



## FIJI Social Protection COVID-19 Response and System Development Project

### JOBS FOR NATURE 2.0 PROJECT

#### Q/A for applicants to the JFN2 project

Questions	Answers
Who can apply?	Any community, cooperative or organized group that is regularly registered such as a cooperative, youth groups or women's groups.
Where can the applicant find the application form?	<p>The application form can be downloaded from the Ministry of Environment, Ministry of iTaukei, Ministry of Economy, Ministry of Youth and Sports, Ministry of Women, Children and Poverty Alleviation, and Ministry of Rural and Maritime Development.</p> <p>The application form (hard copy) are available at iTaukei provincial council offices, and Ministry of Environment divisional officers (Central, Western and Northern) as well as Ministry of Youth &amp; Sports divisional offices.</p>
How can the applicant access and submit the application form?	<p>The application form can be downloaded from Ministry websites and sent directly to <a href="mailto:jobs4nature2@gmail.com">jobs4nature2@gmail.com</a>.</p> <p>Alternatively, the paper form can be requested and submitted directly to the Ministry of iTaukei provincial council offices, Ministry of Environment divisional officers (Central, Western and Northern) as well as Ministry of Youth &amp; Sports divisional offices.</p>
How many calls for proposals will there be? With which frequency?	<p>Calls for applications will be launched every six months until 2025.</p> <p>i.e. Two times in a year.</p>
What should be the purpose of the application?	<p>The applicant must present proposals for community works according to the pre-defined list of activities below:</p> <p><b>Wetland Protection</b></p> <ul style="list-style-type: none"> <li>▪ Mangrove planting</li> <li>▪ Seagrass planting</li> <li>▪ Restoring waterways</li> <li>▪ Waste and wastewater management</li> </ul> <p><b>Riverbank Rehabilitation and Coastal Bank Protection</b></p> <ul style="list-style-type: none"> <li>▪ Mangrove planting</li> <li>▪ Vetiver grass planting</li> </ul> <p><b>Enhancing Biodiversity</b></p> <ul style="list-style-type: none"> <li>▪ Forest Restoration</li> <li>▪ Land upgrading through native tree planting</li> </ul>

- 
- Coral reef protection
- 

What kind of document must the applicant submit?	The applicant must fill out both the application and the proposal forms, at their best capacity. They must also provide identification documents of two members (legal or elected representatives) and a list with the full name, gender and age of all their members.
Where can the applicant ask for information on the application form and how to fill it out?	Information on the projects can be obtained on the websites of the Ministry of Environment, Ministry of Itaukei, Ministry of Economy, Ministry of Youth & Sports as well as personally.
Based on which criteria will applications be evaluated?	Applicants will be evaluated based on: <ul style="list-style-type: none"> <li>▪ Their suitability: group's objective/mandate, experience in community works, coverage, inclusion (women, youth).</li> </ul> Proposals will be evaluated based on: <ul style="list-style-type: none"> <li>▪ Inclusion of vulnerable groups, social welfare beneficiaries, women, and youth.</li> <li>▪ Capacity to ensure active women's participation in the works.</li> </ul>
When and how will applicants know the result of the call for applications?	After the call for applications is closed, all applications and proposals received will be evaluated. This may require field visits to check the truthfulness and reliability of the information provided. The process will be led by a multi-ministerial technical working group and may require up to one month. After the selection, each applicant will receive the official result by email. If necessary, they may be also contacted by phone.
Can the applicant ask for a justification, in case their proposal is not approved?	Yes, a justification can be requested in writing through the website. Alternatively, it can be requested by phone. In that case, the request will be registered, and the relevant staff will contact the applicant.
Can the same applicant apply again in the next cycle?	If the application is not approved, the applicant can apply again in the next cycle.  If the application is approved, the applicant can apply again only after their sub-project has been concluded and evaluated satisfactorily.
Is there a limit for the budget of the proposals?	Yes, 20,000 FJD is the maximum budget admissible for each proposal.  Proposals activities and budget will undergo assessment.
What can the budget be used for?	The budget can be used only to pay for the workers' wages.  (The budget refers to the World Bank fund allocation)
How will the applicant get the tools, equipment, and planting material needed for the execution of the works?	The Fijian Government will focus on procurement of goods and services, capital expenditures and materials needed for the implementation of these programs.  Applicant is requested to include this requirement in their project proposal.

---

When will the cooperative/community group receive the funds?	<p>Funds will be received in three tranches. The first equivalent to 40% of the total budget, the second equivalent to 30% and the third equivalent to 30%.</p> <p>Payments will be made against the completion of specific / measurable targets, as defined in the proposal and agreed in the contract.</p> <p>After having completed each target, the cooperative/community group can submit a request of disbursement.</p>
Should the registered cooperatives/community groups keep records of working hours and payments to individual workers?	Yes, the successful groups must keep records of the hours worked, and wages paid. Wages payment record forms, duly signed by workers, must be submitted before the disbursement of funds.
How will successful cooperatives/groups receive the funds? Do they need to open a dedicated bank account?	<p>Before signing the sub-project agreement, each cooperative / community group must open a dedicated account with a commercial bank which will be exclusively used for transiting the sub-project funds.</p> <p>The JFN2 program will transfer sub-project funds to successful cooperatives /community groups via bank transfers.</p>
Should successful cooperative/community groups ensure health and security measures in the workplace?	Health and safety measures must be respected in the working site. A list of potential risks and mitigation measures will be agreed before the start of the sub-project activities.
What is the minimum age for individuals to be engaged in sub-project?	Workers must be at least 18 years old. No minor is allowed to work in the sub-project.
Can a complaint be presented, if anyone considers that the selection process has been unfair or incorrect?	<p>Yes, anyone can present a complaint using one of the channels made available by JFN2 program website or listed below.</p> <p>Complaints can be presented directly to project officers of ministry officials at division/ provincial offices, who can help complainants to fill the relevant form.</p> <p>All complaints will be resolved within 5-10 days after their submission.</p>
Who can submit a complaint?	Anyone who feels to have been directly or indirectly affected by the program can submit a complaint.
What complaints can be submitted?	<p>Admissible complaints must be related to the JFN2 program. Complaints that have no connection with the program should be presented to the relevant institutions (judiciary / police).</p> <p>Anyone can present a complaint about</p> <ul style="list-style-type: none"> <li>▪ an issue relative to the program,</li> <li>▪ dissatisfaction with services provided by the program;</li> <li>▪ negative effects of the project,</li> <li>▪ misbehavior including fraud, corruption by program-related staff;</li> <li>▪ incidents related to the program</li> </ul>

How to submit a complaint?	Complaints can be submitted by email to <a href="mailto:jobs4nature2@gmail.com">jobs4nature2@gmail.com</a> , by phone contact through 2836988/ 9929258 / 9920440 or by filling out a grievance form available at iTaukei provincial offices or Ministry of Environment Offices (Northern, Central and Western Division) and Ministry of Economy.
Can one remain anonymous when submitting a complaint?	Yes, one can request to remain anonymous. However, anonymous complainants cannot be contacted and informed about the resolution of their complaint
How will complaints be treated?	All complaints received will be treated with confidentiality. The information provided will only be used for internal investigation. All personal information will be protected, accessible only by authorized staff and not disclosed. The resolution / status of the complaint will be communicated to the complainant within 30 days of the complaint.
How will the complaint resolution be informed to the complainant?	<p>The complaint resolution will be communicated through the same channel used for its submission (email if submitted by email, phone if by phone).</p> <p>The resolution of complaints that are general and of common interest can be communicated to the public or the whole community through the channels available: website, social media, radio, public assembly, etc.</p>