

**International Partnership Programme (IPP) FAQs**

In this section we give answers to commonly asked questions on:

1. The application process
2. The funding arrangements
3. International partnerships
4. ODA programmes and Monitoring and Evaluation

**1. The application process**

**What are the prime aims of the Programme so I can make sure my proposal is aligned?**

Primary goal:

Using UKSA’s expertise and capability delivered through Industry and Academia, deliver solutions whose outputs provide a measurable, sustainable economic or societal benefit in chosen partner country or region.

**What’s the difference between IPP and IPSP, they seem to be the same thing?**

*The two programmes are very similar. IPSP was always considered a pilot Programme to see if it was possible for our Industry and Academic communities to branch out into non-traditional areas. Due to its success we have decided to pursue a much longer term, multi-year Programme. The prime difference between the two, apart from the timespan is that whilst the IPSP focused chiefly on the economic benefits, IPP’s primary aim is to provide a societal or economic benefit for the partnership country.*

 **How do I show that my proposal can provide /meets these aims?**

*You must have a plan or idea on how to show that your project will meet the Programme aims once it finishes. This must be explained in your proposal to us.*

**Can you explain more about the selection process?**

*The calls for applications will be open for a (specified) length of time. Applicants must ensure they submit proposals in this call window. Proposals submitted before or after this window will not be considered. Proposals that do not meet the basic requirements such as page length, having an International Partner or completing all the of application form sections will be disqualified and not assessed- this is discussed further in the application form guidance and the application form.*

*Once the applications are received, they will be independently assessed by domain experts then an assessment panel will be convened to validate and score proposals. There will also be a check for assistance programme compliance. Once complete, the IPP steering board will confirm (based on the panel scores) which proposals will be funded and successful applicants will be offered a grant.*

*Please note that all proposals will be scored together, regardless of when you submit it in the call window.*

**What criteria will the bids be marked on?**

*The bids will be marked on:*

* 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 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 application guidance document)

**What does the Agency mean by measurable impacts?**

*An impact is the effect the project has on its completion. Project deliverables such as new IT systems, new buildings or new ways of working deliver no benefits in themselves; the impacts come from the application of those products in the wider environment and the extent to which those contribute to achievement of strategic goals. Impacts can either be tangible, i.e. objective and clearly measurable, or intangible which are of a more subjective nature. However there must be clear metrics to judge the overall success of the project. The focus of every project should be on the impacts and not the outputs /deliverables. The project outputs/deliverables are the vehicle upon which the impacts are delivered.*

*An example of this may be the installation of a space based broadband system into a remote area for hospital or school use. The project deliverables maybe to install, test and certify the system but the project benefit will be the effect the system has on the school/hospital service and the corresponding effect on the society.*

**Do we have to show a result immediately at the end of the project?**

*No, it is understood and accepted that to make a measurable difference to a country’s economic or societal structure, a sufficient amount of time is needed to measure impact. But the impact should be material and measurable by the end of IPP (2020/21) to allow your endline evaluation to be conducted and submitted to UKSA.*

**How long after a project completes would the desired benefits to the partnership country expect to be realised?**

*This really is project specific but we, in partnership with our colleagues at DFID, would be expecting to see an effect from FY 20/21. Projects which would be expected to start delivering impact outside this timeframe would have to be further discussed with UKSA.*

**We are not sure how we are expected to show an impact after our project ends and we are no longer being funded?**

*As this is very project specific, we suggest that applicants discuss this with our Monitoring and Evaluation (M&E) team during the workshops and as you complete your application. They will be able to answer your questions and concerns about this. Contact* **IPP@ukspaceagency.bis.gsi.gov.uk**for*details.*

**If my project fails and we can’t show that we have made a difference, do I have to pay the money back?**

*No, but all proposals will be assessed as part of the grant process for viability and likelihood of success at project end. Projects will be regularly monitored throughout the length of the project and funding can be withheld by UKSA if the project is found not to be meeting the initial aims.*

**Is this just a UK only competition?**

*No, any international company, Academic institution or registered organisation can apply. But with UKSA being small, solely UK based and having no translation services available to it, overseas applicants must bear in mind that UKSA will require all meetings (including short notice) to be held in person at UKSA HQ, all contact and documentation (including correspondence, reports, presentations etc) to be provided in English, and applicants may occasionally be required to attend UK based events to represent IPP.*

