

CDKN Negotiation Support Innovation Challenge – Frequently Asked Questions (FAQ)

1. What is the budget for the Negotiation Support Innovation Challenge?

CDKN has budget available to make multiple awards. Projects of £50,000 and over will be considered.

2. When is the deadline?

The deadline for applications is **Friday 6th January 2013 at 23:59 GMT**. Applications and all supporting information must be submitted before the deadline specified. Applications received after the deadline will not be accepted.

3. How are the applications assessed?

It is a prerequisite that all projects demonstrate demand for the work they are proposing (for more, details please see Question 4). The CDKN Negotiation Support Innovation Challenge uses a set of evaluation criteria against which all applications will be assessed. Each application will be assessed in terms of; Correlation with Advocacy Fund Outcomes; innovation; appreciation of gender concerns; sustainability of the project; quality of the workplan; value for money and risks.. Further detail on how these criteria will be used to assess applications can be found in the Terms of Reference (Document B, 3.2).

4. What does demand-led mean?

Buy-in from a developing country negotiators at national or negotiating group level, in the form of: involvement in the applicant group, support letters, relevant scoping studies, strategy papers, group of national statements, interviews, donor studies or needs. These documents should reference specific policies that link with project ideas outlined in the application.

5. I have a concept that is not yet fully formed, which is highly innovative and could be game changing, has buy-in/support from multiple stakeholders including Government stakeholders – can I apply for the Negotiation Support Innovation Challenge?

Yes, you can apply for support from Negotiation Support Innovation Challenge.

6. How and where do I submit the documents in my Application Pack?

To submit your application packs, please send them to cdknetwork.procurement@uk.pwc.com, making sure to attach all required documentation.

7. What do I do if I have a question?

If you have any questions that are not covered in this FAQ or on the CDKN website, please email cdknetwork.procurement@uk.pwc.com (cc: nadia.schweimler@uk.pwc.com). Responses to questions will be posted on the CDKN website on a weekly basis. Alternatively you may attend our Open Meeting at 10:00 GMT on 12 December 2012, which will take place in London, but also be available for telephone and web access. If you want to attend or call in, please email nadia.schweimler@uk.pwc.com for more information and to register.

8. Is there an opportunity to talk to someone about the Negotiation Support Innovation Challenge?

There will be an opportunity to talk to members of the team at the UNFCCC COP in Doha, as well as in London at the Open Meeting (see Question 7 for full details). On these occasions we are able

to answer your questions with regards to the application and procurement process, as well as telling you more about what work the CDKN Advocacy Fund have already done. However we cannot discuss any individual questions about the potential for a project towards making a successful bid, beyond the proposal requirements.

9. Will my questions or comments be confidential?

Answers to questions will be posted online at a minimum on a weekly basis and so will be publically available in the interests of fairness and transparency. If an Applicant wishes CDKN to treat a request as confidential and not issue the response to all Applicants, it must state so at the time of request for clarification, stating the reasons for the desired confidentiality.

10. Can I submit more than one application?

You may submit more than one application on the condition that each application is based on a markedly different idea or concept.

11. My organisation already works with CDKN on something else, can we apply?

Yes you can apply for the NSIC, even if you are already receiving funding from CDKN for another project.

12. I am an individual, can I apply?

Yes you can apply as an individual.

13. Are the terms and conditions of the contract negotiable?

No, the terms and conditions are non-negotiable. Please see the terms and conditions document which are included in the Application Pack.

14. What is a UK service agent?

In order to manage its risks, and because all our contracts are let under UK law, one of the key component parts of our contracts with non-UK organisations is that all sub-contractors must have an agent in the UK who can represent the organisation in receiving legal papers or notice should that become necessary. This agent may for example be a branch of their organisation in the UK, embassy, solicitor or a commercial organisation that offers such services

Suppliers who are not based in the UK and do not have a UK branch need to arrange for a UK service agent (easily found on Google if you search for one - try "uk agent for service of legal process" or similar) and ask them to represent the supplier should we require to issue them with legal papers. The cost is usually less than £400 and can be recovered through the tender costs to us so is at no cost to the supplier. Suppliers do not need to give the company any more information other than the fact that they need them to represent them - these organisations are used to these sort of requests and do not require a detailed statement of work - they really simply act as an address in the UK at which any legal proceedings or notices can be served, £400 is the approximate price that these companies generally charge for this service. The process should take no more than about 30 minutes to arrange and once it has been done the name of the representative should be given to us for inclusion in the contract.

Please note: We do not require companies to have a UK Service Agent at the proposal stage, only once the contract has been awarded.

15. What is meant by PL and PI insurance?

If your business injures a third party or their property, PL (Public Liability insurance) provides financial protection against damages that might be awarded in a lawsuit

Professional indemnity (PI) insurance provides protection for negligent advice or a service provided by a business, and is designed to safeguard them against claims made by clients for any resulting financial loss or damage to their reputation.

16. When should my project start?

Your project should be able to start mid to late January 2013.

17. Which countries are ‘the poorest and most climate vulnerable’?

To see which countries are considered to be ‘the poorest and most climate vulnerable’ please consults the following United Nations list for full details:

List of Least Developed Countries: www.un.org/esa/policy/devplan/profile/ldc_list.pdf

List of LDCs and SIDS: <http://www.un.org/special-rep/ohrls/sid/list.htm>

Any further clarification questions can be sent to cdknetwork.procurement@uk.pwc.com by 17:00 (GMT) on 13 December 2012 and answers will be posted online on www.cdkn.org