

Response to requests for Clarification

Call for Proposals

Cities Alliance, UNOPS

Grant Support - Call for Proposals: Waste Reuse (Turning Trash to Treasure) Small Grants for Plastic Recycling and Organic Waste to Composting

Reference #: CA/SGA/2020/11934-004/001
<https://www.ungm.org/Public/Notice/113086>

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Grant Support - Call for Proposals:

Waste Reuse (Turning Trash to Treasure) Small Grants for Plastic Recycling and Organic Waste to Composting

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Description: Call for Proposals:

Call for proposals to award small grants in support of well-formulated projects aimed at Delivering Climate-Resilient Solid Waste Management Services in Greater Monrovia, Liberia.

Eligibility: CBEs, SMEs, NGOs and local organizations from the twelve local authorities that collectively make up the Greater Monrovia area.

Deadline date submission of proposals: 10 November 2020, 16h00 GMT (Liberian Time).

Solicitation posting date: 26 August 2020

Question 1 to 35 are our response to question and clarification requests received by 14 September 2020.

Question 36 is our response to question and clarification request received by 27 September 2020.

Question 37 to 41 are our response to question and clarification request received by 5 October 2020.

Question 42 to 74 are our response to questions and clarification request received by 2 November 2020.

Question 1:

Can collaborating CBEs applying for grant notarize the collaborating instrument/document under an agreed name and open a joint bank account with Ecobank?

Answer to question 1:

Yes, as long as joint venture is legally registered within Liberia for at least six months on the closing date of the call and must have or should be able to open a bank account in the name of the joint venture.

Question 2:

Can a single CBE apply for grant for plastic waste collection and sale and at the same time apply for grant for organic composting?

Answer to question 2:

Yes.

Question 3:

How can people in the rural area benefit from this European Union funded grant program?

Answer to question 3:

The EU-funded Program is currently focused within the geographic scope of greater Monrovia. The Greater Monrovia has 12 local authorities of whom a few are in rural parts of Montserrado County. But as of now, Cities Alliance Programs are focused within Greater Monrovia ONLY.

Question 4:

Can a company that is registered as an agriculture equipment company but also working in the waste sector apply for grant?

Answer to question 4:

Yes, as long as the company is under the category of CBEs, SMEs, NGOs, and local organizations from the twelve local authorities that collectively make up the Greater Monrovia area.

Organizations must be legally registered within Liberia for at least six months on the closing date of the call and must have or should be able to open a bank account in the name of the organization.

Question 5:

Can a CBE establish garden using the compost to add value to the waste?

Answer to question 5:

Yes, a CBE may propose any appropriate idea to add value to the waste and once the idea meets the objectives of the project as outlined in the guidelines of the “Call for Proposal”, it will be given consideration.

Question 6:

Can CBEs write a cooperative proposal for the grant?

Answer to question 6:

Yes, as long as the cooperative (joint venture) is legally registered within Liberia for at least six months on the closing date of the call and must have or should be able to open a bank account in the name of the joint venture.

Question 7:

We are currently not a part of an association yet, does this hamper our chances to obtain the grant?

Answer to question 7:

Yes, as long as the company is under the category of CBEs, SMEs, NGOs, and local organizations from the twelve local authorities that collectively make up the Greater Monrovia area.

Organizations must be legally registered within Liberia for at least six months on the closing date of the call and must have or should be able to open a bank account in the name of the organization.

Question 8:

If an organization wants to apply for grant for non-organic and organic waste recycling, is it acceptable to submit two separate budgets to cover each component?

Answer to question 8:

Yes, an organization (CBE, SME, NGO, or local organization) can apply for two separate grants by submitting two separate proposals and budgets in the different categories as outlined by the SWM Grants Guidelines: Category #1 – Non-organic waste and Category #2 – Transformation of Organic waste.

Question 9:

Can the deadline for submission of applications be extended to provide sufficient time for CBOs/CBEs to obtain their legal documents?

Answer to question 9:

No. The deadline of the application is on 10th November 2020 at 16:00 GMT (Liberian Time).

