



*This document provides programme guidance to potential Nigeria-UK PACT applicants.*

# Nigeria-UK PACT

Programme guidance document

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## Abbreviations

**BEIS:** The Department for Business, Energy and Industrial Strategy

**COP26:** The 26<sup>th</sup> session of the Conference of the Parties

**EOI:** Expression of interest

**GBP:** Great British Pound

**GESI:** Gender Equality and Social Inclusion

**HMG:** Her Majesty's Government

**ICF Consulting:** ICF Consulting Services Limited (the Grant Manager)

**NDC:** Nationally Determined Contribution

**ODA:** Official Development Assistance

**PACT:** Partnering for Accelerated Climate Transitions

## Glossary of terms

**Beneficiary groups:** Those organisations or groups of individuals who will benefit from the change that the project will deliver.

**Gantt chart:** A chart that illustrates the project plan, including the timing of project outputs. This does not need to be in a specific software tool, but should show what will be done, by when and by who throughout the project duration.

**Grant Manager:** ICF Consulting will be named as a Grant Manager in the grant agreement and will be the main point of contact for implementing partners.

**Her Majesty's Government (HMG):** The Government of the United Kingdom.

**Impact:** A higher-level strategic goal to which the project is expected to **contribute**. UK PACT's intended impact is accelerated emissions reductions in target countries.

**Input:** The raw materials that provide the basis for a project. Inputs can include money, technical expertise, relationships and personnel.

**Lead implementing organisation:** The primary point of contact for UK PACT and the lead organisation of a consortium.

**Logframe:** A project planning and oversight tool consisting of indicators and milestones for key inputs, outputs, outcomes and impacts.

**Outcome:** The medium-term benefits that a project is designed to deliver through the implementation and use of the outputs.

**Output:** The tangible and intangible products that result from project. These should be sufficient to achieve the project outcome and be something that the project can guarantee to deliver.

**Partner implementing organisation:** An organisation working with the lead implementing organisation within a consortium, to deliver the UK PACT project.

**Priority themes:** the specific theme which has been allocated to each funding window. Details of the themes can be found on the UK PACT [website](#).

**Primary beneficiary groups:** Those organisations or groups of individuals that the project **directly** works with, who will benefit from the change that the project will deliver. For example, government, ministries, communities, regional or city level organisations, private sector associations, women's groups, marginalised groups.

**Secondary beneficiary groups:** Those organisations or groups of individuals that the project **indirectly** works with, who will benefit from the change that the project will deliver. For example, government, ministries, communities, regional or city level organisations, private sector associations, women's groups, marginalised groups.

**Short term action:** Actions that you expect beneficiaries to undertake in the short-term (3-6 months) following the delivery of planned output.

# 1 Programme overview

## 1.1 Programme background

The 2015 Paris Agreement commits the 195 participating countries to take measures to hold the increase in the global average temperature to well below 2°C above pre-industrial levels, and pursue efforts to limit such a temperature increase to 1.5°C. To achieve this, the participating countries commit to individual Nationally Determined Contributions (NDCs), setting national targets for reducing emissions towards the common “well below 2°C” goal. Under this Agreement, developed countries have committed to support the mobilisation of US\$100 billion per year for climate action in developing countries.

Climate change is a major poverty multiplier. The impacts of climate change, now and increasingly in the future, fall disproportionately on the world’s poorest. We cannot address global poverty without also addressing climate change. Governments, policy makers, NGOs and community groups are also increasingly talking about ensuring countries have a green recovery from Covid-19. In essence, this is about improving the economy and our surroundings in a way that reduces carbon emissions – and has a positive impact on the environment and our daily lives.

Instead of investing in things that might harm the environment, contribute to climate change, and maintain inequalities as countries look to build back from Covid-19, a green recovery prioritises policies and solutions that benefit everyone. It’s not just fighting the climate crisis but creating new jobs in clean energy or sustainable agriculture, reducing pollution to create healthier communities, and building towns and cities that are clean, efficient and resilient to changing conditions.

There is a clear need for capacity building through technical assistance to address the global challenge of climate change whilst also contributing to a green recovery. A lack of enabling frameworks and clear project pipelines are cited as the two biggest barriers to implementing the NDC targets under the Paris Agreement. Using comparatively small amounts of funding to deliver capacity building can have a large mobilisation impact in terms of action towards climate mitigation.

## 1.2 Overview of UK PACT

UK PACT (Partnering for Accelerated Climate Transitions) is a capacity building programme under the UK’s International Climate Finance (ICF) portfolio. UK PACT works with partner countries, supporting them to accelerate their clean growth transitions and meet the demand for high quality skills and expertise aligned with UK leadership and experience.

The programme supports countries eligible for Official Development Assistance (ODA) to implement and increase their ambitions for carbon emissions reductions in line with their Nationally Determined Contributions (NDCs) and the long-term goal of the 2015 Paris Agreement to limit dangerous climate change. The UK PACT programme consists of three core components:

- 1. Country Programmes:** to support innovative projects in China, Colombia, Malaysia, Mexico, South Africa, Kenya, Indonesia and Nigeria to provide capacity building in line with our partner countries’ priorities.
- 2. Green Recovery Challenge Fund (GRCF):** to support low-carbon transitions and a green, resilient and inclusive economic recovery across a wider range of ODA-eligible countries.



**3. Skill-Shares and Secondments:** to provide both short-term, peer-to-peer skill shares with country counterparts, and long-term secondments into key institutions.

The vision for the Nigeria-UK PACT programme is:

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*There will be a portfolio of novel and scalable projects in place that are supporting acceleration of the low-carbon transition. This will be achieved through supporting sustainable solutions in Nigeria; ensuring that they show measurable changes, promote social inclusion and inspire future programmes to drive climate ambition, meeting local and global needs. These projects will build Nigeria's capacity to deliver its NDC, drive future ambition, and promote a greener, fairer, and more resilient future in the wake of the COVID-19 pandemic.*

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## 1.3 Programme aims and objectives

The UK PACT programme objective is to provide capacity building through technical assistance to achieve enhanced and sustained actions on emissions reductions. Figure 1 illustrates the Theory of Change for the programme, detailing the process by which this outcome is assumed to be achieved. All projects funded by the Nigeria-UK PACT Programme should be aligned with this Theory of Change.

To sustainably reduce emissions and shift to lower-carbon patterns of development, countries need interventions that are far-reaching and that overcome widespread behavioural inertia. This means contributing to 'transformational change' by encouraging others to replicate and scale-up successful activities and by facilitating substantive institutional and policy change towards a low-carbon future.

Transformational Change is 'change which catalyses further changes', enabling either a shift from one state to another (e.g. from conventional to lower-carbon ways of working), or faster change (e.g. speeding up progress on cutting the rate of deforestation). Transformational change can be created through a range of interconnected changes to political power, social relations, decision-making processes, equitable markets and technology.

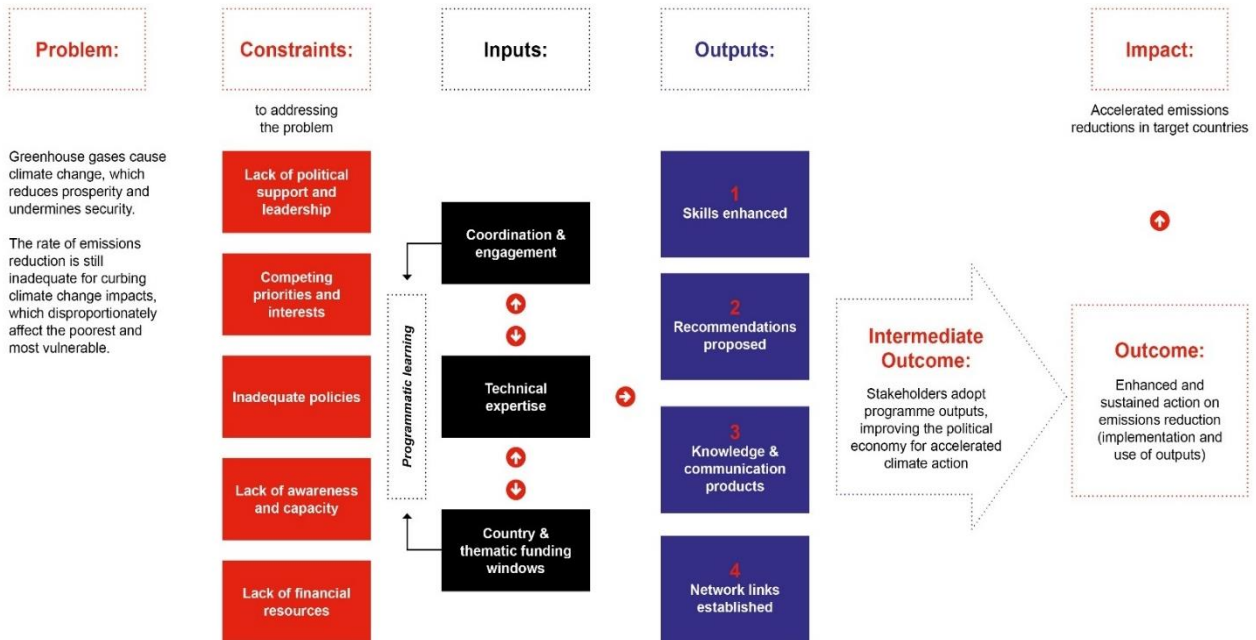
**Transformation change is a central aim of UK PACT and examples of how this is being done by existing UK PACT projects can be found on the [website](#).**

The potential for Transformational Change will form a key selection criterion for the Nigeria-UK PACT programme. Applicants should familiarise themselves with UK International Climate Finance (ICF) and its indicator, KPI 15 – "Potential for Transformational Change"<sup>1</sup>.

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<sup>1</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/813600/KPI-15-extent-ICF-intervention-lead-transformational-change.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/813600/KPI-15-extent-ICF-intervention-lead-transformational-change.pdf)

**Figure 1** Programme-wide Theory of Change



The projects proposed must be designed to **build the capability and capacity of beneficiaries and key stakeholders in the chosen region to inform, raise the ambition, and implement accelerated action on emissions reductions**. The programme aims to fund projects which are innovative in design and are able to achieve measurable outcomes.

Gender, Equality and Social Inclusion (GESI) considerations form an integral part of the Nigeria-UK PACT Programme. UK PACT aims to support projects which will work to increase opportunities for women, promote equality for marginalised groups, and reduce discrimination as a co-benefit of its climate mitigation projects.

UK PACT is a demand led programme. As such all project proposals must identify beneficiaries that will ensure the buy-in and absorption of the technical assistance proposed. Applicants will be expected to have strong in-country networks and well developed engagement plans for ensuring the uptake of project outputs.

Details of the funding themes can be found on the UK PACT [website](#). The themes and scope of each of the funding rounds have been designed to align with wider HMG and COP26 objectives and strategies, and to respond to specific demand identified in Nigeria.



## 2 Application overview

All applications will be subject to competitive assessment to ensure that funded projects meet the programme aim of supporting acceleration of the low-carbon transition as well as demonstrating value for money.

Organisation types which are eligible to apply include international and local non-governmental organisations (NGOs), civil society organisations, research institutes and private sector companies, or similar organisations that have the knowledge, skills and experience to deliver capacity building projects relating to one of the priority themes. Government bodies and agencies are not eligible to apply for UK PACT funding. Organisations that are separate legal entities from the government are eligible to apply for and receive funding.

Proposals should assess climate and environmental impact and risks, demonstrating how they will ensure that no environmental harm is done.

