STDF PROJECT GRANT

**Application form**

The Standards and Trade Development Facility (STDF) funds projects that improve sanitary and phytosanitary (SPS) capacity in developing countries to facilitate safe trade.

Applicants are encouraged to contact the STDF Secretariat (STDFSecretariat@wto.org) to discuss their application, including the proposed implementation arrangements, before its final submission to the STDF.

Please read this guidance carefully before completing the application form on pages 10 to 15. **The completed form, and attachments, should be submitted by e-mail to:** **stdf.funding@wto.org****.**

**GUIDANCE**

**SUMMARY**

|  |  |
| --- | --- |
| **Project 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* |
| **Implementing organization** | *Name of the implementing organization. Also, attach evidence of the organization's technical and professional capacity to implement to project, such as a list of achievements and financial records. If an STDF partner is proposed to implement the project, attach written consent from that organization (appendix 3).* |
| **Budget** | *Specify: (i) the amount requested from the STDF; (ii) the beneficiary's own contribution to the project (which may be in the form of financing or in-kind); (iii) the amount (if any) committed by other sources; and (iv) the total project value.**The STDF provides up to a maximum of US$1,000,000 for project grant financing.* *The STDF encourages applications for which partial funding has already been secured from other sources at the time of submission of this financing request.* *The amount of funding from the STDF is dependent on the beneficiary country or countries' classification in the OECD Development Assistance Committee* [*list of Official Development Assistance*](http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm) *recipients. The expected value of the in-kind contribution is as follows:** *Applicants from Least Developed Countries (LDCs) and Other Low-Income Countries (OLICs) should provide at least 10% of the STDF contribution to the project.[[1]](#footnote-2)*
* *Applicants from Lower Middle-Income Countries (LMICs) should provide at least 20% of the STDF contribution to the project.*
* *Applicants from Upper Middle-Income Countries (UMICs) should provide at least 60% of the STDF contribution to the project.*

*The amount of funding for regional projects varies according to the involvement of LDCs or OLICs. The expected in-kind contribution for regional projects is as follows:* * *For regional projects with at least one LDC or OLIC, the in-kind contribution should be equivalent to at least 10% of the STDF contribution to the project.*
* *For regional projects without an LDC or OLIC, the in-kind contribution should be equivalent to at least 20% of the STDF contribution to the project.*
 |
| **Contact** | *Provide the name and contact details (e-mail and phone number) of a person for follow-up* |

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

1. **What specific SPS problem(s) will this project address?**

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)

1. **How will addressing this problem(s) increase SPS capacity and facilitate safe trade?**

Describe the expected medium-term benefits of the project (purpose) and expected long-term goal (impact). What change(s) would result from the project?

Indicate which international standards, guidelines and/or recommendations the project will help to implement, and how.

*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 projects:*

* *implementing commercial (private industry) standards (unless as part of a broader market access strategy which also fulfils official SPS requirements).*
* *whose main objective is to address environmental or labour standards.*

For projects addressing food safety requirements for market access, if applicable, describe how the project will improve public health in domestic markets (through compliance with Codex standards).

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

1. **What specific deliverables are envisaged to address the SPS problem(s)?**

Provide an overview of the tangible outputs (e.g., trainings and/or knowledge products) that the project will deliver and explain how they will lead to the desirable changes/outcomes (e.g., changes in situation, practices or behaviour following the delivery of outputs).

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

1. **Logical framework**

Include a logframe based on the template provided below. If the project is approved, the STDF Secretariat will support the applicant in finalizing the project logframe, aligned to [STDF's Monitoring, Evaluation and Learning Framework](https://standardsfacility.org/sites/default/files/STDF_MEL_Framework_Final_English.pdf) and programme logframe.

