



**East African Community  
Secretariat (EAC)**



**European Development  
Fund (EDF)**

## **East African Community**

Regional ICT Support Programme  
RICTSP Incubator Project

**Guidelines  
for grant applicants  
responding to the call for proposals  
for RICTSP Incubator Project  
for 2007  
Document No. 1**

Open Call for Proposal

**Project 9 ACP RSA 16**

**9<sup>th</sup> European Development Fund  
Reference: RICTSP/PE/2006 Extension**

**Deadline for receipt of applications:  
Monday 9<sup>th</sup> July 2007 at 17:00 (EAST)**

## TABLE OF CONTENTS

<b>1 INTRODUCTION</b>	<b>2</b>
1.1 Background	2
1.2 Objectives and priorities	2
1.3 Amount of grants available	3
<b>2 RULES GOVERNING THIS CALL FOR PROPOSALS</b>	<b>4</b>
2.1 Who may apply?	4
2.1.1 Partnerships and eligibility of partners	5
2.2 What kind of activities will be eligible for funding?	5
2.3 What themes and sectors are excluded from this call?	6
2.4 Who should be the ultimate beneficiary of the grants?	7
2.5 Where should projects take place?	7
2.6 What will be the duration of the projects funded under this Call?	7
2.7 How many proposals can an applicant submit?	7
2.8 What costs can be covered by the grant?	7
2.9 What costs can not be covered by the grant?	8
2.10 What contribution is required from the grant beneficiary?	8
<b>3 HOW TO PARTICIPATE IN THIS CALL FOR PROPOSALS</b>	<b>9</b>
3.1 Application call and supporting documents	9
3.2 Where and how to send the applications	10
3.3 Deadline for receipt of applications	10
3.4 Further information	11
3.5 Evaluation and selection of applicants	11
3.6 Notification of the Contracting Authorities Decision	15
3.7 Conditions applicable to implementation of the action following the Contracting Authorities decision to award grants	16

[\*\*Grant Application Form \(Document No. 2\)\*\*](#)

# **1 INTRODUCTION**

## **1.1 Background**

The Regional ICT Support Programme (RICTSP) is financed by the 9<sup>th</sup> European Development Fund (EDF) and implemented by COMESA as Regional Authorizing Officer (RAO). Following a decentralized approach, the East African Community (EAC) as Delegated Regional Authorizing Officer (DRAO) is in charge of the implementation of the programme in the ACP countries of the three out of the five countries in EAC Region namely Kenya, Tanzania and Uganda.

The RICTSP Overall Objective is to contribute to the Eastern and Southern Africa regional integration agenda through an effective and efficient Information and Communications Technologies (ICT) environment, with the purpose of achieving a reduction in the “digital divide” by removing some of the constraints to the efficient use of ICT.

The Programme contains various sets of activities aimed at achieving the following results:

1. The development, and monitoring of implementation, of ICT policy guidelines and strategies and monitoring of e-readiness status;
2. The provision of high speed internet connectivity to regional key stakeholders to reduce costs of doing business in the region and promote migration to Asycuda++ in selected countries;
3. Improved and more efficient access to economic, commercial and policy information of practical use and the establishment of incubator projects to demonstrate the viability of the Internet, including e-commerce. Improved capacity for entrepreneurs to exploit ICT opportunities and e-commerce techniques.

## **1.2 Objectives and priorities**

One of the primary mechanisms for achieving the third Objective of the RICTSP will be the use of call(s) for proposals that will culminate with the award of grants to successful applicants to establish and/or support projects that demonstrate the viability of the Internet. Business incubators are defined as projects, which nurture the development of entrepreneurial companies, helping them survive and grow during the start-up period, when they are most vulnerable.

The general objective of this RICTSP Incubator Project is to help local Small and Medium Sized Enterprises (SMEs) in the East African Community ACP countries (Kenya, Tanzania, Uganda) to integrate ICT tools in their daily business operations, by improving the availability of e-business solutions specifically adapted to their needs, in order to promote e-business cooperation among them and thereby increase economic integration in the region and thus enhance growth and competitiveness.

The supported and co-financed initiatives will include joint co-operational activities between ICT stakeholders at various levels (micro/meso), and SMEs operating independently or under the guidance of local focal persons for the RICTSP Incubators Project in each country.

In particular, a grant scheme will be defined and will have the following objectives:

- to encourage the exchange of best practice and the sharing of practical experience in e-business policy implementation;
- to increase cooperation among SME support networks (cross-border networking) in the EAC region and to promote the exchange of relevant economic and commercial information;
- to enhance the ICT-facilitated cross-border and regional cooperation among SMEs and their business environment, including the entire supply chain;
- to encourage the emergence of regional clusters and networks, with particular attention to ICT-facilitated technology and knowledge transfer channels;
- to promote the establishment of regional knowledge hubs and connectivity in business sectors with high potential, in particular for regional cooperation.
- to increase the availability for SMEs of e-business solutions adapted to their needs and capacities (hardware, software and/or services) and as a result increase their business opportunities;
- to augment the contribution of SMEs and the business environment to the e-readiness national and regional metrics

Special attention (although not exclusive) will be given to initiatives directed at SMEs run by women. The aim of this focus on women SMEs is to support the integration of ICTs by SMEs that are majority-owned and/or run by women. It is also to support the creation of more women's SMEs in the EAC region that operate in the ICT sector for example data entry, e-services, IT training, cyber cafés, hardware assembly, software development, etc.

