

## BRACED - Questions and Answers

Item	Date Asked	Date Answered	Organisation	QUESTION	ANSWER
110	14/05/2014	14/05/2014	Plan UK	Letters of endorsement: for the partners can we send the same letters we sent under the concept note or do we need to issue new letters?	If the letters covered the scope of the full project, then there is no need to issue new letters.
109	14/05/2014	14/05/2014	Plan UK	Budget format – is there a DFID template for the full budget (other than the headings on section 7.1 of the full proposal)?	No there is no further template.
108	14/05/2014	14/05/2014	Plan UK	Communications & Dissemination Plan referred to under section 9.4: this is not listed in the Application Documentation Checklist as a separate document which needs to be provided? Also is there a template/guidelines from DFID for this communications & dissemination plan?	The Communication and Dissemination Plan should be described in Section 9.4 (800 words). If a more formal plan has been developed, please include this as part of the work plan (which is a separate annex to the application form). There is no set template for a communication and dissemination plan.
107	14/05/2014	14/05/2014	Plan UK	Staff CVs – we plan to submit the same people sent in the concept notes but want clarity if additional CVs per agency are required for evidence of finance/grants management expertise?	Please see answer to question # 89. Evidence of staff with experience of finance/grant management would class as critical to the delivery of the project.
106	14/05/2014	14/05/2014	Plan UK	Duty of care (Section 6.11) request a detailed workplan as an annex – this is not listed in the Application Documentation Checklist as a separate document which needs to be provided? Also is there a template for this? And do we focus on the lead agency's role in duty of care for the project or include duty of care mechanisms for each partner agency?	The work plan is listed as an annex to be included in the application form. The approach to duty of care should be included in the overarching workplan.  Please cover both the lead agency and partner agency duty of care mechanisms, prioritising focus on areas where duty of care is an identified project risk.

105	14/05/2014	14/05/2014	Oxfam	What is the steer on avoiding double counting beneficiaries, we assume that would be based on duplicating activities, not providing different services to the same population. Is that your understanding?	<p>Yes that is correct. Double counting would occur in delivering the same activities and outputs to a single beneficiary.</p> <p>Where different projects are working with the same population, Oxfam will need to be careful in accounting for the increased resilience attributed to their particular BRACED project. This is something that can be developed with the aid of the interim KM and the permanent KM.</p> <p>So, regarding KPI 1 – number of people impacted, this should be more straightforward than calculating KPI 4 – number of people with increased resilience.</p>
104	14/05/2014	14/05/2014	RAIN	Should timesheets of all partners be included, even if not available in English?	Yes, please include timesheets where available, even if not in English, in order to support the staff time element of your claim. We do not require them to be in English.
104	14/05/2014	14/05/2014	RAIN	Can the expenses be per quarter, not broken down per month?	Expenses can be broken down per quarter if a monthly breakdown is not available.
103	13/05/2014	14/05/2014	Mercy Corps	Bearing in mind the answer to question 80 in the Question and Answer document (which confirms that the budget should be broken down according to DFID's financial years (1st April – 31st March), and not by calendar years or project years, can DFID confirm that applicants should add a column for "Year 4" to Section 7.1 of the Full Proposal Application Form	Yes, please add a column for Year 4 to align with financial years covered by the BRACED project.

102	13/05/2014		Mercy Corps	<p>Based on answers given to date, can DFID confirm that applicants should only be working with the template in the Full Proposal Application Form (Section 7.1), and not the template in Table 1, on page 32 of the Guide for Applicants. If we should use the template in the Full Proposal Application Form, can DFID confirm:</p> <ul style="list-style-type: none"> <li>• that Costs for Administration (at a maximum of 7%) can be applied to all of the chapter headings detailed in Section 7.1 of the Full Proposal Application Form (except Admin and Total)?</li> <li>• that the 10% budget flexibility will remain applicable to the budget headings and that any variation to the individual budget lines under each heading – including the addition of new individual budget lines – will be allowed as long as these changes do not result in a variation of the headings of more or less than 10% AND as long as the changes are consistent with the project’s objectives?</li> <li>• if DFID will clarify how applicants should regard paragraphs 123, 126 and 128 in the Guide for Applicants, as well as the answers to questions 84 and 85 in the Question and Answer document, all of which make reference to the budget template in the Guide for Applicants (which we gather we are now meant to disregard)?</li> </ul>	<p>Please use the template included in the application form. The table in the Guide for Applicants was meant as an example.</p> <p>Costs for administration can be applied to all budget headings (although see answer to question # 84 regarding contingency budgets).</p> <p>The 10% budget flexibility is applicable to the budget lines under each heading, including the addition of new budget lines, so long as the variation of the total heading budget does not vary beyond 10%. Any further variation would be subject to review and approval by DFID.</p> <p>Guidance should be viewed in regard to the budget template given in the application form. If there are elements of the example table given in the Guide for Applicants that are useful for your project budget, please integrate them into your final project budget submission.</p>
101	09/05/2014		IRD	<p>Regarding exchange rates, do you have official exchange rates to use for the countries that BRACED covers, or a specific website that grantees should use to retrieve the exchange rates for Feb-April?</p>	<p>All requests for payment should always be in GBP as per the accountable grant letters. Our system can then make the payment to the supplier in their required currency if stated.</p> <p>For exchange rates, DFID use the following link which is updated daily.  <a href="http://www.oanda.com/currency/converter/">http://www.oanda.com/currency/converter/</a></p>
100	09/05/2014	13/05/2014	IRD	<p>Does DFID have a template for grantees to use for a detailed statement of expenditure?</p>	<p>DFID does not have a template for detailed statement of expenditure. Grantees are required to set this out in their own headed paper, detailing expenditure to date and all forecast expenditure.</p>

