Frequently Asked Questions (FAQs)

IMPORTANT NOTICE: It is a <u>requirement</u> that applicants refer to and keenly read the SUB-GRANT MANUAL (SGM) guidelines before making their applications. The manual contains all the information and guidelines pertaining to this call for proposals. The manual is available at www.kalro.org. This FAQs platform is meant to clarify issues that might not be clear in the Manual.

1. **What type of activities can be supported by the sub-grant?**
   Examples include;
   - ✓ Mobilisation and awareness creation among stakeholder and beneficiaries
   - ✓ Capacity building of beneficiaries (e.g. on husbandry and business skills) to enhance adoption and commercialization of the technologies
   - ✓ Expand production, utilization and value addition of the new technologies
   - ✓ Develop and implement a sustainable market-led system or model for commercialization of the technologies
   - ✓ Job creation along selected value chains
   - ✓ Undertake monitoring, evaluation and impact assessment of the action
   - ✓ Document lessons learnt and make recommendations for sustainability and growth

2. **What are the expected outputs from the sub-grant?**
   Examples include;
   - ✓ No of farmers reached by the project
   - ✓ No. of farmers reached by the project (disaggregated by gender) adopt new technologies
   - ✓ No. of farmers (disaggregated by gender) linked to markets and deriving economic benefits
   - ✓ No. of farmers and value chain actors linked and derive services from financial institutions
   - ✓ Yield increase in target crop and livestock value chains
   - ✓ Increase in marketed share of production in target value chains
   - ✓ Increase in number of people employed in target value chains
   - ✓ Increase in types of jobs (diversity) created in target value chains
   - ✓ No. of innovation platform established and operating for each of the target value chains
   - ✓ Increase in number of farmers in targeted value chains accessing and using production inputs (e.g. breeding stock, seeds, fertilizer etc.)
   - ✓ No. of farmers and other stakeholders receiving capacity building/training on new technologies and business development along target value chains
   - ✓ No of farmers participating in exchange learning tours and number of tours conducted for each target value chain

3. **What is the financial allocation per Lot?**
   - ✓ EUR 60,000 Max
   - ✓ EUR 30,000 Min

4. **Where will the project be implemented?**
   - ✓ The project will be implemented nationally in 45 counties with exception of Nairobi and Mombasa

5. **Who is eligible to apply for the Sub-grant?**
   - ✓ A legal person or an entity without legal personality or a natural person and ✓ Non-profit-making and

- ✓ A specific type of organisation such as: non-governmental organisation (NGO), Faith Based Organization (FBO), public sector operator such as, a cooperative society, farmer association, Common Interest group (CIG), Community based Organization(CBO), international (inter-governmental) organisation

- ✓ Be duly incorporated/ registered in Kenya and operating under the applicable Kenya law;

- ✓ Be compliant with all national and local laws and regulations including but not limited to tax regulation, health and safety and environmental standards;

6. **What can lead to disqualification in participation of the call?**
   - ✓ Bankruptcy
   - ✓ Non-remittance of statutory deductions
   - ✓ Grave professional Misconduct
   - ✓ Fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;
   - ✓ Entering into agreement with other economic operators with the aim of distorting competition for this call for proposal;
   - ✓ Attempting to influence the decision-making process of the Sub Granting Authority during the award process;
   - ✓ Attempting to obtain confidential information that may confer upon it undue advantages in the award process;

7. **Can the Applicant offer financial support to third parties?**
   - ✓ NO. Under this call, financial support to third parties is not considered essential to achieve the objective of the action

8. **Are Sub-grant required to carry out visibility of the project?**
   - ✓ YES. The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action.

9. **Who will bear the cost of Visibility?**
   - ✓ The Sub-grant will bear the cost of Visibility. They should be well articulated in the Budget in terms of branding and promotional material e.g t-shirts

10. **How many applications can I submit for the call?**
    As many as possible but as long they are for different lots. But only a maximum of three subgrants will be awarded.

11. **Can I submit more than one application in a given Lot?**
    - ✓ No. A maximum of one application is allowed for each applicant per lot.

12. **Can a lead applicant be a co-applicant or affiliate in another application?** ✓ Yes, but not in another application of the same lot at the same time.

13. **Can a co-applicant/affiliated be the co-applicant or affiliated entity in more than one application per lot under this call for proposals?**
    - ✓ NO

14. **Can a co-applicant/affiliated be awarded more than one grant per lot under this call for proposals?**
    - ✓ NO

15. **What are the eligible costs for this call?**
    - ✓ Direct costs. The direct costs include Human Resources, Travel, Furniture, Equipment, Supplies and Services.
    - ✓ Contingency reserve. The budget may include a contingency reserve not exceeding 5 % of the estimated direct eligible costs.

