



2024

Calls for proposals L'Initiative

Questions raised during the webinar « info session on the call for proposals of L'Initiative » on Tuesday 12 December 2023 and 9 January 2024.

**Strengthening Health Systems at all levels
(Community to national)**

&

**Strengthening the role of key and vulnerable populations in
relation to HIV, Tuberculosis and/malaria to improve their
health and well-being**

&

Operational Research : "Children and pandemics"

Deadline for calls : 24 JANUARY 2024 AT 12 : 00 NOON (UTC+1)

TABLE OF CONTENTS

WEBINAR ON 12 DECEMBER 2023

GENERAL QUESTIONS	3
APPLICANT'S ELIGIBILITY	5
ELIGIBLE COUNTRIES	10
ELIGIBILITY CRITERIA	12
FINANCIAL QUESTIONS	14
REQUIRED DOCUMENTS	16
SUBMISSION ON POPs	18
OTHER QUESTIONS	20

WEBINAR ON 9 JANUARY 2024

GENERAL QUESTIONS	22
APPLICANT'S ELIGIBILITY	24
ELIGIBLE COUNTRIES	26
ELIGIBILITY CRITERIA	27
FINANCIAL QUESTIONS	28
REQUIRED DOCUMENTS	31
SUBMISSION ON POPs	33

GENERAL QUESTIONS

What types of Research projects do you support?

Please consult the guidelines for the Operational Research call for proposals.

If an organization is planning to submit a proposal for several calls, do you consider this to be a single application or two separate applications?

ONE POP's application = ONE call for proposals. Therefore, if you apply to the three calls for proposals, you will need to submit three separate applications. Please read carefully the section on the maximum number of proposals per applicant in the call for proposals guidelines: a lead applicant organization can only submit a maximum of 2 projects under a single call, and 3 projects in total under all of the Initiative's calls for proposals.

However, there is no limit with regards to being an implementing partner or associated stakeholder under the L'Initiative 2024 calls for proposals.

What is the difference between a single-country and a multi-country project?

In a single-country project, the proposed Action takes place in one country (among the 38 eligible countries). If the lead applicant is legally registered in the country where the Action is taking place, he is not obligated to carry out the project with one or more local partners.

In a multi-country project, the proposed Action takes place in a maximum of 3 countries. Unless the project is based on a pre-existing regional network, in which case the Action can take place in a maximum of 5 countries. The lead applicant must present one or more registered partners in each of the proposed countries of implementation.

Regarding the restrictions on the number of submissions, can the same organization submit 2 lead and 2 partner submissions for a given call for proposals?

Is there a limit to the number of projects a lead applicant can submit?

The maximum number of projects submitted as lead applicant is three in all calls for proposals (CFP), and a maximum of two per call for proposals (e.g. one project submitted in the VP CFP and two projects submitted in the HSS CFP; or one project submitted in the CFP VP, one project in the CPF HSS and one project in the CFP OR).

However, there is no maximum number of projects for partners.

It is therefore possible to submit 2 projects as a lead applicant (whether in the same call for proposals or one in two different calls for proposals) and 2 projects as partners. However, there is no maximum number of projects for partners.

To submit your two projects as lead via POPs, you will still need to create two different accounts, with a different contact name, but with the same organization name and ID number.

Is it possible to carry out spontaneous consultations, i.e. without going through a call for projects?

No. It is only possible to consult the guidelines of a call for proposals on POPs without registering. To withdraw a consultation file, you must complete the information required to create an account. However,

you are not obliged to continue and respond to the call for proposals if you do not (or no longer) wish to submit a project.

How many projects are selected out of how many submissions?

The final number of letters of intent selected will be decided by the Pre-selection Committee, to be held in April 2024. This number depends on several factors, including the budget available for the calls for proposals.

APPLICANT'S ELIGIBILITY

Is there a limit to the number of partners?

There is no limit to the number of partners, nor is there any requirement for partners to have been in existence for a certain period of time. However, the proposed consortium will be assessed by the Evaluation Committee, which will evaluate its coherence and quality.

Can a private company be a partner? Is a newly created start-up eligible?

There's nothing in the regulations to prevent a private company from being a partner in a project. Neither does the fact that it is a newly-created "start-up". However, the company must be legally registered in the country where the Action will be implemented. If the company is not registered in the country where the Action is to be implemented, the budget delegated must not exceed in total 15% of the grant requested from the Initiative, regardless of the number of implementing partners registered in a non-eligible country.

The proposed consortium will be evaluated by the Evaluation Committee, which will assess its coherence and quality.

Can a European NGO (not from France) that has been registered for more than 3 years in one of the eligible countries be the lead applicant?

Yes, a European NGO registered for more than 3 years in one of the eligible countries can be the lead applicant.

The lead applicant must be a legal entity and have a board of directors/management committee and a registered headquarters in an eligible country or in France.

International organizations, excepts regional non-state organizations, may not be lead applicants or implementing partners of projects. However, they can be associated stakeholders without that do not receive any delegated budget.

Neither the lead applicant nor the implementing partners must have statutory requirements that would not authorize Expertise France or any external auditor appointed by Expertise France to carry out on-the-spot checks and inspections and to have relevant rights to access the project sites and premises where the project will be carried out, including all documents and electronic data relating the technical and financial management of the project.

Can governmental organizations apply as lead applicants?

Yes, public and state organizations can submit a proposal as lead applicant. Co-financing is required for a minimum of 10% of the total intervention budget, if the lead applicant's annual expenditure is more than 5 million Euros. This co-financing can take two forms, in cash or in kind (please see section 4 "Eligibility criteria", point 5 "Co-financing" in the guidelines).

Could a European NGO with its headquarters (and statutes) in a European country, but registered (approval) for more than 3 years in one of the eligible countries, be lead applicant?

