



CALL FOR PROJECTS

FINANCIAL FACILITY OF THE [ÉQUITÉ PROGRAM]:

SUPPORTING DEVELOPMENT OF FAIR TRADE IN WEST AFRICA PROGRAM

Version modified on the 21st of July 2016

Building technical, organizational, trade, representation capacities of producers/craftsmen organisations & Contribution to the preservation of biodiversity

DIRECTIVES FOR THE TENDERERS



Project funders	AFD	FFEM
Project management	PFCE	
Project Managers	AVSF	FTA-WAN

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List of abbreviations et acronyms :

- AFD: French Development Agency
- AP: Call for Project
- ATN: National Technical Assistants
- AVSF: Agronomist et Veterinarian without borders
- ESR: Equitable Solidaire et Responsable (ECOCERT fair certification)
- FA: Fairtrade Africa
- FFEM: French Facility for Global Environment
- FI: Fairtrade International
- FTA-WAN: Fairtrade Africa – West African Network
- PO: Producers Organisation
- NGO: Non Governmental Organisation
- PFCE: French Fair Trade Platform/Plate-Forme pour le Commerce Equitable
- WFTO: World Fair Trade Organisation

1. PRESENTATION OF THE EQUITE PROGRAM 1

1.1 Context and sector

Fair Trade: a transversal tool for sustainable development

Fair trade appears to be a promising approach to increase the income of marginalized populations as well as the structuring of family farming and South agricultural sectors, in a context characterized by the increasing willingness of consumers to make of their purchases an ethical and responsible approach. Fair Trade is also one of the tools that allow small producers to have access to the market on favourable terms over time. The different Impact studies, carried out with the public aid for development funding show that both revenues stability from fair trade and the organisational as well as technical capacity building of producer organisations help in many cases the local workforce value, increasing agricultural production and the development of strategies on adaptation to climate change. Fair trade is also a capacity building tool for South's producers' or craftsmen organisations (POs). It also constitutes a transparent, participatory and democratic functioning of these organisations and encourages them to professionalise, their commercial, administrative, financial and accounting management. Thanks to the skills acquired through fair trade, many POs are have been able to manage to conquer new markets, whether local, national or international, organic, gourmet, home or even conventional. These POs are the ways for farming families, which were historically marginalized and excluded from the process of consultation and decision-making, to be represented at local and regional level and become legitimate interlocutors and can then participate in the definition of sectoral public policies, promoting indeed the interests of the entire rural population.

West Africa: a fair emerging sector with important needs of support

Fair trade in West Africa has an important potential of development as shown by the recent dynamic of certification in the Fairtrade International (FI) system and the development of the ESR certification. Compared to other continents and sub-regions of the African continent, West Africa is the area where the fair trade sector has developed recently. The number of certified POs is increasing rapidly, particularly in the cocoa sector and to a lesser extent shea, cashew and fruit juices. However, these POs face with difficulties in understanding and complying with fair trade standards. They are challenged to adopt efficient organizational methods, build strong governance, manage the growth of their sales, and adapt their products to buyers' expectations.

¹ Supporting the Development of Fair Trade in West Africa Program

The issue of a systemic approach combining poverty reduction and biodiversity conservation

One of the main issues for environmental protection is indeed to set up some mechanisms that allow disadvantaged people to improve their living standards while reducing the pressure exerted on media. Fair trade and organic certifications are considered as potential tools for the protection of biodiversity, both natural and agricultural. However currently, too few studies have precisely documented their potential effects. Yet many certified POs are near protected areas and implement biodiversity protection actions including agricultural, but lacking technical and human resources.

A twofold challenge perspective:

The challenge is to encourage fair trade organizations (POs certified, but also certified organization networks and structures supporting the POs) to work with NGOs having **agro ecological** skills. On the one hand, fair trade certified Pos are in reference inquiry on the effective operational agro-ecological actions they could implement to protect the environment, and on the other hand, environmental NGOs don't have enough tool of the trade fair: therefore, there is a challenge to strengthen collaborations between these two types of players.

It is also about to test how fair trade can be a tool contributing to the development of income-generating activities for the people around protected areas and agro-ecological practices that will reduce the pressure exerted on these protected areas by populations and help protect the natural and agricultural biodiversity and to mitigate climate change.

1.2 General objective of the program

Équité program aims to contribute to the sustainable economic development of low-income countries and fight against poverty, strengthen family agriculture by supporting the development of equitable and sustainable sectors in West Africa.