Question 10:

Can consideration be given to an unregistered organization that submit very innovative “waste reuse grant” proposal?

Answer to question 10:

No. Organizations must be legally registered within Liberia for at least six months on the closing date of the call and must have or should be able to open a bank account in the name of the organization.

Question 11:

Can consideration be given to a CBO whose activities contribute to sustainability in waste management?

Answer to question 11:

Yes, if CBO is the organisation under the category of CBEs, SMEs, NGOs, and local organizations from the twelve local authorities that collectively make up the Greater Monrovia area are eligible to apply.

Organizations must be legally registered within Liberia for at least six months on the closing date of the call and must have or should be able to open a bank account in the name of the organization.

Question 12:

Will there be market available for the recycling of plastic and organic waste? If so, who will do the training?

Answer to question 12:

Cities Alliance has no control over the market and does not commit to providing training for recycling of plastic organic waste at this point.

Question 13:

Can portion of the grant be used to acquire land for operations?

Answer to question 13:

No.

Question 14:

Is it possible for an NGO, CBE or SME to be qualified for a grant twice in a year?

Answer to question 14:

No. CBEs, SMEs, NGOs, and local organizations from the twelve local authorities that collectively make up the - Greater Monrovia area are eligible to apply category 1 (Non- Organic) and category 2 (Transformation of Organic waste) grant proposal. Please refer to the guidelines.

Organizations must be legally registered within Liberia for at least six months on the closing date of the call and must have or should be able to open a bank account in the name of the organization.

Question 15:

Besides legal documents, are there other requirements that an organization must satisfy to be qualified for the grant?

Answer to question 15:

Applicants must provide all of the information and the following supporting documents requested:

1. Proposal Form
2. Project Budget
3. Integrated Assessment Framework
4. Legal Registration Certificate
5. Submission Acceptance Form

Question 16:

Given that Cities Alliance will be responsible to procure the hard cost component of the grant (equipment and other fixed assets), why is it necessary for an applicant to budget for the hard cost component?

Answer to question 16:

Cities Alliance should know what the organisation needs to procure for successful implementation of the project.

Question 17:

Can an applicant simply submit a list of equipment needed to implement its program instead of budgeting for them?

Answer to question 17:

No. Applicants need to provide the estimated value of the equipment.

Question 18:

Who will be responsible to develop the partnership agreement that will include the terms, conditions and guidelines for organizations who agreed to collaborate into partnership under the grant, will it be Cities Alliance or the organizations themselves?

Answer to question 18:

Yes. Legal agreement will be provided under UNOPS/Cities Alliance.

Question 19:

Can a single organization submit a grant proposal for all three components that the grant covers: Waste-to-Energy, Waste reuse and waste collection?

Answer to question 19:

Yes.

Question 20:

Can two institutions or social enterprises collaborate and apply as co-grantees for this grant?

Answer to question 20:

Yes, as long as joint venture is legally registered within Liberia for at least six months on the closing date of the call and must have or should be able to open a bank account in the name of the joint venture.

Question 21:

Per the grant guidelines, Cities Alliance will be responsible to procure all hard costs which constitutes 70% of the total budget. However, our NGO has a procurement department that negotiates discounts from our suppliers. We also have a trained team for construction. Thus, we have the capacity to handle the hard costs. Is this negotiable?

Answer to question 21:

No.

Question 22:

Can this grant be combined with other grants to create a larger project?

Answer to question 22:

No. Applicants should only apply grant proposals under category 1 and category 2 as per grant guidelines.

Question 23:

In my project proposal, am I to apply for the two-waste reuse which are plastic waste and organic waste recycling?

Answer to question 23:

Yes.

Question 24:

Can the grant program be extended to other cities outside of Monrovia?

Answer to question 24:

No. The projects must take place within the geographic space of at least one of the 12 local authority areas of the greater Monrovia area.

Question 25:

Can an applicant submit two different proposals?

