



GUIDELINES FOR APPLICANTS

Purpose: The Small Projects Credit is an instrument of the Swiss Cooperation Office (SCO) that complements its long-term and larger scale development interventions. The Credit is used to reinforce the work within the Swiss Cooperation Programme with short-term, small amount and innovative approach in the priority domains of the Cooperation Strategy for 2017-2020 (Water, infrastructure, climate change; Health; Employment and economic development, and Governance, institutions and decentralisation).

Furthermore, projects providing equal opportunities for men and women, the process of decision making, transparency and projects taking into account how to avoid the impact of natural hazards on people lives, properties and infrastructure as well as an approach of prevention of tensions and conflict are eligible for SCO Small Project Credit. Additionally, Small Projects strengthen the visibility of the Swiss Cooperation Programme in Tajikistan.

Applicants: Any legal entity or individual – professionals in their field of work throughout the country are eligible for funding, provided that the given project proposal deals with topics relevant to one and/or several domains of the Swiss Cooperation Programme.

Timeframe: Duration of Small Projects is maximum 12 months and additional 30 calendar days for final reporting.

Funding: The financial upper limit of one project is CHF 50'000 equivalent in Tajik Somoni (TJS), in accordance with NBT rate. Budget currency is TJS.

Submission of Applications: The proposals are submitted in English, Russian or Tajik language in either electronic form or as a hard copy by 17:00 hrs on the given deadline to dushanbe@eda.admin.ch or delivered to the SCO in person at Tolstoy str., 3 and handed over to the Office Assistant. The latter will issue a receipt confirmation.

Project Proposal Package should include the following documents:

- Completed Project Proposal in accordance with the Guidelines
- Budget of the proposed Project according to the SCO template
- Implementation Plan
- Copy of valid legal registration documents (for legal entities) or copy of passport/s (for individual applicants)
- Copy of the organization's charter
- Banking details
- Resumes /CVs of the core project personnel and/or consultants
- Reference Letters or other information on previous similar activities
- Any other supporting document(s) related to the project activity.

Criteria for Immediate Exclusion:

- Incomplete or incorrectly filled in applications
- Applications submitted after the deadline

- Applications covering topics such as charity events, scholarships, study tours, etc.
- Requesting funding exceeding the set total budget limits or largely over-budgeting the proposed activities.

Background checks of applicants shall be conducted by SCO staff. In case if the amount of funds allocated for the Project implementation exceeds 20'000 CHF, a *Risk Assessment* of the applicant shall be provided.

Instructions for Applicants provide a standardized format for review of the major elements of the proposed activity. Based on a review and evaluation of the information presented in the Proposal, the SCO will either approve or disapprove the proposed activity. The instructions are developed in three languages (English, Russian and Tajik) and are placed on the SDC web-page and/or can be obtained from the SCO. A Summary Page in English to be enclosed by an applicant. The sample Instruction and Summary page are in [Annex 1](#).

Budget: A well-planned budget shall be simple and realistic including all necessary taxes. The budget should include approximations of the project's future expenditures in Tajik Somoni (TJS) based on average prices in the country. The contribution of the applicants and other potential donors should be also reflected in the budget. When planning the budget, it is important to ensure that the overhead costs shall not exceed max 10% of the granted sum. The sample budget for applicants is in [Annex 2](#) (in case donors are financing specific activities/budget items (earmarking) and donors are financing the total cost of the project without earmarking).

Payment Procedures: Grant funds will be disbursed in local currency Tajik Somoni based on NBT rate and a Payment schedule defined in the agreement. The payments will be made by bank transfer.

Implementation Plan: In order to have a comprehensive understanding of project implementation and monitoring milestones, Applicants are asked to present the Implementation Plan. Sample of Implementation Plan is in [Annex 3](#).

Visibility: To ensure correct visibility in Swiss funded and/or co-funded projects the rules described in the Guidelines ([Annex 4](#)) are attached to Agreement.

Evaluation of Proposals: After the application deadline the submitted proposals are to be evaluated by the Evaluation Committee of the SCO within 30 calendar days. Depending on the quality of the proposal, the Evaluation Committee may approve or reject the proposal as it was submitted or request the applicant to modify the proposal in order to improve its quality.

Decision of the Evaluation Committee is communicated to the applicants through the SCO's email account or in person. In case the proposal is refused, no explanation whatsoever is provided.

