



# **Geodata for Agriculture and Water (G4AW) Facility**

## **Frequently Asked Questions**

**2017-2018**

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In this document, answers to frequently asked questions can be found. The questions have been divided into the following categories:

- 1. Questions related to the partners**
- 2. Questions related to the nature of the project**
- 3. Questions related to finance**
- 4. Questions related to eligible costs**
- 5. Questions related to the selection procedure**
- 6. Questions related to project implementation**

*These questions and answers are only intended to provide general information on the G4AW Facility. No rights can be derived from this document. In the event of any discrepancy between this information and the policies and provisions laid down in the publication of the G4AW Facility in the Government Gazette ('Staatscourant Nr. 13493, March 17 2017'), G4AW Glossary, G4AW Application Form or the administrative decision ('beschikking'), the Government Gazette prevails.*

## **1. Questions related to the partners**

### ***We intend to participate in two or more partnerships, is that allowed?***

*(question published 2 September 2013, update March 17, 2017)*

Yes, this is allowed. An organisation may participate in or submit more project proposals within the same call for tender. The different proposals may be targeted at different regions. Each proposal will be evaluated separately. In case your organisation is involved in two or more G4AW projects, your proposed activities and related costs will be evaluated on cost efficiency. If necessary, you can be asked to provide more information during the assessment of the full proposals.

### ***The admission criteria specify that "The partnership should include at least a Dutch organisation, not being part of the Dutch Government, one organisation in the recipient country, one private organisation and one public organisation." What do you mean by a "private organisation", and what do you mean by a "public organisation"?***

*(question published 10 September 2014)*

Private organisations are companies and/or businesses. As a general rule a company is any entity that performs economic activities, regardless of how it is financed. Economic activity is the provision of goods or services in an economic market. Also entities performing economic activities on a 'not for profit and not-for-loss' basis may qualify as private sector parties in the partnership.

Public organisations are defined as all national and local public organisations (national government, provincial and local authorities) and semi-public organisations. Mostly these concern authorities performing public tasks or serving public interest and are financed from public resources.

International organisations can also be considered as public organisations.

The definitions can also be found in the G4AW Glossary available on the page 'Tender Documents'.

***Is it allowed to add sub-contractors in the proposal?***

*(question published 12 March 2014)*

It is allowed to add sub-contractors in the project proposal for a number of (specified) parts of the project. The project plan proposal should explain which sub-contractors are deployed for which activities. The financial costs associated with the sub-contractors can be entered in Annex J in section "4. Cost of Contracted Third Parties (other than partners)". However the applicant remains responsible for the activities of contracted third parties. Organisations that contribute substantially to the project should be considered as partners participating in the partnership, and not as sub-contractors.

***I am from a different country than the Netherlands or one of the G4AW partner countries. Can I apply or be a partner in a proposal?***

*(question published 15 October 2014)*

Yes, the only requirement for a partnership is that one of the partners should come from the Netherlands and one from the G4AW partner country for which the activity was set up.

***Can you please indicate what you consider an 'institutional subsidy' (ref. Government Gazette publication, Financial rules: "Organisations that receive an institutional subsidy from the Dutch Ministry of Foreign Affairs may not be a grant applicant.")?***

***Is an organisation that receives an institutional subsidy from the Dutch Ministry of Foreign Affairs, still eligible to apply for G4AW subsidy, given the condition this organisation does not use any funding from the Dutch Ministry of Foreign Affairs for the own contribution for the project?***

*(question published 15 October 2014)*

An institutional subsidy is a subsidy for the cost in full of the of an institution. An organisation that is fully financed by an institutional subsidy of the Dutch Ministry of Foreign Affairs is not eligible for an additional subsidy (G4AW publication, paragraph 2.4).

An activities subsidy ('activiteitsubsidie') refers to a subsidy for activities aimed at pre-defined objectives and outcomes.

