STDF PROJECT PREPARATION GRANT (PPG)

**Application form**

The Standards and Trade Development Facility (STDF) provides Project Preparation Grants (PPGs) to help developing countries overcome constraints faced in the articulation of their SPS needs into project proposals that could be funded by the STDF or other donors.

PPGs are available for up to maximum of US$50,000. If the application is approved, the STDF Secretariat will prepare detailed terms of reference, as well as a detailed budget (up to US$50,000) to carry out the planned activities.

Please read this guidance carefully before completing the application form on pages 5 and 6. **The completed form, and attachments, should be submitted via the STDF website on the** [**Project Funding**](https://standardsfacility.org/project/apply) **webpage.**

**GUIDANCE**

**SUMMARY**

|  |  |
| --- | --- |
| **PPG Title**  | *Make the title concise and catchy. Start with an "-ing" verb and mention the sector and country/region (aim for 7-10 words). Examples:* * *"Improving the safety of smoked fish in Mali"*
* *"Prioritizing SPS investments in the Caribbean Community"*
* *"Promoting IT solutions for pest surveillance in the Asia-Pacific"*
 |
| **Applicant** | *The following organizations are eligible to apply for STDF funding:** *Public sector entities (including regional or international bodies) with responsibility for SPS measures or policy, either in their own right or in cooperation with the private sector. The STDF encourages implementation of projects and activities through public private partnerships.*
* *Private sector entities, either in their own right or in cooperation with the public sector. Examples of private sector entities include legally registered farmers' organizations, trade and industry associations, etc.*
* *Non-profit non-governmental organizations (NGOs) with expertise in the SPS area and with an organization in the relevant beneficiary country or countries, in co-operation with the public and/or private sector.*
* *STDF partners.*
 |
| **Country/region**  | *Provide the name of the beneficiary country(ies) or regional grouping* |
| **Contact** | *Provide the name and contact details (e-mail and phone number) of a person for follow-up* |

» » Click [here to complete the Summary](#S)

**What specific SPS problem(s) is affecting your country/region?**

Describe the food safety, animal and/or plant health problem(s), and how this problem(s) is affecting access to regional and/or international markets, or how it is affecting imports. Give examples or evidence about how this problem(s) affects trade, including products and markets affected.

» Click [here to answer question 1](#Q1)

**What is the purpose of this PPG?**

Explain the specific purpose of the request.

*Please note that PPGs can be used for any of the following purposes (or a combination thereof):*

1. *Application of an SPS-related* ***capacity evaluation tool*** *(e.g., the FAO/WHO's National Food Control System Assessment Tool, the WOAH's PVS Tool, the IPPC's PCE Tool) or other* ***prioritization tools*** *(e.g., the STDF's Prioritizing SPS Investments for Market Access Tool P-IMA).*
2. *Preparation of* ***feasibility studies*** *that precede project development to assess the potential impact and economic viability of proposals in terms of their expected costs and benefits.*
3. *Preparation of* ***project proposals*** *for consideration by the STDF or other donors. It is not necessary to describe the project expected results or specific activities.*

Where applicable, indicate whether support is needed to implement international standards, guidelines and/or recommendations.

*The STDF supports the implementation of the standards, guidelines and recommendations of the international standard-setting bodies under the WTO SPS Agreement:* [*Codex*](https://www.fao.org/fao-who-codexalimentarius/home/en/) *Alimentarius for food safety, the International Plant Protection Convention (*[*IPPC*](https://www.ippc.int/en/)*) for plant health, and the World Organization for Animal Health (*[*WOAH*](https://www.woah.org/)*) for animal health.*

*The STDF does not support:*

* *The implementation of commercial (private industry) standards (unless as part of a broader market access strategy which also fulfils official SPS requirements).*
* *The implementation of environmental or labour standards.*

» Click [here to answer question 2](#Q2)

**How was this PPG developed?**

Describe in steps how this PPG was developed. This could include, but is not limited to, discussions with key stakeholders, consultations with potential donors, desk research, project formulation activities, workshops, etc. List the people, organizations and reports that were consulted, from both the public and private sectors. Letters of support from each of these organizations are strongly encouraged (appendix 1).

*Provide evidence that the PPG application has been discussed with, and has the support of, concerned government and private sector stakeholders. Government agencies (e.g., ministries of agriculture, health, trade, etc.), private sector, academic or other organizations that support the PPG application should be clearly identified.*

*In countries where SPS-related capacity evaluation tools have been used to assess needs in the area of food safety, animal health, plant health and/or biosecurity, PPG applications should refer to these tools and the relevant issues and priorities identified.[[1]](#footnote-1)*

» Click [here to answer question 3](#Q3)

**Have you discussed this PPG request – or funding for the project proposal that would result from it – with potential donors?**

If so, provide details on potential sources of funding (bilateral, multilateral, etc.) for the resulting project proposal.