Answer to question 25:

Yes. Applicants should only apply grant proposals under category 1 and category 2 as per grant guidelines.

Question 26:

What is the performance period for the grant?

Answer to question 26:

Funding is available for projects with a duration of up to 12 months.

Question 27:

The guideline requires that 70% of the budget to be allocated to procurement of equipment by Cities Alliance. What will Cities Alliance do in case the equipment an applicant is requesting costs more than 70% of the total budget?

Answer to question 27:

It will be automatic rejection.

Question 28:

Can a grantee collect waste from within the greater Monrovia area and take it to other location outside of Monrovia?

Answer to question 28:

No. The projects must take place within the geographic space of at least one of the 12 local authority areas of the greater Monrovia area.

Question 29:

In case 4 CBEs/SMEs want to collaborate in a joint venture for the grant, how will they apply? How will the funding be allocated to each partner in such case?

Answer to question 29:

Yes, as long as joint venture is legally registered within Liberia for at least six months on the closing date of the call and must have or should be able to open a bank account in the name of the joint venture.

Question 30:

If two or more CBEs agreed to collaborate and apply for the grant, will it affect the grant budget?

Answer to question 30:

It depends on the activities that collaborating CBEs are going to implement. And so far as it is within the eligible expenditures and budget threshold.

Question 31:

Can we submit hard copy of the proposals directly to Cities Alliance Office instead of submitting them electronically?

Answer to question 31:

No.

Question 32:

Can an organization submit two separate applications at the same time; that is one application for grant and the other application for loan?

Answer to question 32:

Yes.

Question 33:

What do I do if my application for grant is rejected?

Answer to question 33:

After the evaluation process is completed, a rejection letter will be issued to the applicants not successful. No action is required then after.

Question 34:

Is there a possibility for the information provided in the information session be shared with all the participants via email?

Answer to question 34:

All information regarding to the CFP is posted on UNGM <https://www.ungm.org/Public/Notice/113086> and Cities Alliance Website.

Question 35:

Is a company with just "Business Registration Certificate" from the Ministry of Commerce eligible to participate in the grant program or such company must have an additional document(s)?

If an additional document(s) is needed excluding the business registration certificate, please indicate which ones.

Answer to question 35:

All applicants are required to be legally registered within Liberia for at least six months on the closing date of the call with the Liberian Government and submit a business certificate obtained from the "Liberia Business Registry" as evidence of registration. Also, organizations must be and must have or should be able to open a bank account in the name of the organization.

Applicants must provide all of the information and the following supporting documents requested:

1. Proposal Form
2. Project Budget
3. Integrated Assessment Framework
4. Legal Registration Certificate (Obtained from the Liberia Business Registry)
5. Submission Acceptance Form

Question 36:

Can one include PET bottle in recycling in the grant proposal?

Answer to question 36:

Yes, PET bottles recycling can be included in the grant proposal.

Question 37:

How can I edit the password protected files? Or better yet, what's the password for the protected files? Especially, the budget template.

Answer to question 37: Please find updated budget template.

Question 38:

Are we allowed to submit other documents with more details of the project apart from the templates provided?

Answer to question 38:

Yes.

Question 39:

The template for the budget is locked with a password so we cannot add any lines. how can we add rows to the sheet to mention more outputs?

Answer to question 39:

Please find updated budget template.

Question 40:

Under the criteria for evaluation, mention is made of a business plan. at what point shall we submit the business plan? is the application form synonymous to "business plan"?

Answer to question 40:

Yes, a completed application form represents the business plan.

Question 41:

After submission of the budget, is there room for adjustments before the commencement of the implementation of the project?

Answer to question 41:

No.

Question 42:

Will there be future opportunity for newly established organizations that don't meet the six months of existence eligibility criteria for the grant?

Answer to question 42:

There may be future opportunity depending on the availability of funds and the success of this pilot project

Question 43:

Can I purchase land with the grant fund in order to do composting of waste under the grant?

Answer to question 43:

No. All expenses should be met type of eligible expenditures and within budget threshold.