An organisation that receives an institutional subsidy of the Dutch Ministry of Foreign Affairs may not be the grant applicant, but can still be a partner. The institutional subsidy may not be used to finance the organisation's own contribution. The organisation's financial administration must show that this is not the case.

***If there is cooperation with a local government, and if no other option is available, the cooperation with this local government can be laid down in a Memorandum of Understanding (MoU) or a Letter of Intent (LoI). What is meant by this?***

*(question published 15 October 2014)*

In some cases it is not possible for local government organisations to sign an agreement before the subsidy is awarded and the project formally starts. The use of an MoU or LoI is meant to stimulate local government organisations becoming a partner instead of signing the Partnership Cooperation Agreement at that time.

A signed partner form however is still required too for the application.

***We would like to ask about our eligibility. Our headquarter is located in the Philippines but we have country offices located in G4AW partner country. Are we eligible to apply?***

*(question published 15 October 2014, updated 17 March 2017)*

To be eligible the local country office should at least operate as a legal organisation registered in the G4AW partner country. The partnership consists at least of:

- One organisation established in the Netherlands The lead party cannot be a Dutch central government body.
- One organisation from the G4AW partner country for which the activity was set up.
- One private organisation and one public organisation.
- One party (which may be one of the organisations mentioned above) which actively processes satellite data and has demonstrable experience in this field.

The partnership may be supplemented with public and/or private organisations, whether or not from countries other than G4AW partner countries.

Information about all admission criteria may be found in section 4.3 of the Geodata for Agriculture and Water Official Publication - Government Gazette no. 13493, 17 March 2017, provided on the G4AW website: see [Official announcements](#) or [Do I qualify?](#)

## 2. Questions related to the nature of the project

***Our project proposal is aimed at providing information services to food producers at sea. Does this fit within the scope of the G4AW Facility?***

*(question published 10 September 2014)*

Yes, the G4AW Facility is aimed at providing information services to (smallholder) food producers, besides farmers (agriculturalist) and livestock farmers or agropastoralists and also include fishermen and fish farmers.

Food producers are defined as a natural or corporate person whose main livelihood is production of food, meaning (smallholder) farmer (of food products), agropastoralist, fisherman.

A fisherman is defined as a food producer whose livelihood depends on fishing from the ocean, seas, lakes or rivers. A food producer active in aquaculture (farming of aquatic organisms) can also be regarded as fisherman.

The definitions can also be found in the G4AW Glossary available on the page '[Tender Documents](#)'.

The size or the target group to be reached at the end of the project is at least 100 000 farmers or 50 000 agropastoralists or 50 000 fishermen.

## 3. Questions related to finance

***Which tariffs are applied?***

*(question published 2 September 2013, updated 17 March 2017)*

Labour cost are based on personal and/or average salary including social security and a maximum overhead of 50%. More details about the project costs can be found in the Project Plan template under §3.4 Project budget and the Annex J template. Tariffs will be audited and approved via a financial audit. In G4AW the financial audit is a required activity executed at the end of the project. The applicant is responsible for delivering the final financial audit of the G4W project to NSO. In some cases, the NSO and/or the applicant may urge a G4AW partner to execute an intermediate

financial audit. Details on the financial audit process will be provided in an audit protocol, as annex to the grant decision.

The definitions can also be found in the G4AW Glossary available on the page '[Tender Documents](#)'.

***Can the intellectual property of a company be valued as in-kind contribution to different G4AW proposals for two different projects in two different countries in subsequent G4AW calls?***

*(question published 12 March 2014)*

Previous investments such as building Intellectual Property (IPR) and / or infrastructure cannot be introduced as an own contribution in G4AW project proposals.

***Does the maximum G4AW grant request of EUR 3 000 000 include or exclude the (in-kind) own contribution of the partnership?***

*(question published 10 September 2014, updated 17 March 2017)*

The grant request is between EUR 500 000 and EUR 3 000 000 for the third call (2017-2018). This excludes the own contribution of the partnership.

