



# Human Development Innovation Fund Round 3 Application Guide

June 2017

Funded by



## IMPORTANT NOTICE

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# HDIF Round 3

## Guidelines for Call for Proposals

### 1. Background

The Human Development Innovation Fund (HDIF) is a UKAID challenge fund programme managed by a Palladium Group - led consortium in Tanzania.

HDIF aims to identify and support innovative and market - driven solutions that have the potential to create social impact in Education, Health and Water, Sanitation and Hygiene (WASH) across Tanzania. With a focus on private sector actors and the effective utilization of public - private partnerships, HDIF seeks to catalyse the development, testing, and scaling of innovative models of service delivery, information and communication technologies for development (ICT4D), and product solutions in the 3 key sectors.

HDIF works in close partnership with the Tanzania Commission for Science and Technology (COSTECH) to transform the innovation ecosystem by providing technical assistance and promoting active knowledge management and sharing.

The programme is expected to facilitate the uptake of innovative solutions to improving the quality of products and services through a value for money approach to basic services in the public and private sectors. By these, HDIF strives to create social impact through innovation for the less advantaged people in Tanzania.

The following are the three main components of the programme:

- ❖ **Inspiring** quad-aligned networking and strategic awards by bringing together business, civil society, government, and academia in order to cultivate the innovation ecosystem in human development.
- ❖ **Catalyzing** the diffusion of innovations in human development.
- ❖ **Transforming** the focus and quantity of evidence available to key stakeholders on the adoption of innovation in human development.

### 2. Sector focus and result areas

In this third funding round, HDIF seeks to fund organizations to implement innovative projects in any of the results areas in WASH and Early Childhood Development (ECD), as detailed under the following challenge statements.

	Early Childhood Development (ECD)	Water, Sanitation and Hygiene (WASH)
THE CHALLENGE STATEMENT	To improve opportunities for early childhood development (ECD) for vulnerable children aged 0-6 that will improve children's readiness and receptiveness to learning, and improve their general health and well-being.	To increase demand, uptake and sustainability of improved sanitation facilities, hand washing with soap at critical times and menstrual hygiene management, through innovative financing mechanisms, technology, and behavior change promotion.

	Early Childhood Development (ECD)	Water, Sanitation and Hygiene (WASH)
<b>THE CHALLENGE</b>	<p>Early childhood development is an essential part of building healthy, productive societies where children both survive and thrive. A world where girls and boys thrive is envisioned through the Sustainable Development Goals for nutrition, education, health, peace and conflict, and is central to the UN Secretary General's Global Strategy for Women's, Children's and Adolescent's Health (2016–2030). It is estimated that 200 million children under age 5 fail to reach their full potential because of poverty, poor health, malnutrition, and inadequate care. In Sub-Saharan Africa alone, 71 million children under age 5 lack the nurturing, care, and stimulation they will need to fully benefit from primary education.</p> <p>Unfortunately, those living in poverty or adverse conditions typically have higher exposure to risk factors for impaired cognitive development. These risk factors can include poor health and nutrition, malnutrition, birth and newborn complications, severe or chronic infections, exposure to violence, conflict or neglect, and environmental toxins; and lack of enriching environments, including inconsistent nurturing and inadequate stimulation and learning environments. In addition, social norms and expectations can lead to particular disadvantages and risks for girls including fewer opportunities to attend school, limited and poor-quality food, and physical and sexual violence.</p> <p>Failure to nurture all children, girls and boys, and to protect them from these risks erodes the right of millions of children to develop to</p>	<p>It is estimated that over 2.4 billion people worldwide are still without access to improved sanitation<sup>4</sup>. The majority of this population lives in South Asia, Sub Saharan Africa and East Asia. In Tanzania, over 91% of the rural population and over 68% of the urban population do not have access to improved sanitation<sup>5</sup>. Many schools do not have access to improved water supply and sanitation facilities which particularly affects adolescent girls<sup>6</sup>.</p> <p>Research has shown that improved sanitation and hygiene has a major health, social, and economic impact on people's general wellbeing. Hand washing with soap at critical times can reduce the risk of diarrheal diseases by up to 48% whilst use of improved toilets can reduce diarrhea risk by up to 36%<sup>7</sup>. A significant proportion of the 1.7 billion annual cases of diarrheal disease globally can be prevented through safe drinking-water and adequate sanitation and hygiene.</p> <p>The Government of Tanzania does not currently provide subsidies for sanitation; therefore, increasing coverage of better sanitary facilities requires persuading households to invest in improved latrines and to make it as easy as possible for them to do so. There is limited understanding of how best to achieve and sustain coverage. Although some approaches including Total Sanitation and Sanitation Marketing (TSSM), Community Led Total Sanitation (CLTS) and sanitation marketing have shown some promising results, no single approach has yet proved conclusively effective in the Tanzanian context of pre-existing high coverage of basic latrines<sup>8</sup>.</p> <p>The specific challenges faced by adolescent girls attending schools while menstruating are becoming increasingly understood; a</p>

