



# **Guidelines for Submission of Project Proposals under SOCIAL WINDOW**



## **1. Introduction**

SAARC Development Fund was established in April 2010 as the umbrella financial institution for the SAARC Member States. As per Article 4 of SDF Charter defined in Volume I: Legal Documents, SDF has three funding windows: Social Window, Economic Window and Infrastructure Window. This policy guidelines provides the guidance for applying for funding under Social Window portfolio.

## **2. Focus Areas**

Under the Social Window, the SDF will support projects that focus on the following areas:

- Poverty alleviation;
- Education;
- Health;
- Human resources development;
- Support to vulnerable/disadvantaged segments of the society;
- Funding needs of communities;
- Micro-enterprises; and
- Rural enterprise development.

## **3. Who Can Apply?**

The following entities are eligible to apply for funding:

- Governmental Organizations of Member States preferably with a commitment for co-funding / financing;
- Not for Profit, Non-Government Organizations registered in any of the SAARC Member States having experience of working continuously for minimum of 5 years in the relevant field preferably with a commitment of co-funding;
- International Organizations with a commitment to provide technical assistance preferably with a commitment to co-fund SDF funded projects; and
- Private sector agencies registered in any of the SAARC Member States having experience of working continuously for minimum of 5 years in the relevant field with a firm commitment to co-fund SDF funded projects.

## **4. Basic Eligibility Criteria:**

In order for proposals to be eligible, the following basic eligibility criteria shall be considered:

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- **Uphold the principles of the SDF Charter:** Project should demonstrate how it will fulfil the objectives of the SAARC Charter
  - Have at least one or more than one SAARC Member State participating in the proposed project with the direct benefit going to more than one Member State.
  - Firm **commitment to co-fund** following a 50:50 co-funding modality
  - **Eligibility of Implementing Partners (IPs):** With a view of mitigating risks and conflicts of interest to ensure integrity and impartiality, due diligence policies and processes will be undertaken in assessing the eligibility of the IPs, and co-fund.

## 5. Submission of Proposal and Review Process

### 5.1 *Submission of Project Proposal*

All proposals, which includes a brief summary of the proposal and a detailed project proposal must be emailed in a password protected file to [info@sdfsec.org](mailto:info@sdfsec.org) using the [Project Document Formats](#). The Project Document Formats provide a more detailed articulation of the project proposal. If approved, the project document serves as the basis for project implementation.

### 5.2 *Technical Review*

All proposals are subject to **technical reviews** by SDF to ensure eligibility of the proposals and quality assurance. The draft project document will be appraised by SDF, inviting external experts for their opinion and feedback, if necessary.

### 5.4 *Final Review and Approval/Rejection of Project Documents*

Approved proposals shall be submitted to SDF's Chief Executive Officer (CEO) for review and recommendation to the Board of Directors, and for their subsequent approval. Projects that are approved will receive formal notice from SDF. IPs of approved projects will be invited to sign the [Project Financing Agreement](#).

## 6. Project Commencement and Fund Disbursement

Projects expected to commence implementation within six months of final approval by the Board of Directors. Fund disbursements will be initiated only after at least two have signed the Project Financing Agreement. The project commencement date will be the date of signing of at least 2 PFA for the implementation of the project. Funds will be disbursed on a quarterly basis, and subsequent disbursement will be dependent on the good performance of the IAs.

## **7. Project Cancellation**

SDF reserves the right to cancel projects based on the following reasons:

- Less than 2 of the participating countries are implementing the project within six months of the approval;
- Non-materialization of co-funding commitments;
- Non-fulfilment of conditions laid out in the Project Financing Agreement; and
- Other conditions as determined by SDF.

## **8. Dispute Resolution**

In the event of any disputes that arises between SDF the IA, the parties will attempt in good faith to resolve such dispute. If the dispute cannot be otherwise resolved, the parties shall consider resolving disputes through arbitration under the provisions of SAARC Arbitration Council.

## **9. Disclaimer**

The SDF accepts no liability, financial or otherwise, except as set out in these terms and conditions, or otherwise agreed in writing, for expenditure or liability arising from:

- Any costs incurred or loss or liability suffered by the IA or any third party in relation to SDF or as a result of their own research and/or commercial activities;
- Any lost expectation of profits by IA or any third party;
- Any failure by IA or any third party to understand their rights in relation to Intellectual Property; and
- Any other benefit the IA or any third party may expect to gain by participating in SDF Social Window.