

Guidelines for Application

This document contains guidelines for submitting a full application for support from Sida for a Public Private Development Partnership (PPDP).

A full application should only be submitted following the go-ahead from Sida based on a Concept note (please see separate guidelines for submitting a Concept note).

The application can be submitted by any of the partners of the project.

If you have questions regarding the content or the format of the application, do not hesitate to contact the relevant Swedish embassy or Sida.

You may either use this document as a template, or submit the application in your own preferred format, using the same headings and containing the specified information.

DETAILED DESCRIPTION

Maximum 10 pages, excluding attachments.

1. SUMMARY

Brief summary of the project and its objectives (no more than 1/3 page).

2. BACKGROUND

- How did the project come about?
- Are there relevant previous experiences?
- Have the partners or the project owner had any similar collaborations financed by other donors?

3. RELEVANCE

- How is the project relevant in relation to the overall objective of Swedish development cooperation, namely to "create conditions that will enable poor people to improve the quality of their lives"?

BASIC PROJECT INFORMATION

- 1. Name of project:**
What is the name of the project?
- 2. Applicant organization:**
Name
Contact person
Address
Phone
E-mail
Web site
- 3. In cooperation with the following private sector partner/s:**
Name
Contact person
Address
Phone
E-mail
Web site
- 4. The application concerns:**
Very brief summary/description of the project
- 5. Country/region**
Where will the project be carried out?
- 6. Total project cost:**
What is the total budget of the project in SEK?
- 7. Contribution requested from Sida:**
What is the amount requested from Sida, in SEK?
- 8. Time frame:**
When will the project be carried out?
- 9. Earlier support from Sida:**
Have you received support from Sida before, and if so, for what?

- How is the project relevant to specific objectives of Swedish development cooperation, for example in the areas of environment/climate, gender equality, human rights, children, conflict or HIV/AIDS?¹
- How is the project relevant to development in the country/region?

3.1 POVERTY FOCUS

- What development problem does the intervention target and how will it contribute to solving it?
- How will the project impact on poverty² in the country/region?
- What poverty related problems and issues can the project contribute to solving?
- What possibilities are created for people living in poverty through the project?

3.2 TARGET GROUP/S

- Who will benefit from the project and how?

3.3 GENDER

- How is gender equality affected?
- Does the project contribute to an improved situation for women and girls?

3.4 ENVIRONMENT AND CLIMATE

- What positive and negative environmental effects are generated by the project?
- How are environmental aspects integrated and managed in the project?

3.5 WORKING CONDITIONS

- Describe the working conditions for the people working in the project in the country/region in question.
- What positive or negative effects will the project have on the local labour market/working conditions?

3.6 PARTICIPATION

- Will the people affected by the project have possibility to participate in the project design?
- In what way will they be involved?

3.7 NON-DISCRIMINATION

- Does the project counteract discrimination? How?
- Are the different conditions and opportunities for women, men, girls, and boys considered?
- How does the project address hierarchies and social change?
- What impact will the project have on potentially repressive power structures?

3.8 OPENNESS AND TRANSPARENCY

- Will people affected by the project have access to information during its design and implementation?
- What communication strategies are in place, which consider accessibility of information for poor and marginalised groups?

3.9 ACCOUNTABILITY

- How will information on the project's performance, such as economic, social and environmental impacts, be disclosed?
- Are any complaints mechanisms in place or planned, through which stakeholders may challenge decisions or actions that affect them negatively?

3.10 REGIONAL CONTEXT

- How does the project relate to the regional context and align with plans and priorities in the country/region?
- Whose priorities are addressed (regional companies', governments' or poor peoples')?
- Are there any social or political tensions in the region that need to be taken into account?
- Are similar initiatives being carried out in the region, and if so by whom?
- How will the project activities support and complement existing local democratic and institutional systems?

3.11 EFFECTS ON THE MARKET

- How does the project impact the market in which it takes place?
- Does the project improve the functioning of a particular market, and if so how?

3.12 ADDITIONALITY

- How would Sida's contribution contribute to the realisation of the project?
- What alternative financing possibilities are available? Describe the constraints or challenges justifying Sida support.

4. PROJECT ORGANISATION

4.1 CONTRACTING PARTY

- Who will be Sida's contracting/ agreement partner?

4.2 ORGANISATION

- How will the project be organised/ structured?
- Please provide a description of the management structure of the project. If it is useful draw an organisational map.

4.3 OTHER STAKEHOLDERS

- What other stakeholders participate in the project and how?
- Who are the partners in the country/region in question?

