



CALL FOR PROPOSALS

Responses to questions – Round 1 (questions received until Monday June 22 2020)

QUESTIONS	RESPONSES
General questions	
<u>Eligibility</u>	
We are [...], a Non for Profit society [...] in Tanzania. Are we eligible in applying for the Grant?	Please refer to the call for proposal documents: non for profit organizations can apply; only multi-country proposals will be considered.
NU / moved ¹ : Can one implementing agency submit more than one proposal for this call?	Yes. Submission of more than one proposal per call from the same implementation agency is possible.
NU / moved: Can one implementing agency be sub-contracted to two different agencies that are leading a response to this call?	Yes. Implementing agencies can be sub-contracted to different agencies that are responding to these calls.
Is it acceptable to submit multiple proposals from the same organization as Lead but with different staff members leading each application?	Yes.
NU / moved: Please indicate if there is any limitation on the number of proposals that one organization can submit as a prime. Additionally, can one organization be part of more than one consortium?	See responses above.
Are we allowed to be part of more than one proposal for the same call? For example, can we lead as the main partner in one proposal and be a secondary partner in another?	See responses above.
<u>Co-funding</u>	
NU / moved: SDC is requesting for 20% co-funding in Phase 1 with an increased amount up to 50% in Phase 2 and 3. Does SDC recognize that part of this co-funding can be made 'in kind'?	Yes. In-kind contributions are accepted in principle but they have to be well documented and realistically valued.

¹ NU / moved means this question was asked in relation with the call for proposal Nutrition in secondary cities but given its general / generic character, we have include it in the general part of the questions and answers. Similarly AB / moved are general / generic questions asked in relation with the call for proposal Agrobiodiversity for food security and nutrition; HR / moved are general / generic questions asked in relation with the call for proposal Human rights in food systems.



QUESTIONS	RESPONSES
AB / moved: Is the co-financing requirement of 20%-50% (Phase 1) and 50% (Phase 2 onward) required to be in cash? Could other forms of contributions (e.g. staff time, supplies, facilities), generally called in-kind contributions, be accepted?	See response above.
AB / moved: Does co-financing include cash and in-kind contributions? If yes, is there a percentage?	See responses above.
AB / moved: Are in kind contributions from applying organizations in form of work (salaries) eligible as co-financing?	See responses above.
AB / moved: Will co-financing (both cash and in-kind) contributions from private and government sources qualify as co-financing requirement?	Yes. Co-financing from private and government sources qualify as co-financing. Resources from other SDC-funded projects or programmes can't be considered as co-financing for these calls.
AB / moved: Will co-financing from other SDC funded mandates qualify?	No. Resources from other SDC funded mandates can't qualify as co-financing for these calls.
AB / moved: Concerning the remaining 20-50 % contribution not covered by SDC: would it be possible to use also other institutional funding for this or does it have to be applicant's own funds?	Yes. Other institutional funding can be considered. If so, they have to be clearly indicated in the budget.
AB / moved: Can co-funding come from already running projects, which will be included into the proposed programme?	Yes. Co-funding can come from running projects. If so, they have to be clearly indicated in the budget.
Could you please indicate whether the other source of funding could come from ongoing projects that might start or/and finalize before the first phase? What happens to other funds that do not exactly overlap with the proposal period?	Yes. Different time-frames of other sources of funding is possible as long as the co-funding targets for the calls are matched.
Are you considering the possibility that new source of funding are incorporated during the implementation phase?	The co-funding targets defined for the calls have to be met by identified sources at the submission of the proposal. Additional funding can be incorporated during the implementation phase.
These questions are also raised for the phase 2 and 3, as the proposal could have a long duration of 10 years.	The co-funding rules apply to the overall duration of the proposal.



