**

*International Fund for Agricultural Development*

**Strategy and Knowledge Department (SKD)**

**Environment, Climate, Gender and Social Inclusion (ECG) Division**

24 January 2020

Call for proposals

**Scaling Up Renewable Energy Technologies in Agriculture**

Questions, expression of interest and proposals shall be sent to:

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CC: Oliver Page, Lead Climate and Environment Specialist for LAC, [o.page@ifad.org](mailto:o.page@ifad.org)

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* Deadline to submit queries: March 23, 2020, 15:00 CET
* Deadline for submission of proposals: March 30, 2020, 15:00 CET

**I. Objective of the call**

**Background**

1. The International Fund for Agricultural Development’s (IFAD) goal is to empower poor rural women and men in developing countries to improve their incomes and food security. To do this, IFAD works with national and local governments, farmer’s and civil society organisations, and the private sector[[1]](#footnote-1) focusing on country-specific solutions for increasing poor rural people's access to financial services, markets, technology, land, water and other natural resources. Building poor rural household’s and communities’ resilience to climate and market shocks and enhance their nutrition security are other important focus areas for facilitating their sustainable exit from poverty.
2. IFAD is a specialized agency of the United Nations dedicated to eradicating rural poverty in developing countries. IFAD is the only International Financial Institution within the UN family and has an annual approval of loans and grants of around US$1 billion. The Fund is one of the world's largest contributors to governments for supporting rural women and men in overcoming poverty.
3. The purpose of the present call for proposals is to select a recipient or consortium of recipients to receive IFAD grant financing to implement the project: “**Scaling up Renewable Energy Technologies in Agriculture"**. Financing has already been approved for this project based on a concept note developed by IFAD under the Strategic Guidance for IFAD Grants 2019-2021, Priority Area ‘Climate change, resilience and environmental sustainability – Strengthening the resilience of rural population to climate change and improve their skills for sustainable management of natural resources’. The Priority Area is aligned to relevant IFAD11 commitments.

Interested potential recipients or consortium of recipients, are invited to bid and to develop a proposal (large grant document) based on the background and guidance detailed in these guidelines. The proposal should be submitted to IFAD no later than March 09, 2020 providing all the information requested in appendices A to B.

1. As specified by IFAD’s Grant Policy[[2]](#footnote-2), grant financing is an IFAD instrument to advance smallholder farming, rural transformation and the fight against rural poverty. The instrument brings special value for supporting policy engagement, research and partnerships, and for generating, testing and implementing innovative ideas and approaches, not only with partner governments, but also with actors in civil society, academia and the private sector.
2. The goal of IFAD grants is to significantly broaden and add value to the support provided to smallholder farming and rural transformation, thereby contributing to rural poverty eradication, sustainable agricultural development, and global food security and nutrition. Projects/programmes implemented through grant financing should make a significant contribution to a global, regional or national public good related to IFAD's mandate and focus on interventions where grant financing has clear added value and a comparative advantage over other IFAD supported instruments. Rural poor people and their organizations should be squarely positioned at the centre of each grant submission.
3. The objectives of IFAD grant financing are to:
   1. Promote innovative, pro-poor approaches and technologies with the potential to be scaled up for greater impact
   2. Strengthen partners’ institutional and policy capacities
   3. Enhance advocacy and policy engagement
   4. Generate and share knowledge for development impact
4. The Environment, Climate, Gender and Social Inclusion Division (ECG) and the Latin America and Caribbean Division (LAC) will be supervising the implementation of the project. The work envisioned under this grant involves research, capacity building, demonstrating and piloting the use of Renewable Energy Technologies (RETs) in agriculture, and documenting their climate and economic benefits.
5. The knowledge base generated by the project will support the scaling up of RETs in agriculture, which will assist IFAD in terms of complying with the IFAD11 commitments to mainstream climate and environmental sustainability, whilst providing a window to further support member states with their Nationally Determined Contributions (NDCs).

