



# QUICK DISBURSEMENT FUND GUIDELINE

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Mekong Region Land Governance (MRLG) funded by the Swiss Agency for Development and Cooperation (SDC) and the German Federal Ministry for Economic Cooperation and Development (BMZ) and the Luxembourg Government Ministry of Foreign and European Affairs (MFEA The) is aimed at improving the tenure security of family farmers in Cambodia, Laos, Myanmar and Vietnam.

## **THE QUICK DISBURSEMENT FUND**

The Quick Disbursement Fund (QDF) is a quick response funding window under the MRLG Grant Facility with the following objectives:

- To provide relief or assistance to family farmers, women, ethnic minorities and other vulnerable groups in situations of land governance crisis where their tenure security is at risk or can potentially be compromised; and
- To strengthen reform actor's ability to influence stakeholders in the land governance related policies and practices supportive of family farmers, ethnic minorities and women through dialogues and consultations.

### **What are examples of “window of opportunities?”**

- **Relief for land governance crisis or conflict situations on the ground affecting family farmers/small landholders, women, ethnic minorities and other vulnerable groups.** Where rights to tenure security on lands of family farmers/small landholders, women and ethnic minorities are at risk, the QDF can be accessed to support activities that will protect their rights or enable them to negotiate a more favourable outcome. Funds can be accessed for conflict management or mediation activities. The QDF can also be accessed to assist them in seeking justice or redress in cases where their tenure security rights have been violated.
- **Support for strategic opportunities to improve CLMV countries compliance to the UN Voluntary Guidelines in the Governance of Tenure of Lands, Forest and Fisheries (VGGT) adopted in 2012.**

As the countries move towards improving compliance with the VGGT, there can be critical activities of government, civil society, or the private sector that need to be supported. An example of this would be opportunities to align legislative and policy development to the principles and conditions espoused in the VGGT.

- **Support to new land laws, including process facilitation or advocacy to support proposals for new policies relevant to the Project goals and outcomes.** There are on-going initiatives in CLMV countries to update the land, forestry and fishery policies and laws. Reform Actors may see critical opportunities in shaping the policy or law proposal such that provisions to improve tenure security protection for family farmers, women and ethnic minorities are included.
- **Support to newly appointed/designated/assigned officials or personalities in government and private organizations who are pro-MRLG reform or support to new administrations which are progressive and pro-reform.** The QDF can be accessed to support small, immediate term advocacy and capacity building activities that can strategically influence the policy/legislative reform agenda of a new administration or the policy position of new appointees, elected officials or managers towards positive support to family farmers, women, ethnic minorities and other vulnerable groups.
- **Support for rapid response technical and legal assistance.** The QDF can also be accessed to provide short-term technical and legal assistance as a rapid response to immediate requirements that potentially expose family farmers, women and ethnic minorities to serious risks in relation to their land and resource tenure security or associated rights.

- **Support for emerging land tenure/land rights issues from the ASEAN Economic Community (AEC) Integration.** There may be opportunities for activities that encourage relevant stakeholders to comply with international best practices including but not limited to the UN Guiding Principles on Business and Human Rights, Extractive Industries Transparency Initiative<sup>1</sup> and ISO 26000<sup>2</sup> to respect the rights of all communities and the land tenure security of all affected individuals, family farmers/small landholders, women and ethnic minorities.
- **Support for adoption or installation of new technologies.** The QDF can be accessed to support the adoption of technologies that are urgently needed and for which immediate application can bring positive impact to improved tenure security for family farmers and vulnerable groups. The MRLG will always have a bias for low cost solutions that provides immediate and positive returns. An example of this may be the adoption of the GLTN Social Tenure Domain Model<sup>3</sup> for rapid community mapping to address tenure security issues of family farmers, women and ethnic minorities involved in negotiations with investors.

