CALL FOR PROPOSALS

Contracting Authority: Caribbean Policy Development Centre

Consultancy To Provide Support To NGOs In Three Eastern Caribbean Countries of Dominica, Grenada and St. Vincent and The Grenadines To Facilitate Innovative Approaches To Disaster Risk Mitigation And Preparedness To Small Farmers

Guidelines for grant applications

Reference No: CPDC0608

Deadline for submission of Application Form: 14th September 2020

Geographic Scope: Dominica, Grenada and St. Vincent and the Grenadines
TERMS OF REFERENCE

Consultancy To Provide Support To NGOs In Three Eastern Caribbean Countries, Dominica, Grenada and St. Vincent and The Grenadines To Provide Innovative Approaches To Disaster Risk Mitigation And Preparedness To Small Farmers

Project Name: “Promoting the Sustainability of Farming Operations in the Eastern Caribbean through Disaster Risk Mitigation (DRM) and Resilience Building”

1. BACKGROUND

The Caribbean Policy Development Centre (CPDC) is a legally registered non-profit headquartered in Barbados and established in 1991. CPDC serves as a regional umbrella non-governmental organisation (NGO), which supports organisations comprising small farmers, women, youth, Indigenous People, rural populations and faith-based organisations located across the Caribbean Community (CARICOM). CPDC also has strong networking partnerships with organisations representing persons with disabilities, artisans, micro entrepreneurs, and workers. Altogether it serves some twenty-nine (29) regional, sub-regional, national and community-based NGOs tackling economic, social, and cultural issues facing the Caribbean. The Centre also has working relationships with many other NGOs and development partners across the region.

The organisation was mandated to work with NGOs and civil society to understand how policies affecting Caribbean people are made; to share information about policies and the decision-making processes; to work to influence and bring change to the developmental process; and to support and lobby for policies that improve the lives of Caribbean people. In fulfilling its mandate, CPDC seeks to build the confidence and the capacity of the Caribbean peoples to influence public policy. Our main work modalities are research, training, advocacy, publications, public education, and institutional strengthening. CPDC is officially recognised, both regionally and internationally, as the principle representative of Caribbean NGOs working with such organisations CARICOM/CARIFORUM, Commonwealth Foundation, UN System Agencies, among others.

CPDC with support from the Inter American Foundation (IAF) is implementing a project titled Promoting the Sustainability of Small Farming Operations in the Eastern Caribbean through Disaster Risk Mitigation and Resilience Building”.

CPDC and its partners recognize that small farmers face many problems with maintaining their livelihoods particularly due to the region’s vulnerability to the increasing frequency of tropical storms, hurricanes, flash flooding, drought, and invasive species. In 2017 the Caribbean island of Dominica having been impacted by Hurricane Maria saw its agricultural sector significantly devastated. The effect of the hurricane directly undermined income and food and nutrition security
for an island heavily dependent on its agricultural exports. However, not only was Dominica impacted, the island was also a significant exporter of vegetables, tubers and fruits for other Caribbean countries thus highlighting that devastation in one Caribbean country could lead to shortages and food insecurity among other islands in the region. As with Hurricane Maria in Dominica, Hurricane Irma also severely impacted the agricultural sectors in Antigua and Barbuda and St. Kitts and Nevis. All of these hazards have serious consequences for small farmers and their households, who have limited adaptive capacity to deal with the threats to their operations, and consequently, their income. Small farmers are among the most at-risk social sectors in the region and have limited economic options particularly when faced with losses to their operations.

A Situational Analysis of small farmers in Dominica, Grenada and St. Vincent and the Grenadines conducted by CPDC (2020) assessed small farmers’ knowledge, vulnerabilities and level of preparedness to respond to the threats of natural disaster. The report identified three critical areas for support to farmers (1) Water Management (2) Soil Management and (3) Crop Management. These three areas are critical for the development of any training programme for regional small farmers.

CPDC and its partners believe that the livelihoods of small-farmers (one of the key populations it serves) have not been sufficiently prioritized amidst the many initiatives at the macro level as regards to infrastructural risk reduction, sectoral preparedness, national policy formulation and community disaster response plans. Technical support, and financial resources for mitigation tend to be lacking in regards to small-farmers.

Criteria for the provision of sub-grants for Farmers Organisations
Proposed Actions should be designed to produce specific solutions in response to identified needs and constraints within the priority areas in the aforementioned.

1.2 Objective of the Project

The goal of the project is to enhance the ability of rural farmers to adapt to disaster risks especially those risks influenced by climate change.
Major Objective

The aim of the consultancy is to build the capacity of small farmers in three Eastern Caribbean Countries by improving their ability to respond to the threat of natural hazards through disaster risk mitigation and resilience building.