**Funding and duration**

1. The submitted proposals will be evaluated according to several criteria including technical content, value for money, implementation capacity and scaling up/sustainability that will identify the grantee organization/consortium.
2. The IFAD funding for this proposal is provided through a grant for which the proposal will be subject to further review and clearance by IFAD senior management and subsequent approval by IFAD’s Executive Board.
3. The approved grant will be awarded to the organization, or a lead organisation (in case of a consortium), which has been selected as grant recipient. The IFAD grant amount is up to **USD 2,000,000**. Co-financing (in-cash and/or in-kind)[[3]](#footnote-3) of the IFAD grant-financing amount provided by the applicant and any additional co-financing is part of the selection criteria. While no upper limit is set, the applicant must ensure a **minimum counterpart contribution between USD 500,000** **and** **USD 2,000,000**.
4. The programme’s duration will be of **3 years** starting after the approval by the Executive Board, expected by September 2020.

**II. Eligibility**

1. With this open call, IFAD is inviting interested institutions to submit a proposal. Each institution can decide to submit alone or jointly as a consortium with other partner(s); in that case, the lead institution – who will enter into a legal agreement with IFAD - should be clearly identified and roles and responsibilities of the other partners be explicitly stated within the submitted proposal.
2. The recipient can be an inter-governmental organization (including UN agencies and CGIAR centres), a civil society organization (including NGOs[[4]](#footnote-4)), an academic/research institution or a private sector entity. In case of a consortium, an organization can join more than one consortium but can be leading only in one of them. The recipient must demonstrate a strong focus, experience and expertise on RETs and climate change issues.
3. As evidence of sufficient experience, the grant recipient should have managed or been involved in the implementation of at least one project implementing RETs in agriculture in at least two countries of the LAC region, involving multiple stakeholders (Government, NGOs, farmers etc.). Additionally, the grant recipient or a member of their consortium should have at least five years' experience in RETs related research.
4. The selected organization or consortium must have:
   1. Strong technical experience in RETs applied in the agricultural sector.
   2. Proven experience developing micro financing schemes.
   3. Proven experience mobilizing additional resources and/or the capacity to provide its own resources.
   4. Presence and experience in the LAC region.
   5. Proven experience analysing best practices and developing case studies and trainings.
   6. Be open to possible cooperation with partner institutions in the region.
5. Further details on eligibility are provided in Appendix B1 Annexes 2 and 3.

**III. General considerations**

1. **Conflict of Interest**. IFAD requires that the recipient provide professional, objective, and impartial advice and at all times hold IFAD’s interests paramount, strictly avoid conflicts with other assignments or their own corporate interests, and act without any consideration for future work. The recipient has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of IFAD, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the recipient or the termination of the grant agreement.
2. **Implementing partners**. The recipient is expected to partner with country-based institutions in the countries that will be selected. The selection of target countries should also be pragmatic and strategic in this sense. The knowledge of these institutions and the capacity to leverage successful partnerships with them will be key to a successful grant implementation. The national partners proposed have to be identified in the detailed Grant Design Report.
3. To the extent eligible institutions deem it appropriate to partner with other institutions, only the applicant institution shall be responsible for the overall programme management, financial and technical reporting to IFAD and programme coordination, while the partner institution(s) will be sub-contracted by the applicant. In case of applicants partnering with other organizations, a single application must be submitted to IFAD for consideration, clearly indicating the lead agency and the names of all collaborating partners.
4. **Sub-contracting.** The recipient may choose to sub-contract any part of the services under this agreement to a person or entity. If the subcontracting arrangement exceeds US$ 200,000, a grant sub-agreement between the grant recipient and the implementing partner would be required. The lead recipient shall be fully responsible and liable for the delivery of the services performed by them or on their behalf.
5. **Personnel.** The recipient shall assign and provide qualified and experienced personnel and sub-contracted consultants as are required to carry out the services under this agreement. The key personnel indicated in the proposal shall not be substituted without the prior approval of IFAD. If for any reason beyond the control of the recipient, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the personnel, the recipient shall promptly arrange for such replacement with a person of equivalent or better qualifications.
6. **Preparation of Proposal.** The applicant shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. IFAD reserves the right to annul the selection process at any time without thereby incurring any liability to the applicant. This Call for Proposals does not commit or obligate IFAD to award a contract.
7. **Value for Money.** Applicant must clearly demonstrate that the IFAD grant will be substantially spent on proposed and finally agreed activities in the selected countries and should indicate the total percentage of IFAD’s grant resources that will be committed to this effort.
8. By submitting a proposal, applicants agree to abide by all the conditions set forth by IFAD (refer to the IFAD Grant Agreement posted on webpage for this invitation to bid).