The project lead applicant must be legally registered and have a board of directors/management committee and a registered headquarters in an eligible country or in France. The lead applicant has complied with social and tax duties in the country of registration. This is not just an authorization to carry out actions in the country

while keeping the entire board of directors/managing committee and its headquarters outside the eligible country.

However, we do not know what is stipulated in your approval and the legislation of the country in which you have this registration/approval, so we cannot assure you whether or not you are eligible.

Can an international organization whose country is not on the list of eligible countries submit a project with an organisation from an eligible country ? For example, can Sweden submit a project with Ukraine?

For this to be possible, the Ukrainian organization must be the lead applicant, and the Swedish organization can only be a partner. As Sweden is not an eligible country, the budget delegated to the partner organization legally registered in Sweden may not exceed a total of 15% of the grant requested from Expertise France.

Is it possible for the organization submitting the application to be the lead organization without partners, but to provide additional activities with sub-recipients (20 or more NGOs)? These activities are complementary to the activities that are financed by the Global Fund, and they are also provided with the support of NGOs that are sub-recipients of the lead applicant organization.

A lead applicant can only submit a project without partners if the project is implemented in ONLY ONE country (single-country project) and the organization wishing to submit the project as lead applicant is legally registered in that country. If the organization is not legally registered in that country, or if the project is implemented in more than ONE country (multi-country project), the lead applicant must submit a proposal with partners legally registered in each country of action. The sub-recipients you describe could be described as "stakeholders". The difference between partners and stakeholders is that stakeholders do not receive grants from L'Initiative. Please refer to the questions on the subject, for more information on legal registration and the information required in the document proving this status.

Is it possible to select NGOs as partners from the same country for a project?

There is no maximum number of partners for a project, either in one country if the project is "single-country", or in each country if the project is "multi-country". These partners must be legally registered in each of the proposed countries. The proposed consortium will be evaluated by the Evaluation Committee, which will assess its coherence and quality.

Is it possible for an organization registered in several countries, one of which is an eligible country, to send in our registration documents to assess eligibility in advance? Depending on how well we understand the criteria, we can be either a carrier or an implementing partner.

If so, via which channel?

No, it is not possible to assess your eligibility beforehand based on documents sent through channels other than those for calls for proposals on the POPs platform.

It is only when your application is being processed that we will be able to check your eligibility based on the documents you have submitted.

Will lead applicants or partner organisations that are registered in France be given priority for selection?

No, there is no priority or preferential treatment based on the applicant's country. All organizations are treated equally, regardless of which of the 38 eligible countries + France they are registered in.

Can a local CSO apply alone and be selected?

A local CSO can submit a project on its own for which the proposed Action is implemented in a single country (single-country project) if it is legally registered in the country in which it will implement the project. For more information on the eligibility criteria of the lead applicant, please refer to the guidelines (section 4. Eligibility criteria).

If the organization's registration process in the implementing country is underway and will be finalised after 24.01.2024 but before June 2024, will this be accepted?

Registration in the country must be at least 3 years old on the date the application is submitted, i.e. no later than 24 January 2024 (at noon Paris time).

Does a lead applicant registered in France and whose head office is in France necessarily have to be registered in the country where the project is to be implemented?

An example of a lead applicant registered and based in France who wishes to implement the project in Togo. Does he have to be registered in Togo?

To be eligible, the lead applicant must be legally registered in one of the 38 eligible countries or in France. As the Action can only be implemented in the 38 eligible countries, the lead applicant legally registered in France must systematically submit a project with one or more partners legally registered in each of the implementing countries, whether for a single-country or multi-country project (3 countries or 5 countries maximum if the project is based on a pre-established regional network). In the case of a project implemented in Togo, the lead applicant legally registered in France does not need to be registered in Togo to submit the project as lead partner, but must rely on one or more implementing partners legally registered in Togo.

Similar question : Is a German organisation, whose head office is in Germany but which has a headquarters agreement with the Togolese government and a local tax registration number, eligible? The organisation is based in Togo.

Unlike the French organization, which does not need to be registered in Togo to submit the project as lead applicant, a German organization must be legally registered in Togo to be a lead applicant.

Legal registration in the country means that the organization must be able to prove that it is, under local law, a legal entity with its board of directors/management committee and headquarters registered in the country. The lead applicant must have been legally registered for at least 3 years at the time of project submission.

If 2 French international NGOs registered in a country wish to set up a joint project, is it compulsory to have an additional local partner (national NGO/CSO) with a budget allocation?

Whether or not an implementing partner is required depends on the context in which the project is to be implemented and the status of the lead applicant.

The lead applicant must be legally registered in the country proposed for the implementation of the project submitted. To be legally registered, the lead applicant must provide proof of the following:

- The project lead applicant must be legally registered and have a board of directors/management committee and a registered headquarters in an eligible country or in France.
- The lead applicant must have been legally registered for at least 3 years at the time of project submission.

The Evaluation Committee will assess the coherence and relevance of the proposed consortium concerning the objectives of the proposed project.

If the lead applicant is registered in more than one country, is it necessary to have partners?

No. Only an organization that is legally registered in the country in which it wishes to implement a project (single-country) may submit a proposal without partner.

In a multi-country project, it is compulsory to set up a partnership with organizations legally registered in each of the countries proposed for the implementation of the project.

The Evaluation Committee will assess the coherence and relevance of the proposed consortium concerning the objectives of the proposed project.

If the lead applicant's country is eligible (Vietnam in this case) but the organization is not currently a Global Fund grant recipient, can it still apply?

Yes, it can. In its letter of intent, the organization must specify how its proposed Action complements the Global Fund's action.

Can our international NGO, whose sections are based in various countries including France, apply as an independent INGO? Can we apply through our French section?

We have been registered in the country of implementation for more than 3 years.

