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;
   - ✓ Mobilization of farmers and stakeholders for up-scaling of technologies
   - ✓ Production of dissemination and extension materials
   - ✓ Enhancement of farmer access to and use of production inputs and farm implements
   - ✓ Production and multiplication of quality and adequate seeds of the released varieties and animal breeds
   - ✓ Capacity building on production, management, postharvest management and collective marketing
   - ✓ Organize beneficiaries in Common Interest Groups for production, value addition and marketing
   - ✓ Creation of effective channels for farmers to access markets and credit facilities
   - ✓ Dissemination of technologies through on-farm trials, demonstrations and field days
   - ✓ Establishment, strengthening and operationalizing innovation platforms in specific value chains
   - ✓ Enhancement of value addition, nutritional security and job creation in the specific product value chain.
   - ✓ Implement a market-led model for adaption and commercialization of the technologies along specific value chains
   - ✓ Promotion of farmer to farmer learning exchange tours
   - ✓ Promotion of sustainable natural resource management

2. **What are the expected outputs, Outcomes and impact from the sub-grant?**
   Examples include;
   Expected outputs

   Output 1. Farmers adopt climate smart technologies for increased production and productivity
   Output 2. Farmers are linked to commodity markets and deriving economic benefits
   Output 3: Farmers have increased access to and use of production inputs
   Output 4. Farmer have access to and derive services from financial institutions

   Expected outcomes

   1. Adoption of new climate smart technologies in target value chains improved
   2. Productivity (yield) and production of target value chains improved
   3. Marketed share of production in target value chains improved

   Expected impacts

   1. Incomes derived from target value chains improved
   2. Employment created in target value chains
   3. Food and nutrition security in target beneficiaries enhanced

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. Is a Government body eligible to apply?
NO. Government bodies are **not** eligible to apply as lead applicants. However, they can contribute to projects as, affiliates or associates

7. 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;

8. 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

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

10. 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

11. How many applications can I submit for the call?
As many as possible but as long they are for different lots. Only a maximum of three subgrant will be awarded.

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

13. **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.

14. **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

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

16. **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

17. **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
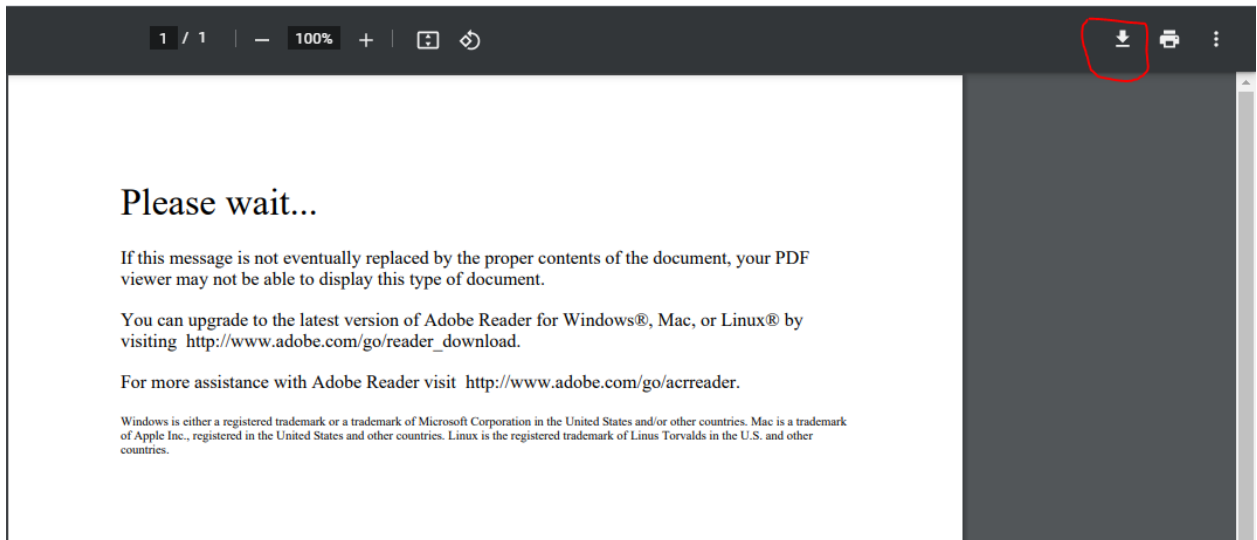
18. **How do I apply?**
    Download and fill the following documents from www.kalro.org website
    - ✓ ANNEX A1 Concept note
    - ✓ ANNEX A2 Full application form
    - ✓ ANNEX B Budget form
    - ✓ ANNEX C Logic framework
    - ✓ ANNEX F Organization data form

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

19. **How To access annex F Organization data form.**
    Annex F cannot be displayed on the web. However, Click on the download icon on circled in red. After downloading, check in you downloads folder. Open the folder using your PDF reader. The form is in editable PDF format.

20. 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 (Flash Disk 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.

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

22. 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

23. 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"

24. 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

25. What if I send via other means e.g. fax or email? ✓ The application will be automatically rejected.

26. What is the deadline for submitting the application?
- ✓ 17th March 2021 by 5:00 p.m. (EAT) If late, the application will not be accepted.

27. 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

28. 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)   ✓ Flash Disk 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

29. Is there a right to appeal on the decision for award or not?

NO. The decision of the evaluation committee will be FINAL.

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

Certificate of Incorporation/ Registration certificate
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.

