

The Incubator for Integration and Development in East Africa (IIDEA)

“Integration Made Real for Citizens”

Project Eligibility and Selection Criteria

PURPOSE

This project eligibility and selection criteria provide guidelines for decision making in the selection of the project applications under the Incubator for Integration and Development in East Africa (IIDEA).

PROJECT ASSESSMENT

All IIDEA applications will undergo the following two steps of assessment:

1. **Basic Eligibility Check:** In the first instance, the project applications will be subjected to a basic eligibility check. If the application does not meet the basic eligibility criteria in full, it will not progress to the next appraisal step.
2. **Full Project Appraisal and Scoring:** The selected project proposals will be appraised and scored against the following criteria:
 - (a) They will be appraised and scored based on their level of alignment to the IIDEA project concept, priority and theme specific selection criteria. (100 points); and
 - (b) They will be appraised and scored according to generic selection criteria, i.e. efficiency, relevance, effectiveness and cross cutting themes. (100 points);
 - (c) Successful applications will be presented to the Regional Dialogue Committee (RDC) for final assessment and decision.
3. **Application of generic selection criteria – efficiency, relevancy, effectiveness and cross-cutting themes**

Step 1: Basic Eligibility Check

The following basic eligibility criteria must be met by all innovative project applications:

- (a) Submit a duly filled out standard project application form, including the four required annexes (budget, monitoring and evaluation structure (Results Based Matrix) of the project, communications plan, and a short cover letter summarising the project proposal in not more than 500 words);
- (b) Proposed projects should be cross-border in nature and involve stakeholders from at least two EAC Partner States. Eligible organisations must be registered national organisations, associations, or any other registered constellation. The stakeholders' willingness to collaborate and engage in the project must be fully demonstrated in the application;
- (c) The proposed projects should demonstrate concrete and tangible benefits of social and economic development integration to the citizens of the EAC Partner States by addressing one or more of the four freedoms under the EAC Common Market Protocol, namely the free movement of workers, the free movement of goods, the free movement of services; and the free movement of capital.
- (d) Applications must be submitted before the stipulated deadline of 20th March 2018.

Step 2: Full Project Appraisal and Scoring

Having passed the basic eligibility check, each proposed project will be fully appraised and scored against the following criteria:

- (a) The proposed innovative project must provide evidence of how it will contribute to the overall objective of the IIDEA Project as laid down in the Concept Note. (20 points)
- (b) The applicants must provide evidence of how the proposed innovative project contributes to their chosen priority topic and theme to be picked from one of the IIDEA priority topics and themes as laid out in the Concept Note (trade, health, art and culture, gender and women's empowerment, innovation and ICT). The project must contribute to one of the above priority topics and themes. (20 points)

Under the generic selection criteria, the proposed innovative projects will be further appraised and scored on the basis of meeting the following criteria which will assess their efficiency, relevance, effectiveness and how appropriately they address cross cutting themes (160 points);

- (i) **Impact on citizens in the region:** projects must demonstrate real life East African integration experiences and opportunities and communicate the tangible outcomes for citizens;
- (ii) **Value for money:** The proposed innovative projects must be realistically costed and have the capacity to promote positive perception amongst citizens of the EAC Partner States on the EAC integration process. Projects may build on previous or existing cross border activities and lessons learnt.
- (iii) **Need/Justification:** The need and justification for the proposed innovative project must be well established and described. Any relevant research should be included to show how the project links with or complements Partner States' efforts to promote the EAC integration process;
- (iv) **Shared ownership and equally committed capacities:** since IIDEA projects are collaborative initiatives between stakeholders from at least two EAC partner States, the collaborating partners must take ownership for the project, share its risks and equally commit resources such as human capacity and time;
- (v) **Shared values and organisational capability:** Applying organisations/partners should have a history of engaging in socially responsible practices, provide proof of solid financial practices and background including the necessary management capacity to fulfil its foreseen role in the future project. Providing references from their previous or current development partners is highly encouraged.
- (vi) **Communication strategy:** The proposed innovative project must demonstrate clear strategies for communicating and publicising the activities, outcomes and impacts of the project and their on the citizens;
- (vii) **Contribution to cross cutting themes.** The proposed innovative project must contribute to the following cross cutting themes:- **Gender and marginalised groups** (promote the involvement and participation of the marginalised groups and gender mainstreaming); **Sustainable Development** (projects must illustrate financial, operational, environmental and social sustainability); **Partnership** (projects must demonstrate the involvement of the relevant stakeholder groups in the preparation and implementation of the project); **Conflict sensitivity:** projects should facilitate the participation and integration of different interest

- groups and should contribute to conflict mitigation where necessary. The project should be in line with the “do-no-harm” approach;
- (viii) **Replication of project:** The project must demonstrate potential for replication in other contexts in the EAC region and it should not contravene existing national policies and legal provisions.

PROJECT SELECTION AND IMPLEMENTATION

Scoring System

All projects will be scored out of 200 points. The quality threshold is 130 points or 65%. Projects that do not score at least 65% of the total points available will not be considered for support. A score equivalent to 65% or above does not guarantee funding, as shortlisted applications will be scored and ranked and a finite amount of funding will then be allocated to the highest ranked projects.

Project Selection

The Regional Dialogue Committee, the EAC Secretariat and GIZ will evaluate the fully developed and submitted projects as per the outlined criteria. Only short-listed projects will proceed to the next step of evaluation. Only short-listed applicant organisations will be contacted after the decision-making and informed on the subsequent steps.

Please note that there is no right for funding through EAC-GIZ or IIDEA. All projects are evaluated according to a fixed set of criteria, and the final funding decision is made by EAC-GIZ.

Contracting

As a basis for implementation, Local Subsidy Contracts will be signed between GIZ and the partners implementing the selected projects. Contracts will be prepared and implemented in line with the financial rules and procedures of GIZ after a due diligence has been carried out successfully. All budgets have to be submitted in the local currency of the country where the applicant organization is seated.

Implementation

The selected projects will start according to the agreed operation plan to be drawn by the stakeholders. The stipulated timeline for each project is a maximum of **6 months**. All project related activities must be completed before December 2018.

Throughout the project implementation phase, quarterly financial and narrative reporting to EAC-GIZ is mandatory. The reporting must be in line with the project’s Operation & Results Plan and M&E system.

Communication

Constant communication and publicizing of the project activities is an integral part of the project, and as such, the project implementers must regularly provide communication materials such as photos, videos, interviews clips and reports, articles, success stories etc. from their project implementation activities.

Capacity development



A team of experts helps you and your partner organisation(s) to review the Project Concept, Operation Plan, Budget, M&E System and Communication Plan according to the standard forms provided.

Applicants are invited to submit their innovative project proposals including two audit reports of their organization for the previous years, registration certificate, two recommendation letters from reputable organizations to iidea@eachq.org with a copy to eac-germancooperation@giz.de by latest 20th March 2018.