

Guidelines for Human Development Innovation Fund (HDIF)

Second Call for Proposals

1. Background

The Human Development Innovation Fund (HDIF) is a five year, £30m United Kingdom Department for International Development (DFID) challenge fund programme managed by a GRM International-led consortium in Tanzania.

HDIF aims to identify and support innovation and market-driven solutions that have the potential to create social impact in education; health and; water, sanitation and hygiene (WASH) across Tanzania. With a focus on private sector actors and the effective utilization of public-private partnerships, HDIF seeks to catalyse the development, testing, and scaling of innovative models of service delivery, information and communication technologies for development (ICT4D), and product solutions in health, education, and water, sanitation and hygiene (WASH).

The following are three main components of the programme:

- **Challenge fund:** HDIF provides grant funding to private organization to implement innovative and sustainable solutions to create social impact in education, health and WASH (water, sanitation and hygiene) across Tanzania.
- **Innovation ecosystem building:** HDIF is strengthening the innovation ecosystem in Tanzania by building on the current appetite for innovation through capacity building efforts and promotion of cross sectorial strategic partnerships.
- **Strengthening evidence-based policy making:** HDIF aims at supporting the translation of findings and lessons learned into Policy and Practice

2. Sector focus and result areas

HDIF seeks to fund private sector organizations to implement innovative projects in seven results areas in health, education, and WASH:

Health	Education	WASH
1. Increase child survival.	4. Improve the quality of education and learning outcomes.	7. Create sustainable access to water and sanitation through low cost approaches.
2. Improve health systems management.	5. Improve access for girls and vulnerable groups.	
3. Improve health services using low cost approaches.	6. Improve education management systems.	

3. Call for Proposals – Second Round

This Call for Proposals (CfP) is the Second Round funding within HDIF. Funding for this CfP will be disbursed over a period of up to 3 years. During this funding window, HDIF will fund projects of £150,000 to £400,000 each that are either:

- Pilot grants – Testing new ideas and approaches.
- Scale Up grants – Scaling ideas and approaches for which there is more evidence derived through prior or current pilots or implementation in or outside of Tanzania.

Funds will be disbursed in the form of an “accountable grant,” the terms of which will be formalized in a grant agreement. Submitting an application to this second round does not preclude an applicant from applying for any potential future rounds of funding.

4. Eligible Applicants

Private Sector: HDIF focuses on private sector solutions, market-based solutions, or, at a minimum, demand or incentive-based development solutions. For the purposes of this CfP applicants may include all non-state actors, including: for-profit (businesses) and not-for-profit companies, social enterprises, civil society organisations, public private partnerships, non-Governmental organisations (NGOs), charities or societies, faith-based organizations, community-based organizations, academic institutions, and research institutes involved in or interested in implementing solutions to improve access to and quality of services for the poor. Public sector, multilateral and bilateral agencies (e.g., local government, ministries, government agencies, UN agencies, and government donor agencies) are not eligible. Public private partnerships may be supported, but the grant will not be awarded directly to a government institution (including parastatals or businesses wholly-owned by a government).

Tanzania: This call is open to local and international organizations as described above. Because HDIF is focused on fostering local innovations for the benefit of Tanzanians, all applicants must show that their proposed activities will be implemented in Tanzania and international organisations (with no local presence) should partner with local organisations.

Eligibility: A detailed list of eligibility criteria is hereby attached as Annex A. Ineligible applications will not be considered for funding. A detailed eligibility self-assessment questionnaire is included as part of the concept note template. Applicants are strongly encouraged to assess the eligibility of their organisation and proposed idea before preparing and submitting a full concept note to avoid investing time and resources on developing a project that has limited chance of approval.

5. Application process

The competition for this CfP is a two-stage process—Stage One is the submission of a concept note and, upon invitation, Stage Two is the submission of a detailed business plan.

