



Investing in rural people

Indigenous Peoples Assistance Facility (IPAF)

2022 Call for proposals

Frequently Asked Questions (FAQs)

GENERAL ON PROPOSAL SUBMISSION

1. ***Where can I access the guidelines to the application process?***

Information are available at <https://www.ifad.org/en/web/latest/-/call-for-proposals-indigenous-people-s-assistance-facility-ipaf> Kindly note that applications have to be submitted online at <https://webapps.ifad.org/ipaft/login> and deadline for application is by **Tuesday 27 September 23:59 Italian time zone (CEST)**.

2. ***Are grant guidelines and application form available in Spanish and French?***

All IPAF documentation is available in English, Spanish and French at the following link: <https://www.ifad.org/en/web/latest/-/call-for-proposals-indigenous-people-s-assistance-facility-ipaf>

3. ***Is it possible to submit an application through email?***

Applications submitted through emails will NOT be considered. Applications have to be submitted online at <https://webapps.ifad.org/ipaft/login>

4. ***Is it possible to submit an application through post mail?***

Only in case of inaccessibility to internet, you can send your application by post mail to the address below before deadline (the post stamp will be used as evidence for submission before deadline):

Ms Ilaria Firmian

Senior Technical Specialist - Indigenous Peoples and Tribal Issues

Environment, Climate, Gender and Social Inclusion Division

Strategy and Knowledge Department

International Fund for Agricultural Development (IFAD)

Via Paolo di Dono 44, 00142 Rome, Italy



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5. ***If our documents reach your desk by post after deadline, will you consider them?***

For applications received by post mail the post stamp will be used to ascertain the mailing date.

6. ***How can I check that my application on IPAFT is well received?***

Upon submission of your proposal through the IPAF online system, you will receive an automatic notification to the email you have indicated in your application.

Applicants who do not have internet access and who send their application via post mail can contact our office at the following telephone number +39 06 5459 2304.

7. ***How can we check the status of our application, whether or not accepted?*** Once the screening of all applications is finalized and decisions on grant awards made by the IPAF Board, all applicants will be notified by email to the email address provided in the application or in the IPAFT. ***Please ensure you include in the application (or IPAFT) the email address where you wish notifications are sent to.***

8. ***Can I amend my application once it is submitted to IPAFT?***

You can amend your proposal and upload document by SAVING on line. But the moment you click on the SUBMISSION button, you will not be able to make any amendment to your submission. Therefore, we suggest that before making the submission of your proposal you carefully double check your submission and use the checklist provided in the application form and guidelines. We also suggest you to avoid to send your application on the last days before deadline.

Only in exceptional cases, if you are sure you made a mistake that would invalid your application, you can make a second submission, ensuring that you include together with the project title: ***CORRIGENDUM SECOND SUBMISSION***. In order to register again you need to enter a different email address or the system will not allow you to register with the same email address you submitted your first proposal.

APPLICANT ELIGIBILITY

1. ***Which countries are IFAD developing Member States?***

As indicated in the call for proposals, we accept only proposals submitted from **IFAD Developing Member States**, which are listed at the following link:

<https://webapps.ifad.org/ipaft/countries?lang=en>



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Example: With reference to Canada, kindly be informed that organizations based and legally registered in Canada do not qualify for the IPAF. Applicant must be legally registered and its headquarters be located in the country of grant implementation, the country must be an IFAD developing Member State. While Canada is an IFAD Member States, it is not from a developing country, where IFAD projects are funded.

- 2. Can an international organization be based in a country which is not an IFAD developing Member States, and submit a proposal addressing indigenous communities in an IFAD developing Member State? (e.g. International NGO based in Paris presenting a project proposal which aims to benefit indigenous peoples' communities in Peru).***

The applicant organization must have its headquarters and be legally registered in an IFAD developing member state. The applicant organization headquarters has to be based in the country of project implementation. E.g. In case of an international organization based in Paris with the legal registration to operate in Peru, this does not qualify for the IPAF. However, the organization can partner with a local organization applying for IPAF. The nature of the partnerships needs to be clearly stated in the application submitted to the IPAF.

- 3. We are working closely with indigenous peoples but we are not an indigenous organisation. Can we apply for funding?***

The facility allows applications from not-for-profit/non-governmental organizations if designated by the indigenous peoples' communities to act on their behalf. Evidence of the Free, Prior and Informed Consent process and consent agreement by the indigenous peoples' communities needs to be enclosed in the application form. See the [IPAF Guidelines for completing the application Form 2022](#).

- 4. Are Community Based Organizations (CBOs) eligible to apply?***

Yes, CBOs are eligible under the IPAF, provided they are legally registered in their country and can receive international funds.

