

## **The Sustainable Urban Integration of Displacement-Affected Communities (SUIDAC) in Sub-Saharan African Cities Action**

**CFP Reference No. AFR/EU/11934-026/009**

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**List of responses:**

- A. Round 1 – Questions received from 14 to 16 June 2024 (Posting date on 19 June 2024) - See questions and answers number 1 to 6.**
  - B. Round 2 – Questions received from 17 to 28 June 2024 (Posting date 03 July 2024 - See questions and answers number 7 to 21.**
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**A. Round 1 - Questions received from 14 to 16 June 2024 (Posting date on 19 June 2024).**

**Question 1:**

The call for proposal indicates 3 kinds of Grants: 1 to municipalities and 2 to TIP: Does the amount dedicated for each Lot include the amount allocated to the municipalities (so the 70% of the total per lot)? Or is it the dedicated amount for TIP?

**Answer 1:**

The amount indicated in the CFP - Section 1.8 - is the total amount for the three grants to be divided between the TIP and the Municipality. This also includes the price of the Feasibility Study.

**Question 2:**

The call for proposal said that Municipalities and TIP has jointly to achieve the SUIDAC objectives. How roles and responsibilities among the two will be defined and managed? Who is going to be responsible for what? Who is going to be the final responsible for the achievements of the Specific Objectives and Goals?

**Answer 2:**

This is up to the applicant (potential TIP) and the municipality to decide. Roles and responsibilities, as well as the budget allocated per activity, need to be clearly defined as

part of the Feasibility Study. A Cities Alliance staff member responsible for the successful implementation of SUIDAC will be present in the area targeted by the action throughout the entire project cycle and will be available to help coordinate between the two parties (TIP & Municipality).

**Question 3:**

Could partnership and therefore consortium be finalized in the second phase, after the Feasibility studies defines the priorities and specific strategy of intervention? Or should it already be defined in the feasibility study proposal?

**Answer 3:**

The partnership or consortium needs to be finalized when the feasibility study is completed, within a maximum of 6 months after the grant agreement is signed. If an applicant already foresees a consortium that is not yet confirmed, they can include it as a potential consortium in this CFP application, noting that it may be subject to change.

**Question 4:**

Could a municipality be part of the consortium with the TIP?

**Answer 4:**

If feasible, as assessed in the Feasibility Study, the Municipality will also be a direct recipient of this action during the implementation phase. They will become a grantee of this action, just as the TIP will be a grantee of this action. The only possibility for the Municipality to be part of a consortium with a TIP is if the TIP decides to sub-grant or partner with the Municipality for the realization of the Feasibility Study (Inception Phase).

**Question 5:**

Among Eligibility criteria “ Applicants must have proven experience in working in the thematic areas of urban development and/or migration in the region targeted by this CFP” Is it limited to the 5 countries targeted by the SUIDAC ? Or it might include other countries?

**Answer 5:**

This is not limited to the five countries targeted by the action.

**Question 6:**

The “Proposal submission declaration” form refers to “Submission date: Sep 1, 2022 – insert date”. Is that the form TIP has to submit at this stage for the feasibility study?

**Answer 6:**

This should be from the start date of the Feasibility Study, from the signature of the grant agreement to the end of the project cycle. The Sep 1, 2022 is an example of how to insert the date format.

**B. Round 2 - Questions received from 17 to 28 June 2024 (Posting date 03 July 2024.**

**Question 7:**

Can one or more UN organizations/agencies co-apply to the call in a joint submission (one as lead and another as a co-applicant)?

**Answer 7:**

Yes.

**Question 8:**

If the situation above is possible, does being a co-applicant (not a lead applicant) in a joint submission hinder an organization's ability to submit as lead for up to four other Lots? In other words, what is the maximum number of Lots an organization could be involved as a co-lead if they have applied for 4 Lots as lead?

**Answer 8:**

Yes, the same organization can only apply for 4 lots regardless if they are lead or co-applicants.

**Question 9:**

I am from Mbujimayi Kasaï, what can we expect from you?

**Answer 9:**

Unfortunately, the project only targets Kananga and Tshikapa.

**Question 10:**

Can we apply for two lots in Somaliland and Somali region Ethiopia ?

**Answer 10:**

Yes, you can apply for a maximum of 4 lots.

**Question 11:**

Could you please facilitate sharing the contact information of those who participated in the call?

**Answer 11:**

Unfortunately we can not share and distribute this information. As not everyone who participated in the call registered and shared contact information, we do not have all contact information of the attendees. As we need to apply and must uphold the fairness principle, we can not disadvantage some potential applicants who failed to provide contact information.

**Question 12:**

The CFP states” As per the requirement of the financing source, each applicant is required to co-finance, in-kind or cash, at least 20% of the Cities Alliance grant amount (only for the Implementation Phase). Can you better define what “in-kind” contribution can include (all categories, including operational, offices and logistic costs)? Can co-funding come from EU projects? Is the co-funding amount subject to financial accountancy justification in the financial report?