**Project proposals must be on a not-for-profit basis.**

The following content is available to provide all the necessary support for completing a Nigeria – UK PACT application:

- [Guidance document](#)
- [FAQs document](#)
- [Expression of Interest Template](#)
- Full Proposal Template (this will be made available to shortlisted applicants)

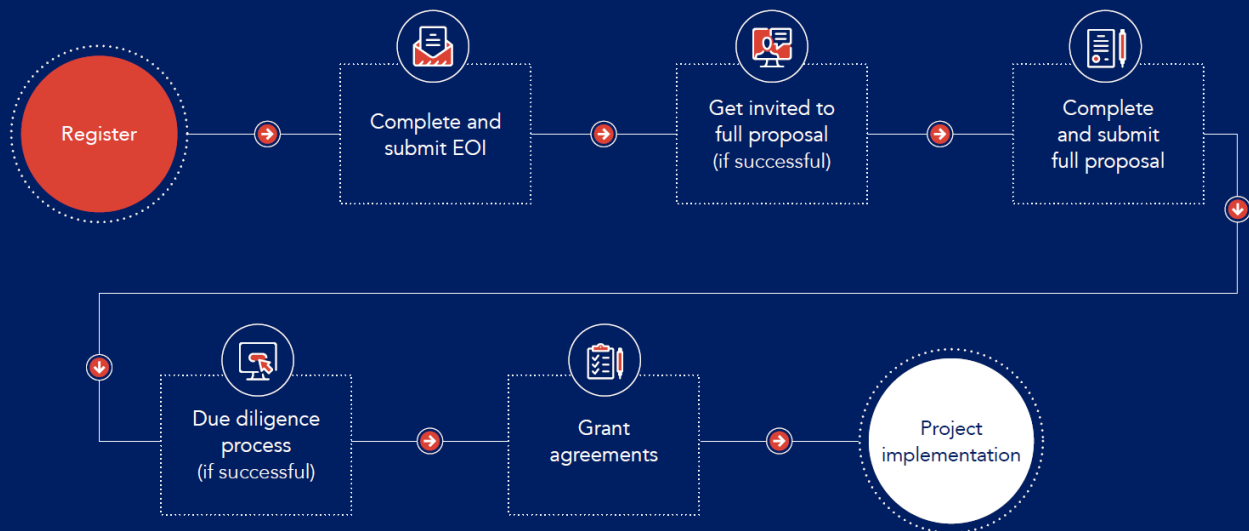
Should any further support be needed, the Nigeria-UK PACT team will be available to provide assistance during the application process. Contact details can be found at the end of this guidance document

## 2.1 Application process

Applying for the Nigeria-UK PACT programme is a two-step process: Expression of interest (EOI) and full proposal. The steps that must be followed are illustrated in Figure 2.

Figure 2 Application process

### GRANT APPLICATION PROCESS



All the deadlines and key dates for the application process can be found on the Nigeria-UK PACT [website](#).

## 3 Stage one: Expression of interest

Projects should register their interest on the Nigeria-UK PACT webpage and create an account for the portal where application submissions will be uploaded. All applications must be submitted through the portal and emailed applications will not be accepted. Guidance on using the portal can be found in Annex 2.

Registered projects will be invited to submit an EOI and will be notified of the deadline for submission. The EOI will collect general information about the organisation, eligibility information, project details and funding requirements. Assistance will be available from the Nigeria-UK PACT via the contact details on the webpage.

Completion and submission of the EOI must be done via the portal in English. A template of the EOI form can be found here for reference.

Projects will be assessed on the information provided and the criteria described in section 6. Successful projects will be invited to submit a full proposal.

### 3.1 Guidance on completing an expression of interest

All EOIs must be completed in the English language. Unfortunately, we will be unable to review any submission that is not completed in English.

If you do not wish to answer any section of the form, please mark it with N/A as you will be unable to submit an incomplete form. **Please note that there will not be any opportunity to add further information once you have submitted your application.**

#### 3.1.1 Conflict of interest

UK PACT reserves the right to reject any EOI which is believed to involve a current or potential conflict of interest. Applicants must declare any conflict of interests that currently exist or that could arise during this selection process and/or during project implementation. Conflicts of interest can be personal, business and/or finance related. Where potential conflicts of interest are declared, the EOI should both state what they are and the actions that will be taken to mitigate them.

#### 3.1.2 Project details

##### 3.1.2.1 Project geography and security

Across both thematic areas, we will only consider projects working at a federal level or in the following states:

- Adamawa State
- Borno State
- Edo State
- Ekiti State
- Jigawa State
- Kaduna State
- Kano State
- Lagos State

- Nasarawa State
- Ogun State
- Yobe State

**For the Nature-based solutions theme only**, we will additionally consider projects in:

- Cross River State
- Plateau State

Applicants should indicate which eligible region(s) the project will operate in and provide an explanation of how all the security and safeguarding risks associated with the region(s) will be managed.

### **3.1.2.2 Issue the project is seeking to address**

The project inputs should be targeted to address a specific issue or constraint. The Theory of Change in Figure 1 provides some examples of constraints which a project may aim to engage with.

### **3.1.2.3 Project outcome**

Whilst all projects should contribute to the programme-wide intended outcome of increased and sustained action on emissions reductions, the project outcome stated here should be targeted to the specific positive change that the project intends to create.

### **3.1.2.4 Project summary**

The proposed project must have an appropriate design, including a clear, logical and achievable plan for the progression between the proposed inputs, activities, outputs, outcomes and impact. There should be a clear pathway from project activities to transformational change (increased and sustained action on emissions reductions). The expected timings of the outputs described should also be included to demonstrate that the intended project activities are feasible within the project duration. Please ensure that security and safeguarding considerations are appropriately considered in the project summary.

## **3.1.3 Eligibility criteria**

The eligibility criteria described here will be assessed as pass/fail, and a fail (or an unanswered question) against one of the criteria will result in the project being rejected. There will be no option for review or reassessment if an application is rejected at EOI stage.

### **3.1.3.1 Relevance and strategic fit**

The proposed project must be operating within the regional scope described in section 1.1.1.1 and the defined theme for each funding window, and must contribute to the programme's intended outcome of enhanced and sustained actions on emissions reductions. This includes delivering capacity building activities which respond to the defined themes.

Examples of capacity building activities include (but are not limited to):

- Enhancing skills in key institutions by providing training or sharing knowledge
- Recommendations of new policies or tools to accelerate emissions reductions
- Creating knowledge and communication products
- Strengthening networks of key actors to drive climate action

In the wake of Covid-19, projects should be able to demonstrate how they will contribute to a green, inclusive and resilient recovery.

### **3.1.3.2 ODA-eligibility**

The project must be contributing to a reduction in poverty, enhanced sustainable development and/or improved welfare of the country's population.

### **3.1.3.3 Duration**

Project proposals shall be funded for at least one year of activity. Funding beyond the initial 12 months is not guaranteed, but we welcome proposals that can demonstrate how a project might be extended to further years with additional funding. Implementers should also indicate in their proposals if they intend to lengthen their project through other sources, such as co-funding.

### **3.1.3.4 Budget**

The total cost to UK PACT of the project delivery should be no more than £1,000,000 per year and project proposals below this per annum cap are welcome. All proposals must clearly demonstrate how the budget best supports activities and outcomes.

Only eligible activities should be claimed as part of the budget and labour rates should not exceed benchmarked rates outlined in the budget template. A full description of eligible activities which can be claimed as part of the grant funding can be found in Annex 1.

At EOI stage, a full budget breakdown is not required, however, this section of the application should give an overview of the types of activities which will be costed and the relevance of these to delivery of the project.

## **3.1.4 Project potential for transformative change**

The criteria described here will be scored in accordance with the methodology described in Section 6.

### **3.1.4.1 Political will and local ownership**

The priority themes have been identified through engagement with potential beneficiaries and key stakeholders, and consequently are based on in-country demand.

The proposal should demonstrate some involvement from beneficiaries in project design and explain how the project has sufficient buy-in from key stakeholders to deliver the expected outcomes and the plans in place to develop and maintain support as the project progresses.

Applicants are encouraged to annex letters of support from key stakeholders to evidence this buy-in. Potential beneficiaries are likely to include federal or state government ministries and community level groups.

### **3.1.4.2 Leverage**

As well as building the capacity of the primary beneficiaries which the project is engaged with, the project should also be able to demonstrate how it will encourage and equip wider stakeholders. This could be through increasing capacity or lowering barriers to action. The ability to create leverage will be crucial for the sustainability of the project.

### **3.1.4.3 Sustainability**

The nature of the UK PACT funding mechanism means projects have a limited time span. However, the success of UK PACT is bound up in the sustainability of the projects it funds. This could include examples of how the project could be replicated effectively in other regions of the country or other countries, or how legacy of the project results will be created.

Legacy of the project results could include (but is not limited to) demonstrating how the project will facilitate future finance flows, or how it will be financially self-sustaining after the duration of the project. Projects which are unable to demonstrate how impact will be created beyond the period of UK PACT funding will be scored down accordingly.

### **3.1.4.4 Multi-year funding**

The UK PACT team recognises the value of long-term thinking and approaches in tackling climate change and our partners are encouraged to think about the way their projects fit into longer-term progress towards the prevention of dangerous levels of climate change. Project proposals must be for at least one year of activity. However, we welcome multi-year projects that can demonstrate how a project might be extended to further years with additional funding.

Therefore, if relevant, applicants should outline what the project would look like in the event of a possible UK PACT extension. This should include future tasks, outputs, outcomes and high-level budget requirements. Projects which, because of their nature, are fixed at 12 months or less will not be penalised.

### **3.1.4.5 Novelty**

Projects are encouraged to demonstrate new ways of doing things. As such, projects should be able to demonstrate a degree of innovation in their approach. For example, this could be using existing methods in a new context or proposing and utilising an entirely new concept or strategy.

### **3.1.4.6 Gender Equality and Social Inclusion (GESI)**

One key consideration in the design and delivery of this programme, is the extent to which it complies with the UK PACT GESI Ambition Statement. In line with Nigeria's intention to empower and respond to the needs of women in the context of climate change, the National Action Plan on Gender and Climate Change presents strategies for integrating gender into the implementation of national climate change initiatives, including the Paris Agreement and the Nationally Determined Contributions (NDC).

UK PACT projects should be aligned with these aims. Grant selection will be made on a minimum "do no harm" basis but grant applicants should be mainstreaming gender and inclusion opportunities into their grant activities. This will form a key part of the screening criteria as such projects which demonstrate a higher degree of GESI ambition will score more highly.

**Where opportunities have been identified during the selection process, implementing partners will be supported to develop and embed GESI processes into delivery planning.**

GESI are distinct but overlapping concepts. For some groups, exclusion is based on gender while for others, it is based on other factors, such as age, disability, ethnicity, caste or migrant status. However, for most people, exclusion is based on several factors across various relationships and settings. All of these different aspects should be taken into consideration if relevant.



### **3.1.5 Deliverability**

#### **3.1.5.1 Experience**

The project team and relevant networks must be well placed to deliver the project plan. They must have the relevant knowledge, skills and experience to deliver capacity building projects under the specific theme and in Nigeria (this includes the ability to deliver in the relevant language). In particular, organisations must demonstrate that they have strong understanding of security and safeguarding considerations to deliver the project in the proposed location(s). Previous experience of successfully delivering similar projects is preferable.

The lead and partner organisations must have the legal right to work in Nigeria. However, it is not necessary that all team members need to be provided with work visas. It is acceptable for some of the staff members to be operating on the project remotely, hence having work visas from their country of residence not the project target country.

#### **3.1.5.2 Co-funding**

Projects may operate with co-funding from other stakeholders. Implementers must demonstrate how the funding from UK PACT is additional and necessary, and not duplicative. The funding portion received from Nigeria-UK PACT must be for activities with distinct, measurable outcomes.

## 4 Stage two: Full proposal

**Only applicants who are successful at EOI will be invited to submit a full proposal.**

As with the EOI, all proposals must be completed in English and submitted via the application portal. Guidance on using the portal can be found in Annex 2.

Applicants will have approximately four weeks to submit the full proposal, during which time assistance will be available from the Nigeria-UK PACT team by contacting [nigeria@ukpact.co.uk](mailto:nigeria@ukpact.co.uk).

UK PACT does not accept any significant changes between the EOI stage and the full proposal. For the full proposal, greater detail about the project will be required, including relevant stakeholders, beneficiaries, gender and inclusion considerations, project risks, intended outcomes, milestones, activities and a full budget breakdown of requested grant funding. See section 4.1 for guidance on completing the full proposal.

**Full proposals will be assessed in the method and against the criteria described in section 6.**

Successful applicants will then be subject to a thorough due diligence assessment described in section 5. Only if the due diligence checks demonstrate a reasonable level of risk, will the applicant be offered grant funding.

