



## SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE: SADC/3/5/2/397

### SUBMISSION OF PROPOSALS FOR FUNDING UNDER THE SADC HIV AND AIDS SPECIAL FUND ROUND IV

CONTINUITY SERVICES AT SADC SECRETARIAT DATE OF ISSUE OF RESPONSES: 6 June 2025

Question Nº	Question	SADC Secretariat Response
Nr.1	We would like to be guided if we a media focused institution can also apply for this grant and share our detailed proposal of our approach to this assignment. Kindly also share the link to the meeting that will be held on May 22 <sup>nd</sup> , 2025.	Yes, a media-focused organization may apply provided it meets the eligibility criteria outlined in the Call for Proposals. Proposals should clearly demonstrate how media activities will contribute to the HIV and AIDS response across the region. We encourage all applicants to review the full Guidelines and prepare a detailed proposal aligned with the Fund's objectives.
Nr.2	I wanted clarification regarding eligibility criteria regarding SADC HIV Special Fund Grant. If an organization that is only registered in Botswana	As mentioned in the Call for Proposals, each proposal should be implemented in at least 3 SADC Member States to be considered under this grant.

	and intends to implement the action only in Botswana is eligible for this application	
Nr.3	I am writing to inquire if an International NGO operational in three (3) SADC countries and have local partners across board is eligible to lead a consortium application for this grant	An international NGO may lead a consortium if it is formally registered or has a legally recognized presence in at least one SADC Member State. In addition, the proposed action must involve implementation in three or more Member States. The lead applicant should coordinate the overall project, manage finances, and ensure reporting and compliance. Local partners can support implementation, community engagement, and national coordination. Consortia are encouraged where they enhance technical strength, reach, and sustainability of the proposed interventions. Lead Applicant should be legally registered in at least one Member States and have a bank account in that Member State.
Nr.4	We kindly request for the link for the information session on the SADC HIV SPECIAL FUND Grant Round IV.	The Zoom link of the recording for the information session held on 22 <sup>nd</sup> May 2025 is provided in the Addendum number 2 to the Call for Proposals on the SADC Secretariat website. It is available for download. See below in case you cannot find the addendum:  <a href="#">Click here to access HIV Fund Call for Proposal Information Session</a>  Password: +8^YB+p@
Nr.5	I kindly request for the annexes/templates for the PROPOSALS FOR FUNDING UNDER THE SADC HIV AND AIDS SPECIAL FUND.	Applicants should download everything provided in advert on the SADC Secretariat website as per the link below. All annexes and guidance on how to fill in the forms are there for your reference.

		<a href="https://www.sadc.int/procurement-opportunities/submission-proposals-funding-under-sadc-hiv-and-aids-special-fund">https://www.sadc.int/procurement-opportunities/submission-proposals-funding-under-sadc-hiv-and-aids-special-fund</a>
Nr.6	<p>Would a 501(c)(3) nonprofit organization registered in the United States, with licenses to operate and ongoing programs in multiple SADC Member States, including Mozambique and Zambia, be eligible to apply either as:</p> <ul style="list-style-type: none"> <li>• a lead applicant, or alternatively,</li> <li>• a co-applicant under a locally registered lead organization?</li> </ul> <p>We would greatly appreciate your guidance, as we are currently assessing potential partnerships and program designs in response to this call and would like to ensure our participation aligns with the eligibility requirements.</p>	<p>A U.S.-registered or otherwise internationally registered non-profit may only apply as a lead applicant if it is legally established in at least one SADC Member State.</p> <p>This establishment could take the form of a subsidiary office that is registered and operational under local law. If the organization does not meet this criterion, it may instead participate as a co-applicant in a consortium where the lead applicant is a qualifying SADC-based entity.</p>
Nr.7	<p>We would like to know if it is permissible for organizations from a single SADC member country to submit a proposal without formal partnership with organizations from other countries in the region. Is there any mandatory requirement for a multinational composition of the applicant entities?</p> <p>We appreciate your attention to this matter and look forward to your response to ensure our proposal aligns with the eligibility criteria.</p>	<p>The composition of the applicant (i.e., whether a single entity or consortium) is flexible. However, what is mandatory is that the proposed action must be implemented in at least three SADC Member States.</p> <p>A single entity can apply on its own if it has the capacity to deliver the program regionally. However, many organizations may find it beneficial to form a consortium with other regional partners to ensure local relevance, effectiveness, and compliance in multiple jurisdictions.</p> <p>As per the eligibility criteria stated in the Guidelines for Applicants, projects must be regional in scope and implemented in at least three (3) SADC Member States. This requirement</p>

		<p>reflects the Fund's mandate to strengthen regional collaboration and cross-border responses to HIV and AIDS. Organizations intending to work within a single country are advised to partner with other eligible entities that they know (and or previously work with) in at least two other Member States to form a regional proposal.</p> <p>Please note that formal endorsements from Ministry of Health (MOH) authorities from the other 2+ participating SADC Member States are mandatory</p>
Nr.8	<ol style="list-style-type: none"> <li>1. What is a lot and a number that is required right up front on the application form?</li> <li>2. Can an organisation (ourselves) with a current budget of ZAR 2,2million for healthcare and social services apply for a significantly higher amount for funding for implementing additional HIV/ AIDS and their related illnesses programmes?</li> <li>3. We would be taking over the Local Government's wholly inadequate provision of HIV and related illness treatments and services to the local Township communities in and around Port Elizabeth - we would be able to get written recognition and permission from the Department of Health on this matter!</li> <li>4. What kind of line items are being funded? Full and holistic health programmes or just HIV programmes?</li> <li>5. Are we able to apply for increased Human Resources, new medical machinery, medical</li> </ol>	<ol style="list-style-type: none"> <li>1. There is no Lot, and guidelines on application is all in the grant pack for applicants' document</li> <li>2. Yes, organizations may apply for funding beyond their current budget size; however, the application must include a realistic and detailed justification demonstrating the organization's capacity to absorb, manage, and account for the larger budget. <b>Please note that the budget ceiling per project is USD600,000.00</b> <b>On another hand, Organisation can support their application by submitting recommendations from previous donor, audit report or any other documents demonstrating your ability to manage such fund.</b></li> <li>3. Projects must be implemented in at least 3 SADC Member States to be considered for Funding.</li> <li>4. Eligible activities must directly contribute to the HIV and AIDS response in the region and examples of priorities to be considered have been provided in the Guidelines. Activities must be clearly linked to the project objectives and outcomes.</li> </ol>