**Eligible Expenditures and overheads under grant financing**

1. **Eligible Expenditures** are expenditures eligible to be financed under the Grant Agreement. Such expenditures must satisfy all of the following requirements. They must:
2. Meet the reasonable cost of goods, works or services required for the Project;
3. Be incurred in accordance with the approved Project Budget;
4. Be procured in accordance with the Recipient’s Procurement Procedures;
5. Be incurred within the Project Implementation Period;
6. Be supported by adequate documentation;
7. Be verifiable by the Fund;
8. They must not involve a payment that is prohibited by a decision of the United Nations Security Council or any other policy of the Fund.
9. **Taxes.** The proceeds of the Grant shall not be used for the payment of taxes that are determined by the Fund to be excessive, discriminatory or otherwise unreasonable.
10. **Expenditure Categories.** Expenditures to be financed by proceeds of IFAD Grants should normally be restricted to expenditures that can be attributed to the implementation of the activities agreed under the Grant Agreement and the Design Report. These can be broadly classified into direct and indirect costs. Guidelines for this classification is given below:

**Direct costs.** Direct costs are expenditures that are to be incurred only for the purposes of the financed operation, and can be directly attributed to the expected project outputs. This category may include items such as consultants, staff time directly and only assigned to the project, training, travel, workshops, equipment, materials, research expenditures, publications, and operating costs directly linked to the project.

* 1. **Consultancy.** Expenditures related to studies, technical assistance and other advisory services under the programme carried out by international and local consultants. Professional and consultant services are services rendered by persons who possess a special skill relevant to the project, and who are not officers or employees of the proposing organization. Anticipated services must be specified and justified in the proposal with information on each individual’s expertise, primary organizational affiliation, normal daily compensation rate, and number of days of expected service. Consultants’ travel costs, including subsistence, may be included under travel expenditure. If requested, the proposer must be able to justify that the proposed rate of pay is reasonable.
  2. **Equipment and materials.** Expenditures related to office equipment, motor vehicles and motorcycles, furniture, phones, computers. This should normally be limited to equipment or apparatus that is considered necessary for completion of the project. Office equipment would not normally be considered unless the project duration is of 2 years or more. Confirm that goods and equipment proposed will be for intended purposes. Evaluate lease vs buy options. Grant funds should not be used to buy vehicles. If vehicles are absolutely necessary, leasing should be considered. If the implementation period is longer than 3-4 years, buying the vehicles could be considered, after also taking into account future running costs such as maintenance, insurance and taxes. The design document should specify the use of equipment at the end of the project. Where feasible, their property should be transferred to beneficiaries.
  3. **Goods services and inputs.** Expenditures related to goods and services procured for the project activities.
  4. **Operating costs.** Expenditures related to recurrent costs under the Programme, rent (if it is an existing office space of the recipient, normally this cost should not be charged to the grant) and utilities for the project office, maintenance costs, and audit costs.
  5. **Salaries and allowances.** Expenditures related to the base salaries and allowances of the staff of the Grant Recipient directly assigned to the project/programme activities. Project budgets should separately identify senior administrative staff salaries, technical staff salaries, administrative / clerical staff salaries. Costs should be inclusive of all statutory levies that apply. Where part time staff are required, state the full-time equivalents also. Salaries and allowance are typically not expected to exceed 30% of the total grant amount unless clearly justified. There should be no double counting with other administration overheads and project management costs stated elsewhere.
  6. **Workshops.** Expenditures related to the workshop meetings, venue, food and beverages, publication materials.
  7. **Trainings.** Expenditures related to specific training events for eligible beneficiaries identified in the design report. Where applicable, this will include all related expenditures such as venue hire, travel for participants etc. Training of Grantee’s employees is excluded.
  8. **Travel and allowances.** Expenditures related to fares, per diems and hotel costs for full time staff, consultants and beneficiaries. Separately identify domestic and international travel.
  9. **Sub-Grants**. Where grant resources are expected to be sub-granted to other partner agencies or beneficiaries, the purpose of such sub-grants and identity of intended sub-grantee / beneficiaries must be clearly stated.

