Annex I (Revised 16 December 2014)

Revised Guidelines For Applicants

Grant-CFP-KEOH-2014-001

GRANT-CFP-KEOH-2014-001 (SWITCH Africa Green – Component B)
Promoting Sustainable Consumption and Production Practices and
Eco-entrepreneurship
IMPORTANT NOTICE
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1. SWITCH Africa Green

1.1 Background

SWITCH Africa Green has been developed to support African countries in their transition to an Inclusive Green Economy, and in promoting a shift to more Sustainable Consumption and Production (SCP) patterns and practices. SWITCH Africa Green is being implemented in six (6) countries: Burkina Faso, Ghana, Kenya, Mauritius, South Africa and Uganda.

Growth is essential to alleviate poverty, build livelihoods and improve quality of life. Africa has had some of the fastest economic growth rates in the world, with averages exceeding 5%\(^1\) over the past decade. However, despite the economic and social progress recorded in some countries, the continent continues to face persistent, long term, development challenges and poverty, as well as increasing negative impacts of economic activities on its resource base and natural environment.

Employment creation and climate change have been identified as two major challenges facing sustainable development in Africa (UNECA, 2010). Even during periods of high rates of economic growth, unemployment and underemployment remain significant, especially among the youth and women. This evidence calls for addressing the link between economic growth and poverty alleviation with a different approach. Approaches such as enhanced social and eco-entrepreneurship, resource efficiency, cleaner production and eco-innovation\(^2\) are essential to enable countries to be more productive, in a more sustainable manner.

An economic transformation of Africa must therefore address the fundamental challenges of achieving economic growth, increased employment and environmental sustainability in particular by sustaining the rich natural capital base of the continent. Such a transformation will entail a reconfiguration of the structure of production, distribution and consumption of goods and services in ways that can build a new and solid foundation for future growth and development over the medium to long-term.

Addressing these challenges requires a broad set of interventions that go beyond government action to involve private sector. Policies and regulatory frameworks are

\(^1\) African Development Bank (AfDB)

\(^2\) UNEP’s working definition of eco-innovation is ‘the development and application of a business model which is shaped by a new business strategy that will lead to a company’s enhanced sustainability performance through a combination of a significantly improved or new products (goods or services), processes, market approach and organizational structure.

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needed to create the incentives to develop green businesses and to mainstream sustainable consumption and production (SCP) actions. Policies should be combined with concrete activities on the ground that would enable producers and consumers to spur change towards environment and climate friendly production and consumption. At the company level, this can be done by nurturing eco-innovation and green business development.

1.2 SWITCH Africa Green Objectives

The overall objective of SWITCH Africa Green is to support countries in Africa to achieve sustainable development by engaging in transition towards an inclusive green economy, based on sustainable consumption and production patterns, while generating growth, creating decent jobs and reducing poverty. The objective will be achieved primarily through support to private sector led inclusive green growth.

The specific objectives are to support the development of green businesses and eco-entrepreneurship and use of SCP practices by having in place (i) Micro, Small and Medium Enterprises (M&SMES) and business service providers that are better equipped to seize opportunities for green business development, (ii) better informed public and private consumers, and (iii) enabling conditions in form of clear policies, sound regulatory frameworks, incentives structures, tax, other fiscal and market-based instruments influencing key sectors in African countries.

1.3 SWITCH Africa Green Components

A. Policy Support

The policy support component seeks to respond to the specific needs of each participating country, building on and scaling up activities to strengthen institutions and appropriate tools and instruments. These instruments are policies, regulatory frameworks, incentives structures, tax and market-based instruments. Expected results from the implementation of this component are better informed policy actors in participating countries, strengthened institutions and appropriate tools and instruments allowing private sector led inclusive green growth through sustainable production and consumption, green business entrepreneurship, resource efficient and cleaner production, eco-innovation and actions in targeted sectors.