***Related to the financial statements of the partners (Annex B), is three years required, or only the most recent statement suffices? Further, financial statements differ greatly across partners and sometimes are quite lengthy. What are the minimum set of requirements to avoid unnecessary paper work?***

*(question published 10 September 2014, updated 17 March 2017)*

For each partner the most recent audited annual financial report(\*) should be submitted (as Annex B2, only one **digital** copy required). Where possible, the annual reports of the last 3 years should be provided. Further, for each partner summary information on turnover, profit/loss, solvability for the last three years should be provided, and the estimated figures for the running and next years.

(\*) Most recent audited annual financial report: this should be the 2016 report. Should the 2016 report not be available, please explain why this annual report is not available and submit your most recent available annual report. Should an audited annual financial report not be available, please explain why the annual report is not available and submit a similar financial statement.

This is explained in greater detail in Annex B2.

***Does the 30% own contribution need to be a direct financial contribution from in country partners or can the equivalent value of (for example) Ministry of Agriculture staff time and other resources also count towards the 30%?***

*(question published 15 October 2014)*

Yes, the own contribution may be both in-cash or in-kind.

Please note that costs of regular activities by governments are not eligible for subsidy. Only costs of project specific activities that would otherwise not take place may qualify for subsidy.

***Can I finance the own contribution for the project with a consortium of donors?***

*(question published 15 October 2014, updated 17 March 2017)*

The own contribution of the partners of the partnership may be coming from different sources of funding. These include subsidies, loans to partners in the partnership and donations or investments in project partners by third parties, etc. Contributions from parties outside the partnership can be counted as the own contribution to the partnership. However, this funding may not directly or indirectly be coming from a subsidy or contribution from the Netherlands Ministry of Foreign Affairs. Up to 35% of the partnership's own contribution may comprise third-party contributions, provided these contributions are not directly or indirectly derived from grants or contributions from the Dutch Ministry of Foreign Affairs.

#### **4. Questions related to eligible costs**

***Are travel and subsistence allowance, for example for consultation between partners, eligible for funding?***

*(question published 2 September 2013)*

Travel and subsistence allowance, as part of the project management, are eligible for funding, inasmuch as these are necessary for the realisation of the G4AW project.

***Our employees receive a fixed daily allowance for foreign travels in addition to the UN Per-diem rates. Are these reimbursements also eligible for funding?***

*(question published 2 September 2013)*

No, travel and subsistence allowance are on the basis of UN Per-diem rates (url: <http://apps.who.int/bfi/tsy/PerDiem.aspx>).

***What are the guidelines for travel costs within a G4AW project?***

*(question published 29 August 2016)*

Within a partnership two options are possible for travel and subsistence allowance: daily allowance or actual costs for travel:

1. Daily allowance are on the basis of UN Per-diem rates (url: <http://apps.who.int/bfi/tsy/PerDiem.aspx>)
2. Actual travel costs are on the basis of receipts for accommodation, meals, transportation, etc.; the actual travel cost shall not exceed the travel cost on basis of UN Per-diem rates.

Each partner may decide between either of the two options for their travel costs. However, in the case where the partnership has agreed with one or more partners on using one of these two guidelines and this is explicitly stipulated in an agreement, e.g. in the partnership cooperation agreement, than this guideline should be applied.

***In case we need to buy satellite images, where do the costs for satellite images fit into the budget? It is mentioned under budget line 4 - does that mean that during the whole project a maximum of EUR 5 000 can be spend on satellite imagery?***

*(question published 2 September 2013)*

Purchase of satellite images, irrespective of their costs, should be specified under budget line 4 ('Cost of contracted third parties') in Annex J. Further, equipment costs should be specified under budget line 3 ('Equipment costs') in Annex J.

