



INTEGRATED HUMAN RESOURCES DEVELOPMENT PROGRAMME STANDARD POLICY



1.0 AIM

- 1.1 The Integrated Human Resource Development Programme (IHRDP) aims to promote national unity, just and fair society with equal opportunities to contribute to the stability, peace and security of the nation.
- 1.2 The programme is designed to create employment in a holistic way by combining efforts of the public, private and civil society sectors in its efforts to reduce poverty levels.
- 1.3 Amidst the current triggers of the Climate Change and COVID-19 pandemic, pro-growth and support policies are essential to create a positive impact across the supply chain through the creation of wealth, jobs and economic activity.

2.0 BACKGROUND

- 2.1 The programme was established in the year 2000 following the International Labour Organisation's (ILO) model of community-based income generating projects in rural and peri-urban areas.
- 2.2 IHRDP was previously administered by the then Ministry of National Planning, then to Ministry of Finance now known as Ministry of Finance, Strategic Planning, National Development and Statistics, and was later transferred to the Ministry in 2016.
- 2.3 Since 2016, the IHRDP programme has implemented 83 projects by investing more than \$3.9 million in wide arrays of businesses which includes Ecotourism ventures, farm mechanisation projects, Aquaculture, Apiculture and Manufacturing.
- 2.4 Assistance is provided in sectors which have the growth potential, such as Fisheries, Forestry, Agrie-Business and Manufacturing. Additionally, the IHRDP programme encourages applications from the Tourism, Hospitality, Information Communication and Technology Services, Clothing, Textile and Footwear, Financial Service Providers, Creative Arts, Health Care, Recycling and Upcycling, Outsourcing Industry and Renewable Clean Energy sectors.
- 2.5 The programme targets registered Micro, Small and Medium Enterprises (MSME) that are already operational or have experience of the respective target sectors from peri-urban, rural and remote areas.
- 2.6 Peri-urban areas are recognised under IHRDP as those areas that are (peripheral – around, about or beyond) or are those non-urban landscapes adjacent to or surrounding metropolitan settlements. A peri-urban area can be defined in relation to a nearby

metropolitan area on its inner boundary, a rural area on its outer boundary, or as the land in between.¹

2.7 Simply, the peri-urban regions sits within the fringes of town and city boundary and may enjoy some services of the Town and Cities.

2.8 The definition of MSME is categorised in the table:

Enterprise Type	Annual Turnover in FJD
Micro	\$0 to \$50,000
Small	\$50,001 to \$300,000
Medium	\$300,001 to \$1,250,000

2.9 The assistance is open to registered sole trader businesses, partnerships, co-operative businesses and companies.

2.10 The Ministry encourages community-based businesses such as groups and associations to be registered as a legal entity either as co-operative business or company or partnership.

2.11 The Ministry will assist shortlisted groups and communities to formalise through registering as a co-operative business and will also provide advice on the criteria, application process and relevant documents that are required for the application.

2.12 Circular and Digital Economy and the potential of digital transformation represents a significant avenue for Fiji's economic development and fulfilling Sustainable Development Goals (SDGs).

2.13 Therefore, the Ministry encourages applications which promotes Circular Economy, empower local resource owners, develop digital transformation and demonstrate how proposals meet any of the SDGs.

3.0 POLICY

3.1 The Policy shall govern the processes and procedures of the IHRDP Programme.

3.2 Advertisements of Expression of Interest (EOI) will be placed in the local newspaper, Ministry's website on <https://www.mcttt.gov.fj/division/msme-fiji/integrated-human-resource-development-programme/> and through other social media platforms upon confirmation of National Budget. This will enable businesses to familiarise and understand the application process, requirements and policy implications of the grant funding under the IHRDP.

3.3 IHRDP provides grant assistance (two-third portion) up to \$150,000 per applicant; for instance the total maximum project cost should be \$225,000 which means maximum of

¹ <https://rb.gy/ekz10> - Definition of Peri urban area.

\$150,000 that is, the two third component will be contributed by the Ministry and \$75,000 as one third applicant contribution.

- 3.4 Furthermore, upon submission of valid justification the Permanent Secretary for Trade, Co-operatives, Small and Medium Enterprises and (Permanent Secretary) and the IHRDP Committee can approve projects where Government contribution is above \$150,000 may be considered on a case by case basis.
- 3.5 The waiver of the one-third contribution will be considered by the Permanent Secretary upon the recommendation by the IHRDP committee on a case by case basis.
- 3.6 Project applicants must provide documents outlined in the EOI which include:
 - i. Completed IHRDP Application Form;
 - ii. Valid Business Registration Certificate;
 - iii. Valid Photo Identification (Driver's License or Voter ID Card or Passport Biodata Page);
 - iv. Tax Identification Number (TIN);
 - v. Management Accounts for those in operations for at least 2 years;
*Medium enterprises are required to provide audited financial statements
*Micro and small enterprises can provide management accounts prepared by certified accountants;
 - vi. Detailed Business Plan inclusive of 3 years Cash Flow Forecasts/Projections;
 - vii. Support and Validity letter from relevant Ministry and Stakeholders;
 - viii. Compliance to regulatory requirements as per business scope;
 - ix. Membership or shareholder listing (if applicable); and
 - x. Land Lease, tenancy agreement, approved DTCP documents, Title or documentation relevant to proposals that encompass land (for construction - if applicable);