99	05/05/2014	08/05/2014	CRS	<p>We are looking closely at the Environmental Review requirements. Our team searched the DFID website to learn how extensive a review is necessary and found the HOW TO guide.</p> <ul style="list-style-type: none"> <li>- Is this the guide we are to use? If so are we at the strategic, appraisal or approval stage (as the requirements are different, it appears)?</li> <li>- Is it expected that an expert staff member with deep environmental expertise (MS or PhD) or consultant do the appraisal requested?</li> <li>- Could we base our appraisal chiefly on other environmental reviews we've done for interventions with similar intervention in Niger, Burkina and Mali in the past 2-5 years?</li> <li>- The document on page 27 is quite short – to confirm: we do not need to include a full environmental review, correct? (as these tend to be long)</li> </ul>	<p>Please see answer to question #61. In addition to the points you make:</p> <ul style="list-style-type: none"> <li>• There is no guide you are required to use.</li> <li>• This is the assessment of the project.</li> <li>• It is up to each project to determine the level of expertise required to undertake the appraisal. Given the nature of BRACED projects it would be expected that expertise in environment and climate change would be found within the consortium.</li> <li>• Similar environmental reviews will be useful in providing a foundation to build upon.</li> <li>• We do not expect this to be a full environment impact assessment.</li> </ul>
98	30/04/2014	08/05/2014	Christian Aid	<p>In order for us to pre-empt sub contract or sub agreement negotiations with our partners, we would be grateful if the Fund Manager could share the future contract/agreement template with us as early as possible. Is this possible?</p> <p>In particular, we are interested in the wording of the Intellectual Property Clause as this may prove contentious with some our partners and may require negotiations between our partners, ourselves and the Fund Manager/DFID.</p>	<p>Please see answer to question # 86.</p> <p>Wording on IPR will be consistent with that in the current accountable grant agreement.</p>
97	30/04/2014	08/05/2014	Christian Aid	<p>Our proposed project in Burkina Faso will geographically and programmatically complement the EU funded PRORESI. This project is managed by Intermon Oxfam, Christian Aid and ACF in the same provinces. Our intention is to formally inform the EU Delegation in Burkina Faso of our BRACED project.</p> <p>However, there would be some potential cost savings in sharing office and running costs as well as maybe some staff positions. What is DFID's view on establishing a close relationship with the EU Delegation in order to achieve this as long as it does not make the reporting and attribution of impact too complicated?</p>	<p>Building partners with other stakeholders, including other development agencies, is welcome, as would the delivery of savings in costs through these partnerships.</p>
96	30/04/2014	08/05/2014	Christian Aid	<p>During the course of the Project Development Phase we will produce various studies and capacity assessments. Can we annex these documents to the proposal or should we keep them with the Project Development Phase report?</p>	<p>If this information is relevant to the assessment of your proposal for full funding and evidence on what you plan to do, please list and include additional annexes where necessary.</p>

95	30/04/2014	08/05/2014	Christian Aid	<p>Is there a specific template for the Evaluation Plan? Is there a word limit?</p> <p>Do DFID have key evaluation questions around BRACED that the evaluation design/plan should address?</p>	There is no set template or word limit for the evaluation plan. Please refer to the draft evaluation questions in the application guidance, although these will be reviewed and revised by the permanent Knowledge Manager..
94	30/04/2014	08/05/2014	Christian Aid	<p>The Project Development Phase report is due on 31 August, one month after the submission of the full proposal. Should we complete this section with information as at 31 July?</p> <p>Section 10.1 requests the Project Development Phase report as an annex. Although we will try our best, this may not be possible as the deadline for submission of the report is 31 August. Is this acceptable?</p>	Yes, please complete as much information regarding the Project Development Phase project as possible within your application for full funding. Submission of the final report from the Project Development Phase will be treated as additional information later in August 2014.
93	30/04/2014	08/05/2014	Christian Aid	<p>We understand 9.2 as the methods and networks we will use to share information locally and nationally on the policy and institutional changes needs.</p> <p>We understand 9.3 as the methods and networks we will use to share lessons and knowledge on best practices and policy at regional and international level.</p> <p>Is our understanding correct?</p>	This is an error in the application form please only answer 9.3 which is to cover local, national, regional and international levels.
92	30/04/2014	08/05/2014	Christian Aid	<p>Q9.1 Explain how the project will identify policy and institutional changes needed to transform and sustain the building of resilience to climate extremes during the Project Development Phase</p> <p>Should this question mention the full project phase instead of the Project Development Phase?</p>	See answer to Question #82
91	30/04/2014	08/05/2014	Christian Aid	<p>Q6.16 How will the project work with the research organisations?</p> <p>Is this question the same as 6.7? If yes, can we ignore it, if not could you clarify the difference between the two questions?</p>	See answer to Question #79
90	30/04/2014	08/05/2014	Christian Aid	<p>Q6.15 How will the project work with the private sector?</p> <p>Is this question the same as 6.6? If yes, can we ignore it, if not could you clarify the difference between the two questions?</p>	See answer to Question #79

89	17/04/2014	08/05/2014	Mercy Corps	We are unclear what staff DFID would like us to present as part of our application; references to staff in the application form are listed below. Our interpretation is that DFID would like us to present “key” staff; key staff being defined as leads of each consortium partner. Is this a correct understanding? If not, please clarify who and how many staff DFID would like applicants to present with the full proposal.	Please include CVs of the staff from each consortium partner that will be providing critical input to the full BRACED project. Depending on the scale and scope of each individual project, this may be the leads of each consortium partner, or may also include the key implementing staff. The CVs will assist in appraising the capacity and capability of the consortium to deliver the work it plans.
88	17/04/2014	08/05/2014	Mercy Corps	For the Climate Appraisal and Evaluation Plan, can DFID provide more details on what information should be included here — does DFID have any examples they can share to ensure that Plans consistently fulfil DFID’s requirements for this Plan?  Item 24 in the Questions and Answers document states: “We [DFID] are asking projects to assess the main climate and environment positive impacts they will have and how they can be enhanced, and the main negative impacts and how they can be avoided or mitigated.” We would be grateful if DFID could elaborate on this.	Please see answer to question # 61.
87	17/04/2014	08/05/2014	Mercy Corps	The Guide for Applicants and the Full Proposal Application Form both reference an “Early Value for Money adaptation framework.” Could DFID please share the Early Value for Money adaptation framework? What differentiates early value for money adaptation from DFID’s standard value for money approach?	We do not yet have an “Early Value for Money adaptation framework”.  The principles of the overall approach to value for money should be used and grantees should ideally demonstrate how these should be developed to take into account the types of DRR and adaptation activities they propose.
86	17/04/2014	08/05/2014	Mercy Corps	Can DFID share “further details on payments and financial requirements” (mentioned in paragraph 131 of the BRACED Guide) – or an indication of when these will be communicated to us by the Fund Manager? Item 20 on the Questions and Answers document does not explain this fully.	As mentioned in the guidance these will be provided by the Fund Manager. The Fund Manager will set out the contract with full payment details if grantees are awarded a grant for a full project.
85	17/04/2014	08/05/2014	Mercy Corps	Can DFID confirm that paragraph 128 should state ‘costs for administration should not normally exceed 7% of the total of A to <u>H</u> ’ rather than A to <u>E</u> ?	Yes paragraph 128 should state ‘costs for administration should not normally exceed 7% of the total of A to <u>H</u> ’
84	17/04/2014	08/05/2014	Mercy Corps	If a grantees budget contains funds in the “I. Contingency” line, are administrative costs eligible on this amount?	No, the contingency line must be a self-contained budget with specific administrative costs associated with it.