Upon completion of each project, a report will be prepared by the beneficiary. The reports will be made publicly available on the RICTSP project portal.

### **1.3 Amount of grants available**

The overall indicative amount made available under this call for proposals is EUR 100,000. The minimum amount of any grant will be of EUR 5,000 and the maximum of EUR 20,000. However, the programme reserves the right to support grants that would require less funds than the minimum stipulated.

The grant may not exceed 75% of the cost of the action (see also section 2.10 for more information on which contributions are required from the applicant). The balance must be financed from the applicant's or partner's own resources, or from other sources than the European Community budget.

## 2 RULES GOVERNING THIS CALL FOR PROPOSALS

### 2.1 Who may apply?

In order to be eligible for the grant, applicants must comply to the following :

- be registered legal persons in one of the East African Community ACP beneficiary countries,
- be SMEs or a specific type of organization such as: business incubators or networks of incubators, business support institutions (BSI), business development centers, universities, other business groups or business networks, trade promotion organizations (TPO), trade support institutions (TSI), trade associations, community based NGOs, women groups, etc,
- Proponents and beneficiaries should be nationals and based in the countries eligible for the grants,
- be directly responsible for the preparation and management of the action, although support of outside agencies is acceptable,
- be able to demonstrate their capacity to carry out the proposed project successfully, if necessary with external assistance.

Potential applicants may not participate in calls for proposals or be awarded grants if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata* (i.e., against which no appeal is possible);
- (c) they are guilty of grave professional misconduct proven by any means which the East African Community can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country where the action is to take place;
- (e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests;
- (f) they have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure financed by the European Community budget.

Applicants will be required to sign a declaration confirming that they do not fall within any of these exclusion situations. They will also be excluded if, at the time of the call for proposals,

they are subject to a conflict of interests, guilty of misrepresentation in supplying the information required by the East African Community as a condition of participation in the call for proposals or fail to supply this information or have attempted to obtain confidential information or influence the evaluation committee or the East African Community during the evaluation process of current or previous calls for proposals.

### **2.1.1 Partnerships and eligibility of partners**

Applicants may act individually or with other eligible partner organisations. Generally partnership approaches are encouraged, especially if they involve partnerships between different EAC ACP countries. The costs partners incur are eligible in the same way as those incurred by the grant Beneficiary. They must therefore satisfy the same eligibility criteria as applicants.

#### **Associates**

Other organisations may be involved in the action as associates. Such associates play a real role in the action but may not receive funding from the grant. They do not need to meet the eligibility criteria

#### **Subcontractors**

The grant beneficiaries have the possibility to award contracts to subcontractors, with a limit of up to 30% of the total cost of the action. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contracts.

## **2.2 What kind of activities will be eligible for funding?**

**Definition:** An action (or project) is composed of a set of activities.

**Duration:** The planned duration of an action may not exceed 12 months.

#### **Sectors or themes:**

The general objective of this grant theme is to help local Small and Medium Sized Enterprises (SMEs) or their business environment in the East African Community ACP countries (Kenya, Tanzania, Uganda) to better harness ICT in their competitiveness while fully promoting their contribution to regional economic integration.

In particular, this call for proposals would attempt:

- to encourage the exchange of best practice and the sharing of practical experience in e-business policy implementation;
- to increase cooperation among SME support networks (cross-border networking) in the EAC region and to promote the exchange of relevant economic and commercial information;
- to enhance the ICT-facilitated cross-border and regional cooperation among SMEs and their business environment, including the entire supply chain;
- to encourage the emergence of regional clusters and networks, with particular attention to ICT-facilitated technology and knowledge transfer channels;

- to promote the establishment of regional knowledge hubs and connectivity in business sectors with high potential, in particular for regional cooperation.
- to increase the availability for SMEs of e-business solutions adapted to their needs and capacities (hardware, software and/or services) and as a result increase their business opportunities;
- to augment the contribution of SMEs and the business environment to the e-readiness national and regional metrics

Special attention (although not exclusive) will be given to initiatives directed at SMEs run by women. The objective is to support the integration of ICTs by SMEs that are majority-owned and/or run by women. It is also to support the creation of more women's SMEs in the EAC region that operate in the ICT sector for example data entry, e-services, IT training, cyber cafés, hardware assembly, software development, etc.

**Key selection criteria:**

Applicants must be able to demonstrate that their proposals are sustainable and demand driven, use appropriate technological solutions adapted to local circumstances, and meet a clearly defined priority need as articulated by the beneficiary target group.

The proposals should clearly indicate how ICTs shall be integrated into the business activity (as the core activity or in support of the existing core business). It should further outline the number of jobs that shall be generated. Where applicable, the number of women employees and/or beneficiaries for the project should also be indicated.

