



South Africa Siyasebenza

# BREAKING BARRIERS TO EMPLOYMENT IN THE GREEN AND INFORMAL ECONOMIES

## Jobs Fund 12<sup>th</sup> Funding Round

### Frequently Asked Questions & Answers

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REPUBLIC OF SOUTH AFRICA

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REPUBLIC OF SOUTH AFRICA

## 12<sup>th</sup> FUNDING ROUND OVERVIEW – BREAKING BARRIERS TO EMPLOYMENT IN THE GREEN AND INFORMAL ECONOMIES

The Jobs Fund is seeking proposals from sector intermediaries in the private and non-state sectors, and others with a solid track record in implementation, to tackle high levels of unemployment in South Africa. The focus is on addressing employment barriers within and related to the green and informal economies, which include micro, small and medium enterprises (SMMEs). Proposals must be innovative and implementable within a three-year period; the jobs and initiative must remain sustainable beyond the grant and applicants must provide matched funding to the Jobs Fund grant.

South Africa's labour market continues to face substantial challenges, with a growing labour force and limited job opportunities, leading to persistently high unemployment. In Q4 of 2024, the national unemployment rate stood at 31.9%, with youth (ages 15-34) and women bearing the highest unemployment rates at 33.9% and 44.6%, respectively. Including discouraged workers, the unemployment rate rises to 41.9%.

Of the 17.1 million employed persons in Q4 of 2024, 19.5% (3.3 million) were employed in the informal sector, a slight increase from 16.9% in 2014. Despite this, South Africa's informal economy remains relatively small compared to other emerging economies. The National Development Plan (NDP) targets the creation of 2.1 million additional informal sector jobs by 2030. However, significant policy measures and enabling regulations are needed to address the barriers impeding growth in the sector.

Parallel to this, the green economy has the potential to significantly contribute to job creation, particularly in sectors that focus on reducing carbon emissions, improving resource efficiency, and promoting sustainable practices. Green jobs are being created in various sectors, including renewable energy (wind, solar, hydropower, geothermal), agriculture, forestry, transport, and construction.

Despite progress in the green economy, several barriers remain, including the lack of skills, access to financing, and technological challenges. The Jobs Fund seeks to partner with organisations that share its vision to find innovative solutions for unlocking the potential of both the informal and green economies to address South Africa's unemployment crisis.

For applications to be favourably considered, they should clearly identify the barriers they intend to address. These could include, amongst others: Access to finance, markets, technology, infrastructure, skills, technical support, market regulations, sector-specific constraints and value chain or supply chain constraints inhibiting job creation.

The Jobs Fund has pre-determined eligibility criteria to ensure that each project that proceeds to the next assessment stage has the minimum operating experience, infrastructure and administrative capacity to successfully implement the proposed project and demonstrate value for money for the Jobs Fund. The assessment process commences with a strict appraisal of the project and its compliance with the eligibility criteria.

The funding round opens on **22 April 2025** and closes on **05 June 2025 (3:00 pm)**.

For more information on the application process for this funding round, interested entities can email [jobsfund@treasury.gov.za](mailto:jobsfund@treasury.gov.za) or visit the Jobs Fund website to access the complete Term Sheet and the link to the application form: [www.jobsfund.org.za](http://www.jobsfund.org.za).

**Please note that this FAQ document will be regularly updated based on queries that the Jobs Fund has received from potential applicants.**

**In addition, please note that, in accordance with a directive issued by SITA (State Information Technology Agency), the use of AI-powered transcription tools—such as Read, Fireflies, Otter, and similar applications, is strictly prohibited during any government-related meetings, including webinars.**

## Frequently asked Questions

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### A. Application Process

#### 1. What is the application process?

Applications are only accepted during an open funding round. This funding round opens on 22 April 2025 and closes on 05 June 2025 (3:00 pm); proposals must meet pre-determined criteria to be eligible for consideration. **No late applications will be considered.** There is a one-stage online application process, i.e., applicants are required to submit all the required information upon close of the funding round; applicants must respond to all the questions on the online application form and upload all the supporting documentation requested. An independent Investment Committee makes the final decision on which projects should be allocated grant funding.

Successful applicants will be required to sign Annexure 1 -10 of the Grant Agreement immediately upon confirmation that the application has been successful. We, therefore, urge applicants to complete all the required templates included in Annexure 1 -10 in advance, obtain instructions from their senior management regarding the undertakings required / and or obtain legal advice timeously to comply with this requirement (All costs are for the Applicant's own expense).

#### 2. How can applicants apply for funding?

Applications must be submitted electronically, the link to the application form is <https://jobsfund.praxisgms.co.za/>

#### 3. How long will it take to process an application?

The assessment of applications starts when the call for proposals closes, which is 05 June 2025 (3:00 pm). All applications are screened for eligibility and those deemed eligible are then

competitively assessed against the impact criteria outlined in the Term Sheet. If your application qualifies to proceed to stage 2, we will then conduct a detailed due diligence process, whereafter you will be advised whether your application was successful. From the submission of an application to a final grant decision by the Investment Committee, the process takes approximately **nine months**. However, please note that if your application is deemed ineligible you will be notified sooner.

