**UK Space Agency International Partnerships Programme: Call 2 Application Guidance**

**Closing date: 5th September 2017**

**Proposals to be submitted to** [**IPP@ukspaceagency.bis.gsi.gov.uk**](mailto:IPP@ukspaceagency.bis.gsi.gov.uk)

1. **Programme Background**

**Programme information:** The UK Space Agency’s International Partnerships Programme (IPP) is a £152M multi-year programme, which will use expertise in space based solutions, applications and capability to provide a sustainable, economic or societal benefit to emerging nations and developing economies. The goals for IPP are listed below:

Primary Aim:

Using UKSA’s expertise and capability delivered through industry and academia, to deliver solutions whose outputs lead to a measurable and sustainable economic or societal benefit/impact in chosen partner country or region

Secondary Aim:

* Develop valued and sustainable partnership arrangements which lead to growth opportunities for the Space community
* Show the additional capability that space based solutions and applications have over terrestrial systems or can be added to bring benefit
* Use industry’s and academia’s unique expertise to complement existing effort or lead in areas where we have the expertise

In theUK we take for granted the services we receive as a result of space infrastructure such as seeking a weather forecast, planning our journey into work, managing our businesses or accessing data at the touch of a button. However, for many in emerging economies, basic services such as communication infrastructure or local mapping are not something that is available to them. Satellites often provide the only communication options in many countries in the world particularly in places like sub-Saharan Africa. In addition, environmental monitoring from space can make a valuable contribution to resource management and response to environmental disasters and crises which can be particularly challenging owing to extreme environments and harsh conditions for agriculture and water management.

This programme will help build in-country capacity and capability to undertake research and innovation to solve societal challenges and grow economies.

IPP follows on from the successful International Partnerships in Space Programme (IPSP) and follows a similar programme format. You can see more information about the IPSP programme on the UK Space Agency website: https://www.gov.uk/government/collections/uk-space-missions-case-studies-and-programmes#international-partnerships-in-space-programme

The programme is an Official Development Assistance (ODA) programme and as such is designed to meet the aims and goals of the UK Governments Overseas Aid Strategy.

1. **IPP Call 2**

**Call 2 aims, objectives and constraints**

**Call structure**

Two types of call will be run

* Open call
* Short study: designed to help SMEs apply for an IPP call by allowing them a mechanism in order to develop suitable partnerships

**Open call:**

The main open call will be fully open but will have two key areas of strategic emphasis. These are:

1. **Geographical**. Although proposals for all areas of the world[[1]](#footnote-2) will be considered. UKSA would like to place special emphasis on the following regions
   1. South and Central America
   2. North and West Africa
   3. Applicable members of the Commonwealth
   4. Applicable Pacific Island states
   5. South East and Central Asia (excluding China, India and Pakistan)

Proposals which include partners not in these regions will not be excluded or marked down, but they will not be eligible for the extra marks awarded for working in these regions.

In Line with IPP general rules, the countries proposed must be on the official DAC list

1. **Prioritisation of United Nations Sustainability Goals**. Building on the results of Call 1, IPP is placing strategic priority on new or under represented SDG’s. these are:
   1. SDG3. Good Health and Well being
   2. SDG4. Quality Education
   3. SDG5. Gender Equality
   4. SDG6. Clean Water and Sanitation
   5. SDG7. Affordable Clean Energy
   6. SDG8. Decent Work and Economic Growth
   7. SDG9. Industry Innovation and Infrastructure
   8. SDG10. Reduced Inequalities
   9. SDG11. Sustainable Cities
   10. SDG12. Responsible Consumption and Production
   11. SDG13. Climate Action
   12. SDG16. Peace, Justice and Strong Institutions

It is recognised that Space will not lend itself to all of these goals and in each proposal it still needs to be shown why a Space solution is the best solution in preference over a terrestrial one, i.e. show the additionality that space brings. Proposals which look to work under SDGs 1,2,14 and 15 will not be excluded or marked down but will not be eligible for the extra marks awarded for working in an SDG of interest.

**Short study call:**

All proposals should be for a scoping study to progress and scope international partners and further define requirements, this may be to help you travel to the overseas partner, or to work closely with one of our other partners to further understand requirements. Please note that these are small awards for SME’s to carry out time limited studies, not traditional Phase 0, Phase A studies and will be sub £50k in value. Applications submitted which are designed only to recover the cost of bid writing for the main calls will not be accepted.

