



Review of the Innovation Grant Facility (IGF) Guidelines

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INNOVATION DEVELOPMENT AND EFFECTIVENESS IN THE ACQUISITION OF SKILLS (IDEAS) PROJECT
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Innovation Grant Facilities (IGF)



INNOVATION DEVELOPMENT AND EFFECTIVENESS IN THE ACQUISITION OF SKILLS (IDEAS) PROJECT (IDA: 166239)

Training Outline

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Project Objectives, Components & PIU

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Characteristics of the IGF Projects

The Process and Procedures for the Selection

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Introduction

- The Innovation Development and Effectiveness in the Acquisition of Skills (IDEAS) Project is a World Bank assisted Project of the Federal Government of Nigeria (FGN) through the Federal Ministry of Education (FME) as the implementing agency.
- The IDEAS Project seeks to strengthen the labour market fit for skills development in Nigeria by unlocking essential system drivers for quality and relevance, notably by leveraging industry involvement and crowding in private resources.





Project Development Objective (PDO)

- Basically, the Project Development Objective (PDO) of the IDEAS Project is to enhance the capacity of the Nigerian skills development system to produce relevant skills for the formal and informal sectors.





Components of IDEAS

The IDEAS Project is structured into four components:

- (i) Incentivizing Public-Private Partnerships for enhanced quality and labour-market orientation of skills development in Public Technical Colleges;
- (ii) Improving skills formation for the informal sector;
- (iii) Increasing the availability of competent and motivated technical teachers and instructors in the Nigerian skills space; and
- (iv) Strengthening the regulatory environment and public management capacities for market-oriented skills development...**IGF!!!!!!!**

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Project Implementation Units (PIUs)

- The IDEAS project operates at federal and state levels in Nigeria.
- State-level interventions are implemented in six pilot states, namely Abia (South East Zone), Benue (North Central Zone), Edo (South South Zone), Ekiti (South West Zone), Gombe (North East Zone) and Kano (North West Zone).
- There are two Project Implementation Units (PIUs) at the federal level: the National Project Coordination Unit (NPCU) in the FME, as well as the Project Management Unit (PMU) in the National Board for Technical Education (NBTE).
- Furthermore, State Project Implementation Unit (SPIU) has been formed in each of the six participating states, bringing the overall number of PIUs for the implementation of the IDEAS project to eight (8).





Purpose of the IGF

- The purpose of the IGF is to support critical intervention projects in different segments of the skills development eco-system through innovation grants, with the goal of improving digital skill formation across the Nigeria labour market.





The Innovation Grant Facility (IGF) Award

- The IDEAS Project under its component (iv) has a provision for funding window – the Innovation Grant Facility (IGF) Award, where a minimum sum of \$100,000.00 equivalent in Naira will be disbursed, on a competitive basis to private sector digital skills development organisations.
- Since there is no defined maximum limit here, the number of projects to be funded through the IGF is dependent on the financial volume of the individual projects awarded.
- Therefore, the IGF will fund as many projects as can be funded with the available resources.





Calls for Proposal

- Proposals are invited, through the Calls for Proposal, from interested private sector organisations for the Innovation Grant Facility (IGF) Award ...

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Conditions of the IGF Award

Eligible Beneficiary Organisation (Grantees) - The following conditions apply for an organisation to be eligible to apply for and receive grant funding under the facilities:

- i. Private or Non-Governmental Organizations (including for -profit organization and Non-for-profit organizations) operating in the catchment areas;
- ii. Formally registered in Nigeria (not necessary in the catchment area);
- iii. At least three years in existence;
- iv. Prior experiences in training provision and/or digital skills or digital entrepreneurship development.





Characteristics of the IGF Projects

- Each of the eight PIUs, i.e. the NPCU, PMU and the six SPIUs, has been provided with financial resources to set up competitively accessible grant facilities, which will be used to fund innovative projects for digital skills and market development implemented by private and non-governmental service providers.
- The grant facility will cover costs to implement the approved project up to a maximum of 80%.
- The balance has to be covered by the applicant, but it is allowed that the 20% own contribution is covered in cash or kind through other third-party contributions.