4. What is the closing date for applications?

The deadline for the submission of applications and supporting documents is 05 June 2025 at 3:00 pm. No applications will be accepted after the deadline. Note that the information required is very detailed; this is necessary so that we can competitively assess your application against other applications and the impact criteria of the Fund. So, if you intend to submit an application, we recommend you start early and upload all the required documents.

5. Can I submit more than one application?

Yes, you can submit more than one application, however, it cannot be for the same project. You will need to show implementation capacity should one or more of your applications be successful.

6. What is an ABC PIMP and what is its relevance in the application process?

ABC PIMP means the Activity Based, Costing Project Implementation Monitoring Plan which sets out:

- The way the Project will be implemented to achieve its set targets.
- The project outputs against which the progress of the Project will be measured; and
- The detailed activity and cost items of the Project and the sources of funding tagged to these costs.

The ABC PIMP allows easier understanding of project activities and their related costs and enables an easier comparison of projects as part of the competitive assessment of applications. It also assists the applicant in having a very deep understanding of what will be required to successfully implement the intervention.

7. Can I complete the ABC PIMP after the closing date?

The ABC PIMP is part of the application documents, failure to complete it will result in the application being ineligible. Please complete the ABC PIMP as comprehensively and diligently as possible. If you are deemed eligible, your assigned project appraiser will assist you to fine tune and refine the ABC PIMP for your initiative.

8. We have used the 2023 ABC PIMP workbook to populate our current proposal. Please confirm if this 2023 workbook format is the exact same as 2025?

No, the PIMP versions are different. Please use the latest ABC PIMP for this funding round. Furthermore, the 2023 ABC PIMP was only for 2 years of implementation and the 12<sup>th</sup> CFP ABC PIMP is for 3 years.

9. Does the Jobs Fund have consultants it can recommend assisting an applicant in completing the application process?

Please note the Jobs Fund does not employ and does not have any accredited technical agents to provide project application/preparation assistance. Please note that if you get assistance from a consultant, the Jobs Fund will only engage the applicant and not through the consultant. Please note if you have a query and need assistance submit your query to [jobsfund@treasury.gov.za](mailto:jobsfund@treasury.gov.za)

## B. Funding Windows

10. What are the funding windows applicable under this Funding Round?

The Jobs Fund will consider supporting projects through its Enterprise Development, Support for Work Seekers, and Institutional Capacity Building funding windows. Infrastructure investments must have a clear link to either Enterprise Development or Support for Work Seekers or Institutional Capacity Building, hence applications for infrastructure investments must be made under the applicable funding window.

Applicants are required to explain how their initiative will address a particular market failure, market barrier, stimulate new demand for jobs, support the development of SMMEs, increase the level of self-employment and create systems of support to the targeted participants, amongst others.

For further details and examples, please refer to Annexure II of the term sheet.

11. Is the Jobs Fund able to share ideas of enterprise development models that have been tested before, considering this is the 12th window?

For a list and description of Projects already funded by the Jobs Fund, please refer to our website [www.jobsfund.org.za](http://www.jobsfund.org.za).

12. What does one do if the applicant's project delivers across all three funding windows?

The applicant will only be able to select one funding window in their application. If the proposed initiative has elements of all 3 windows, please select the dominant one.

13. Are there sectors that are excluded?

No sectors are excluded.

## C. Eligibility

14. Who can apply for funding?

Competitive applications will be accepted from private companies, public entities, and Non-Profit Organisations/NGOs.

15. Can individuals apply for funding?

No, only private companies, public entities, and Non-Profit Organisations/NGOs can apply for funding.

16. What are the eligibility criteria?

At a minimum, applicants and applications **must meet all** the following criteria:

- i. The Jobs Fund will only consider applications for a minimum Grant amount of R5 million.
- ii. The initiative must be fully implemented within three years (36 months),
- iii. The grant should also be fully disbursed within this period, as should the target number of jobs/livelihood opportunities, enterprises, and other project-specific outcomes.
- iv. Post this three-year implementation phase, project performance will be monitored and evaluated for a period of 2 years.

- v. The amount of matched funding provided will be a key assessment criterion. A minimum cash matched funding ratio of 1:1 for the private and public sectors and 1:0.5 for NPOs and NGOs is prescribed.
  - vi. Applicants may raise their matched funding contributions from various sources, including loans, grants, own cash, and these must be allocated towards incremental project costs and not existing operating costs of the applicant.
  - vii. Importantly, loan funding must comprise of funds directly borrowed by the applicant and/or for which it is providing security.
  - viii. Matched funding does not include sunk costs, projected revenue from the initiative, loans repaid by borrowers or participants and recycled as new loans (in the case of lending projects).
  - ix. The Jobs Fund will consider funding project administration costs and other expenditures that contribute to building the capacity at the applicant or grant recipient level, but this should not exceed 20% of the total funding requirement for Enterprise Development and Support for Work-seekers applications and up to 30% for Institutional Capacity Building Window
  - x. Existing/ previous Jobs Fund Partners will only be eligible to respond to the call if they meet ALL the following additional criteria as of 31 March 2025:
    - a. The project must have reached at least 50% of its contracted implementation period in one of their Jobs Fund-funded projects.
    - b. Performance on the applicable contracted job and placement targets combined must be greater than 50% since inception date in one of their Jobs Fund-funded projects.
    - c. The project must have reached at least 50% inception-to-date expenditure as measured against total contracted expenditure in one of their Jobs Fund-funded projects.
  - xi. The Lead Applicant or Implementing Partner has been in operation for more than 2 years i.e. on 05 June 2025 your organisation would have been in operation for two years or more, put another way your organisation has been operating in the minimum since May 2023
17. What kind of projects will you fund?
- Please refer to Annexure II of the Term Sheet, where you will find examples of the type of projects that would be deemed competitive.
18. Why is there a requirement for audited or reviewed annual financial statements (AFS)?
- The audited or reviewed annual financial statements are part of the eligibility criteria for lead applicants. They provide us with a sufficient level of assurance regarding governance at the organisation, financial stability, and the organisation's track record.
19. Is there a minimum number of jobs a project must create?
- No, there is no set minimum number of jobs a project must create. Projects are assessed on a competitive basis; the higher the number of jobs per Rand of grant, the more competitive a project will be considered.
20. Are foreign organisations eligible to apply?
- If you are a foreign-domiciled entity, your application will NOT be considered. Foreign-owned South African-domiciled entities may apply. The Jobs Fund would like to understand what your proposal is and what you intend to do in relation to job creation in South Africa (SA). The Fund would look at how you intend to utilise the funds. If funds are not deployed in SA for job creation in SA, your application will not be considered.