<sup>4</sup> WHO (2016), <https://goo.gl/iQtgHM>

<sup>5</sup> Improved sanitation is defined as any facility that prevents people from having any contact with faeces. For example; a pit latrine with a cement slab and cover or flush toilets.

<sup>6</sup> Sommer, M. (2010), Where the education system and women's bodies collide: the social and health impact of girls' experiences of menstruation and schooling in Tanzania. J Adolesc 2010;33:521–9. <https://goo.gl/sX2UzZ>

<sup>7</sup> Cairncross et al (2010), Hygiene, Sanitation, and Water: What Needs to Be Done? <https://goo.gl/Aavr4O>

<sup>8</sup> WSP (2011), An AMCOW country status overview. Water Supply and Sanitation in Tanzania Turning Finance into Services for 2015 and Beyond <https://goo.gl/nSjEiP>

	Early Childhood Development (ECD)	Water, Sanitation and Hygiene (WASH)
	<p>their full potential. It is also a devastating waste of human potential that leaves the next generation ill-equipped and locks individuals, communities and societies in poverty.</p> <p>In Tanzania access to basic health interventions is improving, but malaria continues to be the leading killer of children and the HIV/AIDS epidemic has orphaned nearly one million children. Though primary school enrolment is nearly universal, late entry to primary school (typically at age 8) and the quality of available education remain serious challenges. The significant resource constraints and quality control issues which affect the delivery of health and education services across the entire population impact efforts to implement and promote early child development<sup>1</sup>.</p> <p>Although Tanzania, in partnership with UNICEF, has completed several important pilot programmes, a recent report on ECD in Tanzania<sup>2</sup> recommends that the Government of Tanzania focuses on inter-sectoral collaboration for implementation taking account of lessons learned from previous pilots and studies. Development initiatives in ECD appear to be sporadic and uncoordinated. Even with the new government policy on ECD now adopted there is little evidence of scaling up holistic ECD programmes.<sup>3</sup></p>	<p>study conducted in Kilimanjaro, Tanzania indicates that ‘pubescent girls are confronted with numerous challenges to managing menstruation within the school environment’. There is inadequate puberty education and guidance, and many schools in Tanzania lack adequate WASH facilities including that provide adequate privacy and water facilities needed by girls who are menstruating. In addition, girls’ often lack access to sanitary pads and other sanitary absorbents.<sup>9</sup></p>
<b>WHAT WE ARE LOOKING FOR</b>	<p>Children around the world grow up in diverse contexts with varying opportunities and risks. Across contexts, effective products, services, policies and delivery models can be developed that enhance early brain development and mitigate risks that young children may face. This is true even in contexts of limited resources.</p>	<p>There is an opportunity for innovative solutions that promote behavior change, uptake of handwashing with soap at critical times and improved menstrual hygiene management. We are looking for innovative, market-based solutions that include appropriate financing mechanisms:</p> <ul style="list-style-type: none"> <li>• To encourage behaviour change and uptake of improved sanitation facilities and hand washing with soap at critical times.</li> </ul>