*Where the purpose of a PPG is to develop a project proposal, there should be some indication that the resultant project is likely to receive funding, given that STDF financing for projects is limited. Applicants are advised to consult potential donors in their country as part of the process of developing a PPG application. Information on any such consultations should be briefly described.*

» Click [here to answer question 4](#Q4)

**How does this PPG fit into the national/regional SPS context?**

Describe linkages, if any, between the SPS problem(s) identified and national/regional development plans/ strategies.

Explain any linkages between the PPG and other relevant completed, ongoing and/or planned national programmes and/or donor-supported projects. The STDF Secretariat looks for evidence that the PPG, and any project or study expected to result from it, complements and builds on related activities. There should be no duplication.

» Click [here to answer question 5](#Q5)

**Who will implement the PPG and how?**

Provide the name of the organization or the individual expert/consultant who will be responsible for the implementation of the PPG.

If an organization is proposed, attach evidence of the its technical and professional capacity, such as a list of achievements and financial records. If an STDF partneris proposed to implement the PPG, attach written consent from that organization (appendix 2).

If particular national or international experts/consultants are proposed, attach a Curriculum Vitae for each of these persons and record of achievements (appendix 3).

*In cases where the applicant is unable to identify such organization/person, the STDF Secretariat will provide a shortlist of experts/consultants if the request is approved.*

Also, explain how the PPG will be implemented. A brief description should be included of the main activities to be carried out during the implementation of the PPG and specify who would be responsible for each activity. This could include, but is not limited to, missions of international/national expert(s)/consultant(s), meetings with stakeholders, consultations with donors, project formulation, validation workshops, etc.

» Click [here to answer question 6](#Q6)

**Budget**

*In a table format and based on the main activities previously indicated, provide an estimate of the budget required to conduct each activity.*

*If the PPG is approved, the STDF Secretariat will work with the applicant to develop a suitable and detailed budget (up to US$50,000) for the PPG, based on the activities envisaged. This may include the following expenses:*

*International consultant fees*

*Other technical expertise needed*

*Travel and DSA (daily subsistence allowance -* based on [official UN rates](https://icsc.un.org/Home/DailySubsistence)*) for international / national expert(s) / consultant(s)*

*Stakeholder meetings or workshops*

*Minor equipment items (which may include IT, laboratory or other equipment items necessary to achieve the specific output of the PPG, but which should not exceed 10% of the total STDF contribution)*

*Other general operating expenses (to be paid on the basis of actual expenses incurred, upon presentation of receipts and invoices).*

*The STDF does not provide funding for:*

1. *Buildings, vehicles and major equipment items, with the exception of information technology, laboratory and minor equipment items that are necessary to achieve the specific output of the PPG (see bullet (v) above).*
2. *Laboratories. The STDF will only consider funding essential items of equipment needed to upgrade already existing laboratory capacity to achieve the specific output of the PPG. PPG applications that include the purchase of laboratory equipment must explain how this has been considered in relation to current laboratory capacity in the country or region and the presence of trained staff to operate new equipment.*
3. *Basic scientific research.*
4. *Regular staff salaries.*

» Click [here to answer question 7](#Q7)

**STDF PROJECT PREPARATION GRANT (PPG)**

**Application form**

**SUMMARY**

|  |  |
| --- | --- |
| **PPG Title**  | *Insert the title of the PPG* |
| **Applicant** | *Insert the full name and contact details of the requesting organization(s)* |
| **Country/region**  | *Insert the beneficiary country(ies) or regional grouping* |
| **Contact** | *Insert the full name and contact details of a person for follow-up* |

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**What specific SPS problem(s) is affecting your country/region?**

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**What is the purpose of this PPG?**

|  |  |
| --- | --- |
| 1. Application of an SPS-related capacity evaluation or prioritization tool | **[ ]**  |
| 2. Preparation of a feasibility study that precedes project development | **[ ]**  |
| 3. Preparation of a project proposal for consideration by the STDF or other donors | **[ ]**  |

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**How was this PPG developed?**

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**Have you discussed this PPG request – or funding for the project proposal which would result from it – with potential donors?**

[Back to instructions](#I4)

**How does this PPG fit into the national/regional SPS context?**

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**Who will implement the PPG and how?**

[Back to instructions](#I6)

**Budget**

|  |  |
| --- | --- |
| **Activity** | **Estimated budget (US$)** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

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**ATTACHEMENTS**

**Appendix 1:** Letters of support from each of the organizations supporting this proposal.

**Appendix 2:** Written consent from an STDF partner that agrees to implement the PPG **OR** evidence of the technical and professional capacity of the organization proposed to implement the PPG.

**Appendix 3:** Curriculum Vitae and record of achievements for any consultants proposed to implement this PPG.

1. More information on these tools, and where they have been applied, is available on the [STDF website](https://standardsfacility.org/capacity-evaluation-tools) [↑](#footnote-ref-1)