Question 44:

Will the grant fund be repaid to Cities Alliance? If so, will there be interest charged?

Answer to question 44:

Grants, unlike loans, are not to be repaid.

Question 45:

How long will the grant programme last?

Answer to question 45:

Funding is available for projects with a duration of up to 12 months.

Question 46:

The Liberia Opportunity and Industrial Company is a vocational school interested in composting organic waste. Are we eligible to apply?

Answer to question 46:

CBEs, SMEs, NGOs, and local organizations from the twelve local authorities that collectively make up the Greater Monrovia area are eligible to apply category 1 (Non- Organic) and category 2 (Transformation of Organic waste) grant proposal. Please refer to the guidelines.

Organizations must be legally registered within Liberia for at least six months on the closing date of the call and must have or should be able to open a bank account in the name of the organization.

Question 47:

How many applicants will be selected as winners for grants?

Answer to question 47:

It depends on funds availability of the CA project.

Question 48:

It there are two or more joined to submit a single joint proposal, how will the application be filled?

Answer to question 48:

Yes, as long as joint venture is legally registered within Liberia for at least six months on the closing date of the call and must have or should be able to open a bank account in the name of the joint venture.

Single application form should be submitted to CA .

Question 49:

Which type of registration document is required, business registration or article of incorporation?

Answer to question 49:

All applicants are required to be legally registered within Liberia for at least six months on the closing date of the call with the Liberian Government and submit a business certificate obtained from the "Liberia Business Registry" as evidence of registration. Also, organizations must be and must have or should be able to open a bank account in the name of the organization.

Applicants must provide all of the information and the following supporting documents requested:

1. Proposal Form

2. Project Budget
3. Integrated Assessment Framework
4. Legal Registration Certificate (Obtained from the Liberia Business Registry)
5. Submission Acceptance Form

Question 50:

Can a CBE and SME form a corporation to implement a composting project?

Answer to question 50:

Yes.

Question 51:

Can a CBE apply for only grant and disregard the loan?

Answer to question 51:

CEB can apply for both grant and microfinance loan by submitting two different proposals.

Question 52:

Will Cities Alliance provide consultancy services to successful applicants where necessary during the implementation of the project?

Answer to question 52:

Depending on the nature of the services requested, Cities Alliance may assist in providing technical support to the successful applicant in a bid to enhance the success of the project

Question 53:

Who can an applicant contact in case there is a need for clarification while developing the proposal?

Answer to question 53:

Since this is competitive process and in order to give fair treatment to other applicants, it is not allowed to contact / approach CA staffs.

Question 54:

My CBE attempted to submit our proposal last week but failed because the address provided by Cities Alliance seems not to work. Can you please check and confirm if the email address provided in the call is working ca-proposal@citiesalliance.org ?

Answer to question 54:

Yes. It is the correct address ca-proposal@citiesalliance.org .

Question 55:

Will Cities Alliance assist the CBE to supervise the project?

Answer to question 56:

Yes

Question 57:

Will there be a second round of call to provide opportunity to unsuccessful applicants?

Answer to question 57:

At the movement, this is the only round under the under the European Union funded 4-year project aimed at Delivering Climate-Resilient Solid Waste Management Services in Greater Monrovia. However, if similar opportunity exists in the future based upon availability of funds, the public will be duly informed

Question 58:

Are successful applicants compelled to open a bank account with ECOBANK in order to disburse the grant fund?

Answer to question 58:

It is not mandatory to open bank account with ECOBANK but applicants should have or should be able to open a bank account in the name of the organization.

Question 59:

Will Cities Alliance provide another opportunity for grant at the end of this pilot project?

Answer to question 59:

There may be future opportunity for grant depending on the success of this pilot project and most importantly the availability of funds.

Question 60:

Does Cities Alliance have plan to expand its program to other communities outside of Greater Monrovia?

Answer to question 60:

Yes. Cities Alliance has plans to expand the program outside of Great Monrovia based upon availability of funds

Question 61:

How will Cities Alliance know the specific equipment that our CBE wants to procure and where gathered the prices of the equipment listed in our proposal?