21. If the organisation currently receives funds for similar activities, will it automatically be excluded from applying?

In such cases, applicants are required to demonstrate that there is no double-dipping i.e., that the grant funds will not be used to fund activities already funded or being funded by other funders, whether private or public. In the use of the grant, the Jobs Fund will deem an application competitive if it can clearly demonstrate additionality.

Assessment of the competitiveness of the application will give consideration to the following: Has the applicant demonstrated what the additional positive impact or outcome will be if additional resources and capital investment was made into the applicant's proposed intervention, will the results achieved be in addition to what would have been achieved if the applicant had carried on business as usual. We look for a clear articulation of what additional benefits will be achieved over and above the applicant's current baseline activities i.e., what you would have done anyway in the absence of the capital investment. ***Additionality is not requesting funds to finance your current activities.***

22. Can an audit report be compiled internally?

The Audit Report must be independently reviewed or audited; hence it must be external.

23. What if I operated successfully for a period of time, but went bankrupt, am I still eligible to apply?

If you are currently bankrupt and are looking to use grant funding for purposes of a bail-out, then you will not be eligible. If you have successfully completed business rescue proceedings, have been rehabilitated and are able to demonstrate this then yes, you may still apply.

This will be demonstrated by the strength of your balance sheet by assessing solvency and liquidity

24. So, if my company is compliant with CIPC and it's 3 years old but has not operated, can I apply for this funding?

No, you must be able to demonstrate that you have been in operation for the entire period.

25. Are Skills Development Providers eligible?

They are. Although all such interventions must be demand led. The training must be followed by a demonstrable placement in a job afterwards. In your application you must demonstrate what specific actions you will take to place candidates who have completed your training programme. Providing evidence of off-take agreements that you have with placement partners is a useful indicator that a placement into a job will occur post the training.

## D. Impact Criteria

26. Once projects are deemed eligible, how are they assessed for competitiveness?

In line with the Jobs Fund challenge fund principles (which means that applications compete against each other), applications will be considered against the following impact criteria: social impact, additionality, sustainability, matched funding, innovation, scale/ replication, contribution to systemic change, and the applicant's capacity to implement. These are detailed in Annexure VI of the term sheet. Importantly, proposals will also be assessed on their ability to solve for the challenges presented by the pandemic and lockdown conditions.

## E. Grant Funding

27. The eligibility criteria mention minimum grant amounts, are there maximum amounts?



There is no stated maximum grant amount, however, the initiative needs to be implemented and completed within a maximum of 3 years (36 months). Initiatives that can demonstrate realistic/plausible impact (e.g., job creation) in a shorter period will be considered more competitive. Each request for grant funding will be stress tested based on the project model and intervention and how it fares competitively with other proposals submitted.

28. Is the Jobs Fund grant fully tax exempt, or would possible tax implications need to be budgeted/costed for?

The grant income is fully exempted, there is no corporate tax on it.

29. Will a Jobs Fund Partner (JFPs) be required to raise an invoice to the Jobs Fund for grant disbursement? If so, will that be “zero-rated” or “exempt” from a VAT perspective?

No, JFPs are not required to raise invoices for the grant disbursements, the disbursements are transfers to implement the approved project as per the approved ABC PIMP. The Jobs Fund grant is not Income for VAT purposes. It is a non-supply which is exempted.

30. How should PAYE and other payroll taxes be reflected, as there will be existing staff and new staff there will be one payment to SARS for the EMP201 return? This may come from an existing bank account and thus not from the project bank account.

Please capture it as part of staff costs. Though the payment to SARS is effected at a corporate level, you can apportion for the relevant staff against the project.

31. What is the guidance on allocation of grant and matched funding to each expense line item?

That's based on the funding gap which is presented to the Jobs Fund by the applicant. We will assess your proposed allocation against the term sheet and our objectives.

32. What guarantees are in place for timely delivery of grant funding from Treasury?

If your application is successful, you would have prepared a detailed costed implementation plan (form part of the ABC PIMP). The Jobs Funds operating procedures require that you report quarterly and provide the necessary evidence. The timeframe and conditions for disbursement are set out in the Fund's operating guidelines.

