1. Introduction 4
2. Goals 6
3. Who can apply 8
4. Application Criteria 10
5. Application 12
6. Equipment 14
7. Partnerships 18
8. Reporting 20
1. Introduction

BACKGROUND
Since the mid-1970s, the Danish Ministry of Foreign Affairs has offered financial support to Danish associations wishing to ship used equipment from Denmark to partner organisations in the South. Since 1990, this support has been covered by the ‘MFA pooled fund for reconditioning and shipment of used equipment’ budget line, colloquially termed ‘Recycling for development’ (RfD). The RfD pooled fund is managed by Danish Mission Council Development Department (DMCDD) based on an annual appropriation on the Danish government budget bill approved by parliament.

SPECIAL ROLE
The RfD pooled fund only makes up a tiny proportion of overall Danish support for development cooperation, yet it still has a particular role to play. Experience has demonstrated that the fund appeals to smaller Danish associations wishing to engage in a specific and immediate effort to benefit local organisations in the global South. Such local civil society organisations who often experience that few options for external support are available. In the North as well as in the South RfD related efforts are often engaging a high proportion of volunteers. The RfD fund may also be relevant for organisations with more established development engagements in which such equipment can offer a useful contribution to overall efforts.

OBLIGATIONS
In spite of good intentions, associations with an interest in the RfD fund must realise that the task also involves obligations. Many years of experience with shipping used equipment has testified that shipments cannot stand on their own: they need to form part of a wider collaboration between the Danish association and the South partner. A number of organisations have also had to realise that quite a good deal of paperwork is required, e.g. in order to make sure that the shipment can be imported duty free into the respective developing country. Coordinating logistics in relation to the shipment may also be time-consuming.
2. Goals

RfD forms part of Danish development cooperation. Accordingly, all grants are subject to the general rules for Danish development cooperation. In particular, RfD forms part of the government support offered through Danish associations, the so-called civil society support. RfD grants should therefore fulfil the same criteria as those applying to other government support channelled through Danish organisations.

It is important for RfD grant holders to know which are the overall expectations to RfD even if the individual grantee shall not engage and report at this level. By way of example, a shipment receiving RfD support shall not account for how many people move out of poverty as a result of the equipment shipped with RfD support. But it is important for RfD grantees in Denmark and their local partners to appreciate that this particular support modality is considered a contribution to reducing the number of poor people in that particular community.

Below the four overall RfD goals are presented providing the backdrop for the particular criteria against which the individual application will be assessed. Section 4 presents the specific assessment criteria.

**FIGHTING POVERTY**
For RfD, the overall goal for Danish development cooperation means that efforts should aim at enabling poor people experiencing better conditions. Shipments are therefore expected to target areas and interventions that can contribute to fighting poverty in situations when poor communities do not enjoy access to adequate services such as e.g. health clinics or primary education. Accordingly, support cannot be granted for shipments e.g. aimed at enabling a well-functioning private hospital providing an even better treatment for well-to-do patients.

**SUSTAINABLE DEVELOPMENT**
It is important that efforts be carried out sustainably; meaning that equipment must be in an environmentally good condition and that the South partner itself can apply and maintain it. Thus, it is not sufficient to note a lack of a certain type of equipment: usage should also respect environmental safeguards and the equipment shall be used effectively in support of development efforts in which the South partner is engaged.
The Danish civil society, from the large internationally connected organisations to the small, locally based associations, promotes Danish core values concerning association activities, organisation, democracy and human rights. They contribute know-how, organisational and technical knowledge and experience, which they also make available to authorities, businesses and other actors. The Danish civil society plays an important role in maintaining a popular Danish engagement in the development cooperation and in reaching a broad spectrum of Danes with knowledge about the living conditions and development in other parts of the world.

The World 2030. Denmark’s strategy for development cooperation and humanitarian action. Adopted in January 2017

CIVIL SOCIETY
Danish development policy emphasises the significance of democracy and human rights, a field in which civil society plays a particular role. RfD grants shall therefore ensure poor people in the respective communities growing influence and an improvement of their rights and opportunities. If e.g. a local primary school receives desks and reconditioned computers, it is important the school’s teachers and management are working together with parents and other relevant civil society groups to ensure that new opportunities are also effecting the surrounding society. RfD interests are not confined to the equipment proper and the individual recipient institution but also encompasses how the equipment is being used in relation to the local community at large.

