



Small Projects Credit Line

Guidelines for applicants

Description:

The Small Projects Credit Line is an instrument of the Swiss Cooperation Office (SCO) in Tajikistan that complements its long-term and larger-scale development interventions. This credit is used to complement the main activities of the Swiss Cooperation Strategy implemented in Tajikistan with smaller and preferably innovative related to the priority domains of intervention (Water, Infrastructure and Climate Change; Health; Employment and Economic Development; Governance, Institutions and Decentralization).

Among others, projects may address the following themes and subjects:

- Equal opportunities for men and women
- Transparency and inclusion in decision-making
- Exclusion and access
- Prevention of conflicts and tensions
- Conservation and correct use of natural resources

Non-eligible proposals

Proposals concerning the following subjects are not eligible for funding:

- Travel grants
- Study tours
- Charity events
- Scholarships
- Operating costs only (salaries, rent, others)
- Materials and equipment

Eligible applicants

All legal entities or individual are eligible for funding, provided that the project proposal concerns topics relevant to one or several domains of the Swiss Cooperation Program and that they comply with the administrative requirements of the SCO and of the Tajik legislation.

Timeframe

Duration of small projects is maximum 12 months (plus additional 30 calendar days for final reporting).

Submission process (step 1)

Applicants shall submit a brief description (max. 1 A4 page, police Arial 10, annexed) of the project idea/project concept in English, Russian or Tajik language, either in the electronic form (Word format) or in hard copy. Proposals shall either be emailed to dushanbe@eda.admin.ch or delivered at the SCO at Tolstoy Str., 3 in Dushanbe. A receipt shall be delivered to applicants.

Applicants may submit their proposals at any time (no deadline).

Selection process

The SCO shall analyze periodically the proposals according to its work plan. After the pre-selection, the shortlisted applicants will be interviewed for additional information and for validation. After this step, he/she

shall be briefed in detail about all the requirements and requested to submit a Project Proposal Package via email or in hard copy.

The SCO shall contact directly the pre-selected applicants. Applicants must refrain from contacting directly the SCO for information about the status of their proposal. Furthermore, the SCO shall not consider claims or complaints of whatsoever nature.

Financing requirements

The SCO provides support in the form of a contribution of a maximum of 80% of the project amount. Only applications providing a secured direct or third-party funding of at least 20% of the contract amount shall be eligible. Grants will be issued exclusively in TJS (Tajik Somoni).

Submission process (step 2) Project Proposal Package (for pre-selected applicants only)

- Complete Project Proposal highlighting secured/unsecured external funding and in-kind contributions
- Detailed budget according to the SCO template with indication of all external contributions (in-kind and/or in cash), from the organization or by other supporters
- Work plan/chronogram
- Copy of a valid legal registration documents (for legal entities) or copy of passport/s (for individual applicants)
- Copy of the organization's charter or statute
- Banking details
- Resumes /CVs of the core project personnel and/or consultants/resource persons
- Reference letters or other information on previous similar activities
- Other document(s) related to the applicant or the project proposal

Further steps

The SCO shall analyze the Project Proposal Package and possibly require modifications and additions to the documents, the budget and the timeframe.

In the case the proposal is accepted, a contract shall be established between the SCO and the applicant.

The SCO may reject the proposal at any time, and shall reject whatsoever claim or complaint from the applicant.

Annex: Project Proposal Summary Template

Project Proposal Summary Template

1. Applicant name and contacts <i>(legal status, address, telephone, email)</i>	
2. Contact person <i>(name, telephone, email)</i>	
3. Project name	
4. Short description	
5. Objectives <i>(short, max. 2 objectives)</i>	
6. Expected results/outcomes <i>(short, max. 2)</i>	
7. Location or geographical coverage	
8. Beneficiaries	
9. Project duration <i>(months)</i>	
10. Partners	
11. Main events/highlights	
12. Total project budget <i>(indicative, in TJS)</i>	
13. Requested contribution <i>(value and % of the total)</i>	
14. Other useful information	
15. Date of submission	