You will need to include one or more partners legally registered in the country of implementation, if the proposal is submitted by the French section, Only an organization legally registered in the country of implementation may submit a project without a partner.

If it is the section legally registered in the country of implementation that submits the project, you must be able to prove that this section is **legally registered and has a board of directors/management committee and a registered headquarters** in the country of implementation. This section must have been legally registered **for at least 3 years at the time of project submission.**

Are government public health institutes eligible as lead applicants? Can government organisations apply as lead applicants?

Yes.

Governmental public health institutes and governmental organizations in general, from eligible countries, may submit as lead applicants. These organizations may submit a proposal without a partner if the Action is to be implemented solely in the country of which they are the representatives.

The Evaluation Committee will assess the coherence and quality of the proposal submitted without partners, if this option is chosen by a governmental organization.

Would you accept two different proposals from two different lead organizations in the same country? Or can you only fund one proposal per country?

There is no limit to the number of proposals received per country. Only the criteria set out in the evaluation grid, which you can consult in the consultation file, will be used by the Evaluation Committee.

ELIGIBLE COUNTRIES

Can our organization apply as lead applicant?

All the eligibility criteria for lead applicants are detailed in the guidelines for calls for proposals, from point 4 onwards.

Is Zimbabwe eligible?

Zimbabwe is not eligible for L'Initiative's 2024 calls for proposals.

Which countries are eligible?

A project must be implemented in one or more of the 38 eligible countries listed below:

- | | |
|--|--|
|  Algeria |  Guinea-Bissau |
|  Benin |  Haiti |
|  Burundi |  Laos |
|  Cambodia |  Lebanon |
|  Cameroon |  Liberia |
|  Central African Republic |  Madagascar |
|  Chad |  Morocco |
|  Comoros |  Mauritius |
|  Congo |  Mauritania |
|  Ivory Coast |  Mozambique |
|  Democratic Republic of the Congo |  Myanmar |
|  Dominican Republic |  Rwanda |
|  Djibouti |  Senegal |
|  Equatorial Guinea |  Sierra Leone |
|  Ethiopia |  Thailand |
|  Gabon |  Togo |
|  Gambia |  Tunisia |
|  Ghana |  Ukraine |
|  Guinea |  Vietnam |

The project can only be implemented in eligible countries, right?

Example of a multi-country project: the lead applicant is registered in Lebanon, the project is set up in Lebanon, and the partners are registered in Iraq and Jordan. Can the project be implemented in these 2 countries? or can the partners simply take part in the implementation in Lebanon ?

Proposed projects may only be implemented in one of the 38 eligible countries. As Iraq and Jordan are not included in this list, the proposed Action cannot be implemented in these two countries.

The two proposed partners may be legally registered in Iraq and Jordan and be part of the project as partners. However, this exception only applies if the partnerships amongst the lead applicant and those partners is a proven and robust collaboration. The budget to be delegated to this/these partner(s) will not exceed in total of 15% of the grant from Expertise France, regardless of the number of implementing partners registered in a non-eligible country.

The Evaluation Committee reserves the right to assess the relevance and coherence of the proposed consortium concerning the objectives of the proposed project.

If the lead applicant's country behind the project is not one of the 38 eligible countries, can it submit a project with another country on the list of eligible countries? Can an organization that is not on the list of the 38 eligible countries run a project in an eligible country?

The lead applicant must be legally registered in one of the 38 eligible countries or in France. Only partners legally registered outside the 38 eligible countries + France may be part of the consortium, but the budget delegation paid to them may not exceed a total of 15% of the Expertise France grant, regardless of the number of implementing partners registered in a non-eligible country.

Could an eligible country send samples to an ineligible country for laboratory analysis?

Yes, this is possible.

Will an NGO that has been registered in France for years but not yet in our project country be rejected as a lead? and as a partner?

An organization legally registered in France may submit a project as lead applicant with one or more partners legally registered in the proposed country for the implementation of the submitted project. It may also be a partner in a project submitted by a lead applicant that has been legally registered for at least 3 years in one of the 38 eligible countries.

How many projects can you finance in a given country?

The number of projects per country is not a selection criterion for L'Initiative. The committee uses the evaluation grid available in the consultation file, which you will find on the online response platform (POPs).

If the project takes place in a single country and the lead organisation is registered in that country. Can you clarify this point: "The difference between partners and stakeholders is that the former receive a budget delegation from L'Initiative". Do you mean that stakeholders cannot receive funds?

"Implementing partners" that are involved in the design and implementation of the project must receive **sub-granting from the lead applicant**.

Organizations can be implementing partners, even if their board /steering committee and head office are registered in a non-eligible country. This is on the condition that there is proven and robust **collaboration with the lead applicant and that the budget delegated to them / their partners does not exceed in total 15%** of the grant from Expertise France, regardless of the number of implementing partners registered in a non-eligible country.

"Associated stakeholders" are other organizations linked to the project but are **not sub-granted to** (other donors, beneficiaries, national institutions, etc.).

ELIGIBILITY CRITERIA

Are the criteria the same for the lead applicant and partner?

Please refer to the explanation in section 4. "Eligibility criteria", which explains the differences between the lead applicant and the partners.

Would the length of time an organization has been running projects be a criterion for exclusion from the 2024 calls for projects?

To be eligible to submit a proposal, the lead applicant must have been legally registered for at least 3 years at the time of the deadline submission of phase 1 (24 January 2024), in one or more of the 38 eligible countries or in France.

If this deadline is not met, the proposal will be rejected.

Can a local partner with less than three years of legal existence implement the project locally with a lead applicant with more than three years of legal existence?

Yes, the criterion relating to the legal registration of the lead partner for at least 3 years in one of the 38 eligible countries or in France does not apply to implementing partners and stakeholders.

When calculating financial capacity, does the Initiative take into account the combined capacities of the partners or just the lead applicant?

