



SDF GRANT INFORMATION SESSION

RECORD OF INFORMATION SESSION FOR ENHANCED COOPERATION AND DIALOGUE FOR REGIONAL INTEGRATION: THE SADC DIALOGUE FACILITY (SDF) - SUPPORT TO EVIDENCE-BASED AND RESULTS-ORIENTED POLICY DIALOGUE HELD ON 24TH AUGUST 2021 AT 10.00 HOURS.

Reference Number: SADC/3/5/2/152

Grant Funding Entity: SADC SECRETARIAT

The Chairperson welcomed all members. Special welcome was accorded to the potential applicants; there were only over ten (10) potential applicants who participated in this meeting. The chairperson reiterated the aim of the Information session as being a platform to engage with potential applicants and to provide clarifications on the published guidelines. She further informed the potential applicants of the availability of the clarification window for asking questions to the Contracting Authority which they can use in case they need further clarifications.

It was further stressed to the potential applicants that they should regularly check the website because there could be new information or amendments to the call.

The applicants were taken through the major important documents templates like the checklist, the budget and the form of application and helped them to further understand how to use the documents.

After the presentation was made to the potential applicants, they were given an opportunity to seek clarifications and ask questions on the SDF Call for Proposal Guidelines. Below are the questions and answers provided during the session:

ID	QUESTIONS	RESPONSE
1	<p>On page 4 of the grants guidelines there are specific objectives of which states that “Undertaking policy research to inform policy dialogues and strengthen evidence-based result-oriented discussions within the thematic areas of relevance to SADC”</p> <p>So what will be the actions to this?</p>	<p>As per the definition provided under section 2.1.4, and action is composed of a set of activities. In this case it will be all the activities required to <u>undertake Policy Research</u> in the prescribed sectors of themes. The set of activities might include literature review, data collection, analysis, report writing etc.</p>
2	<p>What are the deliverables? Is it a real policy or what? Considering that the Policy research will be undertaken within the following thematic areas of relevance to SADC:</p> <p>(i) Industrialization and Value Addition; (ii) Digital Economy; (iii) Climate Change. (iv) COVID-19</p>	<p>After undertaking Policy Research, the deliverable would be a Research Report of acceptable quality.</p>
3	<p>What is the grant period or the duration of action for this call for proposals?</p>	<p>This call for research grant has a maximum of 6months of action duration.</p>
4	<p>Is there any indicative time frame for receipt of concept note and then full application?</p>	<p>Kindly note that this is an open call; as such all documents should be submitted together in one pack as per the published application form. This form is combined concept note and full application.</p>
5	<p>The first call was not awarded what was the common mistakes which lead to disqualification of applicants?</p>	<ul style="list-style-type: none"> • Late submissions • Un signed documents • Using wrong templates when submitting the documents • Tampering with given templates and omitting important information.
6	<p>How many are the necessary number of document to be submitted by each applicant on this call for proposal?</p>	<p>From this call one need to submit 3 documents as per attached documentation;</p> <ol style="list-style-type: none"> 1- Application form which comprises with concept note and full application 2- Log frame

		3- Budget
7	Will this be a final grant application form to be published or a revised one will be published before the deadline of this call lapses?	No, this is the final grant application no other will be published.
8	What are the timelines for evaluations of concept notes and full proposal?	The timeframe for evaluation of this call is indicated at the end of the published guidelines for planning purposes.

NOTE: Interested companies/firms may seek clarification or/and additional information concerning this grant application, only in writing (or by email) and by latest **27th August 2021** and responses to such shall be provided in writing on **7th September 2021**.

SADC SECRETARIAT