	<p>supplies, specific training, new consultation rooms, etc?</p> <p>6. What is the funding cycle? Is it multi-annual or just once off for the 12–18-month period?</p>	<p>5. To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the General Conditions to the standard grant contract (see Annex F of the guidelines).</p> <p>6. The SADC HIV and AIDS Special Fund – Round IV is designed as a time-bound grant with a duration of 18 - 36 months. It is not a multi-year funding mechanism, and applicants should design interventions that can be realistically achieved within this period. Any potential for sustainability or future scale-up should be outlined in the proposal, including plans for transition or integration into national systems.</p>
Nr.9	<p>I wanted to query the eligibility of <i>"Actions must take place in at least 3 Member States of SADC region."</i> and confirm whether this means projects must take place in at least 3 countries that are part of the SADC region? And if not that a project would be ineligible?</p>	<p>Projects must be implemented in at least 3 SADC Member States to be considered for Funding (See guideline and call for proposal).</p>
Nr.10	<p>We would like to request an application form for submission of proposals for funding under the SADC HIV and AIDS Special Fund Round. Our organization has been implementing HIV-related programs since 2021, including Social and Behaviour Change interventions, adherence clubs, ART defaulter tracing, and psychosocial support for children living with HIV.</p> <p>We recently learned about the SADC HIV and AIDS Special Fund and are highly interested in applying for support to strengthen and scale our</p>	<p>All necessary documents, including the Call for Proposals, Guidelines for Applicants, Budget and Logical Framework templates, and other annexes, can be downloaded from the SADC procurement portal using the link below:</p> <p>👉 <a href="https://www.sadc.int/procurement-opportunities/submission-proposals-funding-under-sadc-hiv-and-aids-special-fund">https://www.sadc.int/procurement-opportunities/submission-proposals-funding-under-sadc-hiv-and-aids-special-fund</a>.</p> <p>Applicants must ensure they use the official templates and follow all instructions carefully when preparing submissions. Incomplete</p>

2..



	<p>efforts in HIV prevention, treatment adherence, and community mobilization.</p> <p>Thank you for your continued support in advancing gender equality and community development across the continent. We look forward to the opportunity to collaborate with Southern African Community.</p>	<p>or improperly formatted proposals may be disqualified during the screening stage.</p>
Nr.11	<p>We are reaching out to request further clarification regarding the eligibility criteria. According to the eligibility information stated in the guidelines for grant applications (on page 7 and 8), SADC indicates that "lead applicants must be established in one or more than one SADC Member State." In this regard, we kindly seek SADC's guidance on the following:</p> <ul style="list-style-type: none"> <li>• How does SADC define established?</li> <li>• Does the organization's head office need to be in an SADC member state? Or would a local office of an international NGO satisfy this requirement?</li> </ul> <p>As this clarification is essential in determining our organization's eligibility for the upcoming application, we request the SADC team to please provide confirmation at your earliest possible convenience. We greatly appreciate your time, consideration, and support to assist us on this matter.</p>	<p>"Established" refers to being <b>legally registered and authorized to operate in at least one SADC Member State</b>. While it is not necessary for the organization's <b>head office</b> to be based in the region, it must have a legally recognized <b>local office or entity</b> within a Member State that is capable of contractually engaging with SADC and managing the grant. Evidence of registration (e.g., registration certificate, memorandum of incorporation) should be submitted as these will be required during the verification process.</p>
Nr.12	<p>We are writing to seek clarification regarding the eligibility criteria under Section 2.1.1 (1) and (2) of the SADC HIV and AIDS Special Fund – Reference: SADC/3/5/2/397. We are a non-profit</p>	<p>"Established" refers to being legally registered and authorized to operate in at least one SADC Member State. While it is not necessary for the organization's head office to be based in the region, it must have a legally recognized local office or entity</p>

	<p>international organisation registered in the Netherlands, currently implementing a regional SRHR Fund across three SADC Member States—Malawi, Zambia, and Zimbabwe—in close collaboration with national stakeholders and regional partners, including SADC structures.</p> <p>We are very interested in responding to this call and potentially building on our existing regional SRHR programming. However, we have noted some ambiguity in the guidelines: while one part appears to prioritise applicants established in SADC Member States, another suggests the possibility of applying with co-applicants if not locally established. We would appreciate your guidance on whether—given its operational presence and active programming in the region—would be eligible to apply either as a lead applicant or in partnership with registered entities in the SADC region.</p> <p>We also plan to attend the information session on 22 May to better understand the call and associated requirements. In the meantime, we would be grateful for any clarification you can provide</p>	<p>within a Member State that is capable of contractually engaging with SADC and managing the grant. Evidence of registration (e.g., registration certificate, memorandum of incorporation) will be required during the verification process.</p> <p>Additionally, it is mandatory that the proposed action must be implemented in at least three SADC Member States. A single entity can apply on its own if it has the capacity to deliver the program regionally. However, many organizations may find it beneficial to form a consortium with other regional partners to ensure local relevance, effectiveness, and compliance in multiple jurisdictions.</p>
Nr.13	Is the total of \$600 000 annual obligation or the whole 18-36 months (entire project lifecycle)?	This is for the whole project lifecycle.
Nr.14	Do you have previous projects funded by SADC in the previous rounds on your website?	These are available upon request. However, we encourage innovation as such we discourage duplicating previous projects.
Nr.15	Does the 30% maximum for salaries include on-the-ground workers?	30% should be the cost for managing the Grant, which includes salaries for the lead implementer, co-applicants and their sub-

		recipients . It also includes 7% administration costs. However, it excludes salaries for on-the-ground staff.
Nr.16	I am asking if the lead applicants and the core applicants can be from one country, or they must be from three-member state?	Yes, the lead applicant and co-applicants may all be from the same SADC Member State. There is no requirement that the lead and co-applicants must each be from different Member States. However, it is important to distinguish between the <b>eligibility of the applicants</b> and the <b>eligibility of the proposed action</b> . See section 2.1.1 and 2.1.4 in the guidelines for further details
Nr.17	Can an NGO propose an integrated service delivery model incorporating more than one indicated activity/ priority?	Yes, this can be done.
Nr.18	Can a Not-for-profit university (Community university) participate as either co-applicant or affiliate	Yes. The HIV Fund has awarded grants to universities before (for research and programmatic projects).
Nr.19	Eligibility Criteria – Definition of "Established" Could you kindly clarify the eligibility requirement stating that applicants must be “established” in one or more SADC Member States? Specifically, does this mean that the lead applicant must be a locally registered organization based in one or more SADC Member States, or can an international organization with legally registered local affiliates in one or more SADC countries also qualify?	-Established means Locally registered in one of the SADC member States - International Organisations can work with a locally based Organisation as a partner (Co-implementers)
Nr.20	Clarification on Funding Amount The call for proposals mentions a total maximum amount of USD 600,000 per project. Given the requirement that activities must be implemented in at least three SADC Member States, does this total amount (USD 600,000) need to be distributed	- The Maximum fund to be received per project is USD600,000. This amount will be shared among the organisations in the three Member States involved in the implementation of the Project (This will also cover administrative fees and overheads).