### 4.1 Guidance on completing a full proposal

A template of the full proposal will be provided to shortlisted applicants by email for reference. Your proposal must be submitted in English, and if you do not wish to answer any section of the form, please mark it with N/A as you will be unable to submit an incomplete form.

The full proposal captures information about the suitability of the project for Nigeria-UK PACT's aims and objectives, the deliverability of the project, and the project value for money. It also requires the applicant to demonstrate the expected outputs and outcomes of the project.

These outcomes and the activities and milestones associated with delivering them will form the requirements of the grant agreement if successful and the subsequent monitoring and grant disbursement for the project. It is therefore important that these be considered carefully to ensure they are attainable whilst delivering value for money.

#### 4.1.1 Cost

**The total cost to UK PACT of the project delivery should be no more than £1,000,000 per year.**

Projects may operate with co-funding from other stakeholders and indeed are encouraged to do so. Details should be provided of all sources of co-funding and any co-funding which was sought but not awarded.

Implementers must demonstrate how the funding from UK PACT is additional and necessary, and not duplicative. The funding portion received from UK PACT must be for activities with distinct, measurable outcomes.

## 4.1.2 Project timing

Project proposals shall be funded for at least one year of activity. Funding beyond the initial 12 months is not guaranteed, but we welcome proposals that can demonstrate how a project might be extended to further years with additional funding. Implementers should also indicate in their proposals if they intend to lengthen their project through other sources, such as co-funding.

## 4.1.3 Project details

### 4.1.3.1 Project theme

As described in section 0 each funding window has an associated region and theme. Projects not relating to one of these specifications are not eligible. Further information on the themes and regions for each funding round can be found on the Nigeria-UK PACT [website](#).

### 4.1.3.2 Project impact

Whilst all projects should contribute to the programme-wide intended impact of increased and sustained action on emissions reductions, the project impact stated here should be targeted to the specific positive change that the project intends to create.

### 4.1.3.3 Capacity and capability

In this programme, capacity building will be used to influence behaviour to encourage enhanced and sustained actions on emissions reductions. The specific ways that the project will build the capacity and capabilities of the beneficiaries should be identified (for example through training, knowledge sharing or recommendations), detailing the behaviour changes which the beneficiaries are expected to adopt because of the project.

### 4.1.3.4 Context and need for the project

The project inputs should be targeted to address a specific issue or constraint. The Theory of Change in Figure 1 provides some examples of constraints which a Nigeria-UK PACT project may aim to engage with. Further information on the contexts of the different funding windows can be found on the Nigeria-UK PACT [website](#). The need for the project should be demonstrated clearly with an explanation of the surrounding context.

### 4.1.3.5 Project locations

Across both thematic areas, we will only consider projects working at a federal level or in the following states:

- Adamawa State
- Borno State
- Edo State
- Ekiti State
- Jigawa State
- Kaduna State
- Kano State
- Lagos State
- Nasarawa State
- Ogun State
- Yobe State

**For the Nature-based Solutions theme only**, we will additionally consider projects in:

- Cross River State
- Plateau State

#### 4.1.3.6 Project summary

The proposed project must have an appropriate design, including a clear, logical and achievable plan for the progression between the proposed inputs, activities, outputs, outcomes and impact. There should be a clear pathway from the issues the project intends to address and the project purpose, to the planned project activities, to the impact and the creation of transformational change (increased and sustained action on emissions reductions).

#### 4.1.3.7 Changes from EOI to full proposal stage

UK PACT does not expect significant changes between the EOI stage and the full proposal stage. A change in a consortium and/or budget would be considered significant and require strong justification as part of the full proposal. Minor variations in budget are acceptable. UK PACT reserves the right to not proceed with an assessment of full proposals that contain significant changes.

### 4.1.4 Project plan

The project plan will form the requirements of the grant agreement if successful and the subsequent monitoring and grant disbursement for the project. Figure 3 illustrates how the stages of the project plan will lead to the desired impact. It is important that the inputs, outputs and outcomes be considered carefully to ensure they are attainable and measurable whilst also delivering impact and value for money.

UK PACT places strong emphasis on evidence-based results, clearly defined and tracked through the project for monitoring and evaluation purposes. Please refer to the Glossary of Terms on page 4 for explanations of any of the terms used in this guidance.

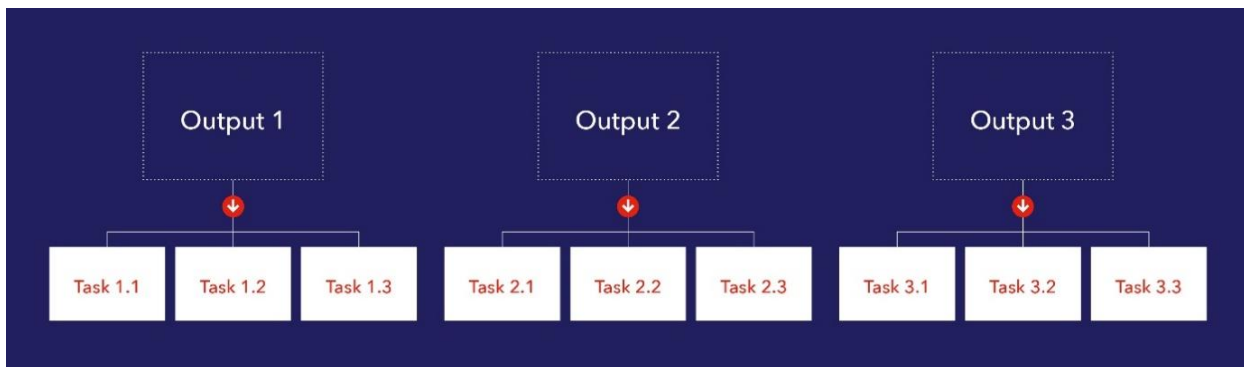
**Figure 3** Project Plan Structure



#### 4.1.4.1 Planned project outputs

The specific output(s) that could be delivered by a project are identified in the theory of change in 1Figure 1. For each output defined, the following information must be supplied:

- Name of output: This should be a short, unique identifier
- Description of output: This should describe what the output is, how it will be delivered, who it will be delivered to (including gendered disaggregated data where applicable) and why it is important. The description should include as much specific detail as possible
- Date of output to be delivered
- The evidence that will be supplied to demonstrate that the output has been delivered successfully and evidence from the beneficiaries of the output's perceived level of usefulness and relevance
- Short-term actions: This should describe the actions that you expect the beneficiaries to undertake as a result of the output being delivered in the 3-6 months following delivery of the output. These short-term actions come before the outcomes in the Theory of Change in 1Figure 1 and are expected to demonstrate the adoption of the output. This should include any steps that will be taken to facilitate this adoption
- The tasks that will contribute to the output (Figure 4): It should be made clear how these tasks contribute to the output and they should be repeated in the project budget (see section 4.1.9) and Gantt chart (see section 4.1.4.3). Grant payment will be made based on the completion of these tasks each quarter



**Figure 4** Tasks to output relationship

#### 4.1.4.2 Expected project outcome

An outcome is the implementation and use of the output(s). This is the enhanced and sustained action on climate change expected of the beneficiaries and stakeholders supported through your project.

Though implementers may not have direct control over outcomes being achieved, it is still critical that the project is designed in a way that increases the likelihood of outcomes being achieved. For each expected outcome defined, the following information must be supplied:

- Name of expected outcome: This should be a short, unique identifier
- Description of outcome: This should describe how and by who the outputs will be used and implemented, and what capacity will be built as a result. The description should include as much specific detail as possible
- Expected beneficiaries of the outcome: This should describe who this outcome will benefit, as well as the number of beneficiaries (including gendered disaggregated data where applicable)
- Date outcome is expected to be observed
- How will the outcome be monitored: It is likely that the outcomes will be realised beyond the lifetime of the project, however it is crucial that they be monitored to fully assess the success of the project

#### 4.1.4.3 Project Gantt chart

A Gantt chart should be uploaded to illustrate the project plan as described in the previous sections (4.1.1 and 4.1.1). A Gantt chart is a chart that illustrates the project plan, including the timing of project outputs. This does not need to be in a specific software tool, but should show what will be done, by when and by who throughout the project duration.

### 4.1.5 Project potential for transformative change

This section of the full proposal is repeated from EOI (with the inclusion of the *relevance and strategic fit* criteria). However, it is expected that applicants develop their answers further, providing greater depth and more evidence as well as including any recent developments since EOI submission.

#### 4.1.5.1 Relevance and strategic fit

The proposed project must be operating within the regional and thematic scope for each funding window, as described on the Nigeria-UK PACT [website](#). The project should be able to demonstrate how it will contribute to the programme intended outcome of enhanced and sustained actions on emissions reductions. This could include raising of NDC ambition within the target country or countries.

As the programme is funded by ODA, projects should also be able to demonstrate how it will contribute to poverty reduction. The impacts of climate change are felt more significantly by the more vulnerable members of a population and can often act to exacerbate existing inequalities and cause a developmental regression. As such, poverty reduction is to some extent explicit within climate mitigation actions, however projects should be able to demonstrate that consideration has been given to poverty reduction throughout the project design and will continue to be a guiding influence throughout implementation.

#### 4.1.5.2 Political will and local ownership

The priority themes have been identified through engagement with potential beneficiaries and key stakeholders, and consequently are based on in-country demand. The proposal should demonstrate involvement from beneficiaries in project design and explain how the project has sufficient buy-in from key stakeholders to deliver the expected outcomes and the plans in place to develop and maintain support as the project progresses. **Applicants are strongly encouraged to**



**annex letters of support from primary beneficiaries and wider stakeholders to evidence this buy-in and the engagement to date.**

#### **4.1.5.3 Leverage**

As well as building the capacity of the primary beneficiaries which the project is engaged with, the project should also be able to demonstrate how it will encourage and equip wider stakeholders. This could be through increasing capacity or lowering barriers to action. The ability to create leverage will be crucial for the sustainability of the project.

#### **4.1.5.4 Sustainability**

The nature of the UK PACT funding mechanism means projects have a limited time span. However, the success of UK PACT is bound up in the sustainability of the projects it funds. Projects should demonstrate how impact will be created beyond the period of UK PACT funding through scale and replicability. Projects will also be assessed on the mechanisms in place to create incentives and legacy to achieve this. This could include examples of how the project could be replicated effectively in other countries in the region and globally.

#### **4.1.5.1 Multi-year funding**

The UK PACT team recognises the value of long-term thinking and approaches in tackling climate change and our partners are encouraged to think about the way their projects fit into longer-term progress towards the prevention of dangerous levels of climate change. Project proposals must be for at least one year of activity. However, we welcome multi-year projects that can demonstrate how a project might be extended to further years with additional funding.

Therefore, if relevant, applicants should outline what the project would look like in the event of additional funding being available. This should include future tasks, outputs, outcomes and high-level budget requirements. Projects which, because of their nature, are fixed at 12 months or less will not be penalised.

#### **4.1.5.1 Novelty**

Projects are encouraged to demonstrate new ways of doing things. As such, projects should be able to demonstrate a degree of innovation in their approach. For example, this could be using existing methods in a new context or proposing and utilising an entirely new concept or strategy.

#### **4.1.5.2 Gender and inclusion**

One key consideration in the design and delivery of this programme, is the extent to which it complies with the UK PACT GESI Ambition Statement. In line with Nigeria's intention to empower and respond to the needs of women in the context of climate change, the National Action Plan on Gender and Climate Change (NAPGCC) presents strategies for integrating gender into the implementation of national climate change initiatives, including the Paris Agreement and the Nationally Determined Contributions (NDC).

UK PACT projects should be aligned with these aims. Grant selection will be made on a minimum "do no harm" basis but grant applicants should be mainstreaming gender and inclusion opportunities into their grant activities. This will form a key part of the screening criteria as such projects which demonstrate a higher degree of GESI ambition will score more highly. Where opportunities have been identified during the selection process, implementing partners will be supported to develop and embed GESI processes into delivery planning.

GESI is distinct but overlapping concepts. For some groups, exclusion is based on gender, while for others it is based on other factors, such as age, disability, ethnicity, caste or migrant status. However, for most people, exclusion is based on several factors across various relationships and settings. All of these different aspects should be taken into consideration if relevant.