83	17/04/2014	08/05/2014	Mercy Corps	Can DFID confirm that the +/-10% variance flexibility applies just to 'Budget lines' as per the 'Template for BRACED Budgets' on p 32 of the guidelines (e.g. A. Supplies and Materials, B. Logistics...), and not to 'Items' (e.g. B1 Procurement, B2 Transport)?	Yes, the budget lines variance flexibility does not apply to top line items.
82	17/04/2014	08/05/2014	Mercy Corps	Section 9.1 states: "Explain how the project will identify policy and institutional changes needed to transform and sustain the building of resilience to climate extremes during the <b><u>Project Development Phase.</u></b> " Please clarify is this should read the <b><u>Full Programme Phase?</u></b>	Yes this should read 'full programme phase'.
81	17/04/2014	08/05/2014	Mercy Corps	The template for the budget in the Full Proposal Application Form does not correspond directly to the template given in the Guide for Applicants – many of the headings in the "breakdown of expenditure by category" in the Application Form are different from the Budget lines in the Guide.  Can DFID confirm that applicants should submit this financial information in both of these different formats, by completing the Application Form and submitting a detailed budget with different headings?	Please use the application form template to submit project budgets.
80	17/04/2014	08/05/2014	Mercy Corps	The Full Proposal Application Form ask us to breakdown the budget into Year 1, Year 2 and Year 3 – and here we understand Year 1 to mean the 12 months from the start of the project, Year 2 to mean the middle 12 months, and Year 3 to mean the final 12 months.  However, Paragraph 123 of the Guide asks us to break down budgets according to UK financial years, 1 <sup>st</sup> April – 31 <sup>st</sup> March every year; we would understand this to mean Year 1 begins with the start of the project and finishes on 31 <sup>st</sup> March 2015, and Year 2 to mean 1 <sup>st</sup> April 2015 – 31 <sup>st</sup> March 2016, and so on.  Can DFID clarify if we are expected to provide yearly breakdowns in the Full Proposal Application Form that do not correspond to the yearly breakdowns in the detailed budget – or should these be aligned, and if so, how?	Please break down costs per UK financial year, meaning Year 1 begins with the start of the project and finishes on 31 <sup>st</sup> March 2015, and Year 2 to mean 1 <sup>st</sup> April 2015 – 31 <sup>st</sup> March 2016, and so on.

79	17/04/2014	08/05/2014	Mercy Corps	In the Full Proposal Application Form, questions 6.6 and 6.15 about the private sector are very similar to each other; likewise, questions 6.7 and 6.16 about research organisations are very similar, as are questions 6.8 and 6.9 about experience. Please clarify what information DFID is seeking in <u>6.6 versus 6.15</u> , in <u>6.7 versus 6.16</u> and in <u>6.8 versus 6.9</u>	<p>Questions 6.6 and 6.15 (below) are asking the same question and this is an error in the application form. Please only answer 6.6.</p> <p><i>6.6 (How will the project engage with private sector organisations to help build the resilience of communities to climate extremes?)</i>  <i>6.15 (How will the project work with the private sector?)</i></p> <p>Questions 6.7 and 6.16 (below) are asking the same question and this is an error in the application form. Please only answer 6.7.</p> <p><i>6.7 (How will the project work with the research organisations?)</i>  <i>6.16 (How will the project engage with research organisations to translate research into use and inform future research agendas on building resilience to climate extremes?)</i></p> <p>Questions 6.8 and 6.9 (below) are the same and is an error. Please only answer question 6.8.</p> <p><i>6.8 (What experience do the different members have of implementing and managing similar projects to the one proposed?)</i>  <i>6.9 (What specific relevant experience do the different team members have of implementing and managing similar projects to the one proposed?)</i></p> <p>We will notify grantees of these errors.</p>
78	25/04/2014	08/05/2014	CRS	In the format for the proposal there are no word limits noted for the Value for Money section – is that the case, unlimited words?	Please limit your response to no more than 500 words per vfm category.
77	25/04/2014	08/05/2014	CRS	Can DFID confirm that no Performance Monitoring Plan (PMP) is required for the proposal?	A workplan and logframe are required and will be used to help assess performance of the project.
76	25/04/2014	08/05/2014	CRS	Measuring Resilience document, reference to annexes which aren't there	The annexes will be published in the final version of the Measuring Resilience report.