	across all three or more countries involved in the project, or is each participating country eligible to receive up to USD 600,000 as part of the same project?	
Nr.21	<p>We hope you are well. We want to apply for the grant that you are offering for SADC region - HIV/AIDS.</p> <p>We are ADEMO (association of disabled people of Mozambique), delegation of Nampula province that work for inclusion. So, we would like to know how to apply. Which documents do you need.</p> <p>.. language to use, as we speak Portuguese. Is there a model for fellow or fill?</p> <p>We hope your attention and answer as soonest...</p>	<ul style="list-style-type: none"> <li>- All forms and documents requested are in the document link provided</li> <li>- Applications must be submitted in one of the Three Official Languages of the SADC Region : English , French or Portuguese.</li> </ul>
Nr. 22	<ol style="list-style-type: none"> <li>1. As per SADC HIV AND AIDS SPECIAL FUND ROUND IV guidelines, we would like more clarification regarding the Size of grants: minimum and maximum amount given in percentage. Does minimum refer to 70% of request made e.g 200,000 USD will receive 140,000usd and maximum should receive the total amount requested (200,000 USD)</li> <li>2. We have requested to submit a Concept Note at this stage, should it be submitted with supporting documents?</li> </ol>	<ol style="list-style-type: none"> <li>1. Regarding the Amount to be allocated per project: refer to question <b>13</b> and <b>20</b> above</li> <li>2. Organisations have been requested to submit a full proposal jointly with the concept note</li> </ol>

	<p>3. We opt to submit a joint proposal in a consortium of 3 three countries but four NGOs, two in one country while the others in one country each, is it alright?</p>	<p>3. This is acceptable and organisations (especially the Lead Applicant) must demonstrate capacities and abilities to coordinate all structures and organisations involved.</p>
Nr.23	<p>1. 1About the requested documents: could you please confirm that, for the application to be considered, we must submit ONLY the following documents as stated in the call for proposal:</p> <p>Annex A: Grant Application Form (Word format) Annex B: Budget (Excel format) Annex C: Logical Framework (Excel format)</p> <p>2. About the application modality: could you please clarify how the application must be submitted? We understand all required documents must be zipped and uploaded through the following link:</p> <p><a href="https://collab.sadc.int/s/Z9wQ5BgNBAsrDx7">https://collab.sadc.int/s/Z9wQ5BgNBAsrDx7</a></p> <p>Do you confirm we do not need any prior registration on the platform? When we try to upload zipped folders through the link, it is unclear how to move forward and/or how to make sure the documents have been successfully uploaded on the platform.</p>	<p>1. Kindly submit documents as requested in the Guidelines for Applicants</p> <p>2. As stated during the Information session , all application must be uploaded in the link (however the link does not confirm receipt of your documents)</p>
Nr.24	<p>1. Could you point us to where on the website applicants can access annexures listed on page 29 of the call?</p>	<p>1. As per the Call for Proposal Advert on the SADC Website, scroll down at the bottom and see all attached documents for your download. The annexes are in the last Zipped</p>

	<div><div>2. Should collaborating institutions across countries provide proof of memorandum of agreements in this case universities?</div><div>3. Can a university submit separate applications focusing on separate priorities and beneficiaries from lead applicants in two separate schools (departments)?</div></div>	<div>document link as highlighted below. Please note that Applicants are encouraged to go through all documents: -</div> <div><table><thead><tr><th>Attachment</th><th>Size</th></tr></thead><tbody><tr><td>MERCY M - Advert- HIV AIDS Open Grants_sgd.pdf</td><td>418.52 KB</td></tr><tr><td>MERCY M - HIV GRANTS APRIL 2025- UPDATED GUIDELINES FOR GRANT APPLICANTS-05-05-25_sgd.pdf</td><td>756 KB</td></tr><tr><td>MERCY M - HIV GRANTS APRIL 2025- UPDATED GUIDELINES FOR GRANT APPLICANTS-05-05-25.docx</td><td>99.37 KB</td></tr><tr><td>MERCY M - SUPPORTING DOCUMENTS GRANT.zip</td><td>1.71 MB</td></tr></tbody></table></div> <div><div>2. At this stage, the Memorandum of Understanding is not required however while proceeding to the next step, this will be important to determine the working arrangement.</div><div>3. The maximum number of application per organisations is 2(as Lead Applicant however you can also be a co applicant for other submission) .</div></div>	Attachment	Size	MERCY M - Advert- HIV AIDS Open Grants_sgd.pdf	418.52 KB	MERCY M - HIV GRANTS APRIL 2025- UPDATED GUIDELINES FOR GRANT APPLICANTS-05-05-25_sgd.pdf	756 KB	MERCY M - HIV GRANTS APRIL 2025- UPDATED GUIDELINES FOR GRANT APPLICANTS-05-05-25.docx	99.37 KB	MERCY M - SUPPORTING DOCUMENTS GRANT.zip	1.71 MB
Attachment	Size											
MERCY M - Advert- HIV AIDS Open Grants_sgd.pdf	418.52 KB											
MERCY M - HIV GRANTS APRIL 2025- UPDATED GUIDELINES FOR GRANT APPLICANTS-05-05-25_sgd.pdf	756 KB											
MERCY M - HIV GRANTS APRIL 2025- UPDATED GUIDELINES FOR GRANT APPLICANTS-05-05-25.docx	99.37 KB											
MERCY M - SUPPORTING DOCUMENTS GRANT.zip	1.71 MB											
Nr.25	<div><div>1. Can an international organization which is headquartered outside the SADC region, apply as the lead applicant as long as it has offices in three SADC countries? Even though these offices have no local governance structures, like local boards of directors.</div><div>2. Does an international organization with offices in multiple SADC countries submit 2 projects overall? or can the individual</div></div>	<div>1. The lead Applicant must be based (Legally registered) in one of the SADC Member States. While it is not necessary for the organization's head office to be based in the region, it must have a legally recognized local office or entity within a Member State that is capable of contractually engaging with SADC and managing the grant. Evidence of registration (e.g., registration certificate, memorandum of incorporation) should be submitted as this will be required during the verification process.</div>										