**Answer 12:**

The in-kind contribution can be anything which can be directly attributable to the implementation of grant activities. The source of co-financing (either cash or in-kind) can be from the grantee or other donors contributing to the implementation of the grant activities (in this case funds from other EU projects cannot be considered as co-financing). Examples of in-kind contribution can be office space, provision of land by the municipality, office equipment/furniture, Fees for Trainers/organizers, consultancy fees not covered by the grant, staff time etc.

**Question 13:**

Can you confirm that at this stage: Section 5: Proposed team structure and Section 6: Key personnel and Section 7 is for the feasibility Analysis only” and does not include the implementation phase staff?

**Answer 13:**

Yes, this is correct – this section is specific for this Analytical and Diagnosis Phase.

**Question 14:**

We would like to know if it is possible for a research center to apply in collaboration with a private firm, whether local or international. Is this collaboration in line with the eligibility criteria and the conditions of the call for proposals?

**Answer 14:**

Yes, as per section 1.10 Applicants can be from the following categories: government, local, national, international and non-governmental organizations, community-based organizations, refugee-based organizations, **research institutions and knowledge centers**, United Nations agencies, and/or international development organizations with a strong track record in urban development, migration, and/or integration to secondary cities in low-income countries. In this case, the research center will need to be the lead applicant.

**Question 15:**

We have noticed that the expected agreement start date for successful proposals is the 2<sup>nd</sup> of September 2024, and wanted to ask the extent to which there is flexibility, or if it's a fixed date, for us to best formulate our proposal.

**Answer 15:**

Yes, this is the date we are targeting to be in line with the project objectives and timeline. We would like to ensure that the Analytical and Diagnostic phase starts as early as possible.

**Question 16:**

Can you please confirm that the country registration document and bank statement should be annexed with the initial submission?

**Answer 16:**

Yes.

**Question 17:**

Re the categories of applicants as per section 1.10 (p. 11), can you please confirm that higher education institutes are also considered eligible organizations/applicants under this call for proposals?

**Answer 17:**

Yes, as per section 1.10 Applicants can be from the following categories: government, local, national, international and non-governmental organizations, community-based organizations, refugee-based organizations, **research institutions and knowledge centers**, United Nations agencies, and/or international development organizations with a strong track record in urban development, migration, and/or integration to secondary cities in low-income countries.

**Question 18:**

Should the Past Experience (section 2 of the proposal template) only be referring to the lead applicant? Or in case of a consortium should we list the lead applicants and its consortium partners' experience?

**Answer 18:**

Yes, in case of a consortium please list consortium partners' experience as well.

**Question 19:**

Since Sections 6 and 7 state 'if applicable/ if identified in the CfP document' can we confirm that Key Personnel are not required for this submission?

**Answer 19:**

Section 6 mentions: "Please identify the key personnel of the applicant, if applicable." – Yes this CFP requires you to fill in the Key Personnel section.

**Question 20:**

In the requirements section of the CfP (p.14) a Monitoring Plan is listed as a requirement, but this is not included in the templates or the 'Content of Proposal Submission' on p. 12. Does this mean it does not apply to this Phase 1 application?

**Answer 20:**

As mentioned p.14 of the CFP: "The project proposal must present an approach to delivering a monitoring, evaluation and learning (MEL) system which will

collect and securely store data in adherence to the indicator definitions (including required disaggregation), review, quality control and collate performance information and data, and ensure timely reporting on the delivery of outputs, and the achievement of outputs, outcomes and targets. The MEL plan should outline steps towards the regular collection, analysis and reporting of feedback and change stories from stakeholders and beneficiaries and outline an approach to internal evaluation and performance management which fully engages relevant city stakeholders.” This should be included as part of the application. A paragraph on this could be added, for example, p.3 in the section Analytical and Diagnosis Phase of your Proposal document.

**Question 21:**

For Activity 2 (p.9) Peer Learning Event – some more information would be useful to budget for this i.e., location, duration, expected number of participants, logistical inputs needed, etc.

**Answer 21:**

As written on page 5, “While Outputs OP2.2 and OP2.3 of SUIDAC will be implemented by other partners and should not be included nor budgeted in the FS, it is expected that the TIP and the Municipality will remain available and accessible throughout the entire action implementation cycle to assist the Cities Alliance Secretariat and additional partners towards the successful implementation of these outputs.” The peer-learning event is covered by Output 2.2, and Cities Alliance will finance the participation of one technical person from the implementing partner for the feasibility study presentation. If the TIP would like to consider broader participation, this can be discussed after the signature of the grant agreement and can be added as part of a “travel” budget line. For your information, the peer-learning event will take place in one of the cities covered by the action for a maximum of three days.

**Question 22:**

For proposal submission, can I add / include a Cities Alliance or our organization contact in Cc. as part of my application?

**Answer 22:**

To be eligible, the proposal submission should **only** be sent to the email address specified in the instructions – here: **ca-proposal@citiesalliance.org** – it should also include the number of attachments to the email.