



To all interested applicants of the Aus4Equality's Call for Concept Note in Son La province

Date: 5 September 2018

Our Ref.: Clarifications to questions received up to 5 September 2018

Question 1:

Eligibility Criteria of the Guideline for Concept Note (Fund 1) does not specify that eligible applicant must have business license in Vietnam, however, the Annex 5 of the concept note template - Assessment criteria specifies that eligible applicants must have business license in Vietnam. Please clarify and confirm if the business license in Vietnam is an eligible criteria

Response 1:

Eligible applicant must have a relevant business licence in Vietnam.

Question 2:

We are a social enterprise and an accelerator – looking for Fund 2 (Inclusive business). Our ideas focuses on “ABC” business. Our business plan does not rely on fixed assets. We provide business solutions and fund raising services for enterprises. We are not sure if we can fit into Fund 2 requirements and if we do, what is our required contributed capital level that we need to match with GREAT money?

Response 2:

Fund raising from other resources is also considered as the applicant's contribution, the capital contrition for Fund 2 is minimum 51% of the total business plan.

Question 3:

If Applicant X applies for the Fund 2 as a Lead applicant, and Applicant Y joins as a participating member. Meanwhile, Applicant Y applies for Fund 1 as the lead applicant and Applicant X might join as a participating member. Is it allowed that the two leading applicants (Applicant X in Fund 2 and Applicant Y in Fund 1) to win the bid at the same time assuming Applicant X can make that far.

Response 3:

There is opportunity for both lead Applicant to win if they both satisfy all selection criteria and proved to be the most advantageous proposal among other business plan/applications

Question 4:

The requirement for impact for a certain size of grant will include both agriculture and tourism. Our company is active in agriculture and sees potential that we can deliver the impact in only agriculture. Do we need to stretch our resources to find tourism partners to pilot the tourism business ideas?

Response 4:

You are not obliged to find tourism partners to pilot the tourism business ideas

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Question 5:

Implementing period: We are not quite clear on the timeframe. The guideline says the project can be 36 months but the grants won't be signed until January 2019. That means it would start in February 2019 at the earliest and go to January 2022. The call says 2021 though. Could you please clarify this?

Response 5:

The project duration could be for 36 months (ending December 2021) and we expect the project activities will be end by September 30, 2021

Question 6:

Description of beneficiary group(s): The table Impacts column has 4 categories: Number of women having increased income, Number of full-time jobs, Number of part-time jobs, Number of seasonal jobs. These are confusing to us. We will target agricultural value chain and assume the number of full-time, part-time and seasonal jobs is for tourism. Is this true? Please advise on this

Response 6:

In the context of GREAT project, the number of full time, part time and season jobs are counted for paid jobs (not self-employment). It could be created by projects in both agriculture and tourism.

Question 7:

According to eligibility criteria, state management agencies are only eligible for proposals under Objective 2, does it mean that concept notes proposed by state management agencies are not eligible for Objective 1?

Response 7:

Correct!

Question 8:

We would like to confirm that International Non-Governmental Organizations (INGO) are eligible to participate in this call for proposals?

Response 8:

The (INGO) are eligible to participate the call for proposals of Scheme 1, Objective 1 & 3.

Question 9:

We noted that in the request for proposals (p. 3), it states that large grants must achieve an outreach of "at least 1,000 households in agriculture and 300 households in tourism". Does this mean that proposed projects must target both the agriculture and tourism sectors?

Response 9:

Proposed project target one of these two target is eligible. Correct statement from GREAT was "at least 1,000 households in agriculture or 300 households in tourism". We made a mistake which confused applicants.



Question 10:

We noted that in the request for proposals (p. 7), it states that applicants must submit the concept note in both English and Vietnamese, while in the pre-bid meeting, it was mentioned that concept notes could be submitted in either English or Vietnam. Could you please confirm whether we must submit concept notes in both languages or not?

Response 10:

Applicants are encouraged to submit the concept notes in both English and Vietnamese, especially with the INGO. The Vietnamese version is obligatory.

Question 11:

We noted that in the request for proposals (p. 7), it states that applicants must submit the concept note in both electronic and hard copy, while on the project website it specifies that the concept notes could be submitted in either electronic or hardy copy. Could you please confirm the submission format requirements?

Response 11:

We would like to confirm that the Applicant must send both an electronic version in pdf format **AND** a hard copy (printed version) of signed and sealed concept note.

Question 12:

Could you please share additional guidance on the 10% cost sharing requirements, specifically: What sources are considered eligible/ineligible (for example, could other DFAT projects or projects funded by other donors be used as a source of cost share?)

Response 12:

10% cost sharing/co-investment can be in form of financial contribution or in-kind contribution. The financial contribution can be self financed by the applicant or funding from other donors including DFAT. The reliability of the funding sources shall be verified.

Question 13:

Are government departments or agencies who are members of the PMU eligible to participate as partners (i.e. fund recipients)? Do have any specific guidance on this?

Response 13:

Yes. There are no specific guidelines for government departments/agencies of PMU members, they should follow the same requirements for the call for concept proposal as all other applicants.

Question 14:

Please provide further specific information on agriculture and tourism sector that is under goals of this program. Furthermore, if you deliver a proposal that is combined both agriculture and tourism?

Response 14:

Specific information about agriculture and tourism intervention strategies in Son La and Lao Cai provinces could be found in the Provincial Engagement Strategy in each province. Proposed which combined both sectors could be considered “Agro-tourism” project in which tourism should be the core “it means the percentage of investment cost and benefit for tourism should be essential of this project”. Project with core activity in agriculture which has some tourism activities supplement for agriculture core-products/services is acceptable, but in this case, agriculture should be the main intervention sector of applicant.

