 **International Fund for Agricultural Development**

**Strategy and Knowledge Department (SKD)**

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

31 January 2019

Call for proposals

**Stepping up IFAD’s gender transformative agenda - Women’s land rights initiative**

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

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* Deadline to submit queries: 17 February, 2020, 23:59 CEST
* Deadline for submission of proposals: 2 March, 2020, 23:59 CEST

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# 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: “**Stepping up IFAD’s gender transformative agenda - Women’s land rights initiative"**. 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 3 ‘Gender equality and women’s empowerment’. The Priority Area is aligned to relevant IFAD 11 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 2 March, 2020, 23:59 CEST 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 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 Sustainable Production, Markets and Institutions Division (PMI) will be supervising the implementation of the project. The work envisioned under this grant involves developing and testing transformative approaches and tools for strengthening women’s land rights (WLR). It also includes improving knowledge and awareness on how to integrate a transformative approach to promoting WLR in rural development interventions

## 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 3,000,000**. 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 of USD 500,000**.
4. The programme’s duration will be of **3 years** starting after the approval by the Executive Board, expected by November 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 in working on WLR in rural settings.
3. The selected organization or consortium must have:
   1. Practical experience in working on WLR in rural settings
   2. Experience in knowledge management and sharing
   3. Experience in managing donor-funded initiatives of at least US$ 1 million
   4. Physical presence or close network to ensure wide geographical coverage
4. 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 motor cycles, 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 include 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.
   3. Audit reports signed and dated by an external auditor (in PDF format) for the last two years, including the audited financial statements
   4. 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); 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. Reference letters from two past projects
   8. Evidence of the legal status of the applicant not older than 90 days (copy of the registration of the institute) or confirm the availability of this status and send evidence prior to finalization of the grant agreement
   9. **Proposals must be submitted in English.** 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.

## Timeline and submission process

1. Applicants are given until **17 February, 2020, 23:59 CEST** to send eventual **questions and requests for clarifications**. These queries will be answered within four 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 **2 March, 2020, 23:59 CEST.** 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:

**Steven Jonckheere, Senior Technical Specialist, Gender and Social Inclusion** [s.jonckheere@ifad.org](mailto:s.jonckheere@ifad.org)   
**Harold Liversage, Lead Global Technical Specialist, Land Tenure** [h.liversage@ifad.org](mailto:h.liversage@ifad.org)  
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 **Giulia Barbanente, Consultant, Land Tenure** [g.barbanente@ifad.org](mailto:g.barbanente@ifad.org)

All applicants will be notified on the outcome of the call by 31 March 2020. The winning applicant should be available to further develop and adjust the full grant design document under direction of Environment, Climate, Gender and Social Inclusion Division (ECG), 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 | 17 February 2020 at 23:59 CEST |
| 1. Submission of proposals | 2 March 2020 at 23:59 CEST |
| **Selection phase** | |
| 1. Selection of grant recipient by the IFAD Committee | 27 March 2020 |
| 1. Awarded recipient notified on the outcome of the call | 30 March 2020 |
| 1. Notification from IFAD to other applicants | 31 March 2020 |
| **Approval phase** | |
| 1. Submission of final draft design and support documentation for internal quality enhancement process | 10 April 2020 |
| 1. Submission of support documentation to financial management department and LEG | 20 April 2020 |
| 1. Submission of final design and support documentation for corporate quality assurance review and decision | 4 May 2020 |
| 1. Approval decision from QA process | 26 May 2020 |
| 1. Inclusion of any final comments after QA process | 12 June 2020 |
| 1. Final approval of large grant request by IFAD’s Executive Board via Lapse of Time process | 13 September 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)