Agreement: the successful applicants shall be invited for signing of the Agreement or shall be sent electronic versions of the Agreement for further signing. The scanned copies with the signature are accepted for further processing. The terms and conditions of the Agreement shall be discussed with the Grantee to ensure full understanding the implementation of the activities.

Monitoring and Evaluation: SCO will use a variety of mechanisms to monitor a Grantee's performance, including evaluating end of activity results, conducting site visits of grant activities underway, and reviewing periodic reports.

Grant Completion Date: All activities of a grant financed with Small Project Credit will be completed on the Grant Completion Date specified in the Agreement unless the project provides approval of extension in

writing prior to the specified Grant Completion Date. All extensions will be approved by the Director of Cooperation.

Inventory: The project assets will remain for three years at the disposal of SCO Dushanbe then will be handed over to the project partner.

Completion Report and Project Closure: Under the terms of the Agreement, within (30 thirty) calendar days after completion of the grant activities, the Grantee will be required to submit a Completion Report to the SCO. A completion report should be in English and/or both English, Tajik and Russian. Financial reports must imperatively be in Excel, including a signed PDF. The SCO reserves the right to verify if the co-financing from the third parties is secured. Partners may proactively provide evidence (statements, MoUs, etc.). Once the reporting is reviewed and approved by the relevant staff members, the final payment is to be made and the project is closed operationally and financially. Sample of operational completion report is in [Annex 5](#).

However, the SCO reserves the right to demand that a Grantee refund any amount of the grant that is unspent or found to have been misspent by the recipient (and/or sub-recipient) according to the terms and conditions of the Agreement, including any amount that was paid to the Grantee for expenses not actually incurred (i.e. not supported by acceptable backup documentation).

Completion Report includes the following sections:

Operational Report Section:

1. A summary of the activity objectives and achievements. The Completion Report should refer to the Grant Objectives and Indicators of Achievement, as well as to other objectively measurable indicators that the Grantee finds appropriate for demonstrating project achievements.
2. A summary of the activity implementation process, lessons learned, and recommendations; and public dissemination process.

Financial Report Section:

1. Expense justification documents (original copies of invoices, receipts, checks, contracts, patents, etc.).
2. All copies of expense justification documents (copies of invoices, receipts, checks, contracts, patents, etc.) supported by other donors/organizations and/or own contribution.

Annex 1. Instructions/Guidelines for Project Proposal

PROJECT PROPOSAL SUMMARY TEMPLATE (to be filled in English)

1. Project name:	
2. Project mission:	
3. Objectives of the project: <i>(short, max. 2 objectives)</i>	
4. Short description of expected result: <i>(can be in bullet points)</i>	
5. Total project budget:	
6. Budget requested: <i>(amount, % a ratio from total amount, own contribution)</i>	
7. Duration of the project:	
8. Geographical coverage:	
9. Beneficiaries of the project: <i>(who, numbers)</i>	
10. Main project events/highlights:	
11. Partners:	
12. Project contact person:	
13. Organization name and contacts: <i>(indicate your legal status)</i>	
14. Other: <i>(short; information, you find important to add here)</i>	
15. Date of submission:	

PROJECT PROPOSAL

For projects submitted by organisations/individuals to the Swiss Cooperation Office in Tajikistan for funding

A) *The applying organisation/individual*

1. Background information of the applying organisation
 - Mission of the organisation
 - Founding date and founders of the organisation
 - Legal entity (NGO, association, government department, others)

2. Background information of the applying individual
 - Document or information proving the legitimacy or reputation of respective applicant

3. Main activities of the applying organization/individual
 - Main projects and activities of the organisation
 - Results reached through these projects and activities
 - Partners: donors and partner organisations
 - Media reports, e.g. articles, interviews, link to videos, etc. confirming the quality of applicants' activities/products

B) *The proposed project*

4. Problem statement
 - Description of the specific problem(s)
 - Explanation of the root causes that lay behind these problems
 - The problem or critical issue which the proposal seeks to resolve

5. Project goal
 - Overall purpose of the project (=proposed solution to the above mentioned problem)

6. Expected results
 - Description of the overall results that the project is expected to accomplish and whether there may be unintended effects of the project, and how these possible challenges will be addressed.

