



CALLS FOR PROPOSALS AP-5PC-2019-01 / AP-5PC-2019-02

FREQUENTLY ASKED QUESTIONS

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GENERAL QUESTIONS

APPLICATION PROCESS

What kind of documents are we supposed to send?

All applications must include the documents requested in the TORs. Incomplete applications will be rejected, and missing documents will not be requested to applicants.

Proposals must be drafted in French or in English and include the following documents:

1. The **letter of intent** (using the template provided in Annex 2).
2. A **simplified budget** in euros (using the template provided in Annex 3 – Tab 3.2 “Budget”),
3. The **administrative application form** (using the template provided in Annex 4).
4. A **copy of the bylaws** of the prime applicant organization.
5. The **most recent validated annual financial statements**, for 2017 or 2018.
6. The prime applicant organization’s **estimated budget** for 2019.
7. The most recent **Annual Report**.
8. The most recent validated **audit statement**.
9. **Letters of commitment** from each of the partner organizations contributing to project implementation, where applicable.

To whom are we supposed to send our project?

Please follow the guidance in the Application Process of the Terms of reference of the call for proposals: Full applications must be uploaded to the Expertise France Cloud before the date and time of uploading mentioned in TOR.

Applicant organizations must request a link for Cloud access by sending an email with the heading “request for link + call for proposals reference + chosen theme” to the following address: i5pc-ap2019@expertisefrance.fr.

An email containing the link and access login details will be shared as soon as possible. This link will enable applicants to access individual Cloud spaces to which only they and the 5% Initiative administrators will have access and to upload their applications.

Please note that applications sent by email or by post WILL NOT be considered.

Can we submit a channel 1 application in order to draft the project?

The channel 1 aims at providing technical assistance to facilitate the evaluation of Global Fund grants or to support the implementation of the grants. It is not supposed to support the drafting of project submitted to the 5% Initiative project channel. Therefore, this request would be rejected.

Can the same organization submit to both calls for proposals?

An applicant can apply once to each call for proposals **as prime applicant**.

Can one request for a link be done for two calls for proposals?

The request for a link for the Cloud must specify the reference of the call for proposals; therefore, two emails must be sent if an applicant decide to submit an application to each call for proposals.

Can a project already submitted but not selected in the framework of a previous call for proposals be sent again?

It is possible to reframe a project already submitted following the feedback received for the previous submission and the TORs novelties.

COMPLEMENTARITY WITH PROGRAMMES SUPPORTED BY THE GLOBAL FUND

It is mentioned in both TORs that 5% project activities have to complement Global Fund activities. Does this mean that only local NGOs who are currently receiving Global Fund funding support can apply or can those who are not receiving GF funds also apply?

To be eligible, proposals submitted must describe in detail the link with Global Fund grants in terms of implementation, coordination, synergies and value-added.
Being recipient of Global Fund grants is not an admissibility criterion.

APPLICANT'S ELIGIBILITY

PRIME APPLICANT

What kind of organization is eligible as prime applicant?

In order to apply for a 5% Initiative grant the applicant must:

- be a legal entity with a head office in an eligible country, or France (e.g. to have bylaws registered in an eligible country, or France) and
- propose a partnership approach (project implementation involving more than one organization) and
- include at least one partner from each of the implementation countries and
- must not have bylaws that would not permit Expertise France or any external auditor appointed by Expertise France to perform checks and verifications on site and enjoy an appropriate right of access to sites and premises where the project is to be conducted, including their IT systems, and access to all documents and computer data relating to the technical and financial management of the project.

Can international stakeholders with an establishment agreement in an eligible country submit a project as prime applicant?

According to the TORs, the prime applicant must "be a legal entity with a head office in an eligible country, or France (e.g. to have bylaws registered in an eligible country, or France)". An international NGO (with a head office not located in an eligible country) with an establishment agreement (or a representation /or an office) in an eligible country and with only an authorization to work in this country is not eligible as prime applicant as its bylaws are not registered in an eligible country.

Our organization is based in an ineligible country and registered as international NGO.

**** is our organization eligible to apply for either a project in eligible country or a project with a regional focus (so a multi country approach).***

**** is your definition for International organizations including International NGO, or just applying to UN linked organizations?***

* This International NGO may neither not be prime applicants nor receiving funding from the 5% Initiative but may participate as technical support providers; only legal entity with a head office in an eligible country, or France, are eligible to apply.

*The term "International Organization" refers here to public-sector legal entities created by international treaties between States or between international organizations (e.g. United Nations agencies). An International NGO does not fall into the category "International organization" and may be prime applicants. However, the International NGO must meet the admissibility criteria detailed in the TORs.

Is it possible for governments (ie, Ministries of Health from eligible countries) to apply as the primary applicant?

Ministries of Health from eligible countries can indeed submit applications as prime applicant.

PARTENARIATS

Can United nations organizations submit an application?