4.0 TYPES OF PROJECTS ELIGIBLE FOR FUNDING

- 4.1 IHRDP will provide funding for purchase and construction of capital projects, few examples are but not limited to:
 - i. Procurement of manufacturing machines for value adding;
 - ii. Construction of warehouse, storage facility and eco-tourism projects;
 - iii. Product development for businesses;
 - iv. Procurement of equipment for diversification purposes; and
 - v. Equity funding with financial institutions for capital expenditure and diversification purposes.
- 4.2 Exceptions can be made on the type of project allowed for funding upon provision of valid justification to the Permanent Secretary and the IHRDP Committee.

5.0 CRITERIA FOR FUNDING

- 5.1 Proposals for assistance through IHRDP must meet the following criteria:
 - i. Applicants must be all Fijian citizen of 18 years of age and above;
 - ii. Residing in the peri-urban, rural and remote areas in Fiji;

- iii. Is an existing registered enterprises or those that have relevant market experience and are on the verge of formal registration;
- iv. Registered entity must be majority Fijian owned (51% and more);
- v. Groups and communities need to be validated through support letters from line Ministries and stakeholders; ready to formally register as a business entity; and
- vi. Ability to meet the one-third cash funding of total project cost.

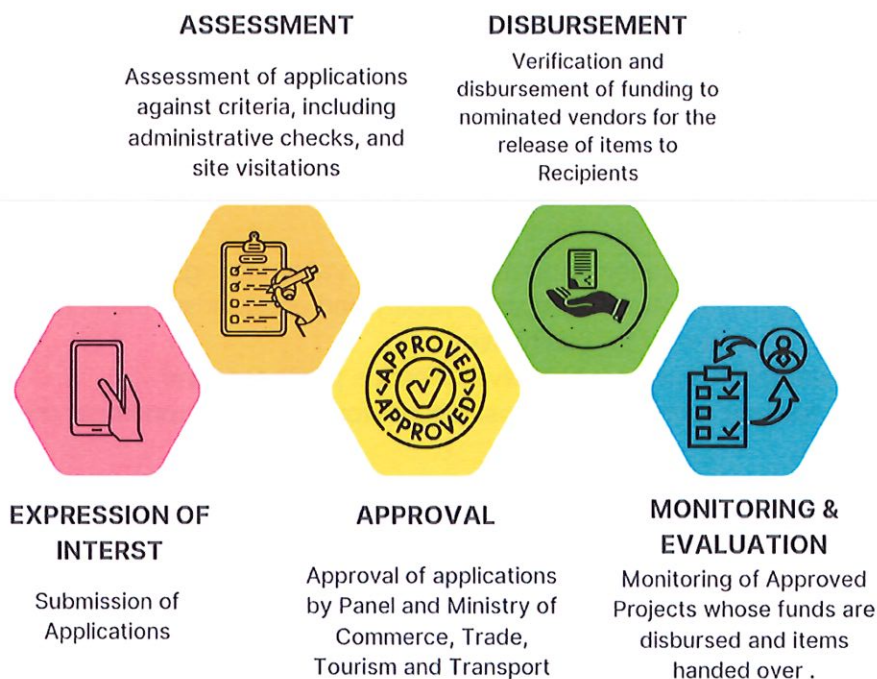
5.2 Exceptions can be made upon consideration by the Permanent Secretary and the IHRDP Committee.

6.0 GENERAL PROCEDURES

6.1 The general procedure undertaken in the selection of projects are as follows:

- i. Internal assessment and site visitations will be carried out either by the Ministry officials and/or relevant Ministry partners;
- ii. Scrutiny by the IHRDP Committee which comprises of relevant Government and private sector agencies;
- iii. Submission of recommendations to the Permanent Secretary for final clearance;
- iv. Those projects that require grant funding/assistance above the threshold of \$150,000 need separate approval from the Permanent Secretary.
- v. Signing of Memorandum of Agreement (MOA) for Disbursement of Grants; and
- vi. Monitoring of projects as per monitoring and evaluation plan.

