

Launching Workshop
Call for Proposals Climate Change Innovation Grant Facility
Question and Answers session

Cambodiana Hotel, 27 December 2019

Question: You mentioned that innovation can be a technological innovation or process innovation. What do you mean specifically in this call?

Answers: Innovation means that your proposal must add value to current practices. Innovation must be at the core of the proposal (no “business-as-usual”), with a clear explanation of how it will add value to the climate change response in Cambodia, and its concrete implications for climate change policies and/or programming. For example, introducing new technologies to improve climate resilience of infrastructure. Applicants should demonstrate how their proposed activities are innovative, how they contribute to addressing knowledge gaps, how they build on lessons learned from past projects, and how they can play a catalytic role in the climate change response. More details are included in our Grant Application Guidelines.

Question: There are many departments or offices in each ministry or institution. Is it possible for every department/office to apply for this call? For example, there are three departments in my ministry. Can those three departments submit three different applications to CCCA?

Answer: It depends on your ministry’s ability and capacity to develop more than one proposal. There is no limitation in our guidelines. However, we expect high quality submissions so if you submit several proposals this should not be at the expense of quality.

Question: In your presentation, the eligible activities must be in line with the Cambodia Climate Change Strategic Plan (CCCSP) 2014-23, and/or the Climate Change Strategic Plan and Action Plan of the concerned sector. I am wondering which strategic activities of this CCCSP/SCCAP would be first priority in the call. As you have known there are many strategic objectives and activities of this both strategic plans, for example, capacity building, research, institutional development...etc.

Answer: Both adaptation and mitigation proposals are eligible. Your project proposal has to be in line with the Cambodia Climate Change Strategic Plan (CCCSP) 2014-23, and/or the Climate Change Strategic Plan and Action Plan of the concerned sector. We have not restricted our priorities further as we want to encourage broad bottom-up submissions for this call for proposals. Therefore, you are the one to decide the climate change risk(s) or the mitigation objectives/ activities that the project proposes to address, with relevant evidence. You should mention how it relates to the Cambodia Climate Strategic Plan or ministerial Climate Change Action Plans, what has

been done already to address them and justify how the project's proposed innovation will bring added value. To the extent possible and depending on the quality of the proposals received, the GSSD will seek to ensure that the approved projects cover both adaptation to climate change and climate change mitigation in a balanced way.

Question: In your grant application guideline, you require to conduct a Social and Environment Impact (EIA) Assessment before full proposal development. How about the budget for this assignment? Is it granted by CCCA?

Answer: All applicants should identify major internal and external risks (organizational, financial, environmental, related to partnerships, etc.) to the project. National procedures for social and environmental safeguards apply and projects should check if their activities are above any of the thresholds that require an EIA process. If so, relevant documents should be attached to the project proposals. However, given the relatively small size of the grants, we do not expect any project to require a full EIA. A checklist has to be filled as a first step to identify any potential issues, but it is not a heavy process. The GSSD is available to provide guidance and reference documents in this area if required. Regardless of national thresholds, all projects should conduct a self-assessment on social and environmental safeguards (checklist provided by the GSSD) and identify relevant measures in their project design and risk management strategy. In case there is a serious impact on society and the environment, we will need to further discuss with applicants to conduct the full EIA report. The applicant is normally responsible for the costs of project development, including the baseline survey and other requirements as per the project proposal template. If required from the applicant, the costs of project development up to USD 5,000 may be included in the project budget and/or eligible for reimbursement once the project is approved, upon presentation of the required supporting documents.

Question: Is it possible to apply for an ongoing project, facing fund shortage for specific activities or project components?

Answer: The proposal must be innovative and not just business-as-usual. That being said, the grant facility provides complete or partial funding to activities in the following ways:

- Full financing of a new project;
- Co-financing of a new project;
- Financing of a new component(s) within existing projects-Applicants need to mention the purpose of the funding request, the existing challenges of project implementation and why the proposed activities are innovative.

Question: Is it possible to apply for a policy development proposal? For example, agriculture and climate change policy?

Answer: As mentioned in criteria, stand-alone policy development/research or data collection that does not include innovation and some impact on the ground is not eligible for this call.

Question: Currently, we have developed a project “plastic innovation into brick”. So far, we have conducted some studies and testing yet we have no sufficient funding to run this project. Is such a proposal eligible?

Answer: All innovation proposals are eligible if they contribute to the Cambodia Climate Change Strategic Plan (CCCSP) 2014-23, and/or the Climate Change Strategic Plan and Action Plan of the concerned sector. It must be clear how your activity would contribute to GHG emissions reductions or better resilience to climate change. For additional information, please visit to NCS website www.ncsd.moe.gov.kh.