1. **Indirect costs.** Indirect Costs refer to fixed or administrative overheads to be borne by the recipient. These may be stated as a fixed amount or a flat fee payable to the recipient for the execution of the grant, which should be calculated as a percentage of direct costs. They are expenditures that are in the nature of general administration expenses or overheads, which cannot be directly and easily identified. The amount of indirect costs should be reasonable, and normally expected to be no more than 8%[[5]](#footnote-5) of direct costs, including for grants to a UN agency. Any percentage in excess will require a waiver, to be specifically justified, disclosed, and cleared by IFAD’s Financial Management Division (FMD) at the Quality Assurance (QA) review and recorded in the QA minutes. Such authorized greater percentage shall not constitute a precedent for requesting such waiver. IFAD grant funds may not be used for fixed indirect costs or core funding of the recipient (i.e. budget support). Care should be taken to avoid double counting (e.g. between a fee-based service to a recipient/implementing agency in addition to reimbursement of general overheads). The cost table included in design reports should clearly show indirect costs. Expenditures that are eligible for financing, along with the amounts allocated to each category, are specified in Attachment 3 to the invitation email, IFAD Grant Agreement, under Schedule 2 (see template on ifad.org webpage for this call).
2. Grant funding to recipients and sub-recipients should cover only allowable costs as specified in the financing tables of the Grant Agreement.

**IV. Selection process**

**Documentation required**

1. Complete proposal must comply with the following legal and financial requirements, and provide the following documentation:
   1. **Application form** — see Appendix A. Fill-in with basic information and submit with the full design document and supporting financial and legal information.
   2. **Full design document** — see Appendix B1 and supporting guidance Appendix B2. The design document shall expand and elaborate on the project concepts and guidance included in Section I of this Call for Proposals document on ‘Objectives of the Call’ and the attached Terms of Reference. Aside from the information provided in the guide, it is especially important to include in detail the following information:
      * Clear and detailed methodology to develop and implement innovative mechanisms to promote and stimulate investment in RETs in IFAD operations, with a focus on productive uses of renewable energy in producers’ organizations, cooperatives, and/or enterprises
      * Clear and detailed proposal to maximize the linkages between clean energy and human development, including gender, youth, and nutrition elements as relevant.
      * Clear and detailed methodology to develop a strategy for scaling up RETs in agriculture.
      * Reasoning for the selection of the locations and specific IFAD projects/programmes in which the project will be implemented.
      * Clear and detailed financial scheme to be implemented and that could potentially be replicated in other IFAD projects/programmes.
      * Clear and detailed methodology regarding the management and evaluation of the project.
   3. A declaration indicating that, in case of selection, the applicant would be able to provide audit reports signed and dated by an external auditor (in PDF format) for the last two years, including the audited financial statements (see Appendix B1 - Annex 2).
   4. Completed Financial Management Questionnaire (FMQ) (see Appendix B2 - Annex 4).
   5. A procurement plan and procurement guidelines of the applicant or declaration that it will apply IFAD’s guidelines (only if procurement goods exceeds USD 200,000); see: <https://www.ifad.org/documents/10180/cd15e696-26e2-45df-abcc-3d4611a9a20b>
   6. Type of contractual arrangements with implementing partners and details of flow of funds and financial reporting to/from these partners.
   7. A declaration indicating that, in case of selection, the applicant would be able to demonstrate that it has been registered and that its registration is current by providing current and valid evidence of the legal status of the applicant (copy of the registration of the institute), or confirm the availability of this status, and send evidence prior to finalization of the grant agreement (see Appendix B1 - Annex 2).
   8. **Proposals must be submitted in English or Spanish.** They should be concise, presented in single-spaced, Arial point 10-font text. Only MS-Word and PDF formats will be accepted; however, the tables regarding the Project Costs by Component and the Project Financing Plan seen in Appendix B2.3 and B2.4, must be sent in Excel format. File size cannot exceed 5 Mb.
   9. Co-financing or evidence to be able to mobilize funds is at least 25% of the IFAD financing.