	<p>countries in which it exists submit 2 projects each?</p> <ol style="list-style-type: none"> <li>3. Can an organization submit 2 projects as a lead applicant and be included in 2 other projects as a co-applicant?</li> <li>4. Can an organization submit 1 project as a lead applicant and be included in another project as a co-applicant?</li> <li>5. Is paying consultants with the remaining 70% of the \$600,000 (with 30% going to staffing) budget an allowable cost?</li> <li>6. Is the 30% (\$180,000) for salaries meant to be split across all implementing countries?</li> <li>7. Is the 7% indirect part of the 30% meant to be spent on staffing?</li> <li>8. If submitting a project as an intervention project, does the same intervention need to be implemented across all implementing countries?</li> <li>9. If submitting a project as a research project, does the same research need to be conducted across all implementing countries?</li> <li>10. In terms of cross-country collaboration, can the project be conducted in only one country with the other countries supporting through other means such as technical assistance?</li> </ol>	<ol style="list-style-type: none"> <li>2. The number of Applications by SADC Member States or NGO legally registered in one of the SADC Member States can submit more than one proposals, which will be considered as separate applications.</li> <li>3. This is fine and acceptable.</li> <li>4. Yes, an organization can apply as Lead in one project and co-applicants in other projects.</li> <li>5. 30% should be the cost for managing the Grant which includes salaries for the lead implementer, co-applicants and their sub-recipients . It also includes 7% administration costs. This excludes ground workers. If 70% of the budget is paid to a consultant, the same will be assessed for eligibility in accordance with the provisions of Article 14 of Annex II of the SADC General Conditions for Grants. Therefore, it's not a guarantee that the amount will be eligible.</li> <li>6. 30% should be the cost for managing the Grant which includes salaries for the lead implementer, co-applicants and their sub-recipients. It also includes 7% administration costs. This excludes ground workers.</li> <li>7. Yes 7% is part of the indirect costs of the 30% meant for staffing.</li> <li>8. Kindly note that all the proposed project should be well aligned and coherent. This would also respond to Countries' priorities.</li> <li>9. A project should be implemented in three Member States as a requirement.</li> <li>10. A project should be <b>implemented</b> in three Member States as a requirement.</li> </ol>
--	--	--



Nr.26	<ol style="list-style-type: none"> <li>1. HFF observed that it is a requirement for the proposed solution to be applied across a minimum of 3 SADC member states. However, it is unclear if our entity needs to have a physical presence in all those 3 member states or simply need a solution that can work for those 3 member states as long as the bidder has presence in one member state. Pls clarify for us.</li> <li>2. For Annex B Budget, are we required to only use the costing template you provided or we can use alternative ones that might better suit our type or solution?</li> <li>3. It is a requirement to complete the Logical Framework. However, it seems you have pre-populated the 3- Annex C Logframe. What exactly are we expected to do with the provided framework? Can we replace the one you provided with an already existing framework we have for our program?</li> </ol>	<ol style="list-style-type: none"> <li>1. As a Lead Applicant, you do not need to have a physical presence in all 3 Member States, however, it is advisable to partner with other organisations (locally based in Member States where your project will be implemented) to facilitate implementation.</li> <li>2. We advise to use the SADC Template provided to facilitate the evaluation process.</li> <li>3. Kindly note that this is a template, you are advised to populate the logical framework.</li> </ol>
Nr.27	<ol style="list-style-type: none"> <li>1. Does the page limit include the cover page?</li> <li>2. For submission, should the concept note (Part A), the full application form (Part B), the budget and the logframe be separate documents but zipped in one folder?</li> </ol>	<ol style="list-style-type: none"> <li>1. No. The cover page is excluded.</li> <li>2. The concept note (Part A), the full application form (Part B), the budget and the logframe should be separated while zipped in one folder</li> </ol>

	<p>3. P. 4: One of the criteria states that eligible actions (projects) must involve a minimum of three SADC Member States. Should we understand, that individual NGOs cannot directly submit their proposals? Does this mean that proposed actions must necessarily be implemented in at least three SADC Member States? Can a proposed action not be limited to a country only?</p> <p>4. Should we consider November 20, 2025 as the action start date?</p> <p>5. Does the indirect cost rate of 7% apply to co-applicants too?</p> <p>6. Are there any key positions under this opportunity? If yes, what are they? Should they first be approved by the Contracting Authority?</p> <p>7. If we use partner organizations not as co-applicants but just for ensuring the implementation of some activities, how would we consider them since they are not affiliated entities?</p>	<p>3. All Projects must be implemented in at least 3 SADC Member States (not 1) and kindly note that an individual NGO with presence in all 3 Member States can apply as a sole implementer of the action in the 3 Member States</p> <p>4. Kindly note that Organisations are advised to anticipate April 2026 as the starting date.</p> <p>5. 7% applies to the lead applicant only. It does not extend to co-applicants.</p> <p>6. Positions or HR support can be included in your proposal and this will be discussed in details once the proposal moves to the next stage.</p> <p>7. We advise that you use partners with good finance and administrative structures as well as good track record</p>
Nr.28	<p>Under the “PRINCIPLES FOR FUNDING” section on page 4, we noted that the applicant[s] must adhere to the four listed principles. We are interested to further understand the interpretation of the first principle that reads, “Involve a minimum of three SADC Member States (MS). Member States are encouraged to collaborate and develop a joint proposal for funding. Any potential executing agencies, whether governmental or non-governmental, must not</p>	<p>As previously mentioned NGOs can apply alone provided they have enough capacity to implement the project in all 3 Member states with the same impact and capacity.</p>

	have a history of serious professional misconduct as determined by any established authority”. Does this mean that for any an eligible NGO interested in submitting a proposal, it will need to partner with other NGOs/eligible entities from two other SADC member states [i.e. it cannot submit alone]?	
Nr.29	<p>I am writing because we intend to apply for this opportunity, but we have a few questions for you: When for you refer “Actions must take place in at least 3 Member States of SADC region” mean;</p> <ul style="list-style-type: none"> <li>• There will be operations, local implementing partners, offices, and physical presence those SADC members?</li> <li>• To implement physically in three countries?</li> <li>• To demonstrate impact in three countries?</li> <li>• To have local partnerships in three countries?</li> </ul>	<ol style="list-style-type: none"> <li>1. A project must be implemented in at least 3 SADC Member States with the same objectives and intended impact. (Refer to similar questions above for more clarity).</li> <li>2. The Lead Applicant has the sole responsibility to designate local partners or co-applicant for the success of the project.</li> </ol>
Nr.30	<p>Malawi Red Cross is affiliated to International Federation of Red Cross and Red Crescent Society (IFRC) is registered entity in Malawi, Zambia and Zimbabwe. Is IFRC eligible to be an applicant, where Malawi Red Cross, Zambia Red Cross and Zimbabwe Red Cross to be implementing partners? Let us know if this arrangement is fine.</p>	<p>If IFRC is legally registered in Malawi, then the Organisation is eligible. However, the other Red Cross Offices in Zambia and Zimbabwe should also be legally registered in those countries.</p>
Nr.31	Can an institution apply as a prime on one application and co-applicant on another?	Yes, an institution can apply as a Lead Applicant in one proposal and Co -applicant on another proposal.
Nr.32	My first question is on the eligible actions, specifically this statement, ‘Must involve at least three SADC Member States.’ I understand this to mean that the possible winning bidders should be	No single country implementer is eligible, each action has to take place in 3 different SADC member states as per guidelines

