

# ENACT

Enabling African Cities for Transformative Energy Access

## Enabling African Cities for Transformative Energy Access (ENACT)

**Call for applications to deliver interventions that improve clean  
cooking access in informal settlements in Freetown, Sierra Leone**

**Funding Application Guidance**

**June 2021**



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## Contents

<b>Introduction</b> .....	<b>1</b>
Grant scope and objectives .....	1
Application and evaluation schedule .....	1
<b>Application guidance</b> .....	<b>3</b>
Application form.....	3
Supporting documentation .....	4
Application submission deadline.....	4
Re-submission .....	4
Evaluation of applications .....	5
<b>Additional contracting requirements</b> .....	<b>6</b>
Project work plan and milestones.....	6
Monitoring, evaluation and learning framework.....	6
Insurance .....	7
Advance payments .....	7
Risk Register .....	7



### Introduction

This document provides guidance to applicants for completing the application for funding under the Enabling African Cities for Transformative Energy Access (ENACT) project, which is funded by UK aid and is part of its Transforming Energy Access (TEA) programme.

Please read this guidance along with the Terms of Reference (ToR) and the Grant Application Form, which can both be downloaded [here](#).

### Grant scope and objectives

ENACT will fund up to **£50, 000 to one successful applicant** for a project to be implemented in the **Susan’s Bay** informal settlement in **Freetown, Sierra Leone**, through a single stage process. The proposed project should focus on clean cooking solutions and run for up to a period of 9 months.

This grant is divided into two phases, with the first phase's budget being £20 000 and the second phase's budget being £30 000. Progression from phase 1 into phase 2 will be dependent on satisfactory performance of the service provider, and grant funding being made available by the TEA programme to the ENACT project.

Please refer to the [ToR](#) for more information about funding objectives, application eligibility, scope of fund utilisation, and other requirements.

### Application and evaluation schedule

The timeline for application and evaluation is as follows:

Stages	Activity	Description	Date (if applicable, time)
1	Announcement of call for proposals	Public announcement of call for proposals (CfP); Application window opens	29 June 2021
2	Questions	Questions concerning the grant or the CfP may be submitted to Ms. Carine Buma: <a href="mailto:enact.africa@iclei.org">enact.africa@iclei.org</a> and copy Ms. Mercy Rose: <a href="mailto:mercy.rose@energy4impact.org">mercy.rose@energy4impact.org</a>  Please indicate “ <i>ENACT Freetown CfP questions</i> ” in the subject line of the email.	13 July, 2021 (17:00 South African Standard Time, SAST)
		Answers to received questions to be shared within 5 working days.	20 July 2021
3	Submission deadline	Last day to submit application and supporting documentation.	03 August, 2021 (1700 SAST)

		Please send the filled application form and supporting documents to Ms. Carine Buma: <a href="mailto:enact.africa@iclei.org">enact.africa@iclei.org</a> and copy Ms. Mercy Rose: <a href="mailto:mercy.rose@energy4impact.org">mercy.rose@energy4impact.org</a> using the email subject: <b><i>“ENACT clean cooking call for proposals in Freetown”</i></b>	
4	Evaluations	Evaluation of proposals by the ENACT Evaluation Committee (EEC) based on set criteria.	04 August, 2021 to 25 August, 2021
5	Announcement	Notifications to successful applicant/unsuccessful applicants.	27 August , 2021
		Formal confirmation of award by successful applicant.	31 August, 2021.
		Online announcement of Fund Recipient.	02 September, 2021
6	Funding orientation meeting	A one-day online workshop to clarify project activities and targets, as well as grant administration, management and implementation	06 September, 2021
7	Contracting	Contracting, due diligence, work plan and payment schedules	07 September 2021 to 28 September, 2021
8	Funds disbursement and progress reporting	Fund disbursement, as per agreed project milestones in the Grants Agreement	From 30 September, 2021

## Application guidance

### Application form

Applicants are required to complete (in-full) the Excel-based application form included in the Call for Proposals (CfP) package and submit the completed form with the accompanying documents listed in the “*Supporting documentation*” section below.