*The project logframe sets out the planned and measurable logic of the project. It identifies the objective of a project, facilitates planning and implementation, and allows to track progress on the achievements of expected results.*

*Indicators are used to assess whether the results at each level have been met. They should be objectively verifiable to facilitate project monitoring and evaluation, and they should be SMART (specific, measurable, attainable, realistic and time bound).*

| **Result** | **Project description** | **Measurable indicators** | **Target** | **Sources of verification** |
| --- | --- | --- | --- | --- |
| **Goal**(Refer to question 2 above) | **What is the long-term goal (impact) to which the project will contribute?***How does the project contribute to facilitating safe and inclusive trade in the medium/long term?* * This defines the overall medium/longer-term change to which the project will contribute.
* The project cannot on its own be totally responsible for this change (i.e., there is no attribution).
* There should be only one goal but there may be more than one indicator for the goal.
 | How will progress towards the goal be measured?  | What is the desired and realistic target that the project intends to achieve?  | What are the sources of information (and methods to collect and report on it) for these indicators? |
| **Immediate objective (purpose)**(Refer to question 2 above) | **What is the specific purpose of the project?***How will the project contribute to increased and sustainable SPS capacity in beneficiary countries?** The purpose describes the expected medium-term benefits of the project for particular stakeholders.
 | How will progress towards the project purpose be measured (quantity, quality and time)? | What is the desired and realistic target the project intends to achieve on the immediate objective? | What are the sources of information (and methods to collect and report it) for these indicators? |
| **Outcome(s)**(Refer to question 3 above) | **What outcomes are expected from the project?*** The project may have more than one outcome.
* The outcomes describe changes in situation, practices or behaviour following the delivery of outputs.
 | How will progress towards the outcome(s) be measured? | What is the desired and realistic target that the project intends to achieve on the outcome (s)? | What are the sources of information (and methods to collect and report on it) for these indicators? |
| **Outputs[[2]](#footnote-3)**(Refer to question 3 above) | **What outputs (e.g., trainings and/or other services delivered, knowledge produced and shared) will the project deliver to achieve the expected outcomes?**  | How will results be measured? | What is the desired and realistic target that the project intends to achieve on the output(s)? | What are the sources of information (and methods to collect and report on it) for these indicators? |

» Click [here to complete the Logical Framework](#Q4)

Attach a detailed Work Plan indicating all the specific activities to be conducted to achieve each output, as well as the sequence in which these activities will be carried out (appendix 1).

» Click [here to complete the Work Plan](#QWP)

1. **Risk Matrix**

Include a Risk Matrix based on the template provided below. Risks can be political, economic, environmental, social or cultural in nature. The scope can be national, regional or global.

|  |  |  |  |
| --- | --- | --- | --- |
| **Results** | **External risks** | **Impact[[3]](#footnote-4)**  | **Mitigation measures** |
| **Goal** | What are the external factors that could prevent reaching the project goal? (e.g., political unrest, civil war, pandemic, etc.) | High MediumLow | How will the identified risk(s) be managed? |
| **Purpose** | What are the external factors that could prevent achieving the project purpose? (e.g., weakness of existing SPS systems, political instability, etc.) | HighMediumLow | How will the identified risk(s) be managed? |
| **Outcomes** | What are the external factors that could prevent achieving the project expected outcomes? (e.g., reluctance to adopt changes following the delivery of outputs, delays linked to outputs, etc.) | HighMediumLow | How will the identified risk(s) be managed?  |
| **Outputs** | What external factors outside project control that could prevent achieving the expected outputs? (e.g., delays linked to activities, etc.) | HighMediumLow | How will the identified risk(s) be managed? |

» Click [here to complete the Risk Matrix](#Q5)

1. **Who will benefit from the project and how?**

Identify the final beneficiaries of the project (including, for example, smallholder farmers (women and men), producers, workers, consumers, government authorities, etc.) and explain how these groups are expected to benefit.

Explain how the project promotes cooperation between relevant public and/or private sector organizations.

*Responsibility for SPS issues is often shared across a number of different government agencies (e.g., ministries of agriculture, commerce, health, trade, etc.). The private sector also plays an essential role. Projects that seek to enhance coordination between different government agencies, as well as public-private sector coordination are encouraged.*

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

1. **How will the project address gender-related needs?**

Describe any gender-related needs, constraints and/or opportunities in the sector(s) or value chain relevant to the project, how they will be addressed and monitored and the potential expected/foreseen impact on both women and men.

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

1. **How will the project address issues related to the environment?**

Describe any environmental-related needs, constraints and/or opportunities in the sector(s) or value chain relevant to the project, how they will be addressed and monitored and the potential expected/foreseen impact on the environment.