POPULAR ANCHORAGE
Denmark’s strategy for development cooperation and humanitarian action emphasises that development cooperation is organised so as to ensure popular anchorage in Denmark, i.e. that Danes are provided opportunities to engage in development work. Here RfD plays an important role as a support modality, which can engage groups who may not otherwise be participating in such efforts. RfD is therefore particularly relevant for Danish associations wanting to involve fellow citizens in these efforts: i.a. through collection and reconditioning endeavours or by virtue of the association carrying out information work on conditions of living in the particular developing country.
3. Who can apply

The RfD fund is aimed at a broad cross-section of associations and other civil society organisations in Denmark and in the global South. It is therefore not feasible to establish fully unambiguous criteria for who can apply for support and which organisations may be outside the scope of this funding opportunity. Yet the following provides an overall guideline.

It is important to note that only Danish organisations are eligible to apply for the RfD fund. Organisations in the South cannot autonomously apply for the RfD fund.

**DANISH ASSOCIATIONS**

The RfD fund is aimed at a broad range of associations in Denmark, including:

- NGOs
- Private non-commercial organisations
- Humanitarian organisations
- Friendship and solidarity organisations

The following can not receive support from RfD:

- Private enterprises
- Associations without a regular relationship to Denmark
- Individuals and families in Denmark

**SOUTH PARTNERS**

The South partner must be anchored in and receive backing from the community for which the equipment is aimed. Moreover, the organisation shall be engaged in creating lasting improvements for poor people in the country in question. The South partner must be able to document that there is a need for the equipment and shall have permission from authorities to receive donations in the form of used equipment in order to avoid that duties and other taxes are imposed on the shipment.

Therefore, the South partner will most often be an NGO (non-governmental organisation) or a CBO (community-based organisation), e.g. focusing on education, health, employment, trade or agriculture.

Shipments supported by RfD must be for countries on the DAC list of developing countries. Check the countries eligible for RfD grants at [www.genbrugtilsyd.dk/lande](http://www.genbrugtilsyd.dk/lande).

Equipment shipped with RfD funding can be sent straight to the South partner or can be redistributed to institutions with whom the South partner is cooperating. This could be:

- Public institutions such as local hospitals and health clinics, primary schools, orphanages etc. if it is documented that there is an ongoing collaboration in place.
- Villages, neighbourhoods or specific community groups if documentation is provided regarding who is responsible for use and maintenance of the equipment.

The following can not receive equipment from RfD:

- Individuals
- Private enterprises
- Governments including national public authorities, ministries etc.

In addition, the applicant must ensure that the South partner is not appearing on the UN or EU terror lists.
4. Application Criteria

Application criteria presented below take their point of departure in the overall goals introduced above. The criteria shall provide a uniform and transparent basis for assessing all RfD applications. Should the volume of applications exceed what the fund can support, the criteria shall serve as basis for prioritising among applications received.

ON THE APPLICATION CRITERIA IN GENERAL
Application criteria are intended as a guide, and it will always be a specific and comprehensive assessment of the individual application, which will determine if a grant can be provided. Most important, applicants must have related to all the criteria and the application shall demonstrate a will and an ability to develop the collaboration between the Danish organisation and the South partner using the RfD supported shipment as an integral part of the partnership. Should you initially consider some of the criteria difficult to adhere to, then state this and mention what plans are put in place for strengthening efforts in this field at a later stage.

Upon receipt of applications from grantees who have previously received RfD grants, DMCDD assesses if past grants have been satisfactorily reported upon and that a new request for funding includes experience from past shipments.
THE DANISH ORGANISATION AND ITS POPULAR ANCHORAGE IN DENMARK

The applicant must
› Provide information on the organisation, including bye-laws, membership figures, field of operation and management
› Confirm that management (e.g. the Board) accepts full financial responsibility for the shipment (e.g. in regard to storage costs if customs clearance delays the shipment)
› Present with whom the organisation is working in Denmark and how volunteers are involved

The Danish organisation may – in order to enhance popular anchorage – apply for funds aimed at information work in Denmark on the development work which the South partner carries out.

SOUTH PARTNER

The application must
› Present the South partner in the respective developing country, including its history, form of organisation and field of work
› Inform about collaborative partners of the South partner in the community
› Present how the South partner involves community members in its work

A shipment will often involve not only the South partner but also the institution, who will make use of the equipment, as well as a broader range of poor community members benefitting from the equipment.