**Technical requirements**

1. The Grant Recipient must comply with the following technical requirements and provide sufficient evidence:
   1. Evidence that the Grant Recipient or a member of their Consortium has at least 5 years of experience on climate change and RETs.
   2. Reference letters as evidence that the Grant Recipient has managed or has been involved in the implementation of at least two climate change related programmes or projects, focused mainly on RETs.

**Evaluation methodology and criteria**

1. Only proposals received within the stipulated period will be accepted. Proposals will be evaluated by an IFAD Committee composed of senior staff and technical experts. Each proposal will be evaluated according to the criteria indicated in Table 1. The application receiving the highest total score will be selected.
2. Applicants must be aware that, once selected, IFAD may require further refinements of the proposal throughout the internal review process and that the selected proposal will be subjected to review and approval steps prior to submission for final approval by the Executive Board.

**Table 1. Selection Criteria**

1. After the eligibility of the applicant is confirmed, proposals will be evaluated by a Competitive Screening Evaluation Team according to the following criteria:

|  |  |
| --- | --- |
| Criteria | Weight |
| Technical content and consistency with project description and IFAD’s Grant Policy. The content should demonstrate a clear understanding of the requirements, objectives and potential problem areas. It should also indicate the methods for scaling-up sustainability via the implementation of RETs in agriculture, and support efforts to replicate successes.  Considerations include:   * Clarity of the methodology and coherence, logic and linkages between the project activities and components; * Relevance to IFAD projects/programmes in the selected countries with clear approaches to link up with IFAD programmes; * Prospective impacts of interventions on global and national policy processes related to the implementation of RETs in agriculture; * Soundness of the approach proposed to undertake both quantitative and qualitative in-country assessments of the impacts and benefits of integrating RETs in agriculture; * Feasibility within the available resources and timeframe; * Quality of plan of activities of Knowledge Management, innovativeness of activities and outputs proposed including delivery and disseminations of relevant knowledge generated during implementation; * Relevance to IFAD climate plans of action. * Scaling-up proposed pathways (methods) * How is sustainability pursued/ensured? * Partners identified for sustainability and for scaling-up | 40% |
| Value for money which does not necessarily mean going for the cheapest option, but making sure that IFAD gets the desired technical quality at the best price. This requires a judgment call on whether the expected development and climate benefits justify the costs. This implies that adequate metrics for measuring both are embedded in the proposals. Considerations include:   * Level of own financing and co-financing; * Clear budget tables with narrative explaining use of funds; * Type of co-financing (in cash or in kind). | 35% |
| Implementation capacity of the proposing organization (and of any associated implementation partner) to carry out the proposed activities and to account for funds should be demonstrated in the proposal documents. Capacity also means being able to implement across different countries in the region.  Other required experience and capacity of the proposing organization(s) include[[6]](#footnote-6):   * Experience and technical capacity regarding the implementation of RETs in agriculture, as well as experience in climate-related research, evidence generation and capacity building for different actors; * Pragmatic and strategic selection of target countries and presence or working experience in the targeted countries by grant recipient or partners within a consortium or identified national partners and involving multiple stakeholders; * Experience in brokering knowledge across several geographical contexts and foster south-south capacity building; * Track record in financial management of grant resources and timely reporting on past project progresses and results; * Capacity of in-house staff and adequacy of the team proposed (based on CVs of team members and staff proposed), composed mainly of staff with experience and technical capacity in the integration of RETs in agriculture. | 25% |
| Total | **100%** |