<sup>1</sup> World Bank (2012). SABER early childhood development country report: Tanzania 2012. <https://goo.gl/Y20ciT>

<sup>2</sup> UNICEF (2011) Evaluation of UNICEF’s Early Childhood Development Programme with Focus on Government of Netherlands Funding (2008-2010) - Tanzania Country Case Study Report <https://goo.gl/hNpurp>

<sup>3</sup> For an idea of the different types of development initiatives in ECD see Figure 1: 25 Key Interventions for Young Children and their Families (p.3) in Stepping up Early Childhood Development - Investing in Young Children for High Returns (World Bank, 2016). <https://goo.gl/OJxtm6>

<sup>9</sup> Sommer, M. (2010)

	Early Childhood Development (ECD)	Water, Sanitation and Hygiene (WASH)
	<p>We are looking for <b>innovative approaches</b> to address ECD challenges in Tanzania that enhance the well-being and life chances of children age 0-6, their parents, families and caregivers. Solutions should be affordable and accessible to underserved communities or children from poor families. The methods used must also be in line with government policy and build on the knowledge gained from previous pilot programmes in Tanzania.</p> <p>The challenge of developing a holistic ECD national programme cannot be solved by one institution alone. In Tanzania, there is a need to draw on both national and international expertise, and bring together partners with regional knowledge, scaling and implementation experience to define and solve the challenges ahead.</p> <p>The beneficiary communities should be primary stakeholders including parents and caregivers and play a major part in the implementation, ownership and ongoing viability. An exit strategy should be developed to handover the programme to responsible communities and institutions taking into account recurring costs and maintenance to sustain or scale-up.</p>	<ul style="list-style-type: none"> <li>Offer desirable and affordable toilet technologies that allow for easy emptying, and hand washing facilities particularly for low income urban and rural households.</li> <li>Establish sustainable menstrual hygiene management.</li> </ul> <p>The approach should address the community as a whole whilst considering the sanitation and hygiene needs of women, children and the elderly. For sanitation facilities, the solutions should take into consideration the three components of a toilet – storage (pit and reinforcement); platform (slab and internal flooring of the toilet); and super structure. The approaches and technologies used must be in line with government policy and build on the knowledge gained from previous pilot programmes in Tanzania such as the National Sanitation Campaign of Tanzania<sup>10</sup>.</p> <p>The approaches and technologies should be able to demonstrate future viability and sustainability. A clear strategy should be developed to roll out the products and approaches considering all costs and other requirements.</p>
<b>KEY STAKE-HOLDERS</b>	<p>Applications should demonstrate how the following key stakeholders should be engaged and fully enrolled in any proposed solution; the Ministry of Education, local and district councils, parents and caregivers, teachers, the district health officer, any NGO's working in health, water and sanitation.</p>	<p>Applications for innovative promotion approaches for behavior change related to hand washing with soap and use of improved sanitation facilities should demonstrate a multi-stakeholder approach that engages existing government structures, NGOs and CBOs working closely with the community, and commercial enterprises if appropriate.</p> <p>Applications for innovative toilet and hand washing facilities should demonstrate how manufacturers, local entrepreneurs, the Ministry of Water, municipalities and local governments will be involved.</p>

<sup>10</sup> SHARE (2014), 'Process Evaluation of National Sanitation Campaign of Tanzania. SHARE Consortium, London School of Hygiene and Tropical Medicines (LSHTM), London. <https://goo.gl/cCzDH1>