33. What is different about your grant funding for Informal Economies than from the other Spaza Support funding provided by DSBD?

The Jobs Fund grant funding and the Spaza Support funding provided by the Department of Small Business Development (DSBD) have distinct focuses and structures. The Jobs Fund grant funding targets the green and informal economies, including sectors like street vending, small retail/manufacturing, and care and repair work, with a minimum grant amount of R5 million and requires matched funding of 1:1 for private/public sector partners or 1:0.5 for not-for-profit entities. Proposals must demonstrate long-term financial and operational sustainability, and the application process involves specific requirements for demonstrating impact on job creation and scalability. In contrast, the Spaza Support funding focuses on spaza shops and general dealers, particularly in townships and villages, with eligibility criteria including South African citizenship and valid trading permits or business licenses. Both programs aim to support small businesses and job creation, but differ in their specific targets, funding structures, and support mechanisms.

34. If we're successful, will we pay VAT or any form of tax on the grant money paid out?

No. The grant from the JF is zero-rated for VAT purposes.

35. Noting that the Grant is zero-rated for VAT purposes does this mean that no VAT returns are required for submission for the Jobs Fund project?



No, you will still need to submit returns and claim VAT back. This will be deemed to be Other Project Income. If you are successful in your application our Team will guide, you in this regard.

## F. Matched Funding

36. What do you mean by matched funding?

**Matched funding refers to the applicant's funding contribution towards the project. This can be self-funded (referred to as an own contribution), from other sources (e.g., project partners) or loan funding from a financial institution.**

For example:

- i. **Where the required matched funding ratio is 1:1:** If the applicant requires grant funding of R5 million, the Jobs Fund will contribute R5 million, and the applicant is required to contribute at least R5 million in the form of direct cash contributions.
- ii. **Where the required matched funding ratio is 1:0.5:** If the applicant requires grant funding of R5 million, the Jobs Fund will contribute R5 million, and the applicant is required to contribute at least R2.5 million in the form of direct cash contributions.
- iii. Evidence of matched funding where matched funding is self-funded should comprise of a sufficiently strong financial position, which is evidenced by the applicant's Annual Financial Statements.
- iv. Evidence of matched funding where matched funding is from other sources should comprise of: Example: An application to a funder; an undertaking by a funder to support the applicant; progress made toward securing the funding e.g., letter from funder stating process and timeframe to finalise funding application; unmet conditions that applicant has to satisfy in order to be considered for funding.

**In-Kind contributions are recorded on the project but will not be considered as matched funding.**

Please note that the matched funding requirements are different for private companies and public entities and NPOs/NGOs:

- Cash contributions at a minimum level of 1:1 for private companies and public entities; and
- 1:0.5 for NPOs/NGOs.

37. Must the applicant have resolved their matched funding obligations at the time of submitting the application and what proof is required?

Yes, it is preferable that the applicant can demonstrate that it is able to meet its matched funding obligations. In instances where Applicants have not fully resolved their matched funding obligations the applicant will be required to demonstrate their ability to secure matched funding as follows:

- For each of the Matched Funding Partners identified indicate the status of the matched funding (i.e., if a loan is to be obtained from a funder indicate at what stage of the approval process the application is); also indicate any outstanding issues and conditions and when these are expected to be met by you the applicant.

Please refer to the uploads section of the application form on the GMS for details on the required proof of matched funding.

38. Are foreign organisations eligible to provide matched funding?

Foreign organisations may provide matched funding, provided the funds flow into the approved, designated project bank account. This bank account must be held in South Africa.

If your application is eligible, as part of the appraisal, the Jobs Fund will conduct a detailed assessment relating to the source of the funds, the conditions attached to the funding, the long-term effect of the funding and other potential risks to the implementation of the project in practice.

Lastly, the Jobs Fund will assess the impact of the Funding coming into the project and may prescribe certain terms and conditions in the Grant Agreement that relate to the reporting obligations associated with such funding. Note that the foreign organisation providing the funding will also be the subject of the Jobs Fund's due diligence process. Further note that applicants often experience challenges with providing the relevant documentation required for due diligence from foreign funding sources thus please prepare accordingly.

39. Can an applicant be considered even if there is no matched funding?

If you do not have matched funding or do not demonstrate the capacity to raise matched funding, we will not be able to consider your application i.e., the application will be deemed ineligible as per the eligibility criteria set out in the term sheet.

40. Can in-kind funding be considered as matched funding?

In-kind contributions will not be calculated as part of the cash-matched funding. In-kind contributions will, however, be taken into consideration when determining competitiveness.

41. Would value of the land be considered matched funding if the application is focused in Agriculture?

It would not meet the requirement for cash matched funding, but it can be contributed as in-kind funding and utilised in the project.

42. For existing entities with existing infrastructure would direct costs associated with this infrastructure to deliver on the project be designated as "reimbursement"?

No, as this will be in-kind matched funding, hence not accepted as cash matched funding.

43. Can sunk costs be considered as matched funding?

We will only accept matched funding that can be transferred into the Designated, Approved Project Bank Account and utilised during the project implementation period. Sunk costs will not be considered as matched funding.

44. What if you have already deployed the funding that you have raised and now you want the Jobs Fund to match what you have already deployed?

No, that will not be considered as matched funding.