B. Green Business Development

The Green Business component aims at supporting transformation towards an inclusive green economy by providing services to Micro, Small and Medium-sized Enterprises (MSMEs) that will enable them to start and develop more resource efficient and green businesses based on more sustainable production practices. The Green Business Annex I - Guideline for applicants:

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development component will be implemented through projects selected via a call for proposals procedure. The objective of this component will be achievement through implementation of two types of project:

- **Country-specific projects** focused on promoting sustainable production practices in the key priority sectors (see section 1.4.1) in the 6 pilot countries;
- **A multi-country project** developing a SWITCH Africa Green response to the specific need to support eco-entrepreneurship.

The application process is open to a wide range of applicants and actions.

C. Networking Facility

The networking facility will complement the two other components by providing project support services such as fostering the networking and communication among the projects and countries, distilling knowledge from project implementation for wider replication, and facilitation of policy uptake. The main results from the component will include knowledge, lessons learned and good practices from the projects distilled and disseminated nationally and through regional and Africa-wide networks and programmes creating broader awareness, and increased understanding, buy-in and uptake of green economy and sustainable production and consumption ideas among key stakeholders in private sector, governments and consumers of participating countries and other countries in Africa.

1.4 Call for proposals priority issues

1.4.1 Country sectors

During the inception phase and through a consultative process, key priority sectors and cross cutting issues were identified for each country. To be eligible to this Call, the country-specific projects should promote one (or more) sustainable consumption and production (SCP) practices in one or more of the key priority sectors of the respective country as outlined below:

<table>
<thead>
<tr>
<th>Country</th>
<th>Priority sectors:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Burkina Faso</td>
<td>• Manufacturing</td>
</tr>
<tr>
<td></td>
<td>• Integrated Waste Management</td>
</tr>
<tr>
<td></td>
<td>• Tourism</td>
</tr>
<tr>
<td>2. Ghana</td>
<td>• Manufacturing</td>
</tr>
<tr>
<td></td>
<td>• Integrated Waste Management</td>
</tr>
<tr>
<td></td>
<td>• Tourism</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country</th>
<th>Sectors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kenya</td>
<td>Agriculture, Manufacturing, Tourism</td>
</tr>
<tr>
<td>Mauritius</td>
<td>Agriculture, Manufacturing, Tourism</td>
</tr>
<tr>
<td>South Africa</td>
<td>Agriculture, Integrated Waste Management, Manufacturing</td>
</tr>
<tr>
<td>Uganda</td>
<td>Agriculture, Manufacturing, Tourism</td>
</tr>
</tbody>
</table>

1.4.2 Cross-cutting themes

In addition to the selected priority sectors for each country, the country-specific projects will have to address the following cross-cutting themes that were identified as critical:

i. **Energy efficiency**

In the selected sectors, such as tourism, agriculture and manufacturing, the promotion of energy efficiency has been identified by the countries as a major issue for MSMEs, emphasising the positive impacts such measures will have on SMEs through cost reduction and material recovery thus supporting the move towards greening their economies. This includes the implementation of the Resource Efficient and Cleaner Production (RECP) programme in the manufacturing sector to enhance energy efficiency in manufacturing and tourism sectors. Energy Efficiency is one of the deliverables under 2020 targets of the African-EU Energy Partnership and is a major component of the UN Secretary General Sustainable Energy for All (SE4ALL) initiative.

ii. **Labelling and standards**

Eco-labels provide an indication of how well a product or service is environmentally adapted. In the pilot countries, green products are still niche products and consumer awareness and readiness to act are still low. For some countries and products, there is an opportunity to expand market share or access new international markets for sustainable products within or beyond the region. However, innovation capacity is limited, patchy and requires more support. Labelling and standards have been identified as a cross-cutting area to develop local/product schemes also in view of support by African countries to the Africa Eco-labelling Mechanism (AEM) Eco-Mark Africa (EMA) eco-label and thus to secure recognition of sustainable African products in overseas markets.

including the EU. The EU has been supporting a number of eco-labelling programmes in Africa (including leather industry in Kenya) and the experience gained will be very useful for the selected priority sectors.