L'Initiative only checks the financial capacity of the lead applicant, as it is this organisation that will be contractually responsible for implementing the project and managing the subsidized funds.

If the organization's registration process in the country concerned is underway and will be finalised after 24.01.2024 but before June 2024, will this be accepted?

The lead applicant must have been **legally registered for at least 3 years** at the time of the deadline submission of phase 1, i.e by 24 January 2024.

What is the maximum number of organizations that can come together in a consortium? Can you advise us on the maximum number of partners we can apply for as a consortium?

There is no indication as to the number of partners and stakeholders in a consortium. The Evaluation Committee will assess the coherence and quality of the proposed consortium with regard to the objectives of the project submitted.

Is a multi-country approach more favourable?

No priority is given to projects with a multi-country approach. Only the evaluation criteria set out in the evaluation grid in the consultation file will be applied by the Evaluation Committee.

Can you clarify the part of the guidelines relating to the exclusion of international organisations, in particular UN agencies and associated agencies? Does this mean that international non-governmental organisations with headquarters in one or more countries are eligible?

International Organisation here refers to the United Nations and its associated agencies, as well as regional state organizations. NGOs with their headquarters in one or more eligible countries are not covered by this definition.

Will lead or partner organisations that are legally registered in France be selected on a pro-rata basis?

Only the evaluation criteria set out in the evaluation grid, which you can consult in the consultation file, will be applied by the Evaluation Committee.

FINANCIAL QUESTIONS

Is AFD co-financing possible?

Yes, AFD co-financing is possible.

In the specific case where the project submitted receives conformed or planned co-financing by AFD or Expertise France, or by any other French bilateral financial or human support, the applicant must:

- present the characteristics of the project and its financing in a fully transparent manner as early as the note of intent stage (assets, requested, period, type of contract, reference, etc.) and,
- in the case of co-financing with another French actor, provide for consultation between the French co-financiers prior to approval of the funding, in order to best meet the requirements of accountability to our supervisory authorities and prevent the risk of double-funding.

On the administrative form, should the "Exchange rate used (for budgets not in €)" box be filled in for French project applicants?

Yes.

I have not found any mention in the calls for proposals that surveys will not be funded. Is it nevertheless possible to include a survey as part of all the project activities (the project would not be entirely based on this survey)?

The projects submitted may include activities such as a survey to produce data used to achieve the objective of the project submitted. However, this type of activity cannot be the sole objective of the project or require the majority of the grant requested.

The budget must not exceed 70% of the organization's total budget. And what happens if you want to submit 2 projects? Do you have to add up the 2 budgets to stay under 70%?

The average annual cost of the project¹ must not exceed 70% of the total annual costs (expenses) of the lead applicant. L'Initiative wishes to determine, through the evaluation of your complete financial report for the year 2022, whether you can manage similar funding.

The evaluation committee will determine, in an overall judgment, whether or not your organization has the capacity to manage two similar grants based on the information you provide.

Should the estimated budget be that of the applicant organization or that of the project?

The 8th document requested in the application is the lead application organization's estimated budget for 2024. This should not be confused with Annex 1_Letter of intent, which contains a table giving a brief outline of the total cost of the proposed Action.

If the implementing partners have also been registered for less than 3 years in the country where the project will be implemented, the maximum 15% of the budget also applies?

¹ Calculé sur la base du budget total du projet et non sur la part demandée à L'Initiative.

The limitation of the budget delegation to 15% of the grant from L'Initiative only applies in cases where one or more implementing partners are not legally registered in one of the 38 eligible countries (+France). If the partners are legally registered in the country for the implementation of the project submitted, this rule does not apply to them.

If the partner is not yet registered (registration is in progress) in the country of implementation and has applied under the aegis of an eligible principal applicant, will it still benefit from the 15% share?

The lead applicant is the organization that submits the letter of intent and completes the full proposal if they are pre-selected. Lead applicants are the sole recipients of L'Initiative grants.

The project lead applicant must be legally registered and have a board of directors/management committee and a registered headquarters in an eligible country or in France. International organizations, with the exception of regional non-state organizations, may not be the lead applicant or an implementing partner of projects. However, they can be associated stakeholders that do not receive any delegated budget.

The lead applicant must have been legally registered for at least 3 years at the time of project submission.

« Implementing partners » that are involved in the design and implementation of the project must receive sub-granting from the lead applicant.

The limitation of the budget delegation to 15% of the grant from L'Initiative only applies in cases where one or more implementing partners are not legally registered in one of the 38 eligible countries (+France).

Do we have to submit co-financing for the projects submitted? Our country, Myanmar/Burma, is in an emergency situation due to conflict.

Co-financing is not compulsory.

Co-financing is required for a minimum of 10% of the total intervention budget if the lead applicant's annual expenditure is more than 5 million Euros.

What is the USD/euro exchange rate we should use?

For exchange rates, please refer to the following website:

http://www.economie.gouv.fr/dgfip/mission_taux_chancellerie/frais

Would there be any specific recommendations regarding the budget arrangements between partners? North/South? (Distribution of the budget between partners? Proportion paid to partners in the South?)

As a call for proposals is a competitive process, L'Initiative does not provide any recommendations on how to set up a project, its budget or its consortium.

In the 2024 call for proposals, it is stated that 2021 expenditure must be used. Can you confirm whether 2021 or 2022 financial reports should be used?

It is indeed the complete and certified financial report for the year 2022 that must be submitted.

REQUIRED DOCUMENTS

Could you list again the documents required to answer the call?