***Do we need to include V.A.T.?***

*(question published 2 September 2013, updated 17 March 2017)*

VAT cannot be covered by a grant unless one of the partners can provide evidence that they cannot obtain an exemption from VAT payments. This is also applicable for Call 1 and 2 by policy designation provided by the Ministry of Foreign Affairs to NSO on December 14, 2016.

***Our project proposal is aimed at more than one country. Is this allowed?***

*(question published 15 October 2014, updated 17 March 2017)*

No, contrary to the two previous calls this is not allowed in the Call 2017-2018.

***I understand the project can be implemented on a regional scale, should all participating countries be among the G4AW partner countries?***

*(question published 10 September 2014, updated 17 March 2017)*

The project must be targeted at one country only.

Applicable for Call 1 and 2: A project on a regional scale may be implemented in multiple countries.

***In Annex J, Tab 'partner 1'– budget line '3: Equipment costs', it seems we can fill out equipment costs made in the recipient country only. Where can we fill out equipment costs made in the Netherlands (data processing depreciations and new equipment needed)?***

*(question published 25 September 2013)*

Equipment costs made in countries other than the recipient G4AW countries that are needed to set up the operational service chain are also eligible for funding and should be specified under budget line 3 ('Equipment costs') in Annex J.

Direct services costs for the use of existing hardware for the benefit of the project are eligible, only in the case were the service costs are based on a use registration/ billing/ accounting/ service level agreement (SLA), which can be entered in Annex J template under budget line 3 ("Equipment Costs").

An updated version of Annex J template will is available on the G4AW website at the ['Tender Documents'](#) page.

Please note that purchase of new Hardware with a total value of more than EUR 25 000 should be done through a market-based competitive tendering, whereby the selected purchase will be based on the basis of price quality ratio. The grant recipient should be able to demonstrate this. For second-hand Hardware there is no minimum value set for this procedure, so Market Conformity checks are recommended for every purchase. Associated certification costs are eligible for subsidy.



Further, please note that the aim of the G4AW facility is to set up sustainable information services in recipient G4AW partner countries. Therefore, remaining goods, purchased with the grant and relevant for the activity for which the grant was awarded, should in principle benefit the long-term continuity of the information service provision after the project. At the end of the project an inventory of remaining goods and an establishment of arrangements of the ownership of these goods are requested. It is customary to transfer the remaining hardware to partners residing in the recipient country at the end of the project. Also equipment services provided during the project should remain available after the project. The continued provision of equipment services provided, or suitable equivalents, shall be established in the cooperation agreement.

***Are auditor costs made after the end date of the G4AW project eligible for funding?***  
***(question published 18 October 2018)***

Project activities are eligible for subsidy only if they are carried out during the project period. The audit statement will likely be completed outside the formal project period and the related costs are eligible for subsidy in the same way as the regular project activities carried out within the formal project period.

As a condition, it is stated that the auditor costs must be incurred within a period of at the most 5 months after the official end date of the project.

Within 6 months after the official end date of the project, the lead partner must deliver to NSO, among other documents, a financial report (Annex 6) including an audit statement (“controleverklaring”), in accordance with recent G4AW audit protocol.

Please note:

After the official end date, only the auditor costs of the project are eligible for subsidy. Other costs for the financial report and audit report made by the lead partner and project partners after the official end date of the project are not eligible for subsidy.

## **5. Questions related to the selection procedure**

***How can I apply for G4AW funding?***

***(question published 10 September 2014, updated 17 March 2017)***

The Grant application should be submitted before September 14, 2017 comprising an Application Form (for the applicant), appended Partner Forms (one for each partner), a Project Plan – full proposal (including annexes), and a Partnership Cooperation Agreement. It is highly recommended to submit a Request for advisory opinion (submission period 15 April to 15 June, 2017) which includes a Project Plan – short proposal, prior to your Grant application. An advisor from NSO will then provide an analysis and discuss your Request for advisory opinion with you.

For more information, please refer to the page [‘How can I apply?’](#)

In case of doubt you are advised to contact the G4AW Programme Office.