45. Can projected sales proceeds of the NPC that an NGO wants to set up form part of the matched funding?

No, this is considered project income since its earnings from the jointly funded project. It should be budgeted for in the ABC PIMP (Financing Plan Tab) as Other income and can be utilised to support the project. However, it will not be considered as matched funding.

46. Can donors provide a guarantee for matched funding and release funds once approval is obtained from the Jobs Fund?

Yes, that is acceptable provided that at the time of the project being approved by the Jobs Fund, there are no other outstanding conditions.

Applicants must show the ability to raise matched funding during the appraisal process and must have secured it all at contracting, however, the JF will only require you to deposit it into the approved project bank account as and when required during implementation. This will be set out in the ABC PIMP.

47. If you raise a loan to match the funding, can one then charge interest when implementing the project?

We do not prohibit this, provided the interest is not prohibitive to beneficiaries and there is a reasonable allocation of risk among parties-applicant, beneficiary, and the Jobs Fund. You cannot use the Jobs Fund grant or any portion attributable to it to repay funders.

48. Can the application have more than one matched funder?

Yes, that will be acceptable provided that the information of all Matched Funders is included in the application so that due diligence can be conducted on them.

49. What if an NPC submits a joint application with a Private Company? Which funding ratio would apply?

The matched funding ratio will be based on the Lead Applicant, (i.e. the Contracting Partner) applying. We do not enter into Tripartite Grant Agreements.

50. We have a team of experts within the company that will assist with the implementation of the project. Can we attach a value as part of the 0.5 ratio of matched funding, and can we include local government and international partners including their Intellectual Property that has a monetary value?

This will not replace the cash-matched funding that will be required from your organisation; you will need to provide the minimum cash matched funding first.

51. If the Lead Applicant does not have the full matched funding capacity, can a project partner fulfil the matched funding requirement?

Yes, a project partner can provide the required matched funding. However, the Lead Applicant remains accountable for ensuring that the full matched funding requirement has been met. The Lead Applicant must also demonstrate the partnership arrangements clearly in the application and submit supporting documentation, including letters of commitment from the contributing partner including partnership agreements. Refer to the Term Sheet for further guidance on acceptable matched funding sources and documentation.

52. When does the JF transfer Grant Funding.

The Grant Agreement must first be signed. On a quarterly basis the Jobs Fund Partner must deposit their matched funding for the quarter in advance into the ring-fenced project bank account. This is verified by the Jobs Fund Project team by assessing a stamped bank statement.

What is a re-imburement?

A re-imburement must not be confused with in-kind matched funding. A re-imburement refers to costs that need to be incurred in a centralised (corporate) account, e.g. PAYE costs for a resource allocated to the project and claimed from the Project Bank Account. So, in this sense, the JF Partner is being re-imbursed for costs incurred elsewhere. Such costs must be declared in the PIMP and the JF will assess the reasonability of this request. If approved, there are strict evidencing requirements that should be adhered to.

53. Could the matched funding be from other government agencies or departments?

This is not prohibited. However, double-dipping is not allowed, and each application is assessed on its own merits. The Jobs Fund will assess the proposal to determine if the other funding entity has

approved the use of its funds as matched funding, whether a funding gap exists and what level of additionality the Jobs Fund Grant will provide in the project.

54. We have a running project. We would like to allocate personnel from time-to-time to that project to the Jobs Fund project. Will that qualify as matched fund from our side?

No, matched funding is only in cash. This will be considered as an in-kind contribution.

## G. Monitoring & Evaluation

55. If my application is approved, what are the performance indicators that the project will be required to report on and what are the evidencing requirements?

Applicants must pay careful attention to how the different performance indicators presented in the term sheet are defined and accurately record intended targets and other initiative-specific outcomes in the application form. If successful, you will be required to report against these indicators. Quarterly implementation reports and evidence to support reported outcomes will also be reported to the Jobs Fund to trigger disbursements.

56. What evidence must be provided?

Evidencing requirements have been outlined in the term sheet and in the Implementation Plan template (Activity Based Costing Project Implementation Monitoring Plan [ABC PIMP]) which is found in the uploads section of the application form on the GMS. You may also refer to the Term Sheet Annexure VII for detailed definitions and means of verification for each indicator.

57. What are the selection criteria for external evaluators?

The Jobs Fund provides evaluation guidelines but does not stipulate selection criteria for the appointment of external evaluators. The Applicant/Jobs Fund Partner is required to source and appoint a reputable independent evaluator with a good track record and experience in conducting evaluations for similar initiatives. Applicants/Jobs Fund Partners can also consult the South African Monitoring & Evaluation Association (SAMEA), who has a database of service providers (<https://www.samea.org.za/home>). However, it is the responsibility of the Applicant/Jobs Fund Partner to vet the service provider and ensure they can carry out the evaluation to the required standard.

58. Is there any specific framework that applicants should be relying on/ aligning themselves with in terms of monitoring and reporting on their impact? (e.g., Sustainable Development Goals (SDGs), or IRIS+ a system for measuring, managing and optimising impact developed by the Global Impact Investing Network (GIIN) etc.)?

