**ACCESSIBLE FORMAT of** [**Annex 1**](https://www.elrha.org/wp-content/uploads/2023/05/Handbook-Annex-1-Eligibility-and-Assessment-Criteria-and-corresponding-questions.pdf) **.**

Adopting Innovations in High Severity Contexts

Annex 1: Eligibility & Assessment Criteria & their corresponding questions

# Overview

This document is an annex to the Challenge Handbook for our Challenge: “Adopting Innovations in High Severity Settings”. The annex restates the Eligibility Criteria and the Assessment Criteria, as described in the Handbook, and additionally provides the questions that applicants will be asked at each stage of the application process. As well as listing the substantive questions, sub-questions and character limits (counting of which includes spaces), it shows at which stage supporting documents can or should be uploaded. This document also provides information on what happens next, at each stage.

# Eligibility Criteria

For ease of reference, these are listed in full here as well as being in the Challenge Handbook.

1. The Lead Organisation must be a legally registered entity (including but not limited to an international non-governmental organisation, national non-governmental organisation, private company, Red Cross / Red Crescent movement, United Nations agency or programme, civil society organisation, academic / research institution, government). Applicants are expected to provide relevant evidence (eg, a registration document) at the EoI stage.
2. The proposed project should not exceed the maximum duration and grant size limits for this Innovation Challenge: projects should last up to 12 months and all project activities should be complete by 31st October 2024.
3. The proposed innovation to adopt should have previously been funded by the HIF. One organisation cannot apply to adopt multiple innovations within the same application, but you can submit as many applications as you want.
4. The proposed project should apply a humanitarian innovation to at least one of the following contexts, in a very high severity setting: complex conflicts; complex protracted crises; acute responses. The project should aim, directly or indirectly, to benefit crisis-affected populations, inclusive of refugees, internally displaced persons, and host communities.
5. The Lead Organisation must have substantial ongoing operations in at least three very high severity settings, including the setting of proposed project implementation. Where the innovation being used is specific to a humanitarian sector (WASH, Nutrition, Protection, etc.) the ongoing operations should include substantial work in that sector.
6. The Lead Organisation must be proposing to adopt and use an innovation that was not developed in-house or by a part of the same organisation, and that it is not already routinely using. *The lead applicant and the organisation that previously developed the innovation through the HIF should not be members of the same wider or federated organisation, such as separate members of the Red Cross movement or different country offices of the same INGO. Exceptions to this are members of alliances or networks such as CHS Alliance, and separate UN agencies. If you are unsure as to whether this makes you ineligible, please contact* [*hif@elrha.org*](mailto:hif@elrha.org)
7. The Lead Organisation must demonstrate awareness of ethical risks related to the proposed project (this could include conflict sensitivity and relationship with local contextual and gender dynamics).
8. At EOI stage, you should be able to confirm that you are in contact with the innovators/originating team of the innovation that you are proposing to adopt, or to articulate briefly why contact with the innovators is not relevant to this innovation. At the full proposal stage, the assessment of the proposal’s feasibility will include judgement of relationships/partnerships with key stakeholders including the innovators.

# Expression of Interest Questions

In addition to standard questions (name of lead applicant, contact details, etc), applicants will reply to the following substantive questions in their Expression of Interest, through which we will determine their eligibility. Expressions of interest are reviewed against a checklist rather than a score sheet.

1. Please provide the Elrha web address for the project page relating to the innovation you are adopting. *If there is more than one project page relating to this innovation, please select just one of the pages.* (300 Characters)
2. Please provide the name of the innovation from the project page relating to the innovation you are adopting*.* (300 Characters)
3. Please summarise the proposed intervention. *This should include an introduction to the innovation being adopted, the very high severity setting in which it would be used, and the rationale for its use. If the intervention is sector-specific, please indicate to which sector(s) it most closely relates.* (1,500 Characters)
4. Please confirm that the lead organisation has ongoing operations in the relevant humanitarian sector in the proposed intervention country and at least 2 other very high severity settings. (Very high severity settings as defined by ACAPS - <https://www.acaps.org/countries> in January 2023) (Tick box from list)
5. Please describe substantial ongoing operations of the Lead Organisation in the relevant humanitarian sector, in the proposed intervention country and at least 2 other very high severity settings. *For example, indicate how long you have been present in the specific very high severity settings, the scale of your operations there, the thematic sectors in which you operate.* (1,500 Characters)
6. Please describe the project team. *This should include describing the humanitarian character and sector expertise of the project team, especially in cases where the Lead Organisation is not a humanitarian actor. This description can refer to the expertise of individuals, organisations or both.* (1,200 Characters)
7. Please confirm that the Lead Organisation is newly adopting the innovation, that it was not designed by the Lead Organisation and is not already routinely in use by the Lead Organisation*. The lead applicant and the organisation that previously developed the innovation through the HIF should not be members of the same wider or federated organisation, such as separate members of the Red Cross movement or different country offices of the same INGO. Exceptions to this are members of alliances or networks such as CHS Alliance, and separate UN agencies. If you are unsure as to whether this makes you ineligible, please contact* [*hif@elrha.org*](mailto:hif@elrha.org)(300 Characters)
8. Please demonstrate an awareness of the ethics and risk factors for adopting the proposed innovation in the proposed context. *This can include reference to practices being used to address ethical risks or to ethics policies / frameworks / approvals which can also be uploaded as attachments.* (1,500 Characters)
9. Please confirm that you have made contact with the innovators/originating team of the innovation that you are proposing to adopt, or articulate briefly why contact with the innovators is not relevant to this innovation. Please note that at the full proposal stage, the assessment of the proposal’s feasibility will include judgement of relationships/ partnerships with key stakeholders including the innovators. (300 Characters)