International Organizations may participate as technical support providers but may not be prime applicants nor receiving funding from the 5% Initiative. The term "International Organization" refers here to public-sector legal entities created by international treaties between States or between international organizations (e.g. United Nations agencies).

Is an institutional partner (ministry, public institution) necessary to submit a project?

To apply with an institutional partner is not requested; all the partners can be non-governmental institutions. Institutions can also be partners or prime applicants.

Can the local partner be a European NGO (non-French) with a longstanding presence in the country?

A European NGO can be a partner in the project but won't be considered as a local partner.

Do we have to include at least a partner from each beneficiary country?

Each application must include at least one partner from each of the implementation countries.

Would an NGO not based in an eligible country which joins a consortium led by an eligible organization be able to receive funding from the 5% Initiative for activities benefitting to eligible countries?

A project can be submitted as long as the leader of the consortium is an NGO based in an eligible country and the activities benefit to eligible countries.

An NGO that is part of the consortium would then receive funding from the leading NGO, and not directly from the 5% Initiative.

Can the number of partners involved in the project implementation change between the letter of intent application and the complete project one (if the letter of intent is selected at the end of the stage 1)?

In case of a change of partner or evolution of the number of partners between the 2 stages, this aspect must be specifically justified by the applicant; this will be particularly looked at by the evaluators and will be addressed to the selection committee.

ELIGIBLE COUNTRIES

Is it possible for the submitted project to cover only a part of a country?

The submitted project can cover the whole country or only a part of it. The applicant must design the project according to the needs identified.

Are eligible countries to the 5% Initiative always the same?

Eligible countries are countries with member or observer status in the Organisation Internationale de la Francophonie and eligible for Global Fund grants, countries enjoying priority for official development aid.

FINANCIAL ISSUES

MANAGEMENT CAPACITIES

Is the letter from one or more donors attesting to good management of one or more projects involving similar amount mandatory?

This letter is only necessary for applicants submitting a project totaling more than €1 million. It will be requested during the stage 2.

The applicant is free to decide which donor to solicit in order to get the document. This letter will confirm that the applicant adequately managed the funded project. French or foreign bilateral donors (USAID, DFID, SIDA, CIDA, BUZA, etc.), multilateral donors (UN agencies, World bank, Global Fund, etc.), foundations allocating grants can provide this letter.

The letter will specify at least basic information on the project: amount managed, period of implementation, principal objective, role of the organization (lead organization, partner etc.). The performance and management of the organization should be detailed.

What kind of audit statement can be submitted: audit statement related to the organization or related to specific projects?

The requested audit statement is related to the organization and performed by an independent auditor. If there is not, a project audit can be provided. In this case, it is better to choose a project of the same size than the one submitted.

« The average annual cost of a project must not exceed 70% of the annual budget of the prime applicant organization » : Why?

The average annual cost of a project must not exceed 70% of the annual budget of the prime applicant organization; if it is the case the project will be considered as non-eligible.

This criterion was set by the selection committee to ensure that applicants have adequate management and absorptive capacities.

For example, in the case of an organization with an annual budget of €200 000, the total amount for the project must not exceed an annual average of €140 000, or a total of €280 000 over 24 months or €420 000 over 36 months.

In the case of an organization with an annual budget of €1 million, the total amount for the project must not exceed an annual average of €700,000, or a total of €1.4 million over 24 months or €2.1 million over 36 months.

How do you calculate the annual budget of the prime applicant?

The annual budget of the prime applicant organization is taken from the last financial report provided. In case of major differences between income and expenditure, the amount of expenditure will be considered.

What does « most recent validated annual financial statements” mean?

The « most recent validated annual financial statements” is the most recent annual financial statement validated by an auditor or the board of the organization (if there is no auditor).

The requested documents include an annual report and an audit statement. We are a limited liability company and do not have these documents, what can we do?

The annual report is a report describing the activities implemented by the organization for the past year; if there is not, all documents providing information on the activities implemented by the organization for the past year will be taken.

The most recent audit statement is the most recent annual financial statement validated by an auditor or the board of the organization. If there is not, a project audit can be provided. In this case, it is better to choose a project of the same size than the one submitted.

It is the applicant’s responsibility to provide any necessary and available document to present its experience and management capacity.

AMOUNT REQUESTED

How much can we request to the 5% Initiative?

The total amount of the grant funded by the 5% Initiative must cover 50% to 100% of the total project budget and will range between €250,000 and €2,500,000. A project not respecting this criterion will be excluded.

CO-FINANCING

Co-Financing: The TOR states that applicants with an annual budget higher than €5 million must obligatorily include a co-financing in the budget.