	<p>implementing in at least SADC 3 countries. This makes it impossible for a single country implementer to partake on the bids?</p> <p>My last question is on 'Co-applicants must contribute at least 35% (if one) or 20% (if multiple) of the eligible costs?' Can you elaborate this with an example?</p>	<p>Co applicants will use a budget to a minimum of 35% out of the total budget. If the whole action awarded is for USD100,000 that means the co applicant will use USD 35,000 of the total budget.</p>
Nr.33	<ul style="list-style-type: none"> <li>• Would Annexes G, H, and I be required as a part of the full application submission?</li> <li>• When does SADC expect to post the webinar online?</li> </ul>	<p>All annexes and documents are required as per the Guidelines for Applicants.</p> <p>The Webinar has been posted online. See below in case you cannot find the addendum:</p> <p><a href="#">Click here to access HIV Fund Call for Proposal Information Session</a></p> <p>Password: +8^YB+p@</p>
Nr.34	<ol style="list-style-type: none"> <li>1. The guidelines mention that the Logical Framework must be submitted in an Excel Format, however, only a Word Document was provided. What is expectation? Ref: Annex C: Logical Framework (Excel format).</li> <li>2. If we are in multiple countries, is it 600,000 per country?</li> <li>3. If a lead applicant is to submit two applications- <ol style="list-style-type: none"> <li>1) can they be in the same countries?</li> <li>2) Are they required to focus on different priority areas?</li> </ol> </li> <li>4. If we are proposing multiple actions (600,000 per action), does that constitute multiple</li> </ol>	<ol style="list-style-type: none"> <li>1. Logical framework is submitted in Word documents, budget is submitted in Excel documents while the actual application needs to be signed off and preferably submitted in pdf.</li> <li>2. The total cost for 1 project is 600,000USD and the amount covers all countries involved in the project.</li> <li>3. Focus should be in line with priorities defined in the call for proposal and countries' priorities.</li> <li>4. Two (2) proposed actions means 2 different projects and 2 different submissions to be considered as such</li> </ol>

<p>projects? Example: (2 proposed actions = 1.2 million)</p> <p>5. If we're proposing 2 actions/projects, does that require two full application submissions?</p> <p>6. Is there a maximum limit on co-applicants that are not on two applications under this call?</p> <p>7. The criteria that state "The co-applicant shall be responsible for the implementation of a minimum of 35% of the total eligible costs or a minimum of 20% of total eligible costs in the case of two or more co-applicants"</p> <ol style="list-style-type: none"> <li>1. Does this requirement refer to:</li> <li>1. A minimum percentage of the total overall budget being allocated to co-applicants collectively, across all countries?</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>2. A minimum percentage of each country-specific budget being allocated to the respective co-applicant(s) within that country?</li> </ol> <p>8. To be considered "established" in a SADC Member state, does this require that lead applicants be registered locally, or can the lead applicant implement activities as an internationally registered NGO in a SADC member state?</p> <p>9. Is there a recording of the information session held on May 22nd that has been made publicly available?</p>	<p>5. Yes as mentioned in question 4 above.</p> <p>6. An organisation could be co-applicant in one proposal and be a Lead applicant in another proposal. Refer to 2.1.4 in the guidelines of applicants.</p> <p>7. Co-applicants will use a budget to a maximum of 35% out of the total budget. If the whole action awarded is for USD100,000 that means the co applicant will use USD 35,000 of the total budget.</p> <p>8. To be considered "established" the Lead Applicants must be legally registered in a SADC Member State</p> <p>9. The Recording has been posted online and link provided above. See below in case you cannot find the addendum:</p> <p><a href="#">Click here to access HIV Fund Call for Proposal Information Session</a></p> <p>Password: +8^YB+p@</p>
--	--

<p>Nr.35</p>	<p>Q1. Page 1 of the narrative application template includes: <b>Budget: XXXXXXXXXXXXX</b> Should we fill in the total requested budget here, or what is required here?</p> <p>Q2. Page 8 of the narrative, under section 1.1.2, includes the following: <b>PROJECT EVALUATION</b> What is required under this section?</p> <p>Q3. We understand the budget is to be completed in USD; is that correct? Page 9, under section 1.1.5 states: Please note that the cost of the action and the contribution requested from the Contracting Authority must be stated in <i>[insert currency]</i></p> <p>Q4. Page 2 of the narrative application template includes a box that asks for: “<b>{Number &amp; title of lot}</b>” Does “<b>Title</b>” refer to “SADC HIV and AIDS Special Fund”? Does “<b>Number</b>” refer to “Round IV”?</p> <p>Q5. Do projects have to add on to existing HIV programmes, or can HIV activities be added onto other health programmes?</p> <p>Q6. There is discrepancy in the percentage of the contingency funds: the updated guidelines for grant applicants page 14 states that the contingency</p>	<p>1. Kindly fill the total cost of the Project Proposal.</p> <p>2. As per the guidance provided in the document referred i.e. Annex A – Application Form, you are required to Indicative action plan for implementing the action (max 4 pages).</p> <p>3. Yes, the budget should be completed in USD.</p> <p>4. Title means the action title of your proposal which you are applying for, write the title of your proposal. This grant does not have lot and the “number” does not apply.</p> <p>5. Both approaches are accepted however the proposal should be able to demonstrate the added value of the SADC HIV FUND and the Lead Applicants should also submit a proof showing that funds have already been secured for other activities.</p> <p>6. Kindly note that the contingency fund as per the SADC Guidelines is 7%</p> <p>7. This is a SADC internal process that will be used in order to give chance to all participating applicants; the statement means that “the selection process where only the highest-ranking concept notes will be retained, and their total requested funding must match a predetermined multiple of the available budget. This approach ensures that the funding is allocated to the most promising projects while managing the total financial commitment relative to the budget. In summary;</p> <p><u>Reduction of Concept Notes</u>: The total number of concept notes submitted will be decreased. This implies that not all submitted notes will be considered for funding.</p>
--------------	---	---