In light of the fact that the project shall be providing small grants, the feasibility of the proposals will be a key selection criteria. The quantity of resources required to implement the proposal should be compatible with the RICTSP small grant and any other third parties involved. The technology required should be available and/or be such that it can be readily developed by the SME. In turn, this requires that the experience and knowledge of the proposers is adequate to develop the proposed service/product. It is expected the proposed service/product will be significantly different from existing processes/solutions available to the SME.

The purpose of the RICTSP is to achieve a reduction in the digital divide by removing some of the constraints to the efficient use of ICT. Activities for the RICTSP grants will need to indicate the expected impact on reducing the digital divide in a sustainable way, with minimal impact on the environment too. Proposals should indicate the contribution of the SME in terms of furthering the use and application of ICTs as well as the potential of the SME's processes/product/service in improving the quality of life of their target group and of society in general. The SME's contribution to economic development within and among EAC Partner States should also be indicated, for example, job generation, level of annual income, export potential, potential for generating taxes, etc.

**2.3 What themes and sectors are excluded from this call?**

The following types of actions are ineligible:

- Individual sponsorships for participation in workshops, seminars, conferences, congresses

- Individual scholarships for studies or training courses
- Micro-finance projects

Similarly, it should be noted that applications for grants to finance the general operations of a body will not be considered under this Call. However, operational costs directly associated with proposed actions are eligible.

## **2.4 Who should be the ultimate beneficiary of the grants?**

The ultimate target group will be local SMEs, who will integrate ICT tools in their daily business operations, with an opening for ICT-facilitated regional cooperation. Proposals directed at SMEs run by women are encouraged.

## **2.5 Where should projects take place?**

Actions must take place in the EAC Partner States. However, the project's "activities" may involve or require services (such as technology transfer channels, knowledge data banks, etc) delivered or originating elsewhere among ACP – EU Member States signatories to the Cotonou Agreement so long as the final benefits are realised in the EAC ACP countries.

## **2.6 What will be the duration of the projects funded under this Call?**

The duration of an action may not exceed 12 months as from the date when the grant is awarded.

## **2.7 How many proposals can an applicant submit?**

An applicant may submit only one proposal.

## **2.8 What costs can be covered by the grant?**

To be eligible costs must:

- Be necessary for carrying out the action, be provided for in the contract and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- Have actually been incurred by the beneficiaries or their partners during the implementing period;
- Be recorded in the beneficiary's or beneficiary's partners accounts, be identifiable and verifiable, and be backed by original supporting documents.

Eligible costs include:

- The costs of staff assigned in the action;
- Travel and subsistence costs of those taking part in the action;
- The costs of hiring and purchasing equipment (new or used) and services;
- The costs of consumables and supplies;
- Subcontracting expenditure;
- Costs arising directly from the requirements of the contract.

In addition, a lump sum not exceeding 7% of the direct eligible costs of the project may be claimed to cover the administrative overheads incurred by the Beneficiary for the action.

## **2.9 What costs can not be covered by the grant?**

The following costs are not eligible:

- Debts, losses and interests owed;
- Items already financed from other source;
- Purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries at the end of the action;
- Taxes, including VAT, unless the Beneficiary (or the beneficiary's partners) cannot reclaim them.

## **2.10 What contribution is required from the grant beneficiary?**

Beneficiaries will be required to finance at least 25% of the total direct costs. Any contributions in kind made by the Beneficiary or the Beneficiary's partners or any other source, do not represent actual expenditure and are not eligible costs. They may not be treated as co-financing by the Beneficiary. The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget for the Action when paid by the Beneficiary or his partners.

The grant beneficiary will also be responsible for all project management issues, including the obtaining of any permits or clearances from the relevant authorities, as may be required to implement the proposed action. Grant beneficiaries will be expected to submit periodic reports to the EAC, RICTSP ICT Coordinator, the local focal persons for the Incubators Project, and representatives/beneficiaries of the project as appropriate.

## 3 HOW TO PARTICIPATE IN THIS CALL FOR PROPOSALS

### 3.1 Application call and supporting documents

Those wishing to apply should fill FOUR copies of the attached application form in English (Document No. 2). The application form is also available on the following website:  
<http://www.eac.int/>

Or from the local focal person in each of the EAC beneficiary countries at the following addresses (with clear mention on the envelope of the reference of the Call for Proposals):

<b>Kenya</b>	<b>Tanzania</b>	<b>Uganda</b>
<u>Postal address</u> Ms. Alice Munyua Local Focal Person RICTSP Incubators Project KICTAnet P. O. Box 825 00606 Nairobi, Kenya  Email: <a href="mailto:rictsp@wananchi.com">rictsp@wananchi.com</a>  Tel: +254 (020) 44 53 671/2 Mob: +254 (0) 728 111 018	<u>Postal address</u> Ms. Margareth Nzuki Local Focal Person RICTSP Incubators Project Economic and Social Research Foundation (ESRF) 51, Uporoto Street, Ursino Estates P. O. Box 31226 Dar es Salaam, Tanzania  Email: <a href="mailto:rictsp@esrf.or.tz">rictsp@esrf.or.tz</a>  Tel: +255-22 2760260, 2760758 / 2760751/52 Fax: +255-22 2760062	<u>Postal address</u> Ms. Dorothy Okello Local Focal Person RICTSP Incubators Project Women of Uganda Network (WOUNGNET) Plot 53 Kira Road P. O. Box 4411 Kampala, Uganda  Email: <a href="mailto:rictsp@wougnnet.org">rictsp@wougnnet.org</a>  Tel: +256 41 4532035 Fax: +256 41 4530474

Please complete the application form carefully and as clearly as possible so that it can be assessed properly. The applicant should be precise and provide enough detail to ensure the application is clear, particularly as to how the aims of the action will be achieved and the benefits that will flow from it and the way in which it will help achieving the objectives of the grant theme. Hand-written applications will not be accepted.