**How will projects be managed by UKSA? Will I just be given a sum of money to go and progress my idea?**

*Although IPP is using a grant funding format, projects will be managed the same way as all other UKSA projects are managed. Projects will be based around key deliverable milestones and payment of UKSA funds to you will be based around achieving these milestones. You will be expected to attend key or quarterly progress meetings with us to report progress and review the project. And also keep us updated on the project using our standard monthly reporting form. This will be a mandatory process for all grants awarded. You will also need to produce and follow an M&E plan throughout the project.*

**I will need a sum of money from UKSA right at the start of any project to progress the work. Is this ok?**

*The answer is no. In line with government financial policy UKSA cannot and will not pay in advance of need. Invoices can only be paid on proof of work done or equipment bought. Our finance department would be happy to provide more clarity on this for those who require it.*

**Is access to my application restricted?**

*Access to your proposal is restricted to individuals involved in the management of IPP. Your application will only be viewed by the UK Space Agency and those working with the UK Space Agency as part of the assessment process.*

**I want to talk to the press about our work and release a statement about us being involved in IPP**

*UKSA requires that all information on IPP, which you may wish to publish, be first discussed and cleared with our communications department.*

**Can you tell me the timelines for selection and notification of successful applicants?**

*UKSA will aim to notify successful applicants by the end of October 2017*

**What is the typical size of a proposal you want to see?**

*Two factors influence the selection criteria of projects:*

*1. We would like a balanced portfolio across IPP and to address a number of subject areas. If a single project is of very high value (10s of millions of pounds) then that removes resources from the portfolio as a whole.*

*2. If a project is very small in size (<100k) then experience has shown, except for very niche areas, it is very difficult to show any sort of societal or economic benefit.*

*We would expect that a typical project would be between £100’s K and <£10M over the project life with the cost directly linked to the benefit you are trying to achieve. The maximum grant limit for any signle project will be £10M. Projects can have a value over this limit but the UKSA contribution will be capped at £10M.*

**What sort of technology are you looking to fund?**

*We are unbiased about what technology you use to achieve your solution. It can be a combination of ground based and space based technology to achieve the result. We expect applicants to take advantage of systems, which already exist where possible. We are not looking to fund technology development per se unless critical technology is needed to achieve the project benefit. The prime aim of IPP is not one of technology development but we recognise that application development may be key for many projects.*

**I want to build and launch hardware to help measure climate change for the global good is this ok?**

*Due to the limited size of IPP, the expense of large hardware development projects and the large, sustained multinational efforts going on already in this area, this will not be considered as an area of interest for this current call so will not be funded. This policy though is under constant review and new guidance may be issued for future calls.*

**I have some great technology I’m working on but need help to progress it to a higher stage of development**. **Can you help?**

*Proposals which take technology readiness levels or ideas from one phase to another or are not what IPP is looking for. All proposals need to show a route from project start to benefit. It may be that UKSA will fund different phases as a way of control and monitoring of project performance, but a proposal containing all of these phases which shows the linked phases from start to the end point on the ground benefit must be provided; not a proposal consisting solely of a single standalone phase.*

*Other programmes in UKSA such as NSTP and CEOI might be more suited for this kind of single phase technology readiness level development work and we would be happy to provide you with further information on them.*

**We want to develop and launch space hardware that will have a measurable effect on the ground and provide huge benefit as per IPP primary aims, is this ok?**

*Potentially, but it is a question of cost vs benefits as developing and launching space hardware can be risky and very expensive. We would suggest you look at ways to mitigate that risk by looking at low cost platforms, free launch opportunities by partnering with other nations or concentrate on low risk sensor development option.*

**2. The funding arrangements**

**Matched Funding**

*In general, IPP is looking for projects that as a* ***whole*** *have at least 50% matched funding from industry, as this will represent best value for money for the tax payer and these projects will score highly on the VFM criteria. Alongside this, there are state aid rules that companies have to comply with. Under these rules, universities (not for profit) and small and very small companies under the GBER state aid exemption, which IPP is following to make awards, can legally receive more than 50% funding alone or as part of a consortia (60/70% for small or very small companies or universities can receive their normal 80% for Full Economic Costing(FEC)). This means consortia with small companies and universities in them can, under state aid rules, receive more than 50% funding (see below examples), but this does not mean that these projects will represent the best VFM in the IPP competition. That said, we want to encourage projects from as diverse a range of bodies as possible and do not want to put these organisations off applying because they cannot afford to match fund projects and so will not rule them out. This is a competition so we urge all consortia to put in the best projects with the strongest partnerships that they can. A table has been provided below which sets out the funding each partner organisation is eligible for under IPP:*

|  |  |
| --- | --- |
| **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% |