	<p>should not exceed 7% and the Annex B Budget raw states that the provision of the contingency reserve should not exceed 5%.</p> <p>Q7. The following statement is not clear; please clarify. On page 20 of the updated guidelines for grant applicants, the statement reads: <i>“Secondly, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to 300% of the available budget for this call for proposals.”</i></p> <p>Q8. Please confirm – Annex H must only be signed by the lead applicant. Is this correct?</p> <p>Q9. Please confirm – Annex I can be signed just by the lead applicant, on behalf of all members of a consortium/all co-applicants. Is this correct?</p> <p>Q10. Please confirm – Annex G must be signed by the applicant and all co-applicants. Is this correct?</p> <p>Q11. Will SADC disburse all funds to the lead applicant who then must transfer to another country – which will likely cause the lead applicant to lose funds to exchange rates and transfer fees - or will SADC disburse to each organization in a country according to a cashflow?</p>	<p><u>Ranking Consideration:</u> The reduction will be based on a ranking system. This means that the notes will be evaluated and prioritized, likely based on criteria such as quality, feasibility, or alignment with funding goals.</p> <p><u>Total Aggregate Amount:</u> The concept notes that remain after the reduction will be those whose combined requested contributions equal 300% of the available budget.</p> <p><u>Available Budget:</u> This refers to the total amount of funds allocated for this specific call for proposals.</p> <p>8 &amp; 9. Yes, any other annexes are signed by the Lead applicant only except the one page within the application document is signed by the co applicant.</p> <p>10. Yes, same as above; all annexes should be signed by the Lead applicant</p> <p>11. The SADC Secretariat will transfer all funds to the Lead Applicants then the Lead Applicant will disburse to the Co-Applicants. Bank fees and all charges incurred will be accounted for and considered by the SADC Secretariat during the Verification Process.</p>
Nr.36	<p>1. Both, lead and co-applicant are registered in SA. The lead applicant implements programs</p>	<p>1. Kindly note that South Africa is a SADC Member State hence all organisations based in South Africa are eligible for this grant.</p>

	<p>regionally, by seconding technical advisors into hosting local organisations. Is this an acceptable approach for the requirements of “legal capacity to implement within 3 countries” and “being the implementer in three countries” or do the hosting organizations have to be co-applicants?</p> <p>2. Must the applicants spend all of the funds themselves or can they further disburse funds to other included parties (e.g. local organizations hosting technical staff) who are not applicants on the award?</p>	<p>Legal capacity refers to the Lead Applicant being legally registered in one SADC Member State. The Lead Applicants should also have the capacity to implement the proposed project in at least 3 SADC Member States. Since both the Lead Applicant and co-applicant are registered in SA, this is acceptable. Further implementation arrangements with hosting organizations are up to the parties involved and should be outlined in the proposal for evaluation.</p> <p>2. Lead Applicant will be responsible for disbursing funds to Co Applicants so as to facilitate implementation</p>
Nr.37	<ul style="list-style-type: none"> <li>• On page six under Section 1.3 “Financial Allocation Provided by the Contracting Authority” sub section (a) “Size of Grant” What is “Costs of Action” it states that there is a minimum of 70% to a maximum of 100% of eligible costs are the size of the grant. Can SADC confirm that this means applicants should submit a budget between \$420,000 to \$600,000 for the proposal?</li> <li>• On page 7 under section 2.1.1. Eligibility of applicants (1) it states you must be a “legal person”. Can SADC confirm NGOs are eligible/considered a legal person?</li> <li>• On page 12 in about the middle of the page it states “The total amount of financing on the basis of simplified cost options that can be authorized by the Contracting Authority for any of the applicants individually (including simplified cost options proposed by their own affiliated entities) cannot exceed USD 30 000 (the indirect costs are</li> </ul>	<p>Applicants should submit a budget between \$420,000 to \$600,000 for the proposal.</p> <p>NGOs which are legally established in one SADC Member State</p> <p>NGOs legally registered in Member States are indeed considered as legal person or entity.</p> <p>Simplified Costs “Unit Costs”, “Lump sums”, “Flat Rate” Means those costs incurred by the grantee and do not need to be backed by support documents, save those necessary to demonstrate the fulfilment of the established conditions for reimbursement. Output or result based simplified costs Determined in such a way to allow payment upon achievement of outputs, results and /or performance of activities, deliverables etc.</p> <p>Authorised in Guidelines, accepted by evaluation committee, approved by CA and set in the contract.</p>

<p>not taken into account).” Can SADC confirm that this means if the applicant were to contract work to a vendor the most this can be is \$30,000?</p> <ul style="list-style-type: none"> <li>• On page 12 under section 2.1.5 “Eligibility of Costs: Costs that can be Included” <ul style="list-style-type: none"> <li>○ Can SADC further clarify the meaning of “eligible fees”?</li> <li>○ Can SADC also confirm that indirect costs can be included in each cost option (i.e unit costs, lump sums and/or flat-rate financing)?</li> </ul> </li> <li>• Can SADC clarify how section 1.1.2 “methodology” of Annex A Application form is different from section 1.1.1 “description”? Is Methodology supposed to be M&amp;E?</li> <li>• Within section 1.3.1 “Relevance to the objectives/sectors/themes/specific priority of the call for proposals” of Annex A Application Form it states “iii. Describe which of the expected results referred to in the guidelines for applicants will be addressed.” Can SADC confirm that what is meant is the priorities and the regional coordination mentioned as a principle under section 1.2 “Objectives of the Programme and Priority Issues” on page 5 of the solicitation?</li> <li>• Can SADC confirm that supporting documents are not required at the time of submission, but will instead be requested of the provisionally selected applications after review of the concept and full proposal?</li> </ul>	<p>The definition of eligibility is in accordance with the provisions of <b>Article 14 of Annex II</b> of the SADC General Conditions for Grants.</p> <p>Simplified Costs means costs that you can CLAIM without the need for normal support documents. Proof of activity taking place is sufficient. For purposes of this request, simplified costs shall not exceed USD30,000. INDIRECT COSTS come at the end of the Budget and they are calculated on the Total of all Costs so yes they will include all the cost categories. Indirect cost can be included.</p> <p><b>The methodology focuses on the "how" of project implementation, detailing the approach and processes. The description focuses on the "what" of the project, outlining its purpose, objectives, and context. Detail Level: The methodology is typically more detailed and technical, while the description is broader and more general.</b></p> <p><b>Methodology (Annex A Application Form)</b>  <u>Purpose:</u> The methodology section outlines how the proposed project or initiative will be implemented. It describes the specific approaches, techniques, and processes that will be used to achieve the project's objectives.  <u>Contents:</u>  <u>Detailed Steps:</u> A step-by-step plan for how the project will be executed.  <u>Techniques and Tools:</u> Any specific methods, tools, or frameworks that will be employed.  <u>Timelines:</u> An overview of the timeline for each phase of the project.</p>
--	---