Applications should be accompanied by the following supporting documents:

- The statutes or articles of the applicant organization and, where appropriate, of each partner's organization and of on-going operating licences (company, trade, NGO/CBO registration, etc);
- Proof of identity and capacity to sign of the signatories to the application;
- Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed) – if the SME or organisation has been operation for more than one year;
- Appropriate references (e.g. banks, business chambers, leading members in the community, etc )

The required supporting documents must be the original ones or certified copies of these originals.

Any error related to these points listed in the Checklist (section 10 of the grant application form) or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) will lead to the immediate rejection of the proposal.

### 3.2 Where and how to send the applications

Applications (in four copies) must be received in a sealed envelope by registered mail, private courier service or by hand-delivery at the address below for the respective EAC beneficiary countries:

<b>Kenya</b>	<b>Tanzania</b>	<b>Uganda</b>
<u>Postal address</u> Ms. Alice Munyua Local Focal Person RICTSP Incubators Project KICTAnet P. O. Box 825 00606 Nairobi, Kenya  Email: rictsp@wananchi.com  Tel: +254 (020) 44 53 671/2 Mob: +254 (0) 728 111 018	<u>Postal address</u> Ms. Margareth Nzuki Local focal person RICTSP Incubators Project Economic and Social Research Foundation (ESRF) 51, Uporoto Street, Ursino Estates P. O. Box 31226 Dar es Salaam, Tanzania  Email: rictsp@esrf.or.tz  Tel: +255-22 2760260, 2760758 / 2760751/52 Fax: +255-22 2760062	<u>Postal address</u> Ms. Dorothy Okello Local focal person RICTSP Incubators Project Women of Uganda Network (WOUGNET) Plot 53 Kira Road P. O. Box 4411 Kampala, Uganda  Email: rictsp@wougnet.org  Tel: +256 41 4532035 Fax: +256 41 4530474

A signed and dated certificate of receipt will be given to the deliverer. Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

The outer envelope must bear the reference number and the title of the call for proposals, the full name and address of the applicant, and the words "Not to be opened before the opening session".

Applicants must verify that their application is complete using the checklist included with the application form.

### 3.3 Deadline for receipt of applications

The deadline for the receipt of applications is Monday 9<sup>th</sup> July 2007 at 17:00hrs (EAST). Any application received after the deadline will automatically be rejected even if the postmark indicates a date preceding the deadline or if the delay is due to the private courier service.

### 3.4 Further information

Questions may be sent by e-mail or by fax no later than 10 days before the deadline for the receipt of proposals to the local focal persons in each country at the addresses listed below, indicating clearly the reference of the call for proposals:

#### **Kenya**

Ms. Alice Munyua

Email: rictsp@wananchi.com

#### **Tanzania**

Ms. Margareth Nzuki

Email: rictsp@esrf.or.tz

Fax: +255-22 2760062

#### **Uganda**

Ms. Dorothy Okello

Email: rictsp@wougnet.org

Fax: +256 41 4530474

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at <http://www.eac.int>.

### 3.5 Evaluation and selection of applicants

Applications will be examined and evaluated by the Contracting Authority (the East African Community) with the assistance of assessors and the local focal persons for the RICTSP Incubator Project. All actions submitted by applicants will be assessed according to the following steps and criteria.

#### **(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK**

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected (see paragraph 3.3).
- The application form satisfies all the criteria mentioned in the Checklist (Section 10 of the grant application form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that **sole** basis and the proposal will not be evaluated further.

A list of the proposals received will be published on the same EAC webpage where all the documents of the call have been published (under the “closed” section).

#### **(2) STEP 2: EVALUATION OF THE APPLICATION FORM**

An evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the applicant and his partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: *selection* and *award* criteria.

The **selection criteria** are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The **award criteria** allow the quality of the proposals submitted to be evaluated in relation to the objectives and priorities set, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of proposals which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the EDF financing. They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability, cost-effectiveness, and innovativeness.

In addition to meeting the evaluation criteria listed above, the proposal should also include performance based indicators and targets, and a monitoring plan to measure their performance. Targets should be clear, measurable and realistic. Applicants and their partners shall be committed to the targets included in their proposal and will be held accountable for them during the course of the project.