- ✓ Eligible indirect costs. The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs
- ✓ Contributions in kind. Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party e.g. Volunteer work

16. What are the ineligible cost for this call?
- ✓ 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 European Union (including through EDF) grant;
- ✓ purchases of land or buildings
- ✓ currency exchange losses;
- ✓ credit to third parties
- ✓ salary costs of the personnel of national administrations

17. How do I apply?

Download and fill the following documents from www.kalro.org website
- ✓ ANNEX A1 Concept note
- ✓ ANNEX A2 Full application form
- ✓ ANNEX B Budget form
- ✓ ANNEX C Logic framework
- ✓ ANNEX F Organization data form

NOTE: instructions on how to fill ANNEX A1 and ANNEX A2 is well outlined the annexes.

18. What documents am I supposed to send in order to be considered for this call?
- ✓ The complete application form (ANNEX A1: concept note and ANNEX A2: full application), budget (ANNEX B), logical framework (ANNEX C) and organization data form (ANNEX F)
  ✓ The documents must each consist of one original and 3 copies in A4 size, each bound.
- ✓ The same documents must be supplied in electronic format (CD-ROM as separate files but in a single folder). The electronic file must contain exactly the same application as the paper version enclosed
- ✓ The checklist (Section 6 of ANNEX A2 of the grant application form) and the declaration by the lead applicant (Section 5 of ANNEX A2 of the grant application form) must be stapled separately and enclosed in the envelope.

19. Will the Concept note and Full application be sent together?
- ✓ YES.

20. Can an applicant with more than one application send them as one document?
- ✓ NO. Where a lead applicant sends several different applications each one has to be sent separately

21. What should be written on the Outer envelope?
- ✓ Reference number and the title of the call for proposals,
- ✓ The title and number of the lot
- ✓ the full name and address of the lead applicant, and the words
- ✓ "Not to be opened before the opening session"

22. How can I send the application?

Applications must be submitted in a sealed envelope by
- ✓ registered mail,
- ✓ private courier service or
- ✓ by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer

23. **What if I send via other means e.g. fax or email?** ✓ The application will be automatically rejected.
24. **What is the deadline for submitting the application?**
    - ✓ 20th September 2019 by 5:00 p.m. (EAT) If late, the application will not be accepted.
25. **How will the evaluation process be carried out?**

    Evaluation will be done in three stages as follows:
    - ✓ STEP 1 - Opening and administrative check and Concept note evaluation
    - ✓ STEP 2 – Evaluation of the full application
    - ✓ STEP 3 - Eligibility verification, decision and notification
26. **What is in administrative check?**

    The table below indicates the List of all the administrative checks that will be evaluated at the concept note level. If an information will be missing, the whole application will be rejected.

Has the deadline been met?
Does the outer envelope bears the reference number and the title of the call for proposals?
Does the outer envelope bear the title and number of the lot?
Does the outer envelope bear the full name and address of the lead applicant?
Does the outer envelope bear the words **"Not to be opened before the opening session?"**
Does the application have one original and 3 copies in A4 size, each bound (A1 and A2 forms completed)?
Is the document is written in English?
Are there more than one application per lot?
Have all the relevant documents been submitted?   ✓ ANNEX A1: concept note   ✓ ANNEX A2: full application,   ✓ Budget (ANNEX B), logical framework (ANNEX C)   ✓ Organization data form (ANNEX F)   ✓ CD-ROM as separate files but in a single folder.   ✓ The checklist (Section 6 of ANNEX A2 of the grant application form)   ✓ The declaration by the lead applicant (Section 5 of ANNEX A2 of the grant application form)

Does the electronic file contain exactly the same application documents as the paper version enclosed?
Is the checklist (Section 6 of ANNEX A2) and the declaration (Section 5 of ANNEX A2) by the lead applicant stapled separately and enclosed in the envelope?

Is Application submitted in a sealed envelope either by;
 	
   ✓ Registered mail
   ✓ Private courier service or ✓ Hand-delivery?

Is the application Addressed to Director General, Kenya Agricultural and Livestock Research Organization, Kaptagat Rd, Room 115, P.O Box 57811-00200 NAIROBI

27. **Is there a right to appeal on the decision for award or not?** NO. The decision of the evaluation committee will be FINAL.