75	25/04/2014	08/05/2014	CRS	Could we please have further guidance from DFID on what is contained in Internal Cost Recovery (ICR)?	Applicants should produce a proposed breakdown of cost categories as part of their submission.
74	25/04/2014	08/05/2014	CRS	Could you confirm that the Embassies have no role in places where there is no DFID office/representative?	This is correct. UK Embassies and Missions in countries where there is no DFID office will not have any management role in BRACED. Missions may provide updates on the security situation in relation to duty of care. DFID will share these updates with grantees.  DFID where appropriate will inform missions of the work it is funding. Visits by UK officials and British Ministers could be made to see grantees work. DFID and/or the Fund Manager will consult with grantees on any visits.
73	22/04/2014	08/05/2014	IDE	We would very much appreciate any dialogue regarding PBR with DFID – is it possible to set up a call with DFID to discuss PBR?	We do not propose PBR (see answer to question # 9 and 20) and therefore a discussion is not needed.
72	07/04/2014	08/05/2014	Plan UK	Can you please share a JPEG of the new UKAID logo to be used under the BRACED PDG phase?	
71	07/04/2014	08/05/2014	Oxfam	Will evaluation criteria for proposals be given to grantees prior to the submission of their full proposals?	The evaluation criteria and their weightings are given in the guidance document for applicants.
70	15/04/2014	08/05/2014	ACTED	The due diligence was sent to the financial management team. Is there a plan for the Dfid team assessing the grantee in the field (in Chad)?	Full due diligence will be completed during the assessment of full proposals. The current baseline due diligence assessment will not involve assessment in grantee offices.
69	15/04/2014	08/05/2014	ACTED	Regarding Country office, as there is no DFID office in Chad could Dfid share a regional contact so that the grantee can get in touch to confirm the level of engagement?	There is no regional DFID office covering Chad or any of the other Sahel countries. DFID's Africa Regional Department staff are covering work in the Sahel are located in the UK. They will be helping monitor the implementation of BRACED and will be in contact with BRACED grantees where this is appropriate or needed.
68	15/04/2014	08/05/2014	Mercy Corps	Communication Plan- It was highlighted during the bidder's conference that there would be a communications plan. When will this be issued as it will be useful in future budgetary planning?	This is DFID's internal communication plan. Grantees should determine and budget for their own plans. The Knowledge Manager will also work with grantees on sharing knowledge and lessons from grantees.
67	15/04/2014	08/05/2014	Mercy Corps	Annexes to the proposal- Could DFID provide more information on the level of details required and what the parameters are particularly for the 3 items: Climate appraisal, evaluation plan and work plan? Is there a particular template for the work plan or can the grantee use their organisations template?	Please see the answer to question #61 on the climate appraisal, and for work plan question #54.

66	07/04/2014	23/04/2014	iDE	Can more than 2 people attend the webinar (they want more people from the delivery team to be involved as there are a number of different consortia members involved in the process).	Yes this should be possible. It will be communicated to all grantees in the invite to the 1 <sup>st</sup> webinar.
65	07/04/2014	23/04/2014	Oxfam	How can DFID reassure us that sharing knowledge and expertise with other BRACED grantees won't be to our disadvantage when it comes to full grant awarding? We are very keen to collaborate, but unclear on whether this is the right approach at this stage given the earlier answer that consortia are still in competition for the full grants.	Full proposals will be assessed against the criteria given in the full guidance. We would note one of these is: <i>Demonstrate how project will use and/or build of effective partnerships between NGOs (national and International), local government, private sector, UN agencies and research organisations.</i>  Evidence on how you have collaborated (and plan to) we would expect to contribute to the assessment against this criteria.  It is up to grantees to decide on the level of collaboration and sharing of knowledge.
64	07/04/2014	23/04/2014	Oxfam	Can you please also tell us what level of funding has been over committed at the concept note stage, and whether DFID are thinking of cutting budgets of projects, or full projects from the BRACED budget pot?	The total budget available will depend upon several factors including the costs of the fund and knowledge managers, and final design and approval of component D.  As stated in the guidance all applications for funding for the full phase are subject to appraisal and there is no guarantee that all full proposals will be selected. This will largely be dependent upon the quality of the proposal. This could mean some projects are not funded.  All project budgets will be appraised, especially for value for money. Following this the Fund Manager, acting on behalf of DFID, will negotiate on costs and budgets with grantees. This could mean a cut in the budgets that grantees propose.
63	07/04/2014	23/04/2014	Oxfam	How important is co-financing in selecting projects for the full BRACED bids. Should grantees be investing a lot of time in securing this co-financing?	This is not a selection criteria.  However co-financing that increases the impact of the project would be welcome.
62	07/04/2014	23/04/2014	Oxfam	Will the webinars for the interim KM be recorded? Oxfam wants to have recordings so that they can pass them on to the consortium's wider M&E team.	We plan to make recordings.

61	07/04/2014	23/04/2014	Oxfam	Climate & environment appraisals: Oxfam asked a question about this last month but DFID's answer was very vague. They want to know whether DFID could provide an example of what is expected (maybe a task for the interim KM?) The worry is that this could be a very detailed, lengthy undertaking – and they are not sure whether it needs to be complex, or whether a risk and mitigation matrix for climate and environment impacts is acceptable.	The level of assessment will depend upon the degree of environmental impact of individual projects. However, it is unlikely that any of the BRACED projects will require a full environmental impact assessment. Project proponents will need to demonstrate that they have identified all risks and opportunities and have set out what steps they plan to take to enhance positive impacts and reduce or mitigate negative impacts. This can be set out in a matrix.
60	05/04/2014	23/04/2014	AfL	Section 4.7 provides a summary of sub sections to be answered. Although sub sections b) and c) are coherent, section a) is not. While the summary asks to provide details of the analysis of the impact of climate extremes on women and girls, subsection a) asks for an analysis on the situation of women and girls in the target countries. Can you clarify? Impact of climate extremes on men, women and children has already been answered in section 4.2. What should be included in an analysis of women in the target countries: general information or a focus on the target groups and regions covered by the project?	4.7a is asking for more analysis on the situation of women and girls in the project area, and in relation to climate change.
59	05/04/2014	23/04/2014	AfL	Section 5.2. Since our project is targeting mobile communities along livestock corridors which attracts also neighbouring communities, we have designed a particular methodology to make calculations of beneficiaries targeted. Is it possible to include it into an annex to the final proposal so that it can provide full rationale on how we have proceeded in the field?	Yes this is fine. Please reference this additional annex in Section 5.2.
58	05/04/2014	23/04/2014	AfL	Section 4.6 on environmental impacts and annex D. While section 4.6 concerns mainly the environment, Annexe D adds the dimension of climate, also in terms of risk and opportunities. How far should we go into climate analysis, since the original section (4.6) is concerned primarily with environment? Should we rather concentrate on environmental issues? For instance, in the context of livestock, possible impacts on environment and mitigation measures are definitely to be provided as an analysis in the project proposal. However, for climate issues, it would be necessary to report on a complex and lengthy international debate on livestock contribution to anthropogenic greenhouse gas.	Climate change is one type of environmental impact and is therefore part of section 4.6.