Performance based indicators should be quantifiable and results oriented, and relate to at least the four following categories:

- (i) management of the action (e.g. timeliness of activities, reporting)
- (ii) output (e.g. actual realisation of deliverables, if applicable – number of women involved/beneficiaries and quality of their experience)
- (iii) sustainability of the action (e.g. spill over effects, leverage effect, financial sustainability)
- (iv) impact (e.g. results achieved through activities, contribution to reducing the digital divide in a sustainable manner)

The Beneficiary is expected to transmit information on progress made in achieving the targets through three reports during the course of the implementation of the action. The grant awarded will be paid on inception of the project activity. The first report will be due two months after inception of the project, the second report will be due seven months after inception of the project, and the third and final report will be due three weeks after the completion of the project after twelve months.

Please note:

*Scoring:*

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

*Note on Section 1. Financial and operational capacity*

If the total average score is less than 12 points for section 1, the Evaluation Committee will reject the proposal.

*Note on Section 2. Relevance*

If the total average score is less than 16 points for section 2, the Evaluation Committee will reject the proposal.

*Provisional selection*

Following the evaluation, a table listing the proposals ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

**Evaluation Grid**

<b>Section</b>	<b>Maximum Score</b>	<b>Application form</b>
<b>1. Financial and operational capacity</b>	<b>20</b>	
1.1 Do the applicant and partners have sufficient <b>experience of project management</b> ? <sup>1</sup>	5	7.1
1.2 Do the applicant and partners have sufficient <b>technical expertise</b> ? (notably knowledge of the issues to be addressed.) <sup>2</sup>	5	7.1
1.3 Do the applicant and partners have sufficient <b>management capacity</b> ? (including staff, equipment and ability to handle the budget for the action)? <sup>3</sup>	5	1.8 and 7.1
1.4 Does the applicant have stable and sufficient sources of <b>finance</b> ? <sup>4</sup>	5	7.2
<b>2. Relevance</b>	<b>25</b>	
2.1 How relevant is the proposal to the <b>objectives</b> and one or more of the <b>priorities</b> of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least <b>one priority</b> .	5	1.5 and 1.6

<sup>1</sup> For example, those with >4 years project management experience could achieve 5 points, reducing to 1 point for those with 1 year, weighted accordingly in relation to the organisation's role in the management and scale / complexity of the projects undertaken.

<sup>2</sup> For example, staff with relevant technical qualifications and >5 years specific experience could achieve up to 5 points, qualified staff with 3 to 4 years experience could achieve 4 points, etc. Considerable years of actual, specific experience will be counted in lieu of formal qualifications where appropriate. Number of competent staff available will also be equated.

<sup>3</sup> For example, access to adequate management personnel resources will attract 2 points, adequate accounting services 1 point, adequate equipment 1 point, adequate infrastructure 1 point, relative to the requirements of the proposed action.

<sup>4</sup> For example, rising turnover during past 3 years will attract up to 5 points, consistent turnover during past 3 years will gain up to 4 points, rising turnover during past 2 years will attract up to 3 points, etc. The amount of grant assistance requested relative to past turnover will also be equated.

2.2 How relevant to the particular <b>needs and constraints</b> of the target regions is the proposal? (including avoidance of duplication and synergy with national and other EAC initiatives.)	5	1.6
2.3 Have the <b>final beneficiaries</b> and <b>target groups</b> been clearly defined and strategically chosen? Have they been adequately involved in the preparation of the proposal?	5	1.6
2.4 Have the <b>needs</b> of the <b>target groups</b> proposed and the <b>final beneficiaries</b> been clearly defined and does the proposal address them appropriately?	5	1.6.
2.5 Does the proposal contain specific elements of <b>added value</b> , such as <b>innovative</b> approaches, models for <b>good practice</b> , promotion of <b>gender equality</b> and equal opportunities, <b>collaborative approaches, coalitions, networking</b> ?	5	Passim (throughout)
<b>3. Methodology</b>	<b>25</b>	
3.1 Are the <b>activities</b> proposed appropriate, practical, and consistent with the objectives and expected results?	5	1.8
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an <b>evaluation</b> ?)	5	1.9
3.3. Is the level of involvement and participation in the action of any associates or partners, or that of the target group and ultimate beneficiaries, appropriate to the context and nature of the proposal?	5	1.8
3.4 Is the <b>action plan</b> clear and feasible?	5	1.9
3.5 Does the proposal contain <b>objectively verifiable indicators</b> for the outcome of the action?	5	1.11
<b>4. Sustainability</b>	<b>15</b>	
4.1 Is the action likely to have a tangible <b>impact</b> on its target groups?	5	1.6 and 1.10
4.2 Is the proposal likely to have <b>multiplier effects</b> ? (including scope for replication and extension of the outcome of the action and dissemination of information.)	5	1.10
4.3 Are the expected results of the proposed action <b>sustainable</b> : - financially ( <i>how will the activities be financed after the funding ends?</i> ) - institutionally ( <i>will structures allowing the activities to continue be in place at the end of the action? Will there be local “ownership” of the results of the action?</i> ) - at policy level (where applicable) ( <i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i> )?	5	1.10
<b>5. Budget and cost-effectiveness</b>	<b>15</b>	
5.1 is the ratio between the estimated costs and the expected results satisfactory?	5	2
5.2 Is the proposed expenditure <b>necessary</b> for the implementation of the action?	10	2
<b>Maximum total score</b>	<b>100</b>	

### **(3) STEP 3: Eligibility of the applicant and partners.**

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see section 3.1), will only be performed for the proposals that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section 9 of the 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 automatic rejection of the proposal on that sole basis.
- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1 and 2.2.