Characteristics of the IGF Projects

Projects to be supported under the IGF should possess the following characteristics:

- contribute to the development of digital literacy, basic digital skills, as well as digital specialized skills such as e-lancing, e-commerce, online services, e-entrepreneurship and e-marketing;
- aim to provide training services, potentially complemented by wrap-around services to improve marketability of skills;
- have a strong gender component and support digital skills development for youth, especially female and people living with disabilities;
- provide clear linkages between the training and employment opportunities, and also increased earnings through entrepreneurship and self-employment;
- be responsive to industry skills gaps by providing soft skills, communication and confidence building trainings;
- have a project duration of 3 years with sound sustainability prospect; preferably to support the emergence of digital skills and market development programs and hubs that will remain operational after the end of the project.





Characteristics of the IGF Projects

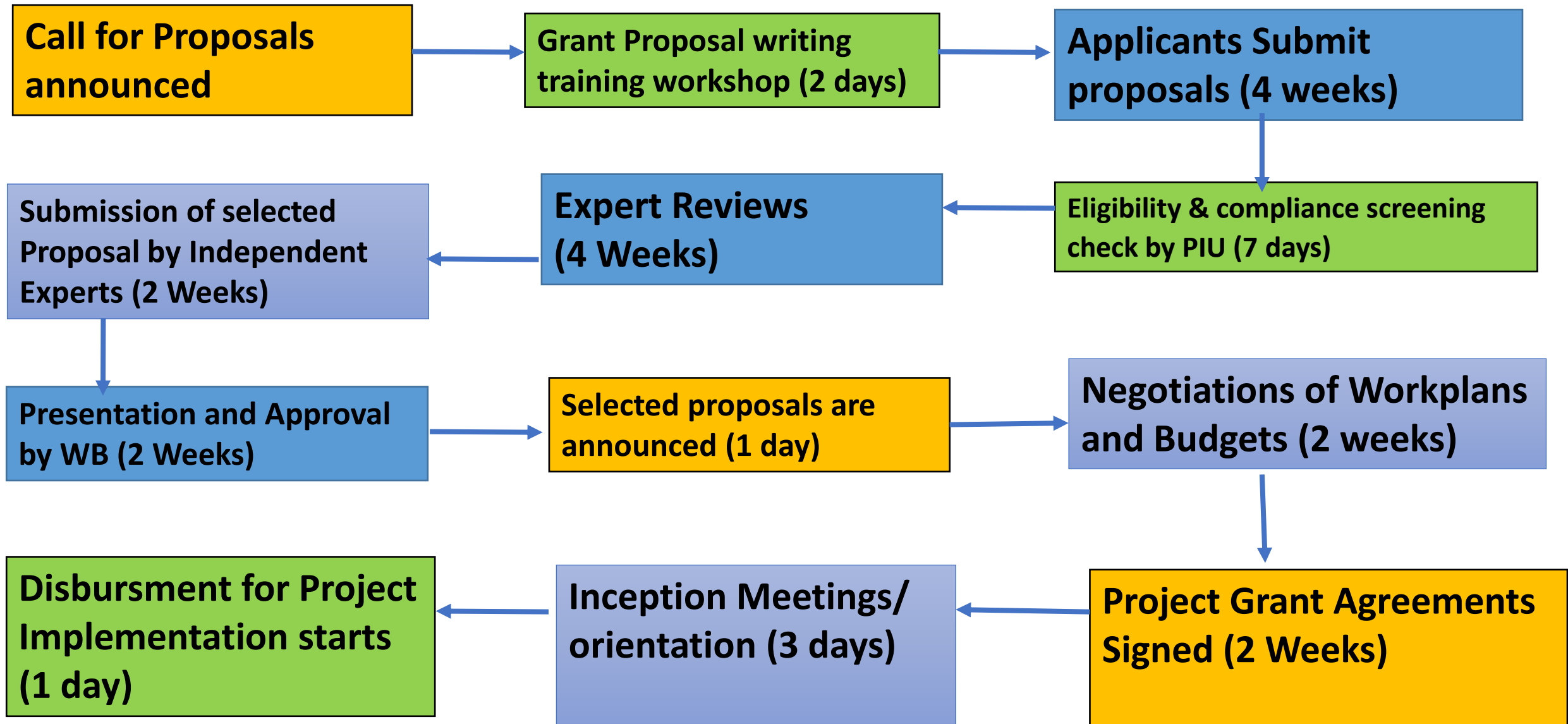
- However, eligible expenditure in the project include limited investment cost to set up the training environment and develop the teaching/coaching staff for their tasks, organizational overheads, recurrent costs of the interventions and costs related to monitoring and evaluations.
- Investment costs for facilities, equipment and furniture shall not exceed 30% of the overall grant volume.
- Ineligible expenditure are construction of new buildings; vehicles; equipment and furniture that is not directly related to the activities (teaching, coaching, mentoring, etc.) of the intervention.
- For example, office equipment for the general management of the organization or classroom furniture for general classrooms of a training institution that are not used for the digital skills intervention do not represent eligible costs under the IGF project.