*There are more details on match funding and state aid rules on the gov.uk website: https://www.gov.uk/government/publications/state-aid-manual*

**Understanding Split funding between a large and small company**

*If there is a large company working with a small company, the funding will be split, i.e. 50% to the large company and 70% to the small company. This will be dependent on how much each organization has contributed. A simple example to illustrate:*

*If total project cost is £3m and the large company’s workshare is £2m and the small company £1m: Total funding received from UKSA will be £1,700,000*

*Large company will receive £1m (50% of £2m)*

*Small company will receive £700,000 (70% of £1m)*

*Business applicants, which includes industry and all other organisations that do not qualify as Research Organisations, or Charities/Public Sector Organisations undertaking research, will be able to have their individual eligible costs funded at the following rates:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Applicant Business Size* | *Fundamental Research* | *Feasibility Studies*  | *Industrial Research* | *Experimental Development* |
| *Micro/Small* | *100%* | *70%* | *60%* | *35%* |
| *Medium* | *100%* | *60%* | *60%* | *35%* |
| *Large* | *100%* | *50%* | *50%* | *25%* |

*The definition of micro, small and medium-sized enterprises used by UKSA is contained in the European Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises (2003/361/EC), which took effect on 1 January 2005 or any subsequent definition provided by the Commission. This can be found at*:

<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=URISERV%3An26026>

**"large enterprise"** means any enterprise that is not an SME

**Can Match Funding contribution be in kind through existing equipment/facilities?**

*It has to be legitimate expenditure that can be audited but does not have to be cash. Contributory IP will not be looked upon as a legitimate matched funding source. Facilities can be but only if partly or exclusively used for the benefit of an IPP project. “We are contributing a facility worth £X M” will not be considered relevant if only a small fraction of the facility is actually being used for the project. Where overseas partners are providing funding, a confirmation letter must accompany the proposal, signed by a person of appropriate authority, stating how much and what kind of funding will be provided from the overseas partner.*

**How should I treat International Partners in my proposal if we wish to fund them using grant funds?**

*As this was a key question for many of the applicants during Call 1, we developed some guidance on how this should be treated as part of your proposal. Please follow the steps below if you intend to pay your International Partners using grant funding, we have also included some examples to show how this would work in practice:*

1. *All overseas funding requirements should be built into the total project cost – treat them as a subcontractor*
2. *Use the overseas partner contributions to offset/lower the subcontractor cost you are liable for*
3. *Proposals should be based on project costs which exclude the overseas partner contribution, ie for an overseas partner who is willing to commit £500k to a £1M project , the total project cost is £1M (which we then calculate the correct funding split on ) not £1.5M. the partner contribution will still be assessed , but that assessment will be based on the strength of their commitment to the project indicated from their contribution.*

*Because of this ‘subcontractor’ status, there is no set minimum or maximum requirement for how much an overseas partner commits. They must commit “something” substantial in order to show willingness and that is a strong and real partnership. But it is up to you to negotiate with them exactly what and how much.*

*In terms of how much subcontractors will be match funded, we have provided a table in the section above which explains how much match funding is provided depending on the type of organisation. If you are partnering with an organisation (and not using them just to provide a service in the country) we will expect them to provide “something” substantial to the project either through a cash or in-kind contribution. If your international partner is an overseas university, research organization or NGO they will be eligible for 100% match funding, however they will still be expected to provide something in addition to this such as in-kind contribution so they show their commitment as a partner rather than just a service provider.*

*Worked example 1*

*A UK based consortia plan to submit a £900k proposal. The funding split (from state aid GBER table) between UKSA and bidder is 50-50. The consortia have an overseas partner who is to conduct £200k of work and is contributing £100k (in kind or cash) therefore require £100k of funding:*