→ **Stage One - Concept Note stage**

The first step is the submission of a concept note setting out the project idea being proposed for funding. Once the completed application has been received by HDIF in the Concept Note template, the applicant will receive an email acknowledgement. At stage one, two types of reviews will be performed:

- (i) **Initial Eligibility Criteria Review:** A simple screening of the Concept Note submission will be performed to ensure the applicant and application are eligible for consideration. Only applicants that fully meet the eligibility criteria set out in Annex A will move to Concept Note Scoring.

- (ii) **Concept Note Scoring:** At this stage, eligible Concept Notes will be scored by the HDIF Technical Review Panel against the following three (3) selection criteria on a scale of 0-5 and weighting each score as shown in the table below:

Main Criteria	Weighting – Pilot Projects	Weighting – Scale Up Projects
Innovation	45	35
Development Impact	30	45
Organizational Capability	25	20
Overall Total	100	100

At this stage HDIF will judge applications solely based on the quality of the information provided in the concept note. Applications will be reviewed on a rolling basis as they are received.

6. Submission guidelines

Applications must be submitted by the lead organisation. The lead organisation is the entity that will sign a contract with HDIF if funds are awarded.

Timeframe: This call is open from June 15, 2015 and will close on August 14, 2015. All concept notes should be received by **14 August 2015 at 05:00 PM East Africa time**. Applicants are encouraged to submit their concept notes as early as possible to avoid email congestion and technical difficulties caused by a large number of last minute submissions.

Template: Only applications received in the approved HDIF Concept Note template will be accepted. The template may be downloaded at www.hdif-tz.org. Applications should be typed and submitted in English, in Word format (Calibri, 11 pt, Single space). Applicants should verify that their application is complete prior to submission.

Procedure: Completed applications should be submitted to applications@hdif-tz.org. Applications sent through any other channels will not be considered. You will receive an email acknowledging receipt of your application. Please note that a concept note should be submitted only once. Resubmissions will not be considered.

All questions should be sent to cfpqueries@hdif-tz.org. The last date for submission of any questions for clarifications is August 7, 2015. Answers to all questions will be posted on a weekly basis on the HDIF website under the FAQs section for the benefit of all potential applicants. To ensure fairness and objectivity, no answers to questions will be provided individually.

Applicants who are selected to submit business plans will be informed by email during the week of September 21, 2015 by email from applications@hdif-tz.org. If this date is changed applicants will be made aware of any change by email.

→ Stage Two - Business Plan stage

If the HDIF Technical Review Panel determines an applicant's concept note is potentially fundable, the applicant will be requested to submit a full business plan for their project by completing a standard Business Plan form provided by HDIF and other documents as requested by HDIF.

At business plan stage, the application will be assessed against all the five (5) HDIF selection criteria: **Innovation, Development Impact, Organizational Capacity, Viability, and Results Management**. Details on these criteria and further evaluation processes will be provided when applicants are invited to submit a Business Plan.

All submitted business plans shall be subjected to 2 types of reviews: (1) programmatic (technical) review and (2) financial (including fiduciary risk assessment) review. In addition to reviewing submitted materials, HDIF may engage with and visit applicants as part of HDIF’s evaluation, which may include a validation that the innovation is ready to implement and appreciating the capacity of the proposed team. HDIF may also avail short-term technical assistance to those who will require it, to enhance the quality of business plans.

Ultimately, an Independent Grant Committee (IGC) will assess and decide which business plans will receive funding from HDIF under this funding round. The Independent Grant Committee decision is final and not appealable.

Additional notes

- (i) HDIF will not cover any costs associated with the preparation and submission of applications, including such costs as information gathering, staff time, and travel. Such costs may not be included in the application.
- (ii) Organisations will be excluded from participation in this funding round or grant award if they:
 - Are guilty of misrepresentation of information required by HDIF as a condition of participation in the call for proposals or fail to supply this information.
 - Have attempted to obtain confidential information or influence the Independent Grant Committee, Technical Review Panel, or HDIF staff during the evaluation process, or
 - Are deemed inappropriate (at the discretion of HDIF or DFID).
- (iii) This CfP is a competition and not everyone can be a winner. Please think about your application carefully, take note of the eligibility and selection criteria, other provided instructions, and demonstrate clearly why your project idea deserves HDIF support.