28. **What other documents will I need to have before final award?**

Certificate of Incorporation/ Registration certificate
Valid Certificate of tax compliance
Current valid certificate of compliance of remittance for social security
3 years Audited accounts of the lead applicant
Other Structural link support document e.g. MoU, Membership Certificate etc
Articles of association, statutes for applicants
Legal entity sheet (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and (if any) by each co-applicant), accompanied by the justifying documents requested there

Financial Identification form ANNEX E
Entities without legal personality must, to the extent possible, submit the documentation listed above. In addition, a letter must be provided by the legal representative certifying his/her capacity to undertake legal obligations on behalf of the entity.

29. What are the target counties for upscaling for each technology Lot?

The target counties are given in section 2.1.4 of the Subgrant manual guidelines. The action must take place in one or more of the following counties depending on the business case that will be made:

Lot No	Title of the Lot	Possible counties	Possible number of grants
1	Disseminate four new high nutrient rich and high yielding bean varieties (Angaza, Metameta, Nyota and Faida)	Makueni, Nyeri, Nakuru, Kisumu, Siaya, Bungoma, Kakamega, Nakuru, Taita, Bomet, Trans-Nzoia	5
2	Disseminate three new high yielding green gram varieties namely (Ndengu Tosha, Biashara and Karembo)	Makueni, Machakos, Kitui and Tharaka	2
3	Disseminate two new grain amaranth varieties(TerereSmart and KATGOLD	Makueni, Kitui, Murang'a, Kiambu, Homabay, Kisii, Migori and Nyamira.	3
4	Disseminate a new white sorghum variety (KM 32 -1)	Makueni, Machakos, Kitui, Tharaka Nithi, Nakuru (Naivasha),	4

		for food and with high malting quality	Laikipia, Bungoma, Kakamega, Kisumu, Homabay, Bomet, Siaya	
5	Disseminate five new cowpea varieties (Kunde Tumaini, Kunde Tamu, Faulu, Kunde Soko and Kat-Kunde) resistant to parasitic weeds.	Makueni, Kitui, Embu (Mbeere), Machakos, Nakuru, Baringo, Kilifi, Taita Taveta and Kakamega	2
6	Disseminate integrated Pest Management (IPM) technologies for control of fruit fly and seed weevil in mangoes	Kitui, Tharaka Nithi, Embu, Kwale, Makueni, Machakos	3
7	Disseminating integrated Management technologies for control of pests and disease losses in Avocados.	Murang'a, Kiambu, Embu, Meru, Kisii, Nyamira, Trans-Nzoia, Bomet, Kakamega, and Vihiga	3
8	Disseminating improved Cashewnut production and management technologies	Kilifi, Kwale, Lamu and Mombasa	1
9	Disseminating improved fish rearing technologies	Busia, Kisumu, Homabay, Siaya, Nyeri, Murang'a, Kakamega, Vihiga, Migori, Kirinyaga, Kilifi, Kwale	3
10	Disseminate small ruminant technologies	Marsabit, Isiolo, Garissa, Mandera, Turkana, Wajir, West Pokot, Baringo, Elgeyo Marakwet, Samburu, Kajiado, Narok	5
11	Disseminate grass ecotypes for pasture production, range reseeding and rehabilitation of degraded rangeland	Kajiado; Makueni, Narok, Taita Taveta, Machakos, Baringo	3

12	Disseminating improved camel management and production technologies	Marsabit, Isiolo, Garissa, Mandera, Turkana and Wajir, West Pokot, Baringo and Elgeyo Marakwet	4
13	Up-scaling Kalro improved indigenous chicken	Coast region (Mombasa, Kwale, Kilifi, Tana River, Lamu, Taita Taveta); Mount Kenya (Nyandarua, Nyeri, Laikipia); Kiambu / Nairobi (Nairobi, Kiambu, Murang'a; South rift(Kericho, Bomet); Nyanza (Migori, Homa bay, Kisumu, Siaya, Kisii, Nyamira; North Rift(Trans-Nzoia, Nandi, Uasin Gishu, Elgeyo Marakwet, West Pokot); Western(Kakamega, Vihiga, Bungoma, Busia); Upper Eastern (Embu, Meru, Tharaka Nithi); Lower Eastern Kenya (Machakos, Makueni, Kitui)	12

The applicant must state in which county (ies) and sites where are targeting to upscale the technology

30. If not selected, Can I apply next time? YES. When the next call is made.

NOTE: For any other Query, Question or clarification please write to KALROCSAPP@kalro.org. Answers will be provided on this FAQ document, therefore, it will be necessary to keep checking on updates on the document via www.kalro.org website.