# SUPPORTING DOCUMENTS at Expression of Interest Stage

## MANDATORY:

* Please attach relevant evidence to demonstrate that the lead applicant is a legally registered entity (eg, registration document).

## Desirable:

* If possible, please attach a letter of support, MoU or similar, from the developer / owner of your chosen innovation.

## What happens next?

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| Proposals must be submitted on the system by **14:00 BST (UTC+1)** on **Monday 5 June 2023**.  All applications **must be submitted through the Common Grant Application platform**. We will not accept any applications, nor late submissions, by email. If your application is shortlisted, we will contact you around 15 June 2023.  All shortlisted EoIs will then be invited to submit a Full Proposal; the deadline for submitting the Full Proposal is **Monday 10 July 2023 at 14:00 BST (UTC+1).**  As part of the Full Proposal, you will be asked to adapt and expand on your Expression of Interest and answer a few additional questions. |

# Full proposal questions

In line with HIF’s standard way of working, there are always five categories that are assessed by external reviewers. The scoring of Full Proposals by Technical Reviewers is used to generate a shortlist of eligible and high-scoring projects which are judged by the Funding Committee to decide on the best cohort of projects. The assessment section headings are set out below, with together with their associated questions.

### Strong Alignment with aims of the challenge

1. Please provide the name of the innovation and the Elrha web address for the project page relating to the innovation you are adopting. *If there is more than one project page relating to this innovation, please select just one of the pages.* (300 Characters)
2. Please summarise the proposed intervention. *This should include an introduction to the innovation being adopted, the Very High Severity setting in which it would be used in this project, and the rationale for its use. If the intervention is sector-specific, please indicate to which sector(s) it most closely relates.* (1,200 Characters)
3. Please confirm that the lead organisation has ongoing operations in the relevant humanitarian sector in the proposed intervention country and at least 2 other Very High Severity settings. (Tick box from list of very high severity countries or 300 Characters)
4. What is the problem in the proposed setting that the innovation will tackle? What evidence do you have that this is the right innovation to tackle the targeted problem and that it is better than current practices? Please provide context analysis relevant to the use of this innovation in the proposed very high severity setting. *This could include consideration of how the intervention might affect conflict dynamics, power relations, social inclusion, gender norms.* (4,000 Characters)

### High Quality scaling/adoption process

1. Please provide analysis of the challenges you anticipate in the proposed project. *What are the challenges that you have identified for scaling this innovation through a team/organisation that has not used it before, doing so in what may be a new context for the innovation itself, and in an especially hard operating environment? How does the proposed context and implementing organisation differ from similar deployments (by different organisations, in the same or other countries)? What preconditions are you reliant on and what underlying assumptions are you making about the innovation’s scalability?* *You may wish to refer to theoretical frameworks for readiness to scale, such as GAHI’s “Scale Factors” in* [*Untangling the Many Paths to Scale*](https://www.elrha.org/researchdatabase/gahi-untangling-many-paths-to-scale/#:~:text=The%20Untangling%20the%20Many%20Paths,contextual%20variation%2C%20and)*, or referencing your use of tools from the* [*Humanitarian Innovation Guide*](https://higuide.elrha.org/) *and its* [*Scale toolkit*](https://higuide.elrha.org/toolkits/scale/)*.* (4,000 Characters)
2. Please describe any strategies, policies, monitoring/response practices or planned activities you have in place to mitigate or address the challenges that you outlined above. *What strategies/plans do you have to cope with the identified challenges, and to mitigate the impact of misplaced assumptions or unmet preconditions? Please also submit a risk register in the provided template.* (4,000 Characters)