57	05/04/2014	23/04/2014	AfL	Annexes. The format allows for including information on Theory of Change, Evaluation Plan and Environmental assessment as additional annexes. Should they be sent as a separate document from the final proposal or be part of it?	Please send the annexes as separate documents to allow for the limit on email size in the DFID BRACED email account (7 MB).
56	02/04/2014	23/04/2014	CARE	Climate and Environment Appraisal – Exactly what is required and to what level of detail do require?  For example in the template it states, <i>Summarise how this appraisal was undertaken and what analysis was undertaken</i> It would be really helpful to have a better sense of how much depth you are expecting here?	Please see answer to question #24 and 61.
55	02/04/2014	23/04/2014	CARE	Duty of Care – What are DFID’s expectations on this? Can you please provide more guidance?	These are set out in the guidance. If this is not clear we are happy to respond to specific questions of clarification.
54	02/04/2014	23/04/2014	CARE	Work plan template/level of detail – will DFID be providing a template?	This is not planned and is for grantees to determine. When appointed the Fund Manager may work with grantees on workplans.
53	03/04/2014	23/04/2014	Farm Africa	Farm Africa would like to know how to reflect VAT on their charges, they would also like to know more about how payment by results is expected to work in the next phase.	VAT is not an eligible cost and is therefore not claimable as part of your grant.

52	02/04/2014	23/04/2014	Welthungerhilfe	<p>Last year the Burkinabé government changed their VAT exemption process for NGOs. Instead of giving out exemption certificates we are required to pay the VAT and to be reimbursed afterwards, which is a complicated and time consuming process and which they often find excuses not to pay. This can be detrimental for NGOs as it means that we have to find other funds to support the VAT costs.</p> <p>There is a way around this. For one of our EU projects we were able to get a VAT exemption certificate by registering the project as a separate entity with its own unique fiscal code. This was possible because in the contract with the EU it is clearly stated that the EU money cannot be used to pay VAT.</p> <p>In the contract signed between WHH and DFID the only mention we can find is</p> <p>Provisions no. 4 c) that funds provided by DFID will not be used to meet the cost of import or customs duties (or any similar fees) imposed by the Government of Burkina Faso on goods or services provided without specific agreement from DFID.</p> <p>Unfortunately this is too ambiguous for us to be able to register the project for tax exemption. Is there any way that DFID could write a letter to the Burkina Faso BRACED projects clearly stating that BRACED will not support VAT imposed by the Government of Burkina Faso on goods and services. I know we aren't alone in this worry.</p>	<p>Our Accountable Grant letter sets out our standard clause that DFID will not meet the cost of import or customs duties (or any similar fees) imposed by the Government of the specific country.</p> <p>It is up to the NGO's to apply to the government of their country for tax exemption or they pay the tax from their own funds and have to claim it back. NGOs are expected to comply with the law in each country.</p>
51	28/03/2014	23/04/2014	Action Against Hunger	<p>We are in process of developing a logo for PReP and are working with some designers on that. Is DFID interested in approving the logo or being involved in selecting the finalist from a shortlist of options?</p>	<p>The decision for the project logo rests with the grantee. DFID's only requirement on logos is the use of the DFID logo. Details of this are given in the full project guidance.</p>
50	14/03/2014	23/04/2014	CRS	<p>What kind of indirect cost-recovery (administration) guidelines are there for the full BRACED tender? Is there further guidance than what is in the application guidelines, eg. descriptions of the cost categories herein?</p>	<p>These are given in the full project guidance.</p>
49	19/03/2014	25/03/2014	NEF	<p>Are we able to make modifications to target dates included in the Program Development Logframe.</p>	<p>Changes in the logframe are acceptable so long as the project retains its original time-bound deadlines.</p>
48	19/03/2014	25/03/2014	NEF	<p>We would like to ask for clarification on the language for the submission of technical and project reports. Can these be submitted in French, or should these be translated to English?</p>	<p>Technical and project reports must be submitted in English.</p>

47	24/03/2014	25/03/2014	CSE	<p>We have arranged a cooperation with a photographer who has worked in the flood affected communities in Dakar. She has granted the project the right to use her images e.g. on the project website. However, the right to use her material royalty-free is restricted to the project itself and will not automatically be extended to DFID. Any use by DFID of the material provided by the photographer would be subject to royalties.</p> <p>Section 152 of the Guidelines sets out the rules regarding intellectual property for material produced by BRACED grantees in the course of the BRACED project. As these photos were taken before project commencement, is it correct to understand that the rights to use the material royalty-free do not automatically extend to DFID?</p>	<p>As the photographs were produced before the BRACED project commenced and not funded by the project they do not come under the IP clause for material produced by BRACED grantees.</p> <p>If a photographer provides photos to a project free of charge (i.e. not funded by DFID) these would also not be covered by the IP clause.</p> <p>It will be important, when disseminating knowledge outputs from your project to DFID, that you clearly identify images from a photographer who has retained copyright, so that the images are not used by DFID, or others involved with the BRACED programme, without obtaining the agreement of the photographer.</p>
46	24/03/2014	25/3/2014	ADPP	<p>'A detailed invoice that clearly itemises the activity, date, duration and cost would be an acceptable statement of expenditure. Photocopies or electronic copies of receipts are acceptable. DFID do not require original copies for the PDG claims.' That applies for the PDP – will it also be the case for the full phase?</p>	<p>Details of these arrangements we be provided by the permanent Fund Manager when full grants are agreed.</p>
45	24/03/2014	25/3/2014	CARE	<p>Is it essential that consortia have a private sector partner, or can we demonstrate our engagement with the private sector?</p>	<p>It is not essential to have a private sector partner as a member of consortia though if a partner can be found this would be preferred. Demonstrating how the project is working with the private sector is important and DFID expect consortia to do this.</p>
44	24/03/2014	25/3/2014	CARE	<p>In the guidelines it mentions "DFID has decided not to use a formal payment by results mechanism", however in Section 7.3 of the application there is section Propose milestones that fit with the BRACED Payment by Results approach. Can you please provide clarification?</p>	<p>A formal payment by results mechanism is one where payments are made on delivery of outcomes. This is not the same as milestones agreed with grantees. We expect grantees to develop milestones and work plans against which payments will be made.</p>
43	13/03/2014	13/03/2014	Christian Aid	<p>To what extent should we design M&amp;E framework and will it be likely to be changed into a more prescriptive format by DFID?</p>	<p>We expect the interim Knowledge Manager to be in place by 17 March. One of their tasks is to work with grantees on evaluation plans – this will include reviewing what grantees are proposing, so please start on your plans. The interim Knowledge Manager will integrate your actions into tailored support.</p>
42	13/03/2014	13/03/2014	Christian Aid	<p>Is it possible for DFID to provide an introduction between Christian Aid and DFID Ethiopia?</p>	<p>DFID has asked the Country Offices what level of engagement they want on BRACED, and will circulate the preferred level of engagement when responses have been received.</p>