	Early Childhood Development (ECD)	Water, Sanitation and Hygiene (WASH)
		<p>Applications for menstrual hygiene management should demonstrate how manufacturers, local entrepreneurs, schools, NGOs and CBOs working closely will be involved.</p> <p>All applications should demonstrate the financing mechanisms that will be used to establish and sustain their innovation.</p>
<b>SUCCESSFUL PROPOSALS SHOULD LOOK TO INCLUDE</b>	<ul style="list-style-type: none"> <li>• An innovative approach that takes into consideration previous and existing ECD research and recommendations, including specifically for Tanzania.</li> <li>• Solutions that consider the affordability and maintainability of the innovation</li> <li>• Solutions that consider buy-in by key stakeholders including parents and caregivers.</li> <li>• Demonstrated experience in delivering ECD programmes.</li> <li>• Solutions to build capacity among education, health and WASH practitioners.</li> <li>• Consideration of how the innovation will reach underserved populations including the potential disproportionate needs of girls.</li> <li>• Clear guidelines for scaling up to both rural and urban communities with regard for demographic trends.</li> </ul>	<ul style="list-style-type: none"> <li>• Toilet and hand washing solutions that consider affordability, operations, and maintenance of the innovation by low-income households.</li> <li>• Menstrual hygiene management that considers accessibility, affordability, ease of use/reuse and disposal amongst low-income families and that reach girls in schools.</li> <li>• Consideration for environmental impact particularly related to the operations and maintenance of toilet facilities; for example, toilets that take into consideration space, minimal use of water for flushing, ease of transportation of components, minimal skills to install, disposal of sanitary pads, and easy emptying access should be considered.</li> <li>• Demonstrated experience in developing and implementing behaviour change promotions and/or marketing of hygiene and health-related services using innovative approaches that target men, women and children including the specific needs of girls.</li> <li>• Demonstrated experience of developing and implementing financing mechanisms for products and services that target lower income groups.</li> <li>• Consideration of previous and existing behaviour change promotion, toilet and hand washing facilities, and financing/credit facilities for low-income groups.</li> <li>• Clear guidelines for scaling up to both rural and urban communities with regard for demographic trends.</li> </ul>

### 3. Call for Proposals – Third Round

This Call for Proposals (CfP) is the third round of funding within HDIF. Funding for this CfP is expected to be disbursed over a period of up to 3 years. During this window, HDIF will fund projects of GBP 500,000 to GBP 1,000,000 (exceptions can be made for compelling applications for a grant not lower than GBP 200,000) each that are either:

- Pilot grants – Testing new ideas and approaches.
- Scale Up grants – Scaling ideas and approaches for which there is more evidence derived through prior or current pilots or implementation in or outside of Tanzania.

Funds will be disbursed in the form of an “accountable grant,” the terms of which shall be formalized in a grant agreement between the successful applicants and the Fund Manager (Palladium International Ltd).

### 4. Eligible Applicants

**Private Sector:** HDIF focuses on private sector solutions, market-based solutions, or, at a minimum, demand or incentive-based development solutions. For the purposes of this CfP applicants may include all non-state actors, including: for-profit (businesses), social enterprises, civil society organisations, public private partnerships, non-Governmental organisations (NGOs), charities or societies, faith-based organizations, community-based organizations, academic institutions, and research institutes involved in or interested in implementing solutions to improve access to and quality of services for the poor. Public sector, multilateral and bilateral agencies (e.g., local government, ministries, government agencies, UN agencies, and government donor agencies) are not eligible. Public private partnerships may be supported, but the grant will not be awarded directly to a government institution (including parastatals or businesses wholly-owned by a government).

**Tanzania:** This call is open to local and international organizations as described above. Since HDIF is focused on fostering local innovations for the benefit of Tanzanians, all proposed activities must be implemented in Tanzania, and international organisations (with no local presence) must partner with local organisations.