Specific Objectives

To provide assistance to NGOs to support small scale farmers to provide equipment, services, agrotechnology and training for the adoption of disaster mitigation and sustainable agricultural practices to increase their ability to adapt to naturally occurring hazards and to enhance productivity.

A minimum of 3 sub-grants in this first round will be provided to NGOs in Dominica, Grenada and St. Vincent and the Grenadines to provide innovative approaches to disaster mitigation and preparedness to small farmers. The Grants to NGOs will assist small farmers to undertake actions aimed at mitigating the impact of natural disasters on their operations and strengthening their resilience. Consideration will be given to the following:

1. The creation of seed banks to assist in post-disaster recovery.
2. The use of non-agricultural plants for hazard mitigation such as the prevention of flooding
3. Intercropping the planning of water-resistant crops
4. The use of greenhouse technology to assist in mitigating losses
5. The creation of adequate drainage and water storage facilities
6. Sensitization to crop insurance plans

*Please note that this list is not exhaustive and responses should not be limited to those identified.*

Outcomes:

- Enhanced capacity of small-scale farmers to utilize disaster mitigation and preparedness techniques and strategies to assist in the sustainability of their operations.
- Resilience of small farmers being demonstrated by less reported impacts.

Value Added Elements:

The following elements are considered as significant added value and should be taken into account as far as possible in designing the action:

- Ensuring beneficiaries involvement in developing priority issues and programmes;
- Promotion of innovation and implementation of best practices with the potential for further replication at a greater scale;
• Integration of cross-cutting principles of good governance, human rights, gender equality and non-discrimination, advocacy for multilateral norms and standards in these fields and engaging in relevant global networks and campaigns;

1.3 Financial Allocation Provided By The Contracting Authority

The overall amount available under this Call for Proposals is US$36,000.00. The CPDC (herein after referred to as the Contracting Authority) reserves the right not to award all available funds. Similarly, this amount could be increased should more funds become available.

Size of Grants

Any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

• Minimum amount: US$ 8,000.00
• Maximum amount: US$ 12,000.00

Total Eligible Costs

The grant may not exceed the total maximum amount of the action (an in-kind contribution of a minimum of 10% is required). Any grant requested under this Call for Proposals must fall under this stated maximum amount.

In kind Contributions

All applications are required to identify in kind contributions in the submitted budget.

In kind contributions relate to the provision of goods or services to a Beneficiary(ies) or affiliated entity(ies) free of charge by a third party. As in kind contributions do not involve any expenditure for a Beneficiary(ies) or affiliated entity (ies), they are not eligible costs.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the Beneficiary (ies) and financed by another action or work programme receiving a grant;
- purchases of land or building, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local Beneficiary (ies), at the latest at the end of the action;
-  currency exchange losses;
-  credit to third parties.

2 RULES FOR THIS CALL FOR PROPOSALS

The following guidelines set out the rules for the submission, selection and implementation of the Actions financed under this Call.

2.1 Eligibility Criteria

Applicant

(1) In order to be eligible for a grant, the applicant must:

-  Be non-profit-making and
-  Be a legally registered organisation and
-  Be established\(^1\) in Dominica, Grenada or St Vincent and the Grenadines,
-  Be directly responsible for the preparation and management of the project and
-  Proven track record of at least 2 years working with the respective vulnerable group.

2.2 Evaluation of the application

Firstly, the following will be assessed:

-  The full application form must satisfy all the criteria specified in points 1-10 of the Checklist (The grant application form page 16). If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

The quality of the applications, including the proposed budget and capacity of the applicants and affiliated entity(ies), will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant’s operational and financial capacity to ensure that they:

-  have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding;

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\(^1\) To be determined on the basis of the organisation’s statuses which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a ‘Memorandum of Understanding’ has been concluded.
• have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any affiliated entity(ies) of the applicants.

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximize the overall effectiveness of the Call for Proposals. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1=very poor; 2=poor; 3=adequate; 4=good; 5=very good.
### Evaluation Grid