Broad alignment with how the SDGs is measured and the use of IRIS+ is very useful in the measurement of impact; however, not all potential applicants would have had the resources to adopt these measures for this reason the Jobs Fund has developed its own programme indicators that projects will need to track. The description of the indicators is included in the Term sheet. Each project, however, is also required to put forward its own project-specific indicators, which will measure project milestones and sustainability/impact. Applicants are requested to refer to the Sustainability Indicator examples on the Jobs Fund Application site for guidance but are also welcome to include indicators that are aligned to standard metrics, should it suit their particular intervention.

59. What if jobs are created after the 3-year implementation period (for instance, certain agricultural programmes which result in jobs after production cycle timeframes)?

We recognise that there may be some jobs created beyond the 3 years. While your competitiveness against other similar agriculture projects (in respect of jobs) will be on how many jobs your project can create within the initial 3 years, you will also be able to report jobs created post the 2-year implementation period for at least one year after the end of the project implementation period. There are guidelines in place for the post-implementation reporting period.

60. Should the monitoring and evaluation (M&E) section in the ABC PIMP be filled in before submission.

Yes, the ABC PIMP must be completed at submission. Remember that the activities and outputs in the M&E section (Activity Category 7) have already been completed for you (these are mandatory) – however, applicants must budget for each of these activities and add this to the ABC PIMP.

61. Is it mandatory for the applicant to employ an M&E firm or can we conduct the M&E ourselves according to an M&E Plan for the project?

It is mandatory to appoint an independent M&E firm to conduct the project's Formative Evaluation (and produce an M&E plan for the project) and conduct the Summative Evaluation.

In some cases, baseline data needs to be collected on a rolling basis and not just at the beginning of an intervention - this generally occurs with enterprise development projects. There is a need to baseline the participant Small, Medium and Micro Enterprises (SMMEs) or Small-holder Farmers (SHF) as they join the support initiative, in order to be able to measure the growth of the enterprises/ farming operations during implementation. The baseline indicators measured could include business registration status, annual turnover, annual profit, current employee numbers, ha under production, funding currently secured, and productivity. These rolling baselines can be conducted by the partners in-house with initial guidance from an independent M&E service provider. These are to be submitted together with the Quarterly Reports on the GMS on an ongoing basis, as applicable.

The evidencing, verification and reporting requirements are significant for each JF-funded project, and for large or complex projects, it is recommended that new staff are hired to work solely on the project to ensure it is managed efficiently (i.e. M&E Officer(s), Finance Officer/Analyst and Project Manager). The project must, in any case, allocate adequate resources, time and effort to the successful implementation of the project. You have the opportunity to budget for this in your application.

62. What happens if your project is running in different provinces each year? How do you report?

You must consolidate your "reports" from the different provinces & submit one consolidated report with supporting evidence.

## H. Governance

63. If you have your own reporting systems, do you still need to report through the Jobs Fund Grant Management System (GMS)?

Yes, all quarterly reports must be completed as per the reporting template on the Jobs Fund GMS system. Training will be provided to approved applicants to enable them to do so.

64. Governance of project bank account(s).

There is a comprehensive operations manual that is made available to projects when they are approved. In brief, a project must open a separate bank account for the project. All agreed project transactions are to be processed from the ring-fenced project bank account(s) that must be approved by the Jobs Fund.

65. Instead of opening a separate project Bank Account, am I allowed to rather engage with my Bank for a ringfenced facility within my corporate bank account that will relate to the Jobs Fund Project?

In the interests of ensuring good corporate governance and easing the administrative burden during reporting and audit processes, a project must operate a separate bank account for the project. All agreed project transactions are to be processed from the ring-fenced project bank account(s) that must be approved by the Jobs Fund.

66. Process and timing of disbursements (i.e., is there a transparent agreed process that the Jobs Fund follows to disburse?)

Upon signing the Grant Agreement and meeting all advance disbursement conditions, the Jobs Fund will advance the funding as per the approved ABC PIMP. Thereafter, the Jobs Fund will process disbursements quarterly in advance based on projects meeting the required performance threshold, submission of acceptable evidence, and meeting relevant quarterly disbursement conditions. Details on the disbursement process are contained in the programme's operating guidelines, which are incorporated in the Grant Agreement. Please note that, depending on your proposal and subsequently how the Jobs Fund contracts with you grant disbursements may not necessarily flow as per the matched funding ratios of 1:1 or 1:05.

Please refer to the typical Grant Agreement in the uploads section of the application form on the GMS.

67. Does the appointed auditor have to be different to the one the organisation already uses to audit their financials?

No, but when they audit the project, we have a scope of work that we would like to discuss with them before commencing the Agreed Upon Procedures Project audit.

68. What is expected from the institution's financial auditor in relation to grant accounting for our Jobs Fund Project? Do we add the project to our ordinary annual audit?

An annual project audit is required. This is separate from your ordinary annual audit, and you must make provision for this in your project budget. We provide clear Terms of Reference and guidance to the auditors that you appoint. We also encourage the hosting of a briefing session with them before the annual project audit commences.

69. My Project has an element of on-lending to beneficiaries. Will the Jobs Fund allow me to open other accounts for use in the project to ensure that I can separate the funds from my loan financiers? They require me to separate on-lending funds from project operating costs.

We have well defined procedures to regulate this scenario and will engage further with eligible applicants in this regard.