Following the above analysis and if necessary, any rejected proposal will be replaced by the next best placed proposal in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

## **3.6 Notification of the Contracting Authorities Decision**

### **3.6.1 Content of the decision**

Applicants will be informed in writing of the Contracting Authority's decision concerning their application.

A decision to reject an application or not to award a grant will be based on the following grounds:

- the application was received after the closing date;
- the application was incomplete or otherwise non-compliant with the stated administrative conditions;
- the applicant or one or more of its partners was not eligible;
- the action was ineligible (e.g. the action proposed is not covered by the programme, the proposal exceeds the maximum duration allowed, the requested contribution is higher than the maximum allowed, etc);
- the proposal was not relevant enough and/or the applicant's financial and operational capacity was not sufficient;
- the proposal was considered technically and financially inferior to the proposals selected;
- although the proposal fulfils the quality criteria required for a favourable opinion, another proposal of a similar nature was awarded a higher score;
- several proposals were submitted by the same applicant and selected for financing, but the applicant does not have the financial and operational capacity required to implement the actions all together;

- one or more of the requested supporting documents were not provided before the set deadline;
- any other criterion included in these guidelines has not been respected.

The Contracting Authority's decision to reject an application or not to award a grant is final.

### **3.6.2 Indicative time table**

The date on which the contracting authority plans to inform the applicants about the outcome of the evaluation of the full application form is 30<sup>th</sup> July 2007.

Successful applicants will be invited to participate in a two-day basic business planning workshop in which they will be expected to develop their proposals into business plans. The business plans will address issues such as the area of action and target market/beneficiaries, how the target market/beneficiaries will be reached, the detailed descriptions of tasks required to implement the project and the technologies that should be adopted to implement the services/product to be offered. The plan will also outline the administration and organisation setup for the SME, whether it is operating independently or under guidance from the local focal person, as well as outline the financial and investment plan including the initial investments required. The workshops to be held at national level will be coordinated by the local focal persons in each of the EAC beneficiary countries.

The business plans will then be submitted to the EAC Sub-regional Incubator Working Group for final selection of the beneficiaries of the RICTSP Incubators Project small grants. The date on which the contracting authority plans to inform the applicants about the outcome of the evaluation of their business plans is 27<sup>th</sup> August 2007.

The award criteria for the business plans shall be to emphasise actions that maximise the overall effectiveness of the call for proposals. The criteria shall enable the selection of business plans which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the EDF financing. For the business plans, the emphasis will be on aspects as the expected impact, sustainability, cost-effectiveness, and innovativeness.

Note: These dates are indicative only. The actual timeframe will depend upon the number of applications received.

## **3.7 Conditions applicable to implementation of the action following the Contracting Authorities decision to award grants**

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard contract (the format of which is available online at: [http://europa.eu.int/comm/europeaid/tender/gestion/cont\\_typ/st/index\\_en.htm](http://europa.eu.int/comm/europeaid/tender/gestion/cont_typ/st/index_en.htm)).

The date planned for the start of actions, following the signing of the contract by the parties, is 3<sup>rd</sup> September 2007. This date is indicative only. All actions should be finished within 12 months from the signing of the contract.

The contract will, in particular, establish the following rights and obligations:

#### Final amount of the grant

The maximum amount of the grant will be stipulated in the contract. This amount is based on the budget, which is itself only an estimate. As a result, it will be final only once the action has ended and the final accounts have been presented (see Articles 17.1 and 17.2 of the General Conditions of the standard contract).

#### Failure to meet the objectives

If the Beneficiary fails to implement the action as undertaken and agreed in the contract, the contracting authority reserves the right to suspend payments, and/or to terminate the contract (see Article 11 of the General Conditions). The Contracting Authority's contribution may be reduced, and/or the contracting authority may demand full or partial repayment of the sums already paid, if the Beneficiary does not fulfil the terms of the contract (see Articles 12.2 and 17.4 of the General Conditions).

#### Amendments to the contract and variations within the budget

Any amendment to the contract must be set out in a written addendum to the original contract (Article 9.1 of the General Conditions). However, some amendments (addresses, bank account, etc.) may simply be notified to the Contracting Authority (see Article 9.2 of the General Conditions).

The description of the Action (Annex 1 to the contract) and budget items may vary from the original figures provided that the following conditions are met:

- (1) they do not affect the basic purpose of the action; and
- (2) the financial impact is limited to a transfer between items within a single main budget heading or to a transfer between the main budget headings involving a variation of less than 15% of the original amount (as the case may be modified by addendum) of each relevant main budget heading.

In such instances, the Beneficiary may make alterations to the budget, and inform the Contracting Authority.

This method may not be used to amend the heading for overhead costs and contingency reserve (see Article 9.2 of the General Conditions).

In all other cases, a written request must be made in advance to the Contracting Authority and an addendum is required.

## Reports

Reports must be drafted in English. Narrative and financial reports conforming to the models attached to the contract are to be supplied.

## Additional information

In accordance with Article 2.1 of the General Conditions, the Contracting Authority may request additional information.