Applicants can apply for a small, short study award in order to progress, scope out international partners and further define requirements. You can apply for a study grant using the Short Study Call Application Form. You would be expected to submit a detailed report of your findings and a bid into Call 2 which is fit for assessment or complete a detailed report stating findings and why no bid was submitted for review by UKSA. If you fail to meet these requirements, any invoices for the study will not be paid.

Study proposals will be limited to a maximum UKSA contribution of £50k, all short study grantees must submit a proposal into the main call or provide substantial justification why they did not.

**Timing:**

Call opens**: 11th April 2017**

Call Closes: **05 September 2017**

Study Call opens: **11th April 2017**

Study Call applications returned by: **09 May 2017.** Assessment and award of the study call grants will be made **w/c 15th May 2017.**

**Call 2 constraints**

Apart from the proscribed countries (listed in the guidance and FAQ) call 2 also has the following constraints:

1. The maximum UKSA grant limit for any single project will be £10M. Projects can have a value over this limit but the UKSA contribution will be capped at £10M
2. Projects must complete by March 2021. UKSA does not have funding to cover proposals which require spend after this point.

There is no maximum or minimum number of projects which can be selected under each call, however all projects will be independently assessed against the programme criteria. Where more high quality projects are received than we have funding available, then they will be ranked according to their measurable impacts and success factors.

Proposals can be multi annual, **but all multi annual proposals must include appropriate review points for project continuance.**

1. **Guidelines for Projects**

**3.1 Length of project:** Ensure you choose an appropriate length of project and detail milestone dates in your Gantt chart; projects are likely to be multi-year. IPP only has funding guaranteed up to the end of the financial year 2020/21. We would consider bids beyond that date, but we would need to secure HMT approval before awarding grant funding, therefore there should be no expectation that the call would run beyond 2020/21.

**3.2 Grant:** Projects should deliver a tangible end result; therefore we are expecting grants to reflect these costs. The grant applied for should reflect the nature and scale of the activity.

For large companies the grant will be up to 50% of the total project costs, medium companies up to 60% of the total project, small and micro companies up to 70% of the total project costs and universities and research institutions up to 80% of the total project costs. I.e. all projects must be match funded by the applicant and / or partner organisations. Partner match funding is explained in more detail in the IPP FAQ document.

|  |  |
| --- | --- |
| **Organisation type** | **Grant Funding (% of total project cost)** |
| Large companies | 50% |
| Medium companies | 60% |
| Small companies | 70% |
| UK universities, research organisations, NGOs | 80% |
| Overseas universities, research organisations, NGOs | 100% |

SME stands for small and medium-sized enterprises – as defined in EU law: EU recommendation 2003/361.

The main factors determining whether a company is an SME are the **number of employees** andeither **turnover** or **balance sheet total.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company category** | **Employees** | **Turnover** | or | | **Balance sheet total** |
| Medium-sized | < 250 | ≤ € 50 m | | ≤ € 43 m | |
| Small | < 50 | ≤ € 10 m | | ≤ € 10 m | |
| Micro | < 10 | ≤ € 2 m | | ≤ € 2 m | |

**3.3 Types of project:** Activities that will be funded include, but are not limited to:

* Reviews and feasibility studies to identify potential for space application to future IPP calls.
* Workshops, visits or exchanges to engage with end users (e.g. the government of developing countries) and stakeholders to explore their priorities.
* Training, development or people exchange including MSc and PhD students.
* Capacity building to allow a partner country to grow their own capability in an area of interest
* The provision of essential services to remote or hard to reach areas using satellite communication.
* The provision of public services such as providing environmental monitoring, flood prevention, disease tracking or monitoring of de-forestation.
* Collaborative research which leads to an end benefit.

**3.4 International partner:** All projects must have a clearly identified international partner on the Organisation for Economic Co-operation and Development (OECD) Development Assistance Committee (DAC) list in place. This could be with overseas Government organisations, research institutes or local private sector companies or could be with international organisations (e.g. NGOs) operating in an overseas market. The background qualification of international partners will be assessed for suitability by the panel.

The international partner must be involved in the project i.e. commitment of funding, people resource, equipment, facilities etc. This must be made clear in the application. Please see the FAQ for details and examples on how to treat the International Partner financial contribution.

A letter of confirmation of support from the international partner will also be required as part of the application. This letter must detail what support the partner will provide.

If the project is not seen to have an appropriate relationship with an international partner in place, funding will be withdrawn.

Note the overseas contribution **is in addition** to your own and not a substitution for your own contribution

**3.5 ODA applicable:** All proposals must be targeted at addressing challenges in developing countries and should clearly state how they:

* aim to promote the welfare and economic development of a country or countries on the DAC list of recipients;
* are designed to address a development need
* focus on developing country problems, and
* are linked to the UN Sustainable Development Goals. Please identify the priority one or two UN SDGs impacted, and link to specific UN SDG targets.