Applicants should first identify what specific elements of poverty, inequality and exclusion are relevant to the context of the project. These should be sector-specific and will require an analysis of gender and social inclusion issues. When these contextual issues have been identified, the applicant should also outline how they plan to contribute to and address these issues.

Applicants should also consider participation of women and marginalised groups in the project tasks and outputs, and crucially in the project design. Evidence of how this will be achieved and any engagement and collaboration to date should be provided.

It should be noted that all commitments to addressing gender and social inclusion issues throughout the project, should be allocated sufficient resource and budget. This will be assessed to ensure any commitments are sufficiently resourced to be delivered in practice.

#### **4.1.6 Stakeholder assessment**

Engagement with key stakeholders who will have an interest in the project and the potential to influence its success (either positively or negatively) is crucial for any project and is a central pillar of UK PACT. Effective stakeholder engagement will be essential to maximise the impact and sustainability of a project.

Applicants will be expected to have strong in-country networks and well developed plans for ensuring effective and mutually beneficial engagement and communication with all relevant stakeholders. Adoption of UK PACT outputs by key stakeholders will be an important step in ensuring the UK PACT objectives are met and projects will be selected based on evidence that they have the ability and plans in place to deliver these results.

Relevant stakeholders could include but are not limited to government officials (both national and local), NGOs, private sector players, civil society organisations, local communities, women-led organisations and vulnerable or marginalised groups

##### **4.1.6.1 Beneficiary groups**

All projects proposals must identify beneficiaries that will ensure the buy-in and application of technical assistance proposed. Nigeria-UK PACT is a demand-led programme and, as such, the wishes and needs of the intended beneficiaries should be central to the design of the project. Projects should be able to demonstrate a degree of participation of these beneficiaries throughout the planning stage and a robust strategy for maintaining this communication and collaboration throughout the project delivery.

The primary beneficiaries are those organisations or groups of individuals that the project directly works with, who will benefit from the change that the project will deliver.

The secondary beneficiaries will also benefit from the change that the project will deliver, however the project will only work with them indirectly.

##### **4.1.6.2 Project synergies**

Synergies with other existing or proposed projects can complement each other and amplify the impact. Projects should seek opportunities to enhance current portfolios and not duplicate activities.

## 4.1.7 Deliverability

### 4.1.7.1 Skills and experience

The project team and relevant networks must be well placed to deliver the project plan. They must have the relevant knowledge, skills and experience to deliver capacity building projects under the specific theme and region (this includes the ability to deliver in the language of the target country). Previous experience of successfully delivering similar projects is preferable.

Applicants shortlisted to the full proposal stage will be required to submit a budget using a prescribed template. This will require detailing personnel using the nomenclature in Annex 1 of the guidance document and must match the CVs provided as part of the application. The CVs provided should be no longer than two pages and written in English. They should demonstrate a range of skills and experience that will allow effective management and delivery of the project.

### 4.1.7.2 Organogram

The organogram should show the make-up of the project team, including management structure and lines of responsibility.

### 4.1.7.3 Team equality and diversity

Throughout project implementation, steps should be taken to promote a project team that is representative and balanced in terms of gender and diversity. The project should be able to demonstrate the approaches that are used to ensure equal opportunities and promote inclusion within the team and organisation.

### 4.1.7.4 Environmental sustainability

The overarching aim of UK PACT is to accelerate low-carbon transitions, and accordingly projects receiving funding should be leading by example. Proposals should assess climate and environmental impact and risks, demonstrating how they will ensure that no environmental harm is done. Effective policies and procedures should be in place to allow for low-carbon delivery of the project. For example, adhering to environmental standards and low-carbon travel policies.

### 4.1.7.5 Financial management

It is not the intention to dissuade smaller organisations from applying, however it is necessary that any grantee has a robust financial management strategy in place to facilitate responsible and transparent management of funds. This includes being able to accept grant payments in arrears and in GBP, and a system for paying downstream partners if applicable.

It is also essential for the whole UK PACT programme that the grant funding is delivering value for money. Therefore, the key principle is that consortia and/or organisations applying should be able to clearly articulate how their project and proposed budget demonstrates value for money. This could include methods to increase economy, reasonable and appropriate corporate procurement approaches and benchmarking exercises for daily rates.

Recipients need to have an internal audit function in place. This does not need to be a dedicated department but simply appropriate assurance processes/systems in place around risk management, governance etc. An existing accounting department can perform this function.

## 4.1.8 Risk management

This programme aims to achieve transformational change and we recognise that this entails taking some risks. There is a high-risk appetite for innovation. However, there is zero tolerance to fraud and corruption (including potential conflicts of interest) and stringent requirements regarding safeguarding.

Applicants need to demonstrate a good understanding of the key risks to delivering the project and appropriate proposals for the management of these risks. Applicants will need to complete a risk register indicating the top risks to the delivery of the project including the probability and severity of each and an appropriate mitigation strategy.

### 4.1.8.1 Security and safeguarding

The security and safeguarding of the project team and stakeholders is a top priority for UK PACT. Applicants should outline their approach to addressing security appropriately for the region in which they plan to operate. Security and safeguarding considerations should be fully considered, mitigated and resourced. This should include a description of the procedures that will be followed, the resource that will be committed, security advice and expertise that will be leveraged and previous experience of working in the Nigeria context.

## 4.1.9 Budget

The total cost to UK PACT of the project delivery should be no more than £1,000,000 per year, however as previously discussed, applicants are welcome to apply for co-funding to supplement the UK PACT grant. Only eligible activities should be claimed as part of the budget and labour rates should not exceed benchmarked rates. A full description of eligible activities which can be claimed as part of the grant funding can be found in Annex 1.

Budgets should be inclusive of all activities required to fully achieve the project's stated goals, including disseminating evidence of effectiveness and translation activities. Any significant additions or changes to the budget during implementation will need to be approved by the UK PACT programme team before payment. It should also be noted, that any commitments made to address gender and social inclusion aspects as part of the application should be assigned appropriate budgetary resource.

UK based applicants should note that all eligible expenditure should be included in the budget net of Input VAT (value added tax), which is recoverable from HM Revenue and Customs. If organisations are based outside of the UK, they will need to include any applicable local taxes in the submitted budget as these are considered eligible costs.

**HMG (through UK PACT) does not recover this tax and it is up to the organisation in question to deal with their tax duties locally. The budget constraints are the same for all eligible organisations.**

The task-based budget template will be supplied to shortlisted applicants and this template must be used. Any submission not in this form will not be considered. Full guidance on how to complete budget template can be found within the spreadsheet.

The project outputs, tasks and timings (by quarter) laid out in the project plan in Section 5 of the application form and described here in section 4.1.4, should be directly reflected in the budget. The budget should clearly demonstrate how each task for which funding is being requested, relates to the intended output, and is thus contributing to the programme aim.

In case of cross-cutting activities or costs, it is necessary to break it down by the amount of time or efforts that contributes to different outputs. Resource required to deliver the programme requirements for GESI mainstreaming and MEL should be appropriately resourced in the budget.

**Please ensure that security considerations are suitably resourced.**

## 5 Due diligence

Due diligence checks will be performed on all applications both at EOI stage and when final project selections are made. The due diligence process will primarily focus on the lead implementing partner but will also assess their ability to manage downstream partners and cascade relevant policies and processes down the delivery chain.

When the EOI is submitted for a project, due diligence checks will cover areas including involvement in bribery, corruption, fraudulent activity, environmental/human rights violations, professional misconduct and current litigation/criminal records. Applicants will only be contacted if any clarification is needed or if any major risks are highlighted.

After the full application selection process, further due diligence checks will be performed on successful applicants. This will require projects to submit a self-declaration along with other relevant supporting documents, such as policies to control risk and mitigate against fraud and corruption, a certificate of incorporation/business certificate or national equivalent, insurance certificates (professional indemnity, public liability, employers' liability), staff vetting measures, and quality assurance arrangements. A full list of documentation required for the due diligence process will be provided to shortlisted/successful applicants. This form will be made available to successful applicants.

The organisation's procurement approach and/or policy will also be reviewed as part of the due diligence process before award to determine suitability to administer project related procurement exercises. Where relevant, and if organisations do not already have a procurement policy in place, UK PACT may provide guidance on appropriate procurement approaches and/or the adoption of a procurement policy.

**Should risks be identified that are too significant, a project may be excluded from receiving funding.**



# 6 Assessment

## 6.1 Assessment method

All applications (at both EOI and full proposal stage) will be assessed using the following criteria. Applicants will be notified of the outcome of the assessments via email. Information concerning the timeframes for feedback will be provided when the application is submitted and more detail on the programme timeline can be found on the Nigeria-UK PACT [website](#).

## 6.2 Selection criteria

All the assessment criteria (excluding the eligibility criteria) will be scored from 1 to 5 using the definitions described in Table 1.

**Table 1** Scoring definitions

| Score | Description   |
|-------|---|
| 1     | Not Satisfactory: Proposal contains significant shortcomings and does not meet the required criteria.                 |
| 2     | Partially Satisfactory: Proposal partially meets the required criteria, with one or more moderate weaknesses or gaps. |
| 3     | Satisfactory: Proposal mostly meets the required criteria, with one or more minor weaknesses or gaps.                 |
| 4     | Good: Proposal meets the required criteria, with moderate levels of assurance.  |
| 5     | Excellent: Proposal fully meets the required criteria with high levels of assurance.                                  |

### 6.2.1 Expression of interest

#### 6.2.1.1 Project eligibility Criteria

The eligibility criteria are described in section 3.1.3. To progress in the application process, the project must meet all these criteria. These criteria will be assessed as pass/fail.

#### 6.2.1.2 Potential for transformative change

The project selection criteria described in section 3.1.4 will be used to assess the potential for transformative change of a project. This requirement of all ICF funded projects is described in greater detail in section 0. This section of the EOI assessment will contribute 60% of the total score and the breakdown of this assessment is illustrated in Table 2.

**Table 2** Criteria and weightings for assessing the potential for transformative change

| Assessment Criteria                | Weighting (contributing to 60% of total score) |
|------------------------------------|--|
| Political will and local ownership | 30%  |
| Leverage                           | 15%  |
| Sustainability                     | 20%  |
| Novelty                            | 15%  |
| Gender and inclusion               | 20%  |

### 6.2.1.3 Deliverability

The deliverability of the project will be assessed to determine the expected likelihood of successful delivery of the project. This section of the EOI assessment will contribute 40% of the total score and the breakdown of this assessment is illustrated in Table 3.

**Table 3** Criteria and weightings for assessing the project deliverability

| Assessment Criteria     | Weighting (contributing to 40% of total score) |
|-------------------------|--|
| Project plan            | 40%  |
| Risk management         | 20%  |
| Project team experience | 40%  |

## 6.2.2 Full proposal

### 6.2.2.1 Potential for transformative change

The project selection criteria described in section 4.1.5 will be used to assess the potential for transformative change of a project. This requirement of all ICF funded projects is described in greater detail in section 0. This section of the full proposal assessment will contribute 50% of the total score and the breakdown of this assessment is illustrated in Table 4.

**Table 4** Criteria and weightings for assessing the potential for transformative change

| Assessment criteria                | Weighting (contributing to 50% of total score) |
|------------------------------------|--|
| Relevance and strategic fit        | 25%  |
| Political will and local ownership | 25%  |
| Leverage                           | 10%  |
| Sustainability                     | 15%  |
| Novelty                            | 10%  |
| Gender and inclusion               | 15%  |

### 6.2.2.2 Deliverability

The deliverability of the project will be assessed to determine the expected likelihood of successful delivery of the project. This section of the full proposal assessment will contribute 30% of the total score and the breakdown of this assessment is illustrated in Table 5.