## Payments

The Beneficiary will receive pre-financing. The Beneficiary will receive, upon the signing of the contract, an amount equivalent to the expenditure foreseen over the first half of the duration of the action, minus the applicant's own financial contribution of at least 25% of the total anticipated costs of the action. This pre-financing must not exceed 80% of the total value of the grant. The expenditure foreseen over the remaining duration of the action, from which a retention will be withheld representing 10% of the total amount of grant, will be paid following receipt of an interim report, outlining progress and expenditure to date. The retention will be released upon submission by the Beneficiary and approval by the contracting authority of the final report.

The Beneficiaries receiving awards less than the minimum stipulated in this call for proposals will receive one payment. The Beneficiary will receive, upon the signing of the contract, an amount equivalent to the expenditure foreseen for the duration of the action, minus the applicant's own financial contribution of at least 25% of the total anticipated costs of the action.

Payments will be made to an Action-specific bank account or sub-account that identifies the funds paid by the Contracting Authority and allows calculating the interests produced by these funds. Prior to pre-financing payments being made, the Contracting Authority will require confirmation that the applicant's own contribution, as agreed in the contract, has been lodged in the Action's bank account.

It should also be noted that the Contracting Authority reserves the right to withhold payment, pending confirmation of receipt of any permits or clearances from the relevant authorities. Should the grant beneficiary be unable to commence implementation within six weeks of the signing of the contract, the grant offer will automatically be withdrawn.

## Accounts of the action

The Beneficiary must keep accurate and regular records and dedicated, transparent accounts of the implementation of the action (see Article 16.1 of the General Conditions). It must keep these records for seven years after payment.

## Expenditure verification

The contract will permit the Commission, the European Anti-Fraud Office, the European Court of Auditors and the external auditor to carry out both record-based and on-the spot inspections of the action (see Article 16.2 of the General Conditions).

### Publicity

Appropriate visibility and credit must be given to the grant made by the European Union, for example, in reports and publications stemming from the action or during public events associated with the action, etc. (see Article 6 of the General Conditions).

### Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the contract.



**East African Community  
Secretariat (EAC)**



**European Development  
Fund (EDF)**

## **East African Community**

Regional ICT Support Programme  
RICTSP Incubator Project

### **Grant Application Form**

**Document No. 2**

Open Call for Proposal

**Project 9 ACP RSA 16**

**9<sup>th</sup> European Development Fund  
Reference: RICTSP/PE/2006 Extension**

**Deadline for receipt of applications:  
*Monday 9<sup>th</sup> July 2007 at 17:00 (EAST)***

Name of applicant:	
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Dossier No	
(for official use only)	

## 1. DESCRIPTION OF THE PROPOSAL

### 1.1 Title of the project

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### 1.2 Location(s) Country(ies), region(s), town(s)

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### 1.3 Cost of the action and amount requested from the East African Community

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Total eligible cost of the action	Amount requested from the Contracting Authority	% of total eligible cost of action
EUR	EUR	%

NB: The % of total eligible cost of the action is calculated by dividing the Amount requested from the Contracting Authority by the Total eligible costs of the action and multiplying by 100.

### 1.4 Summary

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Project duration (months)	
Project Objectives	
Partner(s)	
Target group(s) <sup>5</sup>	
Final beneficiaries <sup>6</sup>	
Expected results/outputs	
Main activities	

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<sup>5</sup> “Target groups” are the groups/entities who will be directly positively affected by the project at the Project Purpose level

<sup>6</sup> “Final beneficiaries” are those who will benefit from the project in the long term at the level of the society or sector at large

### **1.5 Project narrative**

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What is the purpose of the project? What does it aim to achieve? [Maximum 300 words]

### **1.6 Justification**

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How will the project contribute to meeting the needs of the target group (s)? [Maximum 300 words]

### **1.7 Detailed description of activities**

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What activities will be undertaken? Who/what market is targeted? Who are the main customers? [Maximum 300 words]

### **1.8 Methodology**

---

What methods of implementation or equipment will be used? Who will be responsible for which aspects? [Maximum 150 words]

### **1.9 Project action plan**

---

Identify key stages in the life cycle of the project and provide an indicative time frame [Maximum 150 words]

### **1.10 Sustainability**

---

How will activities be financed or infrastructure maintained when the grants ends? [Maximum 150 words]

### **1.11 Monitoring plan**

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Please, list the indicators and targets against which performance will be measured. Targets should be clear, measurable and realistic. Performance indicators should be quantifiable and result oriented and relate to at least the following four categories:

1. Management of the action (e.g. timeliness of activities, reporting)
2. Output (e.g. actual realisation of deliverables, if applicable – number of women involved/beneficiaries and quality of their experience)
3. Sustainability of the action (e.g. spill over effects, leverage effect, financial sustainability)
4. Impact (e.g. results achieved through activities, contribution to reducing the digital divide in a sustainable manner)

## 2. BUDGET FOR THE ACTION

Fill in the table below (as appropriate) to indicate the total budget and its basic breakdown.