IMPLEMENTATION STEPS



7.0 EXCLUSIONS

7.1 The following will **not** be considered for funding if:

- i. Proposal submitted is from a IHRDP grant recipients that was assisted within the last 5 years;
- ii. Proposals from former recipients that do not showcase any diversification or growth or the proposal is similar to previously assisted project the recipient received;
- iii. Similar enterprise activity was assisted through any other grant funding from other Government Ministry or donor funding agencies in the last 5 years;
- iv. Proposals from Public Enterprises, majority and minority stated owned entities or Civil Servants;
- v. Proposal for Debt refinancing;
- vi. Proposals that have non-enterprise activities;
- vii. Proposals with business turnover (sales) of more than \$1.25million per year;
- viii. Proposals requesting Infrastructure development, i.e. roads, land preparation, community hall, evacuation center, jetties etc (case by case basis – exceptions to utilities upgrade);
- ix. Costs associated with regulatory approvals required from relevant authorities e.g. Rural Local Authority, Environment, TLTB, National Fire Authority, Ministry of Health and Medical Services etc; and
- x. Funding high risk equipment such as generic motor vehicles.

7.2 Exceptions can be made upon the Permanent Secretary and the IHRDP Committee.

8.0 SUBMISSIONS

8.1 Those businesses interested in applying are strongly encouraged to submit proposals by completing the online application form available on <https://shorturl.at/gluF2>

8.2 Businesses who cannot access the online application portal can download printable application form from the Ministry's website <https://rb.gy/ekz10> and sent by email to ihrdp@msme.mcttt.gov.fj with clearly marked title as "**Integrated Human Resource Development Programme Application 2023/2024 (Insert Business Name)**".

8.3 The Ministry requires the applicant to demonstrate that the proposal is viable and meets the criteria for funding.

8.4 The Ministry encourages women, youth and persons with disabilities to apply.

8.5 The Ministry further encourages submissions that are centered on sustainable environmental principles and have a greener climate project targets.

8.6 The Ministry will proritise projects that can clearly demonstrate that they can contribute and address SDGs.

8.7 The Ministry reserves the right to request for additional information as and when required for clarification and reject proposals that are not submitted within the criteria for funding.

8.8 The Ministry will only contact the promising and shortlisted applicants for additional information.

9.0 ASSESSMENT OF IHRDP APPLICATIONS

9.1 The following are the two phases of the assessment processes:

- i. **Assessment and Evaluation** – (50% of the assessment criteria to be met to proceed to Site Inspection); and
- ii. **Site Inspection** – shortlisted applicants will be visited and site visitation template will be compiled.

10.0 IHRDP COMMITTEE

10.1 The chairperson of the IHRDP committee will be the Permanent Secretary.

10.2 The Committee Members will comprise representatives from the Ministry, statutory agencies and Private sector that are relevant to IHRDP applications received.

10.3 Additional members may be co-opted as and when the need arises.

10.4 The IHRDP Committee members will be invited by the IHRDP Committee Chairperson. The same committee may continue without additional notification should it be decided by the Permanent Secretary on the last circulated notification letters and Terms of Reference.

10.5 The quorum for any IHRDP committee meeting shall be general rule of thumb; 50% plus one. The same rule of thumb shall be for the decisions and approvals of the IHRDP committee.

10.6 Processing of applications can also be done through flying minutes.

11.0 MONITORING MECHANISM

11.1 The IHRDP programme will be monitored to verify performance and ensure compliance in honouring recipients commitments stipulated in the MOA signed with the Ministry.

11.2 The Ministry is responsible to monitor the IHRDP recipients as per the Monitoring and Evaluation Plan and the report will be submitted to the Permanent Secretary.

12.0 MEMORANDUM OF AGREEMENT

12.1 The IHRDP recipient must utilise the Government grant as efficiently and effectively as possible solely for the intended purpose as stipulated in the MOA.

12.2 The Grant Recipient must notify the Ministry in writing, to change the vendor and/or change of procured items. This change shall be reflected through a Deed of Variation should the MOA be executed.

12.3 The Grant Recipient also agrees to maintain the Goods in good condition during the period of 5 years and shall not sell, mortgage, transfer, lease or dispose of the Goods or otherwise create a Security Interest in the Goods without the prior written consent of the Government.

12.4 Should the Grant Recipient fail to punctually perform any of its obligation or is in breach of any of its obligations stipulated in the MOA, the Grant Recipient would be required to refund the Government grant in the currency in which it was disbursed or the Ministry may opt to physically retrieve the procured item.

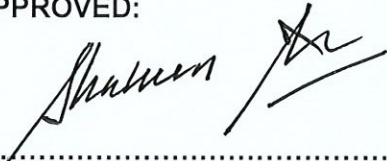
13.0 POLICY REVIEW

13.1 This policy can be reviewed every 2 years effective date of approval of the Permanent Secretary for Trade, Co-operatives, Small and Medium Enterprises and Communications or as need arises.

EFFECTIVE DATE: 10 August 2023

REVIEW DATE: 9 August 2025

APPROVED:



SHAHEEN ALI
PERMANENT SECRETARY FOR TRADE,
CO-OPERATIVES, SMALL AND MEDIUM ENTERPRISES AND COMMUNICATIONS

10 August 2023
DATE

