

**Q&A
for**

**RFP Program Leadership, Fund and Project Management for the
Implementation of a Research Program on Young People and
Relational Wellbeing**

1. *In Fondation Botnar's focus countries, you have highlighted 2 countries from West and North Africa and 1 country from East Africa, is it acceptable to add one more country from East Africa to bring a balance? Related to this, Fondation Botnar focuses on other countries from India, Romania, Ecuador, and Colombia. Should the intermediary for this grant submit a RFP for all African countries?*

The focus countries have been defined by the Board of Fondation Botnar on recommendation by the management office based on some selection criteria. In the case of this program, we are open to having research grants beyond our focus countries. We will encourage the applicants from our focus countries as much as possible, but we will open to applicants beyond these. So, if you feel that you want to propose countries please do so. The call for research projects on *Young People and Relational Wellbeing* should be open globally.

The intermediary should not yet submit an application for countries as this RFP is looking for an organisation-at this stage- who will manage the whole program. If you feel that you have specific partners and anchors in some countries who will be key to the success of this program that would be good to mention these in the application.

2. *Would you clarify the focused youth age bracket, or do we use our definition?*

We use the Adolescent Lancet 2016 definition with an age range extended to 10-24 years.

3. *In terms of urban/peri-urban coverage, should we target academic institutions- University, technical and vocational education and training (TVET) and youth settlement groups?*

The research should focus on the urban and peri-urban context. The Program Lead should have experience in these contexts, but the institution of the Program Lead does not need to be located in a city. The research call and the stakeholders for the consultation should be anchored in urban and peri-urban context. We are open to the type of institutions who can participate. Our approach is inter- and transdisciplinary.

4. *In addition to the importance of youth engagement and leadership, does Fondation Botnar also seek to have a dedicated focus on the role of women and girls in this programme?*

Youth engagement should include everyone and at this stage of the programme we do not put an explicit focus on women or girls, as we are still in a conception phase. When a specific aspect/challenge requires a dedicated focus on women and girls, then it should and will certainly be applied.

5. *Would you clarify % the overheads for this grant and personnel Level of effort charges? What is the overhead coverage rate or percentage?*

We leave it to you to show your structure and the percentage of your overheads. We will not have a limit but of course over the years we have made our experience in what is needed to manage such a program and what is the ratio of the pass-through to the grants versus what you need to cover all the activities required. It is important that you provide the details of what you include in the overheads. Please refer to the expenditure categories below for your budget.

Expenditure Categories	Cost types covered (examples) & how to present them in the budget file
1. Project Team & Experts	Salaries - listed for each type of position - for project-specific staff, management/administration staff, outreach workers, medical staff, consultant/service providers, etc. (including social security and pension contributions as well as other benefits). Please make sure to indicate in the corresponding activity description how many identical positions are covered by each line (if more than one) as well as the workload in % or working days per period/event (if not a full-time position).
2. Travel & Transportation	Flight/transport costs, per diems, accommodation costs during travel, etc.
3. Equipment, Materials & Consumables	Technical equipment, furniture, computers, printers, ink/toner, IT systems and software, office materials, vehicles, spare parts, tools, maintenance/repair costs, renovations/constructions, etc.
4. Communication & Publications	Project-specific printed materials (leaflets, brochures, books, guidelines, forms...), TV/radio spots and programs, media events, advertising, promotional materials, review/publication costs, etc.
5. Trainings, Workshops & Meetings	Costs for venue, food/catering, hand-outs, materials used, translation services, etc. (Please include e.g., fees for trainers/facilitators, travel costs, per diems... in the other corresponding categories).
6. Direct Support to Beneficiaries	Monetary or in-kind support provided directly to beneficiaries, e.g., school fees, patient incentives, food and care packages, transport allowances, assistance to foster families, etc.

