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## KNOWLEDGE TRANSFER PROGRAM (RG-M1109)

### *SHARING KNOWLEDGE AMONG PEERS*

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#### GUIDELINES FOR SUBMITTING PROPOSALS

##### 1. OBJECTIVE

The Knowledge Transfer Program "Sharing Knowledge Among Peers" seeks to share knowledge through pilot projects in order to replicate and up-scale successful MIF projects implemented by partner institutions in the region, fulfilling the mandate of achieving a catalytic role of their actions.

The Program recognizes that MIF executing agencies possess a wealth of knowledge and good practices in their respective areas of expertise, which can be widely shared with other organizations.

With its financing instrument, the Program seeks to ensure the knowledge is properly managed and disseminated, so it can be adapted by current and potential executing agencies in their projects, as well as by the MIF, in the design of future projects.

To this end, the Program provides financing for knowledge transfers from MIF executing agencies to other institutions.

##### 2. HOW DOES THE PROGRAM WORK?

Projects financed through this Program will work like service contracts – the MIF will provide financing to institutions in order for them to transfer their knowledge to others.

Proposals should be oriented to the adaptation of knowledge generated by seeking to:

- Foster knowledge sharing, inter-institutional collaboration and capacity building.
- Enhance the probability of taking MIF projects to scale and/or replicating them in a different context.
- Disseminate lessons learned and good practices that can be adapted by projects financed by other institutions, as well as by the MIF.

### 3. WHO CAN APPLY?

Proposals must be submitted by an institution that transfers knowledge ("Provider") and at least one institution that is interested in receiving it ("Recipient").

### 4. WHO CAN TRANSFER KNOWLEDGE?

MIF executing agencies may operate as knowledge providers if they:

- Demonstrate possession of knowledge in condition to be shared with other institutions.
- Have demonstrable project results.
- Demonstrate technical capacity to manage knowledge: good monitoring and evaluation system, established management processes, and technical team with proven expertise.

### 5. WHO CAN RECEIVE KNOWLEDGE TRANSFER?

Entities may be knowledge recipient institutions if they meet MIF eligibility criteria:

- Private sector organizations, including NGOs, industry associations, chambers of commerce, educational institutions, enterprises, among others.
- Government entities that have the mandate of supporting private sector development with inclusion, and income increase and access to basic services for low-income populations.

These institutions should have positive recognition among their target audience as well as adequate institutional capacity to receive and adapt knowledge.

### 6. PROPOSAL REQUIREMENTS

Priority will be given to proposals addressing the following MIF Topics<sup>1</sup>; (i) Value chains, (ii) Regional economic development, (iii) Business skills, (iv) Basic services, (v) Environment and clean energy, (vi) Financial services for low income people, (vii) SME Finance, (viii) Microfinance, (ix) Early stage equity, and (x) Women's entrepreneurship.

Proposals should focus on the transfer of knowledge generated by the project that have been systematized in one or more products (toolkits, manuals, methodologies), and on the adaptation process to the context and characteristics of the Recipient institution.

Activities that ensure an effective knowledge transfer, such as mentoring, training, development of new processes, systems, and other pertinent activities, will be eligible for funding.

The knowledge transfer process will be considered complete when there are clearly measurable results of adapt of transferred knowledge by the Recipient institution.

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<sup>1</sup> For more information, visit the MIF website [www.fomin.org](http://www.fomin.org)

In addition, proposals should include a plan to systematize the knowledge transfer process, documenting key lessons learned and good practices.

The following activities will not be financed:

- Research work
- Investments in physical infrastructure (construction, purchase of land/property or durable equipment such as heavy machinery)
- Direct credit to beneficiaries
- Debt repayment
- Purchase of raw materials (agricultural and industrial)
- Purchase of motor vehicles
- Employee salaries of the knowledge recipient institution
- Overhead expenses – these types of expenses can be recognized as part of the counterpart contribution
- Any sales or import taxes associated with the purchase of goods or contracting of services

## 7. FINANCING

MIF financing for each approved project will be from US\$25,000 to US\$150,000, depending on the activities proposed.

Services for each project will be sole-sourced to service providers, through IDB E-sourcing. Sub-contracting must follow IDB procurement rules.

Projects to be financed through the Program will operate like service contracts. The MIF will provide financing to institutions, which would operate as “consultants”, to transfer their knowledge to others via service contract.

## 8. COUNTERPART RESOURCES

Beneficiary institutions are responsible for counterpart contributions of up to 20% of the total amount of each project. Half of all local contributions must be in cash.

Investments made by Recipient institutions looking to deepen their knowledge on experience to be transferred can be recognized as local counterpart funds.

Aside from its own, the institution may obtain resources for the project from other sources, such as government agencies, NGOs, foundations, bilateral and multilateral institutions, among others.

## 9. HOW TO APPLY?

There is no deadline for project proposals.

In order to make the process efficient and better prepared, there will be two calls per year and four evaluations. Submissions can be made any time of year.

Download Project Proposal Template at [www.fomin.org](http://www.fomin.org)

Proposals should be sent via e-mail to: [KMprogram@iadb.org](mailto:KMprogram@iadb.org)

## 10. SELECTION PROCESS

The Program technical coordinator will pre-screen each proposal to determine whether it is consistent with basic eligibility criteria, and if all required documents were submitted in the required format.

In addition to above-mentioned proposal requirements, the institution proposed to transfer knowledge should meet the following criteria:

- Either has finalized the project execution, or is at an advanced execution phase, having received at least the mid-term evaluation.
- Has received favorable assessments in evaluations and Progress Status Reports (PSR), on the project effectiveness, availability of information and institution's ability to manage it adequately.
- Possess an active monitoring system and systematized knowledge products (or in process of being systematized).

Once verified the compliance with eligibility criteria, the proposal will be submitted for evaluation to the selection committee.

The Group will meet virtually to discuss and approve the proposals on defined dates. All required communications between the MIF and institutions that have submitted proposals will be channeled through the Project coordination team.

## 11. EXECUTION AND DISBURSEMENT PERIOD

The execution period for each approved project will be up to 20 months.

MIF resources will be disbursed: (a) up to 20% of the total, following contract signing; and (b) following the implementation and verification of disbursement milestones agreed between the parties at the beginning of each year of execution. There will be a maximum of three (3) additional disbursements.