**Timeline and submission process**

1. Applicants are given until **March 23, 2020 at 15:00 CET** to send eventual **questions and requests for clarifications**. These queries will be answered within two working days after receipt. A wrap-up of the questions and answers will be published on the website of the call after the above-indicated deadline.
2. **Proposals together with all supporting documentation** must be submitted by **March 30, 2020 at 15:00 CET.** Those received after the deadline will not be considered, while the ones received by the indicated deadline and deemed compliant with the requirements set out in this call for applications will be evaluated in accordance with the process outlined herein.
3. Questions, expression of interest and proposals shall be sent to:

**Ana Elena Ventura Pozuelo, Environment and Climate Analyst for LAC,** a.venturapozuelo@ifad.org

**CC: Oliver Page**, **Lead Climate and Environment Specialist for LAC,** [o.page@ifad.org](mailto:o.page@ifad.org);

**Rene Castro Cordero, Environment and Climate Technical Specialist for LAC,** [r.castrocordero@ifad.org](mailto:r.castrocordero@ifad.org);

**Maria Elena Mangiafico, Knowledge Officer (ECG),** [m.mangiafico@ifad.org](mailto:m.mangiafico@ifad.org)

All applicants will be notified on the outcome of the call by April 10, 2020. The winning applicant should be available to further develop and adjust the full grant design document under direction of the Environment, Climate, Gender and Social Inclusion Division (ECG), Latin America and the Caribbean Division (LAC), and Sustainable Production, Markets and Institutions Division (PMI), including all required documentation for submission to Quality Assurance processes as well as documents needed to respond to any eventual comments from IFAD board members. The tentative timeline of the whole process is included in Table 2 below.

**Table 2. Tentative timeline of the grant preparation/review process**

|  |  |
| --- | --- |
| Action | Deadline |
| **Qualification Phase** | |
| 1. End of period for questions and clarifications | March 23, 2020 at 15:00 CET |
| 1. Submission of proposals | March 30, 2020 at 15:00 CET |
| **Pre-Selection Phase** | |
| 1. Selection of grant recipient by the IFAD Committee | April 07, 2020 |
| 1. Awarded recipient notified on the outcome of the call | April 08, 2020 |
| 1. Notification from IFAD to other applicants | April 10, 2020 |
| **Approval Phase** | |
| 1. Submission of final draft design and support documentation for internal quality enhancement process | April 17, 2020 |
| 1. Submission of support documentation to financial management department and LEG | April 17, 2020 |
| 1. Submission of final design and support documentation for corporate quality assurance review and decision | May 1, 2020 |
| 1. Approval decision from QA process | May 26, 2020 |
| 1. Inclusion of any final comments after QA process | May 29, 2020 |
| 1. Final approval of large grant request by IFAD’s Executive Board via Lapse of Time process | By September 30, 2020 |

1. Applicants should be aware that receipt of grant funds are subject to IFAD’s internal clearances and approvals following the selection process. IFAD reserves the right not to appoint any successful applicants if the quality of the received applications is not deemed sufficient or does not meet IFAD requirements.

1. See IFAD’s Private Sector Strategy here: <https://webapps.ifad.org/members/eb/127/docs/EB-2019-127-R-3.pdf> [↑](#footnote-ref-1)
2. See the grant policy here: <https://webapps.ifad.org/members/eb/114/docs/EB-2015-114-R-2-Rev-1.pdf> [↑](#footnote-ref-2)
3. The calculations of in-kind co-financing contributions should be appropriately detailed, justifiable and measurable [↑](#footnote-ref-3)
4. Non-profit, nongovernmental organizations in non-Member States are eligible subject to a specific waiver granted by the President of IFAD. [↑](#footnote-ref-4)
5. Although the ceiling for indirect costs is 8%, IFAD will accept an 11% ceiling for CGIAR centers (excl. the 2% Trustee fee) [↑](#footnote-ref-5)
6. Please provide institutional track records. [↑](#footnote-ref-6)