Question: Regarding applicants and partners, any criteria for choosing the partners? Are there any prioritized partners?

Answer: That is depending on the applicant’s decision. We have no criteria in the guideline for selecting the partners. In case of a project where multiple organizations are involved, the applicant is the lead agency that takes the responsibility for project management and accounting for funds and will enter into a legal agreement with the GSSD. Partners may include other governmental institutions, non-governmental organizations, international organizations, research centers or universities (both Cambodian and foreign), and private sector organizations. Private sector entities cannot be the lead entity but they can be partners.

Question: What do you mean by management and operational cost? Could we allocate this fund for supporting project staff?

Answer: Management cost and operational Cost refer to office supply, office equipment as well as necessary expenditure for project operation, including administrative or management staff. General operational/ management costs shall be kept to a maximum of 20% of the budget and shall be fully itemized. For supporting staff, it is possible to allocate based on a percentage or timesheet to show how much time they spend on the project.

Question: How could we calculate co-financing (in-kind)?

Answer: Co-financing, whether in cash or in-kind, is required and will be taken into consideration in a budget plan. For in-kind contributions, this means providing details on which equipment will be provided, or which staff (and estimated number of person/days), and for which activities. The in-kind contribution should be calculated into cash based on the current market price. Co-financed cash contributions should be documented in the project files so that the actual disbursement of co-financing can be checked during project audits. These co-financing contributions should be directly contributing to the project and not for indirect or general support costs of the

applicant/partner. Applicants will be required to declare other sources of funds provided or anticipated for the same project.

Question: How to submit the concept note to CCCA/GSSD?

Answer All applicants are required to submit their concept note and all required documents in hard copy (1 set) and soft copy (on USB stick) not later than Wednesday 22 January 2020, 17:00 (Cambodia time).

- Department of Climate Change (DCC), General Secretariat of National Council for Sustainable Development (GSSD), c/o Ministry of Environment (MoE)
No. 503, Road along Bassac River, Sangkat Tonle Bassac, Chamkarmon, Phnom Penh, Cambodia
- Tel: (+855) 12 391 869 / 76 333 3710
- E-mail: admin@camclimate.org.kh
- Website: <https://ncsd.moe.gov.kh>

Question: How and when the applicants would receive the USD 5,000?

Answer: If required for full proposal preparation, the applicant can include this cost in the project budget and it would be eligible for reimbursement once the project is approved (with prior approval from GSSD). This is not additional and must be included in the 100,000 USD maximum.

Question: In case the project is approved by GSSD, what is the procurement process? Any criteria for purchasing the material or equipment?

Answer: There is no requirement to purchase equipment from a specific country or supplier. CCCA will review the applicant procurement guidelines to ensure value-for-money, transparency and competition. Default CCCA guidelines can be applied if needed. All applicants will be trained on this prior to the full proposal submission.

Question: Who should we name as applicant in the format in case we have multiple organizations involved as partners in the application?

Answer: The applicant is the leading agency. The leading agency is responsible for project management and accounting for funds, and will enter into a legal agreement with the GSSD. All partners need to attach the acknowledgment or endorsement letter with the application to GSSD secretariat.

Question: Regarding to Audit fee, is it included in 20% (operational cost)? What the criteria and how to select the audit firm?

Answer: All audit costs shall be included in the budget and it is a separate budget line from operational cost. The GSSD requires grantees to undergo a project completion audit by an external independent firm, selected by the grantee.

Question: How and when to develop the Monitoring and Evaluation (M&E) Plan? Is there a template?

Answer: Monitoring and evaluation are very important. All baseline data must be collected prior to the commencement of the project and reflected in the Results Framework. During the concept note development, we need only M&E plan to explain when and how the collection of data will be conducted. If the concept note is approved, the applicant needs to develop details of the M&E framework. Templates are provided in the application guidelines.

Question: Base on guidelines in this call, there are many requirements such as inception and wrap-up workshop, auditing, reporting, baseline, and end-line assessment. Are there any exceptions while this project cost and timeframe both are small?

Answer: Those are a minimum requirement to ensure transparency and accountability to our donors. Inception and wrap up event are required to ensure the stakeholders and beneficiaries are well engaged and informed, but can be conducted at low cost. Also, we have a short and simple template for quarterly narrative and financial reports. It is not taking much time to work on these documents, so that the focus can be on project implementation.

