



# GUIDELINE FOR IMPLEMENTATION OF MINI – GRANT SCHEME

JAPAN INTERNATIONAL COOPERATION AGENCY  
TAJIKISTAN OFFICE

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## **1. PURPOSE**

The purpose of Mini-Grant scheme is to support ex-participants of JICA training program (KCCP) to realize their activities aiming at contributing to socio-economic development of Tajikistan in which the knowledge and experience gained through participation of the JICA training programs are utilized.

Mini-Grant scheme is a tool to further strengthen cooperation between JICA and ex-participants of JICA training programs and their organizations.

## **2. OUTLINE OF SCHEME**

### **(1) Expected Fields**

The Project proposals for Mini-Grant Scheme can be applied in one of the following fields but not limited to:

- 1) Economic Development (Economic Policy, Finance, Development of Small Business and Entrepreneurship etc.)
- 2) Agriculture
- 3) Drinking Water
- 4) Transport and Logistics
- 5) Regional Development
- 6) Health and Social Development (Education, Health, Gender, Support for people with disabilities etc.)
- 7) Energy

### **(2) Types of Activities**

The applicant may apply Project Proposal (application form) in one/few of the following type of activity(s) under the Mini-Grant Scheme:

- Seminar/Workshop
- Study/Research
- Publication (printing materials)
- Procurement of Small or Medium Equipment
- Others

### **(3) Budget of Mini-Grant Project**

Maximum allocated amount to each Mini-Grant Project is **\$3,300**. It is paid in local currency (Tajik Somoni).

Mini-Grant funds should be spent for procurement of the goods and services only for execution of the Project activities.

Please **NOTE** that this scheme **DOES NOT** cover the following expenditures:

- Salary of the Applicant(s)  
(However, the honorarium for expert/consultant/lecture can be covered by Mini-Grant Project)
- Communication expenses (mobile phone and internet charges)
- Items already financed/procured from other sources/donors

Applicants are welcome to make contribution using their own resources, which do not require additional budget for implementation of the project.

All necessary payments for execution of the activities within the Project will be made directly to the shop/seller by JICA TJ Office through the bank transfer in local currency (Tajik Somoni) based on the request of applicant.

Payment will be made upon provision of original invoices (with bank details) and other necessary evidence with prior consultation with JICA Office.

In case of seminars/workshops, the agenda and the list of attendants with their signatures should be submitted after the implementation.

### **(4) Who can apply for Mini-Grant Scheme?**

Ex-participants of the following JICA training programs can apply for Mini-Grant Scheme:

- Group and Regional Training Program
- Country Focused Training Program
- Third Country Training Program
- Young Leaders Training Program

One applicant can apply for only one Project per year.

Application can be submitted either individually or collectively as a group/organization. In view of providing opportunities for every ex-participant,

those who already received Mini-Grants in the past can apply for new projects only after 3 years of the completion of the granted projects.

### **3. PROCEDURE**

#### **(1) Yearly Schedule**

1	Call for Application	End of April
2	Collection of Application	May
3	Evaluation and Selection	End of June
4	Project Implementation Period	July – December
5	Reporting	January
6	Outcomes Presentation	February/March

#### **(2) Call for Application**

Official announcement for Call for Application will be made by JICA Office through official letter to Ministry of Foreign Affairs, publication on JICA Tajikistan Office web page as well as post on JICA Tajikistan Facebook Page.

#### **(3) How to apply?**

<Language>

Application for Mini-Grant Scheme shall be prepared and submitted in Russian or English. At the same time, it is encouraged to apply in English.

<Application Document>

In order to apply for the Mini-Grant Scheme, applicants should fill in and submit either hard copy or soft copy of the following documents to JICA Office:

##### **1. Application Form (Attachment 2)**

Application is a basis for participation in Mini-Grant scheme. The outline of the project and plan of activities should be clearly mentioned in this document. Instruction and some recommendations how to fill out the Application Form are given below:

##### **1.1 Type of Application**

Depending on the type of application, select one of the concerned items.

### 1.2 Information on Applicant

In this column, the applicant shall write about himself/herself (name, place of work, contact details, the title of the training course which he/she attended etc.). If the application is submitted by a group of people, then this column is filled by the name of the representing person, listing all its members in the attached table.

### 1.3 Type of Project

Based on nature of project, please choose one or more concerned item(s).

### 1.4 Background of Project

In this column, the applicant shall explain the background of his project by describing the followings:

- analysis of present situation and problems,
- relation to the government policy,
- justification and reasons why the project is proposed,
- relationship between the training course and this proposal.

### 1.5 Description of Project

Please describe Project's outline by providing information about project title, objective, project budget, target group, location, project duration, expected results and activities. It is important to clearly explain each step of project implementation process and how the targets are going to be achieved. Ideally, it is encouraged to provide project implementation schedule together with Application Form.

After all columns of Application Form are filled out, put date, name and signature.

## **2. Budget Estimation Table (Attachment 3)**

In Budget Estimation Table the applicants are required to provide details of all expenses to be financed by JICA Office within the framework of project. After project has been selected, the Budget Estimation Table shall be adjusted/updated between JICA Office and winning applicants and finally approved by JICA Office. Please **NOTE** that any expenses out of agreed/approved Budget Estimation Table will not be covered by JICA Office.

Budget Estimation Table shall be formulated/developed based on JICA's Payment Tariff for Mini-Grant Scheme as follow:

The Payment Tariff regulates the minimum and maximum amount of the payments to the certain expenditures of the Mini-Grant Projects, such as daily allowances, accommodations, refreshments and others. The following tariffs shall be used while formulating the project budget estimation.