41	13/03/2014	13/03/2014	Christian Aid	Might DFID want to attend one day of the WS in Addis on w/c 7th April?	Please provide details of your workshop and we will share with the DFID Ethiopia office to see if they are able to attend.
40	11/03/2014	13/03/2014	Oxfam	In the full proposal- Annex D Climate and environment appraisal- we can't find any guidance on how heavy this appraisal needs to be, can you give advice please?	See answer to item #24.
39	11/03/2014	13/03/2014	Oxfam	M&E framework- we're trying to work out when to develop ours within our workplan, but conscious of DFID's work on the overall plan, any ideas on timing for their framework given the contracting going on?	The interim Knowledge Manager contract should be in place by w/c 17 <sup>th</sup> March.
38	11/03/2014	13/03/2014	Oxfam	Communications products- this came up in the London meeting. Do you have any more info on what and how often please?	This is for projects to determine. They should be designed to help share knowledge and evidence from the project.
37	11/03/2014	13/03/2014	Oxfam	Co-ordinating with other relevant projects: we were wondering whether there are other projects working on similar climate extremes outside of Myanmar that it would be worth us co-ordinating with, any ideas?	Please check the list of BRACED projects and concept proposals to determine where there are synergies.
36	11/03/2014	13/03/2014	Oxfam	The resilience impact framework, we didn't have time to feedback on that when requested by DFID, is it too late now or should we still review it? Wondering if its going to change now anyway in light of what we were discussing.	The report of the resilience study is now been finalised. It is too late to send in comments now. This will be used to inform the work of the Knowledge Manager.
35	10/03/2014	13/03/2014	ADPP	One of our approved PDG outputs is to conduct a baseline/ climate change perception study in our project area, which we aim to conduct in the first quarter of PDG. This will be before DFID has appointed a knowledge manager and issued the final version of the ICF study and guidelines on the methodology to assess ICF adaptation programmes. If this is an issue for DFID, please let us know at this stage	This is not an issue, and the interim Knowledge Manager will integrate your actions into tailored support for your project baseline
34	10/03/2014	13/03/2014	ADPP	According to the guidelines the project can only contact the DFID country office (Mozambique office) through the fund manager. DFID Mozambique have contacted us already. Is this an issue?	DFID has asked the Country Offices what level of engagement they want on BRACED, and will circulate the preferred level of engagement when responses have been received.  DFID have also provided contact details for projects to DFID offices. Where offices directly contact BRACED projects they do not have to ask the BRACED team for permission.
33	10/03/2014	13/03/2014	ADPP	Are there any updates on the upcoming workshops? If there is one in April it would be useful to know for advance travel planning	The interim KM plans to hold 2 webinars that will be accessible from any location with good internet access.

32	10/03/2014	13/03/2014	ADPP	Guidance for the submission of Claims – What do we have to submit? Guidelines (points 128 and 131) mention “detailed statements of expenditure”: Would an invoice with the detailed description of the activity, date, duration and costs be sufficient or would DFID want copies of receipts for the PDG claims?	A detailed invoice that clearly itemises the activity, date, duration and cost would be an acceptable statement of expenditure. Photocopies or electronic copies of receipts are acceptable. DFID do not require original copies for the PDG claims. Originals should be retained by BRACED grantees for audit purposes.
31	10/03/2014	13/03/2014		Is there any guidance for marking/ branding as expressed during the bidders conference?	Guidance on use of DFID’s logo is provided in the full project guidance. See paragraph #148. DFID support should be acknowledged in all project outputs and communications.
30	10/03/2014	13/03/2014	Oxfam	Are projects in competition for full BRACED grants? I think what this question gets at, is whether DFID is likely to not fund a full BRACED proposal, or whether the full proposals will be scrutinised for being over-budgeted or for certain activities not adding enough value, and then trimmed down accordingly – but at the same time ensuring that PDG grantees are likely to win the full project in some capacity?	All projects will be subject to a full appraisal and it is possible not all projects will be awarded full grants. . Budgets will be reviewed carefully during the evaluation of proposals and negotiations on budgets are possible to seek savings. This will help, allow the maximum number of projects to be supported within the programme budget.
29	10/03/2014	10/03/2014	Oxfam	Should projects be in contact with local DFID offices? The guidance says no, and indeed we discussed in our call yesterday that DFID UK is keen on avoiding conflict of interest in the likelihood that country offices will be evaluating the full BRACED proposals. But at the same time, local DFID offices are already contacting projects (and for at least one of my projects the two sides have already met).	DFID has asked the Country Offices what level of engagement they want on BRACED, and will circulate the preferred level of engagement when responses have been received.
28	10/03/2014	10/03/2014	CARE	They are already working on their monitoring and knowledge management plans etc. They fear that their resources etc will have been committed and plans made in the near future. How will that fit with the interim KM role and forthcoming input from DFID?	The communication on the actions of the interim KM, and expected inputs from grantees should be released w/c 17 <sup>th</sup> March
27	10/03/2014	10/03/2014	CARE	They are already in communication with the other consortiums working in the same region. Meeting and talking etc. However, they have concerns about how they should be approaching this strategically. I.e. Should they make sure that plans do not overlap or should they be assuming that it is competitive and they should be careful what they share at this stage?	DFID welcomes full proposals that show value for money actions that have been identified between different consortia. The aim of BRACED is to be bigger than the sum of its parts. The assessment of full proposals for funding will be competitive, and value for money will form a core part of the assessment.