**Eligibility:** A detailed list of eligibility criteria is hereby attached as Annex A. Ineligible applications will not be considered for funding. A detailed eligibility self-assessment questionnaire is included as part of the Business Plan template. Applicants are strongly encouraged to assess the eligibility of their organisation and proposed idea before preparing and submitting a full proposal to avoid investing time and resources on developing a project that has limited chance of success.

### 5. Application process

The competition for this CfP is a two-stage process; stage one is the submission of an initial business plan and, upon invitation, stage two is the submission of a detailed and refined business plan.

#### → Stage One - Initial Business Plan stage

The first step is the submission of an initial business plan setting out the project idea being proposed for funding. Once the completed application has been received by HDIF in the prescribed template, the applicant will receive an email acknowledgement.

At stage one, two types of reviews will be performed:

- Initial Eligibility Criteria Review:** a simple screening of the business plan will be performed to ensure the applicant and application are eligible for consideration. Only applicants that fully meet the eligibility criteria set out in Annex A will move to the Scoring Stage.



- (ii) **Business Plan Scoring:** at this stage, eligible applications will be scored by the HDIF Technical Review Panel against the following five (5) selection criteria on a scale of 0-5 and weighting each score as shown in the table below:

Main Criteria	Weighting – Pilot Projects	Weighting – Scale Up Projects
Innovation	25	20
Development Impact	15	25
Organizational Capability	25	20
Viability	20	20
Results Measurement	15	15
Overall Total	100	100

At this stage HDIF will judge applications solely based on the quality of the information provided in the initial business plan. Applications will be reviewed on a rolling basis as they are received.

## 6. Submission guidelines

Applications must be submitted by the lead organisation. The lead organisation is the entity that will sign a Grant Agreement with HDIF if a grant is awarded.

**Timeframe:** This call is open from June 19, 2017 and will close on September 8, 2017. All business plans and required supporting documentation should be received by **08 September 2017 at 05:00 PM East Africa time**. Applicants are encouraged to submit their business plans as early as possible to avoid email congestion and technical difficulties caused by a large number of last minute submissions.

**Template:** Only applications received in the approved HDIF Business Plan template will be accepted. The template may be downloaded at [www.hdif-tz.org](http://www.hdif-tz.org). Applications should be typed and submitted in English, in Word format (Calibri, 11 pt, Single space). Applicants should verify that their application is complete prior to submission.

**Procedure:** Completed applications should be submitted to [applications@hdif-tz.org](mailto:applications@hdif-tz.org). Applications sent through any other channels will neither be considered nor acknowledged. You will receive an email acknowledging receipt of your application. Please note that a Business Plan should be submitted only once. Resubmissions will not be considered.

**Queries:** All questions should be sent to [cfpqueries@hdif-tz.org](mailto:cfpqueries@hdif-tz.org). The last date for submission of any questions for clarifications is August 31, 2017. Answers to all questions will be posted on a weekly basis on the HDIF website under the FAQs section for the benefit of all potential applicants.

**Feedback:** Applicants who are selected to move to the next stage will be informed during the last week of September, 2017 by email from [applications@hdif-tz.org](mailto:applications@hdif-tz.org). If this date is changed applicants will be informed accordingly by email.



## → Stage Two - Refined Business Plan stage

If the HDIF Technical Review Panel determines an applicant's business plan is potentially fundable, the applicant will be invited to submit a refined business plan for their project together with other accompanying documentation.

Applicants who will manage to move to this second stage will be allocated a Technical Advisor to guide them as they rework on their business plan in order to increase their chances of success.

At this stage, the application will be critically assessed against the same five (5) HDIF criteria: **Innovation, Development Impact, Organizational Capacity, Viability, and Results Management.**

**Innovation:** HDIF defines 'innovation' as an approach, idea, technology or service delivery method that is new to Tanzania and/or the world, or offers an improvement or scaling up. HDIF has adapted Doblin's 10 Types of Innovation (<https://www.doblin.com/ten-types>) as a framework for the classifying supported innovations.