Expenses	Unit <sup>7</sup>	Unit Rate (EUR)	No. of Units	Costs (in EUR)
<b>1. Human resources<sup>8</sup></b> 1.1 Salaries (gross) 1.2 Allowances Seminars/workshop participants				
<b>2. Travel and transportation</b> 2.1 Local transportation 2.2 Vehicle running costs				
<b>3. Equipment and Supplies</b> 3.1 Purchase or rent of vehicles 3.2 Furniture 3.3 Computer equipment 3.4 Spare parts/equipment for machines/tools 3.5 Other (specify)				
<b>4. Local office/Action costs<sup>9</sup></b> 4.1 Office rent 4.2 Office supplies 4.3 Other services (tel/fax/electricity/maintenance, etc)				
<b>5. Other costs, services</b> 5.1 Publications 5.2 Studies, research 5.3 Financial services 5.4 Conferences/seminars 5.5 Visibility and publicity				
<b>6. Other</b>				
<b>7. Subtotal of direct costs (1-6)</b>				
<b>8. Administrative costs</b> (maximum 7% of 7, total direct eligible costs)				
<b>9. TOTAL (7+8)</b>				

<sup>7</sup> For example, per month, per trip, per workshop, per item.

<sup>8</sup> The EC daily allowance rates (per diems) are available at:  
[http://europa.eu.int/comm/europeaid/perdiem/index\\_en.htm](http://europa.eu.int/comm/europeaid/perdiem/index_en.htm)

<sup>9</sup> These costs cover only premises rented especially for the project.

### 3. EXPECTED SOURCES OF FUNDING

What are the expected sources of financial contribution?

<b>% of Funds Required Requested from IGAD</b>	<b>% of Funds Required from Applicant</b>	<b>% of Funds Required from Partner</b>	<b>% of Funds Required from Beneficiaries</b>	<b>Total</b>
				= 100%

### 4. IN KIND CONTRIBUTIONS

Please list here the contributions *in kind* provided by the applicant, his partners or another source [Maximum 150 words]

<b>Applicant</b>	<b>Partner 1</b>	<b>Partner 2</b>	<b>Associate</b>	<b>Other</b>

### 5. APPLICANTS IDENTITY

<b>Full legal name :</b>	
<b>Legal status/Registration</b>	
<b>Official address:</b>	
<b>Postal address:</b>	
<b>Telephone number:</b>	
<b>Fax number:</b>	
<b>E-mail of the Organisation:</b>	
<b>Website of the Organisation:</b>	
<b>Contact person for this action :</b>	
<b>Contact person's email address :</b>	

## 6. DESCRIPTION OF APPLICANT

6.1 When was your organisation founded and when did it start its activities? [Maximum 150 words]

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6.2 What are the main activities of your organisation at present? [Maximum 150 words]

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6.3 List of the management board / committee of your organisation

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Name	Position	Contact number
1.		
2.		
Etc.		

6.4 How many employees does your organization have? Please provide breakdown by gender (male/female).

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6.5 Does your organization have core women members (i.e. owner, manager, key full-time staff). If yes, please list these members in the table below.

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Name	Job Role/ Designation in organisation	Education (highest level only)	Other (age, status, if acceptable to ask)
1.			
2.			
3.			
Etc.			

## **7. CAPACITY TO MANAGE AND IMPLEMENT ACTIONS**

### **7.1 Experience of similar actions**

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Please provide a detailed description of actions managed by your organisation over the past four years in the fields covered by this programme [Maximum 300 words]

### **7.2 Resources**

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How does your organisation normally fund its activities [Maximum 300 words]

## **8. DESCRIPTION OF THE PARTNERS**

Please, name any partner organisations or associate expected to be involved in the project, give their contact details and explain their role. [maximum 150 words]

## 9. DECLARATIONS

### The Applicant Organisation:

#### 1. The responsible person

I, the undersigned, being the person responsible in the applicant organisation for this proposal, certify that:

- a. The information given in this application is correct; and
- b. The applicant and its partners (where applicable) do not fall into any of the exclusion categories listed in section 2.1 of the Guidelines accompanying this application; and
- c. The applicant has the sources of financing and competence required to carry out the action.

Name:

Signature:

Position<sup>10</sup>:

Date and place:

#### The Partner(s) [if applicable]

We have read and approve of the content of this application, and agree to perform as a partner to the applicant in accordance with the principles of good partnership practice.

Name(s):

Signature:

Position:<sup>11</sup>

Date and place:

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<sup>10</sup> Apply official stamp of the organisation.

<sup>11</sup> Other than 'responsible person'

## 10. CHECKLIST

1.	All the sections in the application form have been completed as required	
2.	The declarations section has been signed by the applicant organisation's delegated representative and a copy of his/her ID card is enclosed	
3.	The declarations section has been countersigned by two executive members of the applicant organisation, confirming that the delegated representative is submitting the application with the full knowledge and authority of the applicant organisation, and proof of their identity are enclosed	
4.	The declarations section has been signed by a representative of any partner organisation (if relevant)	
5.	The statutes or articles of association or other registration documentation of the applicant organisation and, where appropriate, of each partner organisation, are enclosed, together with copy of on-going operating, company, or trade licence as appropriate	
6.	Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed) is enclosed	
7.	A list of appropriate references	