iii. Water efficiency
Demand for freshwater has increased significantly during the past two decades in the pilot countries. The reasons for the increase in demand are economic growth and development, improved standards of living, growing populations and increasing consumption by those populations and expanding industries of the priority sectors (tourism, manufacturing and agriculture). Frequent droughts leading to water scarcity, decreasing rainfall and rising temperature further emphasise the need to promote water saving initiatives. Activities will build on experience secured in the African Beverages Industries Water Saving Initiative (ABIWSI) project, and based on needs identified under the African regional roadmap for implementation of the 10 Year Framework Programmes on Sustainable Consumption and Production Patterns (the “10YFP”), adopted at Rio+20.

iv. Eco-innovation
All the pilot countries face a deficiency in up-to-date and resource efficient technologies and often rely on countries outside the region to access knowledge, expertise and to acquire technologies and equipment to adopt and implement cleaner production techniques. Eco-innovation has been identified as an area to implement RECP in order to promote an environmentally sustainable industrial growth, and effective linkages will be developed between this project and the current EU-funded project on eco-innovation.

v. Sustainable trade
In the selected sectors, green economy measures create opportunities for penetrating new markets and enhancing trade in environmental goods and services. On the other hand, the cross-sectorial discipline of identifying and harnessing sustainable trade opportunities feeds into the promotion of environmentally sound production processes, improved resource efficiency, creating incentives for increased investments in green technologies, and contributes to green job creation. In this way, sustainable trade bolsters the transition to a green economy, while being enhanced by it.

In addition, Kenya, Mauritius and Uganda considered Integrated Waste Management as a cross-cutting issue in the three priority sectors selected.

1.4.3 The multi-country project:

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To be eligible, the multi-country project should develop a SWITCH Africa Green response to the specific need of eco-entrepreneurship in the 6 pilot countries. This response should be based on an assessment of national business conditions. Development and provision of toolkits related to eco-entrepreneurial competences and skills will be critical, as well as enhancing the capacity of business development provider. Furthermore, the project should provide capacity building to eco-enterprises (including start-up) with emphasis on those that are women and youth-led.

1.4.4 Key principles to be taken into consideration

All the projects (country-specific or multi-country) shall address the following principles in their proposal.

i) Replication approach and engaging with policy makers
   o The concepts of SCP and GE offer complementary approaches covering macro and micro-economic dimensions of public policy and regulation, business management, operations and social behaviour including consumption choices. Targeted investments based on macro-economic analysis can be directed to SCP interventions that are needed to support the development of (new) green key sectors, entrepreneurship opportunities and markets for sustainable products. This combination of measures can have extensive impacts on decoupling, growth of income and creation of jobs and poverty reduction.
   o Therefore, projects are encouraged to consider engaging policy-makers and/or representatives from the financial sector so as to reinforce and/or stimulate (push and pull) enterprises and consumers to change their behaviour. Projects should aim to include activities related to policy design or implementation, or can be mainly policy oriented, but must always be complementary to concrete interventions in businesses and consumer networks.
   o Wherever practically possible, linkages should be made with the global 10YFP and its (current) six programmes: consumer information, sustainable building and construction; sustainable food systems; sustainable lifestyles and education; sustainable public procurement and sustainable tourism, including eco-tourism.
   o Effective multiplier and replication mechanisms should be one of the core development activities of the projects. They should develop and apply eco-innovative change mechanisms (e.g. challenge and incentive schemes, voluntary agreements, public-private partnerships, sustainable supply chain management, upgrading technical standards, capacity building of GE/RECP service providers, strategic communication tactics, engaging financial institutions, taking a market-based approach to poverty alleviation, cost-efficient mechanisms to provide GE and SCP services).

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ii) Building on existing competence and related initiatives
   o The Programme seeks, wherever already in place, to build upon and
     strengthen already existing networks and institutions in order to create
     visible impact, and on related existing initiatives, to secure wider
     “collective impact”.

iii) Cooperation with Network facility
   o In order to perform properly its tasks as listed below, the projects funded
     under the SWITCH Africa Green Project should provide the Network
     Facility with the description of the action (of the full application) and
     reporting documents. The Network Facility should be given the
     opportunity to make technical project visits. Therefore, all projects must
     foresee sufficient budget and a number of working days/year to prepare
     input on case studies, dissemination material, assessing project and
     contribution to programme impact.