****Could you please let me know what will be accepted as “co-financing”- and if there are specific instructions/requirements for this element.***

****Do the non-prime applicants in a consortium need to show co-funding capacity as part of their contribution?***

* There is no other specific instruction about co-financing

* Partner organizations don't have to show co-funding capacity

About the fact that applicants with an annual budget higher than €5 million must obligatorily include a co-financing in the budget:

It is specified that the annual budget will be established using the most recent validated annual financial statements (i.e. for 2017 or 2018) submitted. Is it the one submitted with the letter of intent (stage 1) or with the complete project (stage 2)? As you understand, we will send the 2017 validated financial statement (as the 2018 won't yet be available) in March (with the letter of intent) and the 2018 in August with the complete project; we might be in a situation with a budget lower than €5 million in 2017 and higher than €5 million in 2018.

This criterion will be checked during the stage 1 (letter of intent) and again during the stage 2 (complete project). If you expect a noticeable evolution of the overall amount of your budget, it should be considered in the submission (and then, include a co-financing). We advise you to anticipate this aspect if you think that you will be in the obligation to include a co-financing.

In the case of the obligation to include a co-financing, how this criterion will be evaluated?

The co-financing criterion will be evaluated by the evaluators who will judge the effort made by the applicant to include a consistent co-financing with the application. There is no other specific instruction about co-financing

Does the co-financing requirement for applicants with annual budget above 5 million euro relate to organization's own resources or can it include other donor funds, e.g. Global Fund, PEPFAR, and state budget? Does the 5-million-euro annual budget limit for the co-financing requirement refer to the organization's total budget?

The annual budget will be established using the most recent validated annual financial statements submitted in Annex. This is the annual executed budget in the annual financial statement, including all resources (own resources and donor funds).

COST ELIGIBILITY

We understand that we cannot budget project vehicles, but can we budget scooters for community health workers since transport/geo access is exactly one of the main barriers?

Scooters for community health workers may be considered eligible if the purchase of such vehicles is adequately justified, benefits remote and isolated populations and represents a small percentage of the budget. However, since we cannot guarantee those budget lines will be funded, we encourage applicants to budget vehicle purchase from other sources (co-financing) wherever possible, to rent or use vehicles that may already be available. Maintenance and fuel costs are eligible and can be budgeted.

As the salaries paid to civil servant are not eligible, are the daily allowance (per diem) given to participate to the activities eligible for these stakeholders?

Per diem to participate to project activities are eligible only in case of travel outside the place of residence. In this case, the per diem allowance must not exceed the rate set by the French Ministry of the Economy and Finance except in the case of national staff and participants, for whom daily per diem are set in agreement with Expertise France. The rates applied by the French Ministry of the Economy and Finance can be found on the Internet via the following link: http://www.economie.gouv.fr/dgfip/mission_taux_chancellerie/frais.

It is common in many countries that a fee is requested by trainers from the Ministry of Health to deliver an intervention in a training not planned by the Ministry itself but organized by NGOs. Is the payment of fees (in addition to the daily allowance) for trainers from the Ministry of Health considered as eligible?

For civil servant trainers, only a daily allowance (per diem) to participate to activities is eligible in case of travel outside the place of residence. In this case, the per diem allowance must not exceed the rate set by the French Ministry of the Economy and Finance except in the case of national staff and participants, for whom daily per diem are set in agreement with Expertise France. The rates applied by the French Ministry of the Economy and Finance can be found on the Internet via the following link : http://www.economie.gouv.fr/dgfip/mission_taux_chancellerie/frais.

Is there a limit to the level of Human resources and coordination costs in the budget submitted to the 5% Initiative?

There is no limit set concerning the Human resources and coordination costs; the percentage of budget costs dedicated to Human resources and coordination will be assessed project by project.

A qualité égale, l'Initiative 5% pourra être amenée à privilégier les projets pour lesquels la part des frais de RH et coordination sera la plus modeste.

Can all the costs for partners be presented in the activities heading or be split in different headings?

The costs for partners must be split in the different headings of the budget (HR and coordination, activities etc.).

Can salaries paid to public servant (ministry, hospital, university, etc.) be part of the co-financing?

The salaries paid to public servant and being part of the project can be considered as co-financing regarding the proportion of their involvement in the project.

As written in the TORs, as non-eligible costs:

- o Expenses arising directly from prevention, testing/diagnosis or patient treatment activities; other than testing/diagnosis and treatment forming part of the protocol of operational research activities; and other than reasonable costs for innovative activities of prevention, testing/diagnosis or patient treatment;*
 - o Medical supplies and consumables; other than those necessary for operational research activities; and other than those necessary for the implementation of community-based innovative activities;*
- What do you mean by innovative activities? Could we have examples?*

The innovative aspect of the activities presented will be assessed by the evaluator when evaluating the letters of intent. It is not possible to provide examples of innovative activities as this aspect will be assessed according to the country context.

The concept of reasonable costs will also be assessed by evaluators when evaluating the projects; the balance between proposed activities will be assessed according to the priorities of each call for proposals.