

# **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

**Reference number:** CA/SGA/2020/11934-004/001

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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:** 15 October 2020, 16h00 GMT (Liberian Time).

**Solicitation posting date:** 26 August 2020

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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 October 2020.

Question 37 to 41 is our response to question and clarification request received by 5 October 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 15th October 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:**

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 (Obtained from the Liberia Business Registry)
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 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. As part of the submission package, all interested applicants are required to complete the application form and email to [ca-proposal@citiesalliance.org](mailto:ca-proposal@citiesalliance.org) with subject line: "Microfinance Loan Proposal" within the 15 October 2020 (1600 hrs. GMT) deadline period for submission of applications as indicated in the "call for business plan proposals"

**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



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