1.3 Specific objectives of the program

Considering the context and the issues described above, this program to support the development of fair trade in West Africa aims to:

1. Support the structuring of the South producers organizations and sectors in which they operate, through the development of fair trade;
2. Test the South-South' fair trade sectors development potential;
3. Strengthen the role of producers' organizations in the governance of international fair trade labels;
4. Enhance the readability of fair trade as a tool for sustainable development and in particular the preservation of biodiversity.

1.4 Components of the program:

To achieve its objectives, Équité program will be focused on some activities gathered into 3 components:

- **Component 1:** Implementation of a financial facility to support fair trade sectors and protection of biodiversity in West Africa,
- **Component 2:** The structuring and institutional building of fair trade certified producer organizations representatives' networks, and the development of their activities,
- **Component 3:** Monitoring and evaluation of the effects generated by the project in the first two components, and studies realization.

This call for projects is part of the component No. 1 of the project.

2. PRESENTATION OF THE CALL FOR PROJECTS

2.1 Objectives of the call for projects

The projects submitted to this call will simultaneously contribute to the:

- **Technical, organizational, commercial, representation of producers' organizations or craftsmen (PO) capacity building**
- **Preservation of biodiversity**

The financial facility that is the subject of this call for project aims to build the capacity of producers or craftsmen organisations (POs) in logic of sustainable development which implies a strong link between:

- **Actions concerning production and sustainable production practices,**
- **Management' quality**
- **Market access,**
- **Territorial management.**

The Équité program will encourage **activities based on the implementation of agro-ecological practices** (as presented in appendix 1) as a way to achieve the objectives of this call for projects.

2.2 Amount of financial allocation provided

The total amount allocated under this call for projects is **1,877,999 Euros** (one million eighty sixty-seven thousand nine hundred ninety nine cents Euros) equivalent to 1,231,230,633 CFA francs (one billion two hundred thirty-one million two hundred thirty three CFA francs).

2.3 Eligible countries

Eligible countries are **Ivory Coast, Ghana, Burkina Faso, Mali and Togo.**

Senegal will be eligible only for projects related to the handicraft sector.

2.4 Eligible sectors

The **priority sectors** eligible for this call for project are the followings:

- **Cocoa**
- **Fruits**
- **Shea**
- **Cashew**
- **Handicraft**

The secondary eligible sectors, called «innovative» sectors such as fonio, sesame, moringa or else.

2.5 Eligible types of actions

The type of actions that could be financed in the framework of this financial facility is very broad:

- **provision of technical, training and awareness assistance ;**
- **specific studies or pilot operations;**
- **Financing small materials or equipment as a complement to other intervention formats (only if these equipments are essential to start the project).**

The financial facility will only support actions aiming at improving or diversifying Producers organisation (POs)'s core activities, such as:

- developing new services member or improving existing services (technical support, product collection, development of agro-ecological actions, etc.)
- improving the quality of products and the way it is controlled in response to the expectations of buyers,
- diversification of production and the increasing of added value (in particular the processing, packaging, services excluding products supplied to buyers etc.)
- improving trade capacity and diversification of buyers,
- improving their internal management (financial and administrative)
- improving their internal organization and governance,
- improving of their compliance with environmental standards and their development towards agro-ecological practices (as considered by the Équité program)
- innovation in terms of actions to protect the natural and agricultural biodiversity and climate change mitigation

2.6 Eligible projects holders: who can present a project?

Project proposals could be sent by:

- **Producers or craftsmen organisations (PO) from targeted sectors (see § 2.4) and countries (see § 2.3):** These POs, must have existed for at least 2 years and be certified by the following fair trade labels: Fairtrade, or Ecocert Equitable, World Fair Trade Organization (WFTO or Artisans du Monde for handicraft). These POs could be first level ones (cooperatives and other producer groups) or second level ones (federations of cooperatives or groups).
- **Non-Governmental Organizations (NGOs) providing support to POs mentioned above (existing for at least 2 years), mainly environmental NGO or NGO working in the rural development sector, with skills on agricultural environment and preservation of protected areas.**
- **Formal national networks and national platforms of fair trade certified producers' organizations representation in Côte d'Ivoire, Ghana, Burkina Faso, Mali and Togo.**

Projects submitted by these national platforms or networks would be:

- **Actions of collective interest:** studies type, settlement of training or technical support to several OP especially on agro-ecological actions.
- **Development or advocacy actions** contributing to greater distribution and adoption of principles and tools of fair trade

In both cases, the projects will allow the building of relations between POs members of these networks or platforms.

The project could be presented by **consortiums/associations of eligible organisations mentioned above** (for example: one NGO associated with one PO, several POs, etc.).