7. Annex A: Eligibility criteria

For an applicant to move to the next stage of assessment, the following criteria should be fully met:

(1) Completeness	All the required information should be provided in the concept note template.
(2) Relevance to HDIF’s objectives	7 results areas within education, health and WASH (Water, Sanitation & Hygiene). See examples of non-eligible applications under (12) below.
(3) Conflict of interest	There must be no known conflicts of interest between the applicant organisation and GRM Futures Group, DFID, COSTECH or other members of the consortium.
(4) Registered in Tanzania or with a local implementing partner	Applicants should have proof of registration (registration certificate). If international, proof of existence of a local implementing partner with proof of registration (registration certificate) provided.
(5) Type of organization	Only institutions are eligible for funding, not individuals. An institution may be an NGO (CBO, CSO, FBO, Foundation, Trust, etc.), Business, Research/ Academic Institution.
(6) Financial request	The requested amount should range between GBP 150,000 and GBP 400,000.

(7) Bank account	Ability and willingness to open and operate a GBP account in Tanzania. [If not, consider other lead applicant].
(8) Size of the organization	Minimum of 5 employees and annual turnover of not less than 30% of requested amount.
(9) Organization funding partners	At least 1 independent (not family, not affiliated entity, not self-finance) funder (convertible debt or equity) or donor agency (foundation or aid agency). Must be named with funding amount and date(s).
(10) Existence of audited financial statements.	At least 1 year audited financial statement should be provided with the concept note.
(11) Research & Development	<p>For R&D projects, consider the following questions:</p> <ul style="list-style-type: none"> • Has the innovation been tested and prototyped and does your organization have possession of the IP and ability to produce the product or service? • If your organization received funding tomorrow would you be able to sell your product or service, or is further research or development required before you can implement? • If you are an academic / research institutions, what partner will scale your innovation?
(12) Some examples of non-eligible applications	<p>General:</p> <ul style="list-style-type: none"> • Program continuation or re-starting ended projects without significant adaptation and iteration. • Innovations that do not clearly link to the mission and capacity of the lead applicant and its partners. • Cash transfers. • Using HDIF funds merely to purchase applicant’s products or services. • Bundling of proven solutions without clear differentiation or benefits. • General operations funds or funding organizations (as opposed to innovations). • Supporting one organization without a view towards wider adoption of innovation beyond applicant. • Construction projects without clear link to innovation. • Concept notes with unclear concepts. <p>Education:</p> <ul style="list-style-type: none"> • Building schools, dormitories or latrines. • Providing scholarships or purchasing classroom or student materials. • Projects to be implemented in 1 or a small cluster of schools only with no vision for scale. • Purchasing solar power for schools. • Vocational training not linked to traditional education (e.g., literacy and numeracy). <p>WASH:</p> <ul style="list-style-type: none"> • Borehole drilling without a clear and plausible plan for sustainability. • Building WASH facilities in schools or typical WASH-in-school programmes.

- Purchasing solar power for WASH facilities.
- Recycling.
- Irrigation.
- Water access for livestock.

Health:

- Programmes that are essentially train the trainer projects only.
- Building clinics, health facilities or vocational training facilities without a clear link to innovation.
- Purchase of equipment (not linked to any identifiable innovation).

8. Stay connected

HDIF will continue to keep you abreast of interesting innovation activities in Tanzania and important updates. Connect with HDIF and the innovation network in Tanzania by joining us on Twitter ([@HDIFtz](https://twitter.com/HDIFtz)), Facebook (<http://on.fb.me/1F2V82m>) or LinkedIn (<http://linkd.in/1AlcpAr>). For more details, please visit the HDIF website at <http://www.hdif-tz.org>.