Tasks of Network Facility

- Providing information on SWITCH Africa Green project and its green
  business development projects helping to share knowledge and disseminating
  successful project practices as well as to intensify networking between
  African, European and other external partners. It will draw on the Global SCP
  Clearinghouse of the 10YFP and offer publications, presentations and
  organisation of events.

- Distilling knowledge of project practices, capitalisation of lessons learned,
  good practices and promoting replication as well as offering dialogue and
  support to countries’ stakeholders and project implementers on how best to
  maximise their results and communicate their achievements:

- Strengthening networking amongst countries, projects and stakeholders
  involved: organising networking events to share experiences and learn from
  others active in the field at a practical level notably eco-innovation, green
  economy and SCP projects. The networking facility will seek synergies
  among SWITCH Africa Green projects to increase their impact in the region.

- Reaching out to policy-makers, the private sector and other stakeholders in
  the region: developing and disseminating related tools, guidelines/manuals,
  technologies and practices to stakeholders and policy makers. The networking
  facility will aim to strengthen existing networks and induce further
  partnership opportunities to leverage SCP and green economy uptake.

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1.5 Financial Allocations provided/ Project budget

The overall indicative amount made available under this Call for Proposals is USD 14,770,842. UNOPS reserves the right not to award all available funds.

Size of Grants
For the country-specific action: the grant contribution from UNOPS to the action must fall between USD 200,000 to (minimum) and USD 500,000 (maximum).

The upper limit may be exceeded for multi-country projects that are submitted by organisations that have existing programmes/initiatives that complement SWITCH Africa Green.

The SWITCH Africa Green project aims at a balanced coverage of grant projects across the six pilot countries: Burkina Faso, Ghana, Kenya, Mauritius, South Africa and Uganda.

Level of co-financing

For country-specific project in Uganda, any grant requested under this Call for Proposals may not exceed 90% of the total estimated eligible costs of the action. The balance (i.e. the difference between the total cost of the action and the amount requested from the UNOPS) must be financed from the applicant's or partners' own resources, or from sources other than the European Union budget or the European Development Fund.

For country-specific project in Kenya or Ghana, any grant requested under this Call for Proposals may not exceed 80% of the total estimated eligible costs of the action. The balance (i.e. the difference between the total cost of the action and the amount requested from the UNOPS) must be financed from the applicant's or partners' own resources, or from sources other than the European Union budget or the European Development Fund.

For multi-country project, any grant requested under this Call for Proposals may not exceed 80% of the total estimated eligible costs of the action. The balance (i.e. the difference between the total cost of the action and the amount requested from the UNOPS) must be financed from the applicant's or partners' own resources, or from sources other than the European Union budget or the European Development Fund.

2. Rules for the call for proposals

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call for Proposals. The following definitions apply:

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Applicant: the organisation responsible for submitting the application
Partnership: the grouping of organisations i.e. the main applicant and its partners for the purpose of implementing the proposed action
Partner: member organisation of the partnership other than the applicant
Associate: organisation that plays an active role in the action but which cannot benefit from funding under the grant
Sub-granting: financial support that may be given to third parties by the beneficiary of the grant where the implementation of the action so requires

2.1 Eligibility Criteria

There are three sets of eligibility criteria, relating to:
- applicant(s) which may request a grant (2.1.1), and their partners (2.1.2);
- actions for which a grant may be awarded (2.1.3);
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 Eligibility of Applicants
(1) In order to be eligible for a grant, applicants must
- be legal entity and
- belong to one of the following categories:
  - Non-state actors such as non-governmental organisation, local traders' associations and citizens' groups, cooperatives, trade unions, consumer organisations, women's and youth organisations, teaching, cultural, research and scientific organisations, universities
  - public sector operators and local authorities
- and
- be national of:
  - Burkina Faso, Ghana, Kenya, Mauritius, South Africa and Uganda or other developing countries specified in the OECD/Development Assistance Committee (OECD/DAC) list
  - an European Economic Area (EEA) Member State or an official EU candidate country (Croatia, Iceland, Montenegro, Turkey, The Former Yugoslav Republic of Macedonia),
- be directly responsible for the preparation and management of the action with their potential partners, not acting as an intermediary.