**Do admission criteria apply for a G4AW funding request?**

*(question published 2 September 2013)*

Yes, each grant application must meet the admission criteria set for G4AW to be eligible for G4AW funding. The admission criteria can be found on the page [‘Do I qualify?’](#)

**Which countries are eligible for G4AW funding?**

*(question published 10 September 2014)*

The G4AW Facility is intended for activities in one or more of the 26 countries included in the G4AW country list: Angola, Bangladesh, Benin, Burkina Faso, Burundi, Cambodia, Colombia, Ethiopia, Ghana, Indonesia, Kenya, Laos, Malawi, Mali, Mozambique, Myanmar, Niger, Rwanda, Senegal, South Africa, South Sudan, Tanzania, Uganda, Vietnam, Zambia, Zimbabwe. For the Call 2017-2018 proposals for a G4AW grant must concern only one G4AW partner country. The G4AW country list of the G4AW Call 2013-2014 (first call) has been extended with 11 countries to facilitate a regional approach. The country list has not changed with respect to the second call for proposals. The definitions can also be found in the G4AW Glossary available on the page ‘Tender Documents’.

## 6. Questions related to project implementation

***Since the costs of an audit certificate are eligible for funding, I assume that an audit is required. Is my assumption correct? Is there a mandatory audit protocol?***

*(question published 2 September 2013)*

Yes, an audit is required and the costs of an audit certificate are eligible for funding. There is a mandatory audit protocol, which will be provided with the subsidy grant decision (‘subsidiebeschikking’). The audit certificate of the G4AW project shall be provided at the end of the project by the grant recipient.

***In most G4AW countries children helping their family on the fields is a common practice. Since our proposal will increase agricultural productivity this will occur.***

***The policy rules state: "Special notification requirement in the framework of the 'Wet Bestuurlijke Boete Meldingsplichten' (Administrative Penalty Act Notifications)***

***subsidies: the subsidy recipient is obliged to ensure that partners and primary suppliers do not make use of child labour and/or forced labour for the project under consideration nor for any other activity. The beneficiary of the subsidy is obliged to notify the Netherlands Space Office immediately of any facts or circumstances that could possibly indicate the use of child labour or forced labour by these organisations."***

***Does that mean that I will be held responsible for this?***

*(question published 15 October 2014)*

The definition of child labour is recorded in international treaties drawn up by the International Labour Organisation (ILO). These are children who do work which is mentally, physically, socially or morally harmful or dangerous and which impair normal schooling. The treaties are about the minimum age of working children (ILO Convention 138) and the Worst Forms of Child Labour (ILO Convention 182). ILO Convention 138 prohibits children younger than 15 years and children that follow compulsory education to work. Summer jobs and chores at home after school are allowed. For some less developed countries, 14 years is set as the standard. ILO Convention 182 prohibits children less than 18 years to be used for unhealthy, unsafe and immoral work.

The Applicant's responsibility in this is limited to partners and primary suppliers. The applicant only has to identify the risks and report any occurrences within two weeks to NSO.

***From several sides, including NSO, the FAO database has been suggested as a source of satellite based data for G4AW projects. This database however is only guaranteed until Dec 31st, 2018 whereas G4AW projects run until 2020/21, and the services to be developed within these G4AW projects should continue sustainably afterwards. Is there any way that the continuation of this data base can be guaranteed after December 2018? If not - How do we deal with this uncertainty in the current G4AW proposals?***

*(question published 21 July 2017)*

The FAO Water Productivity Database has been initiated and is supported by the Dutch Government. Financial support is guaranteed until the end of 2019. Considering the substantial growth of the use of satellite data the expectations at all levels are high. It is therefore expected that continuation from 2020 will become part of FAO Aquastat. However a guarantee at this stage cannot be given.

Any partnership is advised to decide themselves how to deal with this uncertainty and address this issue in the full proposal of the grant application, at least under section 4.8 "Data access (availability)".