



Livelihood and Food Security Trust Fund

**LIFT: Livelihoods and Food Security Trust Fund  
Call for Proposals Round 1  
Information Session**

Chatrium Hotel, Yangon

13 November 2009

**Questions & answers after the presentation on call for proposals**

No	Questions	Answers
1	Please clarify the requirement of Government authorization to be a valid organization as a part of the eligibility criteria. Does it mean the agreement with the Government to operate in the country? Is it compulsory?	There will be as much flexibility as possible in the interpretation of Government's authorization. There are different types of authorizations among organizations. Some organizations have been working in the country as per the agreement with local authority or Line Ministry. This authorization must be of a legal entity and consideration will be made as flexible as possible.
2	Please confirm the timeline for the submission of the proposals. In the uploaded document at the web site, the deadline is 3 <sup>rd</sup> December 2009. But, it is 2 <sup>nd</sup> December 2009 as per today's presentation.	2 <sup>nd</sup> December 2009 is correct. The deadline for submission is <u>20:00hrs</u> Yangon time on 2 December 2009. Normally deadline is set at the closure of business (e.g. 17:30hrs). Setting the time at 20:00hrs is to promote flexibility.
3	Please explain the two phases of the project period for the Delta	Duration of projects in Nargis-affected areas has two phases. The first six months should focus on implementing the activities as set in the proposal, while the last six month should be devoted to their consolidation.
4	Can the deadline for submission of proposals for Delta be extended?	The deadline for Delta is 2 December 2009. No extension will be granted.
5	Is there any ratio of allotment between the two windows, the main window for international organizations and the small window for local organizations?	There is no ratio of allotment and no budget allocation for the two windows – but the ceiling for the main window is USD 2 million per proposal per year. It also depends on the volume of donor contributions. However, technically sound proposals will be listed and grants will be provided as funds are available. LNGOs can apply to both windows. It depends on the capacity of the NGOs to apply alone (to either window) or in partnership with international organizations.
6	Does LIFT have its own strategy e.g. administrative strategy?	LIFT's strategy is stated in the terms of reference (Annex 1). In brief, LIFT is in line with National Medium Term Priority Framework (NMTPF) for the

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No	Questions	Answers
		country as a whole and PONREPP for the Nargis-affected areas. It encourages transparency, collaboration and coordination among the communities, local and international organizations.
7	Starting projects in the Delta in January is difficult due to the agricultural calendar How will this issue be addressed?	In Nargis-prioritised areas the starting date is not fixed in January 2010. Projects can start later as long as they follows the requirement of the 2 phases and the applicant can demonstrate its capacity to implement the project for the whole duration of the proposed action.
8	Is there any difference between projects in the Nargis-affected areas and that in the other areas countrywide?	The only differences between the projects for Nargis-affected areas and those areas countrywide are:  1. in the duration: up to 12 months for the former, and up to 36 months for the latter;  2. implementation modalities: the former require a 2-phase project implementation
9	What is the preference of LIFT for the numbers of international and national staff? Is there any limitation on the number of staff?	There is no limitation on the numbers of international and local project staff. However, the proposed team should be consistent in number and expertise with the proposed action.
10	Please provide more details on the negotiation arrangement in selecting the proposals.	If a proposal passes the evaluation of the technical component, negotiations will then take place on the content of the proposal and the financial component with the applicant.
11	Does participation mean the participation of local authority for the preparation of the project?	Local authorities should be involved in the preparation of the project. Contacts with authorities at State/Division and National level are also encouraged.
12	It is understood that LIFT has been planned for five years including initial one year for the Delta. How often will new rounds of Call for Proposals come up?	New rounds of call for proposals will be decided by the Fund Board, and depend on funds availability.
13	LIFT is a quick delivery programme. There is a need to shift from emergency arrangement to sustainability arrangement. Is LIFT distributive oriented?	LIFT is not a quick delivery programme. As stated in the Terms of Reference, Annex I, the LIFT objective is to attain Livelihoods and Food security in a sustainable manner. Therefore it is not distributive oriented.

## Questions & answers after the presentation on the Annexes

No	Questions	Answers
14	In case of consortium, does Annex IIIa-C require the provision of the description of all involved organizations?	Annex IIIa-C requires the full description of the main applicant and information on the partners in the action which would inform on their role and expertise. Annexes can be attached to provide additional information.
15	The money operating in the self help group (SHG) is revolved by itself. Does supporting to the self help group (SHG) mean microfinance?	Microfinance is the composition of micro insurance, loan, savings and other financial services which imply the return of capital to the financial institution / organisation. SHG do not return capital to the organisation, and are therefore not considered as microfinance. Therefore Annex VI does not apply to revolving funds of SHGs.
16	How the fund will be transferred to the local NGO which does not have US dollar account?	LIFT will be able to transfer funds in Kyats for local NGOs that do not have US dollar accounts.
17	Can an organization apply for fund for more than one area?	There is no limit on the number of proposals which can be submitted by each organization, either alone or as a consortium. However, it is advisable to avoid geographical overlapping. The ceiling of the fund per proposal per year is 2 million.
18	Advance payment is not mentioned. Is there any arrangement for advance cash transfer after the signing the agreement?	Yes, there will be a provision for reasonable advance funding after signing the agreement.
19	In the description of the organization mentioned in Annex III (a), what does it mean by experience in relevant local language and experience in the region?	Those organisations planning to operate in areas where local languages are spoken need to demonstrate existing knowledge and expertise in the proposed areas and languages. That is to ensure the effectiveness in the implementation processes.
20	In the provision of fund mentioned in Annex VI, should the assistance be for provision of loan or capacity building activities?	It can be both – either loan fund or capacity building fund.
21	Do the objectives and activities mentioned in the key themes of Annex I apply to the projects under the small window?	The key themes mentioned in the Annex I apply to LIFT as a whole under both the small and big windows. It is important to stick to the objectives of the project.