*For instance, to what extent does the project contribute directly or indirectly to environmental protection (e.g., through the reduced use of pesticides/chemicals or the use of less toxic pesticides, adoption of integrated pest management systems, reduced burden on land through improved animal production practices, etc.)? To what extent does the project have any possible negative implications for the environment (e.g., increased use of pesticides, chemicals, antibiotics)? If so, what are these consequences and how will they be managed or reduced? What are the linkages or effects (if any) of the project on biodiversity and climate change adaptation or mitigation?*

» Click [here to answer question 8](#Q8)

1. **How does this project fit into the national/regional SPS context?**

Explain how the project links to existing national/regional development plans, aiming to contribute to economic growth and poverty reduction, as well as any relevant agricultural/trade/SPS policies or strategies, including SPS action plans where they exist.

*The application should make a clear link between the specific problem to be addressed through the project and the SPS situation in the country/region, market access and poverty reduction. This could include the expected impact on poverty reduction for smallholders and other producers, employment opportunities, an improved domestic and/or regional SPS situation as appropriate. Wherever possible, refer to the achievement of the Sustainable Development Goals.*

 » Click [here to answer question 9](#Q9)

1. **How does this project complement or build on other initiatives?**

Describe how the project links to other relevant past, current and/or planned capacity development projects and programmes, supported by donors or other organizations. Explain how lessons learned from these other initiatives are incorporated into the design of this project. Provide evidence that there is no duplication with other technical cooperation activities. Where applicable, explain how the project relates to the Enhanced Integrate Framework ([EIF](https://enhancedif.org/)) and/or Aid for Trade processes.

» Click [here to answer question 10](#Q10)

1. **How was this project developed?**

Describe in steps how this project 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.

*It is important that the application reflects and builds on capacity needs and priorities identified by national authorities or international organizations. This may include needs and priorities identified through the application of the WOAH's PVS tool and GAP analysis, FAO/WHO's National Food Control System Assessment Tool, the IPPC's PCE tool, the capacity evaluation tools developed by IICA, etc.[[4]](#footnote-5)*

» Click [here to answer question 11](#Q11)

1. **How will the project be implemented?**

Name the organization that will lead implementation of the project. Attach evidence of the organization's technical and professional capacity, such as a list of achievements and financial records. If an STDF partner is proposed to implement the project, attach written consent from that organization (to be added as appendix 3).

Name which stakeholders (e.g., government agencies, private sector organizations, academia, relevant local coordination mechanisms on SPS, trade, agriculture, environment, etc.) will be involved in the project implementation and clearly indicate the role and responsibilities of each. Attach letters of support from each of these organizations (to be added as appendix 4).

Also, explain how the project will be implemented. Establishing a project steering committee is recommended, please specify its role, membership and meeting schedule, and explain how decisions will be made.

*The proposed project should be based on national demand and priorities. This requires the applicant to demonstrate that the application is actively supported by relevant stakeholders in the country/region. In particular:*

* *Projects submitted under the responsibility of one government ministry or organization should produce evidence of support for the project across all relevant government ministries or organizations, as well as from any relevant private sector associations.*
* *Projects submitted under the responsibility of private sector organizations should include letters of support from the relevant competent governmental authority or authorities.*
* *Regional projects should include letters of support for the project on the part of all the national governments concerned.*

» Click [here to answer question 12](#Q12)

1. **How will project results be communicated?**

Describe how the project results will be disseminated.

*Pay particular attention to how to effectively disseminate information, training materials (e.g., manuals, PowerPoint presentations, etc.) and knowledge generated through the project, as well as lessons learned. For instance, this may include providing information and key materials on a project webpage on the STDF website, communication materials (briefing notes and results stories, photos, films), developing a separate project website and/or the organization of a workshop at the end of the project to share experiences, results and lessons with relevant stakeholders.*

If the project is approved, the STDF Secretariat will provide support to prepare a project communication plan, aligned with [STDF's Communications Plan](https://standardsfacility.org/sites/default/files/STDF_Comms_plan_Final.pdf).

» Click [here to answer question 13](#Q13)

1. **What steps will be taken to ensure that the project results will be sustained in the long run?**

Describe how activities, outputs and outcomes of the project will be sustained over time after the end of STDF support ("exit strategy"). Explain how the project activities will be phased out or taken over by an in-country or other partner who address both financial and institutional sustainability.

