



# LandCam

## Small Grants Scheme Round 2018-2019

### Grant Guidelines

**Awarding Authority: Centre for Environment and Development (CED)**

**Enquiries: If you have any questions, please contact**

**Phone: 243 52 51 51**

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**Email: [contact@cedcameroun.org](mailto:contact@cedcameroun.org)**

**Opening date: 27 August 2018**

**Closing date: 1 October 2018**

**Type of grant Opportunity: Open and Competitive**

### Guidance to applicants

Applicants are expected to examine carefully and comply with all instructions, forms and specifications contained in this guidance.

This guidance sets out the rules for the submission, selection and implementation of grants financed under this call for proposals. The guidance has been drafted in accordance with the terms of the Grant Contract between the European Commission and the International Institute for Environment and Development (IIED).

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## 1 BACKGROUND

Large land areas in Cameroon are held under agribusiness and logging concessions. While private sector investments hold out promise for green growth and poverty reduction, the country is currently undergoing profound changes in land and resource legislation, and is characterized by insufficient regulation on some key issues.

In 2008, the government launched a series of reforms in the natural resources sector to update land, forest, mining and environment laws. But the process has been too sectoral, both among ministries and non-governmental bodies.

Meanwhile, land under customary tenure (some 85 per cent of Cameroon's land) is becoming increasingly insecure. Investors are seeking extensive areas for developing concessions. Mining, forestry and agribusiness concessions overlap with one another and with protected areas and community lands, leading to conflict.

A major coordination effort is needed to ensure that the voices of all stakeholders are heard in the reform process, and that all stakeholders are well informed of both the reality on the ground and of good practice in securing rights and improving governance.

Over five years, from February 2017 to December 2021, this project is piloting approaches to secure rights to land and natural resources in selected sites and supporting inclusive national-level debate about workable reforms of the relevant laws.

The LandCam project will work with key stakeholders across Cameroon to negotiate rights to land and natural resources through demonstrable good governance and workable reforms of the relevant laws. We will work to create new spaces for more informed, effective and inclusive dialogue and analysis, engaging the public and media, as well as civil society platforms. And we will monitor changes on the ground, track legal reforms, and share lessons nationally and internationally.

From 2018-21, LandCam will focus its efforts at the grassroots level. Working directly with local civil society organisations and community groups, LandCam is launching a series of bottom-up interventions to clarify legitimate land tenure rights in three different districts through a small grants scheme.

### 1.1 About the small grants scheme

The small grants scheme will enable Cameroonian civil society organisations (CSOs) to access funds to fill gaps in approaches to securing land and resource rights, linking local-level work to national reform debates, responding to knowledge needs as they are identified by local stakeholders, building capacity of different actors on effective, inclusive and transparent land

governance, and testing tools for analysis or action. The focus is on potential solutions to recognising and securing land and resources rights. Testing approaches to increase women's participation in land governance and providing opportunities for women and indigenous communities to benefit from local land access processes is highly encouraged.

## **1.2 Grant amount**

A total amount of 118.000.000 FCFA over four years (2018-2021) is available for the LandCam small grants scheme. The total available funding for 2018-2019 funding round is 29.500.000FCFA. The small grants scheme will enable eligible Cameroonian CSOs to apply for grants from 3.000.000 to 19.000.000 FCFA and for project durations of two to 12 months.

## **2 GRANT SCHEME MANAGEMENT**

Applications for grants will be handled by a Grant Selection Committee comprising of three external individuals and two representing the LandCam consortium drawn from the staff of IIED, CED and RELUFA.<sup>1</sup> External members should possess a high level of credibility and expertise on land and natural resources management in Cameroon or gender, public administration and/or project management. The three external Selection Committee members may change over time depending on their availability year to year. Each external expert will each have at least 10 years of relevant experience and an understanding of the Cameroonian context in which civil society organisations operate.

The grant scheme is administered by CED and as part of the oversight team, IIED, CED and RELUFA will oversee the work of the Grant Selection Committee and the implementation of awards. The LandCam oversight team and the Selection Committee will ensure the call for proposals is advertised widely.