No.	Type of Payment	Amount (max.)	Remarks
1	Daily allowance (per person)	180 TJS/day	
2	Accommodation (per person)	500 TJS/day	The amount can be increased upon negotiation with JICA
3	Coffee-break	60 TJS/person	
4	Lunch	120 TJS/person	
5	Venue rent fee	2000 TJS/day	If a special venue as laboratory is required, the amount can be increased upon negotiation with JICA
6	Honorarium	As below table	Need receipt from consultant/lecture
7	Others	N.A.	Need estimation from more than 3 shops Need receipt for adjustment, with inspection stamp

#### HONORARIUM FOR CONSULTANT/LECTURE SERVICES

Level	Year of working experience	Rate (USD)	Experience	Example
Level A. Entry level	2- 4 years	<b>45</b>  per day	Bachelor degree holder. Basic training, which does not require highly technical level theory and conceptual training, skill- based training (required for clerk and basic skills needed)	Beginner level training (such as, Uncertified MS Office basic literacy, Basic ICT literacy, uncertified beginner conversational language, uncertified business etiquette etc.
Level B. Mid-level	5 to 7 years	<b>80</b>  per day	Bachelor degree holder and/or trainer certificate on training agenda	Mid-career level training. To the extent possible, a training certificate or the training contents should be certified (Certified MS Office Expert training, etc.)
Level C. Senior level	8 to 10 years	<b>100</b>  per day	Bachelor or Master holder, training that requires technical knowledge such as economics, geo-metric, statistics or engineer analysis or training experience with	Advanced level training with strategic linkage with the national policies/strategies etc.

			multi/bilateral aid agencies	
Level D. Expert	11 years + or highly technical	<b>120</b>  <b>per day</b>	Holder of internationally recognized trainer certificate, MSc/MA and/or PhD holder	Expert level training. Solid theory to practice in all areas of training based on the latest academic and practical trends in Central Asia and beyond.

### 3. Others

In addition to the above, the applicants are required to submit the following documents specifically for each type of proposal/activity.

#### Seminar/Workshop:

- Tentative Agenda of Seminar/Workshop
- Preparation Schedule

#### Study/Research:

- Table of Contents (including sample questionnaire in case of survey-based research)
- Work Schedule

#### Publication (printing materials):

- Manuscript Copy  
(note: Manuscript copy will be returned back to the author in case it was submitted in hardcopy and the Project was not selected)

#### Procurement of Equipment

- Information about equipment (specification, estimated cost, photo of equipment)

**Application Checklist (Attachment 3)** helps applicants to make sure all necessary documents are prepared and submitted to JICA Office.

Application Form, Budget Estimation Table, and Application Checklist can be downloaded at JICA Tajikistan official web page.

<https://www.jica.go.jp/tajikistan/english/index.html>

<Submitting Application>

Submit all application documents together with Application Checklist to JICA



Office by the following address:

(Hard copy)

*4-5 floor, Dushanbe Serena Hotel  
14 Rudaki Avenue, Dushanbe, Tajikistan, 734013  
Tel: (992) 44 610 00 33/44, 93-873-55-25;*

(Soft copy)

*JICA Tajikistan Office  
[Kasymov-Masrur@jica.go.jp](mailto:Kasymov-Masrur@jica.go.jp)*

While sending your application documents to the above addresses, please mention in the subject of your e-mail, “Mini-Grant Application”.

***(Please NOTE – the size of the attachments should not exceed 5 MB, otherwise your e-mail will be rejected by JICA mail system)***

The deadline for applications will be set during the official Announcement in April every year.

#### **(4) Consultation for Preparing Application**

In case if additional explanation is needed or in case if there are questions related to the Application Form and Budget Estimation Table, the applicants may contact person in charge at JICA Office by the following address:

*Mr. KASYMOV Masrur – JICA Tajikistan Office  
Tel: 93-873-55-25  
Address: 4-5 floor, Dushanbe Serena Hotel, 14 Rudaki Avenue,  
Dushanbe, Tajikistan*

Consultation will be provided ONLY via phone conversation and/or meeting.

#### **(5) Evaluation and Selection**

Evaluation of Project Proposals will be made based on the following criteria:

- Scale of impact
- Relevance to priorities of the Government of Tajikistan and Japan
- Effectiveness and feasibility of project
- Sustainability of project
- Budget and cost efficiency

- Relevance between applicant's training course and project proposal

#### **(6) Announcement of Winners**

Only the approved projects and applicants will be notified by JICA Office through phone and e-mail within 3 working days after the final evaluation.

#### **(7) Agreement Negotiation**

Selected Mini-Grant winners shall discuss and finalize with JICA Tajikistan Office a project implementation plan and budget estimation table, based on JICA's regulation and/or from the view of improvement of the activity.

#### **(8) Signing of Agreement for Mini-Grant Project**

The winners (successful applicants) will enter into an Agreement for Mini-Grant Projects with JICA Office that sets out terms and conditions for Mini-Grant Project implementation, including compliance with JICA's rules and Procurement Regulations.

#### **(9) Project Implementation Period**

Implementation period of each project starts after signing of Agreement for Mini-Grant Project and shall be completed at latest by the end of December.

#### **(10) Monitoring**

JICA Office has right to monitor the progress of implementation of the projects by contacting the winners. If necessary, monitoring visits to the Projects will be arranged.

#### **(11) Reporting**

The final report (including photos, list of attendees, copy of financial documents and others) shall be provided within two weeks after completion of the project but not later than January. The applicant is also required to make Presentation about his/her project at Annual Meeting of Alumni.