» Click [here to answer question 14](#Q14)

1. **Why should the STDF fund this project?**

Explain why the proposal is submitted to the STDF and not to another donor.

To respond, please look at the following questions:

* How does the project promote the identification, development and dissemination of good practice in SPS-related technical cooperation, including developing and applying innovative and replicable approaches? And/or
* What are the links to STDF work on cross-cutting topics of common interest such as: gender, climate change, electronic SPS certification, good regulatory practices, prioritizing SPS investments for market access (P-IMA), public-private partnerships, trade facilitation, etc.? And/or
* How will the project address SPS constraints through regional approaches? And/or
* How is the project collaborative and inter-disciplinary focused on the linkages between human, animal and plant health and trade, and benefiting from the involvement of two or more relevant organizations?

» Click to [here to answer question 15](#Q15)

1. **Budget**

Provide a detailed, complete and reasonable budget (in US$) that clearly reflects the relationship between the outputs identified above (question 3), and the resources needed to complete the specific activities detailed in the project Work Plan (appendix 1). The budget must be presented in an Excel file using the table in appendix 2 for guidance.

The budget should clearly specify: (i) the amount requested from the STDF; (ii) the beneficiary's own contribution to the project, which may be in the form of financing or an in-kind contribution (such as staff time, use of premises, vehicles or other already existing assets) and is subject to audit; and (iii) the amount (if any) committed from other sources.

***What can be funded under STDF projects***

The budget may include expenditures for:

Technical expertise: which may include costs of hiring project staff, as well as national or international consultants (details on the daily rate or fee and the number of days to be worked should be provided)

Travel: which may include any international or national flights (in economy class) for consultants, per diem for consultants (based on [official UN rates](https://icsc.un.org/Home/DailySubsistence)), local transportation, vehicle hire, etc.

Training: which may include costs related to the organization and delivery of training workshops, facilities, travel/accommodation of participants, training materials, etc.

Minor equipment items: which may include IT, laboratory or other equipment items necessary to achieve the specific project outputs (which should not exceed 10% of the total STDF contribution to the project)

Other general operating expenses (e.g., telephone calls, photocopying, etc.). Contingency costs (approximately 5% of project budget) may be budgeted to cover any unforeseen expenses.

The project budget should include expenditures for:

1. Communication plan: which may include the cost of developing and hosting a website to disseminate information about the project, preparation of information materials such as briefing notes, photos and short films, etc.
2. Monitoring, Evaluation and Learning activities: which may include costs related to meetings and workshops (such as steering committee meetings, stakeholder workshops, etc.) and a provision for an independent end-of-project assessment – prior to the project end date. This end-of-project assessment will be the responsibility of the implementing agency and should be attached to the final project report.

***What cannot be funded under STDF projects***

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 outputs and purpose of the project (see bullet (iv) above).
2. Laboratories. The STDF will only consider funding essential items of equipment needed to upgrade already existing laboratory capacity to implement specific project outputs. Project 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 complete the budget](#QB)

STDF PROJECT GRANT

**Application form**

**SUMMARY**

|  |  |
| --- | --- |
| **Project title**  | *Insert the project title* |
| **Applicant** | *Insert the full name and contact details of the requesting organization(s)* |
| **Country/region**  | *Insert the beneficiary country(ies) or regional grouping* |
| **Implementing organization** | *Insert the full name and contact details of the main implementing agency and acronym (if available), as well as a contact name, email/phone/address* |
| **Budget** | *Requested from the STDF: US$**Beneficiary's own contribution: US$**Other sources (if any): US$**Total project value: US$*  |
| **Contact** | *Insert the full name and contact details of a person for follow-up* |

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1. **What specific SPS problem(s) will this project address?** (Around 400 words)

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1. **How will addressing this problem(s) increase SPS capacity and facilitate safe trade?** (Around 400 words)

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1. **What specific deliverables are envisaged to address the SPS problem(s)?** (Around 400 words)

[Back to instructions](#I3)

1. **Logical framework**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Result** | **Project description** | **Measurable indicators** | **Target** | **Sources of verification** |
| **Goal**  |  |  |  |  |
| **Immediate objective (purpose)** |  |  |  |  |
| **Outcome(s)** |  |  |  |  |
| **Outputs** |  |  |  |  |