Organisations to which Selection Committee members are formally associated will not be eligible to apply for grants. The identity of Selection Committee members will not be made public. IIED, CED, and RELUFA will each nominate committee members, the decision to invite an individual to join the Selection Committee will be made by consensus between the three organisations. CED will administer the fund, and together with IIED and RELUFA it will closely monitor implementation of the selected projects.

The IIED, CED, RELUFA oversight team will meet on a quarterly basis and according to the award cycle to evaluate funding awards, follow the implementation of grants, and ensure monitoring and evaluation processes are in place. The M&E system applied for grants awarded

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<sup>1</sup> The International Institute for Environment and Development (IIED), The Network to Fight Hunger in Cameroon (RELUFA), and The Centre for Environment and Development (CED)

will be adapted to the size of each grant and further guidance on monitoring and reporting will be provided to recipients at award stage.

### 3 GENERAL INSTRUCTIONS

#### 3.1 Scope and eligible grant activities

The small grant scheme will support activities that:

- Deepen understanding of land and natural resource governance challenges and possible solutions;
- Deepen understanding of implications and outcomes for different social groups, including gender dimensions, and effective ways for addressing social differentiation;
- Test the design, scalability and replicability of a tool for analysis or action;
- Promote dialogue at the local level (e.g. community-local government, community-company).

#### 3.2 Assessment Criteria

Applicants will need to demonstrate capability to implement, manage and monitor grant activities to achieve positive outcomes on time and within budget. Applications will also have to fulfil one or more of the following criteria:

- Respond directly to challenges posed by government officials to proposed reforms;
- Link local scale work to national reform debates;
- Contribute knowledge to Cameroon’s land tenure reform processes;
- Improve women’s participation in land governance and natural resource access;
- Improve indigenous communities’ participation in land governance and natural resource access.

#### a. Timetable

	DATE
<b>Publish call for proposals</b>	27 August 2018
<b>Deadline for submitting proposals, whether by email or hard copy</b>	1 October 2018 at 5pm Yaounde time
<b>Notification of award to successful applicants (and initiation of due diligence as appropriate)</b>	22 October 2018

<b>Signature of grant agreement with successful applicants</b>	16 November 2018
<b>Completion of all work under 2018 award scheme</b>	-

All correspondence relating to the proposal process including requests for clarification shall be conducted via email using the following address: [contact@cedcameroun.org](mailto:contact@cedcameroun.org) Tel: **243 52 51 51 or 694775832 or 674385319**

#### **4 FINANCING**

The project is financed by the European Union through an agreement with IIED and a sub-grant agreement between IIED, CED and RELUFA. Co-financing to LandCam is provided by additional donors.

##### **4.1 Who is eligible to apply for a grant**

Eligible recipients will be legally registered Cameroonian civil society or research organisations.

##### **4.2 Only one proposal per organisation**

An organisation may only submit one proposal in each annual cycle of the Small Grants Scheme. Due to the nature of the scheme and the emphasis on providing small grants, consortium applications are not allowed. Applicants will be eligible to apply for subsequent grants in future years of the scheme providing their total budget allocation over the course of the scheme does not exceed 19.000.000 FCFA.

##### **4.3 Explanations concerning the award scheme**

Applicants may submit questions in writing via email to [contact@cedcameroun.org](mailto:contact@cedcameroun.org).

#### **5 PROPOSAL PREPARATION**

##### **5.1 Language of proposals**

The proposal and all correspondence and documents related to the tender exchanged by the tenderer and the Awarding Authority can be written in either English or French.

##### **5.2 Information/documents to be supplied by the applicant**

All proposals must be completed in the template provided. Applications must also include written evidence of their ability to deliver the expected results and manage funds through the submission of:

- Legal registration as Cameroonian Civil Society Organisation;
- Financial report from the last two years;
- A narrative report of the organisation's activities over the past two years (such as an annual report) – including evidence of at least two years' experience on the topic of the grant application;
- Two official letters of support vouching for the organisation concerned using a common template.

Following the submission of proposals, successful applicants will be required to complete a due diligence questionnaire and provide financial information as appropriate before award of the grant.

## **6 BUDGET VALUE AND DURATION**

6.1 The currency of the proposal and award is the FCFA. The total grant allocation for the award scheme for this round 2018-2019 is expected to be approximately 29.500.000 FCFA.