7. Project activities
 - Outline of the activities that will be undertaken in the frame of the project

- Direct output of each of these activities ('objectives')
- Explanation of how these activities will contribute to achieving the goal of the project

8. Beneficiaries

- Beneficiaries : number and characteristics of people that will directly benefit from the project
- Description of who and how many people are expected to benefit from the project, both directly and indirectly

9. Partners

- Other organisations (government, NGOs) addressing the above mentioned problem
- How does your project complement their activities?
- Other donors supporting your project

10. Time frame

- Plan of activities
- Date of completion

11. Budget

- According to the SCO budget template

12. Monitoring and Evaluation

- How will you measure, if your activities produced the intended outputs?
- How will you know, if the above mentioned situation (problem statement) was improved?
- What will happen to the problem after the end of your project? How do you guarantee, that the situation will not again get worse? (do no harm and sustainability)

Annexes to the Project Proposal

Annex: Budget

Annex: Implementation Plan

Annex: Guideline on correct visibility

Annex 4.

GUIDELINES ON ENSURING CORRECT VISIBILITY OF SWITZERLAND IN SWISS-FUNDED / CO-FUNDED PROJECTS

Swiss Cooperation Office in Tajikistan

Dear Partners,

In April 2005, the Federal Council decided that the government departments and offices would receive a new, uniform, and visual identity. An important element is the new corporate logo consisting of the Swiss emblem and the designation of the Swiss Confederation in the four national languages: **Schweizerische Eidgenossenschaft - Confédération suisse - Confederazione Svizzera - Confederaziun svizra**. The new logo must be used for publications, information material, reports, banners and all communications for projects funded by the Swiss Confederation. While the use of the logo seems not always to be properly understood, these instructions are designed to clarify a few basic points and assist you in applying the logo in the contexts which you will encounter most frequently in your partnership with the Government of Switzerland.

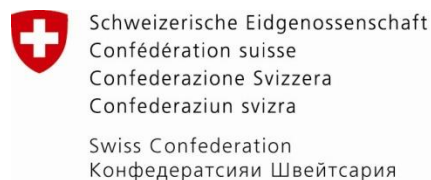
The Swiss Cooperation Office in Tajikistan (Cooperation Office) has given you the new logo and provided the necessary support when using it. As it is difficult to anticipate all possible applications of the logo, so the general rule is: if you encounter problems or are unsure how to use the logo, check with the Cooperation Office. In its Communications policy the Cooperation Office stipulates that, under all circumstances **partners are required to get the final OK for the use of the logo before printing or production.**

While the Swiss Government is concerned that its logo is used correctly, it also wants to ensure that partners retain their own corporate identity and visibility.

We hope that you will find these guidelines useful. If you have any questions, please contact the Cooperation Office.

I. Application of logo

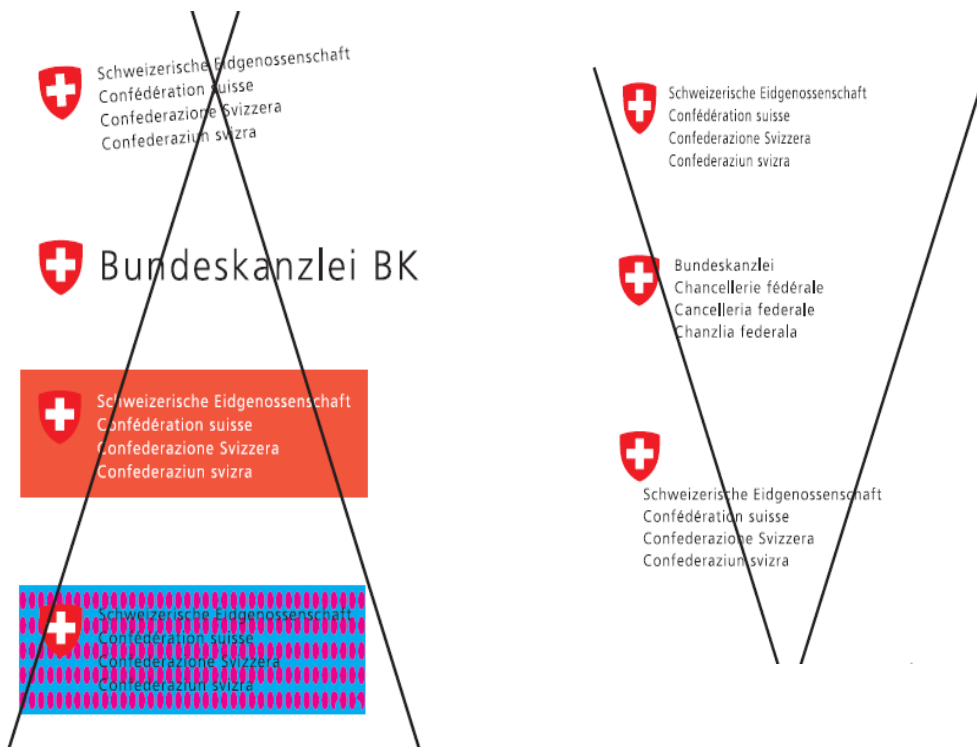
1. While developing any information and promotional materials, as well as websites within Swiss-funded projects, the following logo of the Swiss Confederation is used:



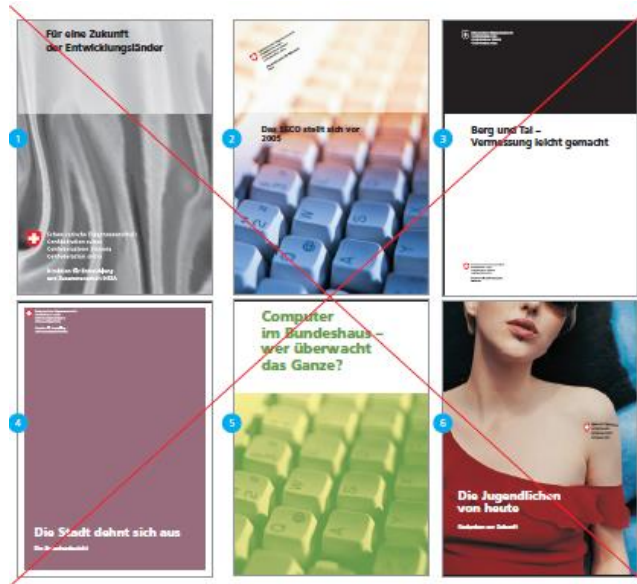
2. The minimum size of the SDC logo for printing with professional printer is 58% of its original size. This means for the vertical logo 32mm, for the horizontal logo in English 59mm. For desktop laser or inkjet printers the minimum size is 65% of its original size, this means 36mm for the vertical logo and 66mm for the horizontal logo in English. The logo cannot be smaller than this size.
3. The logo has to be used as it is, no tampering is allowed. Text in the logo is part of the logo and therefore the flag or the text cannot be used separately.
4. There must be some space (protective zone) kept around the outline of the logo, proportionate to the logo size.
5. The logo is best used in white background. However, logo can be applied on different coloured backgrounds. Depending on the background the logo has to be changed to 'positive' or 'negative'. If the intensity of the background is 60% or above the text in the logo is changed (negative, the text becomes white). The basic principle is that contrast must be sufficient.

II. ILLICIT LOGO APPLICATION

1. In terms of format:



2. In terms of placement:



1. The logo cannot surpass the maximum size of width of 55 mm on publications in formats (A4, A5, A6 / 5).
2. The logo cannot be put slantwise.
3. The logo cannot repeatedly appear on a publication cover.
4. The protective zone around the logo is not followed.
5. The logo should be positioned on a cover.
6. The logo is deformed

III. Application of the logo of the Swiss Confederation in combination with those of other co-financing donors

1. The Swiss Confederation logo can be used in combination with those of co-funding donors. (as in the example below on Remote Geo-Hazards project co-funded by DFID and Focus Humanitarian Assistance: letterhead of a joint press-release)



FOCUS HUMANITARIAN
ASSISTANCE

An Affiliate of the Aga
Khan



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation
Конфедератсия Швейцария

2. In some cases visibility is intentionally reduced or the use of a logo is not possible for layout/technical reasons. In such cases, no logo is used and only text appears instead (e.g. *“Funded/supported by the Government of Switzerland”*, *“This programme/project is funded by the Government of Switzerland...”* etc).
3. The Swiss Confederation logo is available in JPG and EPS format (with the exception of the negative logos which exist as EPS files only). Normally EPS format is used by professional printer. Please contact the Communication Officer of the Cooperation Office for logo in EPS format.
4. The Swiss Confederation logo is NOT allowed on **business cards** used by partners or projects. A text appears instead, e.g. *Funded/Supported by...*
5. Cooperation Office's consent is needed before printing logo and text.

The decisions regarding the Swiss visibility is also made on a case-per-case basis. For any further question please contact the Communication Officer of the Cooperation Office.