26	26/2	26/2	Concern	<p>We presume the IP clauses do not refer to any IP which already exists which partners bring to the Project / PDP, but refer to material created under the BRACED programme. That said, we would agree that useful material needs to be shared widely in order to gain wider replication and impact.</p> <p>Will DFID attribute ownership of IP to Concern and relevant consortium members when making public any technology, etc. covered by the IP clauses.</p>	<p>Yes this is any IP created, or improved, under the project with DFID funds.</p> <p>DFID will acknowledge the owners of any IP. The costs of sharing any IP and knowledge produced under BRACED can be part of the grant. These will need to be itemised and justified.</p>
25	07/03/2014	10/03/2014	ACF-Spain	<p>Sections 5.2 and 5.3.</p> <p>Under section 5.2, we should provide a global figure for the direct beneficiaries and under section 5.3 disaggregate between direct and indirect, intensity and targeted.</p> <p>However, BRACED guidance definition of direct beneficiaries indicates clearly that not targeted and low intensity beneficiaries are to be considered indirect, and while proposals can provide a figure for indirect beneficiaries, they will not be considered direct beneficiaries and should therefore not be counted toward the 250,000 person threshold.</p> <p>Do we need to estimate indirect beneficiaries also, as they are not part of the figure required at section 5.2 (direct beneficiaries) and therefore cannot be part of a disaggregation exercise? If we provide figures for indirect beneficiaries, can you confirm that they are to be added to (and not included in) the figure for direct beneficiaries covered under section 5.2?</p>	<p>We would like projects to estimate the number of indirect beneficiaries. These numbers should be presented separately not added to direct beneficiaries.</p>
24	07/03/2014	10/03/2014	ACF-Spain	<p>Annex D. Format for summary of climate and environment appraisal - Can you provide more information on the key elements that DFID is asking for the appraisal analysis to be undertaken or does the risk and mitigation analysis (under management section) cover the appraisal analysis?</p>	<p>We are asking projects to assess the main climate and environment positive impacts they will have and how they can be enhanced, and the main negative impacts and how they can be avoided or mitigated.</p> <p>The risk and mitigation analysis is not for climate and environment risks.</p>
23	07/03/2014	07/03/2014	ACF-Spain	<p>Geographical annex. Our project proposal focuses on transborder issues and visual representation is important to demonstrate project's approach and strategies. Can we annex a map to the final proposal?</p>	<p>Yes that would be acceptable as additional relevant evidence</p>

22	07/03/2014	10/03/2014	ACF-Spain	<p>Measuring environmental sustainability and resilience Sustainable use of natural resources requires an analysis of factors relating to environmental resilience. For instance, rural communities could build up their resilience by overexploiting common property resources and market these resources (e.g. non-sustainable offtake of fuelwood). In arid and semi-arid lands, the dynamic of the vegetation is complex and conclusions on positive or negative impacts can only be drawn over long periods of time. Environmental monitoring is not only complex, but also time consuming and costly.</p> <p>Therefore, should ecological resilience be part of the global resilience assessment and to be translated into indicators and into the monitoring system?</p>	<p>Indicators on environmental sustainability and resilience can be included in grantees results frameworks.</p> <p>We do not expect projects to undertake comprehensive environment monitoring, but it is likely that these aspects will need to be captured by projects if they are to demonstrate how they have helped build resilience.</p>
21	07/03/2014	10/03/2014	ACF-Spain	<p>Designing the evaluation approach without the KEEM in place. Even if the KEEM will provide eventually projects with common indicators, it is important for us (projects) to develop our approach in the final proposal. Can we start doing it, while the KEEM is not in place yet and how will our approach integrate the global approach to be designed and put in place by the KEEM?</p>	<p>Please note the title has change from KEEM to KM (Knowledge Manager).</p> <p>We expect the interim Knowledge Manager to be in place by 17 March. One of their tasks is to work with grantees on evaluation plans – this will include reviewing what grantees are proposing, so please start on your plans.</p>

20	07/03/2014	10/03/2014	ACF-Spain	Regarding the payments by results, could you precise how to interpret article 130 and 132? "DFID has decided not to use a formal payment by results mechanism" but nevertheless "payments will be made quarterly in arrears upon receipt of a detailed statement of expenditure" and "will be made on satisfactory progress against the projects work plan".	<p>Payment by results is where a portion of the payment is based on delivering certain outcomes.</p> <p>We expect a work plan will provide details of activities, inputs and expected outputs. DFID will make payments on satisfactory progress against these. This is not the same as a formal payment by results approach against outcomes.</p> <p>Whilst we have decided not to apply the PBR approach to BRACED at this stage of the programme this does not mean that we won't be striving to obtain the best value for money. We remain committed to ensuring that programmes are consistently achieving the outputs agreed. For this reason we require regular reporting from grant recipients to demonstrate progress against the agreed work plan. This is a standard requirement for all DFID grants.</p> <p>BRACED will also be working with grant recipients to identify how PBR could be used most effectively in this type of programme in future.</p>
19	06/03/14	10/03/2014	CRS	What kind of indirect cost-recovery (administration) guidelines there is for the full BRACED tender? Please differentiate between the administrative costs and the 7% Indirect Cost Recovery (ICR)	Please consult the full guidelines where this is provided. If it is unclear please request further clarification.
18	06/03/14	10/03/2014	Christian Aid	Our Accountable Grant gives DFID a wide license in any intellectual property including the sale of any material. BBC Media are conducting research and workshops during this initial stage and an issue has been raised about the willingness of obtaining signed consents by individual researchers knowing that the results may then be sold on by DFID. I think it's very unlikely that the results would be sold particularly as the guidelines state that "any intellectual property created under BRACED is freely available for the public good". In the circumstances please can you arrange for confirmation that any intellectual property created under this Accountable Grant will not be sold so that we can then finalise our sub-grant agreement with BBC Media?	DFID is happy to confirm it has no plans to sell any IP generated under BRACED. The principle is to ensure any IP produced under BRACED remains as a public good.
17	05/03/14	10/03/2014	iDE	What will the interview process for the full projects look like?	DFID and FM will determine if interviews are required, and will inform grantees on this and the nature of interviews after submission of full proposals.