## I. Funding Exclusions

70. Are there any funding exclusions for this Round?

Examples of ineligible applications include:

- i. Funding exclusively for research and development costs.
- ii. Funding for the bailout of distressed applicants.
- iii. Training activities that are not demand-led and that do not result in a job placement. There must be a conversion from training to placement.
- iv. Initiatives with large capital investment but minimal short to medium-term job-creation potential.



- v. Funding of initiatives that will not deliver on their intended performance outcomes within three years of implementation (e.g., new forestry and orchard development).
- vi. On-lending projects that do not adequately demonstrate that they have a finance-ready pipeline of projects to support.
- vii. Projects receiving support for the same initiative from other public programmes, which may lead to double counting of jobs or other social impact indicators or double-dipping into public funds; or
- viii. Projects with commercial application that are overly dependent on grant funding.
- ix. Please note: The Jobs Fund does not compete or seek to displace existing specialists of established funding mechanisms for asset funding. Therefore, the Jobs Fund will not fund projects that are purely for the purpose of asset funding (the purchasing of fleet vehicles, large scale infrastructure or other equipment).

## J. Access to Presentations

71. Where can I access the presentations and recordings for the virtual briefing and training sessions?

The presentations and recordings can be accessed via the Jobs Fund's website  
<http://www.jobsfund.org.za/CurrentCallForProposals.aspx>.

## K. Application Form

73. Once we have registered our application, are we able to change/refine our project name?

The project name can be changed/refined via the "Summary" tab. The "project name" field is an editable field and will allow the user to make the applicable amendments. Please ensure that the "Save" button is clicked after editing the "project name" field to effect the change to the application form.

74. Am I able to download the application form?

The entire application form can be downloaded in PDF format once you have completed the Eligibility tab. A link will be displayed in the header of each tab "[Print read-only application form](#)".

75. Can you save an application and return to it later?

Yes, you will be able to save your progress and return to it later.

76. Is there an MS Word version of the form available so one can work on it and prepare a response prior to uploading online?

No, there is no MS Word version of the application form. However, once you have completed eligibility and have access to the application form, you will be able to download a pdf version of the complete application form. In addition, a blank application form is available via the Download section of the application form.

77. Can the online application be worked on by more than one person, seeing as there is only one username and password option? Can 2 people/users log in to one application?

Yes, more than one person can work on the application at the same time. You will register the application and add colleagues, please download the 12th CFP GMS User Guide for step-by-step instructions.



78. Where can I get assistance with accessing or using the GMS portal, or is there any regional office support (e.g., Middelburg)?

The Jobs Fund does not have regional offices. All applications and related queries must be submitted through the online GMS portal: <https://jobsfund.praxisgms.co.za/>. For technical support or assistance with accessing the portal, applicants can email the Jobs Fund team at [info@jobsfund.org.za](mailto:info@jobsfund.org.za). Please ensure that your internet connection is stable and you are using an updated browser when accessing the portal.

79. Some uploads have a red asterisk, but it does not apply to me – what do I do?

Clearly indicate that it is not applicable to your application and provide a short explanation of why. If the field requires a document to be uploaded, upload duly labelled documents which contains the motivation and reason why the requirement does not apply to your organisation.

80. We have multiple implementing partners - there is limited space. How important is it that we list them all here?

The most important partners are required. If you are eligible, we will assess the details further.

## L. Types of Jobs

81. What types of jobs will the Jobs Fund accept?

Please refer to the job definitions in the Annexures of the term sheet and ensure that you familiarise yourselves with each indicator before you begin to project the targets for your three-year initiative.

The indicators distinguish between 5 different types of jobs with respect to tenure:

- i. Permanent job or placement – A job that has been facilitated as a result of the project, for which a permanent employment contract has been signed. (i.e., the employment tenure has no end date, it is not fixed term)
- ii. Fixed term job or placement (12 months +) – A job that has been facilitated as a result of the project, for which a fixed term contract (i.e., the employment tenure has a clear end date) for at least 12 months has been signed, e.g., the contract states that employment commences on 1 July 2023 and ends on 30 June 2024. Short-term jobs (less than 12 months) – A job that has been facilitated as a result of the project, for which a fixed-term contract (set contract end date) of less than 12 months in duration has been signed, e.g., the contract states that employment commences on 1 April 2023 and ends on 30 June 2023 (3-month contract).
- iii. Seasonal job or placement – A job that has been facilitated as a result of the project, but its tenure is seasonal, i.e., the time spent in the position/job is not full-time and the employee only works during specific periods/ seasons/ holidays. The opportunity is expected to exist for that period each season/ year/ holiday period, e.g., the contract states that the employee will only work on month-end weekends.
- iv. Informal sector jobs – A job that has been facilitated as a result of the project within the informal economy. This can refer to either:
- v. Self-employment - A participant starts a business and after a period of time becomes gainfully self-employed, or
- vi. Employment - A participant secures a job in a growing micro business in the informal sector.

**Again, please ensure you read and understand the indicator definitions in the Term Sheet before adding targets to your application.**

82. What kind of indicators would you have for small enterprise development e.g., if you are a training company that focuses on developing small to medium construction companies?

We have examples of several indicators that can be tracked for enterprise development (SMME support initiatives). These are available for download on the Jobs Fund application site:

<https://jobsfund.praxisgms.co.za>

83. If your intervention contributes to making an entrepreneur or co-operative more profitable, a metric that can be measured against a baseline, would that count as an outcome?