**Table 5** Criteria and weightings for assessing the project deliverability

| Assessment criteria     | Weighting (contributing to 30% of total score) |
|-------------------------|--|
| Project plan            | 30%  |
| Risk management         | 15%  |
| Project team experience | 30%  |
| Stakeholder engagement  | 25%  |

### 6.2.1.3 Value for money

It is essential for the whole UK PACT programme that the grant funding is delivering value for money. Therefore, projects will be assessed on how well they demonstrate value for money throughout the application. Projects will be assessed against the criteria of:

- Economy (spend less)
- Efficiency (spend well)
- Effectiveness (spend wisely)
- Equity (spend fairly)
- Cost-reasonableness (spend reasonably)

These criteria include considerations such as personnel day rates, co-funding or project synergies to amplify impact, leveraging existing networks and budget items which clearly and directly relate to the delivery of the outputs.

This section of the full proposal assessment will contribute 20% of the total score and the breakdown of this assessment is illustrated in Table 6.

**Table 6** Criteria and weightings for assessing the project value for money

| Assessment criteria | Weighting (contributing to 20% of total score) |
|---------------------|--|
| Cost-reasonableness | 50%  |
| Value for money     | 50%  |

### 6.2.2.4 Portfolio considerations

In addition to scoring against criteria, projects will be carefully selected to ensure a balanced and complementary portfolio balanced in theme, region and levels of novelty.

Final project selections will be made using the following criteria:

- All projects selected must pass a minimum threshold
- If two or more projects have passed the minimum threshold but have similar outcomes and focus the proposal with the highest score will be chosen. In order to achieve a balanced portfolio, we will not fund the same idea through multiple projects
- The portfolio of projects selected must meet our budget envelope

# 7 Contracting

After successful applicants have completed the due diligence process and no major risks have been identified, the grant agreement will be prepared based off the draft grant agreement and the project plan and associated tasks, milestones and budget defined in the full proposal.

The finalisation of the project outputs and the tasks for which grant claims will be made, will be a collaborative process between the grantee and the Grant Manager (ICF Consulting) to refine the proposed plan. This will help to ensure that the project plan will deliver real and measurable impact and value or money whilst also being achievable and not un-reasonably ambitious.

After completion, the grant agreements will be issued to the grantee prior to being counter-signed by BEIS.

## 7.1 Grant agreement

The value and quarterly breakdown of grant funding will be agreed through the signing of a grant offer letter and the grant agreement. Prospective applicants should review the terms and conditions of the draft grant agreements and seek advice if necessary, to confirm that these agreements are satisfactory. Applicants will also be expected to have appropriate agreements in place with any consortium partners before the start of the project.

Grantees are required to accept the terms of the grant agreement to participate in UK PACT and the grant terms are non-negotiable. As the UK PACT will be funding a wide range of different organisations with different requirements, a number of clauses in the grant agreement state that they only apply "where applicable" to accommodate some of these differences.

If these clauses do not apply to any grant recipient then they are not required to abide by them. If the grant recipient is unable to comply with any of the mandatory clauses in the grant agreement (i.e. where is not stated "where applicable") then they will not be eligible to receive funding.

## 8 Implementation of projects

### 8.1 Project kick-off

A project kick-off meeting will be held between the Grant Manager (ICF Consulting) and the grantee at the start of the project implementation period.

The kick-off meeting will review the:

- Delivery plan
- Risk mitigation steps
- Progress reporting requirements
- Other guidance for project implementation as required (e.g. gender and social inclusion, project delivery emissions reductions methods etc.)

### 8.2 Assets and branding

Whenever feasible, the project should acknowledge UK PACT, HMG and BEIS to be the source of the project funding. The requirements for this, along with the expectations for programme communications and promotion are detailed in the grant agreement.

### 8.3 Payment process

Grant payment will only be disbursed after the project activities and associated milestones set out in the grant agreement have been validated to have been met. This will require the grantees providing evidence of completed project activities. The lead implementing partner will be the sole recipient and will be responsible for disbursing the amount to consortium members

By default, payments will be made in arrears for completed tasks, in GBP via expenses invoiced. It is therefore necessary that the project has appropriate accounting systems in place to receive payments in this way and manage the funds responsibly.

Approval for movement between budget lines that is equal to or greater than 10% of the budget line in question must be sought from the Grant Manager before any adjustments are made to the budget.

### 8.4 Monitoring and reporting

Grantees will be required to report quarterly against a defined template on project results and project management aspects and this will form the basis of project evaluation.

The Grant Manager will be monitoring progress against the project theory of change shown in 1Figure 1 and the expected outputs and outcomes defined in the project proposal and subsequently in the grant agreement.

### 8.4.1 Quarterly reports

Grantees shall submit quarterly reports to the Grant Manager including evidence, such as project reports, data and photographs to validate grant outputs. Quarterly reports shall present project management progress as well as results. Grantees shall be required to report quarterly on:

- Project results (either outputs or outcomes)
- A detailed description of the result that occurred
- The beneficiaries
- Project management aspects including budget and expenditure to date, project plan slippage and changes to the risk register

### 8.4.2 Annual reports

In line with the Government Functional Standard for General Grants, grantees will be required to submit a 'reasonable assurance report', provided by an external auditor, at the end of each 12-month period starting from the date of the grant and at the end of the funding period to demonstrate that they have spent the grant money according to their contractual obligations.

The Project Quarterly Work Plan and Eligible Expenditure form should be presented to an external and independent qualified auditor at the end of the funding period as per clause 19.18 of the grant agreement to support the reasonable assurance report. This report should state whether, in the opinion of the independent auditor, the grant paid to the grant recipient, was applied in accordance with the agreement. The reasonable assurance report is not an audit on an organisation. This cannot be provided by an internal accountant.

### 8.4.3 End of project report

Grantees shall submit a project completion report to ICF Consulting within four weeks of the completion of their projects. This shall include an assessment of the outcomes compared to the objectives. The end of project reporting will document the expected outcomes beyond the scope of the project grant agreement, the stakeholders responsible for driving those outcomes and when they are expected to happen.

### 8.4.4 Case study

Grantees shall submit a case study upon request at the end of the project.

Grantees will be required to submit a case study to the UK PACT delivery team following the successful completion of their project and within four weeks of the project completion.

## 8.5 Gender Equality and Social Inclusion

At the commencement of project implementation, in order to meaningfully mainstream GESI and principles of "do no harm", grantees will be supported to carry out a GESI-informed context analysis and assess how their interventions interact with that context, taking steps to prevent harm and maximise positive impact, as well as develop a detailed GESI action plan.

Throughout project implementation, grantees are responsible for:

- Continuously reflecting on how their interventions may cause unintended negative effects and take immediate steps to mitigate these



- Engaging communities in every stage of the programme, and – to the extent possible – building their capacity as decision-makers through specific activities
- Implementing accountability and complaints mechanisms throughout project and organisational structures, creating a safe space for feedback from beneficiaries and stakeholders to be incorporated into future project planning
- Continuously monitor progress against actions set in the GESI Action Plan, establishing strong accountable monitoring and evaluation processes to guarantee follow-through on GESI commitments, appropriate disaggregation of data, and collation of case studies and stories

## 8.6 Funding closure

At the end of the project, as well as the project completion report, the grantee shall submit an exit form to ICF Consulting. This will consist of a case study, including:

- A project overview
- How the project concept was developed
- Why UK PACT funding was needed
- What was achieved
- What was novel about the project
- The benefits and lessons learned from the project

## 9 Contact details

In addition to the guidance notes and the programme webpage and email enquiry support will be available to applicants. Applicants may submit their enquiries to [nigeria@ukpact.co.uk](mailto:nigeria@ukpact.co.uk).

# Annex 1 Eligible costs

| Cost category  | Note  |
|--|---|
| Desktops, laptops, printers, scanners, cameras, etc  | <b>UK PACT does not support this category.</b> If project needs to purchase items in this category, please seek funding from other sources. |
| Office rental  | <b>UK PACT does not support this category.</b> If project needs to purchase items in this category, please seek funding from other sources. |
| Salaries (excluding labour charged by day rate – please see below)   | <b>UK PACT does not support this category.</b> If project needs to purchase items in this category, please seek funding from other sources. |
| Officials to attend meetings, seminars, etc.   | <b>UK PACT does not support this category.</b> If project needs to purchase items in this category, please seek funding from other sources. |
| Acquisition of software  | <b>UK PACT does not support this category.</b> If project needs to purchase items in this category, please seek funding from other sources. |
| Principal expert/day (8 hours)<br>(expert who provides essential international expertise needed for the research/study)    | The level of pay across the project team should reflect the nature of work and seniority of implementers.                                   |
| Senior expert/day (8 hours)<br>(expert who provides key consultancy and analytical work for the research/study)            |   |
| Expert day (8 hours)<br>(expert who provides general consultancy and analytical work for the research/study)               |   |
| Junior expert/day (8 hours)<br>(personnel that provide entry-level analytical and consultancy work for the research/study) |   |
| Assistant to expert/day (8 hours)<br>(assist the experts to collect information, carry out research, interviews, etc.)     |   |
| Project manager/day (8 hours)  |   |
| Admin assistant/day (8 hours)  |   |

| Cost category                                 | Note   |
|---|--|
| Accommodation and subsistence per person/day. | Prices are the maximum allowed to spend per day, per person. Note that meals include breakfast, lunch and dinner. Taxis from/to airport/hotel and from/to hotel/project event can be reimbursed with evidence of need. Costs are expected to be reasonable and accurate.   |
| International return flights                  | All need to take economy class for both domestic and international flights.  |
| Domestic return flights                       | All need to take economy class for both domestic and international flights.  |
| Event venue cost per person/day               | This should be the baseline standard that includes: 1 meeting conference room for 8 hours; 1 buffet lunch; 2 coffee/snack breaks; basic audio-visual equipment; pen, writing pads, and iced water etc.   |
| Consecutive and simultaneous interpretation   | This applies to interpretation carried out within the target country and internationally for one full working day.   |
| Translation                                   |  |
| Other   | If you select "other", a description of how the cost is relevant to the project should be included.  |
| Administrative costs/overhead costs           | It includes costs those incurred in the day-to-day delivery of the proposed project (normal operating costs) that supports the delivery of the projects. For example, human resources, space and premises costs and other costs to keep the organisation functioning. It should be limited to no more than 5% of the total budget. Construction of overheads should be transparent and can be linked back to an organisation's financial accounts. |

### FURTHER GUIDANCE REGARDING ELIGIBLE EXPENDITURE

All Eligible Expenditure must be claimed net of Input VAT which is recoverable from HM Revenue and Customs, exceptions can be made where VAT is Irrecoverable, please flag and discuss this when submitting your budget.

The following costs/payments will be classified as Eligible Expenditure if made for the purposes of the Funded Activity:

- I. The Grant Recipient should pay for the accountant's reports, unless there was a very clear Ministerial/Parliamentary intention that the grant can be used for this purpose.
- II. giving evidence to Select Committees;
- III. attending meetings with Ministers or officials to discuss the progress of a taxpayer funded grant scheme;

- IV. responding to public consultations, where the topic is relevant to the objectives of the grant scheme. This does not include spending government grant funds on lobbying other people to respond to the consultation;
- V. providing independent, evidence-based policy recommendations to local government, departments or Ministers, where that is the objective of a taxpayer funded grant scheme, for example, 'What Works Centres'; and
- VI. providing independent evidence-based advice to local or national government as part of the general policy debate, where that is in line with the objectives of the grant scheme.
- VII. Grant recipients should be transparent in the way they are constructing the overheads and represent good value for money. Upon request from the authority, the relevant documentation related to overheads need to be made available for the assessment of Value for Money or for audit purposes.
- VIII. Where possible overheads should be split out and included as a separate line in the budget, however if operating costs relating to these categories are already included in day-rates, this is also acceptable, although a breakdown of the overhead and salary cost will need to be included in the notes so that we can see what the overall indirect cost charged to the project is when submitting the full budget at full proposal stage.
- IX. Normal operating costs relating to office rentals, IT and equipment costs are allowed to be included as overheads.

A payment is defined as taking place at the moment when money passes out of Grant Recipient control. This may take place when:

- I. Legal tender is passed to a supplier (or, for wages, to an employee);
- II. A letter is posted to a supplier or employee containing a cheque; or
- III. An electronic instruction is sent to a bank/building society to make a payment to a supplier or employee by direct credit or bank transfer.

The Grant Recipient must not deliberately incur liabilities for Eligible Expenditure in advance of need; nor pay for Eligible Expenditure sooner than the due date for payment.