* *You must build into the bid costs the money needed to fund the overseas partner. I.e. £900k for UK and 100k for overseas. The overseas partner is treated as a sub-contractor but at a special rate, i.e. UKSA will fund a percentage of their costs which will be discussed during the clarification meetings. However, the overseas partner must contribute a significant amount of resource, time and money if they require large amounts of funding, as this demonstrates their commitment to the project.*
* *The £1M has the required £100k needed for the overseas partner built into it, i.e. as a subcontractor element (900K going to UK based members and 100k for overseas)*
* *The grantee disburses the received funds as required and uses the partner contribution to offset the total costs, i.e. the overseas partner is conducting £200k of work but only requires 100k of funding from the project.*

*Worked example 2*

*A UK based SME submit a £860k proposal. The funding split (from state aid GBER table) between UKSA and bidder is 70-30. The consortia have an overseas partner who is to conduct £200k of work and is contributing £60k therefore require £140k of funding:*

* *You must build into the bid costs the money needed to fund the overseas partner. I.e., £860k for the UK costs and £140k for overseas*
* *Project Value: £1M plus 60k*
* *The £1M has the required £140k needed for the overseas partner built into it, i.e. as a subcontractor element, i.e. 860K going to UK based members and 140k for overseas.*
* *Again, it must be demonstrated to UKSA that the overseas partner is contributing sufficient in-kind contribution.*

**How should we calculate our overhead rate?**

*The UK Space Agency does not have a specific formula to calculate overheads; the methodology used by Innovate UK could be followed (as described below).*

*Overheads can be applied as a percentage to the direct labor costs calculated for the project. The overhead percentage is calculated by dividing the eligible business costs by the profits (plus any employee labor costs). These figures should come from the previous year’s profit and loss account. If you do not have previous year’s figures, you should show how you have estimated the overhead rate that you have used for this project.*

*However overheads are calculated, they should be explained and demonstrated in the proposal.*

**Our methodology for calculating overheads is too complex to present in the finance form provided by UKSA. What should we do?**

*Assessors must be able to understand how overhead costs are calculated based on the information provided in the form.*

**If our organisation has received other grant funding (e.g. from Innovate UK) can we also apply for IPP**

**funding? If so, under which State Aid article?**

*Yes but you need to make us aware if you intend to apply under the de-minimus ruleset. There is more information on de-minimus aid on the gov.uk website: https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/520676/BIS-15-148-state-aid-manual.pdf*

**Our project is collaborative. Does each company have to complete their own IPP Finance spread sheet?**

*Where an application is collaborative between two or more partners, each partner (irrespective of size or share of the project) should complete a Finance Form. A better method may be for a project to be delivered by a lead company with other partners treated as sub-contractors rather than partners and in this case a single form should be included with any sub-contractors appearing on the sub- contractor sheet within it.*

**Do we need to complete a collaboration agreement before we submit a collaborative application?**

*This will be up to you and, for collaborations, be part of your internal process. We will need to know who the lead organisation is to award a grant to as we can only award to a named organisation, not a collaboration.*

**What is the maximum limit of grant that UK Space Agency can award a UK University?**

*In line with* [*Research Council standards*](http://www.rcuk.ac.uk/funding/grantstcs/) *we will fund up to 80% full economic costs.*

**Do we need to have a separate bank account as required in the previous International Programme?**

*No, this requirement has been removed, however the lead applicant must have a UK based Bank Account. Successful applicants will still need to (self) certify to us at the end of the financial year that all money received for work done in a financial year was actually spent in that financial year.*

**Can you publish some guidelines for the treatment of VAT?**

*This Programme is under the S&T act and is therefore VAT Exempt. However, it is for the supplier to determine that their project sits under the S&T act, and is not a vatable supply of services, and is therefore VAT exempt*

**We want to use the overseas partner’s contribution to offset our own is this ok?**

*No, the overseas partner contribution is in addition to your own*

**3. International Partnerships**

**What countries can we work with?**

*Apart from India and China, for reasons explained below, IPP is interested in working with DAC list countries, especially those in areas listed above (see question “what criteria will the bids be marked on?”). The DAC list can be found here.*

<http://www.oecd.org/dac/stats/documentupload/DAC%20List%20of%20ODA%20Recipients%202014%20final.pdf>

**We have an idea to work in India, Pakistan or China is this ok?**

*Because of the advanced nature of Indian, Pakistan and Chinese Space based applications and capability, it is felt that UKSA cannot add value over the capability those countries already possess. So applications to work in India and China will not be accepted at this time. This policy though is under constant review and new guidance may be issued for future calls.*