2.7 Duration of the projects submitted to this call

- The duration of projects proposed under this call should be for a period **between 18 and 24 months.**
- The Projects must be completed (implementation of the planned actions and disbursement of financing granted) **by the end of November 2018.**

2.8 Size of the financed projects

Tendering organizations must submit draft budget which will include **at least 25% of self-financing (resources of the organisation or valuation of contributions in kind: volunteering, collective work, etc.) or other financing.**

Tendering organizations will have to size their budget proposal, taking into consideration this foreseen repatriation:

A maximum of 5 projects in which the financed amount will be between 100,000 and 250,000 Euros.

At least 15 projects in which the financed amount will be between 30,000 and 90,000 Euros.

3. PROCEDURES OF APPLICATION TO THE CALL FOR PROJECTS

3.1 Presentation of the application

The response to this call for project by the tenderers will be in two distinct steps:

- **First step:** Presentation of a **concept-note**

The application will first be presented as a concept-note in accordance with the **application form presented in Appendix 3 of this call.**

- **Second step:** Presentation of a **full project proposal** (based on the preselected concept-notes)

Projects whose concept notes would have been approved by the selection committee (see §. 5 Selection Procedures) shall be written in accordance with the **application form presented in Appendix 4 of this call.**

The call for projects' document is available in French and English and can be requested in the eligible countries (physically or by email) to the following contacts:

- **Ivory Coast:** Headquarter of the Équité Program in Abidjan. Angré Seme Tranche- Mr Fulbert Dago: f.dago@avsf.org (+225 48 96 48 51)
- **Ghana:** FTA-WAN Headquarter in Accra. Mr. Edward Akapire: e.akapire@fairtradeafrica.net (+223 208 493 339)
- **Togo:** in Lome to Ms. Oceni: v.oceni@avsf.org (+ 228 22 61 23 46/91 05 60 03)
- **Burkina Faso :** Mr. Moussa Barro : bar.mous@yahoo.fr (+226 71 60 81 86 /76 10 14 73)
- **Mali and Senegal:** with Mr. Boscher (Manager of the Équité Program) c.boscher@avsf.org (+225 78 42 74 92)

3.2 Support in project formulation

The Équité program proposes **technical assistance to** the tenderers, who want, in the two stages of response to the call for proposals:

-1st Stage: Support for concept note formulation

-2nd Stage: assistance for full project proposals formulation

3.2.1 Assistance for concept-notes formulation

The formulation of concept note by producers' organizations (POs) can be realized with the support of consultants accredited by the Équité program. These consultants will be Business Development

Advisors (BDAs) of Fairtrade International system and others agents of others certification bodies (Depending upon availability).

The assistance for the formulation of concept-note will be provided by the Équité program to the following conditions:

- Only dedicated to Producers or craftsmen Organisation s(POs)
- On the basis of a formal request for assistance to be approved by the program.

The request for assistance must be sent to the Équité Program by e-mail at c.boscher@avsf.org (copy: f.dago@avsf.org) **no later than June 15, 2016.**

The subject of the message should be worded as follows « AP Équité / CN draft assistance Application / [Name of the applicant organization] / [Country of domicile] ».

The application itself must be written according to the following outline:

- Name of the applicant organization:
- Physical address:
- Person to contact (name, phone and email):
- Name of the proposed project (five lines maximum):

The manager of the Équité program will then provide (also by email) within maximum 14 days after receipt of the formal request for assistance:

- Approval notice or justified refusal of the application,
- In the case of a notice of approval: the following document will be sent: a) the list of consultants who could be requested for this assistance (pre-identified by the Équité program and who would have already accepted the conditions of assistance), b) the contact details of the Équité program officer in charge of connecting the consultants that the PO applicant may contact if necessary.

In no case can the Équité program be held responsible for unavailability or refusal of consultants indicated to assist POs to formulate their concept note.

The approval of the assistance request will rely mainly on the arrival order of applications by the program manager.

3.2.2 Assistance for the formulation of full project proposals

POs and/or NGOs, whose concept-notes will have been pre-selected, will be assisted by the National Technical Assistants of the Équité program, in the development of full project proposals (in accordance with the proposed form in Appendix 4 of this call) depending of the availability of those assistants.

This assistance will aim to precise and ensure better coherence and relevance of the proposals with the objectives of this call for projects, the Équité program and on the basis of the logical framework of the concept notes which will have been pre-selected.

The duration of the assistance by the National Technical Assistants (ATN) for the formulation of full project proposals will be between 1 and 5 days per project, depending on the needs of the organization.