**Developmental impact:** HDIF will evaluate how your proposed project could contribute to the objectives of HDIF and create meaningful benefits for large numbers of the poor, children under five, women and girls, and the vulnerable.

**Viability:** HDIF assesses the potential viability and sustainability of your innovation and the potential for larger systems change. For any innovation to have higher chances of being sustainable, it should have the following aspects:

- **Affordability:** being cheap enough for people to be able to buy or gain access to (and profitable enough to produce).
- **Maintainability:** a measure of the ease and rapidity with which a system or equipment or approach can be restored to operational status following a failure\*. Maintainability is applicable to both material and social components of a system.
- **Enrolment:** engaging and securing commitment from the end users of a product, service or system and supportive practices from communities, organizations or social environment.

**Organizational capability:** HDIF evaluates the capacity of your organization and its partners to design, manage, and scale innovation in Tanzania, including a formal review of fiduciary risks and leadership capacity related to the proposals.

**Results Management:** HDIF will review the ability to measure, monitor, and evaluate the impact of the project to ensure lessons learned can be captured and shared to improve and scale up appropriate innovations.

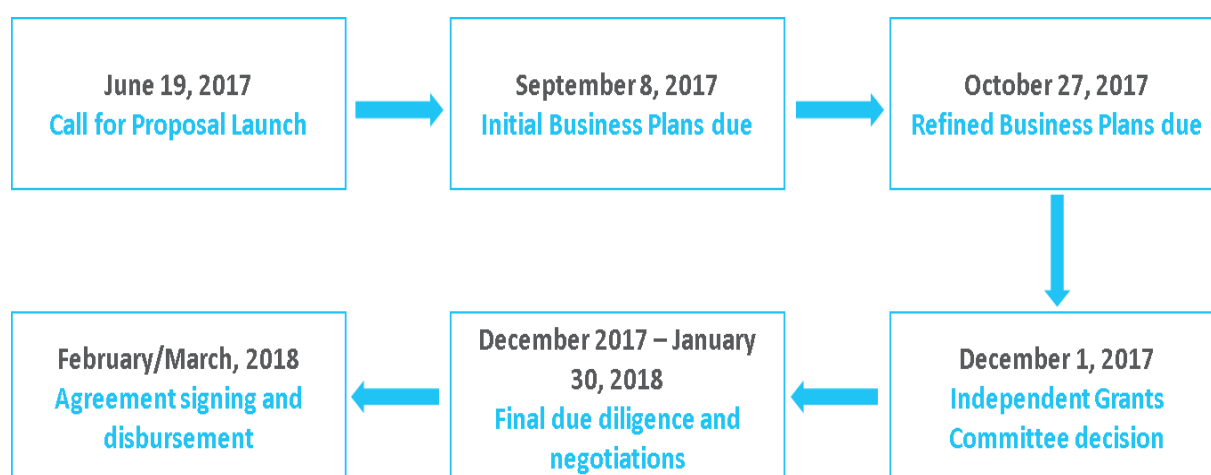
All submitted business plans shall be subjected to 2 types of reviews: (1) programmatic (technical) review and (2) a pre-award fiduciary risk assessment. In addition to reviewing submitted materials, HDIF may engage with and visit applicants as part of HDIF's evaluation, which may include a validation that the innovation is ready to implement and appreciating the capacity of the proposed team.

Ultimately, an Independent Grant Committee (IGC) will assess and decide which business plans will receive funding from HDIF under this funding round. The Independent Grant Committee decision is final and not appealable.