Question 15:

Is there any format/guidelines for the key staff CVs?

Response 15:

CVs of the key staff should contain at least but not limited to the following information:

- (i) Qualifications
- (ii) Employment history describing relevant experience (roles, responsibilities and employer)

Question 16:

Is there any format/guidelines for the excel sheet for detailed budget?

Response 16:

Please use form provided in the Call for Concept Note and be as specific as possible (Table 4 for Funding Scheme 1 and Table 5 for Funding Scheme 2)

Question 17:

In the Table 01 - major expected impact results, in the 'Household/EM Groups' column: Should we put number or percentage value? And which information should be put in the column of 'Timeframe'?

Response 17:

In the 'Household/EM Groups' column, you must put numbers, not percentages. In the 'Timeframe' column, you should put the point of time (month, year), by which your proposed project is expected to achieve each impact result. For example, if you have an objective that is to increase income of 500 women by the end of June 2020, you should put 'June 2020' in the 'Timeframe' column.

Question 18:

Should an EOI be submitted together with the concept note and other supporting document?

Response 18:

Please refer to Article 7 of the Funding Scheme 1 and Article 3 of the Funding Scheme 2 on the “content of concept note dossier”.

Question 19:

If an enterprise A wants to expand its business activities in the value chain, including its member companies as follows

(i) A company is the partner in cooperation with a local government organization or association to develop in a typical group of households some piloted agricultural products, then scale up to the model of ecotourism under another solution of the company which has been filed for a patent for intellectual property and is pending for approval.

(ii) The company is a partner in cooperation with the abovementioned agricultural product manufacturing business, build factory, install machinery to transfer technical process, monitor under the process's requirements.

(iii) The company is the main partner in cooperation with other agencies and companies to control, transfer the production process, QC on the products to meet export standards into the Australian market and related markets. The company also organize domestic and international trade promotion and has successfully opened chains in the form of franchises and follow the first one rule - the first beneficiary of the proposed solution.

Q 19.1: Enterprise A plans to develop one overall large project with the assignment of functions and tasks to the member companies as mentioned above and the overall coordination of all three projects will be undertaken by enterprise A. So will the coordination task of enterprise A be supported 49% or not?

A 19.1: Inclusive Business Fund will provide non-refundable co-investment of up to 49% of **total investment cost** of the proposed projects;

Q 19.2: Regarding trade promotion, especially technical standards and product standards to enter the Australian market, we need technical assistance from market development specialists, experts on the technical standards and product standards ..., so for this component do we receive the recommendation and assistance from the program or not? If so, expenditure for these needs will be included in our project budget or not? If included then this expenditure will be funded 100% or 49%?

A 19.2: The enterprise should actively seek and access information related to the implementation of the project proposal. The financial proposal of the concept note will be assessed based on the principles of value for money. However, the non-refundable co-investment/funding from GREAT for selected projects will always be up to 49% of the total project budget.

Q 19.3: Beneficiary groups - the basis for calculating the maximum level of the funding package, is calculated to include women who use new products or only women involved in the production (growing, processing), distribution of products?

A 19.3: Only women involved in the production and distribution of products shall be counted for.

Q 19.4: Project Owner: (i) is a social organization or local government - not a business entity, then the funding for their proposed project will be funded by 90% under Scheme 1? and their beneficiaries will be counted by the number of women / household involved in the production or by the number of women in the market using the products generated from their farming. Farmers - in this case are both beneficiaries and traders, so are they entitled to 90% funding under Scheme 1 or 49% under Scheme 2 for planting and harvesting and consumption of agricultural products according to the new process?

A 19.4:

- The co-investment by GREAT for social organization and local government partner is up to 90% of the total budget.
- Beneficiaries are the number of women / household involved in production, NOT including the number of women in the market using the product generated from their farming.
- The farmer - in this case is the beneficiary

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Q 19.5: The project owner (ii) is currently the owner of a production facility. As we are going to set up a new legal entity, must it be a co-operative or a business? Does the manager need to be a woman to get funding from the Program? And if the woman is the Owner, what is the preference over the case where the man is

owner and the woman only co-manage and is not the owner of the facility? The beneficiary of this component in the number of households (women) who are buying agricultural crops + the number of women involved in production or the number of women benefiting from the product?

A 19.5:

- An enterprise applicant must be a legal entity operating in Vietnam. Please refer to Adjustment Annex of “Call for concept notes” for more details on that. The new legal entity to be set-up by the lead partner, if any, can be either cooperative or enterprise according to the law on enterprise/cooperatives.
- Priority shall be given to women-owned enterprises/applicants in case two or more proposals having the same score.
- Beneficiaries are identified as participants in the production chain and sales supported by the project (through capacity building, service access, networking, gender empowerment, etc.), which can increase capacity, confidence and / or decision-making in their life. Thus, in this case, the beneficiaries include only the number of women who are buying agricultural crops and the number of women involved in production, excluding the number of women benefiting from the product.

Q 19.6: Costs for purchase/ lease of land, acquiring intellectual property are not eligible for receiving co-investment from GREAT. Cost for transferring, trial operation; raw materials, equipment, workshops, labor, consumption ...; in calculation of 49% co-funding, are any of those costs part of the 51% contribution?

A 19.6: Please refer to the co-investment mechanism of the funding scheme 2 which specifies that: Investments and fixed assets incurred prior to January 2018 will not be counted as part of ‘contribution’. All purchased assets that are considered as business investment will be verified through evidence submitted upon request..

Question 20:

Can we use a proposal for two projects (agricultural production and agricultural tourism)?

Response 20:

Your proposal may include both agricultural production and tourism.

Best Regards,

Aus4Equality|GREAT

