



# CookFund Programme: Accelerated Market roll-out of Clean Cooking Solutions in Tanzania

## Guideline for the Call for Funding Proposals

### Summary

The CookFund Programme, funded by the European Union (EU), is a three-year programme (2022 – 2024) that seeks to accelerate market rollout of clean cooking solution in Tanzania mainland, targeting five regions namely Dar es Salaam, Pwani, Morogoro, Dodoma and Mwanza. The Programme is implemented by the United Nations Capital Development Fund (UNCDF) in collaboration with United Nations Industrial Development Organisation (UNIDO). UNCDF is both the Fund Manager and implementor of the Programme.

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Final Guideline for the CFP

## 1. Background

The lack of access to modern, clean cooking is a global challenge that cannot be ignored. The main barriers limiting growth in the sector are consumer cooking behaviours, affordability, access to credit and low consumer awareness. National efforts to increase use of clean energy solutions need to put greater focus on supporting accessibility and affordability. Against this background, UNCDF, with financing from the European Union (EU), has established and launched the CookFund for Accelerated Market Rollout of clean cooking solutions. The programme was launched in December 2021 and its implementation for all five programme regions is limited to 3 years.

## 2. About the CookFund Programme

The CookFund programme is a key component of the European Union's Integrated Approach for Enhancing Sustainable Cooking Value Chains Programme in Tanzania and the 11<sup>th</sup> European Development Fund (EDF), aiming at contributing to Tanzania's climate change commitment by increasing the share of the population with access to sustainable cooking solutions. The CookFund is a performance-based programme that will provide financial and technical assistance to support the accelerated market roll-out of clean cooking solutions leading to improved environment, jobs, and business opportunities along the different value chains. It will provide a combination of performance-based subsidy and investment and working capital growth grants to eligible enterprises and companies with the main objective of increasing end-user uptake and affordability. The aim is further to address under-capitalization, scalability and formalization challenges and henceforth build the internal capacity of companies involved in the production, importation, distribution, wholesale or retail of stoves, fuels, or related cooking products and services.

### 2.1. Objectives

The main objective (impact) of the programme is to reduce climate change impact in Tanzania by increasing the share of the population with

access to sustainable cooking solutions. The specific objective (outcome) is to increase usage of modern and clean cooking solutions in urban areas for improved environment and inclusive wellbeing of the population. CookFund aims to bridge a critical gap between early-stage support, equity financing and concessional/commercial debt needed to transition to modern, clean cooking at scale.

### 2.2. Target Beneficiaries and Locations

The CookFund targets suppliers of clean cooking technologies in urban areas in the targeted regions of Dar es Salaam, Pwani, Morogoro, Dodoma and Mwanza. Suppliers include producers, importers, wholesalers, super-dealers and retail distributors of clean cooking technologies. Indirectly, the CookFund will target end users and of clean cooking technologies. The primary aim of CookFund is to incentivize enterprises and companies to make sales to household end-users more affordable. However, sales of energy-efficient stoves to commercial and institutional cooking services to serve critical needs could be considered.

### 2.3. Target Cooking Technologies

The Programme will provide technical and financial support to eligible enterprises and companies to increase their operating capacities and end-user's uptake in the use and utilization of Liquefied Petroleum Gas (LPG), Liquefied Natural Gas (LNG), Bioethanol/Ethanol, Electric Cookers, Briquettes, and Improved Charcoal Stoves (only energy efficient charcoal stoves). CookFund places a strong emphasis on the provision of high-quality sustainable clean cooking services that integrate the clean cooking technologies (CCT) and sustainable fuels.

### 2.4. Eligible Enterprises

Eligible enterprises and companies to be supported by the CookFund programme will be impact oriented small and medium enterprises (SMEs), companies and innovators engaged in commercially driven and environmentally

friendly cooking technologies. The funding eligibility will mostly consider businesses and operators with good combination of outreach and end-user affordability, innovation, energy efficient and less carbon emission cooking technologies suitable for roll-out in the programme areas.