The application form has 4 main sections designed to get comprehensive information about the applicant and the proposed project. These are:

1. A **General Information** section that provides an overview of the lead applicant and partners, and a summary of the proposed project;
2. A **Project Details** section that provides in-depth information about the project, including roles of the applicant and partners, activities, beneficiaries, outputs and outcomes, monitoring and evaluation, learning objectives, and sustainability;
3. A **Financial Details** section that provides a detailed overview of the project budget, including co-funding, value for money, and requirements for advance payment; and
4. A **Risk Register** section highlighting risks likely to affect project implementation, including COVID-19 related risks.

Please take note of the following instructions when completing the application form:

- Applications must be submitted in English.
- All sections must be completed in full.
- Adhere to the word limit set for each question.
- Fill the information in the space and format provided in the template, including font type and size.
- Delete any sample text included in the spaces and replace with applicant’s relevant text.
- Content of the application should be submitted in the same order as the template provided.
- All supporting documents requested must be provided.
- Fill in the application form offline and submit it along with all supporting documents as an **email attachment** to the email addresses provided.
- Only one application is allowed per applicant.

### Supporting documentation

For this CfP, applicants are required to complete (in-full) the Excel-based application form and submit the completed form with supporting documents to the email address provided in step 3 of the application schedule above. These accompanying documents are as follows:

1. CVs of core team members, including those of key project partners (all in one PDF document)
2. Company/organisation registration document or certificate of incorporation
3. Up to date tax compliance certificate
4. Product catalogue and/or specification for proposed products and services
5. Evidence of certified quality standards of products or a statement that proposed products will be submitted for certification before fund disbursement
6. Evidence of health and safety training and procedures relevant for the project

We encourage applicants to compress files and send them in one email. If this is not possible, applicants may send the files in multiple emails, in which case emails should be clearly numbered and the total number of documents clearly indicated.

### Application submission deadline

The deadline for submissions to this call for applications is 17:00 South African Standard Time (SAST) on 03 August, 2021, after which applications will be closed and no further submissions will be considered. You will receive an email notification to acknowledge receipt of your application within 48 hours of submission. If confirmation is not received, applicants should email the ENACT team to check receipt.

### Re-submission

Applicants who have applied but would like to rescind this application and re-submit can do so, provided the re-submission is received before the application submission deadline. Please notify us through [enact.africa@iclei.org](mailto:enact.africa@iclei.org) and copy [mercy.rose@energy4impact.org](mailto:mercy.rose@energy4impact.org) should you wish to re-submit your application before the deadline, so we may delete your first submission. Please use the subject line: ***“ENACT funding application re-submission”***.

### Evaluation of applications

Proposals for ENACT funding will be judged through a 2-stage process by the ENACT Evaluation Committee (EEC). Factors to be considered include, but are not limited to:

- **Adherence to application requirements** listed under “Criteria for eligibility” in the Terms of Reference;
- **Demonstrated relevant experience** in informal settlements in Sierra Leone or other countries within West Africa;
- **Scalability** of the interventions/technology to similar communities within and out of Sierra Leone
- **Local relevance** to project location and the ability to address local needs;
- **Coherence** with applicants’ overall business and related activities within the target communities;
- **Effectiveness** and impact of the project on beneficiaries e.g. through improving livelihoods of project personnel and customers/beneficiaries, and measurable increase in social and economic impact across the value chain of the project against a baseline
- **Economic efficiency** and **value for money**; including hourly/daily rates as well as number of persons, hours/days
- **Sustainability** of the project beyond the ENACT programme, including contribution to **gender equality** achievement and women empowerment; and
- Demonstration of appropriate **monitoring, evaluation and learning** procedures and metrics to capture and document project lessons.

The selection of a potential Fund Recipient against these features is at the sole discretion of the EEC.

A Fund Recipient refers to an applicant selected for funding, following their submission to this Call for Proposals. The successful applicant will be notified within 4 weeks of the submission deadline, whether they have been shortlisted. The successful applicant will be required to formally confirm willingness to receive the grant, after which a confirmation letter will be issued to them.

After notification and confirmation by the Fund Recipient, there will be up to a 4-week period to finalise contract terms, including individual project work plans, milestones, monitoring, evaluation and learning plans, and payment schedules. ICLEI Africa will oversee administration and supervision of contractual requirements, while Energy 4 Impact will provide support to the Fund Recipient in implementing their projects on ground.