The Process and procedures for the selection of proposals

- IGF will follow a one-stage process for selecting successful projects for award.
- The steps and processes involved in the competitive grant scheme from the point of call for proposal to initial disbursement for implementation are schematically indicated in Fig. 1 next slide:

Fig.1: The processes and procedures for the selection of the competitive grants for funding





Proposal Development

- Applicants will be required to submit full proposals in response to the specific Call for proposals they would like to apply for.
- The proposals will be screened for eligibility and compliance before they are submitted to the Innovation Grant Selection Panel (IGSP) for technical, scientific, and financial evaluation.
- However, during negotiations applicants of projects selected for funding might be asked to further adjust their financial proposals and the corresponding workplans and proposed budgets in line with the terms and conditions of the grant.
- The final negotiated workplans and budgets will be used as part of the contractual agreement.





Other Important Matters in the Guidelines:

Environment and Social Safeguards Compliance

- Environmental and social safeguard issues triggered by the project will be adequately addressed.

Grievance Redressal Mechanism

- Local grievance redress structures available in the community will be used to address disputes that may occur as a result of the activities of the project.

Financial Management and Auditing Monitoring & Evaluation Framework

FEASIBILITY ASSESSMENT OF PROPOSAL

S/N	Feasibility Aspect	Yes	No
1	The proposed project is well documented in full and it is implementable		
2	The declaratory endorsement and relevant Annexes are complete; certificate of incorporation, CV of project team, MoU of partners, capacity statement, project plan, financial plan, etc are attached		
3	The applicant has presented the necessary organizational, financial, and technical capacity to fulfil its role in the project		
4	The budget is appropriate to carry out the suggested activities		
5	The proposed project can be accomplished within the envisaged project duration		
6	The project management team with a qualified and competent Project Leader is clearly identified		
7	No other technical, financial or methodological obstacle is likely to prevent the successful implementation of the proposed project		
	Summary: The proposed project is assumed feasible		

Steps in Innovation Project Proposal Evaluation

Steps involved in Innovation Project Proposal Evaluation:

- Choose members of the **Innovation Grant Selection Panel (IGSP)**.
- Assess each proposal on its own merit.
- Evaluate the operational capacity of each applicant as a non-governmental organization (NGO).
- Establish a ranked list of proposals for funding based on objective assessment criteria.

Scoring of Criteria

- Proposal will be evaluated against the following **major criteria**:
 1. Quality of the Project Proposal;
 2. Relevant to Employment, Marginalised Youth, and impact on Digital Economy;
 3. Innovativeness;
 4. Market Commercialisation of Skills; and
 5. Financial Inclusiveness.
- Altogether, there are **25 sub-criteria** derived from the **5 major criteria** outlined above.
- Each of the 25 sub-criteria carries **0-4** point and the maximum overall score is therefore **$25 \times 4 = 100$ points (%)**.

Scoring of the Sub-Criteria

□ Thus, for each criterion, a project proposal will be given scores of **0 to 4** as follows:

- 0 — **Very Poor**: The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information (unless the result of an ‘obvious clerical error’).
- 1 — **Poor**: The criterion is inadequately addressed or there are serious inherent weaknesses.
- 2 — **Good**: The proposal addresses the criterion well but with a number of shortcomings.
- 3 — **Very Good**: The proposal successfully addresses all relevant aspects of the criterion; any shortcoming is minor.
- 4 --- **Excellent**: The proposal successfully addresses all relevant aspects of the criterion without any shortcoming.