## INELIGIBLE EXPENDITURE

The following costs must be excluded from Eligible Expenditure:

- I. Payment that supports for lobbying or activity intended to influence or attempt to influence UK Parliament, Government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action;
- II. using grant funding to petition for additional funding;
- III. input VAT reclaimable by the Grant Recipient from HMRC; and
- IV. payments for activities of a political or exclusively religious nature.
- V. Goods or services that the Grant Recipient has a statutory duty to provide;
- VI. Payments reimbursed or to be reimbursed by other public or private sector grants
- VII. Contributions in kind (i.e. a contribution in goods or services, as opposed to money);

- VIII. Depreciation, amortisation or impairment of Fixed Assets owned by the Grant Recipient;
- IX. The acquisition or improvement of Fixed Assets by the Grant Recipient (unless the grant is explicitly for capital use – this will be stipulated in the Grant Offer Letter);
- X. The acquisition of software by the Grant Recipient;
- XI. Interest payments (including service charge payments for finance leases);
- XII. Gifts to individuals other than promotional items with a value of no more than £10 a year to any one individual.
- XIII. Entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations);
- XIV. Statutory fines, criminal fines or penalties; or
- XV. Liabilities incurred before the issue of this funding agreement unless agreed in writing by the Funder.
- XVI. Contingency and exchange rate fluctuations are not eligible overhead costs.
- XVII. Cost rates cannot include a profit margin.
- XVIII. The cost of reasonable assurance report by an external independent qualified auditor is not an eligible expense.

# Annex 2 Portal user manual

This document provides detailed steps you should follow when submitting your application on the Nigeria-UK PACT Application Portal.

It shows step by step the following:

- How to log in into the Nigeria-UK PACT Application Portal
- How to change password
- How to start your application
- How to upload files
- How to submit the application form

If you have any queries or need a support, please contact the Nigeria-UK PACT delivery team via e-mail on [nigeria@ukpact.co.uk](mailto:nigeria@ukpact.co.uk).

## 1 Registering

1. Go to [the application portal](#)
2. Click “Register” button in the top right corner.

**Figure 5** Welcome screen of the UK PACT Application portal



3. The Nigeria – UK PACT privacy policy will be displayed. If you agree choose “Yes” and then “Continue”.
4. Register using the email address that you wish to be used for all future programme communication and a memorable password.
5. You will need to verify your email address before you can log in. Check your email inbox for a registration email from UK PACT and click on the link in the email.



## 2 Logging in

1. Go to the [application portal](#)
2. Log in via “Login” button in the top right corner.

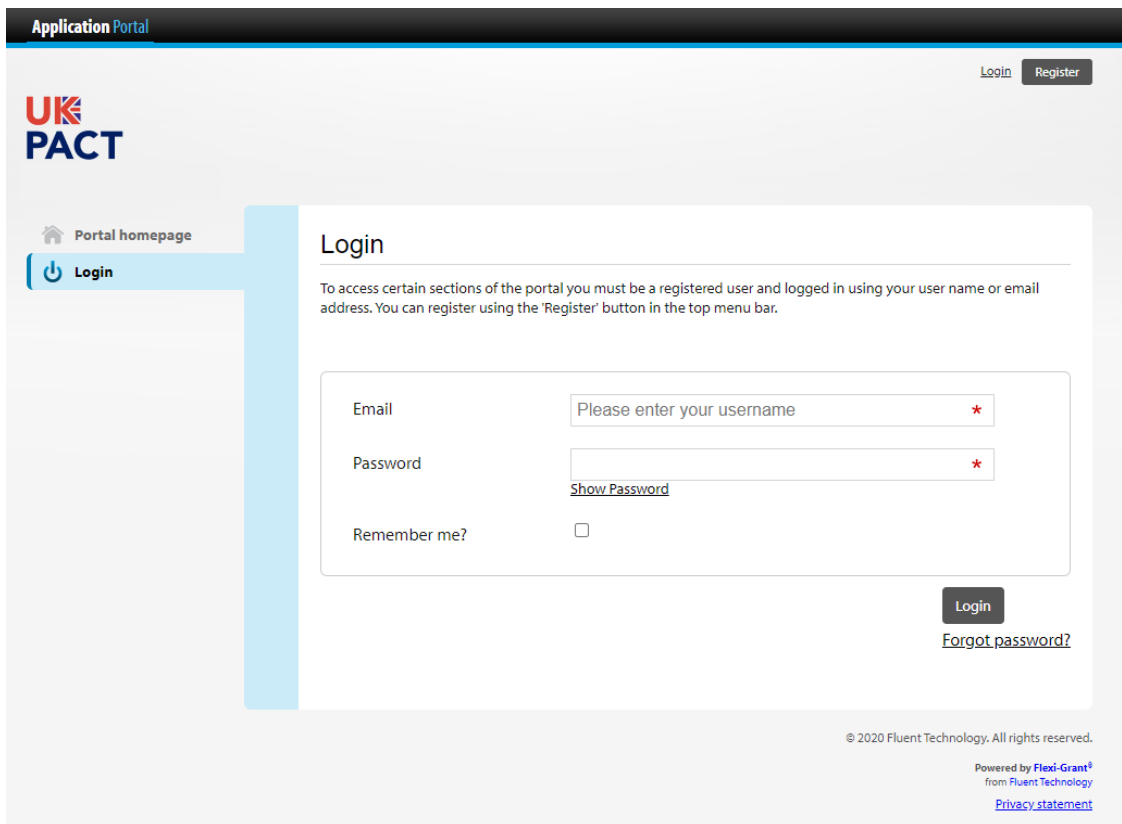
**Figure 6** Welcome screen of the UK PACT Application portal



3. Enter your Email and password to log in.

To get advice on how to change your password see section 6. in this document

Figure 7 Login screen



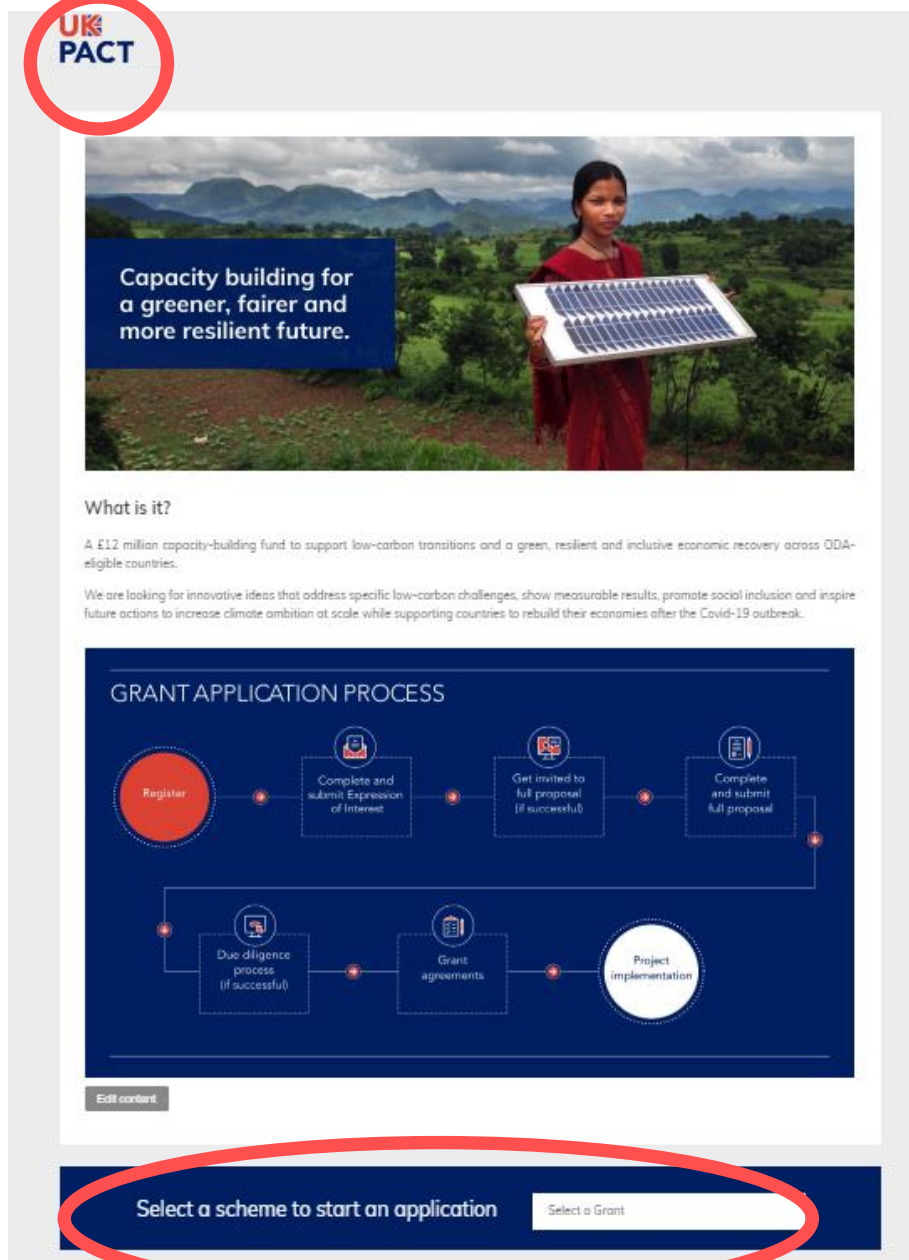
### 3 Starting an application

1. Now you see the homepage.

You can go to the homepage anytime by clicking UK PACT logo.

2. To begin your application form, find the blue field and select the relevant application allowing you to start your application. You might have to scroll down.

**Figure 8** Homepage of the UK PACT Application portal

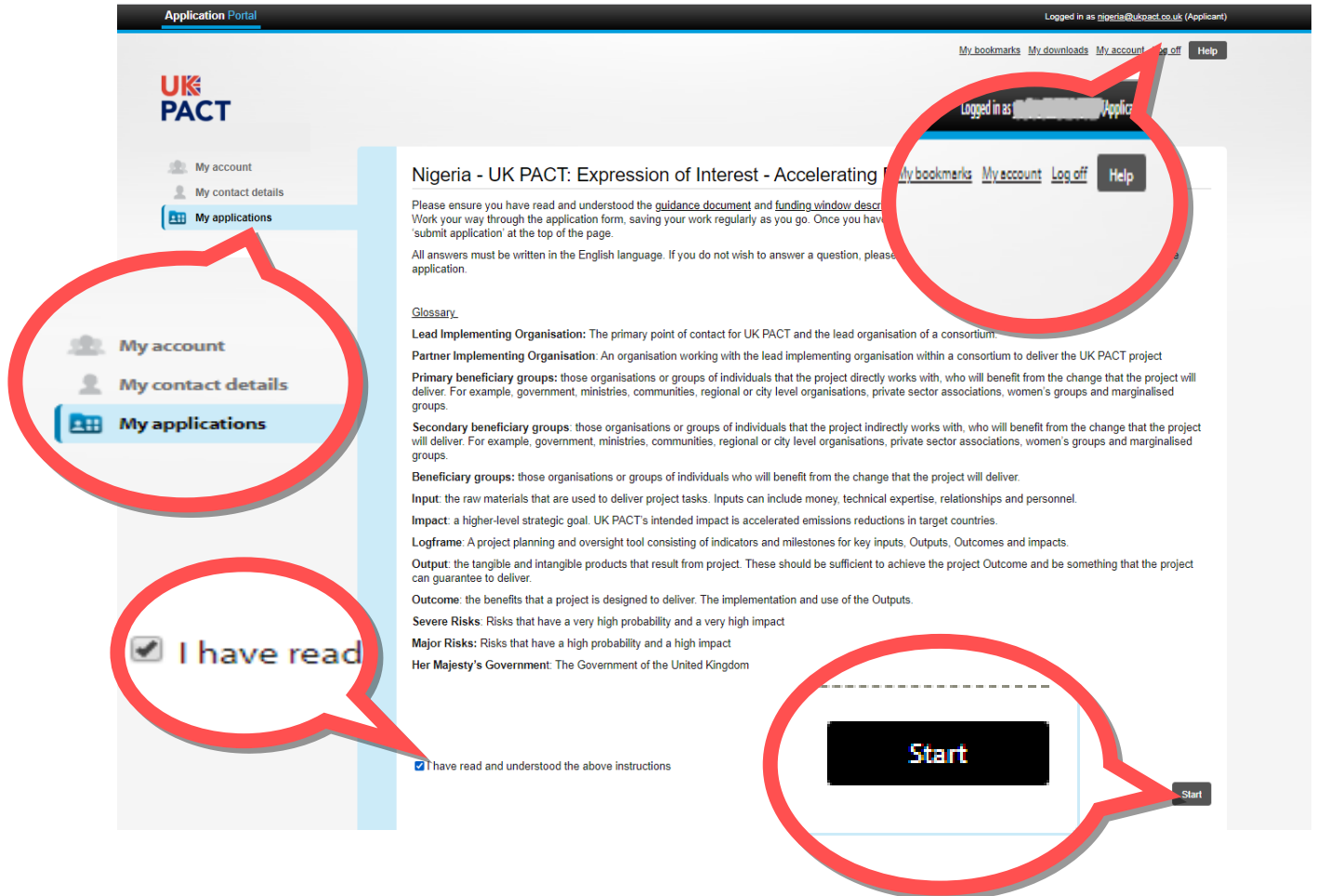


3. It takes you to “My application”.

Access to this screen is also possible via “My account” in the top right corner followed by “My applications” on the left-hand side.