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1. **Risk Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **Results** | **External risks** | **Impact[[5]](#footnote-6)**  | **Mitigation measures** |
| **Goal** |  | HighMediumLow |  |
| **Purpose** |  | HighMediumLow |  |
| **Outcomes** |  | HighMediumLow |  |
| **Outputs** |  | HighMediumLow |  |

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1. **Who will benefit from the project and how?** (Around 200 words)

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1. **How will the project address gender-related needs?** (Around 200 words)

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1. **How will the project address issues related to the environment?** (Around 200 words)

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1. **How does this project fit into the national/regional SPS context?** (Around 400 words)

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1. **How does this project complement or build on other initiatives?** (Around 400 words)

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1. **How was this project developed?** (Around 400 words)

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1. **How the project will be implemented?** (Around 200 words)

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1. **How will project results be communicated?** (Around 200 words)

[Back to instructions](#I13)

1. **What steps will be taken to ensure that the project results will be sustained in the long run?** (Around 200 words)

[Back to instructions](#I14)

1. **Why should the STDF fund this project?** (Around 400 words)

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**ATTACHMENTS**

**Appendix 1:** Work plan (see attached template)

**Appendix 2:** Project budget in Excel (see attached template)

**Appendix 3:**  Written consent from an STDF partner that agrees to implement the project OR evidence of the technical and professional capacity of another organization proposed to implement the project

**Appendix 4:**  Letters of support from organizations that support the project request

**APPENDIX 1:** **Work Plan**

STDF projects should have a maximum duration of three years.

Please shade or otherwise indicate when the activity will take place

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Responsibility** | **Year 1** | **Year 2** | **Year 3** |
|  |  | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| **Output 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Output 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Etc.  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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**APPENDIX 2: Budget**

The budget must be presented in an Excel file using the table below for guidance.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **STDF** | **Beneficiary (in-kind or financial)** | **Others (e.g., implementing partner)** |
| **OUTPUT 1:** |  |  |  |
| Activity 1.1: |  |  |  |
| Activity 1.2: |  |  |  |
| Etc. |  |  |  |
|  |  |  |  |
| **OUTPUT 2:** |  |  |  |
| Activity 2.1: |  |  |  |
| Etc. |  |  |  |
|  |  |  |  |
| **PROJECT MANAGEMENT** |  |  |  |
| Project manager (US$XX per day for XX days) |  |  |  |
| Travel |  |  |  |
| Etc. |  |  |  |
|  |  |  |  |
| **OTHERS** |  |  |  |
| **Communication plan** |  |  |  |
| Preparation of communication materials |  |  |  |
| Etc. |  |  |  |
|  |  |  |  |
| **Monitoring, Evaluation and Learning activities** |  |  |  |
| Independent end-of-project assessment |  |  |  |
| Etc. |  |  |  |
|  |  |  |  |
| **Gender assessment (if applicable)** |  |  |  |
| **Subtotal 1** |  |  |  |
| Contingencies (X%) |  |  |  |
| **Subtotal 2** |  |  |  |
| Overhead (X%) |  |  |  |
| **GRAND TOTAL** |  |  |  |

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1. Countries that have graduated from LDC status will continue to benefit from the "10% contribution requirement for LDCs" for a period of three years - after leaving the LDC category. This transition mechanism only applies to projects benefiting a single country, not to regional projects. [↑](#footnote-ref-2)
2. Implementing organizations should monitor participation in events and trainings organized under the project (i.e., number of persons reached, trained). Data should be disaggregated as far as possible to show participation by gender (male/female), type of participant (public/private sector), etc. In addition, implementing organizations should capture information on the level of satisfaction with project events and/or trainings, as well as any change in the level of knowledge of participants. [↑](#footnote-ref-3)
3. High: Requires immediate action; Medium: A mitigation plan should be in place; 3 Low: No specific action required but the situation should be monitored. [↑](#footnote-ref-4)
4. 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-5)
5. High: Requires immediate action; Medium: A mitigation plan should be in place; 3 Low: No specific action required but the situation should be monitored. [↑](#footnote-ref-6)