RfD provides an offer of support to popular associations in developing countries. If the South partner is a public institution (e.g. a primary school, a health clinic or a local hospital) the application must account for how beneficiaries are involved, e.g. in relation to a parent-teacher association or citizen groups working to secure access of poor people to the equipment.

To assess the relevance of the shipment in relation to the overall goal of poverty eradication the following beneficiary information on the target group should be included in the application:
› Information about the population in the local community and the challenges one is confronted with and which the shipment aims to contribute to address
› What progress use of the equipment will offer to beneficiaries

PARTNERSHIP

The application must
› Present how the Danish organisation works with a local organisation in the respective developing country
› Present what led to the collaboration and how long time the partnership has lasted
› Present what the collaboration currently involves and how the shipment can enhance this further
› Make it clear that the collaboration extends beyond the shipment applied for

Read more about partnerships in section 7.

EQUIPMENT

The application must include
› A list of the equipment requested and what it will be used for
› Information detailing how the equipment will support development efforts undertaken by the South partner
› Information on the strategic use of the equipment, that is: how the equipment can be a catalyst for change
› Information on the professional / technical qualifications of the South partner to employ and maintain the equipment or how maintenance would otherwise be handled
› Statement regarding if use and subsequent disposal of the equipment may be expected to have any environmental consequences
› A presentation regarding the possible role of the Danish organisation with regard to monitoring visit or technical advice related to the deployment and use of the equipment

Read more about equipment in section 6.
5. Application

Applications may only be submitted at the three annual application rounds and must be uploaded electronically via the RfD homepage. Application forms and deadlines are available at www.genbrugtilsyd.dk/ansog.

APPLICATION – STATE WHAT YOU AIM FOR AND WHAT YOU ARE EQUIPPED TO DO

Completion of the application forms is partly a practical and somewhat technical exercise whereby you will submit information about the Danish organisation and its South partner and what equipment you would like to ship. But it is as important to get your hopes, ideas and ambitions on the table: what are you aiming at? What ‘wonders’ shall the equipment be doing in the respective community? And how are the two parties equipped to realise those plans?

The application is expected to be prepared as a collaborative effort involving the Danish association and the South partner. Applications may therefore very well be submitted in English.

GRANT

When your application has been processed, the applicant will receive a response from the RfD secretariat. In case of a refusal, a brief explanation will be provided listing which application criteria have not been met. This assessment prepared by the secretariat will be shared with the applicant. On this basis, you may seek further advice from the secretariat if you would like to subsequently resubmit a new and more thoroughly prepared application.

In case of a positive response, you will receive a grant letter requesting the Danish organisation to confirm its responsibility to adhere to the grant and reporting requirements. The applicant will get access to the assessment prepared by the secretariat. There may be aspects, which you should be proud of having presented exceptionally well and there may be specific considerations and advice, which may help improving the effort. In some instances, the grant letter may also contain requirements to be adhered to on top of what you have yourselves included in the application. Fulfilment of such demands will be a condition for effecting the grant.

The final grant amount depends on the actual costs of the shipment; accordingly, there are no specific appropriation limits in RfD.

ANTI-CORRUPTION CLAUSE OF THE DANISH MINISTRY OF FOREIGN AFFAIRS

Like other Danish development cooperation, RfD grants are obliged to adhere to the anti-corruption clause of the Danish Ministry of Foreign Affairs. This is reproduced below and implies that cooperation may cease at any point in time should corruption take place.

“No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made – neither directly nor indirectly – as an inducement or reward in relation to tendering, award of the contract, or execution of the contract. Any such practice will be grounds for the immediate cancellation of this contract and for such action, civil and/or criminal, as may be appropriate. At the discretion of the Danish Ministry of Foreign Affairs, a further consequence of any such practice can be definite exclusion from any tendering for projects, funded by the Danish Ministry of Foreign Affairs.”
6. Equipment

As RfD grant holders, you have knowledge and personal experience regarding conditions in the respective developing country. The Danish organisation and its South partner are therefore held responsible for securing that equipment shipped will indeed be brought to good use.

Below are the assessments, which the Danish organisation must make with its South partner before arriving at any decision on what equipment should be shipped as part of an RfD grant.