4.4 ORGANISATIONAL CAPACITY OF CONTRACTING PARTNER

Please provide as attachments, if possible:

- the last two financial audits of the organisation
- the organisation's procurement guidelines if available
- any available reviews/audits/appraisals of the internal system for organisational control (e.g regarding capacity and routines for financial management and delivery of results)

- has the partner filled in and submitted Sida's self-assessment for Sustainability Screening?

5. THE ROLE, DRIVERS AND CONTRIBUTIONS OF THE PARTNERS

What are the respective roles, responsibilities, drivers and contributions of:

- The private sector partners in the project?
- The contracting partner?
- The public partners?

6. OBJECTIVES AND RESULT FRAMEWORK

6.1 OVERARCHING DEVELOPMENT OBJECTIVE

- What is the project's development objective?
- What is objective expected to lead to in a longer term perspective, in terms of impacts that are difficult to measure in the short term?

6.2 PROJECT PURPOSE AND OUTCOME

- What are the expected results in the short or medium term (e.g. the outcome objective)?
- What is the desired change (of behaviour, performance, welfare or condition of a system, or a group of direct beneficiaries)?
- Are there any bridging objectives, i.e. objectives at an intermediary level that bridge the gap between planned outputs and the outcome?

6.3 EXPECTED OUTPUTS

- What are the output objectives, i.e. what will the project deliver in the short run in terms of e.g. activities, goods, services, or employment opportunities?
- How will these outputs contribute to the intended outcome?

6.4 CRITICAL ASSUMPTIONS

- What key assumptions must apply for the project to deliver its results?
- Why and how is it likely that the project can be carried out as planned?
- What are the relevant experiences of the implementing organisation/company of similar initiatives or activities?

7. RISK AND RISK MANAGEMENT

7.1 RISKS

- What are the key risks relating to implementation and reaching the project objectives?

- Are there other risks that will not impact implementation of the project but may result for example in market distorting effects or negative impacts on human rights, children, gender equality or environment/ climate?
- Is there any risk that people living in poverty may be negatively affected?

7.2 CORRUPTION

- What are the risks of corruption in the project and how will the project contribute to combatting corruption?

7.3 RISK MANAGEMENT

- How will risks be prevented and managed in the project?
- Describe the implementing partner's and the participating company's routines, resources and capabilities for risk analysis and management.
- How will the risk of corruption be prevented/mitigated?

8. MONITORING AND EVALUATION

8.1 MONITORING

- How will the implementing partner follow up the implementation and ensure that it is progressing according to plan?

8.2 EVALUATION

- What system will be used to measure results and outcomes, during and after the project?
- Who is responsible for measuring and reporting?
- How will results be reported?

8.3 INDICATORS, TARGET VALUES AND BASELINE VALUES

- What indicators, baseline values and target values for measuring performance are in place for measuring results at different levels?

Indicators are quantitative or qualitative factors or variables, which measure achievements and changes connected to an intervention.

Baseline values, quantitative or qualitative, describe the situation prior to the project start, and are needed for good monitoring and evaluation, providing values against which performance can be measured. If there are no available baseline values, these may be developed early in the project.

Target values describe results to be achieved at the end, or at certain stages, of the project.

9. SOCIAL RESPONSIBILITY

- Has the partner filled in and submitted Sida's self-assessment for Sustainability Screening?
- What are the Corporate Social Responsibility policies of the different partner organisations (i.e. not for the project as such)?

- Do the partners align with any internationally agreed norms/ standards for social responsibility?
- How do the partners monitor, report and follow up on their performance regarding environmental and social impacts?

10. TIME FRAME

- What is the time frame and expected implementing period for the project?

11. SUSTAINABILITY

Once the project has ended, how can the positive impacts generated continue?

What factors and stakeholders can contribute to sustained positive impacts?

12. PROJECT BUDGET AND FINANCING

Please describe, or attach in a separate document, the detailed project budget, including:

- Total budget including the partners' and others' contributions. If there are many contributors, a single comprehensive budget and project framework may be used.
- What is the total amount requested from Sida, and what catalytic role is Sida's contribution expected to play in generating further contributions or investments?

13. CONTRIBUTION EXPECTED FROM SIDA

- Besides the financial contribution, what other contributions (e.g. in terms of time, or brokering contacts) is Sida expected to make to the project?

1. Please visit www.sida.se for a description of Swedish objectives for development cooperation in different areas.
2. For a definition and discussion of the concept of poverty, please see "Perspectives on Poverty", Sida, 2002, available at www.sida.se