Yes, it would count as an outcome; however, being the Jobs Fund, job creation is an important factor, and we would anticipate that the enterprise growth would result in increasing demand for jobs (i.e., the supported enterprises will hire new staff as they grow).

## M. Completing the ABC PIMP in the Application Form

84. I am completing the ABC PIMP for my application. Are the outcomes I have in mind supposed to be expressed in costs or numbers of unemployed persons employed or both?

They are expressed in numbers representing the units that are produced as a result of the intervention in the field in question. Always use whole numbers, kindly refer to the presentations and recordings of the briefing session, applicant training session and ABC PIMP Masterclass. These are available on the Jobs Fund website.

85. I see that the ABC PIMP refers to Indicators – are there any mandatory indicators?

Yes! You will need to consult the Jobs Fund indicator definitions list and indicate the number of jobs that will be created under each of these by the Program. While not all indicators will be relevant to your program, it is important that you make a determination of which indicators are relevant to your intervention and make your projections accordingly. Please refer to the Term Sheet for clarity and more information.

86. Do the descriptions/activities I list always be detailed or are key words or summaries acceptable?

As a general practice we encourage all applicants to be as detailed as possible. This assists the evaluation process (and if you are successful, the implementation process as well). A good rule of thumb to bear in mind is that the person reading the documents may not have the same level of knowledge /expertise as you may have.

87. I am looking at the Project Results Chain – I see that there is sometimes a drop-down menu and space for me to update. Am I able to save my progress and edit information at a later stage?

The system will allow you to save all inputs as you complete each section of the application. You will then be able to go back and edit it until you finally submit it (before the closing date).

88. My proposal has an element of training involved in it. I would like to confirm if the training will be provided directly by The Jobs Fund, or if it is expected that I (or a duly appointed service provider) must offer training?

If the training is part of the project, then it should be included in the ABC PIMP. It must also be costed and the time frames for the training properly accommodated for. The costs of training will be funded as part of the project and the expectation is that you will be providing these skills as part of the project implementation. Remember always that all training must be demand led.

89. I am working on my assumptions in the ABC PIMP. Does the Jobs Fund have an acceptable rate of tolerance for the number of people who are not placed in a job after training, but find other opportunities or go on to study further?

We understand that you may experience attrition during implementation, you must make provision for this in your application i.e. we encourage you to ensure that the jobs you have promised are delivered and this may mean that you train slightly more people than the planned number of placements. You are required to base your placement assumptions on your specific experience.

90. I am struggling with defining employment for purposes of the Jobs Fund Application. Does this mean a 12-month contract, full time employment, self-employment or some other form?

Please refer to our Term Sheet which provides clear definitions of the type of jobs recognised by the Jobs Fund and the means of verification required for each type.

91. Where an activity requires procurement of items for the project, will we be required to produce Quotations from suppliers?

Yes. If you are eligible and are considered further, you will be required to demonstrate the accuracy of your estimates. Please also remember to make provision for the timelines involved in your prescribed procurement procedures and account for any delays in this regard in your projections.

92. Am I correct in my understanding that the costing values are based on the sub-activities and not necessarily the main activity and the required information for the main activity is the quantity/volume only (e.g. number of candidates enrolled). Is this correct?

Yes. The sum of the sub-activities will add up to the total cost for the main activity and the numbers for the Main Activity will be tracked as your deliverable which must be evidence for that particular line item.

## N. Due Diligence

93. What level of engagement can be expected in the Due Diligence/ Evaluation process?

As a public institution accountable in accordance with the Public Finance Management Act (PFMA), the Jobs Fund's due diligence process is a very detailed and in-depth process. You may be called onto provide supplementary reports, updated company resolutions and additional information on an urgent basis in order to meet the stringent time frames for the assessment.

94. Are due diligence documents required at the close of application?

Yes, all due diligence document must be submitted as indicated in the application form.

95. Is it acceptable for the due diligence process to be done only online with no physical site visit being conducted?

The Jobs Fund team needs to physically verify all the information submitted, hence there is a need for a physical Site Visit to be conducted to complete the due diligence process.

96. The Master's Office High Court has a huge backlog for the registration of trustees on the Trust. Can we upload the latest one with the letters of resignations?

We are aware of the delays. Please upload the latest Letters of Authority that you have and include documentation which indicates you have applied to make changes to your Trust, i.e., confirmation of submission for any changes.

97. The CIPC has a huge backlog for the registration of directors on the Board. Can we upload the latest one with the letters of resignation?

We are aware of the delays. Please upload the latest CIPC documentation that you have and include documentation which indicates you have applied to make changes to your Board, i.e., confirmation of submission for any changes.

98. Is it acceptable for the due diligence process to be done only online with no physical site visit being conducted?

No. the Jobs Fund team must physically verify all the information submitted, hence there is a need for a physical Site Visit to be conducted to complete the due diligence process.

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We are aware of the delays. Please upload the latest Letters of Authority that you have and include documentation which indicates you have applied to make changes to your Trust, i.e., confirmation of submission for any changes.

100. The CIPC has a huge backlog for the registration of directors on the Board. Can we upload the latest one with the letters of resignation?

We are aware of the delays. Please upload the latest CIPC documentation that you have and include documentation which indicates you have applied to make changes to your Board, i.e., confirmation of submission for any changes.

**-END-**