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<p>AB / moved: Does all co-financing need to be confirmed by additional donors at application stage? Would letters of intent by additional donors be enough evidence for the required additional non-SDC funding?</p>	<p>The proposal shall include convincing information about the co-funding sources. The requested documentation includes a cover letter with signature(s). This cover letter should include a confirmation about the proposed budget including co-funding.</p>
<p>Are there any restrictions regarding the source of funding of the project to which SDC is financing a contribution through this call?</p>	<p>See responses above in this section. Co-funding from other SDC funded projects / programmes are not accepted.</p>
<p>AB / Moved: Are there any specific rules considering co-funding?</p>	<p>There are no specific rules. The co-funding could be covered by matching funds, by projects, by private sector contributions, by other donors and by own budget. The presented budget shall show all costs and all sources of finance.</p>
<p>NU / moved: Please clarify in detail what are the matching funds requirements. Please explain if these funds will have to come from new funding to be secured or if ongoing projects can also be considered as matching funds (in -kind contributions).</p>	<p>See responses above in this section.</p>
<p>How will those additional 50% contributions be assessed in the evaluated criteria?</p>	<p>This will be assessed as part of criteria EC5 (see chapter 4.2 of the call for proposal documents). We are not commenting further on evaluation criteria.</p>
<p>What criteria do apply to assess the reliability of co-financing at the proposal evaluation step?</p>	<p>See response above.</p>
<p><u>Partnerships and consortium</u></p>	
<p>The proposal might need to partner with other organizations and research institutions for the fully achievement of the objectives. Are these partnerships needed to be confirmed before the submission of the proposal?</p>	<p>The requested documentation includes a cover letter with signatures. In case of a consortium, this cover letter should include the agreement from the consortium partners. In case of a single organization the proposal should describe these partnerships and the cover letter with signature includes a confirmation for the technical proposal.</p>
<p>AB / moved: In case of a consortia, do all members have to “originally” sign the covering letter (wet signature) or are electronic signatures ok?</p>	<p>Electronic signatures of the cover letter are accepted.</p>
<p>NU / moved: If the proposal will be submitted by a consortium of organizations, should the contract be signed by one organization who will represent all or by all partners?</p>	<p>The contractual modalities will be decided after the final selection depending on the status of the selected applicants.</p>



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How will these engagements be considered in the evaluation criteria?	The engagement will be considered as part of criteria EC 1 (see chapter 4.2 of the call for proposal documents). We are not commenting further on evaluation criteria.
Is there any specific preference or type of collaboration?	No.
<u>Budget and reporting format</u>	
NU / moved: "The budget shall include the full cost of the project and show all costs and all sources of finance": do you have a specific format or example of the budget that we might consider?	No. There are no specific format to present the budget.
AB / moved: Does the budget have to be submitted in SOR format or is there another template?	No. There are no specific format to present the budget.
AB / moved: Is there any SDC budget template available or are applicants free in the form how they present their budget?	See response above.
General conditions of contracts: Operation reports and financial reports: are specific formats available for these two reports to submit to the FDFA?	See responses above.
<u>Other general questions</u>	
How many proposals are you likely to fund in each Call?	SDC intent is to fund one proposal per call.
What does "SDC may choose one proposal for funding" mean?	"SDC may choose one proposal for funding" means SDC can decide to not fund any proposal.
NU / moved: The potential time proposal is set up at 10 years however the description of documents (page 7) is mentioning a technical proposal with expected results to be achieved within four years. Please kindly clarify whether the proposal to submit needs to have the same level of detail for the three phases.	Please refer to the call for proposal documents (chapter 3.2). The proposals shall describe both the long term strategic visions (impact hypothesis, theory of change, long term outcomes) and expected results from the first phase.
AB / moved: Should the proposal be designed for the entire 10 years - that is from Phases 1 to 3, or just focus on Phase 1 (4 years)?	See response above.
General conditions of contracts: Is it mandatory that the consortium will have a bank account in Switzerland to receive the contribution?	This is only applicable to Switzerland-based organizations signing a contract for Federal contribution.