The Programme is limited to working with countries on the DAC list: <http://www.oecd.org/dac/stats/daclist.htm>

For more information on ODA programmes see:

<http://www.oecd.org/dac/stats/officialdevelopmentassistancedefinitionandcoverage.htm>

<https://www.oecd.org/dac/stats/34086975.pdf>

Note for those wanting to partner with India or China, please refer to the FAQ guide.

For more information on the UN SDGs see:

<https://sustainabledevelopment.un.org/sdgs>

<https://unstats.un.org/sdgs/indicators/indicators-list/>

**3.6 Eligibility:** Any UK or international organisation can apply in line with European rules and UK overseas aid strategy. Project consortiums can be created and can also include any UK or international company including NGOS, Universities, research institutes, overseas private sector companies, overseas charities or overseas government organisations or space agencies.

**3.7 Assessment:** An expert, independent panel comprised of members of government, industry, academia and users will assess proposals against the following criteria:

* Clearly identified international partnership and end user engagement
* Clear delivery aligned to the programme primary goal
* Appropriate project management approach
* Assessment of technical work
* Overall value for money
* Strength, suitability & experience of applicants, partners &/or project consortia
* Sustainability of the project outcomes and impacts beyond the period of UKSA funding
* Clearly able to show it meets Official Development Assistance definitions and criteria
* Need for service and impact on the country & quality of the Theory of Change
* Demonstrable and measurable benefits and impacts & quality of the Logframe
* Applicability to UN Sustainable Development Goals
* Quality M&E Strategy including appropriate methodology and resourcing
* Quality of the Knowledge Sharing plan

**Additional Marks**

Additional marks are available for:

* Location of the project (South and Central America, North and West Africa, applicable members of the Commonwealth, applicable Pacific Island states, South East and Central Asia (excluding China, India and Pakistan))
* Whether the project is aligned to priority SDGs (see the section “Call 2 aims, objectives and constraints”)

**3.8 Ownership of intellectual property:** Protection of any intellectual property rights on the project will remain the responsibility of the project participants and the UKSA will not seek any ownership of that IP. Future ownership of IP should be dealt with as part of any collaboration agreement. Note participants should also satisfy themselves that their treatment of IP will not give rise to state aid issues. For further information use the [BEIS website](http://bit.ly/2nEib1L).

1. **Application process**

**4.1 Application:** Applicants must use the ‘IPP Call 2 Application’ document. The maximum page limits for the application and annexes have been included at the front of the application form:

**Your application will be disqualified if:**

* The project does not fit the requirements of calls as defined above (IPP Call 2)
* Application document is longer than the specified pages limit (including Gantt chart, Theory of Change & Logframe but excluding Annex 1: Letter of Commitment & Annex 2: Detailed Financial Breakdown)
* Any annexes apart from those stated above (i.e. Annex 1 letters of commitment and Annex 2 financial breakdown) will be counted against the page limit.
* If you do not fully complete all sections in the application document, answering all questions and sub-questions.
* If the project does not meet ODA criteria
* If you do not have an international partner from the DAC country you are working with and are missing a letter of commitment from them
* You have not included the sufficient M&E budget (5-15% of total project cost)
* You have not included a Theory of Change or Logframe
* You have not included a Sustainability Work Package/Plan
* You have not included a Knowledge Sharing Work Package/Plan

**An application for a study should be completed on the study application form.**

**Please note, do not include CVs in your application. A reference towards qualified personnel will be sufficient.**

**Project management information:**

You should include enough information to assure UKSA that the project will be correctly and appropriately managed. The following items must be included:

* A readable Gantt chart detailing tasks, showing the project milestones and their expected completion dates, including key M&E activities. The chart will be uses to assess project progress and performance during the project.
* Appropriate review points must be built in
* Defined aims and objectives\*
* Key Performance Indicators, which should also be included in your Logframe at either outputs or outcomes level.\*
* Defined risks and evidence of risk management. When rating risk scores, applicants should use the chart below:



**Probability Scores:** V High 5, High 4, Med 3, Low 2, V Low 1

**Impact Scores:** V High 5, High 4, Med 3, Low 2, V Low 1

* Milestone table showing completion dates, which are payment milestones, and the value of payment\*\*
* Ensure you include specific workpackages on M&E, Knowledge Sharing and Sustainability

\* The difference between aims, objectives and KPIs:

**Aims/Impacts:** These are the very **high-level aims/impacts** of what your project will achieve. We will use this at the end of the project to check that your project has achieved what it set out to. “These should be aligned to the impacts in the Logframe and Theory of Change”

*E.g. Increase subsistence farmer incomes by 3% in 30 states across the country by 2020.*

**Objectives/Outputs:** These are the more detailed outputs of your project, which show what you will be creating in order to achieve the high level aims. Still try to stick to approx. 3 bullets. These should be aligned to the outputs in the Logframe and Theory of Change.