Eleven documents are required for the 2024 calls for proposals. These must be linked to “application” on the POPs platform:

1. **Letter of Intent** (Annex 1).
2. **Admin form** (Annex 2).
3. **For follow on projects only: the results sheet** to present results achieved in the project previously funded by L'Initiative, the learning that has come from it, and areas of sustainability (Annex 3).
4. A **copy of the lead applicant's statutes** (if in a language other than French or English, a simple translation will be required).
5. **Proof of registration** of the lead applicant organization, to include their registered address (if in a language other than French or English, a simple translation will be required)
6. Proof that the lead applicant has **complied with social and tax duties in the country of registration (e.g. latest URSSAF certificate [body responsible for the collection and distribution of social security contributions] certificate** if the lead applicant is registered in France or equivalent available, last tax certificate or equivalent available).
7. **Full 2022 financial report** (income statement and balance sheet) of the main lead applicant, validated at the General Meeting or any other governance body.
8. **The lead application organization's estimated budget** for the year 2024.
9. **The lead application organization's last annual activity** report.
10. **The lead applicant organization's last validated audit report** (if not available during Phase I, please note that this report will be mandatory if you are pre-selected for Phase II).
11. **Letters of commitment from** each of the implementing partner organizations for the project. (if not available during Phase I, please note that signed letters will be mandatory if you are pre-selected for Phase II).

On the administrative form, in the "List of funding managed over the last 3 years" table, should only one project be indicated per year? If yes, which project criteria should be indicated?

You may indicate all funding managed over the last 3 years.

Does an organization whose language is neither English nor French have to translate its administrative documents? Example of an organization from Equatorial Guinea whose documents are in Spanish. Do the documents/files to be sent have to be in French or English?

A simple translation will be required for documents in a language other than French or English. A simple translation is required for the following documents:

- Proof of registration of the lead applicant organization
- Copy of the lead applicant's statutes

What does the "national identification number" mean for a French organization? Is it a tax number?

It is the number given to you in the legal registration document in one of the 38 eligible countries (+France). The format of the number differs from country to country. In France, we call it SIRET/SIREN or association registration number. You must also send us the proof of legal registration on which we will find this number.

What information is required about the registered headquarters?

You must be able to prove that the registered office of both the lead applicant and the partners is legally registered in one of the 38 eligible countries (+France).

Is it possible for an organization that is registered in several countries, including one that is eligible for the call for proposals, to send these registration documents to assess eligibility beforehand? Depending on how well we understand the criteria, we may be a lead applicant or an implementing partner. If so, via which channel?

We cannot assure you beforehand of the eligibility of your status as this depends on several criteria. The list of eligibility criteria, for lead applicants, partners or stakeholders, is described in section 4 "Eligibility criteria" of the rules for the call for projects.

SUBMISSION ON POPS

Can several people create accounts on the platform for the same project?

Yes, but the project submission file must only be submitted via a single account.

Does the organization have to download all the documents?

Yes, you must download the consultation file to open the annexes that you must use to put together your proposal.

As a partner organization, do we need to have an account on POPS or is it only the lead applicant that applies?

Each organization may have an account on POPS. However, the proposal must only be submitted through the account of the lead applicant, who will submit the file on behalf of the consortium.

Which consultations require the creation of an account?

You need to create an account if you wish to submit a proposal to one or more calls for projects.

Can several people from the same organization create an account?

Yes, but it is best to avoid having multiple accounts in the name of a single organization, with the same registration number. It's better to create an account with a username and password shared between several employees.

Is it necessary to register on the platform for each submission?

No. A single registration will enable you to apply for several Expertise France calls for proposals, and your account will remain active on POPS unless you wish to deactivate/delete it.

What format should the documents be sent in (Word, Excel)?

All formats are accepted.

In the case of a consortium, each NGO will identify itself through its own account?

The application must be submitted solely via the POPS account of the lead organization.

Is POPS the only submission channel?

Yes, POPS is the only submission channel for L'Initiative's calls for proposals.

Can I delete an account to create a new one?

Yes, you can. It is preferable not to delete your account if you have already started submitting your file. But if you have not yet reached this stage, you can delete the account to start again.

Do I need to create an account for each call for proposals? Do I have to use the same account that is used by Expertise France?

No, you do not need to create an account for each call for projects as the account remains active for all Expertise France calls for projects (including L'Initiative).

What languages are used for submissions on the POPs platform?

Submissions to the platform can be made in English and French.

Can I find openwebstart just by typing on the search bar?

Yes, you will also find instructions for downloading OpenWebStart in the quick user guide on the POPs platform.

Could we have 2 focal points to respect the binoma principle?

Yes, this option is possible. You must indicate the names and contacts of these two focal points in Annex 2. Administrative form.

Is there a tutorial available for registering files?

Yes, a tutorial is available on the POPs platform in the "practice" tab.

Is it possible to start the application today and continue to add to it little by little?

Yes, you can.

Once I have created an account on POPs, do I receive notifications by email or do I have to connect to the platform?

All notifications relating to the call for proposals for which you have withdrawn a consultation file will be sent to the email address you gave when you created your account. In particular, you will receive information about changes to the consultation file and answers to FAQs.

Can Java be downloaded during the subsequent letter of intent submission phase?

If you do not wish to download Java, you can download Openwebstar, which is free software.

OTHER QUESTIONS

My organization submitted letters of intent last year, which were rejected. There was no explanation in the notification. Is it possible to obtain information on this subject?

You can contact L'Initiative at the following address: aap.linitiative@expertisefrance.fr

Is it possible to access the consultations that have been selected in the 2023 call for projects for VP?

You can access this list on our website.

We submitted a project last year and received notification of non-acceptance without receiving the reasons for refusal. Where can we find them?

You can contact L'Initiative at the following address: aap.linitiative@expertisefrance.fr

QUESTIONS RAISED DURING THE WEBINAR OF 9 JANUARY 2024

GENERAL QUESTIONS

How can you help new applicants who have never been selected before?

There are no evaluation criteria favouring applicants who have already received funding from L'Initiative. All applications are assessed using the same evaluation grid (available in the consultation file for each call for proposals).