Grants may not have the purpose or effect of producing a profit for the Beneficiary or for any of the partners.

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(2) Potential Grantees may not participate in the calls for proposals or be awarded grants if they are directly associated with UNEP, UNOPS, any other member of the Grantee Evaluation & Selection Committee or Board (or Steering Committee) in the preparation of this Call for Proposal.

The Grantee Evaluation & Selection Committee or Board (or Joint Steering Committee) comprise independent individuals with competence in the primary project’s main thematic areas specified in the Call for Proposal who can make impartial decisions and who have no perceived or actual conflict of interest (i.e. association with potential Grantees).

The established Project Board (or Project Steering Committee) is responsible for grant selection, following the same impartiality criteria and understanding to prevent conflict of interest situations.

Example of a conflict of interest scenario: a member of a local / international selection committee is also associated or employed by an NGO / Entity who is a potential grantee, and s/he participates in the selection meeting in which this particular Grantee proposal is reviewed and decided.

A conflict of interest can be:
- **Actual:** Private interests interfere with official responsibilities.
- **Apparent:** People may reasonably think that private interests interfere with official responsibilities.
- **Potential:** Private interests may interfere with one’s official responsibilities.

### 2.1.2 Partnerships and eligibility of partners
Applicants may act individually or with partner organisations.

- **Partners**
Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary (i.e. the applicant). They must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself.

Applicants having the nationality of an EEA Member States or developing countries specified in the OECD/Development Assistance Committee (OECD/DAC) list **must** act in partnership with at least one local organisation having the nationality of the country or where the action takes place (except for Multi-country action).

In all other cases, partnership is not mandatory but highly recommended, especially with local organisations from countries where the action is to be implemented.

- **Composition of Partnership**
For country-specific grant the partnerships (applicant + partner/s) will include at least one organisation from where the action takes place.

Each member of a partnership must have a precise and clearly identified role in the implementation of the project. There is no upper limit on the number of members in a partnership.

A partnership should be composed in such a way as to allow for the achievement of project objectives in the most effective and cost-efficient manner.

The role of each partnership member organisation must be clearly explained in the proposal. Even though UNOPS concludes a contract with the Beneficiary only (i.e. the applicant), the partner/s should be shown to actively contribute to the implementation of the project. The applicant and its partner/s must draw up an agreement defining the technical and financial rights and obligations of each partnership member. A clear written allocation of responsibilities and a balanced distribution of costs will contribute to the partnership’s success.

Furthermore, it is stressed that the applicant or the main partner should spend the majority of their time in field activities in pilot country(ies). This should be clearly reflected in the project description and budget.

The following are not partners and do not have to sign the “partnership statement”:

- Associates
In line with the goals of the programme applicants are particularly encouraged to involve other organisations in the action who do not qualify as partners. Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2. The associates have to be mentioned in Part B section 5 - “Associates of the Applicant participating in the Action” of the Grant Application Form.

- Contractors
The grant beneficiaries have the possibility to award contracts. Contractors are neither partners nor associates, and are subject to the UNOPS procurement rules set out in the standard grant contract.

2.1.3 Eligible Projects
Definition: A project is composed of a set of activities which will enable implementation of green business and sustainable consumption and production practices.

The section 1.4 presents the call for proposal priority issues and the type of projects that are eligible.

Duration: The planned duration for the project is 3 years.

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Location:

- For the country-specific actions: For this first Call for Proposal, actions must take place in one of the three following countries eligible i.e. Ghana, Kenya and Uganda.
- For the multi-country action: action must take place in all the SWITCH Africa Green pilot countries i.e. Burkina Faso, Ghana, Kenya, Mauritius, South Africa and Uganda. A multi-country project covering less than the six countries would not be eligible to this call.