The following categories- of enterprises/companies will be considered:

- **SMEs/Companies** (producers, importers, distributors, assemblers, wholesalers, retailers) **engaged in various clean cooking technologies:** These include enterprises that can scale up production and/or sales to penetrate the market as well as those that can import and replicate proven and certified energy efficient cooking technologies for local assembly and/or distribution.
- **Innovators and suppliers of end user payment modalities for alternative energy for cooking solutions.** These are clean cooking businesses with innovative solutions which make easy access of alternative cooking solutions for end users such as flexible payment systems (e.g.,

Pay as You Go platforms), finance options, etc.

## 2.5. Implementing Partners and Key Stakeholders

The CookFund Programme is managed and implemented by United Nations Capital Development Fund (UNCDF) in collaboration with the Government of Tanzania and United Nations Industrial Development Organisation (UNIDO). UNIDO focusses its support on Bioethanol cooking technology only in Dar es Salaam Region.

**United Nations Capital Development Fund (UNCDF):** UNCDF makes public and private finance work for the poor in the world's 46 least developed countries. With its capital mandate and instruments, UNCDF offers "last mile" finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development. By strengthening how finance works for poor people at the household, small enterprise, and local infrastructure levels, UNCDF contributes to global sustainable development goals (SDGs) by identifying those market segments where

- Financing will be implemented **through a combination of performance-based approach** and up-front, non-reimbursable catalytic working and investment capital to unlock early structural challenges in the market, build business and proactively mobilize various types of investment and debt financing. All grants awarded will be calibrated based on the agreed and verifiable number (by UNCDF and/or Independent Verifier) of clean cooking solutions distributed to eligible end-users. Supported enterprises/businesses should therefore comply with the requirement of tracking and recording sales to end users benefitting from the programme support.

innovative financing models can have transformational impact in helping to reach the last mile and address exclusion and inequalities of access.

**United Nations Industrial Development Organisation (UNIDO):** UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization, and environmental sustainability. UNIDO's mission is to promote and accelerate inclusive and sustainable industrial development in member states. Strategic priorities of the organisation include creating shared prosperity, advancing economic competitiveness, safeguarding the environment, and strengthening knowledge and institutions.

The two implementing partners (UNCDF and UNIDO) work by building strong partnerships with local, national, and international partners. These include The Ministry of Energy (MoE), Ministry of Natural Resources and Tourism (MNRT), The Ministry of Finance and Planning (MoFP), The Vice President's Office (VPO), President's Office – Regional Administration of Local Government (PO-RALG) and Ministry of Industry, Investment and Trade (MIIT). Other key institutions will be involved as required, including Tanzania Bureau of Standards (TBS), National Carbon Monitoring Centre (NCCM), University of Dar es Salaam, Tanzania Forest Service (TFS), Tanzania Renewable Energy Association (TAREA), and Tanzania Private Sector Foundation (TPSF). Other partners include Direct Foreign Investments (DFIs), multilaterals and bilateral, the United Nations, and private sector actors.

### 3. About the Call for Proposals

UNCDF is inviting interested enterprises and companies to apply for a first round of a call for proposal in order to competitively access the funding facility. The fund will be disbursed in consecutive rounds until completion during a three-year period with current funding of up to EUR 9.7 million in total.

Targets, Incentives and subsidies may be readjusted and recalibrated in the next rounds (guidelines will be modified accordingly)

depending on the response of the market to this first round of the call.

With this Call for Proposals, UNCDF is inviting eligible Small and Medium Enterprises (SMEs) and companies which are involved in the clean cooking value chain / technologies to apply for technical and financial assistance to accelerate market roll-out of clean cooking technologies in Programme targeted urban areas/regions. Financial assistance will mainly focus in addressing enterprises/companies' under-capitalizations and end-user affordability.