If you have any questions about submitting your application and using the POPs platform, you can write us via the Questions/Answers section on the POPs page of the call for projects you are interested in. We will answer all questions and try to provide as much help as possible, while respecting the fairness of all applicants.

Can you send us the support document for this presentation? Can we receive the recording by e-mail?

The recording of the webinar and the Powerpoint will be posted on L'Initiative website.

What is the submission deadline for applicants from the DRC?

The deadline is the same for everyone: 24 January 2024 at noon (Paris time).

What is the closing date for submitting projects?

Lead applicants have until 24 January 2024 to submit their project.

Can you extend the registration date?

The closing date cannot be extended and remains the same for all applicants.

We therefore advise you not to wait until the last minute to start preparing your application and testing the submission of your envelope via the POPs platform.

What if a project responds to the HSS-HRH and VP calls for proposals at the same time?

Depending on the dominant subject of the project, we invite you to choose between the HSS-HRH or VP calls to be able to submit your application.

In annex I_Letter of intent, please describe how this project meets L'Initiative's priorities for 2024 and how it targets themes that may be common to both calls for proposals.

All applications submitted under the HSS and VP calls for proposals are evaluated according to the same criteria (see the evaluation matrix provided in the consultation file).

For the HSS-HRH call for proposals : Does the proposal have to focus on all priorities areas listed on the website? Can the proposal also focus on one disease or on all three diseases?

The aim of this call for projects is to support projects that take a systemic approach to sustainably strengthening health systems, health systems policy and regulation, organizational structure and the behaviors and practices of key stakeholders. This approach prioritizes strengthening human resources for health and integrates a human rights and gender equality approach into all activities. The Initiative has listed areas of action that can respond to this challenge, but there is no obligation to submit a proposal that focuses on several priority areas. Your proposal must demonstrate how it will enable

sustainable strengthening of HSS at all levels (from community to national), with Human Resources for Health at its heart.

How does technical assistance work at Expertise France? Is it possible to receive technical assistance? Do I need a grant to get technical assistance?

Please consult the following section of our website:

[Request technical assistance - L'Initiative | L'Initiative | Sida, tuberculose, paludisme \(expertisefrance.fr\)](#)

APPLICANT'S ELIGIBILITY

What is the difference between a lead applicant and a partner? Is it experience?

The project lead applicant must be legally registered and have a board of directors/management committee and a registered headquarters in an eligible country or in France. To be eligible, the lead applicant must be legally registered in one of the 38 eligible countries or in France, for at least 3 years at the time of project submission.

« Implementing partners » that are involved in the design and implementation of the project must receive sub-granting from the lead applicant. There is no minimum period of legal existence. They must also be legal entities in the same capacity as the lead applicant and be legally registered in one of the 38 eligible countries or in France. Organisations may be implementing partners, even if their board of directors/management committee and head office are registered in a country not listed. This is on the condition that **there is proven and robust collaboration with the lead applicant and that the budget delegated to them / their partners does not exceed in total 15%** of the grant from Expertise France, regardless of the number of implementing partners registered in a non-eligible country.

Neither the lead applicant nor the implementing partners must have statutory requirements that would not authorize Expertise France or any external auditor appointed by Expertise France to carry out on-the-spot checks and inspections and to have relevant rights to access the project sites and premises where the project will be carried out, including all documents and electronic data relating the technical and financial management of the project.

The lead applicant is the person who submits the application and who will be contractually responsible for it if the grant is awarded. It is the lead applicant who will be responsible for delegating part of the grant to its implementing partner(s).

Can governments be the lead organization?

Yes, this is possible if the lead organization represents one of the 38 eligible countries + France and submits all the required proof (with adjustments to take account of the specific nature of a government organization: for example, the bylaws of the organization and proof of legal registration will be replaced by legislative or regulatory texts specifying the nature of the public organization, how it operates, its system of representation, etc.).

Can a government organization in one of the 38 eligible countries be a lead partner?

Yes, it is possible.

Can an American international organization be the lead applicant?

Only an organisation legally registered in one of the 38 eligible countries + France can be lead applicant.

Are National programs eligible to apply as lead applicants?

Yes, please see the answer given above on government organisations and the answer given on POPs to this specific question.

Can a lead applicant in a project currently funded by Expertise France submit a project and/or be a partner in the project?

Yes, if the proposal concerns a new project or a follow on of the current project or a related project.

We are an organization from Ethiopia. In Current my organization called NEP+ is implementing L'Initiative funded project. Can NEP+ be eligible to apply for 2024 grant?

Yes, if the proposal concerns a new project or a follow on/up-scaling of the current project.

If an organization is registered legally in an eligible country for 3+ years but the Head Office is in South Africa. Is this organization still eligible to apply as a lead entity/applicant?

The regulations require the lead applicant to be a legal entity, with a board of directors/management committee and headquarters registered for at least 3 years in one of the 38 eligible countries or in France. If the registered office and/or board of directors/management committee is located in South Africa, the organization is not eligible to submit as lead applicant.

I think I've understood that for a single-country project it's not enough for the lead applicant to be legally registered in the country, but that he must also be legally registered in France, even if he is the project promoter?

No, the lead applicant must be registered in one of the 38 eligible countries or in France. France is also one of the countries in which the lead applicant can be legally registered. However the lead applicant does not have to be registered in both France and one of the 38 eligible countries.


















If we want to present a project as a consortium, how many organisations should be involved?

There is no maximum number of partner organisations/stakeholders in a consortium. However, the Evaluation Committee reserves the right to judge the coherence and quality of the proposed consortium.

ELIGIBLE COUNTRIES

Which 38 countries are eligible?