EQUIPMENT RELEVANCE
The equipment shall form part of and serve to strengthen ongoing development work in which the South partner is involved. The shipment will therefore imply that the South partner becomes better able to respond to local needs and to ensure that poor people in a given community achieve a greater say. Therefore, when planning who will receive the equipment be considerate regarding which competences the South partner possesses relative to the actual equipment to be shipped. E.g. does the South partner know about medical equipment so that they can ensure its relevance for the eventual recipient?

TECHNICAL QUALIFICATIONS
Those who shall receive the equipment must have adequate technical qualifications. There is an immediate attractiveness in acquiring an ultrasound scanner for the local health clinic, but if no expertise is available to operate the equipment, it may become useless. Moreover, even if one can make a proper diagnosis, treatment options may not be available and the equipment cannot be meaningfully deployed. Similarly, local schools may only benefit from computers if competent IT teachers are present to fully exploit the benefits that the computers may offer.

REQUIREMENTS TO EQUIPMENT BEING SHIPPED
In order not to burden the local partner or the environment, the Danish organisation must ensure that the equipment is of a good quality in advance of shipment. Such a quality assurance may often happen in collaboration with a Danish renovation workshop. Please note that RfD has established minimum requirements for certain types of equipment, e.g. computers.

RECURRENT OPERATIONS AND MAINTENANCE
The South partner shall ensure that the equipment can be used on a regular basis. Therefore, a thorough knowledge of the operating environment is necessary. As an example x-ray systems and computers require a stable power supply — and the local institution must be in a position to pay the full costs hereof. Even if the equipment appears to be almost brand new, the South partner must guarantee regular maintenance. Prior to shipping the equipment the Danish organisation and its South partner must therefore have agreed who will cover the costs of repair and spare parts. One e.g. must be able to afford that a local carpenter can repair broken school furniture or that new — and often expensive — spare parts for the medical equipment can be purchased. In other words: plans for maintenance of the equipment must be in place. Accordingly, the equipment should not be so advanced as to hinder that the local institution can repair and maintain it as well as acquiring spare parts.

LOCAL ALTERNATIVES
The equipment shipped from Denmark may not distort competition or in other ways serve to crowd out local production in the community. In addition, the equipment should represent a certain value. One should consider if shipment of used equipment across long distances make economic sense as shipment costs may by far exceed the actual value. Maybe local alternatives can better address the need identified. There should be a reasonable proportion between expenses you and RfD incur and the value, the equipment represents to the South partner and the community.

ENVIRONMENT AND SAFETY
Equipment not being subject to safe use or which corrodes in a store house because nobody knows how to use it can become a serious liability for the South partner. Rather than strengthening local civil society a RfD shipment can tarnish the credibility of the South partner because of lack of consideration of technical requirements, or due to ignorance of the operating environment or absence of maintenance procedures. The Danish organisation together with its South partner must include environmental considerations, and likewise some equipment require particular safety and occupational health safeguards. It is also decisive that you consider how the equipment can be disposed of when it is worn-out after some years.

RENOVATION WORKSHOPS
RfD works with a number of renovation workshops across Denmark providing assistance regarding advice, collection, renovation, packaging and
shipment of used equipment. These workshops are managed by professional staff offering a wide knowledge about this field. Some workshops have particular areas of expertise such as computer reconditioning, bicycles or medical equipment. The renovation workshops maintain a close collaboration, coordinating among themselves and convene for frequent technical meetings to boost mutual learning and common standards.

**STRATEGIC USE OF EQUIPMENT**

A RfD shipment shall offer more than securing regular operations: it should serve as a catalyst for change. The following could provide inspiration for placing the equipment in a strategic perspective:

- Receiving equipment through an RfD shipment can enable the South partner to increase the **extent** of its current efforts, e.g. by enabling the health clinic to cater for more patients or allowing the village school admitting more pupils.
- The equipment can enhance the **quality** of South partner development work, e.g. by introducing computers as part of the education.
- Equipment from Denmark can serve as a **magnet** in regard to attracting additional resources, e.g. by increasing user fees or by making public authorities prepared to contribute to financing a share of recurrent costs.
- The shipment and the wider collaboration with the Danish organisation can contribute to a better positioning of the South partner relative to other stakeholders and local authorities and thereby achieving growing **recognition**. The equipment can demonstrate to other community members that it is essential to prioritise poor people’s needs. The shipment may also have a ripple effect on the recognition that the South partner is experiencing in its everyday operations. This in turn can lead to a stronger and more diverse civil society — and thereby a more democratic development.
- The equipment can enable the South partner to extend its outreach to **priority beneficiaries**, e.g. by offering health services or access to education for community groups who have so far been precluded from this.
- The equipment can be used in **negotiations** whereby free health care or schooling is offered by local authorities in return for the equipment.