	Please note that this category is not supposed to be used for small grants for projects identified as part of challenges, calls for proposals within the grant, etc.
7. Monitoring & Evaluation	Data collection, surveys, research, analysis, field supervision and oversight visits, etc. to monitor project activities/results. (Please include staff salaries, consultant fees, IT system and travel costs... in the other corresponding categories)
8. Administrative Costs	Project-specific administration costs not covered by the other categories such as office rent, utilities, phone/internet charges, audits, bank charges, insurances, legal fees, managing other implementers, etc. (Please include e.g., human resource costs, office materials, IT equipment... in the other categories).
9. Pass-through Funds	Funding amounts for sub-projects (sub-grants) which are passed on by the main funding recipient to third parties in order to implement activities that have been identified as part of challenges, calls for proposals, etc. Do not use this category unless confirmed or requested by Fondation Botnar. Please note that this expenditure category is not supposed to be used for presenting a lump sum budget amount for all activities assigned to an implementation partner. Such activities and the corresponding a budget need to be presented with the same level of detail as for the main funding recipient and the implementing organisation indicated in column E.
10. Other Costs	Costs which do not fall under the above-defined categories. The applicant is encouraged to avoid using this category. If used, please provide a clear description of the type of costs covered.
11. Overheads	Costs which cannot be attributed directly to any of the other categories as they are standard overhead/management fees charged by the organization (e.g., for centrally provided HR, accounting or legal services) or linked to cost-sharing agreements with other projects (for rent, utilities, internal communication, insurance, fuel, security, cleaning, etc.). As a general rule, Fondation Botnar does not accept overheads representing more than 10% of the grant budget. In case this percentage is not compatible with your organisation's regulations, please get in touch with Fondation Botnar's management office via grants@fondationbotnar.org . We strongly recommend making sure that all costs that can be directly linked to the proposed project are assigned to the corresponding expenditures categories listed above.

6. *In relation to the provided guidance of CHF 10'000'000 as pass-through funds: Will this amount potentially be spread across the Fondation Botnar focus countries?*

This figure is for calculation purposes. The geographical focus and the number of countries of implementation of the research programme will depend on the details of the call that are to be refined during the preparation phase.

7. *Where is the application form?*

The application form appears as a set of questions for you to answer, which you should be able to find on pp 7-8 of the RFP. If this does not appear in the version you received, you can find it on the website at:

https://www.fondationbotnar.org/wp-content/uploads/2022/03/YPRWB-RFP-for-Intermediary_final_inclAnnexes.pdf

8. *Regarding the application form: is there any limitation on characters or words per question?*

No there is not.

We are, however, mindful of the time and resources of our applicants, so we encourage you to be as short and concise as possible. We will always reach out to you in case we feel something is missing or if we require more information on a certain question. Please aim to keep your application form to a maximum of 10 pages.

9. *Our organisation could provide the intermediary services and we also have academic members who would apply for a research grant. Would that be possible with a solid governance process?*

Unfortunately, it will not be possible. We recommend that you decide for which you set the priority and want to apply for.

10. *Regarding the preparation phase (July-October 2022): Could Fondation Botnar provide an approximate level of effort that will be needed during this period?*

We can't put an exact number on the level of effort required during this phase, as this depends on multiple factors. This phase will be agreed upon in close dialogue with the selected programme and fund management organization and remain within reasonable and mutually productive limits.

11. *Is the thematic description included in the call for proposals indicative or restrictive and should we only focus on those topics?*

The call for proposal is in a draft version. We will be able to change and we expect that there will be inputs from the Programmer Leader and from the consultation process.

We did a landscaping and tried to suggest these themes to create synergies with our other funding streams.

12. *Can the team leading the proposal can also be part of the people coordinating the research or these two functions could be incompatible?*

The fund and program management exclude being an applicant and receiving research funding to avoid Conflict of Interest. Potential coordination between the various research projects will be in the responsibility of the intermediary and is part of the overarching cross-learning and communication that we expect from the intermediary. The leading team could be coordinating. Note that the Advisory Group will not have any operational role.