	<ul style="list-style-type: none"> <li>• Can SADC confirm that #1 statutes or articles of association under section “ 2.4. Submission of Supporting Document for Provisionally Selected Applications” is only required if there are “affiliate” entities and not otherwise required?</li> </ul>	<p><b>Roles and Responsibilities:</b> Specification of who will be responsible for various aspects of the project.</p> <p><b>Monitoring and Evaluation:</b> How the project's progress and success will be measured.</p> <p><b>Description (Section 1.1.1)</b></p> <p><u>Purpose:</u> The description section provides an overview of the project or initiative. It sets the context for the application and explains what the project is about.</p> <p><u>Contents:</u></p> <p><u>Project Objectives:</u> A clear statement of what the project aims to achieve.</p> <p><u>Target Population:</u> Information about who will benefit from the project.</p> <p><u>Background Information:</u> Context about why the project is necessary or relevant.</p> <p><u>Scope:</u> An outline of the main activities and expected outcomes without going into the details of how they will be carried out.</p> <p>Supporting Documents are also required while submitting your proposal.</p>
Nr.38	<p>Is the information requested here about the organization the person comes from, or about the individual (e.g., the lead researcher) from that organization?</p> <p>For example, I am leading the writing (action) and my organization is XY, do you request my details or details of XY?</p>	<p>‘Lead Researcher’ means here the Team Leader or Principal Investigator of the proposal submitted by your organisation. In this case you are the Lead Researcher or the Principal Investigator, as the LR or PI, your CV will be requested as well as your organisation’s documents.</p>

Nr.39	We are in the process of submitting our HIV Grant Application. Now the provided link for uploading the files provided it has no submission provision for sending the documents it is only accepting uploading the documents but can't submit because it has no space for clicking send of the documents. Please give me some advice.	The submission link is a drag and drop link and does not give notification after the submission. Once you drop and it shows 'Uploaded files' be assured you have submitted.
Nr.40	We wanted to request the SADC guidelines for Communication and Visibility of external actions.	SADC Guidelines for communication will be communicated and shared to the awarded actions/ applicants only as it's not necessary at this stage of the process.
Nr.41	1. Do International NPOs qualify if they have a registered office and presence in the SADC region? 2. Should the two applications be based on different thematic areas, or can applications be based on the same thematic area but in different geographies?	1. International NGO qualify when they are legally registered in one SADC Member State see above on eligibility. 2. Both scenarios are acceptable. The different geographies should be within the SADC region.
Nr.42	Inquiry on the project budget ceiling: If an organization has presence in three SADC countries and wants to submit an application to implement the project in these three countries, does it mean that the whole project for the three countries' maximum budget should be \$600,000.00 or interventions in each country should not exceed \$600,000?	The maximum fund that can be allocated to 1 project is 600,000USD across all countries but less proposals will also be accepted. Co financing is also allowed as per guidelines.
Nr.43	We would kindly like to request access to the full set of required application documents (Annex A – Grant Application Form, Annex B – Budget Template, and Annex C – Logical Framework). While we are aware that these are available via the	1. All documents are available from the link provided <a href="https://www.sadc.int/procurement-opportunities/submission-proposals-funding-under-sadc-hiv-and-aids-special-fund">https://www.sadc.int/procurement-opportunities/submission-proposals-funding-under-sadc-hiv-and-aids-special-fund</a> 2. A project should be implemented in at least 3 SADC Member States and Organisations are encouraged to

	<p>Collab platform, we are currently encountering difficulties accessing or downloading them from the provided link.</p> <p>Additionally, we would appreciate any further clarification or guidance you can offer regarding the submission process, particularly around co-applicant contributions and multi-country collaboration since our organization is grassroots organization</p>	<p>collaborate with their peers based in the country where they intend to implement a specific project</p>
Nr.44	<p>UBUNTU Innovative Care therefore seek clarity on funding methods since they are new, and do not have a lead applicant to collaborate with on this Grant Proposal. UBUNTU Innovative Care seeks to expand its community-based health initiatives, which aim to improve access to essential healthcare services for underserved populations. Financial support will enable the organisation to enhance its programs, invest in technology, and train staff, ultimately leading to better health outcomes. By securing funding, UBUNTU can further its mission to promote equitable healthcare access and foster community well-being.</p> <p>We bank on your positive guidance in this matter.</p>	<p>Thank you for sharing this inspiring story with SADC Secretariat. Our guidance is to advise your organisation to submit a proposal to be considered under this grant program as per the Guidelines and related documents that can be accessed on the SADC website as per link below.</p> <p><a href="https://www.sadc.int/procurement-opportunities/submission-proposals-funding-under-sadc-hiv-and-aids-special-fund">https://www.sadc.int/procurement-opportunities/submission-proposals-funding-under-sadc-hiv-and-aids-special-fund</a></p>
Nr.45	<p>We are a non-profit mission hospital that has been providing healthcare services since 1951 in Lesotho. The hospital operates under a constitution, which serves as its primary and only legal document.</p>	<p>Kindly note that the constitution should suffice as legal documents if recognized as such by the Kingdom of Lesotho and endorsed by the Ministry of Health or the National AIDS Commission.</p>

	As we prepare to engage with the SADC HIV and AIDS Special Fund, we would like to confirm whether this constitution is sufficient for meeting the fund's eligibility and compliance requirements	
Nr.46	Our institution is preparing several proposals for submission and would like to confirm how many applications a single institution is permitted to submit under this call. We have reviewed the guidelines but would appreciate confirmation to ensure compliance with the submission requirements.	Refer to 2.1.4 of the guidelines to applicants.
Nr.47	<p>I am writing on behalf of Amandla Development an NGO based in Phillipi, South Africa, to inquire about the eligibility criteria for the SADC HIV and AIDS Special Fund – Round IV. We are particularly interested in understanding whether organisations are permitted to submit individual applications or whether forming a consortium of at least three organisations remains a mandatory requirement.</p> <p>Amandla is keen to contribute meaningfully to the regional HIV and AIDS response and is exploring how best to position itself in line with the Fund's objectives.</p> <p>We would be grateful for any clarification you could provide on this matter.</p>	Organisations are allowed to individually submit their proposal while a consortium is also an option
Nr.48	I write on behalf of the Youth for Gender Equality Foundation, a Botswana-based organization registered in 2023. We are passionate about youth	- As mentioned in the call for proposal; the Lead Applicants must be registered in at least 1 SADC Member State