QUESTIONS	RESPONSES
<p>As the agreement and conditions are already established, we would like to know if the UN agencies are also invited to this call for proposals and if that is the case, if SDC considers including particular features of UN agencies in the agreement in accordance with the standard SDC agreement with these organizations.</p>	<p>UN agencies are eligible. If a project with an international organisation is selected, the standard contract with international organisations will be applied.</p>
<p>HR / moved: Does SDC have a cap on allowable indirect rates (also called “administrative costs”) to be included in the project budget? Further, can you please detail other allowable costs?</p>	<p>No. SDC has no fix rules for “indirect rates”, “administrative costs”, “overhead costs” or “allowable costs” in case of contributions to projects / programmes. It is up to the applicant to present a coherent and realistic budget to deliver the anticipated results. Overhead costs are allowed if it is the general policy of the applicant. The items covered by the overhead costs should be listed. This will be assessed as part of criteria EC5 (see chapter 4.2 of the call for proposal documents).</p>
<p>NU / moved: Language for offers: could you specify whether the proposal should be written and submitted both in English and French or one language (French or English)?</p>	<p>Please refer to the call for proposal documents: the proposals can be submitted either in English or in French.</p>
<p>AB / moved: Does the financial proposal need to specify the names of the proposed personnel?</p>	<p>No. Please refer to the call for proposal documents (chapter 3.2). The proposal has to include convincing information about the capacity of the applicant to implement the project / programme.</p>
<p>AB / moved: Does the application need to include CVs of proposed personnel (if any)?</p>	<p>No. See above response. The proposal can't include neither annexes nor links to further documents.</p>
<p>AB / moved: Please specify what needs to be addressed in the covering letter.</p>	<p>There is no particular needs for the covering letter. As indicated in the call for proposal documents, in case of consortia, the covering letter has to be co-signed by the participating party or parties.</p>
Questions relating to the call agrobiodiversity for food security and nutrition	
<p>Please clarify in which countries in Africa this action is eligible</p>	<p>All countries in Africa are eligible.</p>
<p>Do both continents Asia and Africa have to be covered or should there be 3-4 countries from Africa or Asia?</p>	<p>Yes, both continents have to be covered.</p>
<p>Are the following countries eligible for the call: Pakistan, Haiti</p>	<p>Pakistan is eligible, Haiti is not eligible.</p>



QUESTIONS	RESPONSES
Is the geographical focus on 3-4 countries a must or would it be possible to also submit single-country proposals	The geographical focus on 3 – 4 countries is a must.
We would like to know if countries from other continents (e.g. Latin-American, European countries) can also be included in the foreseen areas of project implementation in addition to the 3-4 African and Asian countries? Or shall all planned project activities solely be realized in countries in Africa and Asia?	Latin-American or European countries are not eligible.
Do the originally selected countries need to remain the same during the whole 10 years?	Yes.
Is the limit to 3-4 countries only for the first phase or for the whole duration of the programme?	The limit to 3 – 4 countries is for the first phase. A possible second phase will consider the results achieved during the first phase.
Can the proposed project focus on 3-4 countries from one continent only or does it have to focus on both continents (Africa and Asia)?	Both continents have to be covered.
Are 3 implementation countries the minimum?	Yes
Do the different countries need to have complementary interventions / identical interventions / approaches, or can each country have its own activities?	Interventions and approaches at country level should be based on the respective context and could therefore differ.
I would like to ask if it is possible to include Brazil and 2 or three African countries in order to promote a south-south cooperation between similar agro-ecological zones in West Africa and Brazil.	Brazil is not eligible.
Can you please clarify if Pacific Island countries are eligible countries for this call.	Pacific Island countries are not eligible.
Is it possible to include additional countries for regional advocacy campaigns /addressing regional regulatory bodies and/or in learning and exchange activities?	The proposal should focus on 3 – 4 countries and addressing regulatory frameworks, strategies and policies at local, national and global levels and regional levels, as appropriate.
Can learning exchanges organized beyond countries in Africa and Asia for example include the relevant experience from Latin America?	All relevant experiences, approaches or best practices can be included.
We would like to know if the Cacao Value Chain fits within the call. Furthermore, is cocoa/cacao considered for food security and nutrition projects (according to objective # 1 below)? Because according to objective #2 cocoa/cacao might fit.	The Cacao Value Chain does not fit very well.