3.3 Conditions to respect by the tenderers

Projects holders are asked to:

- Apply in French for tenderers located in Ivory Coast, Burkina Faso, Mali, Togo and Senegal, and English for those located in Ghana;
- Present their application as carefully and clearly as possible to facilitate the evaluation, to be precise and provide enough detail;
- Present their forecast budget in CFA Francs (CFA) for tenderers located in Ivory Coast, Burkina Faso, Mali, Togo and Senegal and Ghanaian cedi (GHS) for those located in Ghana;
- Number and mark all pages of the application file;
- Respect the proposed canvas and follow the order mentioned under each of the part in the canvas;
- Do not write the application manually.

Project holders can submit only one project in the framework of the call for projects.

The complete applications files (concept notes or full project proposal) must be sent by email, with the following subject "Call for project / Équité Program / [tenderer's name] ", to the followings addresses:

- r.lawal@avsf.org
- c.boscher@avsf.org

4. PROCEDURES OF PROJECTS SELECTION

4.1 Selection committee, responsible for the projects selection

The Selection Committee is the body of evaluation proposals from potential operators of the facility (concept notes and full proposals). It is composed as follows:

- The PFCE (French Fair Trade Platform), in its quality of holder of the Équité program
- A representative of the AFD, as an observer,
- A representative of the FFEM, as an observer,
- An expert on the topics related to the protection and conservation of biodiversity,
- 2 or 3 qualified persons from the following sectors: 1) platforms and NGOs networks, 2) international institutions and 3) network representing producers or producers' organizations playing a role in the program coverage area,
- The Manager of the Équité program
- A representative of Fairtrade Africa - West African Network - FTA-WAN (network coordinator) in his capacity as co-project manager and representative of certified producer organizations in fair trade in West Africa in a consultancy capacity.

4.2 The main steps of project selection

4.2.1 The concept-note based projects Pre-selection

All received concept notes will be centralized by the Manager of the Équité program and his administrator and communicated to the members of the selection committee, which will assign a score to each project using the grid in appendix 5 of the present call.

After the evaluation by the first selection committee, some emails will be sent to each of the participating tenderers, in order to inform them of the score obtained by their proposal. The Emails intended for applicants whose concept notes have been retained, will be followed by a summary note of the comments made by COSEL's members, the full application form and will indicate the deadline for submission of these full proposals .

4.2.2 Full proposals based project selection

For this step, the Équité program team will develop some summary sheets of proposals to the selection committee on technical, administrative and financial parts. All the summary sheets will be centralized by the program manager and his administrator and will be communicated to the members of selection committee, which will give a note for each project using the grid presented in appendix 6 of the present call.

The second meeting of selection committee will aim at sharing the evaluation made by the different members of the selection committee to ensure their relative homogeneity and if necessary, to discuss notations granted and to reach the list of projects selected in this first phase.

4.3 The organization of three selection committees.

Project selection will be carried out during the holding of three (3) Selection Committees:

- ✚ **Selection committee 1 (July 2016):** Selection of concept notes for the first batch of projects
- ✚ **2nd Selection committee (September 2016):** Selection of full proposals corresponding to the first batch of projects and Selection of concept notes for the second batch of projects
- ✚ **3rd Selection committee (November 2016):** Selection of full proposals corresponding to the second batch of projects

5. MODALITIES OF FINANCING AND FUNDS DISBURSEMENT

Once the projects are selected according to the steps mentioned in §. 4.2, Équité program will develop **financing agreements with each selected project holders**. The project holder should complete an administrative record as described in appendix 7.

The funding provided by the Équité program will be equal to the amount of the subsidy granted to the recipients knowing that their projects must include an estimated budget made of at least 25% of the resources correspond to co-financing and / or auto financing.

The project holder will receive the payment of the financing granted in **three (3) separate instalments:**

- **1st instalment:** A payment of 40% of the amount granted will be made after the signing of the agreement.
- **2nd instalment:** A payment of 40% of the amount granted will be made after a monitoring and evaluation visit of the Équité program team
- **3rd instalment:** A final payment of 20% of the amount granted will be made once the project will be recorded following a monitoring and final evaluation mission conducted by the Équité program team.

6. PROJECTED TIMETABLE FOR THE CALL FOR PROJECTS

The tenderers will have the possibility to apply to this call for projects in **two distinct batches** according to the following schedule:

	Official date of publication	Deadline for the receipt of concept-notes	Deadline for receipt of full projects presentation	Starting date of financed projects
1st batch of projects	25/05/2016	29/06/2016	11/09/2016	Early October 2016
2nd batch of projects		11/09/2016	15/11/2016	Early December 2016

APPENDIX

APPENDIX 1 – Clarifications on the concept of agro-ecology

It should be noted that the proposed support to POs through the financial facility of the Équité program is not limited to a support to various actions of capacity building and trade of organizations certified in Fair-trade but should help to support projects which take into full account the socio-economic and environmental contexts of the POs.