<p>empowerment, gender equality, and community health, including HIV and AIDS interventions, and are keen to submit a proposal under the current SADC Fund Call for Proposals.</p> <p>After reviewing the criteria and guidelines, we would like to seek clarification on a few key areas to ensure our submission aligns with the expectations of the Fund. Specifically, we would like to know if the lead applicant must be registered in all participating SADC Member States or if registration in one, alongside formal partnerships with entities in other countries, is sufficient.</p> <p>Additionally, our foundation is newly registered and has not yet accessed donor funding, as all activities have so far been funded personally by myself as the founder. We are in the process of opening a bank account; however, one of our trustees, whose signature is required by the bank, immediately relocated to London for further studies in October 2023 before we opened the account.</p> <p>While he remains actively involved in the foundation — regularly contributing through virtual engagements and webinars we have not yet finalized the account opening as he is expected to return to Botswana around June, though the exact date is still to be confirmed. We would like to understand if this current absence of a bank</p>	<ul style="list-style-type: none"> <li>- A bank Account remains a pre-requisite for your organisation to access the fund and will facilitate verification and due diligence procedures.</li> <li>- Kindly note that an organisation with verified tracking record and experience in managing grant helps the SADC Secretariat to assess your capacities and abilities to manage a grant of this magnitude.</li> <li>- It is a requirement that organisation working under this grant are legally registered in their respective countries.</li> <li>- Multi-component HIV interventions are allowed. A proposed sustainability plan across all Member States should be part of your proposal.</li> <li>- The letter of endorsement shall be obtained from the Ministry of Health or the National AIDS Commission.</li> </ul>
---	--

	<p>account would in any way affect our eligibility or the chances of our proposal being approved.</p> <p>We also kindly seek clarification on whether newly registered, self-funded organizations without audited financials would still qualify, and if so, what acceptable alternatives may be provided. We are also curious to know whether individuals or unregistered groups can participate as co-implementers, and whether MoUs with regional partners are acceptable forms of demonstrating cross-border collaboration.</p> <p>Furthermore, is there a standard letter of support format required from national Ministries? We are also interested in whether multi-component HIV interventions are allowed in one proposal, and how sustainability should be addressed in a cross-border context.</p> <p>Lastly, guidance on in-kind contributions, exchange rate use, innovation under digital tools for M&amp;E, and the availability of technical assistance or a proposal checklist would be highly appreciated.</p> <p>We are grateful for the opportunity to contribute to this critical regional initiative and look forward to your guidance to ensure a strong and compliant submission</p>	
Nr.49	<p>We would appreciate clarification on an eligibility requirement.</p> <p>The guidelines state that projects must “involve a minimum of three SADC Member States.” Could you kindly clarify whether this refers to:</p>	<p>- In this case, the proposal is not compliant with the requirement of this grant, which states that projects should be implemented in at least 3 SADC Member States.</p>

	<ol style="list-style-type: none"> <li>1. The implementation of activities across three different countries, or</li> <li>2. The involvement of institutions or principal investigators from three SADC Member States, even if implementation occurs in a single country?</li> </ol> <p>Our group includes principal investigators from Zimbabwe, Lesotho, and South Africa. However, the proposed pilot intervention would take place at a single coordinated field site in South Africa. We want to ensure that our proposal is fully compliant with the eligibility criteria before submission.</p>	
Nr.54	<p>We are in the process of preparing a proposal for the current SADC grant opportunity on SADC HIV and AIDs special fund round 4 and would appreciate your clarification on an important point outlined in Section 2.1.4 of the guidelines, under “Eligible actions for which an application may be made.”</p> <p>The guidelines indicate that ctions must take place in at least three (3) SADC Member States. As our organization is based in Malawi and primarily implements its activities within the country, we would like to confirm the following:</p> <ol style="list-style-type: none"> <li>1. Is it acceptable for a project to be implemented only in Malawi, or is it a strict requirement that project activities must be carried out in at least three SADC countries?</li> <li>2. If implementation in three countries is mandatory, would forming partnerships with</li> </ol>	<ol style="list-style-type: none"> <li>1. Refer to question 49</li> <li>2. Refer to question 47</li> <li>3. Distribution of Funds will depend on and should be guided by the specific implementation arrangements of the project.</li> <li>4. Recording of the online information session has been availed on the SADC Website. See below in case you cannot find the addendum:</li> </ol> <p><a href="#">Click here to access HIV Fund Call for Proposal Information Session</a></p> <p>Password: +8^YB+p@</p>

	<p>other organizations in different Member States meet this requirement?</p> <p>3. Lastly, if activities are required in multiple countries, is the total grant amount of USD 600,000 expected to be divided equally among those countries, or can the distribution of funds vary depending on the scope of work?</p> <p>We attempted to attend the information session held on the 22nd of May 2025 at 10:00 AM, but unfortunately the link provided did not work on our end. As such, we were unable to access the session and are reaching out via email to seek clarity on these questions, we would also like to ask that if the session did proceed and if there was a recording, could we please be shared to watch at our convenience?</p> <p>We would be grateful for your guidance to ensure our proposal aligns with the eligibility and funding requirements.</p>	
Nr.55	I would like to know if the grant is target at a specific area and population group?	<ul style="list-style-type: none"> <li>- Priorities under this grant have been defined on the Call for Proposal; kindly refer to the call for proposal.</li> </ul>
Nr.56	Kindly share recording of information session hel for interested parties. Unfortunately, I missed the session;	<ul style="list-style-type: none"> <li>- Recording of the information session has been posted online</li> </ul> <p>See below in case you cannot find the addendum:</p> <p><a href="#">Click here to access HIV Fund Call for Proposal Information Session</a></p> <p>Password: +8^YB+p@</p>

Nr.57	<p>During the webinar, it was shared that salary costs must not exceed 30% of the total budget (and the balance should be for implementation of the activity)</p> <ul style="list-style-type: none"> <li>• Could you clarify whether front-line providers who would implement the activity are included in the 30%? For context, an example would be a peer supporter or nurse giving education directly to a client, as opposed to project oversight staff like advisors, managers and administrators.</li> </ul>	<ul style="list-style-type: none"> <li>- 30% should be the cost for managing the Grant which includes salaries for the lead implementer, co-applicants and their sub-recipients . It also includes 7% administration costs. This excludes ground workers. <b>See above well explained</b></li> </ul>
Nr.58	<p>Question 1: In the document Submission of Proposals for Funding (page 11, under “Number of applications and grants per application,” point 2), it states that “the lead applicant may not submit more than two applications under the call for proposals.” However, during today’s call, it was mentioned that there is no limit to the number of applications that can be submitted, but only two grants may be awarded per lead applicant. Could you please clarify this apparent discrepancy?</p> <p>Question 2: If we submit two applications for our own projects, and a third party wishes to use our sites to conduct research as part of their separate application, would this be permissible as a</p>	<p>1. Kindly note that as stated in the guidelines, a Lead Applicant is allowed to submit only two proposals</p> <p>2. Note that a Lead Applicant in one proposal may be a co Applicant in another project proposal.</p>

	subcontractor? Or would this be considered as us being involved in three applications, which may conflict with the guidance provided in your response to Question 1?	
--	--	--

### End of Responses

Southern African Development Community  
CBD Plot 54385  
Phone: (267) 395 1863 | Fax: (267) 397-2 848