**We have an idea to work with India or China for the benefit of a third country is this ok?**

*This is perfectly acceptable, with both parties providing their own separate funding streams to a combined project for the benefit of a third (or more) DAC list country.*

**We want to work with the US/Australia/Non DAC list country together to deliver a project for the benefit of a DAC list country**

*This is perfectly acceptable, with both parties providing their own separate funding streams to a combined project for the benefit of a third (or more) DAC list country.*

**I want to work in an area which is in conflict, is this ok?**

*Due to the difficulties in providing and assuring security for project staff in conflict areas, IPP is not currently accepting any proposals for partnering in countries with active and ongoing conflict zones. These include (but are not limited to) South Sudan, Libya, Iraq, Yemen, Somalia, Afghanistan, Central African Republic, Mali, DRC and Syria. Please contact UKSA if you have any doubts about the conflict status of the country you propose to work in.*

*This policy though is under constant review and new guidance may be issued for future calls.*

**Can we spend all the money in the UK? Or do we have to give money to overseas partners/organisations?**

*There is no restriction on how or where you spend the money as long as it adheres to grant conditions, ODA Programme guidelines, and meets the programmes aims of making an independently assessed a societal or economic difference in the partner country.*

**Can we work with overseas industry rather than government?**

*Yes, but a clear and auditable contribution from them must be shown. Also, a legal agreement that they will provide this contribution must be signed before any grant award takes place.*

**Can I work with overseas subsidiaries of my parent company?**

*One of the secondary aims of this Programme is one of partnership. Partnering with oneself would not be considered a true partnership arrangement*

**What partner contribution do you want to see?**

*The Programme is all about partnership. Experience from IPSP has shown that you cannot have a true partnership unless all sides are invested. We would expect the international partners to contribute any of, or a combination of the following: direct investment of funds, access and use of key facilities, in country resources including people, transportation etc. Where possible a value should be added to these contributions so we can assess the strength and commitment of the partnership arrangement.*

**4. ODA Programmes and Monitoring & Evaluation (M&E)**

**Can you explain more about Official Development Assistance (ODA) programmes?**

*To help further on what is required we have engaged an independent expert, to give advice and support to you during the application process and they will be hosting ODA/M&E workshops and bid surgeries. Contact* ***IPP@ukspaceagency.bis.gsi.gov.uk****for**details.*

**What ODA guidance do we have to follow? Where can we go/ who can we speak with to get further advice on assistance programmes?**

*To help ensure your application is compliant, the following OECD advice should be taken into consideration, please see:* [*https://www.oecd.org/dac/stats/34086975.pdf*](https://www.oecd.org/dac/stats/34086975.pdf)*.*

*We will also provide access to independent expert advice, via Caribou Digital, to assist you on determining and showing that your application is compliant with ODA definitions and guidelines.*

**M&E – what is that and what do you want from us?**

*In order to fully comply with OECD guidelines and the UKSA Evaluation Strategy that IPP is working to, all projects must have an element of M&E built into them to ensure we are able to ascertain their delivery to the IPP primary aim. More guidance on this is available in the ‘IPP M&E Guidance’ and we have a special adviser, Caribou Digital, who you can speak to for more clarity. Contact* **IPP@ukspaceagency.bis.gsi.gov.uk**for*details.*

**What do you mean by “sustainability plan”?**

At the end of the project there must be a clear route as to how the project benefits will be implemented. Another way of thinking about this is we want to know and understand your “route to market”.

It may be that the local industry or government in the country you are working in will continue funding or progressing the solutions you come up with through a commercial service agreement. It may be that an external international organisation may adopt your solution, thus progressing the benefits. You need to make it clear and practical including showing evidence where possible that you are proposing a viable solution. What is not acceptable is an expectation that further UKSA funding will be required to maintain a solution after project end in order to realize the benefits.

You must in your project proposal include the plan, in as much detail as possible at this initial stage, on how you plan to make your idea sustainable.

**The Theory of Change and Logframe seem similar, is this correct?**

The Theory of Change is a 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 is required for your bid in narrative and diagrammatic form.

The Logframe builds off the same logic flow of how your programme will result in the ultimate changes you seek. It adds to this an additional level of detail in terms of quantified SMART targets, indicators, means of verification of indicators, and key assumptions in your logic flow. It is documented in a tabular format.