Therefore, it is important to provide an **explicit definition of agro ecology**, as apprehended by the Équité program as a set of agricultural practices:

- i. allowing the reproduction or improvement of the cultivated ecosystem productive potential (water, soil, plant, animal, renewal resources among others);
- ii. Fully autonomous towards non-renewable resources (including chemical inputs);
- iii. Producing diverse and quality food;
- iv. Not contaminating for environment and people;
- V. contributing to fight against climate change or help mitigate the consequences of climate disturbances.

Thus, agro-ecology refers to:

a. A farming respectful toward environment and natural cycles of ecosystems which:

- learn from the most effective practices of family agriculture, sometimes, the most relevant source of knowledge to understand and manage an agro-ecosystem,
- combines traditional practices well mastered by farmers with new scientific knowledge, and use them on the production on their farms.
- is part of the management of a plot to that of a territory.

b. A more autonomous and diversified agriculture in the sense that the reduction of external dependencies (inputs including seeds, energy ...) and more diversified production systems limit economic risks for family farms.

c. A more local agriculture:

- To produce many varieties on the scale of a territory through the promotion of polyculture
- allowing to rethink and "re-territorialize" (collective reorganization of space from the plot to the territory) production and agricultural exchanges for complementarities.

d. An agriculture based on strong social organisations and POs able to provide services to their members and to promote partnerships with local authorities.

e. A valued Agriculture on the economic level creating job and wealth on rural area:

- Via the introduction and recognition of "differentiated" products on markets and sectors
- Via labels and certifications (not only fair).

APPENDIX 2 – Costs Eligibility: which costs can be considered?

• Eligible direct costs:

To be eligible under this call for projects, the costs must comply with the following conditions:

- be useful / necessary for the implementation of project activities,
- be provided in the documentation (project of document, budget, logical framework) will be annexed to the financing agreement and meet the norms principles of good financial management ;
- have actually been incurred by the beneficiary organization during the implementation of the action that will be defined in the financing agreement;
- be recorded in the accounts of the beneficiary organization
- be identifiable and verifiable and be backed up by original supporting documents;

The following costs are eligible:

- The cost of staff assigned to the project should correspond to actual salaries plus social charges and other costs included in the remuneration. They must not exceed the salaries and costs normally / usually paid by the beneficiary organization;

- Costs of consumables and supplies;

- Costs directly coming from requirements linked to the financing agreement (e.g. communication, information distribution, evaluation project, audits, translations, reproduction) including financial service costs (in particular the cost of transfers).

• Contingencies:

A contingency reserve limited to 3% of the direct eligible costs of the project may be included in the budget for the action. It can be used only with prior written authorization from the Fair program.

• Indirect costs (or management) eligible:

A fixed amount limited to 5% of the total eligible costs of the action, is eligible under indirect costs, representing the general administrative costs which can be regarded as chargeable to the project.

• Ineligible costs:

The following costs are not eligible:

- POs requests for working capital to increase their capacity of harvest pre financing;
- credits to third parties;
- debts and provisions for losses or debts;
- debit interest;
- costs already financed in another project or in another context;
- purchases of land or buildings;
- exchange losses;
- Taxes, including VAT, unless the Beneficiary (or, his partners, if any) cannot reclaim them and the applicable regulations authorises their coverage.

APPENDIX 3 – THE CONCEPT-NOTE FOLDER²

This folder includes all the documents to be fulfilled by the tenderers at the stage of the concept-note.

To consider the concept note as complete, the tenderer should complete **all fields of this folder.**

² All the pages of this document must be signed and scanned by the manager of the organization.

Cover page: Information concerning the tenderers and the Project

The project	
Subscribing Organisation	
Acronym	
Nationality	
Legal Status	
Address	
Telephone Number	
Fax (if any)	
The Organization's E-mail address (if any)	
The Organization's Web site (if any)	
Contact –project	
E-mail address contact-project	
Locations (country, region(s), city(s))	
Sector	
Total cost of the project	
Requested Contribution for facility	
Another contribution (self-financing, other expected partners, etc.)	
Duration	

Full name, duties and signature of the person responsible for the funding request on behalf of the organization (and authorized to do this):

1. Person who support the organization to draft the concept-note project:

Organisation that assisted the association elaborating concept-note project	
Name and address of the head assisted the project elaboration	

2. The Applicant presentation:

ORGANISATION	
[Name]	
Siège	
Location [address]	
E-mail	
Telephone number	
Fax	
Other (web site or/and Facebook page, etc.)	
Status:	
Location of headquarter :	
Creation of the Organisation :	
References of the declaration at District Commissioner: N°:.....date:.....dept :.....	
Published in the Journal Officiel:	

ORGANISATION PURPOSE:

.....