*E.g. – Full working dashboard for the government to monitor weather and release alerts to subsistence farmers in 30 states across the country*

**KPIs**: KPIs are used by UKSA to monitor performance of the project and understand how effectively your objectives are being met. KPIs should be SMART (specific, measurable, actionable, realistic and time bound). Choose a range of KPIs which span the life of your project.

The KPIs should be included in your Logframe at either outputs or outcomes level.

\*\*Milestones should be linked to grant payments and payment will only be released once the milestone has been achieved and approved/evidenced to UKSA. We suggest between 5-15 milestones is an appropriate number depending on the size of the project.

**4.2 Monitoring and Evaluation:**

**Impact on target country:**

The purpose of IPP is to show social, economic or environmental impact for the partner country.

* You must show what impacts you expect to realise, expressed as social, economic or environmental gain. These benefits should be consistent with the Theory of Change and Logframe.
* You must describe the scale of the development challenge you are solving in the country. Explain why it is a serious enough challenge to warrant the project. Provide evidence and references to support this.
* You must explain the link between the proposed impacts and a relevant UN SDG and the SDG’s targets. Please identify just the primary one or two UN SDGs impacted. Refer to the below for further information on UN SDGs:
  + <https://sustainabledevelopment.un.org/sdgs>
  + <https://unstats.un.org/sdgs/indicators/indicators-list/>

**M&E Strategy:**

* Explain how the M&E will be conducted including when and how the evaluations will be completed.
* Evaluations are required to include process, impact and cost-effectiveness evaluations.
* Evaluations should use a method to establish a counterfactual to the impacts observed, for example, by using a control group (more information is available about this in the IPP M&E Toolkits document)
* How will you ensure the impact you observed is statistically relevant?
* The M&E activities should be staffed by resources with sufficient experience to provide rigorous, high quality M&E.

**Knowledge Sharing:**

* All IPP grantees require a workpackage on Knowledge Sharing, to share knowledge from their projects to the wider space and development sectors. You are not expected to share commercially confidential information.
* The knowledge shared should include, but not be limited to, the impact made and how space helped to solve problem, the high level technical solution, the high level commercial solution, the results and the lessons learnt.
* Please utilise the format of a simple communications plan/knowledge sharing plan identifying: key audiences, objectives with those audiences, materials used and high level timings.
* Utilise your existing communications channels and networks to maximise the impact of your knowledge sharing. Typical activities would include, but not limited to: research articles, academic papers, case studies, web/social media, conference presentations and workshops etc.

**Sustainability of the Project:**

* You must describe how the project benefits will continue after the grant funding ends. If there is a commercial plan describe it with sufficient detail including, but not exclusively, the expected users, customer, willingness to pay, revenue sources, opportunity to reduce costs and opportunity for profit. Provide an estimated quantification if possible.
* If government procurement is required explain the requirements, process and timeline for securing this. Explain what interest or commitment has already been secured from the government.
* If capacity building and training is critical to ensure on-going maintenance and evolution of the product describe how will this be achieved.
* Describe the expansion strategy if you plan to expand nationally and internationally during or after the project.
* Explain the mitigation plan if the primary route to sustainability fails. Explain what parts of the solution & service can continue without further funds, which would fail, and what the impact of this would be.

• Articulate any identified sustainability risks and include them in the project risks section.

* Any projects which propose satellite communications as a solution should provide a clear explanation of whether there will be competition from terrestrial mobile networks.

**Theory of Change:**

* The Theory of Change is required in both a narrative and diagrammatic flow chart form. The narrative form should align to and support the interpretation of the diagrammatic form.
* It is a comprehensive description and illustration of how and why a desired change is expected to happen in a particular context. It is an explanation of how you expect your programme to result in the ultimate changes you seek. It provides the logical explanation and flow between project inputs and activities, to project outputs, to outcomes and finally to impact.
* It should align directly to the Logframe.
* It should include:
  + Activities: the specific activities which you will deliver (these can be linked to key work packages)
  + Outputs: the deliverables, (products, training events, tools etc.) that you will produce.
  + Outcomes: the changes that you see as a direct result of your project, usually with immediate target groups, which you have some degree of control over. These may include changes in peoples’ knowledge or capacity, changes in processes or systems, changes in regulatory frameworks, or others.
  + Impacts: the ultimate, large scale changes that you seek to achieve. These should be significant changes in the lives of people, or in the environment in DAC listed countries, which are linked to the SDG.
  + Assumptions: The external factors which you assume will hold true, and require to be true for your logic to remain valid.