## Additional contracting requirements

Aside from the Terms of Reference, applicants are advised to review, prior to applying to this Call for Proposals, the Grant Application Form, and the additional contracting terms below and submit any questions regarding its content during the **timeline set in stage 2** of the application schedule above.

Outlined below are some features of the Grant Application to bear in mind:

- Project work plan and milestones;
- Monitoring, evaluation and learning framework;
- Intellectual property;
- Insurance;
- Advance payments; and
- Risk register.

## Project work plan and milestones

Applicants will need to outline activities to be implemented through their intervention in the form of a comprehensive project plan. The work plan should detail key activities, project milestones and timelines, and how these milestones will contribute to the achievement of the project objectives to deliver the desired impact.

## Monitoring, evaluation and learning framework

Since the project is to be supported through ENACT, funding is output-based, and since the Fund Recipient will be expected to actively engage with local stakeholders throughout the project, monitoring, evaluation and learning (MEL) is a critical element of the intervention to be implemented.

The Fund Recipient will be required to submit monthly reports on activities, including financial and progress statements, within timelines agreed during the contracting stage. A MEL template will be provided for this purpose, and will be customised based on the proposed project's specific goals, milestones, outcomes, and key performance indicators (KPIs). Fund disbursements will depend on the progress with achieving these milestones.

For effective monitoring of progress with business operations, the Fund Recipient must be willing to provide data, disaggregated by location, gender, and customer groups, on operations and sales, such as the data below, which will be detailed in the MEL reporting template.

- Number of sales, including method of purchase (e.g. cash, PAYG, lease, loan, etc.);
- Products sold/connections made, including their category and any associated appliances;
- Payments that are behind, disaggregated by one month, three months, and six months;



## Enabling African Cities for Transformative Energy Access

- Repossessed systems/disconnections due to non-payment;
- Continuous usage;
- System upgrades or expansions;
- Recurring purchases;
- Direct jobs created from project activities (permanent and temporary).

These metrics will be revised depending on the nature of the project selected for funding. The Fund Recipient will also be required to report on challenges, opportunities, lessons learnt and stakeholder engagements during regular check-ins with the ENACT team, to complement the information provided in the MEL report.

### Insurance

The Fund Recipient indemnifies ICLEI Africa and holds it harmless against any loss, liability, damage or expense suffered or incurred by ICLEI Africa (and all costs reasonably incurred by company in connection therewith, including legal costs on an attorney and own client scale) which arise out of or are connected in any manner whatsoever with the Services rendered by the Fund Recipient and/or its employees in terms of this Agreement, which shall include, without limiting the generality of the aforesaid, any act or omission on the part of the Fund Recipient and/or its employees and/or any negligence on the part of the Fund Recipient and its employees, and the contracting of COVID-19 by the Fund Recipient and/or his employees in the course and scope of rendering the Services.

### Advance payments

Funds will be disbursed in tranches based on the achievement of milestones outlined in the application and finalised in the Grant Agreement.

Up to 25% of the award may be advanced upon signing the Grant Agreement, if there is clear evidence of the need for advance payment. Please note that payments can only be provided to cover capital on equipment.

### Risk Register

Applicants are required to complete the “Risk Register” in the Grant Application Form to identify general and project-specific risks that could affect successful implementation and the measures that would be taken to mitigate these risks and/or the impact of these risks on the project activities. We appreciate that not all risks to the project will be evident at this stage and, as such, this is not intended to be an exhaustive, static risk register, but is an element of this grant which will be iterative and reported quarterly by the Fund Recipient.

The Risk Register will be used to determine whether the applicant has given sufficient thought to the specific and general risks that could affect the project, especially as regards the COVID-19 risks that

# ENACT

## Enabling African Cities for Transformative Energy Access

are pervasive across sectors and geographies, and that the Fund Recipient has devised appropriate mechanisms to mitigate the impact of these risks. The mechanisms to mitigate the impacts of the identified risks are up to the discretion of the Fund Recipient and would include strategies, procedures and protocols that are embedded in the company's/organisation's environmental, health and safety policies and governance structures.