.....

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Equities and net income of the past three years :

YEARS	EQUITY (FCFA)	NET INCOME (FCFA)
2013		
2014		
2015		
MEMBERS	MEN	WOMEN
2015		

POSITION	First name/Surname:	Telephone number/ E-mail address :
PRESIDENT		
SECRETARY GENERAL		
TREASURER		
KEY POSITIONS FOR REGULAR EMPLOYEES	First name/Surname/ Position:	
	First name/Surname/ Position:	
	First name/Surname/ Position:	
BOARD OF DIRECTORS	Numbers of elected:	
REGULAR CONTACT		

3. Presentation of the proposed project³

1. Project summary (1 Page maximum)

2. Project relevance: (1 ½ page maximum)

- 2.1 What is the relevance / justification of your project on the current context?
- 2.2 What are the problems to solve and the needs to satisfy?
- 2.3 Who are the actors involved (final beneficiaries, target groups)?
- 2.4 What are the objectives and expected results?
- 2.5 What is the added value of your project in relation to the objective of the call ?
- 2.6 What does your project brings compared to the support enjoyed by the organisation from the government (central or local), buyers, certification bodies and other actions implemented by the other technical and financial partners of association?

3. Methodology and Project Sustainability: (1 page maximum)

- 3.1 What are the main activities?
- 3.2 What are your main partners for the implementation, what is the length of your relationship with them and how will they be involved in the project?
- 3.3 How will the project be sustainable (socially, economically and environmentally) and permanent?
- 3.4 Will the project have snowball effects?

4. Operational capacity and expertise of your organisation: (1 page maximum)

- 4.1 What experience has your organisation in project implementation and financial management?
- 4.2 What is the experience of your organisation / partner (s) concerning the issues to solve?

5. Estimates of project costs⁴ and financing (1/2 page maximum)

5.1. Estimated total cost of the project⁵:

5.2. Funding

* Amount of the grant requested from the Equity program:

* Applicant's contribution:

* How will this contribution obtained (provided by the organization itself and / or by national or international funders, etc.)?

* Is it already acquired (partially or completely) or expected?

³ This part of the document should be written using 9 points Arial font and a single line spacing.

⁴ The applicant's attention is drawn to the fact that the estimate of this amount has to be relatively accurate. Indeed, the total amount that will be in the final detailed proposal will vary maximum of only +/- 20% of the estimate mentioned here (in the concept-note project)

⁵ Use the country's currency (cf. §. 3.3 of this call)

APPENDIX 4 – THE PROPOSAL FOLDER ⁶

This folder includes all the documents to be fulfilled by the tenderers at the stage of the full project proposal.

To consider the full project proposal as complete, the tenderer should complete **all fields of this folder.**

⁶ All the pages of this document must be signed and scanned by the manager of the organization.

Cover page: Information concerning the tenderers and the Project

The project	
Subscribing Organisation	
Acronym	
Nationality	
Legal Status	
Address	
Telephone Number	
Fax (if any)	
The Organization's E-mail address (if any)	
The Organization's Web site (if any)	
Contact –project	
E-mail address contact-project	
Locations (country, region(s), city(s))	
Sector	
Total cost of the project	
Requested Contribution for facility	
Another contribution (self-financing, other expected partners, etc.)	
Duration	

Full name, duties and signature of the person responsible for the funding request on behalf of the organization (and authorized to do this):

1. Information document relating to the applicant

Organization :	
Acronym :	
Address: (all report concerning the project must be sent there)	
headquarter : (write address if it's different form the first one)	
Telephone number :	
Fax :	
E-mail Address:	
Web site :	

Purpose of the Organization :	
Area of Operations :	
Domain :	

Membership in collectives, networks, platforms:	
Main publications of the organization	
Resource person for the project :	
Technical officer : (full name, telephone number and E-mail address)	
Financial referent : (full name, telephone number and E-mail address)	
Administrative referent : (full name, telephone number and E-mail address)	
First name/Surname quality of the responsible of funding	
Full name of the Executive Director : (or equivalent)	

Date of creation :		
Legal status :		
References of the declaration at District Commissioner :		
N°	Date	Department
Date of publication in the Journal officiel :		
If not, public interest recognition date:		
If not, approval date by a minister (specify):		

First name and Surname (President):	
First name and Surname (Secretary General):	
First name and Surname (Treasurer) :	
Members of the Board of Directors⁷ :	

⁷ Join the detailed list to the administrative file (detailed in appendix 7 of the present call)

General Meeting where members of CA and the Bureau were elected:	
Expiration date of members mandate:	
Date of the next General Meeting :	

