

## International Partnership Programme (IPP): Call 2 ODA and M&E FAQ

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### Added to August 2017 FAQ Document

#### **Is the Theory of Change one-page limit only for diagram or also for narrative?**

The narrative length is up to you and goes in section 6.5) but the diagram has a one page limit in section 6.8).

#### **Do we have to form a consortium (if we are only UK partner)?**

No, you can bid as a single entity as long as you have an international partner defined, and you have the capability in your organisation to execute all of the scope successfully.

#### **Can US Universities be involved either as consortium members or subcontractors? If so what are rules on bank accounts and match funding?**

US Universities can be involved and they have to match fund as per UK Universities, i.e. at 20%, please see International Partnership Programme (IPP) FAQs - Section 2 at <https://www.gov.uk/guidance/apply-for-funding-academic-community-and-educational>. Also, see this section for rules on Bank accounts.

#### **Are IPP Call 1 grantees eligible to apply again for funding in Call 2? Can they receive funding as a subcontractor/supplier to another consortium?**

Such a bid would need to show:

- a) How the Call 2 project is 'new, additional, different' to any Call 1 project
- b) How the Call 2 project would not conflict with the objective of the Call 1 project's sustainability plan in Call
- c) Existing Call 1 members can be subcontractor/supplier to another consortium, as long as it doesn't conflict with a) & b)

#### **Can IPP be used to fund building of a new satellite?**

This would be assessed on a case by case basis to define clear ODA compliance. The recommendation is to use existing satellite hardware wherever possible. Also note that capital investment in the donor country (i.e. in the UK in this case) is not allowable under ODA rules.

Please also see International Partnership Programme (IPP) FAQs (4. IPP Call 2 FAQs V5.doc) at <https://www.gov.uk/guidance/apply-for-funding-academic-community-and-educational>

#### **Can International bodies such as UNICEF, CFOR be part of the consortium and receive funds?**

Yes, if they are identified by OECD DAC as an ODA compliant international body in [Annex 2 List of ODA-eligible international organisations](#) and [MS Excel List](#). The bid also would need clarity that there is no risk of duplication of activity and that the grant would fund 'new and additional' activities.

#### **Which countries are graduating the OECD DAC List in 2017, and therefore not compliant for Call 2?**

The OECD DAC list is due to be updated in October 2017, and is expected to remove the following from the DAC List: Uruguay, Chile, Antigua & Barbuda, Argentina, Venezuela and Seychelles. UKSA will not be able to fund projects from Call 2 in any countries that have graduated from the DAC list, therefore please carefully consider this when you apply.

#### **Is there a focus on application and commercialisation of existing technologies, or is there a component about showcasing and advancing new technologies?**

IPP's primary goal is to 'deliver solutions whose outputs lead to a measurable and sustainable economic or societal benefit/impact in chosen partner country or region'. Bids that will have a substantial impact within the timeframe of IPP will be assessed positively. 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.

**Does the project need a live implementation/demonstration phase?**

IPP's primary goal is to 'deliver solutions whose outputs lead to a measurable and sustainable economic or societal benefit/impact in chosen partner country or region', so in the majority of cases this would require a lengthy live phase where the solution is in use by the end user and generating outcomes and impact.

**How important is space technology to the bid?**

IPP is a space technology fund, so it needs to be clear in the bid how space technology is critical to the success of the project, and improves significantly on existing methods of addressing the problem solved. That said, the project can combine space and earth based technology in any combination, and there is no fixed budget % range for the space component.

**Are project impacts multiple UN Sustainable Development Goals, can we list all these in our bid?**

We strongly recommend identifying the priority 1 or 2 UN SDGs for the project. Identify from a development impact what the 'essence' of the project is. Listing lots of UN SDGs makes it very difficult for the assessors to understand the project's focus. Investigate the sub-targets and indicators under the top level UN SDGs to identify how exactly your project impacts them. See <https://sustainabledevelopment.un.org/?menu=1300>.

**What if final impacts would only materialise in 5-10 years time?**

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 (2021) to allow your endline evaluation to be conducted and submitted to UKSA.

**Do we need to have a legacy evaluation?**

A legacy evaluation, scheduled after the project primary implementation activities end (the endline), can be proposed in the bid to capture outcomes and impacts that are slow to materialise. Note though if this is scheduled after 31st March 2021 it can be proposed in the bid narrative, but not included in the budget.

**How do we define a counterfactual of the project's impact?**

Counterfactual analysis is an IPP M&E requirement. Most IPP Call 1 projects are using geographic control groups in neighbouring regions to the project's implementation geography. They are measuring the Logframe indicators in both the 'control' and implementation geography to define the difference as the counterfactual. Please see the guidance documentation on <https://www.gov.uk/guidance/apply-for-funding-academic-community-and-educational> and the UKSA IPP Call 2 ODA & M&E Workshop presentation shared through Basecamp.