#### 3.1. Uses of Funds

Funding may be deployed for a range of uses to expand businesses and increase outreach, depending on the requirements of the enterprise. The applicant can outline multiple uses of funds, and will be encouraged to consider the following areas:

- Improving the marketing and sales strategy and effectiveness, including training staff and refining marketing and sales approaches.
- Conducting pilots or expanding businesses related to product outreach and end user payment facilitation.
- Market new products and/or new business models through innovation (last phase – close the market solutions), refining design, production of existing products, piloting products and /or offering innovative financial solutions to increase affordability to end users.
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- Developing, refining, and modelling commercial and go-to-market strategies and cooking solutions.
- Incentivising end-users to switch to a cleaner energy efficient cooking technology.
- Implementing or refining management information systems to improve business processes as well as tracking and reporting units sold.
- Capital expenditures including purchase of production equipment, distribution trucks, storage facilities all aiming at scaling up business operations, energy access and outreach.

- Applicants proposing alternative use of grant not on the list above, will be reviewed on case-by-case basis.

### 3.2. Type of Support, Amount and Funding Categories

The type and amount of support will depend on several factors commensurate with geographical area, energy technology, value addition required (if any), funds utilization (capital expenditure, working capital and /or procurement of third-party technical assistance), market development, technology development, end user payment options, enhancement of distribution chain etc. *See eligibility criteria on Annex below.*

#### 3.2.1. Funding Amount

The size of individual awards will range from €10,000 – €300,000, with a possibility for follow-on funding subject to performance and availability of funding.

The financial support from the programme will range between 50% -75% of the total project cost for the planned new business line or expansion attributed to CookFund support.

The exact amount of financing available to individual projects through CookFund will be determined during the on-site due diligence stage following initial evaluation and screening of funding application.

#### 3.2.2. Funding Categories

Funding will competitively be provided to address end-user affordability barriers as well as undercapitalization on the side of enterprises and companies (category one) and to leverage technology focused business models to overcome affordability areas especially upfront costs for household energy products (category two).

**Category One:** This is a combination of investment and working capital growth grants and of performance-based subsidy. The latter will be provided as a result of attained sales volume or number of units to end users and upon third party verification of sales.

The performance-based subsidy varies from one type of cooking energy technology to

another. It also varies for different sizes of cylinders in the same technology category i.e., 6Kg LPG Vs 15Kg.

Under this category, the successful applicant must contribute to pre-finance the selling of an agreed minimum number of units and thereafter get awarded.

The agreed type of technology i.e., Electric Pressure Cooker (EPC), Electric Rice Cooker, Improved Cook stove (ICS), Bio-ethanol stove, briquettes and LPG stoves, all must meet the minimum criteria.

To incentivize eligible enterprises and companies the verification exercise shall be done in the cycles of every three months or upon selling of agreeable number of units, whichever comes first. *See eligibility and selection criteria below.* Any subsequent changes to the subsidy/incentive levels will be communicated before enforcement

The operational set up of category 1 is shown in table 1:

Table 1. CookFund Subsidy/Incentive Levels per Technology

Category	Cooking Solution	Initial Investment Grant	Performance based subsidy	Total of subsidy (advanced pre-financing + RBF)	Target	Explanatory Note
1.1	Electric Cookers for Households	€ 16 equivalent to TZS 38,000 per projected unit to be imported	€ 13 equivalent to TZS 30,000 per unit sold to end users	€ 29 equivalent to TZS 68,000 per unit	Proposed units to be imported and sold in order to benefit from the cook fund must be detailed in the application	Detailed proof of importation should be provided to support the initial grant.
1.2	Bioethanol	€ 14 equivalent to TZS 33,000 per projected unit to be imported	€ 9 equivalent to TZS 20,000 per unit sold to end users	€ 23 equivalent to TZS 53,000 per unit	Proposed units to be imported and sold in order to benefit from the cook fund must be detailed in the application	Support for Bioethanol exclude Dar es salaam region which is covered under UNIDO support.
1.3.1	LNG/LPG (3 Kg Cylinder)	€ 1.3 equivalent to TZS 3,100 per projected new unit to be purchased	€ 1.7 equivalent to TZS 4,000 per unit sold to new customers	€ 3.0 equivalent to TZS 7,100 per unit	Proposed units to be purchased and sold in order to benefit from the cook fund must be detailed in the application	<p>“New unit” means a new cylinder not used</p> <p>“New customer” means that the end user is buying the bottle for the first time.</p> <p>Applicants to cat 1.3 can propose in their application multiple sub-categories (1.3.1 + 1.3.2 + 1.3.3 etc)</p>