Establishment of performance and impact indicators

Project application should foresee planning, human resources, budget and any other appropriate measures for the monitoring and evaluation of the proposed action, together with objectively verifiable indicators. When developing their proposals, applicants may take into consideration the following indicators:

i) Reduce environmental (and social) impacts of consumption and production
ii) Move SCP practices from demonstration to replication and scaling up
iii) Promotion of green businesses to SMEs especially those led by or employing women and youth

Communication activities

SWITCH Africa Green is a project developed and supported by the European Union (EU). Therefore, all applications should include a communication and visibility plan and the budget in line with the Communication and Visibility Manual for EU External Actions: http://ec.europa.eu/europeaid/work/visibility/index_en.htm.

In particular, information given by the grant beneficiaries of the project, all related publicity materials, official notices, reports and publications, should acknowledge that the project is designed by the EU and implemented "with funding by the European Union. This publication has been produced with the assistance of the European Union. The contents of this publication are the sole responsibility of UNEP and can in no way be taken to reflect the views of the European Union.

Beneficiaries should ensure that EU Delegations in the countries are involved, accordingly informed or invited to SWITCH Africa Green project activities.

Ineligible projects

- Projects concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses

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Projects concerned only or mainly with individual scholarships for studies or training courses.

Projects concerned only with one-off conferences. Conferences can only be funded if they form part of a wider range of activities to be implemented in the life-time of the project. For these purposes, preparatory activities for a conference and the publication of the proceedings of the conference do not, in themselves, constitute such “wider activities”;

**Number of applications and grants per applicants**

- An applicant may submit more than one application under this call for proposals;
- An applicant may be awarded only one grant per country for country-specific project under this call for proposals

### 2.1.4 Eligibility of Costs

Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below – Ineligible Costs. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents.

Recommendations to award a grant are always subject to the condition that the review process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead UNOPS to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of UNOPS co-financing as a result of these corrections may not be increased in any case.

It is therefore in the applicant's interest to provide a realistic and cost-effective budget.

**Contributions in kind**

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the project is not a contribution in kind and may be considered as co-financing in the Budget of the project when paid by the beneficiary or partners.

Notwithstanding the above, if the description of the project as proposed by the Beneficiary foresees the contributions in kind, such contributions have to be provided.

**Ineligible costs**

The following costs are not eligible:

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- debts and debt service charges
- provisions for losses or potential future liabilities;
- interest owed;
- costs declared by the beneficiary and covered by another action or work programme;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
- currency exchange losses;
- credit to third parties.

2.2 Procedures to apply for grants

This is a restricted Call for Proposals. In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application Form.

2.2.1 Phase 1 - Concept Note

Applications must be submitted using Concept Note Form (Annex III). Any Concept Note using the format relating to any other Call may be rejected.

Concept notes must be submitted in English with the exception of country-specific application for Burkina Faso that may be drafted in French.

In the Concept note, the applicants are only required to provide an estimate of the amount of contribution requested from UNOPS. Only the applicants invited to submit a full application in the second phase will be required to present a detailed budget. The elements set out in the concept note may not be modified substantially by the applicant in the full application.

At the stage of submission of the concept note the provision of a Logical Framework is not mandatory; however it has to be submitted by those applicants who have been invited to submit a full application.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note may lead to the rejection of the Concept Note.

Clarifications will only be requested when information provided is unclear, thus preventing UNOPS from conducting an objective assessment.

Hand-written Concept Notes will not be accepted.

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Please note that at this stage, **only the Concept Note form** will be evaluated. It is therefore of utmost importance that this document contain ALL relevant information concerning the action. No additional annexes should be submitted.

_Procedure for submitting concept notes_
The Concept Note must be submitted in electronic format (e-mail). The e-mail should be addressed to:

Secured email: [sag@unops.org](mailto:sag@unops.org)

Attn: The Project Manager
Switch Africa Green (SAG) Project
UNOPS KEOH – Nairobi – Kenya

The document must contain the **reference number** (GRANT-CFP-KEOH-2014-001 - Switch Africa Green Component B) and the title of the **Call For Proposals**, together with the full name and address of the applicant.

**Deadline for submission of concept note**
The deadline for the submission of Concept Note is Monday, 26 January 2015 at 10.00 hours Kenyan time. Any Concept Note and Application Form submitted after the deadline will automatically be rejected.