The 38 eligible countries are:

- | | |
|--|---|
|  Algeria |  Guinea-Bissau |
|  Benin |  Haiti |
|  Burundi |  Laos |
|  Cambodia |  Lebanon |
|  Cameroon |  Liberia |
|  Central African Republic |  Madagascar |
|  Chad |  Morocco |
|  Comoros |  Mauritius |
|  Congo |  Mauritania |
|  Ivory Coast |  Mozambique |
|  Democratic Republic of the Congo |  Myanmar |
|  Dominican Republic |  Rwanda |
|  Djibouti |  Senegal |
|  Equatorial Guinea |  Sierra Leone |
|  Ethiopia |  Thailand |
|  Gabon |  Togo |
|  Gambia |  Tunisia |
|  Ghana |  Ukraine |
|  Guinea |  Vietnam |

ELIGIBILITY CRITERIA

If I want to apply from country X with a single-country project should I obligatory have an implementing partner? If I have an implementing partner, must I give him a subgrant that doesn't exceed 10% of the budget?

If the lead applicant is legally registered in country X, meets the eligibility criteria as set out in the regulations, and wishes to propose a project that will be implemented solely in country X (single-country project), then it is not obliged to associate with implementing partners. Budget delegation only applies to partners. Without partners, there is therefore no budget delegation to be granted.

Is it compulsory to have a partner or a collaboration?

A distinction must be made between single-country projects and multi-country projects.

Single-country projects may be submitted without partners/stakeholders if the lead applicant is legally registered in the country of implementation (see answer above).

Multi-country projects must be submitted with at least one implementing partner in each of the proposed implementing countries.

Can we take part in the call for proposals as part of a consortium? If so, do the same conditions apply to consortia?

Yes, it is possible and appreciated to present a project in partnership with a diversity of players from civil society, the private sector and the health authorities.

Is it possible to run a project as part of a consortium of NGOs or networks, for example?

Yes, it is possible, but a multidisciplinary partnership is encouraged.

FINANCIAL QUESTIONS

Our organization is a network that has existed since 2020. But its main limitation is its low membership fees. Until now, we have been operating on our own funds, which do not exceed €1,000. What can Expertise France do to help us build up our capacity so that we are up to scratch in future calls for proposals?

Please consult our website for technical support, and to keep an eye out for support opportunities via L'Initiative's SOFIA support fund.

If we work in a consortium, will we take into account the 70% sum for the member organizations of the consortium?

The rule of 70% of management capacity only applies to the lead applicant. It is its 2022 financial report that we will be reviewing. Not that of the partners.

We are a research institute that is part of the Ministry of Health. Does the 70% apply to the total financial report for the Institute or the whole Ministry? We think it applies only to the Research Institute, but we would like confirmation.

We base our assessment of management capacity on the financial documents you provide. If the research institute does not exist in its own right, with its own governance body and its own financial management system, then the 70% annual expenditure rule will be calculated on the basis of the Ministry's financial report.

Regarding the 70% of the annual budget: does this mean that the total budget requested must not exceed 70% of the organisation's annual budget, or does it mean the budget requested per year?

The average cost of the project must not exceed 70% of the total annual costs (expenses) of the lead applicant. For the purpose of this call for projects, total costs (expenditure) are calculated based on the 2022 financial report (income statement and balance sheet), validated at a General Assembly or any other governance body.

For the construction of a building where the project's HIV clinical services will take place, is there a maximum percentage that must be allocated in the project budget?

There are no rules regarding the % of budget allocated per budget category. The evaluation committee reserves the right to assess the consistency and relevance of the proposed budget.

Our lead applicant organization will be INSERM. What 2022 budget do I need to provide? Is it the team's budget?

You must provide the complete 2022 financial report (income statement and balance sheet) validated by INSERM.

Is the maximum budget including co-funding contribution still 3.5 million or is it 3.5 million euro + 350,000 euro?

3.5 million is the maximum grant requested. The total cost of the Action may exceed this amount. The grant must cover at least 50% of the total cost of the Action, so for example if the total cost of the Action is 7 million, 50% would represent a grant of 3.5 million.

The expected share of co-financing is calculated on the total amount of the Action: minimum 10% of the total amount of the Action.

In the case of co-financing, is the maximum amount €3.5 million + 10% or must it be included in the maximum budget indicated?

3.5 million is the maximum grant requested from Expertise France.

The amount of co-financing is calculated not on the amount of the grant but on the total cost of the Action.

Apart from the detailed budget forecast for the project in the letter of intent, is there another, more detailed budget to be submitted, along with the 11 documents?

No, only the financial description in appendix 1 is expected.

Regarding the project budget: should it be filled in by detail or by total value? For example, should the "Activities" section contain the total budget for all planned activities, or should each activity and its budget be listed? What makes a financial report official?

Only total values need to be filled in.

What is a complete and official financial report?

It is the Financial Report validated by the General Assembly or any other governing body.

What is a complete and official financial report? What are the elements of completeness? Who makes it official? Is official certification? If so, is it the responsibility of a sworn accountant?

A Financial Report is complete if it includes the organization's profit and loss statements and balance sheet. The Financial Report is validated at a General Assembly or any other governing body.

Regarding the validated financial reports: it seems to me that the validation of the reports by the PRs and the other technical partners is authentic. Can you confirm?

A Financial Report is complete if it includes the organization's profit and loss statements and balance sheet. The Financial Report is validated at a General Assembly or any other governing body.

The "Financial Description" section of the letter of intent (Annex 1) must be completed if the project budget exceeds €1,000,000, right?

Yes, all sections of annexes should be filled. No matter the budget of your proposed project.

What period should the "Financial Description" section in the Letter of Intent (Annex 1) cover? all period of the project?

Yes, the period must cover the entire duration of the proposed project, i.e. between 36 and 48 months.

Do you have standards for the distribution of the budget (% for administration and % for activities)?

No, there is no maximum % for HR and activities. However, the evaluation committee reserves the right to judge the consistency and quality of the budget submitted based on the proposed breakdown.