## 1.0 Eligibility Criteria under the QDF

To qualify for support under the Quick Disbursement Fund, the applications must meet essential criteria and as many as possible of the preferred criteria:

### Essential Criteria

- a) The proposed activities must be relevant to the goals and objectives of the MRLG Project and contribute strategically to achievement of project outcomes.
- b) Activities must be of such a nature that the intervention is urgently needed at the time the application is made, and short term. The nature of the event or process in respect of

<sup>1</sup> [www.ohchr.org/Documents/.../GuidingPrinciplesBusinessHR\\_EN.pdf](http://www.ohchr.org/Documents/.../GuidingPrinciplesBusinessHR_EN.pdf)

<sup>2</sup> [www.iso.org/iso/discovering\\_iso\\_26000.pdf](http://www.iso.org/iso/discovering_iso_26000.pdf)

<sup>3</sup> <http://www.gltn.net/index.php/land-tools/cross-cutting-tools/social-tenure-domain-model-stdm>

which an action is proposed must be such that the applicant must intervene at the time of application and not at any other time in the future.

c) The applicant must have relevant experience or the required capacity to undertake the interventions and should be the appropriate or natural agency or agent to undertake the action.

d) The proposed activity must be technically and financially feasible (clearly stated objectives; clearly identified activities, inputs, outputs and results; appropriateness of methodology and approach; assessment of risks and mitigation; and appropriateness of budget against proposed activities).

e) The proposed activity must take cognizance of the Do No Harm policy. The activity should avoid putting people at risk. Where there are risks, the risks will be assessed, a risk management matrix developed and monitored, and prior informed consent of the target groups or beneficiaries secured.

### Preferred Criteria

f) Value for money. The activities should maximize the impact of the grant to the improvement of tenure security of family farmers, women and ethnic minorities.

g) Activities with regional relevance or that are regional in scope and involve regional /cross-border cooperation.

h) Activities using a multi-stakeholder and/or a multi-level approach with mutually reinforcing policy level and ground or field related combination of activities.

i) Activities that foster inclusion of women and ethnic minority concerns.

j) It is preferred that applications are made by organization formally registered in the CLMV countries. However, it is anticipated that some situations may arise where the activity needs to be undertaken by organizations that are not registered, for example, by ad hoc community organizations or, in exceptional circumstances, even individuals.