### Demonstrates Feasibility and Value for Money

1. Please describe the project team, any key partnerships involved in this project, and relationships to key stakeholders (such as the innovators). *How does the composition of the project team demonstrate your readiness to adopt this innovation, and your capacity to ensure sufficient fidelity to achieve and verify positive results, as well as overcoming foreseen and unforeseen scaling challenges? How is the business model being used by the innovator reflected in the relationship with them (see for example Figure 2: Spectrum visualising characteristics of long-term roles, page 22 of* [*Tactics to Adopt Humanitarian Innovations*](https://www.elrha.org/researchdatabase/how-to-scale-tactics-adopting-humanitarian-innovations/)*)? You may also refer to annexes such as partnership agreements. If you apply in partnership with other organisations, we would expect to see equitable partnership principles reflected across your submission. This may include ensuring fair budget allocation, such as equitable access to overhead costs recovery, and equal participation across the project lifetime, ensuring that all partners are part of programme design, delivery, and learning.* (2,000 Characters)
2. Please provide an overview of the proposed project to adopt this innovation using HIF funding during the grant period. *Please describe the aims that you intend to achieve with this funding (suggested maximum of 5). Under each aim, please set out some of the key activities that you will implement to achieve those aims (suggested maximum of 5 per aim; please number them to correspond to the aims: 1.1; 1.2, 2.1., etc…). This section should correspond to the workplan. It need not describe every activity in the workplan, but should provide additional detail/rationale to key activities, and targets/progress indicators for at least some of the activities and aims.* (3,000 Characters)

### Good Potential for Impact in the Humanitarian Sector

1. How will you define and measure the success of the adoption, scaling and implementation of the innovation? *Please define indicators and include targets for tracking outputs/deliverables and measuring quality/impact; this can include reference to anticipated impact after the grant period.* *Some examples of the type of metrics that we would expect to see include number of people benefitting, outcomes for those people, costs of adopting and implementing the innovation and measurement of scalability in similar contexts.* (3,000 Characters)
2. What is the vision or pathway for scale beyond this project, either building on success or learning from challenges faced? *Please describe how key stake holders (clusters, regional/global forums, advisors and decision-makers will be engaged during and after the project, as possible future adopters, any buy-in from regional/global senior leadership within the adopting organisation to consider greater use of this innovation.* (2,000 Characters)

### Comprehensive Consideration of Ethics and Other Risks

1. How will you assess the ethical implications of your project? How do you plan to identify, mitigate and resolve any ethical risks on an ongoing basis? For example, what will you do if the innovation does not work or is putting people at risk? *Awareness of ethical risks, and plans, processes or resources to mitigate such risks will be assessed as a pass/fail criterion by FC members (with Technical Reviewers providing comments and an advisory opinion on whether a project should be excluded on ethical grounds). Projects that are judged by the Funding Committee to have unmitigated serious ethical or other risks that cannot be easily addressed would not be funded.* (3,000 Characters)

## SUPPORTING DOCUMENTS at Full Proposal Stage

MANDATORY Please submit the following with your application:

* Workplan (using the HIF template)
* Budget (using the HIF template)
* Risk register (using the HIF template)
* Letter of support from innovator
* Where applicable, evidence to confirm your partnerships on this project (any mandatory partnerships must be evidenced)

## WHAT HAPPENS NEXT

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| Full Proposals must be submitted on the system by **Monday 10 July 2023 at 14:00 BST (UTC+1)**. All applications **must be submitted through the Common Grant Application platform**. We will not accept any applications, nor late submissions, by email.  Full Proposals are reviewed by independent technical reviewers and their feedback is given to the HIF’s independent Funding Committee. For further details on funding decisions and processes please see [our governance information](https://www.elrha.org/governance/). The final project selection is made by our Funding Committee. **Successful projects will be informed in late August 2023.**  Thank you and good luck! |
| **Due Diligence Requirements**  Due Diligence is our process of reviewing your organisation’s finances, governance structure and business activities (including vetting key team members and/or board members, as applicable). We carry out this process on all our grantees before we can enter into an agreement. We run our Contracting process in parallel to our Due Diligence.  The due diligence process may begin for projects that are shortlisted during the Full Proposal reviews and additional documentation may be requested. We request that you review the[**Due Diligence FAQs**](https://www.elrha.org/wp-content/uploads/2019/08/Due-diligence-and-Contracting-FAQs-170119.pdf)to determine which level of due diligence you require, and which documents you will have to present if successful. You may wish to share the Due Diligence FAQ's and Elrha [**Standard Grant Agreement**](https://www.elrha.org/wp-content/uploads/2020/03/Elrha-Grant-Agreement-TEMPLATE-MERGE-Final-31.03.2020.docx)with your organisation's legal or grants team to review before you receive a funding decision.  Upon successful completion of the due diligence and contracting stage, the selected grantees will enter into a grant agreement with Elrha. We will not enter into agreement negotiations with the legal and grants team. The agreements are non-negotiable as Donor clauses are passed down to Elrha. | |
| **Standard Agreement for Grantees**  Upon successful completion of the due diligence and contracting stage, the selected grantees will enter into a grant agreement with Elrha.  A draft Standard Agreement is included as one of the program documents shared at the Full Proposal stage. Please ensure that you familiarise yourself with the clauses and terms in the agreement and share it with your legal team; as there will be no negotiation possible. | |