**EXPERT TRAVEL**

In case technically advanced equipment is being shipped you may apply for drawing on expert advice. This person can travel to the community shortly after the arrival of the equipment to ensure that the equipment is properly installed and that local staff is trained in using it.

When applying for a RfD grant one may include funds for such an expert travel.
Two different options exist to acquire the equipment for the South partner:

› **A renovation workshop may supply the equipment**
  The RfD secretariat collaborates with a range of renovation workshops who stock different equipment and each specialises in different fields.

› **The Danish organisation can organise its own collection**
  One may contact the local school, who might have furniture no longer in use. Be aware that certain equipment (such as e.g. computers) is subject to specific quality assurance requirements.
Partnerships between Danish associations and partners in developing countries play an important role in RfD. Partly this is due to the fact that such binding relationships provide an effective means to fight poverty and promote development as this serves as a long-term framework for local development efforts based on shared values and specific aims. Partly partnerships is seen as a value in their own rights as they can serve to promote a strong and diverse civil society in the global South. The presence of local, legitimate and viable associations can form a good starting point for democracy and securing the rights of poor people.

In the RfD context a partnership is used to refer to a continuing collaboration between a Danish association and a partner in a developing country. This collaboration may be formalised by means of an actual partnership agreement between the two parties. This can establish common goals and one can choose to present what resources the two parties commit to joint activities. In other cases such a formal text has not been drafted but regular meetings, mail communication etc. are used to map out joint activities and collaboration.

It is essential that cooperation is
- continuous and has been in place at the time of applying for RfD funds for more than just a few months
- encompasses more than the shipment itself, e.g. exchange visits, fundraising, carrying out development projects, information work on the South partner community targeting people in Denmark
- mutual and involves contribution and joint activities in contrast to one party acting to ‘do good things’ for the benefit of the other

Reviews and reports have shown that many RfD partnerships has a predominant focus on partnership as a means to secure effective use of the equipment itself. To promote a better balance the RfD pooled fund emphasises values such as local ownership, mutuality and equality in partnerships. In this way one can strengthen the wider aim of sustaining the growth of strong local popular organisations as part of civil society in the global South.

In its advice for RfD applicants and in its assessment of applications as well as during monitoring visits the secretariat promotes such a focus on the wider aspects in partnerships. And the secretariat encourages RfD grant holders to make use of the opportunities offered by the partnership travel modality. This can serve to focus more on those broader dimensions. Experience demonstrates that most RfD partnerships already manage the equipment quite effectively. Accordingly, one may encourage aiming at a wider scope for the collaboration.

**Partnership Travel**

When applying for a RfD grant one may include funds for a partnership travel whereby the Danish organisation can visit its South partner. Such a trip can be used to further develop and strengthen the partnership.
8. Reporting

Once a shipment has been completed, i.e. when the equipment has arrived with the South partner and has been put to use, a report must be submitted to the RfD secretariat. The Danish organisation must prepare such a report with its South partner; inclusion of pictures and other information is encouraged.

When drawing up the completion report refer to the initial application in order to remind yourself about the plans originally laid out for the shipment. The application is considered a sort of promise from the applicant to RfD regarding what plans and activities you will carry out if a grant is rewarded. The secretariat therefore refers to the application when assessing the completion report in order to review the extent to which the initial promises have been fulfilled.

THE COMPLETION REPORT MAY BE ORGANISED UNDER THREE HEADINGS:

We achieved something
Explain about the actual course of events: did you keep the original time schedule, was the equipment in good condition upon arrival, and has it been put to use, who in the community is benefitting from the equipment, what the significance may the equipment hold for poor people.

We got wiser
It is essential that you share your experience: how did the division of labour between the Danish organisation and the South partner work out, did the shipment pass through custom clearance without problems, could certain tasks have been handled differently, have you been too optimistic with regard to what wonders the equipment can do, has the South partner the required professional and technical insights to operate and maintain the equipment, and are the expected funds for operations and maintenance available.

Now we would like to...
Finish the completion report by mentioning what plans are being made for the further collaboration between the Danish partner and the South partner, and if you contemplate to submit a new RfD application at a later point in time.