plans/policies/strategies**  | (max. 800 words) |
| **Risk & mitigation:** | (max. 500 words) |
| **Sustainability:*****Kindly outline how results will be sustained beyond the project implementation.*** | (max. 400 words) |
| **Scaling-up potential:***How can the results of this project be replicated in other areas of the country’s/region’s development? Or, how can the intervention be scaled up by the SADC Secretariat.* | (max. 500 words) |

* 1. **Project Management**

|  |  |
| --- | --- |
|  |  |
| **Name of Lead Ministry Officer(s) in charge of the project’s implementation.***Kindly* *provide details (name and function) of the person(s) that will be responsible for the projects’ implementation and results* | (max. 50 words) |
| **Key Partners:** *Which entities will support the lead ministry in the implementation of the project.*  | (max. 50 words) |
| **M&E Capacities** *What M&E systems are in place to monitor the development assistance or technical support such as that which is proposed by SNRL? Is there a documented M&E Framework and System or M&E Plan (and related manuals)?* | (max. 500 words) |
| *Is there a dedicated M&E Unit and what is the staff compliment in this regard?*  | (max. 300 words) |
| *What policy formalised the M&E system and the unit that supports it?* | (max. 300 words) |
| *How will this M&E Unit report on progress made in the implementation of SNRL activities?* | (max. 500 words) |

* 1. **Contribution to Programme Outcomes**

|  |  |
| --- | --- |
| **SNRL Programme Outcome** | **Proposed Change Project Contribution** |
| Improved institutional framework for implementing regional integration of SADC in the Member States | (max. 500 words) |
| Strengthened strategic communication skills of SADC (Secretariat and Member States) for high-profile communication on all aspects of SADC activities and results. | (max. 500 words) |

## Project Budget and Inputs

|  |  |
| --- | --- |
| **Project implementation and roles:** | In case of multiple partners please clearly separate and briefly describe who (which partner or party) will implement which activities of the project.  |
| **Expected costs (use only cost category which are envisaged):** Please provide below a high-level structure of the estimated project costs in EUR per item. |
| **Staff:** |  |
| **External experts/consultants:** |  |
| **Training costs:** |  |
| **Transportation / Travel costs:** |  |
| **Conferencing facilities:** |  |
| **Other costs:** |  |
| **TOTAL sum direct costs:** |  |
| **Own contribution by the bidder(s) (in-kind contribution):** | (max. 300 words)Please indicate by whom (in case of partners), what amount (in EUR), in-kind or financial.  |
| **Required financing (by SNRL) in EUR:[[1]](#footnote-2)** |  |
| **Project start:** | (max. 300 words)Please indicate when you expect the project to be ready for implementation  |

1. Note this will be direct support in the form of technical assistance and not grant funding [↑](#footnote-ref-2)