Answer to question 61:

The applicant has to disclosed what kind of hard activities (procurement of equipment and construction) will be implemented in the proposal together with associated budget.

Question 62:

Can one company submit two separate proposals: one for plastic recycling and the other for waste to composting? If so, will the budget ceiling for both proposals be restricted to \$50,000?

Answer to question 62:

Yes, one company can submit two separate proposals. Budget ceiling for each proposal is USD 50,000.

Question 63:

The budget template is protected and cannot be edited. How will it be used?

Answer to question 63:

Revised budget template was posted/ provided on UNGM <https://www.ungm.org/Public/Notice/113086> .

Question 64:

Our organization collects plastic bags and empty cans and want to transfer these into plastic cups, bowls plates etc. Can we budget to procure an equipment to transfer these wastes into other usable products?

Answer to question 64:

Yes. equipment to transfer plastic wastes can be budgeted provided it is consistent with the cost category indicated in the guidelines and does not exceed 70% of the total budget amount.

Question 65:

Can our CBE apply for grant within the 10 November 2020 deadline and then submit the registration certificate late on?

Answer to question 65:

No. It is one of the eligibility criteria that organizations must be legally registered within Liberia for at least six months on the closing date of the call and must have or should be able to open a bank account in the name of the organisation.

Question 66:

What is meant by CA-Integrated Assessment Framework (IAF)?

Answer to question 66:

It is a tool which helps assess the fiduciary capacity of proponents.

Question 67:

Can a CBE partner with another organization outside of Liberia to apply for the grant?

Answer to question 67:

All applicants are required to be legally registered within Liberia for at least six months on the closing date of the call with the Liberian Government and submit a business certificate obtained from the "Liberia Business Registry" as evidence of registration. Also, organizations must be and must have or should be able to open a bank account in the name of the organization.

Question 68:

Can more clarity be provided on the two components under the grant facility?

Answer to question 68:

The Grant Facility is divided into the following two categories:

Category #1 – Non-organic waste

Category #2 – Transformation of Organic waste

Applicant may submit a proposal for any of the two categories listed above.

Under category #1, applicant may submit a proposal that would reduce and reuse waste as follows:

1.a Proposals that have as the primary objective the measurable reduction in the use of plastics and that seek to promote more environmentally friendly re-usable alternatives.

1.b. Recycling non-organic Proposals that have as the primary objective the sorting out from the general city/community waste the nonorganic materials that can be recycled and sold to businesses that can transform such waste into new products.

1.c. Transformation of non-organic waste Proposals that have the primary objective of using re-cycled non-organic waste to manufacture in a non-polluting manner any products that will generate market demand.

Category #2 – Transformation of Organic waste.

Applicant may submit a proposal that have the primary objective of transforming organic waste into either compost or any other usable product that will generate market demand.

Question 69:

How do we obtain and fill out the “submission acceptance form”?

Answer to question 69:

“Submission acceptance form “ is posted on / retrieve from UNGM <https://www.ungm.org/Public/Notice/113086> under document section.

Question 70:

How will we get confirmation that Cities Alliance has received our proposal?

Answer to question 70:

Cities Alliance will send notification to the applicants after the Q& A section is closed.

Question 71:

Can the proposal be submitted to Cities alliance via a newly established email address?

Answer to question 71:

Yes , please submit the proposal to correct address ca-proposal@citiesalliance.org .

Question 72:

Will Cities Alliance guide us to develop our proposal for grant?

Answer to question 72:

No.

Question 73:

Can a successful applicant employ more than one family member under this grant?

Answer to question 73:

There is no limitation on it.

Question 74:

I write to inform you that the Budget Template cannot be edited, thereby making it difficult for us to insert Organization name, Grant title or even create more space to insert additional information.

Can you please send us a Revised Budget Template?

Answer to question 74:

Revised budget template was posted/ provided on UNGM <https://www.ungm.org/Public/Notice/113086> .



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