1.3.2	LNG/LPG (6Kg Cylinder) with single burner	€ 2.0 equivalent to TZS 4,500 per projected new unit to be purchased	€ 2.2 equivalent to TZS 5,500 per unit sold to new customers	€ 4.2 equivalent to TZS 10,000 per unit	Proposed units to be purchased and sold in order to benefit from the cook fund must be detailed in the application	Same as 1.3.1
1.3.3	LNG/LPG (15Kg Cylinder)	€ 3.0 equivalent to TZS 7,700 per projected new unit to be purchased	€ 4.0 equivalent to TZS 9,600 per unit sold to new customers	€ 7 equivalent to TZS 17,300 per unit	Proposed units to be purchased and sold in order to benefit from the cook fund must be detailed in the application	Same as 1.3.1
1.3.4	LNG/LPG (38 Kg Cylinder)	€ 5.0 equivalent to TZS 12,900 per projected new unit to be purchased	€ 7.0 equivalent to TZS 15,900 per unit sold to new customers	€ 12 equivalent to TZS 28,800 per unit	Proposed units to be purchased and sold in order to benefit from the cook fund must be detailed in the application	Same as 1.3.1
1.3.5	LNG/LPG (10 Kg Cylinder)	€ 3.5 equivalent to TZS 8,000 per projected new unit to be purchased	€ 4.2 equivalent to TZS 10,240 per unit sold to new customers	€ 7.7 equivalent to TZS 18,240 per unit	Proposed units to be purchased and sold in order to benefit from the cook fund must be detailed in the application	This is specific for cylinders integrated with PAYGO systems.
1.3.6	LPG Stoves (double or more burners) <sup>1</sup>	14% of the verified retail market price per projected new unit to be sold	18% of the verified retail market price per projected new unit to be sold	Total 32% of the retail market price per unit	Proposed units to be purchased and sold in order to benefit from the cook fund	Imported stoves should meet standards recognised by TBS. If produced

<sup>1</sup> LPG stoves will only be considered as a package along LPG gas cylinders offered by super dealers. (Super dealers are SMEs and Companies contracted by main suppliers/importers of LPG to operate in a specified geographical areas and licensed/regulated by EWURA).

					must be detailed in the application	locally the stoves must pass TBS certification (efficiency & durability)
4	ICS	€ 1.6 equivalent to TZS 3,800 per projected unit to be produced	€ 2 equivalent to TZS 4,700 per unit sold to new customers	€ 3.6 equivalent to TZS 8,500 per unit	Proposed units to be produced and sold in order to benefit from the cook fund must be detailed in the application	The stove must be certified by TBS to have passed the efficiency and durability tests.
5	Briquettes	€ 0.18 equivalent to TZS 430 per projected unit (kg) to be produced	€ 0.22 equivalent to TZS 530 per unit (kg) sold to new customers	€ 0.4 equivalent to TZS 960 per unit	Proposed units to be produced and sold in order to benefit from the cook fund must be detailed in the application	Sustainability and markets should be clearly demonstrated by applicants.

*Note 1: Market prices and currency conversion rates are approximate and round it up or down for simplicity and may change in future rounds of the call*

*Note 2: 32% of the market price will be used to compute the reward for solutions not specifically provided on the table above (e.g., LPG cylinders of different sizes)*

### Category Two Working and Investment

**Capital -PAYGO:** This CookFund Programme is also encouraging new digital innovations in reaching out more end-users. Working and investment capital will be provided to enterprises or companies that reach out users with clean cooking products and services through flexible payment systems and digital communications. Example stove-use monitoring/ pay-as-you-go functionality. Limited number of these digital innovation companies will be supported to document the success, applicability and impact towards easy accessibility and end-user affordability and payment conveniences. Special payment flexibility will be given to PAYGO<sup>2</sup> companies if they want investment capital for importation of digital meters. Under this situation, 60% of the grant will be provided upon submission of proof of importation (e.g., Bill of lading, CIF invoices, etc) and the remaining 40% upon verification of installation at household level.