Our NGO only works on projects. We work with various partners, but only on projects, and have been a SR of the Global Fund since Round 8. We have no budget of our own. So, in the context of L'Initiative's calls for proposals, what do you mean by annual expenses?

Annual expenses are the organization's own annual expenditure.

Can part of the money be used to pay for clinical services to care for HIV patients?

Yes, if it is consistent with the objectives of the proposed project and if it corresponds to specific and clear activities.

We plan to include in the proposal a study that will consist of two stages - retrospective (analysis of medical records of children's hospital patients) and prospective (review and conducting research among patients of this hospital). Does the operative study include a medical examination and laboratory tests of patients?

Yes, the project budget can include the costs of medical examinations and laboratory tests, unless of course these are not already covered by the Global Fund grant.

REQUIRED DOCUMENTS

For documents whose original language is not French or English, do we have to provide the original document with the official translation or just the translation?

A simple translation will be required for documents in a language other than French or English. A simple translation is required for the following documents:

- Proof of registration of the lead applicant organization
- Copy of the lead applicant's statutes

Which documents are accepted: copies of documents or originals only?

All documents submitted are scanned. You must scan the originals in their original language and submit a simple translation in French or English if the original language is different.

Is the letter of intent (annex 1) submitted at the same time as the full application?

Yes, all attached documents must be filed at the same time.

We have 2 registration documents. Do we need to combine them into a single pdf document or can we put both documents online, in a sub-folder called "proof of registration"?

If you have two different registration documents, then you can combine them into a single PDF for easier association.

Would it be possible to give examples of what the proof of registration and address are? The lead applicant will be a research institution linked to the Ministry of Health.

The type of proof of registration depends on your country of registration. In the case of a ministry, it could be an official text setting out the creation of the institution in question and its link to the Ministry of Health.

Which national identification number should be entered: that of the contact person or that of the organisation to be registered?

It is the number given to you in the legal registration document in one of the 38 eligible countries (+France). The format of the number differs from country to country. In France, we call it SIRET/SIREN or association registration number. You must also send us the proof of legal registration on which we will find this number.

What number should be given to public structures within the Ministry of Health that do not have an identification number?

In your case you can put X to this request.

Where can the checklist be found?

The checklist can be found in the consultation file available on the Expertise France POPs call for proposals submission platform. The consultation file is a zipped file to be downloaded from POPs.

In the checklist available on POPs, the audit can be sent during phase II, whereas on your slide, it's indicated as compulsory during phase I. Can you confirm this?

There was some confusion in the PPT presented during the webinar: the audit report is optional in phase 1 and compulsory if you are preselected for phase II.

During this 1st phase, should annex 3 also be sent in the same way as annexes 1 and 2?

The results sheet (annex 3) is only required for follow-on projects. This results sheet sets out the results obtained in the project previously financed by L'Initiative, the lessons learned from it and the areas for future development.

What exactly does social and fiscal duties compliance mean? Does it refer to taxes?

The lead applicant must prove that it has met its social and tax duties in the country of registration. The proof requested is, for example, the latest URSSAF certificate when the holder is registered in France or equivalent available, the last tax certificate or equivalent available.

SUBMISSION ON POPS

Where can we find the calls for proposals guidelines?

The calls for proposals guidelines can be downloaded on the Expertise France calls for projects submission platform (POPs).

How are documents supposed to be sent? Is there an e-mail or a specific application?

Documents must be uploaded to the POPs platform. No application submitted by email would be accepted. Manuals and tutorials are available in the Documentation area on the POPs platform.

Is the POPs platform already operational for uploading documents?

Yes, POPs is operational. You can submit your project and upload documents.

When will the test platform be available?

It is available in the "practice" section on POPs.

Where can we find the link to the POPS platform?

To access the platform, click on the links below according to your call of preference:

HSS :

https://pops.expertisefrance.fr/sdm/ent2/gen/ficheCsl.action?PCSLID=CSL_2023_xGPz9PcHff&ongletActif=2

VP :

https://pops.expertisefrance.fr/sdm/ent2/gen/ficheCsl.action?PCSLID=CSL_2023_ZyJzRrXwdU&ongletActif=2

OR :

https://pops.expertisefrance.fr/sdm/ent2/gen/ficheCsl.action?PCSLID=CSL_2023_KZgVz4cgxP&ongletActif=2

Is the Platform only in French?

The Platform is in English and in French.

If we submit several single-country proposals- we will use the organization's registration in that country like Cambodia or RDC, etc- do we need to make a new profile at POPs for each proposal?

Your profile may enable you to submit other proposals on POPs in the future. This platform is collective to all Expertise France calls for proposals.

How many applications and how many calls can be submitted from one registered account on the POPs platform?

You can only submit one proposal per call with a single account. If you wish to submit two proposals in a single call of L'Initiative, you will need to create another account to do so (the regulations allow you to submit 2 applications in a single call and a maximum of 3 in the L'Initiative's 3 calls).

When I utilize the test option for running Java, I can run the application correctly. However, when I try to run Java to submit my proposal, I get an error message that the application is blocked by Java security. Is there any advice you could share on making sure I can run the Java ?

POPs technical support has informed us that this problem has been resolved. You should no longer receive this type of block.

Why do we get an error message when we submit one or two documents? It seems that it is not possible to submit a document if it is missing.

The platform prevents you from submitting your application if any of the associated documents are missing. This is to prevent you from submitting incomplete applications. However, you can prepare your application in several stages. All the associated and downloaded documents are saved and will appear when you log in later. However, you will only be able to submit your application if it is complete.

L'INITIATIVE

Sida, tuberculose, paludisme

www.linitiative.expertisefrance.fr

EXPERTISE FRANCE

40 boulevard de Port-Royal

75005 Paris

@ef.linitiative 

@ef_initiative 