16	04/03/14	10/03/2014	IRD	As we created collaborative systems and documents with other BRACED consortia, how would DFID like us to share this information with them. For example, we now have a drop box and email list for BRACED Mali and would like to invite DFID to join.	The permanent Knowledge Manager will work with grantees on the best and most efficient ways to do this.  In the interim if there are any important piece of information and events grantees want to share they can do this through their monthly reports, or by sending an email to the BRACED email addresses.
15	04/03/14	10/03/2014	IRD	Is there a set of regulations that govern DFIDs cost and billing procedures? For example, is there a document that defines what costs are allowable?	We have indicated in the guidance what costs are allowed. The Accountable Grant agreement sets out how grantees should do in submitting requests for payments.
14	03/03/14	10/03/2014	RAIN	What is the role of IIED in BRACED? Is it expected that the projects will use IIED's TAMD framework, or is this optional?	IIED has no specific role in BRACED except that it is a partner in some BRACED grants. TAMD is one source of methods and indicators. The interim and permanent Knowledge Manager will be supporting grantees on the development of indicators.
13	03/03/14	10/03/2014	RAIN	RAIN would like to know how they can make links with DFID's Transparency Department, so that they can discuss their field activities and explore opportunities for media outreach (including social media). Very keen to have more involvement with DFID's knowledge dissemination platforms and would like to be connected with the most appropriate individual. Are also wondering if there's a specific person in the Transparency Department who would be responsible for BRACED.	DFID does not have a Transparency Department.  The Knowledge Manager will be working with BRACED grantees on linking their work to knowledge platforms. This will likely include links to DFID.
12	03/03/14	10/03/2014	RAIN	During the PDG phase so far, RAIN has confirmed that they will involve a local partner Akvo to help with mobile phone-based field surveys. They have an office in Delhi, and would like to engage with DFID's Research Hub in Delhi to help streamline the M&E system development, and to learn from any existing resources that DFID has. Can we facilitate a link between Akvo and the Research Hub?	DFID's research hub is not involved in the implementation of BRACED and a formal link is probably not necessary. Advice on M&E will be provided to BRACED grantees through the Knowledge Manager.

11	03/03/14	10/03/2014	Plan UK	What focus should the PDG phase have on consortium building vs. lessons learned – and how to present these lessons? Plan is concerned that the majority of their PDG phase activities are about building the consortium, developing baselines, developing an M&E plan, etc. They don't want to lose out on the full grant based on the fact that they haven't piloted a lot of project activities and won't have lessons to share. Is this okay? If they have lessons, how are they to share/disseminate them?	DFID expect that its investment in PDG grant will generate evidence and learning during the project development period by all BRACED grantees. This was set out in concept note guidance.  This evidence and knowledge will be vary between different BRACED projects. This evidence can be generated in a range of ways e.g. cost benefit analysis of practices, better documentation of the actions the project plans; result of pilot activities; information from developing baselines; how to build consortia and governance structures etc.
10	03/03/14	10/03/2014	Plan UK	How can Plan UK design baselines without guidelines from the KM? (i.e. what happens if they develop them, and then the KM decides that a specific methodology is the only acceptable way to calculate baselines?).	We expect the interim Knowledge Manager to be in place by 17 March. One of their tasks is to work with grantees on baselines. This will include reviewing what grantees are proposing, so please start on your plans on measuring baselines.
9	03/03/14	10/03/2014	Plan UK	Confirmation that BRACED will not use a results-based payments scheme (guidance document #130). Is this just for the PDG phase or also for the full project?	This is for the PDG phase and the full project.
8	14/02/2014	18/02/2014	Acting for Life	Will projects' log frame be given some flexibility during implementation, especially for milestones to be revised during the course of implementation?	Yes but will be assessed on a case-by-case basis and the Fund Manager acting on behalf of DFID will use their decide whether to agree revisions to the project milestones.
7	14/02/2014	18/02/2014	Acting for Life	Are we also dependent on KM for proposing specific knowledge-generating activities?	No you are not dependant on the KM for this, but will work alongside the KM to jointly provide ideas regarding knowledge-sharing. The KM will provide a platform to share ideas between the BRACED projects but will not be the sole source of ideas
6	14/02/2014	18/02/2014	IRD	Kindly clarify the division of responsibilities and workflow between the Project's Monitoring and Evaluation Officer and the "Appointed Monitoring Officer" provided by the Fund Manager. Who will be responsible for the reporting deliverables outlined on page 19 (Section 60). Please clarify which tasks will be expected off the grantee M&E staff.	The Monitoring Officer appointed by the interim Fund Manager will act as the liaison point with the interim Fund Manager. The project's own monitoring and evaluation officer is responsible for completing the reporting requirements.

5	14/02/2014	10/03/2014	Self Help Africa	Will DFID allow BRACED funding to be used on activities such as improving the quality of procurement systems – if this is a VFM measure? Are DFID more interested in the quality of the procurement systems or the improvement during the project period (or both)?	Activities that increase vfm of BRACED projects can be supported. These should help produce results during the lifetime of the BRACED project, but clearly DFID would welcome these being sustained and having impact beyond the project’s lifetime.
4	14/02/2014	10/03/2014	Multiple organisations	Is there more detail/clarification available on Component D and how you expect this to work with BRACED grantees in Component A and Component B i.e. does this need to be factored into project design during the project development grant stage? Do you know when Component D’s design will be finalised?	Component D is under design we will inform grantees when a decision has been made.  Projects do not need to factor this into the design of their full projects.
3	14/02/2014	18/02/2014	CRS	Practically, what does DFID anticipate the difference between the assessment/monitoring systems to be (project’s own and KM oversight)? How many sets of indicators/means of measuring resilience do they expect us to operate?	Further communication and guidance on this point will be released once the interim Knowledge Manager contract is agreed
2	14/02/2014	18/02/2014	CRS	Will BRACED full projects fund gender barrier analyses? Would we be receiving guidance on the “analysis of barriers and opportunities for women girls, men and boys”, ie, is this a separate gender analysis, or are you simply referring to this more generally?	Applicants should determine if this level of analysis would generate useful information (e.g. to target actions in early phases of the work). DFID guidance on the analysis of gender barriers is already available on the BRACED website.
1	14/02/2014	18/02/2014	ADPP	In clause 7, it states that “nutrition-sensitive interventions crucial for ensuring optimal nutrition outcomes are not currently sufficiently disaster proofed to maintain effectiveness in the face of crisis”. However, in clause 91 nutrition activities are not mentioned. What is the prominence that nutrition may take in a BRACED response?	Nutrition activities would be valid activities under BRACED, so long as the focus is on climate and disaster-proofing these interventions, rather than on the nutrition outcomes.