**Note:** *There are no specific exclusions, but CookFund does not cover sunk costs that have already been incurred, e.g., previously deployed stoves or investments.*

### 3.3. Selection Criteria

The reduction of the final price to end users of the stoves in case of successful application is the primary criteria and must be quantified in the application (and subject to regular verification by UNCDF, see a fictional application guidance provided in annex as example). Applicants will be evaluated based on various criteria including proposed targets/milestones, market experience, energy efficiency of the cooking solutions, low carbon emission of the products, feasibility of the business, potential to scale, business model innovation, product availability in the market, performance, sustainability of proposed clean cooking solutions and contribution to the Programme objectives and sustainable development goals. Screening will also evaluate consideration of gender

equality, Women Economic Empowerment and Social and Environmental aspects.

*The reasonability and achievability of growth plans will be assessed more favourably than plans which are overly ambitious.*

#### 3.3.1. Selection Process and Key Steps for Financing

To ensure the development of high-quality and credible business plans, the application process will be conducted over three phases as detailed below.

- i. **First screening (long-listing):** This will be carried out by the Fund Management Team (Fund Manager) following the receipt of applications through the open and transparent call for proposals. The Fund Manager will check the compliance of the project proposals with the eligibility criteria *Annexed to this Call for Proposal*.
- ii. **Second screening (short-listing):** The Fund Manager will focus on the assessment of the following award criteria:
  - a. Detailed analysis of the project' working and investment capital requirements, and availability of the companies/developer's own contribution.
  - b. Detailed analysis of the project characteristics: capital intensive; employs proven technology; has a relatively long physical and economic life; has an economic output that is determined primarily by its design and successful construction.
  - c. Financial analysis of the project's commercial sustainability.
  - d. Impact / efficiency of the cooking technology employed
  - e. Qualitative and quantitative socio-economic and environmental impacts including number of units to be sold, job creation, outreach and offering products at affordable price.

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<sup>2</sup> Software costs e.g., stock management, Stove Use Monitoring (SUM) technology and accounting or PAYGO system

- f. Project additionality: Meaning the subsidy doesn't intend to distort, replace or crowd out commercial lending.
- g. Track records of past performance
- h. Proposed prices of clean cooking solutions to end users, as is now and in case of successful application.

*Note: The business proposals/plan will be ranked and awarded for funding based on CookFund eligibility criteria.*

- iii. **Project appraisal:** This step will be carried out by the Fund Manager and will result in a list of projects for further development and financing. This will involve:
  - a. Detailed due diligence including site visits.
  - b. Thorough assessment and on-site validation of project information based on the applicant submission.
  - c. Summarise business information for the next step.

During the final due diligence stage, the eligible successful applicants will be required to complete and sign a certificate of compliance before the finalization of the due diligence review and contract/grant disbursement negotiations.

### 3.4. Contracting

Successful applicants will sign Service Level Agreement (SLA) with UNCDF. The SLA will be a volume-based contract and hence will include expected results to be achieved during the contract period.

### 3.5. Sales and Verifications

Supported enterprises and companies must declare their current unit price to end users and what would be their unit price if their applications will be successful. Supported enterprises will verify sales and end users using a special Programme level tool that will be provided during the contracting process. Only new sales to eligible end users<sup>3</sup> will be included and counted by the Programme and these will be verified by UNCDF and/or an Independent Verifier.

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<sup>3</sup> The repeat sale in form of re-fuelling (LPG and Bioethanol) is not counted for computation of subsidy.