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No	Questions	Answers
22	Does the consortium apply to the projects under the small window?	Consortia may be established under both windows.
23	Can payment be in kind or in cash?	The form of payment to the community can be either in kind or in cash e.g., cash for work activity.
24	In Annex III (a), what does it mean by 'senior staff'?	"Senior professional members of the team" refer to senior managers and specialists who will be responsible for the implementation of the proposed action.
25	How much is the personal information of staff members important in the proposal?	The information requested concern only the relevant experience and expertise of the staff members who will implement the project.
26	Please clarify on the milestone. Does milestone 1 mean the first milestone in the first six month and does the milestone 2 mean the second milestone in the second six month period?	Milestones should be set at appropriate intervals, which will be determined by the individual characteristics of the project. They should be used to help track progress of the project.  Proportionate log frames are expected for 1 year proposals relative to 3 year proposals.
27	Should the logical framework be a separate one set by the proposal or should be linked to the whole project of the organization?  The field of microfinance, are the technical part and the outcomes required to be prioritized. Therefore, outcome should be included in the proposal. Can the format of logical framework be simplified?	The Logical framework is critical in capturing what is expected to be achieved within the project proposed and funded through LIFT. LIFT expects more details on the longer-term interventions. Links should be made to the outcomes of the programme for the organisation (referencing any supporting projects)  The logical framework template should be used for all proposals.
28	Can one week delay in submission of the proposal be considered?	One week delay in submission will lead to one month delay in completion of the evaluation process and therefore fund disbursement, which is a priority. Therefore it is not possible to extend the deadline of proposal submission.
29	The provision of assumptions, risks and mitigation strategy requires more space to rationalize and one page is not sufficient. Can it be done as an annex?	Yes, annexes can be attached to the proposal.

No	Questions	Answers
30	Regarding the financial reporting, is it necessary to follow EU rules or other rules?	EU financial and reporting guidelines do not apply to LIFT. LIFT is a multi-donor trust fund implemented through UNOPs as the Fund Manager. Therefore, UNOPS 's guidelines will apply for financial reporting.
31	Can a copy of interim version of NMTPF be available?	A copy of the NMTPF is not available yet. At that moment, it is still under preparation. NMTPF is 5 year term framework (2010 – 2014) covering human resources development, rural development, disaster response, disaster risk reduction and mitigation of climate change etc. It was initiated in September 2008 and will be ready in June 2010. A workshop for its finalization is planned in March 2010. The NGOs will be invited for the workshop. As soon as it is available, it will be made available to the NGOs. It is a national framework broadly covering the development sectors. Nevertheless, donors have been following its preparatory works to ensure the compliance of LIFT Thematic Areas with those covered by the NMPTP. The Key Themes in Annex I reflect the prioritised actions agreed at the LIFT Workshop organized in March 2009 with the participation of stakeholders from the international and the donor community, representatives of the governments and local NGOs. The workshop aimed to ensure LIFT's alignment with the NMTPF.
32	Regarding capacity building activities in the Delta, is it acceptable if the same activities are proposed in the same area or should there be new activities?	LIFT aims both to consolidate ongoing activities and to initiate new activities. If ongoing capacity building activities requires additional support for their effectiveness and long-term sustainability then they can be supported in similar target areas. However if they are a repetition of what has already been done, then they can not be proposed.
33	During the implementation period, there can be risks and changes in the community. Can it be possible to amend the agreement?	It will be possible to make amendments to agreements. This is mentioned in the draft memorandum of agreement.
34	In the Delta, there are several initiatives ongoing on microfinance. However, LIFT's timeframe is only of 12 months. Will LIFT also support the implementation of microfinance in the	12 months are not sufficient to ensure the start and consolidation of microfinance projects. Therefore, implementation of microfinance in the Delta is very stringent and only those interventions already established might be supported.

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No	Questions	Answers
	Delta?	

### Questions & answers after the presentation of budget formats

No	Questions	Answers
35	In budgeting, the provision of cash grant to the community cannot be categorized by the activities such as those suggested in Objective 1 (i.e. agriculture, livestock...) because the community decides where to allocate the fund later on. How can this issue be addressed?	There is a flexibility arrangement in the budgeting. For example, in the table 1: Objectives and related service delivery areas, there is a space at 1.07 which is 'other' which can be used to specify activities not mentioned in the sheet n.3. You are reminded that the sheet provides only an indicative list of possible activities. Others can be added.
36	In budgeting, will costs increase due to currency fluctuation be covered?	Provisions for inflation are already provided under Annex IV (Financial Component). In case of significant currency fluctuations, this matter will be considered by the Fund Board.
37	Is Natural resource management one of the eligible service delivery areas or not in Key Themes of LIFT? In particular, is it entitled in section e of Key Themes?	Up to 70 percent of the population relies on the country's natural resource base for their livelihoods. Natural resource management is therefore of paramount importance to sustainable development and improved local livelihoods. Natural resource management activities (as opposed to stand alone forest conservation activities) that can show direct positive livelihood outcomes will be considered.
38	Would LIFT be open to support shelter related activities which would include livelihood components. These components would include, but not limited to: Cash for work schemes in the construction of shelter; Seed and tool provision for home gardening kits; DRR training; Construction tool distribution for care and maintenance of shelters as well as carpenter livelihood asset provision.	Direct construction of shelter cannot be considered through LIFT.  Other areas, seed and tool provision for home gardening kits, and carpenter support do fit within LIFT thematic areas.