QUESTIONS	RESPONSES
Should we address all 3 objectives in the project or at least one of them?	All three outcomes have to be addressed.
The call for proposal as well as funded projects mention mostly seeds. Is animal biodiversity and endemic races also included focus of this call for proposal?	No, the focus is on plants.
For synergies and complementarities, will other projects (not mentioned in Annex 1) be considered during evaluation of the application?	Other projects than in Annex 1 that will be mentioned in the proposal will be considered during the evaluation.
Questions relating to the call human rights in food systems	
Policy coherence at all levels is a key element for the implementation of UNDROP. To what extent is a contribution to this (information, advocacy addressing public policy) in Switzerland excluded?	As SDC's mandate is on development cooperation in low and middle income countries, the policy coherence work supported by SDC has to focus on these countries or the global level.
Does phase 1 already have to involve four or more countries from the outset, and are the countries, in which a regional project/alliance is working to be considered as individual countries?	A staged approach within the first phase may be possible. Countries covered by a regional project or alliance can be considered as individual countries.
How does gender mainstreaming differ from the criterion (set out under 1.2 Strategic linkages) that at least 50% of proposed activities directly address gender inequalities?	Gender mainstreaming is of course welcome. The intention was to assure concrete action on gender equality.
Do we understand correctly that scaling up refers to the dissemination and replicability of results from the local and regional to the international level and scaling out refers to dissemination and replicability in different geographical regions?	Yes.
Questions relating to the call nutrition in secondary cities	
For the call how are secondary cities defined? Since the main focus of the proposal is on "secondary cities", do you refer to any specific definition or criteria?	In the call, reference is made to the definition provided by the <i>Global Sustainable Development Report 2019 "The future is now. Science for achieving sustainable development"</i> . The GSDR demarks secondary cities from mega-cities as settlements with fewer than 500,000 inhabitants and facing challenges related to their relative lack of resources. We do not provide any additional information than the one provided in the call for proposal.



QUESTIONS	RESPONSES
<p>To understand SDC's approach to governance is the 2017 document the most relevant? https://www.shareweb.ch/site/DDLGN/Documents/SDC_Approach_To_Governance-02.pdf</p>	<p>To understand SDC's approach to governance please see: <i>Part 1: Governance in the SDC Conceptual guidance Definitions, approach and priorities</i> https://www.shareweb.ch/site/DDLGN/Documents/SDC_Approach_To_Governance-01.pdf <i>Part 2: Governance as transversal theme. A practical guide Integrating governance in SDC sectors and priority themes</i> https://www.shareweb.ch/site/DDLGN/Documents/SDC_Approach_To_Governance-02.pdf</p>
<p>How much should proposals integrate measures to address consumption of unhealthy food or is the focus of the call to only promote demand and availability of healthy foods?</p>	<p>We do not provide any additional information than the one provided in the call.</p>
<p>How does SDC define 'most vulnerable' consumers as a target group in an urban context?</p>	<p>SDC sees consumers' from the lower socio-economic groups as the vulnerable consumers in the urban context. Within this group, particularly children, adolescents and women are the most vulnerable sub-groups.</p>
<p>What is the scope of local food, does it include food produced within the country or only within a certain radius of the city (and if relevant, can this include cross-border trade)?</p>	<p>We do not provide any additional information than the one provided in the call.</p>
<p>Does behaviour change/demand creation of producers relate to changing their behaviour to improve the healthiness of their diets as well as considering nutrition-sensitive agriculture approaches?</p>	<p>We do not provide any additional information than the one provided in the call.</p>
<p>Is there a criterion for expected reach numbers to be achieved, and is this distinguished between direct and indirect reach?</p>	<p>No, there is no criterion for expected reach numbers to be achieved. However, direct and indirect beneficiaries should be distinguished.</p>
<p>Are you looking for projects that span across the two continents, Africa and Asia, or rather projects with a focus on only one continent?</p>	<p>Both options are possible.</p>
<p>"Small grants, incl. financial co-funding, might be considered to leverage joint local initiatives": could you kindly provide more details on this process? Are the applicants allowed to use the funds to support local organizations including local governments?</p>	<p>We do not provide any additional information than the one provided in the call.</p>
<p>Contribution for the first phase (June 2021-May 2025) will be a max of CHF 2'000'000 per year. Please kindly explain how the contribution will be released (one instalment per year or more).</p>	<p>The way the contribution will be released is subject to the contract negotiations.</p>



QUESTIONS	RESPONSES
In this time of Covid-19, if there is a need to adjust phases 2 and 3, how much flexibility there will be? For example in the case [...] wants to increase its contribution.	As long as the objectives of the project do not change substantially, SDC is flexible for adjustments towards Phase 2 and 3, not only in terms of response to COVID19, but also to eventually adapt to new project conditions.
We would like to thank you for sharing an indicative list of SDC supported projects for potential collaboration and synergies. Could you share additional information for the SDC projects listed that do not have a link?	No, we cannot provide any further information at this stage.
According to the SDC classifications, which countries under the Asia program desk belong to the South East Asia cluster and are eligible for the “nutrition in secondary cities” call?	The geographic focus of the call for proposal is on Sub-Saharan Africa and South-East Asia. It is not limited to the priority countries of SDC’s Asia programme.