31. 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	Number of grants available for Call 2
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	2
2	Disseminate three new high yielding green gram varieties namely (Ndengu Tosha, Biashara and Karembo)	Makueni, Machakos, Kitui and Tharaka	1
3	Disseminate two new grain amaranth varieties(TerereSmart and KATGOLD	Makueni, Kitui, Murang'a, Kiambu, Homabay, Kisii, Migori and Nyamira.	1
4	Disseminate a new white sorghum variety (KM 32 -1) for food and with high malting quality	Makueni, Machakos, Kitui, Tharaka Nithi, Nakuru (Naivasha), Laikipia, Bungoma, Kakamega, Kisumu, Homabay, Bomet, Siaya	1
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	1
6	Disseminate integrated Pest Management (IPM) technologies for control of fruit fly and seed weevil in mangoes	Kitui, Tharaka Nithi, Embu, Kwale, Makueni, Machakos	2
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	2
8	Not available for this second Call for Proposal		
9	Disseminating improved fish rearing technologies	Busia, Kisumu, Homabay, Siaya, Nyeri, Murang'a, Kakamega, Vihiga,	2

			Migori, Kirinyaga, Kilifi, Kwale	
10		Disseminate small ruminant technologies	Marsabit, Isiolo, Garissa, Mandera, Turkana, Wajir, West Pokot, Baringo, Elgeyo Marakwet, Samburu, Kajiado, Narok	2
11		Disseminate grass ecotypes for pasture production, range reseeding and rehabilitation of degraded rangeland	Kajiado; Makueni, Narok, Taita Taveta, Machakos, Baringo	2
12		Disseminating improved camel management and production technologies	Marsabit, Isiolo, Garissa, Mandera, Turkana and Wajir, West Pokot, Baringo and Elgeyo Marakwet	2
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)	3

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

32. If not selected, Can I apply next time?

NO. There will be no other call for proposal in this project

33. If an entity applies for funding in two different Lots, do they get to also to submit a different budget for each lot or it supposed to be one amalgamated budget?

If an applicant submits applications for 2 or more Lots then they should submit different budgets for each lot.

34. When applying for any Lot for a project to be carried in two counties, is that treated as one application or its two applications? What is the implication on the final amount requested?

You cannot get more money for operating in more than one county in the same Lot. However, Applicants whose application covers wider geographical area (several counties) per lot have a higher chance of winning.

35. Can a combined application be made of two projects in different Lots? For example, Poultry and Fish farming as a combined project? If yes, does the budgetary limits apply to such a proposal?

A lead applicant may submit several applications for different Lots. However a maximum of three grants may be awarded. A combined application from two or more Lots is not allowed.

36. Is the application online based?

Application is NOT online. Refer question No. 17 and 18 In the FAQ available on www.kalro.org website. Applications must be submitted in soft copy and hard copies as prescribed in the Call for Proposals (CfP) advert and sub-grant manual which can be downloaded from KALRO WEBSITE.

37. Are Nairobi and Mombasa Counties eligible for this call?

NO. They are not eligible under this call.

38. Is there any forum for dissemination of the call to potential applicants

The call for proposals have been advertised through Daily Nation newspaper, social media, and KALRO Website. Information sessions will be held virtually between 11th Feb 2021 and 25th Feb 2021. Exact date will be updated on KALRO Website.

Other Questions

	Question	Answer

37.		a). Have you done market surveys for the value chains of focus	a. No, this could be an activity for the Sub grantees
		b). Do we need to provide budget for technology package? What does the technical package include?	b) Yes, a budget for the technology packages should be provided. Technology packages are on website in form of manuals, leaflets etc.
		c) Will you provide training materials specific to value chains of focus in this call	c) You will develop training materials from the dissemination packages available on the website.
		d). Will you provide bulking materials (seeds / breeding stock or do we need to budget how much is the cost	d) Seed will be provided at a cost. The cost will depend on the technology that you will be upscaling. You will need to budget for this.
	38.	Just wanted to confirm that the amount of money is a minimum of 3 million for a minimum of two years.	Yes
	39	Can one apply for two lots in one proposal?	NO
	41	Just wondering if yams can be added in to the lot of value chain for funding because they is a big demand for yams and an assured market in the cities and central province and beyond. The demand is so big and the varieties seem to be less.	For this call, yams are not eligible to upscale
43		Can you provide us with opportunities to connect with potential collaborators in writing specific proposals	Yes you can get in touch with project coordination unit to facilitate networking
	44	Are we allowed to make a theory of change as instead of logical frame ?	No. A logical framework is mandatory

45	What does the upscaling potential for the existing projects? Where do we put in the log frame / at what point?	Keenly review the instructions in annex A1 and A2. The information you need is provided therein.
46	Will KALRO provide improved seeds or kunde and beans or it should be included in the budget?	Acquisition of seeds should be included in the budget.
47	a). Can we have cost for training of staff in technology transfer. b). Can we have lost acquiring and software like SPSS or Quick budget c). Can we have cost a revolving fund aimed at giving credit to farmers d). Is leasing of land for demonstration eligible	a). Yes, this is to be done within inception meeting sensitization of stakeholders / staff. b). There is provision of equipment c) it is not eligible under this call d). leasing is eligible but have to be justified
48	a). Putting presentation in emails? b). Expected project outcomes to be part of the proposal?	a). No b). It is mandatory to have clear outcomes in the proposal write-up.
49	Are there targets of excepted beneficiaries for every lot e.g. what is the target No. of farmers to be reached in upscaling cashew nut technologies in the 3 counties of cost province?	Yes. There is expected number of beneficiaries who should be reached in the technologies. Your proposal should indicate a realistic number that will be reached by the technologies.

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.