	2011	2012	2013
Number of members :			
Number of contributors :			
Membership fees:			

Total staff at the Organization Headquarters	Total (ETP)⁸		Full time		Part time	
Employee (s)						
Benevolent(s)						
Total						
Staff abroad :	Total (ETP)		Full Time		Part time	
Expatriate(s) Employee(s)						
Local employee (s)						
Volunteer(s)						
Benevolent(s)						
Total						
Budgets Section	Funds released for the past three years					
	2011	%	2012	%	2013	%
Functioning of the organization						
Staff fees (employees and headquarters field [expatriate and national])						
Rental Charges locatives						
Financial Fees, customs and taxes						

⁸ Equivalent Full Time.

communication and funds raising fees						
Subtotal						
Interventions (10 sections maximum)						
..						
..						
..						
Subtotal						
TOTAL						

2. Overview of the technical and financial proposal⁹.

2.1. Brief description of the proposed project on the basis of concept notes (2 pages maximum)

- What action is at the heart of the project?
- What are the sectors concerned?
- Geography and context of implementation of the project
- Project General Objective
- Partners and Beneficiaries
- Expected results - project impact
- What is the added value of action in relation to the objective of the call?
- What brings the action in relation to support enjoyed by the organization of the government (central or local), buyers, certification organs and other actions implemented by the other technical and financial partners of the operator?
- Timing (major events)
- Key elements of the proposed budget

2.2. Full action

2.2.1. Background (1 page maximum)

Current situation of the existing of (the) sector (s) concerned and the context of the geographical area of intervention

⁹ This part of the document should be written using 9 points Arial font and a single line spacing.

We will establish a quick inventory of the existing particular on the social, economic and environmental.

What needs / problems the action intends to respond?

It will specify how the proposed action meets present and future needs related to the context.

It will outline the contextual risks to consider, as well as risks specifically related to the project and the measures envisaged to cope.

2.2.2. Detailed presentation of the activities and ex-ante evaluation elements of the action (max 4 pages)

After describing the main project activities and implementation modalities, we will explain how they provide a relevant response to the needs described above, then how is it an answer we can think efficient, acceptable and manageable by the parties, consistent with the social, economic, environmental and cultural context. We will mention its possible impacts and sustainability criteria.

The impact of the action in terms of gender and environment (linked to agro-ecological practices selected according to the definition provided in the call) will be detailed.

On the economic front, **a forward operating account and explanatory material** will be established for proper assessment of the economic viability of the activity in the short and medium term.

2.2.3. Presentation of partnerships envisaged around the project (max 1 page)

We will present the partners involved in the project (direct beneficiaries, grassroots organizations, companies, buyers, NGOs, platforms and networks, etc.) and how it intends to consolidate these partnerships (roles, dialogue forums planned enlargements, etc.). We will respond to particular questions with which the project will it be implemented? Who are the project partners? Which structures and mechanisms will be involved for the management of the project and relationship management with partners?

2.2.4. Proposals for the evaluation, capitalization and advocacy (1/2 page maximum)

You will present what is programmed to measure the indicators of the logical framework (see below) in order to accurately assess the results of the activities (especially those that are considered "innovative") and what is envisaged in terms of capitalization and his dissemination (how, to whom). For example, do advocacy actions are planned based on the achievements of the project? And if so what stakeholders are targeted? Do the project achievements could bring out a debate on current public policies (at large) and what is eventually scheduled for this?

2.3 Implementation capacity of the project, expertise (maximum 1 page)

- Project implementation capacity (organization and partners)
- Expertise mobilized
- Organisation ability to steer a project

2.4 Detailed budget. (Based on the amounts provided in the concept-note and using the table below)

Budget (Country's currency)

Main costs (Tax included Amount)	Year 1				Year 2				Total of Years 1 &2(2)	<u>Applicant contribution</u>	<u>Grant requested</u>
	Unity	Quantit y	Unit Cost	Total	Unity	Quantity	Unit cost	Total			
1. Human Resources											
1.1 local employees salary (gross amount with social Security and other charges,)											
1.1.1 Technic	a month				a month						
1.1.2 Administrative/ support staff	a month				a month						
1.2 Expatriate workers salary (gross amount including social security and other charges,)	a month				a month						
1.3 Per diem for missions/business trip(3)											
1.3.1 Abroad (staff in charge of the project)	Per diem				Per diem						
1.3.2 local (staff in charge of the project)	Per diem				Per diem						
1.3.3 Attendees at seminars/conferences	Per diem				Per diem						
Human Resources subtotal											
2.Trips											
2.1. International trips	By air				By air						