4. Choose your application from the list and select “Start”.

Figure 9 Application overview screen



5. Read instructions.
6. Tick "I have read and understood the above instructions".
7. Click "Start".
8. You will now be asked to enter the contact details of the primary organisation who will be delivering the project.

**Figure 10** Primary organisation contact details

[view instructions](#)

### Update Details

As part of the application process we require your contact information. The contact information entered here is stored on an application by application basis and can be separate from your account details. If you enter details below that are different to your account, we will ask if you want to update your account contact details. Updating your account details is optional.

---



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#### Primary Organisation Information

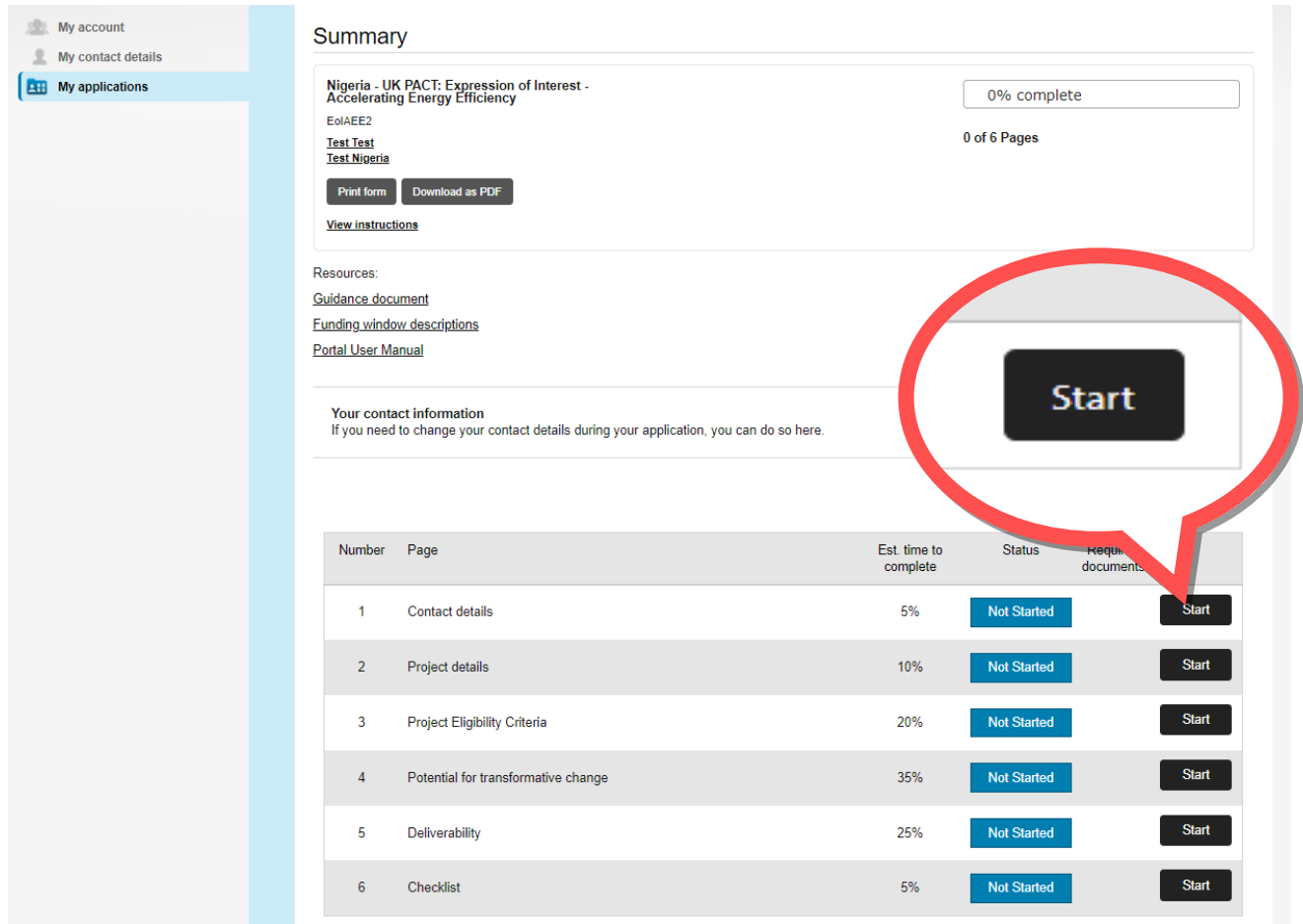
We need to know which organisation you represent for this application. The organisation information entered here is stored on an application by application basis, and can be separate from your account details. If you enter details below that are different to your account, we will ask if you want to update your account details. Updating your account details is optional.

|               |  |  |  |
|---------------|--|--|--|
| Name          | <input type="text" value="Enter the organisation name"/> |  |  |
| Type          | <input type="text" value="Please Select..."/> *          |  |  |
| Phone Number  | <input type="text" value="Enter organisation Phone"/>    | <input type="text" value="Please Select"/> |  |
| Email Address | <input type="text" value="Enter Email Address"/>         | <input type="text" value="Please Select"/> |  |
| Address       | <input type="text" value="Enter Address line 1"/>        |  |  |
|               | <input type="text" value="Enter Address line 2"/>        |  |  |
| City          | <input type="text" value="Enter City"/>                  |  |  |
| County        | <input type="text" value="Enter County"/>                |  |  |
| Postcode      | <input type="text" value="Enter Postcode"/>              |  |  |
| Country       | <input type="text" value="United Kingdom"/>              |  |  |

9. The next screen will provide brief instructions explaining how to use the application form. Please familiarise yourself with this.

10. Select "Start".

Figure 11 Application form summary screen



**Summary**

Nigeria - UK PACT: Expression of Interest - Accelerating Energy Efficiency 0% complete

EolAEE2 0 of 6 Pages

[Test Test](#)  
[Test Nigeria](#)

[Print form](#) [Download as PDF](#)

[View instructions](#)

Resources:

[Guidance document](#)  
[Funding window descriptions](#)  
[Portal User Manual](#)

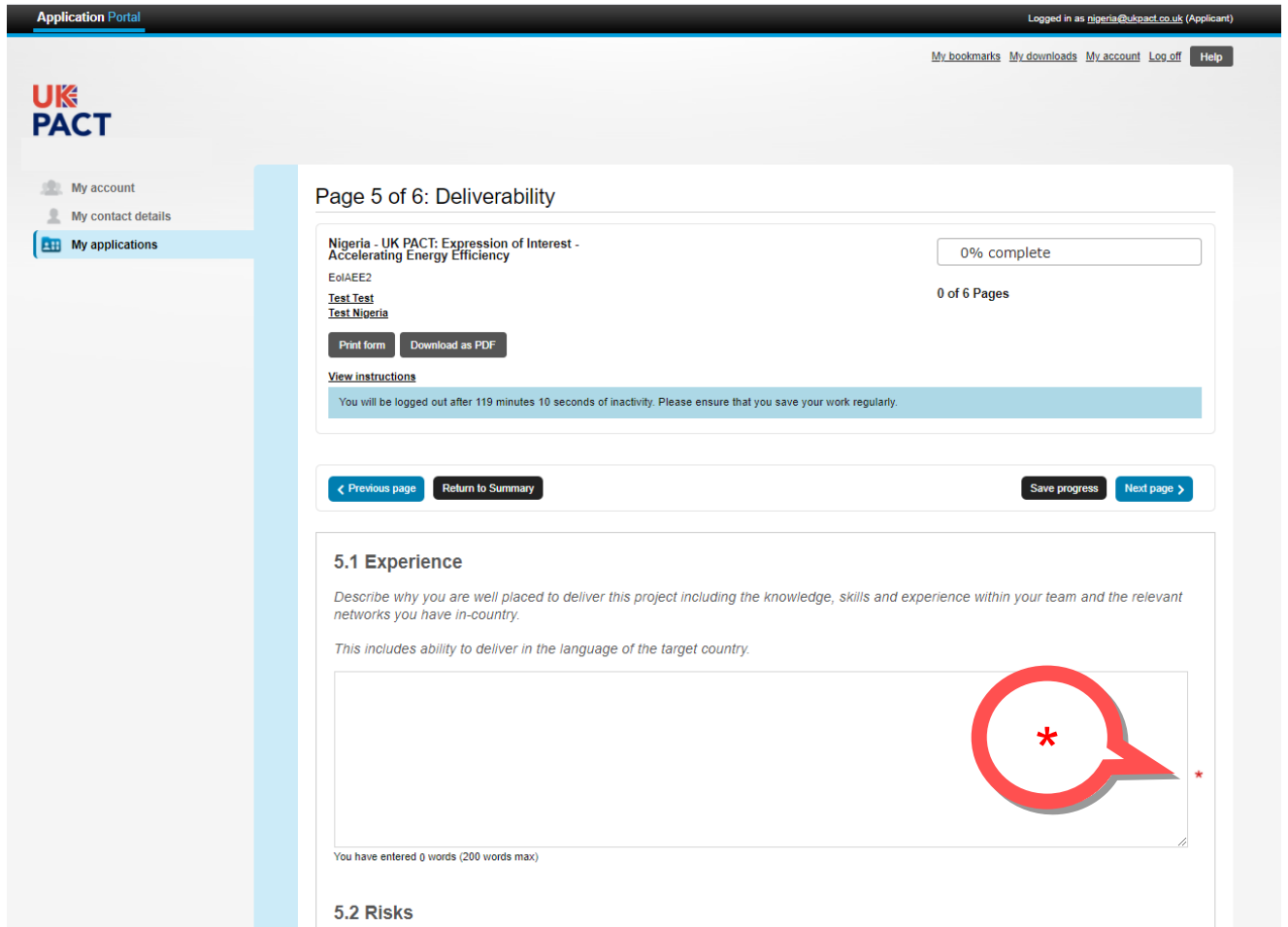
Your contact information  
If you need to change your contact details during your application, you can do so here.

| Number | Page                                | Est. time to complete | Status      | Required documents    |
|--------|-------------------------------------|-----------------------|-------------|-----------------------|
| 1      | Contact details                     | 5%                    | Not Started | <a href="#">Start</a> |
| 2      | Project details                     | 10%                   | Not Started | <a href="#">Start</a> |
| 3      | Project Eligibility Criteria        | 20%                   | Not Started | <a href="#">Start</a> |
| 4      | Potential for transformative change | 35%                   | Not Started | <a href="#">Start</a> |
| 5      | Deliverability                      | 25%                   | Not Started | <a href="#">Start</a> |
| 6      | Checklist                           | 5%                    | Not Started | <a href="#">Start</a> |

11. All fields marked with \* must be filled to be able to submit the application. If you do not wish to provide an answer then write N/A in the field.