- 5. We are registered as a for-profit company, however, in our registration constitution we are a social business where profits from operations are rolled back***



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into the organization for the continued benefit of the society we work for. (As a social business, we do not make profit but measure our success in terms of the number of new technologies disseminated or taken up by individuals in the areas where we work). Would this type of registration be sufficient to fulfil the item n.15 of the application form?

Only non-for profit organizations are eligible for the IPAF.

6. *Can the applicant organization work with other organizations for implementing the project (or other co-funding agency, if present)?*

Yes, the applicant organization can partner with other organizations in implementing the project. The nature of the partnership needs to be well specified in the application form. The applicant organization is the one legally responsible for implementing and reporting on the project once it is approved.

7. *Our organization (legally registered) is formed by indigenous peoples living in urban areas. Can we apply for IPAF?*

YES, provided the project proposal benefits indigenous peoples.

8. *Do indigenous groups have to be registered as per prevailing laws? Or just ok with loose groups?*

We do not request any specific registrations to indigenous peoples' groups. The applicant organization needs to be legally registered in its country in order to be eligible for IPAF financing.

9. *How do I know if the project's beneficiaries are considered indigenous and eligible for this call for proposals?*

There is no universal definition for indigenous peoples. The fundamental criterion of self-determination as underlined in a number of human rights documents prevails. Please refer to IFAD Policy of Engagement with Indigenous Peoples, which can be downloaded at http://www.ifad.org/english/indigenous/documents/ip_policy_e.pdf

For information on indigenous peoples in Africa please refer to the following sources:

- African Commission on Human and Peoples' Rights - Working Group on Indigenous Populations/Communities in Africa
<https://www.achpr.org/specialmechanisms/detail?id=10>
Kindly refer to the reports of the Working Group's missions to: Botswana, Burundi, Central African Republic, Congo, DRC, Gabon, Kenya, Libya, Namibia, Niger, Rwanda, Uganda
- Report of the African Commission's Working Group of Experts on Indigenous Population/Communities:
http://www.iwgia.org/iwgia_files_publications_files/African_Commission_book.pdf
- Indigenous Peoples of Africa Co-ordinating Committee (IPACC): www.ipacc.org.za
- The International Work Group for Indigenous Affairs: <https://iwgia.org/en/>

10. Is the audit report of the applicant organization an eligibility requirement for applying to IPAF?

For applying to IPAF the audit report is not an eligibility requirement.

11. Which project areas will be considered for funding?

The 2022 IPAF will finance indigenous peoples' demand-driven initiatives which will improve the livelihoods of indigenous peoples' communities with a specific focus on indigenous young women and men under the following thematic areas: Food security and nutrition and sustainable and resilient food systems; Rights to land, territories and resources; Biodiversity conservation and sustainable management; Access to markets. Kindly refer to the [IPAF Guidelines for completing the application Form 2022](#) which provides details on the 2022 Priority Areas for funding.

12. What size should my organization be in order to be eligible?

The size of the organization is not a concern as long as it is legally registered, can receive international funds and has the financial and staff capacity to implement the proposed project.



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DOCUMENTS TO BE SUBMITTED FOR THE IPAF APPLICATION:

1. *Which are the mandatory documents for proposal submission?*

You need to fill in the [IPAF Application form 2022](#) and include detailed budget and work plan. If you wish you can also submit the detailed budget and work plan separately. What it is important is that the budget is in US Dollars, and is itemized.

The work plan needs to show specific activities which will be carried out during project implementation and should indicate a calendar for completing activities within maximum 32 months. Four months will be required for reporting on project activities and costs.

In order for your application to be complete, you need to submit a copy of your organization's *legal registration*.

Evidence of the Free, Prior and Informed Consent process and consent agreement by the indigenous peoples' community/ies benefiting from the project. For non-indigenous organizations, evidence of the FPIC delegating the applicant organization to apply on their behalf and stating the free, prior, and informed consent by the communities who will benefit from the project.

2. *What is the "Evidence of Free, Prior and Informed consent" and in which case is it required?*

All applicants need to submit evidence of the Free, Prior and Informed Consent of the community/ies benefitting from the project. This is the evidence that the project is designed with and by the benefiting communities. This should be in written form, provided the information on how the consent of the communities has been given is clearly explained in the document. The people providing consent to the project need to be the representing authorities and institutions of the communities where the project will be implemented, their names, role, address and telephone numbers will need to be indicated in the FPIC document in order for IFAD and its partner organizations to verify with the indigenous peoples' communities. For more information please refer to the [IPAF guidelines](#).

3. *If I scan and past the agreement from the community and other documents which may exceed 20 pages will my project be penalized for doing so?*

The application form must not exceed 20 pages, but you can add annexes separately.

4. Do I have to follow a specific format for submitting the work-plan? (item 47) No you don't. The work-plan can be submitted in any format. Please make sure that it is clear, informing on specific activities and timetable.