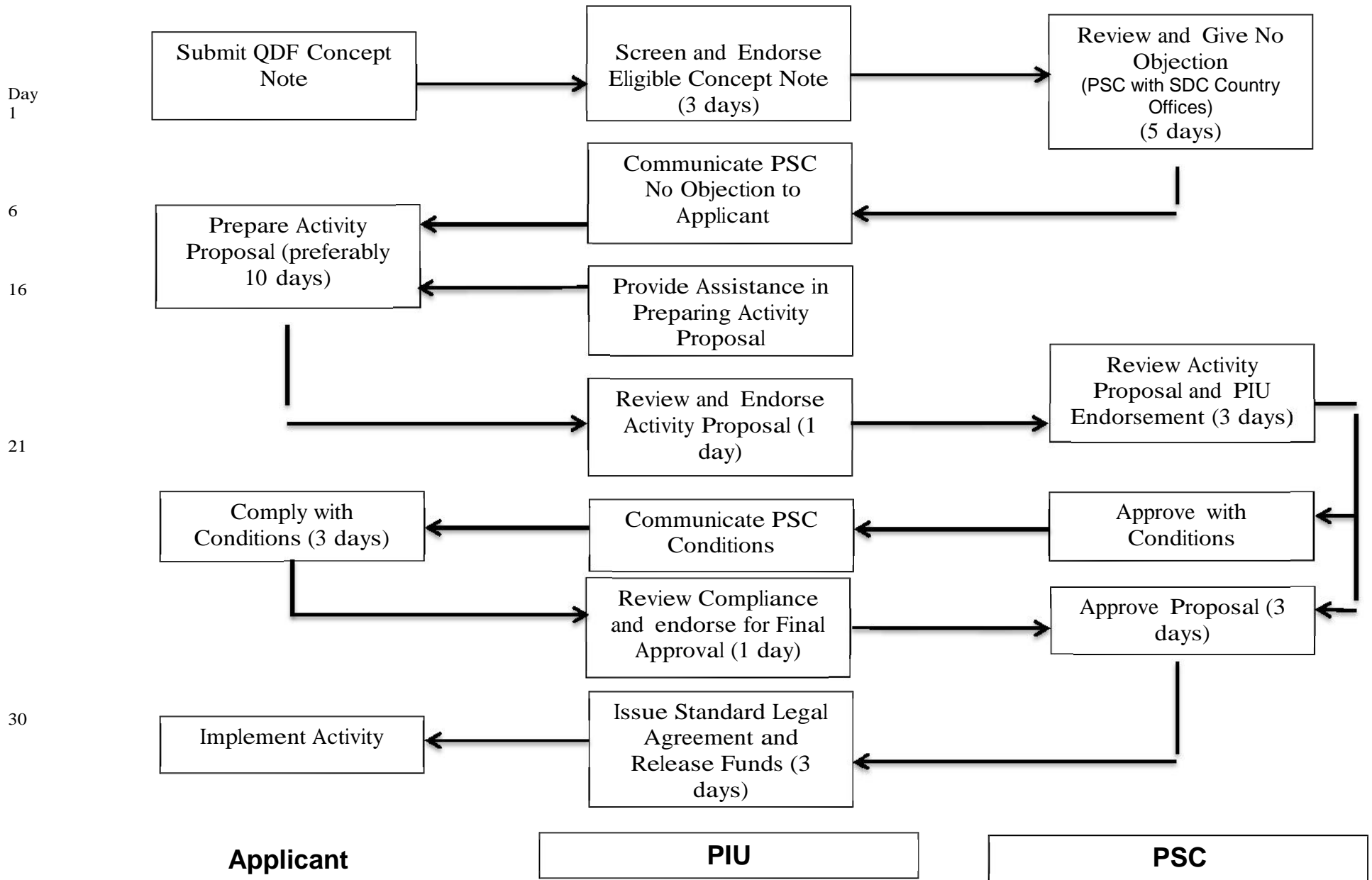
l) It is preferred that applications are made by organizations that have demonstrated financial management capacity. It is anticipated, however, that some applicants may lack the capacity to manage the funds, in which case the PIU shall be responsible for the actual disbursement of funds through direct payments of expenses incurred in the implementation of the activities.

Applicants with interesting propositions who do not have the capacity to prepare activity proposals may be assisted by the PIU, or from a pool of local experts and interpreters/translator who will be retained by the PIU. Orientation and training on the MRLG Grant Facility procedures and preparation of proposals and other documentation shall be provided to organizations and networks in CLMV who can potentially assist applicants interested in accessing the grants.

## **2.0 The Grant Application and Approval Process**

The QDF application and approval process has a three (3) stage process:

- a) A concept notes<sup>4</sup> is submitted through the National Land Governance Facilitator in the country. The PIU in Vientiane screens the note and if eligible circulates it to the Project Steering Committee members to secure “no objection”. Concerned SDC and GIZ Country Offices shall be furnished with the concept note for their review and discussion with their representatives in the PSC. The PSC will make its decision within 5 working days from receipt of the concept note.
- b) Once a “no objection” is secured from the PSC members, the PIU shall invite the applicant to prepare and submit a detailed activity and budget proposal. Where necessary the PIU may assist the applicant organization in preparing the detailed proposal.
- c) The PIU will assess the full proposal and seek final approval from the PSC. The PIU shall issue a standard legal agreement to be signed between the MRLG and the Grantee. The Grantee must commence implementation of the Project not later than 30 days from the date the Agreement is signed. Activities should be completed no later than 6 months from start



### **3.0 Grant Ceiling and Maximum Implementation Period**

The QDF will fund activities up to a maximum of US\$50,000. Application for QDF funding above the maximum allocation shall be allowed only when there is sufficient justification based on the activity to be undertaken. The proposed activity should not be for more than six (6) months, except on justifiable conditions. All final completion reports must be submitted to the Facility within one (1) month from completion of the activity or sooner as the case may be.