□ In order to be considered for funding, a proposal must score above zero (0) threshold for each criterion, and above an overall threshold of 67%.

Proposal approval

- The IGSP is end-responsible for project approval or disapproval, based on project proposal.
- The IGSP will consist of three members; the PC (SPC/NPM/NPC) and two independent experts who are non-PIU members. The IGM will serve as the Secretary without voting rights. His/her main task is to clarify recommendations of the Selection Panel.
- The Ministry of Education appoints one representative, and the organised private sector with expertise in digital economy is the second member of the IGSP.
- Decisions in the IGSP will be made unanimously by the three scoring members.
- The IGSP, if the need arises, can investigate proposals and visit some project sites.
- The decision of the Committee, including all interpretations made, is final.
- The IGM will communicate the results to the applicants in a letter, whereby rejected projects will receive a short clarification why their project was not accepted.

Proposed Composition of the IGSP

Representative	Designation
Public Sector (Director of ICT or TVET)	Member/Evaluator
Private Sector Expert	Member/Evaluator
PIU (Project Coordinator)	Member/Evaluator
Innovation Grant Manager (IGM)	Secretary
MOE (Permanent Secretary)	Chairman/Moderator
Evaluation Expert	Observer
ICT Expert	Observer

Appeal

- An applicant who is not satisfied by (part of) the proposal evaluation process can appeal to IGSP.
- Appeals should be directed in a letter to the SPC within 7 days after receiving communication from IGSP.
- The PC will process the appeal within 15 days by evaluating the appeal letter, the affected proposal, and advice the IGSP.
- The PC will make a specific recommendation to the IGSP to either reconsider the project proposal fully or partially, reject the appeal, or invite the applicant to resubmit the proposal for further consideration by the NPCU.
- The NPCU Special Review Committee that will handle the appeal is not part of the PIU-IGSP.

Contract signing

- After grant approval by the IGSP, the beneficiary will sign the contract before initial grant disbursement.
- The contract will stipulate responsibilities of the PIU and the organisation, including reporting, disbursement modalities and consequences of inappropriate contract implementation.
- The purpose of the contract is not to command the beneficiaries, rather, to motivate them to implement their projects in accordance with the accepted proposal.
- The grant contract will be prepared by the Procurement unit in conjunction with the IGM, and approved by the Project Coordinator (PC).
- Beneficiaries will get insight of the contract before signing. Accordingly, they will be made aware of each article in the contract.

Disbursements

- Fund disbursement to the beneficiaries will be carried out in two instalments.
- The first disbursement is 80% of the grant amount, and will be released after signing of the grant agreement. The second disbursement will be held until the first progress report is approved, including proof of payment of expenditures.
- The second disbursement can be made effective in exceptional cases, such as critical financial shortage of the beneficiary.
- In any case, beneficiaries should provide proof of project progress and proof of payment of the expenditures related to the first disbursement, before receiving the second disbursement. The IGM and Project Leader are responsible for handling these situations.
- The IGM will appraise each disbursement request, and report to the PC with appropriate recommendations.
- The PC, after evaluating the request for disbursement by the beneficiary and recommendations by the IGM, approves, rejects or instructs for changes.
- Once the disbursement is approved by the PC, request for payment will be sent to the PFMU for execution.

Reporting

- Grantees are required to submit a short 3-monthly narrative and financial progress update as determined by the award agreement (maximum 2 pages). Other briefings, task reports and success stories may be requested where necessary.
- The IGM is responsible for the assessment of progress reports and annexes.
- If a project is not implemented in accordance with the grant agreement, the IGM will take appropriate actions with the cooperation of the PC to get the project back on track. This may include site visits, adjustments of deliverables and timelines, second payment, as well as recuperating of funds.
- If the project is completed within 3 months, the Grantee only needs to submit the Final Report.
- The Final Report that activates the last disbursement of 20% of the approved grant budget is subject to:
 - submission of the final activity and financial reports 30 days after the end of the grant period, as well as other deliverables as described in the grant agreement, proof of payment of project expenditures, a sustainability plan, and an official request for the remaining 20%.



**THANKS FOR
LISTENING!
IT'S
TIME FOR
QUESTIONS!**

visit: www.ideasproject.gov.ng

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