5. May we attach the legal registration documentation in the original language, or does it need to be translated in English (or Spanish or French)?

Yes it is possible but is desirable to attach the translation as well. Please note that if the project is selected, you will need to submit an official translation of the legal registration. In the submission phase the official certified translation is not needed.

6. In which languages can I submit my application?

You can submit your project proposal in one of the following languages: English, Spanish or French.

7. Which kind of document may we have to provide as evidence of legal registration?

The legal registration is the legal document which recognizes your organization in your country.

CLARIFICATIONS ON BUDGET:

1. Can the 20% organization financial contribution (see item n. 45) include in-kind contributions?

Yes, contribution by the applicant organization can be in-kind but this needs to be itemized in the budget. This means you need to assign monetary value to the in-kind contribution your organization is providing.

2. What does it mean that "Budget for Administrative and personnel costs cannot exceed 20% of the amount requested from IPAF"? (see item n.46)

This means that 80% of the amount requested from IPAF has to directly fund the activities of the project. For example, if the total budget of your project requesting from IPAF to support is USD 40000, administrative costs and personnel costs



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(meaning operational costs to run the project) for implementing the project cannot exceed USD 8000.

3. *What do you mean with the expression “mandate of the applicant organization” indicated in the application form (item 14)?*

The mandate of the applicant is the purpose, goals and objectives that your organization aims to reach.

TECHNICAL PROBLEMS WITH THE ONLINE WEBSITE:

1. *I am unable to open IPAFT website and send you the proposal online. What can I do?*

Please be reminded that in order to access IPAF website at <https://webapps.ifad.org/ipaft/login> you should first register, as indicated in the document [Quick steps for project proposals submission](#). If the problems persist, you can contact the IPAF secretariat by email at indigenouspeoples@ifad.org

2. *We have encountered a technical problem with IFAD log-in and Registration page. Although we have already registered, we can no longer Log-in with our original Username and Password*

Please note that once you have registered, in order to access your account you first need to activate your account by clicking on the link provided in the email you automatically receive upon your registration in the IPAF online system. Activation of your account is done once, upon registration. Once your account is activated you can access whenever you wish, if you SAVE it when logging out. Please remember that the moment you SUBMIT your proposal, you will not be able to enter your account any longer.

3. *I have completed the general information section, but I cannot go to the proposal section.*

Check the following document: [Quick steps for project proposals submission](#).

4. *When I try to enter the main page of the IPAF online system, the system informs that “my e-mail is not correct/already taken”. What should I do?*

If the system sends a reply that your email is not correct, it means that you have already registered once with your email, that is why the system does not accept it as a second registration. Try to enter the system with the ID and password you registered with. If you cannot, then register again with a new e-mail address. Please follow the instructions in the document [Quick steps for project proposals submission](#).

5. *What should I do if I lose the password for entering IPAFT?*

If you cannot access with the active password you provided, you can request for a new password. If fail when accessing the IPAF online system even with the new password, you may like to make a new registration using a new e-mail account. Please follow the instructions in the document [Quick steps for project proposals submission](#).

6. *I cannot enter the total number of direct and/or indirect beneficiaries in IPAFT system:*

Please note that the system **accepts only numbers** in the fields you are referring to. Please indicate just the number without spaces, symbols or commas and E.g.: 5000

7. *I cannot enter the amount in USD in the applicant contribution and/or in the request to IFAD. I am notified that the money requested is invalid and also the amount contributed is invalid. Why am I unable to enter my Budget expenses?*

Please note that the system accepts only numbers in the fields you are referring to. Please indicate just the numbers without spaces, symbols, letters, or commas. E.g.: If the amount contributing by the organization is USD 12, 000 please write only numbers: 12000.

Also ensure that the contribution by the applicant organization in US Dollars **should be at least the 20% of the amount requested to IPAF**. If this amount is less than 20% of the request to the IPAF, the system will not accept it.



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- 8. *I uploaded all the required documents on IPAFT, but the system identifies error of missing application form/legal registration form/FPIC etc.***

In order to successfully upload the required documents you need to indicate the sort of document you are uploading in the drop-down menu next to the attachment. You may choose among: Application Form, Legal registration, Evidence of Free Prior and Informed Consent (FPIC) and Other. Kindly note that the Application Form, the Legal Registration and the evidence of FPIC are mandatory in order for the application to be complete and eligible.

Once you have uploaded the document in the IPAF online system click on the SAVE button.

- 9. *Our Legal status registration we are not given expiry date. Due to this issue I cannot conclude the registration process, as the system keep demanding for date of expiry. What should I enter in the required field?***

If your organization's legal registration does not expire, please enter a future date, e.g. 03/02/2023 and please note it down in your application.