**Logframe:**

* A Logframe is based on a simple grid, and describes what a project needs to do to achieve its impacts through a hierarchy of inputs, activities, outputs, outcomes and impacts.
* The Logframe should include your KPIs at outputs or outcomes level.
* The Logframe needs quantified SMART targets at all levels.
* The Logframe should link the projects ultimate impacts to one or two relevant UN SDGs and the targets of those UN SDGs.
* Include targets and indicators for achievement of sustainability that are aligned to your sustainability plan.

**Impacts on Gender Equality:**

* Your bid should articulate how the project will address gender inequality in your target country.
* The impact on gender equality should be measureable through your M&E strategy and the targets in the Logframe.

UKSA will run a series of surgeries to give guidance on project plans, project management information, Monitoring & Evaluation, sustainability and benefit to those applicants who require it. These will be announced via our IPP Basecamp website.

**Please note that only the information submitted at bid application will be considered. If the required information is insufficient or not of sufficient quality then the application will be rejected.**

Please see supporting M&E documentation:

* IPP Monitoring and Evaluation Guidance (Document)
* IPP M&E Tools and Techniques V3 (Document)

**4.3 Application submission:** Applications must be submitted by email to: [IPP@ukspaceagency.bis.gsi.gov.uk](mailto:IPP@ukspaceagency.bis.gsi.gov.uk) by (5th September 2017). Include in the header which part of the call you are targeting. A Word and a pdf version of the proposal should be attached.

The list below sets out the mandatory documents to be submitted as part of your proposal:

* Application form
* The financial breakdown form
* Project partners letter of support (these should be included in the annex and will not be included as part of the page number count)
* One page Gantt chart (included as part of the specified page limit)
* One page Theory of Change Flow Chart (included as part of the specified page limit, please also see the template provided)
* One page Logical Framework (included as part of the specified page limit, please also see the template provided)

**4.4 Rejections and resubmissions**: All applications will be accepted if they fit the criteria for Call 2. We recommend that these applicants attend our surgery ahead of submitting into Call 2 so they can revise their proposal accordingly. A short statement of feedback will be given on applications that made it through to assessment but were unsuccessful. If your proposal did not meet a basic requirement such as page length, having an International Partner or missed a section of the application your proposal will not have been assessed. The decisions made during the assessment meetings are accepted by all key decision makers and are final.

**4.5 Grant process:** For successful applicants a grant will be awarded. The UKSA will only consider minor amendments to the formal grant, not material. Those who want or need major changes or concessions cannot be accommodated and unfortunately will have their application rejected.

1. **Project monitoring and reporting**

All grants awarded to successful project proposals will be monitored by the UK Space Agency IPP team. Quarterly reviews will be conducted in Polaris House, Swindon. All meetings and reporting must be conducted in English. Monthly reports are required and will be submitted promptly to the IPP team for review. Monthly reports include updates on: project milestones, deliverables, Gantt chart, slip chart, risk register and key performance indicators. A format will be provided to successful applicants. As UKSA will use the meetings and reports to evaluate project progress and release payments, in certain circumstances more meetings then stated may be required. The requirements for this should be built into your work package summary.

In accordance with meeting wider programme aims, successful applicants may occasionally be asked to support UK events which will advance and enhance the programme as a whole.

As stated in section 5.7 of the grant agreement, we will expect projects to submit a report from an independent accountant to confirm the Grant Recipient has expended the sums in respect of the period in which milestone payments have been claimed. The independent accountant can be from within your financial department but has to be registered and suitably qualified.

**See the IPP Call 2 FAQs for further information.**

**Any queries relating to Call 2 and IPP should be emailed to** [**IPP@ukspaceagency.bis.gsi.gov.uk**](mailto:IPP@ukspaceagency.bis.gsi.gov.uk)**.**

**Any further call announcements will be made via our IPP project management “Basecamp” site. Please email** [**IPP@ukspaceagency.bis.gsi.gov.uk**](mailto:IPP@ukspaceagency.bis.gsi.gov.uk) **to ask to be added to this Basecamp site.**

1. Apart from conflict zones or China, India and Pakistan [↑](#footnote-ref-2)