12. If you wish to save your application to return to later, save it by clicking “Save progress”.

Figure 12 Application form screen



## 4 Uploading files

1. For some questions in the application form you will have the option to upload files to support your application. To do so click "Choose your file(s)", then select the files you wish to upload.
2. You will be able to delete uploaded files and make changes only until you click "Save progress".
3. Once the application is submitted, you are no longer allowed to make changes.
4. Once all required documents are uploaded, save it by clicking "Save progress".

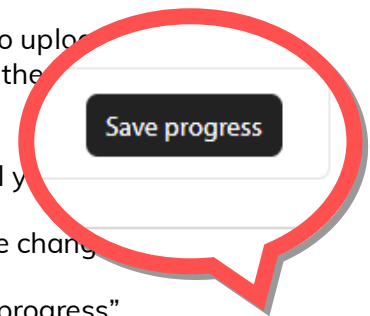
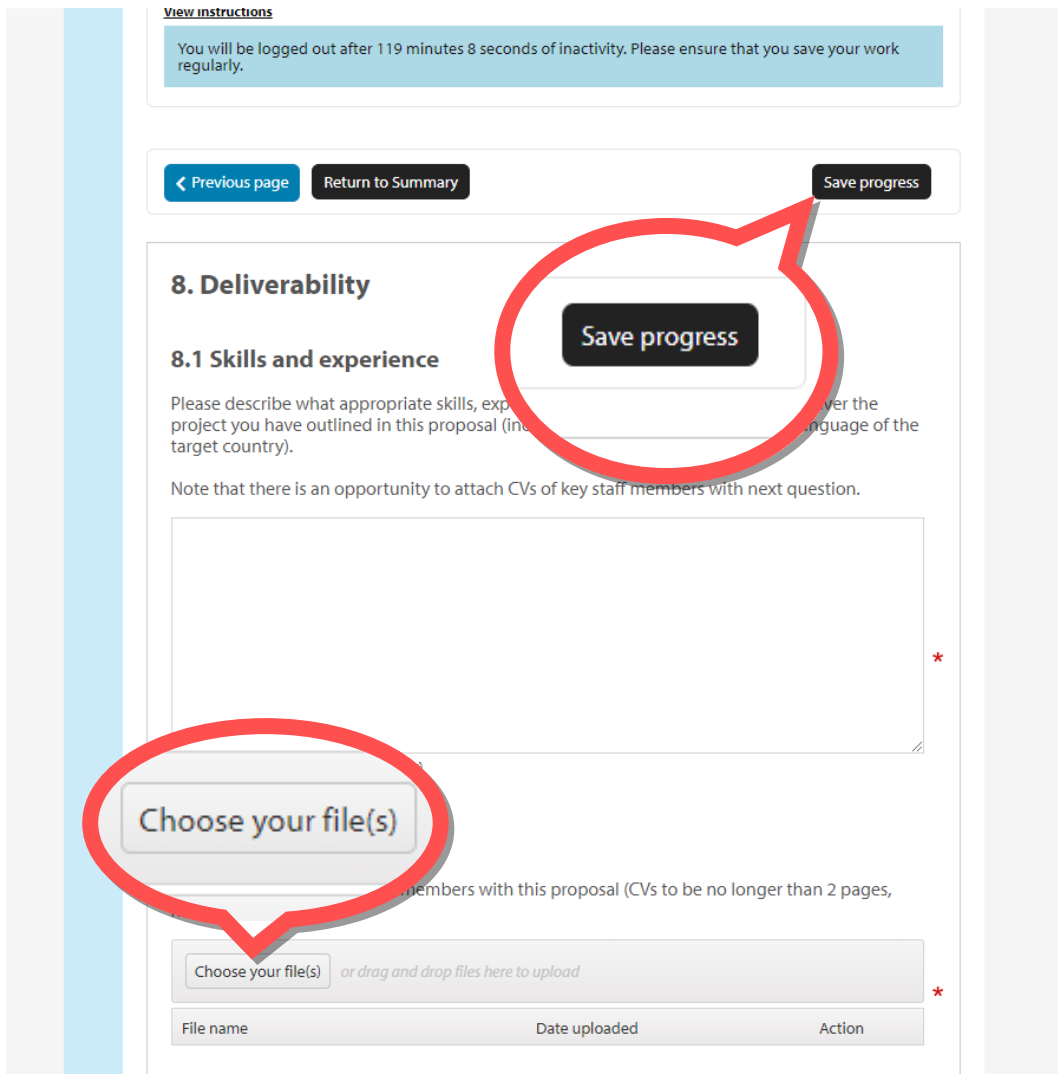


Figure 13 Application form screen



**View instructions**

You will be logged out after 119 minutes 8 seconds of inactivity. Please ensure that you save your work regularly.

[← Previous page](#) [Return to Summary](#) [Save progress](#)

### 8. Deliverability

#### 8.1 Skills and experience

Please describe what appropriate skills, experience and knowledge you have for the project you have outlined in this proposal (include any relevant details in the language of the target country).

Note that there is an opportunity to attach CVs of key staff members with next question.

[Choose your file\(s\)](#)

[Choose your file\(s\)](#) or drag and drop files here to upload

| File name | Date uploaded | Action |
|-----------|---------------|--------|
|-----------|---------------|--------|

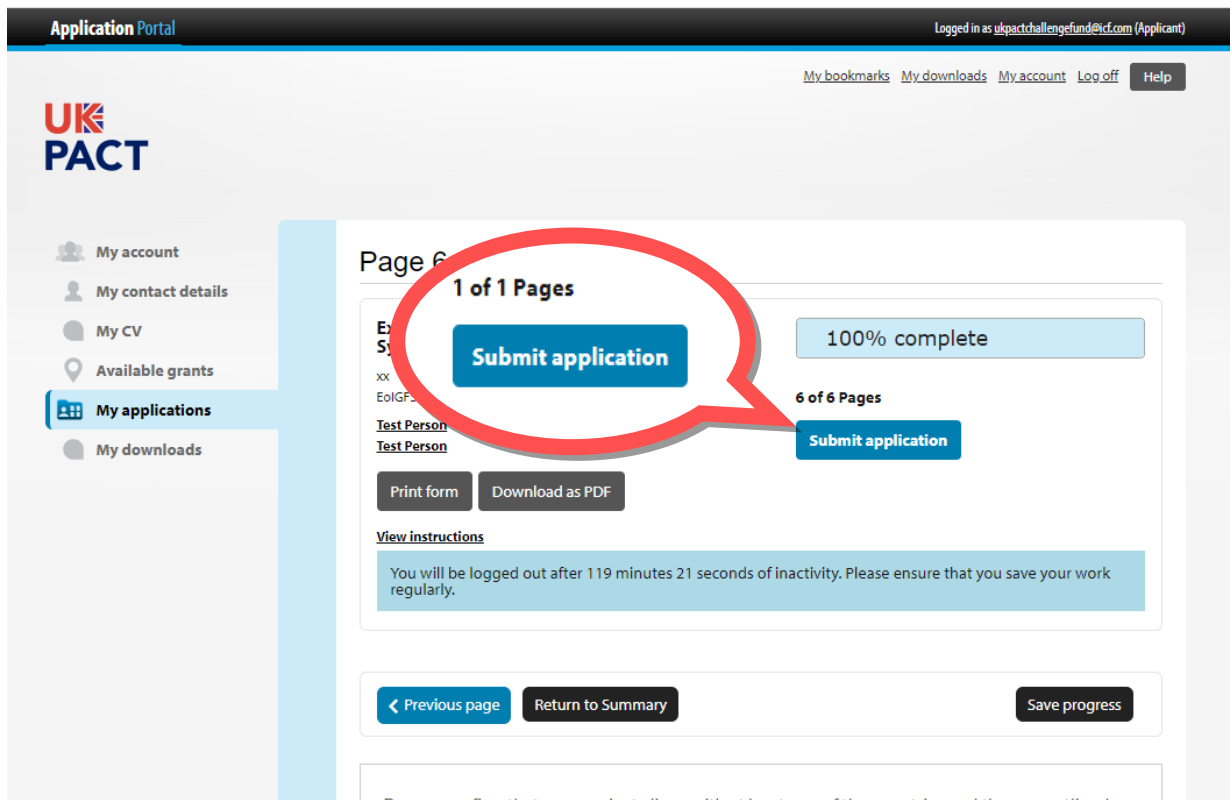
## 5 Submission

1. When everything is completed you are able to submit your application.

**REMEMBER!** Once the application is submitted nothing can be changed within the application form.



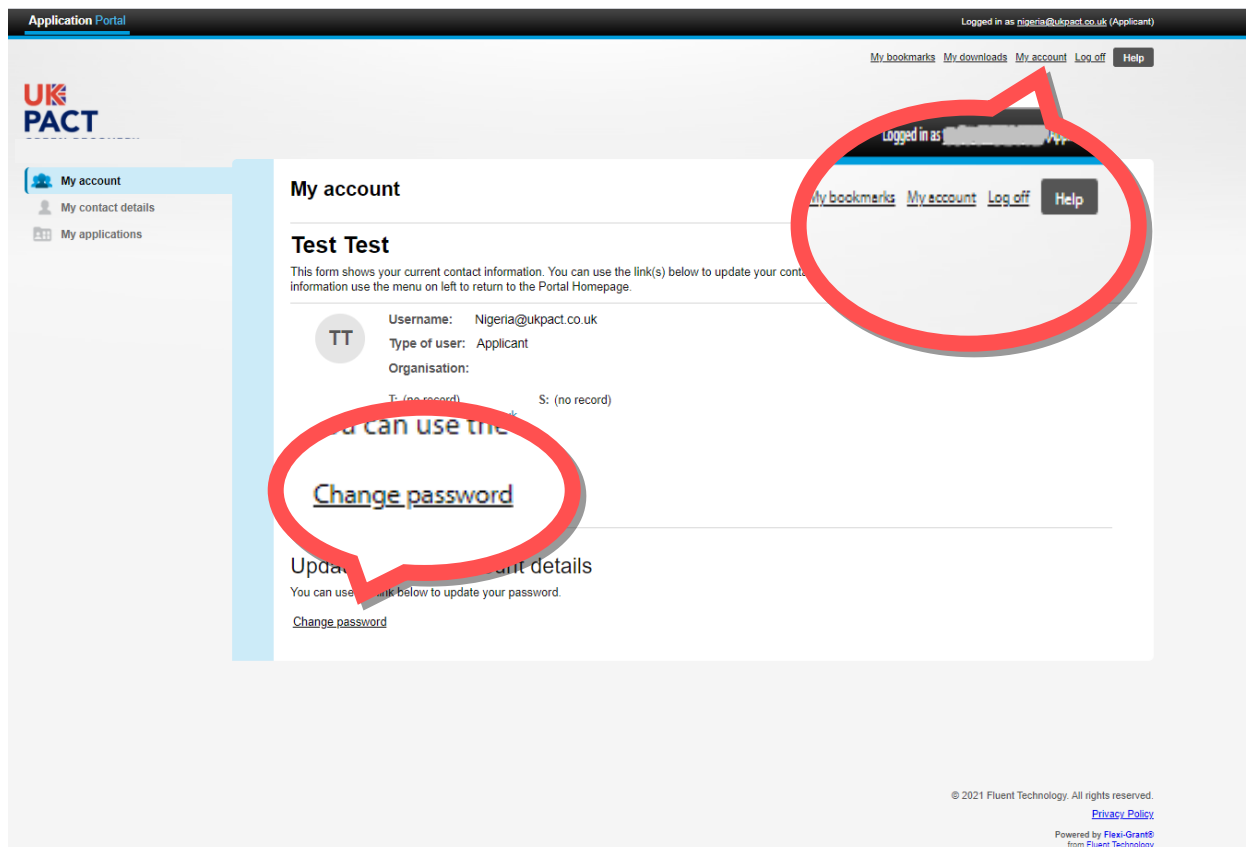
Figure 14 Application submission screen



## 6 How to change your password

1. To change your password, go to “My account”.
2. Click “Change password” and follow the instructions.

Figure 15 Password change screen





Visit our [website](#)  
Nigeria – UK PACT

Email us  
[nigeria@ukpact.co.uk](mailto:nigeria@ukpact.co.uk)