6.2 In any year of the scheme, eligible Cameroonian CSOs are invited to apply for a single grant within a range of 3.000.000 to 19.000.000 FCFA for an implementation period of two to 12 months.

6.3 The applicant must provide all budget information in FCFA. The budget must cover a breakdown of all works as described in the proposal.

6.4 Budgets should be inclusive of any taxes chargeable in Cameroon as these will not be reimbursed separately.

## **7 SUBMISSION OF APPLICATIONS**

### **7.1 Submitting applications**

An electronic copy of the complete application shall be sent to [contact@cedcameroun.org](mailto:contact@cedcameroun.org). If the applicant is unable to submit by email a hard copy application of the full application should be delivered to the following address to arrive before the deadline

Centre for Environment and Development, ETOA MIKI BP 3430, Yaounde-Cameroon

All proposals, whether submitted by email or hard copy must be received in full by midnight 1<sup>st</sup> October 2018

## **7.2 Extension of the deadline for submitting applications**

The LandCam team may, at its own discretion, extend the deadline for submitting applications by issuing an amendment. In such cases, all rights and obligations of the Awarding Authority and the applicant regarding the original date specified in the contract notice will be subject to the new date.

## **7.3 Late submissions**

Late submission of applications will be rejected and will not be evaluated.

# **8 EVALUATING PROPOSALS**

## **8.1 Evaluating applications**

The Selection Committee reserves the right to ask an applicant to provide further information or clarify any part of its application as necessary. Such requests and the responses to them will be made in writing via the designated email address.

## **8.2 Examination of the administrative compliance of applications**

The aim at this stage is to check that applications include and comply with the information required under Section 9. An application is deemed to comply if it provides the information required and in doing so satisfies the Selection Committee that the applicant is able to deliver the expected results and manage funds accordingly.

Substantial departures or restrictions which affect the scope, quality or execution of the award scheme or differ widely from the terms of the scheme will deem an application ineligible. Decisions to the effect that an application is not administratively compliant must be duly justified in the Grant Selection Committee minutes.

The selection committee will check that each application:

- has been properly signed;
- has complete documentation and information;

If an application does not meet these requirements, it will be rejected by the Grant Selection Committee.

## **9 SELECTION AND AWARD OF GRANTS**

### **9.1 Selection and award evaluation**

All applications which have been deemed administratively compliant will follow a two-stage process:

Selection evaluation – Where both the economic/financial capacity and technical/professional capacity of the applications will be assessed against the written evidence and supporting information provided as required under 5.2 above. All applications that demonstrate evidence of their ability to deliver the expected results and manage funds will progress to the Award evaluation stage.

Award evaluation – Where the remaining applications will be evaluated against the Award Criteria.

## **10 AWARD CRITERIA**

Submissions will be judged based upon the following criteria:

20%: The quality and coherence of the identification of the ‘problem’ and the proposed approach/activity.

10%: Integration of LandCam priority themes (listed above) and alignment with LandCam goals.

40%: The importance of the activities’ outcomes to land tenure reform and the generation of knowledge or knowhow on specific land issues.

20%: A realistic workplan that can be reasonably expected to be achievable within the proposed timeline.

10%: Value for money based on the total cost of the activity and the proposed outcomes. The amount funded will be based on close scrutiny of funds requested in relation to the activities proposed.

## **11 ETHICS CLAUSES**

11.1 When putting forward an application, the applicant must declare if it is affected by any conflict of interest, and that it has no equivalent relation in that respect with other applicants or parties involved in the project. Should such a situation arise during execution of the grant, the recipient must immediately inform the Awarding

Authority. Organisations whose staff or affiliates are members of the Grant Selection Committee of the scheme are ineligible to apply for a grant.

- 11.2 The Awarding Authority reserves the right to suspend or cancel grant financing if corrupt practices of any kind are discovered at any stage of the award process.
- 11.3 All applications will be rejected or awards terminated if it emerges that the award or execution of a grant has given rise to unusual expenses that do not align with execution of the grant and have not been provided for in the application budget. Unusual expenses include activities not mentioned in the grant application and commissions not paid in return for any actual and legitimate service.
- 11.4 The Awarding Authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. Where such substantial errors, irregularities or fraud are discovered after the award of the Grant, the Awarding Authority may refrain from concluding the award.