### **4.0 Fund Disbursement Procedures**

The PIU shall be responsible for ensuring the financial management capacity of the organizations before the signing of the legal agreement. In cases where the award is given to organizations, groups or even individuals who do not have demonstrated capacity to handle the funds, the PIU shall be responsible for making direct payment upon presentation or submission of a valid invoice. A limited cash advance up to a maximum of US\$ 1,000 may be given to cover costs of consumables, small meetings and travels which will be subject to liquidation. For government agencies, private sector, recognized NGOs and civil society organizations, and other organizations with acceptable financial management capacity the following shall guide the utilization and releases of funds:

- a) Fund for activities under the QDF shall be released only upon the signing of the legal agreement between the PIU and the Grantee.
- b) The releases of the grant monies shall be guided by the schedule of payment indicated in the final activity proposal.
  - 80% upon issuance of notice to proceed
  - 20% upon acceptance of activity completion report
- c) Before final payment is made the grantee must submit the final report with financial/liquidation report for the released funds.



**QDF Concept Note Template**

Country: \_\_\_\_\_

Application Number \_\_\_\_\_

Applicant: \_\_\_\_\_  
Contact Person, Position: \_\_\_\_\_  
Telephone/Fax number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Partner Organization: \_\_\_\_\_  
Contact Person, Position: \_\_\_\_\_

**QDF Concept Note  
(Maximum of 3 pages)**

<b>Background and Rationale:</b>
<ul style="list-style-type: none"><li>• Provide a brief but concise background of the issue(s)</li><li>• Describe the issue(s) to be addressed (problem statement)</li><li>• Provide a brief description of the Government's perspective/or actions on the issue</li></ul>
<b>Objectives, Approach and Methodology</b>
<ul style="list-style-type: none"><li>• Provide the objectives for the proposed Activity</li><li>• What are the results or achievements you expect at the end if the activity is successful</li><li>• Describe briefly the proposed approach and methodology and major activities</li><li>• Describe the beneficiaries, describe the participation of and benefits for women and ethnic minorities</li></ul>
<b>Cost estimate and Timeframe</b>
<ul style="list-style-type: none"><li>• Provide an indicative total cost for the proposed activity</li><li>• Provide a list of the anticipated major expenditure items (if you know)</li><li>• Provide an indication on the timeframe - indicative start and end date</li></ul>
<b>Applicant's Profile (complete as much as is relevant or easy for you)</b>
<ul style="list-style-type: none"><li>• Organizational profile (only if the applicant is an organization)</li><li>• Provide a brief description of expertise and experience of the applicant and implementers</li></ul>
<b>Source of Information about the QDF</b>
<ul style="list-style-type: none"><li>• Describe briefly your source of information about the MRLG QDF</li></ul>

**QDF Activity and Budget Proposal Template**

Country: \_\_\_\_\_

Application Number \_\_\_\_\_

Applicant: \_\_\_\_\_

Contact Person, Position: \_\_\_\_\_

Contact Information: \_\_\_\_\_

**QDF Activity and Budget Proposal  
(Maximum 15 pages, including annexes)**

**Part 1: Project Description**

**Background and Rationale:**

- Provide a brief but concise background of the issue(s)
- Describe the issue(s) to be addressed
- Provide the Rationale for the QDF assistance: Why it fits into the QDF; Relate it to the QDF objectives and eligibility criteria;
- Describe what will be the significant benefit of implementing the activity

**Objectives, Approach and Methodology**

- Provide detailed objectives for the proposed Activity
- Describe the expected outcomes if the activity is successful
- Describe briefly the proposed approach and methodology and major activities
- Identify the beneficiaries (describe participation of and benefits for women and ethnic minorities), describe how are they the most relevant, describe risks if any and how the risks to the beneficiaries can be managed

**Applicant's Profile**

- Organizational profile, registration and licenses (if any), country experience (only if the applicant is an organization)
- Provide a brief description expertise and experience of the applicant and implementers
- Provide a list related project/activities undertaken in the past
- Provide information on financial management capabilities

**Part 2: Detailed Activity and Budget Plan**

**A. Activity Plan**

Objective	Activities	Outputs	Timeframe	Resources

**B. Budget Plan**

Month	Activities	Expenditure Items	Estimated Cost per item	Total Budget Requirement