- **Further information on concept note**
Questions may be sent by e-mail no later than 10 calendar days before the deadline for the submission of concept notes to the below address, indicating clearly the reference of the Call for Proposals:

E-mail address
lindat@unops.org (Linda Telles) cc: Patrick.Mwesigye@unep.org (Patrick Mwesigye)
(Do not send proposals to individual email as this would invalidate your proposal)

UNOPS has no obligation to provide further clarifications after this date.

Replies will be given no later than 5 calendar days before the deadline for the submission of Concept Notes.

In the interest of equal treatment of applicants, UNOPS cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.

Questions that may be relevant to other applicants, together with the answers as well as other important notices to applicants during the course of the evaluation procedure, may be published on the UNOPS website www.unops.org. It is therefore highly **Annex I - Guideline for applicants:**

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recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

2.2.2 Phase 2 - Full Application

Applicants invited to submit a full application following the pre-selection of the Concept Note must do so by using the Full Application Form (Annex IV) along with the 3 (three) Excel worksheets for Budget, Justification and Expected Sources of Funding. Applicants should keep strictly to the format of the application form and fill in the paragraphs and the pages in order.

Applicants must submit their applications in the same language as their Concept Note (English or French for Burkina Faso).

Clarifications will only be requested when information provided is unclear, thus preventing UNOPS from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that at the Phase 2 only the following annexes have to be filled in and returned:

Annex IV consisting of:
- Grant Application Form
- Budget for the Action
- Justification the Action
- Expected Sources of Funding and Summary Costs

Annex III-A Logical Framework

It is therefore of utmost importance that these documents contain ALL relevant information concerning the action.

- Procedure for submitting
The Full Application must be submitted in electronic format (e-mail to:

Secured email: sag@unops.org

Annex I - Guideline for applicants:
GRANT-CFP-KEOH-2014-001 (SWITCH Africa Green – Component B)
Attn: The Project Manager
Switch Africa Green (SAG) Project
UNOPs KEOH – Nairobi – Kenya

All the documents must contain the reference number (GRANT-CFP-KEOH-2014-001 SWITCH Africa Green – Component B) and the title of the call for proposals together with the full name and address of the applicant.

- **Deadline for submission**
The deadline for the submission of Full Application will be indicated in the letter sent to the applicants whose application has been preselected. Any Full Application sent after the deadline will be rejected.

- **Further information**
Questions may be sent by e-mail no later than 10 calendar days before the deadline for the submission of applications to the addresses listed below, indicating clearly the reference of the Call for Proposals:

E-mail addresses (only to seek clarification and NOT for submission of Proposals)
- lindat@unops.org (Linda Telles)
- cc: Patrick.Mwesigye@unep.org (Patrick Mwesigye)

UNOPs has no obligation to provide further clarifications after this date.

Replies will be given no later than 5 calendar days before the deadline for the submission of applications.

In the interest of equal treatment of applicants, UNOPS cannot give a prior opinion on the eligibility of an applicant, a partner or an action.

Questions that may be relevant to other applicants, together with the answers, will be published on the UNOPS website www.unops.org. It is, therefore, highly recommended to regularly consult the above mentioned website in order to be informed of the questions and answers published.

### 2.3 Evaluation and Selection of Applications

Refer to the section 4 of the Call For Proposals (CFP).

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*Annex I - Guideline for applicants:*
GRANT-CFP-KEOH-2014-001 (SWITCH Africa Green – Component B)
3. List of Annexes

3.1 Documents to be completed

**Phase I**
Annex III: Concept Note Form (Word Format)

Annex III-A Logical Framework (*)
(*) At the stage of submission of the Concept Note, the provision of a Logical Framework is not mandatory; however, it will have to be submitted by those applicants who have been invited to submit a full application in the Phase 2.

**Phase II**
Annex IV: Grant Application Form (Word Format)
- Budget for the Action (Excel Format – sheet 1)
- Budget Justification for the Action (Excel Format – Sheet 2)
- Expected sources of funding (Excel Format – Sheet 3)

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Annex I - Guideline for applicants:
GRANT-CFP-KEOH-2014-001 (SWITCH Africa Green – Component B)