### 3.6. Monitoring and Reporting Process

- Successful applicants should be willing to provide the CookFund Programme with detailed information throughout the course of the grant duration, including but not limited to sales information and development impacts.
- Successful applicants will be eligible for technical support in establishing IT links/ systems necessary for reporting programme data and information.

### 3.7. Carbon Credit Markets

By connecting their operations to the National Carbon Monitoring Centre and carbon markets, successful applicants can get carbon credits on their own. The EU and UNCDF, will make no claim to carbon credits. All such revenue should go to the respective enterprise or companies and possibly wider benefits to end-users in the relevant areas.

## ANNEXES

### Annex 1: ELIGIBILITY CRITERIA

The CookFund Programme is open to SMEs and companies that will have the following criteria:

- i. *Geographical Scope*: Have operations in the urban areas of Dar es Salaam, Pwani, Morogoro, Dodoma and Mwanza regions only. **NOTE: Players in the bio-ethanol cooking solution for Dar es Salaam only should apply through a different window which is managed by UNIDO For convenience contact (v.akim@unido.org).**
- ii. *Thematic Scope and Product Eligibility*: Committed to adhere to targeted cooking technologies (LPG, Natural Gas, Ethanol, Electricity, Briquettes, and ICS) and related quality standards and industry best practices by Tanzania Bureau of Standards (TBS).
- iii. Size and modality of financing requirements are consistent with budget levels and tranches provided in Section 1.5 of the Call for Proposals.
- iv. *For profit and market-oriented enterprises and companies*: Have existing business, a well-developed business plan, cash flow positive and profitable, or showing a clear path to expansion and profitability following support by the Programme.
- v. Professional capacity requirements;
  - o Applicants should be able to show that they have/has sufficient resources, competence and experience to perform projects in the clean cooking market.
  - o Applicants will also be required to establish a key management team responsible for performing and coordinating the project.
  - o The qualification of the team members must be adequate for the implementation of the proposed project activities.
- vi. Market experience requirements;
  - o Applicants should demonstrate that they have sufficient market experience of working in one or more country, region, or district level market(s).
- vii. Applicants should specify the total amount of funding being requested and their predicted annual funding requirements for the project implementation period (2021-2024).
- viii. The funding should not replace the pre-allocated national expenditure in the sector/sub-sector or crowd-out commercial lenders from serving the enterprises or companies. This is in line with the EU principle of additionality.
- ix. The successful applicant should open a separate and dedicated bank account for receiving CookFund grant support. The grant paid to the beneficiary enterprise or company should not be used to service pre-existing financial obligations i.e., bank loan etc
- x. *Impact driven* as well as operating a business model which includes selling to the household market or agents who are directly selling to end-users either households, businesses, or institutions. To receive programme funding, successful applicants are required to deliver and sell affordable and high-quality clean cooking services directly to end-users in a stable and sustainable manner.
- xi. *Monitoring and Reporting*: The applicant's capacity and readiness to track and report sales to end users of the technology, including data management and data quality checks. Baseline data on existing performance should be provided.
- xii. *Proof of business track record and relevant experience*: Have at least one year of business operations with minimum financial records or will commit to deliver business financial statements within six (6) months of grant disbursement with proper system of recordkeeping,

- financial management and evidence of bank account operations. Previous borrowing and repayment records is an added advantage
- xiii. *Compliance:* The applicant complies with national (Tanzania), international and home country (if different) laws, regulations and best practices including Tanzania Revenue Authority (TRA), Business Registrations and Licensing Agency (BRELA), Environmental and Social Performance Standards and human rights principles, particularly on decent labour conditions.
  - xiv. *Business legality and status:* Legally registered, incorporated and operates in Tanzania. Entities incorporated outside Tanzania but having branches and operations in Tanzania, should provide evidence of operations in the country.
  - xv. *Environment and sustainability:* For bioethanol and briquettes the successful Applicants must demonstrate that any eligible fuels used are produced or sourced in a sustainable manner, including that any pellets or briquettes are manufactured from sustainable or renewable sources. Proof should be provided during the Application stage on the nature of the raw materials used and their effects on the environment, i.e., deforestation or other form of ecological degradation.
  - xvi. Capability of matching 25% of investment funds requested.
  - xvii. Gender mainstreaming
    - Applicants are encouraged to offer equal opportunities for men and women through their own policies and employment practices as well as in proposed projects.
    - This will be assessed based on the Applicants' present organizational governance (preference will be given to companies having gender-balanced representation at all hierarchical levels and equality of pay)
    - Successful applicants will be required to develop gender action plans, including a marketing/awareness-raising strategy that is responsive to needs and motivations of both women and men for purchasing clean cooking solutions.