IV. Acknowledging Swiss funding

Switzerland appreciates cooperating with your institution. We are however asking that we are acknowledged as follows:

“Within its Cooperation Strategy for 2017-2020 Switzerland focuses on the four sectors in Tajikistan, such as:

- a) Water, Infrastructure and Climate Change;
- b) Health;
- c) Governance, Institutions and Decentralization;
- d) Employment and Economic Development.

The overall goal of the Swiss Cooperation in Tajikistan is peace and social cohesion as well as responsive and inclusive institutions and sustainable development improve the population's well-being: www.eda.admin.ch/dushanbe and www.seco.admin.ch”

V. Press Releases, Media contacts and Addresses

Press Releases which refer to a Swiss-financed project should be done in consultation with the Programme Officer/Communication Officer of the Cooperation Office. The Swiss contribution should be prominently acknowledged in such releases.

The Swiss contribution should as well be acknowledged in other contacts with the media (e.g. interviews). The possibility of contacting the Cooperation Office should be offered during such contacts. The Cooperation Office should be informed about media contacts.

During public events such as project launches, addresses by implementers should also acknowledge the Swiss funding.

VI. Website

On the project website (if any), the Government of Switzerland must be duly acknowledged either through logo or text (see para. III, 2) and provide the link to the official website of the Swiss Cooperation Office in Tajikistan: www.eda.admin.ch/dushanbe

VII. Additional languages

The logo of the Swiss Confederation never changes; **NONE** of the four national languages German, French, Italian and Raeto-Romance can be omitted or replaced.

The logo of the Swiss Confederation can be extended with the translation into two other languages; the additional languages are separated by a blank line. Font and colour do not change.

VIII. Sizes

The logo can be used in different sizes. Depending on what the logo is used for a size can be mandatory; this applies to both colour and black & white logos. Scaling down the size of a logo is restricted but you are free to use the logo as large as you like depending on the format of publication. If space is too limited the logo may have to be replaced by text only.

IX. Printing on colour backgrounds

The logo can be used on various colour backgrounds, but it looks best on a white background. However, if the background colour is other than white, then from approximately 60% intensity of a colour background upwards it is advised to use the negative version of the logo in order to have enough contrast between background and text.

Contact Information:

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Annex 5. Narrative Report

1. Project and Contact Information

Project title:	
Project number (to be filled by SCO representative):	
Organization:	
Project region:	
Dates of project implementation:	Start date: End date:
Project cost (including contribution of the organization/other donors, sources, etc.):	
Project manager:	
Telephone: E-mail:	
Financial manager/Accountant:	
Telephone: E-mail:	

2. Executive Summary of the project (*max. 1 page*)

Summary presenting:

- problem statement
- the main objectives of the project;
- a short description of the project activities;
- the key results of the project;
- the impact on the target groups or other groups affected by the project.

3. Main objectives of the Project (*max. 1 page*)

What are the overall goals and objectives of the project? What are the expected results? How they contribute to improvement of the situation/ solving the problem?

4. Project activities (max. 0,5 page)

What key activities were implemented?

5. Results of the project (max. 1 page)

Have you achieved the results described in project proposal? List the results achieved by the project.

*In this part you should not list activities/outputs/deliverables of your project, but you should focus on the results of your project. **Results** are immediate changes that arise for the target groups after the completion of the project (e.g. improved knowledge, increased awareness).*

6. Sustainability of the results (max. 1 page)

What is foreseen as follow-up of the project after the financial support of the Swiss Cooperation Office in Tajikistan has ended?

How will the results of the project be sustained?

Give examples (e.g. your organisation is able to financially sustain the project outputs/deliverables and/or results; or has other sources of funding to continue with the project activities or build on the project results; or another organisation has taken up the project outputs/deliverables and results; or the behaviour of the target group has changed already in a sustainable way).

7. Visibility of SCO funding (max. 0.5 page)

How was the visibility of the SCO's financial support ensured throughout the project?

8. Main problems/difficulties in the implementation (max. 1 page)

Were you faced with any problems/difficulties during the implementation of the project? How did you solve them?

9. Conclusions and recommendations

- Lessons learned and other comments on the implementation of the project (positive and/or negative experiences) (if applicable).
- What lessons were learned from project implementation to date
- Recommendations to improve the existing problem

Date of Report: _____

Signature: _____ Name: _____

Date of approval of the report by SCO: _____

Signature of the SCO representative: _____ Name: _____