### Additional notes

- (i) HDIF will not cover any costs associated with the preparation and submission of applications, including such costs as information gathering, staff time, and travel. Such costs should not be included in the application.
- (ii) Organizations will be excluded from participation in this funding round or grant award if they:
  - Are guilty of misrepresentation of information required by HDIF as a condition of participation in the call for proposals or fail to supply this information;
  - Have attempted to obtain confidential information or influence the Independent Grant Committee, Technical Review Panel, or HDIF staff during the evaluation process; or
  - Are deemed inappropriate (at the discretion of HDIF or DFID).
- (iii) This CfP is a competition and not everyone can be a winner. You are urged to critically think about your application, take note of the eligibility and selection criteria, other provided instructions, and demonstrate clearly why your project idea deserves HDIF support.
- (iv) **Principles for Digital Development:** Applicants who demonstrate how their proposed projects will be guided by the Principles for Digital Development will have a higher chance of success. The nine principles (see details at <http://digitalprinciples.org>) are:
  - Design with the user
  - Understand the existing ecosystem
  - Design for scale
  - Build for sustainability
  - Be data driven
  - Use open standards, open data, open source & open innovation
  - Reuse and improve
  - Address privacy and security
  - Be collaborative

## 7. Timelines



## 8. Stay connected

HDIF will continue to keep you abreast of interesting innovation activities in Tanzania and important updates. Connect with HDIF and the innovation network in Tanzania by joining us on Twitter ([@HDIFtz](https://twitter.com/HDIFtz)), Facebook (<http://on.fb.me/1F2V82m>) or LinkedIn (<http://linkd.in/1AlcpAr>). For more details, please visit the HDIF website at <http://www.hdif-tz.org>.

## 9. Annex A: Eligibility Criteria

For an applicant to be considered eligible for a detailed review and scoring, the following criteria should be fully met:

<b>(i) Completeness</b>	Only fully completed applications will be accepted. Applications will not be deemed complete if submitted in formats different from provided templates and all required attachments are not provided.
<b>(ii) Relevance to HDIF's objectives</b>	Applications must be within the two broad areas under consideration for this funding round, i.e. WASH and ECD.
<b>(iii) Conflict of interest</b>	There must be no known conflicts of interest between the applicant organisation and Palladium Group, DFID, COSTECH or other members of the consortium.
<b>(iv) Registered in Tanzania</b>	Lead applicants should have proof of local registration (registration certificate).
<b>(v) Proof of partnership (if applicable)</b>	Partnerships are highly encouraged as long as there is synergy among the partners. Any prospective international applicant must partner with a local organization, and proof of partnership or understanding must be presented by applicants who choose to submit a joint application.
<b>(vi) Type of organization</b>	Only institutions are eligible for funding, not individuals. An institution may be an NGO (CBO, CSO, FBO, Foundation, Trust, etc.), Business, and Research/Academic Institution.
<b>(vii) Size of the organization</b>	Minimum of 5 full-time employees and annual turnover of not less than 30% of the requested grant amount.
<b>(viii) Existence of audited financial statements</b>	At least 2 year audited financial statements should be provided with the application.
<b>(ix) Financial request</b>	The requested amount should preferably range between GBP 500,000 and GBP 1,000,000. Exceptions can be made for compelling applications as low as GBP 200,000.
<b>(x) Bank account</b>	Ability and willingness to open and operate a dedicated project account in GBP in Tanzania, within a reasonable time after approval of funding.
<b>(xi) Research &amp; Development</b>	<ul style="list-style-type: none"> <li>❏ This funding is not open for pure research activities which are not linked to service delivery.</li> </ul>
<b>(xii) Some examples of non-eligible applications</b>	<ul style="list-style-type: none"> <li>❏ Program continuation or re-starting ended projects without significant adaptation and iteration.</li> <li>❏ Innovations that do not clearly link to the mission and capacity of the lead applicant and its partners.</li> <li>❏ Cash transfers.</li> </ul>

	<ul style="list-style-type: none"><li>❑ Using HDIF funds merely to purchase applicant's products or services.</li><li>❑ General operational funds or funding organizations (as opposed to innovations).</li><li>❑ Supporting one organization without a view towards wider adoption of innovation beyond the applicant.</li><li>❑ Construction projects without clear link to innovation.</li></ul>
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