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## Annex 2: EVALUATION MATRIX

Criteria	Specification	Points	Overall score
<b>Non-financial</b>	General feasibility of clean cooking technical/technology solution(s)	15	60
	Well-developed business plan: <ul style="list-style-type: none"> <li>• Clear executive summary providing a description of the business case</li> <li>• Description of the enterprise and products sold</li> <li>• Sales and marketing strategy and plan</li> </ul>	25	
	Business capabilities of management team (including assessment of experience, skills and track record) and governance capacity of the applicant - including assessment of track record of other operations, length and maturity	10	
	Gender mainstreaming and/or considerations	10	
<b>Financial</b>	Impact on affordability to end users	25	40
	Past financial performance and clear financial projections of the project taking into consideration the CookFund financial options.	10	
	Availability of audited financial statements for the most recent year of operation	5	

### Annex 3: INSTRUCTIONS FOR SUBMITTING PROPOSALS

All submissions should be done by completing the special Application Form to be downloaded from the address below <https://uncdf.link/CfP-CookFundTanzania-EN>

The application form **must** be submitted in its original format (Word) along with any supporting documentation to the following email address: [cookfund.tz@uncdf.org](mailto:cookfund.tz@uncdf.org). The subject line of your submission email should contain the words CookFund\_NAME OF APPLICANT. For example, if your organization name is **ABC Limited**, the subject line of your email will be “CookFund\_ABC Limited”. Email size should be compressed and limited to 10 MB.

**Language of proposal and currency:** Proposals must be submitted in English. Financial information should be denominated in euros.

**Deadline for submission:** The first round CookFund proposal application will open on 17 August 2022 and remain open until 17 December 2022. Assessment of applications will be done on a first come first served basis until the end of the first round. Additional rounds of applications will be advertised over the course of 3 years of the programme duration.

**Please note:** Once submitted, the applications will be considered final and cannot be amended before initial screening and feedback by UNCDF. Unsuccessful applicants may be eligible for re-application in future rounds if they meet key eligibility criteria.

For further information and/or questions, please contact:

UNCDF Tanzania, Email: [cookfund.tz@uncdf.org](mailto:cookfund.tz@uncdf.org)

Tel: +255 22 260 0911

### Annex 4: PRE-SUBMISSION WORKSHOPS FOR PROSPECTIVE APPLICANTS

UNCDF plans to offer a half-day pre-submission session to guide applicants on submission requirements. The purpose of this session is to offer applicants an opportunity to raise questions and for UNCDF to provide guidance on how to prepare proposals to increase the understanding of the applicants on the eligibility and selection criteria.

If you wish to participate, please send an email to [cookfund.tz@uncdf.org](mailto:cookfund.tz@uncdf.org) indicating “*UNCDF Pre-submission workshop*” in the subject line of your email. Please also share your region of operation among the five targeted regions i.e., Dar es Salaam, Morogoro, Pwani, Dodoma and Mwanza. Specific time and venue for the workshop will be communicated in due time to those who will request participation. Interested applicants will bear their own costs for attending this workshop.

Please note that attendance to the pre-submission workshop is not a prerequisite for responding to this call.

### RESERVATION

UNCDF reserves the right to request additional information from applicants at any stage of the application process. UNCDF reserves the right to adjust and/or further supplement the eligibility criteria and minimum requirements, as well as any other guidance related to CookFund, provided here or elsewhere. In case of changes, Applicants will be informed in a timely manner before the expiry of application deadlines.