**What is a Baseline Evaluation and when should it be completed?**

The Baseline Evaluation assesses the context and status of the project environment before implementation activities begin. In particular to measure the Logframe target indicators before the service/solution is delivered to the end user, from which change and progress can be assessed. It clarifies the context and environment before the benefits of the project start to materialise. For example, what was the existing deforestation rate in the country, the existing agricultural crop yield, or the existing rate of detection of illegal fishing.

The baseline evaluation should be scheduled as close to the start of the project as possible, typically within the first 6 months, to assess the context and status of the project environment before implementation activities begin.

**Are both development impact and UK commercial growth still the main objectives (and in that order)?**

IPP is an ODA funded programme and therefore every project's primary objective has to be 'economic development and welfare of developing countries'. Any benefit to UK business is a secondary objective, and all project strategy, planning and resourcing, has to reflect this. Bids will be assessed to ensure the project has development as its primary objective.

**Is there any pre-submission registration process by grantees? Do we need to use the Research Councils UK Je-S System?**

No, bid teams only need to submit their bids to [IPP@ukspaceagency.bis.gsi.gov.uk](mailto:IPP@ukspaceagency.bis.gsi.gov.uk) on 5<sup>th</sup> September.

**Is there a preference for internal vs. external M&E providers? Do we need to name the specific resource person/company already?**

There is no preference on how you resource the M&E capability. We will however assess whether your approach aligns to your existing organisational M&E capability and the complexity of the project's M&E. Identifying chosen persons/companies allows us to assess their credentials/experience, but if it not possible a clear indicative profile or shortlist is required.

**Do M&E partners require match funding?**

All members, including M&E partners, of the consortium are required to match fund at the levels provided in Section 3.2 Grant, in UK Space Agency International Partnerships Programme: Call 2 Application Guidance.

**Do we assess Value for Money in bid criteria?**

Yes, Value for Money is assessed. Please see the scoring criteria in Section 3.7 Assessment, in UK Space Agency International Partnerships Programme: Call 2 Application Guidance.

**How much detail do you require on the M&E budget calculation and what should be included?**

5-15% of total project budget is required for M&E. We need to see bottom up detail to clarify to the assessors what the components of this budget are to have confidence it is not a guessed value.

The M&E budget should include all activities in your M&E workpackage including for example: M&E planning, data collection, baseline/midline/endline evaluations, counterfactual analysis, cost-effectiveness analysis. It should **not include** the costs from your Sustainability and Knowledge Sharing work packages.

**Is there a minimum or maximum budget for the Sustainability and Knowledge Sharing work packages?**

No, only the M&E work package has a fixed budget range (5-15% total project cost).

**How do we balance development impact with long term sustainability if a commercial service?**

As it is ODA funding, the primary objective of all projects should be development impact in the developing country. That said, long term sustainability to ensure that the impact of the project continues after grant funding ends, often requires a commercial model, including corporate, general public or government customers, and this is acceptable as long as development impact remains the primary objective. See the paragraph on Sustainability of the Project, under Section 4.2 in UK Space Agency International Partnerships Programme: Call 2 Application Guidance.

**How do we explain our future country/regional expansion strategy?**

The project can include multiple countries of implementation if desired. If the country expansion strategy is outside of the project plan and budget, or would start after grant funding ends, please explain this in application form Section 6.4) Sustainability of the Project.

**What is the connection between milestones, KPIs and logframe targets, and what gets reported on where and to who?**

The milestones are outputs/deliverables and completion and acceptance of these triggers the financial payments with the grant agreement with UKSA. The 3-5 KPIs are typically outputs/outcome level targets and are tracked through the Monthly and Quarterly Status Reports to UKSA. The Logframe targets must include the 3-5 KPIs but would also include a wider, more extensive set of targets, and these will be reported to UKSA in the Quarterly Status Reports.

**What is the requirement for statistical levels of confidence in the M&E reporting?**

As IPP cuts across currently ~10 development sectors there are no fixed rules regarding requirements for statistical rigour and confidence. We will however assess bids positively that propose robust suggestions on this topic. See the paragraph on M&E Strategy in Section 4.2 of UK Space Agency International Partnerships Programme: Call 2 Application Guidance.

**How is confidentiality of the project's data ensured and what are the boundaries of Freedom of Information Requests?**

The Grant Agreement between UKSA and the grantee has clauses to protect confidentiality (see the Grant Agreement template in the Call 2 document set). UKSA has similar clauses with its IPP M&E support provider Caribou Digital Ltd (and its sub-contractor London Economics).

UKSA is subject to the requirements of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) and grantees are expected to support FOI requests; see the FOI clauses included in the Grant Agreement. In some cases there may be exemptions but that would depend on the nature of the request and the subject matter. If grantees feel that they have a legitimate reason why any document should not be shared by FOI, then they should be marked as OFFICIAL – SENSITIVE.

## In April 2017 FAQ Document

### **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](mailto: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>.

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](mailto: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 values 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.