**Section A**

<table>
<thead>
<tr>
<th><strong>1. Financial and operational capacity</strong></th>
<th><strong>Maximum Score</strong></th>
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</thead>
<tbody>
<tr>
<td>1.1 Do the applicants have sufficient experience in project management?</td>
<td>5</td>
</tr>
<tr>
<td>1.2 Do the applicants have sufficient technical expertise? (especially knowledge of the issues to be addressed)</td>
<td>5</td>
</tr>
<tr>
<td>1.3 Do the applicants have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?</td>
<td>5</td>
</tr>
<tr>
<td>1.4 Does the applicant have stable and sufficient sources of finance?</td>
<td>5</td>
</tr>
<tr>
<td>1.5 Does the applicant have audited statements?</td>
<td>5</td>
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<tr>
<th><strong>2. Relevance of the action</strong></th>
<th><strong>Maximum Score</strong></th>
</tr>
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<tbody>
<tr>
<td>Score transferred from the Concept Note evaluation</td>
<td></td>
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<tr>
<th><strong>3. Effectiveness and feasibility of the action</strong></th>
<th><strong>Maximum Score</strong></th>
</tr>
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<tbody>
<tr>
<td>3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?</td>
<td>5</td>
</tr>
<tr>
<td>3.2 Is the action plan clear and feasible?</td>
<td>5</td>
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<tr>
<td>3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action?</td>
<td>5</td>
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<tr>
<th><strong>4. Sustainability of the action</strong></th>
<th><strong>Maximum Score</strong></th>
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<tbody>
<tr>
<td>4.1 Is the action likely to have a tangible impact on its target groups?</td>
<td>5</td>
</tr>
<tr>
<td>4.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing)</td>
<td>5</td>
</tr>
<tr>
<td>4.3 Are the expected results of the proposed action sustainable?:</td>
<td>5</td>
</tr>
<tr>
<td>- Financially (how will the activities be financed after the funding ends?)</td>
<td></td>
</tr>
<tr>
<td>- Institutionally (will structures allowing the activities to continue to be in place at the end of the action? Will there be local ‘ownership’ of the results of the action?)</td>
<td></td>
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<tr>
<td>- At policy level (where applicable) (what will be the structural impact of the action e.g. will it lead to improved legislation, codes of conduct, methods, etc?)</td>
<td></td>
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<tr>
<td>- Environmentally (if applicable) (will the action have a negative/positive environmental impact?)</td>
<td></td>
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<tr>
<th><strong>5. Budget and cost-effectiveness of the action</strong></th>
<th><strong>Maximum Score</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Are the activities appropriately reflected in the budget?</td>
<td>5</td>
</tr>
<tr>
<td>5.2 Is the ratio between the estimated costs and the expected results satisfactory?</td>
<td>10</td>
</tr>
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**Maximum total score** 100

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**Note on section A. Financial and Operational Capacity**

If the total score for section A is less than 12 points, the application will be rejected. If the score for at least one of the subsections under section A is 1, the application will also be rejected.
Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should be become available during the validity period of the reserve list.

3. VERIFICATION OF ELIGIBILITY OF THE APPLICANTS

The eligibility verification, based on the supporting documents requested by the Contracting Authority will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Grant Application Form) will be cross checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants, the affiliated entity(ies), and the action will be verified according to the criteria set out in Sections 2.1

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available financial envelope.

3.1 Submission of Supporting Documents For Provisionally Selected Applications

An applicant that has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicant:

Supporting documents which must be provided:

1. Proof of Legal Registration such as a Certificate of Incorporation.

2. The applicant must provide one or more of the following financial documentation:
   a. A copy of an approved financial report submitted to a donor in the past three years for a project valued of at least US$10 000. Contact information for the donor must also be provided.
   b. A copy of the applicant’s latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed). This must exceed the value of the grant being requested.
   c. Audited financial statement within the last two years would be highly advantageous in the scoring process but not absolutely necessary.
3. The applicant must provide one or more of the following project/programme documentation:
   a. An annual report from the organisation
   b. An approved strategic plan completed in the past three years
   c. A copy of an approved narrative project report submitted to a donor agency in the past three years for an action valued at over US$10 000.

Supporting documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

After verifying the supporting documents, the Evaluation Committee will make a final recommendation to the Contracting Authority, which will decide on the award of grants.

3.2 Notification of the Contracting Authority’s Decision

Content of the decision

If requested, the applicants will be informed in writing of the Contracting Authority’s decision concerning their application and, if rejected the reasons for the negative decision.

3.3 Conditions for implementation after the contracting authority’s decision to award a grant

Following the decision to award a grant, the Beneficiary(ies) will be offered a contract based on the Contracting Authority’s grant contract. By signing the Grants Proposal Application Form, the applicants agree, to accept the contractual conditions of the standard grant contract.

Please also note that all organisations receiving grants will be required to sign onto the CPDC Code of Conduct [https://cpdcngo.org/ngo-code-of-conduct/] and CPDC Directory [https://www.surveymonkey.com/r/SH6KL5N]

Implementation contracts
Where implementation of the action requires the Beneficiary(ies) to award contracts, those contracts must be awarded in accordance with the rules and polices of the project funder.