

7. Which documents must accompany an application?

Every DA applying for funding must submit the following documents:

- a) A fully and legibly completed Form 5 (Application form for funding) which can be obtained at the address above;
- b) A fully and legibly completed Form 8 (Application form for each beneficiary);
- c) A comprehensive/full funding proposal (**using the SSC-DF funding proposal template**) including a detailed budget indicating funds requested and own contribution (or a request for exemption). **Kindly use the SSC-DF guidelines for Employment Schemes in preparing this;**
- d) Profile of the DA, comprehensive CV of its representatives and focal person;
- e) Donor and beneficiary references for previous projects successfully administered;

The following must be clearly outlined and supported with documentation;

- a) The organization's annual report inclusive of financial statements
- b) Certificate of incorporation or registration documents of the institution (DA) applying
- c) Copy of detailed budget
- d) Details about Directors/Trustees/Key Project Members of the applying institution
- e) References for similar work conducted elsewhere (if applicable)
- f) Letter of support from local, regional or traditional Authority
- g) Tax Certificate (if applicable)
- h) Certificate of Good Standing with the Social Security Commission (if applicable)
- i) Certificate of Good Standing with the Ministry of Finance (if applicable)

Closing date for applications is 16h30 on Thursday, 30 September 2021.

No submitted documents will be returned.

Failure to submit all requested documents will result in automatic disqualification.

FOR FURTHER INFORMATION, CONTACT:

Ms. Ingrid Keis
Tel: 061 – 280 7098
Email: Ingrid.Keis@ssc.org.na

Alfrenzo /Hara#gaeB
Tel: 061 – 280 7112
Email: Alfrenzo.Haragaeb@ssc.org.na

Ms. Sophy Herero
Tel: 061 – 280 7227
Email: Sophy.Herero@ssc.org.na

Cnr. A. Kloppers & J. Haupt Street, Khomasdal
Web: www.ssc.org.na



**SOCIAL SECURITY COMMISSION DEVELOPMENT FUND
(SSC-DF)**

APPLICATION GUIDELINES FOR EMPLOYMENT SCHEME



The SSC-DF is established by Section 37 of the Social Security Act, 1994 (Act No. 34 of 1994). Its main objects are to:

- a) Conduct training and employment schemes approved by the President of the Republic of Namibia for the benefit of socio-economically disadvantaged persons who are unemployed;
- b) Grant bursaries, loans and other forms of financial aid to students enrolled at any recognized technical or academic institutions of higher education.

The SSC-DF provides financial assistance to deserving, innovative, community based and driven projects or schemes which have potential to create and sustain jobs for the socio-economically disadvantaged Namibians who are unemployed. In implementing these, the SSC-DF will collaborate with Development Agencies (DAs) which work closely with these target groups of beneficiaries. The DAs will thus be tasked with the actual implementation of such projects/schemes. These schemes must strictly adhere to the principles of sustainable development in that they must be socially, environmentally and economically viable. In addition, they must be aligned to the Development Plans of the Regional and Local Authorities of their respective regions.

The DAs (known in some spheres as Implementing Agencies/ Partners) must specify in detail the types and nature of schemes they intend to implement, who the beneficiaries are, how future benefits will be distributed or shared, how the scheme or project will sustain itself beyond the life of the SSC-DF assistance, its management capabilities as well as its Monitoring & Evaluation mechanisms to be used.

1. What is considered to be an employment scheme?

The SSC-DF places high value on employment schemes in its endeavor to contribute meaningfully to the reduction of unemployment and the upliftment of the livelihoods of socio-economically disadvantaged Namibians. Applicants are encouraged to be as innovative as possible in conceptualizing such schemes as would have the desired impact. The list below is in no way exhaustive but rather indicative of what may be regarded as employment schemes as per the SSC-DF Regulations:

- a) **Community infrastructure programs** e.g. building, maintenance or refurbishment of rural schools, hostels, libraries, multi-purpose centers, sports facilities or community halls, construction or upgrading of roads, water infrastructure, flood water harvesting for income generation projects,
- b) **Small rural and urban infrastructure programs** e.g. sanitation, laying of water pipes, waste water collection & treatment,

- c) **Community development programs** e.g. irrigated gardening, poultry projects, small mining, community based tourism, integrated land use projects, value addition to agricultural produce, minerals and other natural resources
- d) **Community-based social services** e.g. incubation centers for services to vulnerable individuals or families to reduce or alleviate poverty and exclusion from society, and lead them to living fuller and satisfying lives. This may include home based care programmes for the sick and destitute elderly, victims of drug & alcohol abuse, the disabled, street children, etc. These projects should demonstrate employment creation and must a sustainability component.
- e) **Labour mobility and retraining programs** e.g. employment projects aimed at training for employment & retraining workers to encourage mobility and thus address structural unemployment which results from immobility. Here, the establishment of new industries for such differently trained unemployed people will be considered.
- f) **Technical innovation programs for sustainability** e.g. manufacturing, recycling projects renewable energy Best Available Technologies (BAT), rehabilitation or restoration of damaged ecosystems (bush encroachment, soil erosion, desertification,), other environmentally friendly initiatives software development, artificial intelligence.
- g) **Such other programs** as the Commission may determine for purposes of employment schemes

2. Who is considered to be a DA?

- a) [Developmental] Non-governmental organisations (NGOs)
- b) Community-Based Organisations
- c) Traditional and Local Authorities
- d) Institutions representing employees or employers
- e) Cooperatives and Farmers' Unions
- f) Regional Councils and their respective development committees
- g) Conservancies, Youth Bodies, Community Forests
- h) The private sector, Women's organisations
- i) Training institutions

Only institutions and Organisations with demonstrated capacity to implement proposed employment schemes will be considered.

3. Who is considered as a beneficiary of an employment scheme?

It is any socio-economically disadvantaged Namibian citizen or another person who is the holder of a permanent residence permit in Namibia who is 16 years and older and who is unemployed. If successful in receiving funding, this person must be registered

with the SSC-DF and will be regarded as the owner and an end beneficiary of an employment scheme. It is the responsibility of the DA to identify qualifying beneficiaries and to ensure that Form 8 is completed.

4. Funding of employment scheme' projects

The DA must apply for funding from the SSC-DF by submitting a funding proposal with all required attachments. A specified percentage (10%) of the total project cost is expected to be pledged by the DA as own contribution in cash or in kind. This amount must be reflected on the proposed project budget.

The SSC-DF will use its discretion to determine the amount to be given for the implementation of the scheme as well as whether or not it will be a **grant, soft loan or a combination**. However, the DA is expected to specify what it is applying for (grant/soft loan/both) and how much this is.

5. Payment of funds to DAs

Funds will be paid to the DAs in a form of an advance and where necessary, directly to the service providers. Thereafter, financial and narrative reports as well as appropriate source documents will be expected from the DAs to enable future disbursements.

In the event where labor is sourced from the beneficiaries, this will not be regarded as an in-kind own contribution, and workers utilized as such must be compensated accordingly and such proof must accompany reports to the SSC-DF.

6. Where to obtain the necessary information to apply for funding?

For a copy of the application guidelines and forms, visit any Social Security Commission Offices countrywide and can also be downloaded from www.ssc.org.na.

NB: Your application can also be submitted at any of these offices in a sealed envelope clearly marked "SSC-DF Employment Schemes" and addressed to:

**Manager: Development Fund
Private Bag 13223, Windhoek, NAMIBIA
Cnr. A. Kloppers & J. Haupt Street, Khomasdal**