**Do we need to provide information on the inputs and activities in the theory of change and Logframe, as this is in the rest of the proposal?**

Please provide a summary of the key inputs and priority activities from your proposal. This will ensure that the Theory of Change and Logframe can be viewed as standalone documents with a clear linkage between project inputs, activities, outputs, outcomes and impacts.

**Do we need to quantify targets in the Logframe in the proposal?**

Yes, please provide quantified SMART targets within the Logframe. By SMART we mean targets that are Specific, Measurable, Achievable, Relevant and Time-Bound. While it is understandable that for some targets you may need to wait for baseline study results to postulate on specific values, please phrase all targets as SMART in a way that the vales can be added to them at a later date.

**How do we budget and resource for M&E?**

Best practice guidelines suggest that 5-15% of the total project budget should be allocated to M&E. The M&E budget will require a high level, bottom up calculation included in the ‘Budget Breakdown’ section of the application form. This budget needs to include, but is not limited to, staff costs for the M&E processes, external support for M&E partners/suppliers, costs of data collection of the indicators described in the Logframe and execution of baseline/midline/endline evaluations.

**What if as an organisation we have not been required to do M&E before, and do not have the skills to complete it?**

Consider recruiting a project partner, or an external supplier, or team resources, that have experience in M&E.

**What support on M&E would we receive from the UKSA?**

UKSA will provide support to grantees on M&E, which will be financed by UKSA. This support would be a guidance and quality assurance role; it would not be to execute the M&E processes such as data collection and producing evaluation reports for each grantee. Grantees will need to resource for the execution of those activities.

**What are the next steps for M&E following selection of the bids?**

Following selection of the bids a more comprehensive M&E plan will be developed by the grantees to manage the process of assessing progress towards achieving project outputs, outcomes and impacts. It will also identify what evaluation questions will be addressed through evaluation. UKSA’s central M&E provider via a separate workshop with each grantee will facilitate this process.

**When during the process of the project do we do M&E?**

M&E occurs throughout the project lifecycle. Monitoring happens at regular, predictable intervals during the project timeline and is beneficial to align to the reporting timeline to UKSA. Evaluations typically occur at the start (baseline), mid-way (midline), at the end (endline) of the project and then after the implementation has ended (legacy) to capture outcomes and impacts that take time to emerge and be observable.

**What if the project impacts will not be realised until after implementation is complete?**

Note that your final evaluation should be timed so that the impacts from the project implementation have time to be realised and measurable – this could be after the implementation has completed. This may take several months or even years to occur and should be incorporated into the project plan and budget. The impact should be material and measurable by the end of IPP (2020/21) to allow your endline evaluation to be conducted and submitted to UKSA.

**Should we have multiple, or secondary impacts?**

At the top level of your Theory of Change and Logframe the ‘impacts’, you should try and focus on one or two top priority impacts. This will provide a clear, concise goal for the project that can be clearly understood by all stakeholders including UKSA. These should align to your UN SDG impacts.

There may be multiple secondary impacts from the project, and whilst these can be noted in your proposal, the Theory of Change and Logframe should focus on the one or two top priority impacts.

**How do we know that our project, and not other changes in the operating environment have led the impact?**

You need to assess a counterfactual (see the IPP M&E Toolkit document for more information), which will test the extent to which the project was responsible for a measured impact, by estimating what would have happened anyway, in the absence of the project.

You should consider using the comparison of a control group, who do not receive the benefits of your project, to your target group, who are the direct recipients of the benefits of your project. A control group will be impacted by the same changes in the operating environments as your target group, and therefore any differences in the impact between these groups is more likely to be due to the project.

**What is an appropriate framework for the top-level impacts in our Theory of Change and Logframe?**

The globally agreed framework for development objectives, across government and development agencies, is the UN Sustainable Development Goals: https://sustainabledevelopment.un.org/sdgs. This framework can be used to articulate your projects top-level impact(s).

**Do we need to include qualitative indicators within our Logframe?**

The Logframe should combine a mixture of quantitative indicators and qualitative indicators. The qualitative indicators are particularly useful for describing changes in behaviour or decision-making within project stakeholders. Stakeholder surveys or interviews are common tools for verifying qualitative indicators.

**Can we adapt our Theory of Change and Logframe as we progress through the project?**

The Theory of Change and Logframe can only be changed during the project via a change control request, with clear justification of reasons to UKSA, once finalised in the project M&E plan.