2.2. local trip	a month				a month						
<i>Trips subtotal</i>											
3. Equipment and office supplies(4)											
3.1 Car rental	A car				A car						
3.2 Office equipment and furniture											
3.3 Machines and tools											
3.4 Spare part/machines equipment and tools											
3.5 Other (specify)											
<i>Equipment and office supplies subtotal</i>											
4. Local office											
4.1 office rent	a month				a month						
4.2 Consumables - office supplies	a month				a month						
4.3 other general expenditure (tel. /fax, electricity, maintenance)	a month				a month						
<i>Sous-total Bureau local</i>											
5. Others charges, services (5)											

5.1 Publications											
5.2 Survey and research											
5.3 Audit fees											
5.4 Appraisal cost											
5.5 Translation, interpretations											
5.6 Conferences/seminars charges											
5.7 Communication (6)											
Other charges and services subtotal											
6. Other charges											
<i>other charges subtotal</i>											
7. Subtotal of Direct charges for right Action (1 to 6)											
8. Provision for contingency (3% maximum)											
9. Total directs eligible charges of the Action (7+8)											
10. Administrative charges (7% maximum)											
11. Total eligible's charges (9+10)											

2.5. Project's logical framework (Based on the information provided in the concept-note and in this detailed proposal)

	Intervention logic	Indicators objectively identifiable	Sources and means of verification	Hypothesis
General objectives	<i>What are the general objectives of this action?</i>	<i>What are the key indicators related to general objectives?</i>	<i>What are the sources of information for these indicators?</i>	
Specific objectives	<i>What specific objective should the action achieve as a contribution to general objectives?</i>	<i>What indicators show in detail that the objective is achieved?</i>	<i>What are the sources of information available? What are the methods used to get these information?</i>	<i>Which factors and conditions out of the responsibility of the Beneficiary are necessary to achieve this objective? (External conditions) What are the risks to be considered?</i>
Expected Results	<i>Results are the achievements that allow the realization of the specific objective What are the expected results? (List them)</i>	<i>Which indicators can check and measure whether the action achieved the expected results?</i>	<i>What are the sources of information for these indicators?</i>	<i>What external conditions must be carried out to obtain the expected results in the appointed time?</i>
Activities to practice	<i>What are the key activities to be implemented and in what order to produce the expected results? (Group the activities by results)</i>	Means : <i>What are resources required to implement these activities, eg staff, equipment, training, surveys, supplies, etc.</i>	costs <i>What are the estimated costs of the main activities?</i>	

2.6. Timing of the project (for each activity listed in the logical framework and on a monthly time for the duration of the project according to the canvas below filled for example)

Activities (write the activities of the logical framework in the same order and numbers).	Period																														
	j	a	s	o	n	d	j	f	m	a	m	j	j	a	s	o	n	d	j	f	m	a	m	j	j	a	s	o	n		
	u	u	e	c	o	e	a	e	a	a	a	u	u	u	e	c	o	o	d	a	e	a	a	u	u	u	e	c	o	n	
	l	g	p	t	v	c	n	b	r	r	y	n	l	g	p	t	v	c	n	e	b	r	r	y	n	l	g	p	t	o	v

	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	6	6	6	6	6	6	7	7	7	7	7	7	7	7	7	7	7	7	8	8	8	8	8	8	8	8	8	8	8	8	
Activity 1:...																															
Activity 2:...																															
Activity 3:...																															
Activity 4:...																															

3. Banking Fact Sheet

Account Name	
--------------	--

a) Contact to the bank

Contact	
Position	
Address	
City	
Postal Code	
Country	
Tel.	
Tel. mobile	
FAX	
E-mail	

b) Bank

Name of the Bank	
Address	
City	
Postal code	
Country	

c) Account

Account number	
IBAN ¹⁰	
Remarks :	

Bank Stamp ¹¹ Signature of bank representative
--

Date and signature of the account holder:

¹⁰ If the IBAN (International Bank Account Number) is applied in the country where your bank is located.

¹¹ It is preferable to attach a copy of recent bank statement, in which event the stamp of the bank and signature of the bank representative is not required. The signature of the account holder is obligatory in all cases.

APPENDIX 5 – Rating grid of concept-notes

Each concept-note will be marked by the members of the Selection committee using the grid below.

RUBRIC	Maximum Score
1. Consistency of the project	35
1.1 Clear presentation of the problem. Define the correlation between the problem with the needs of the region and target group	
1.2 Clear definition of the objectives of the action and their relationship to the objectives of the facility	
1.3 innovative proposal in terms of agro-ecological practices and gender (vulnerable).	
2. Approach and Management	35
2.1 Consistency between expected results, planned activities, the budget, the approach and methodology proposed	
2.2 Candidate's experience in project implementation and financial management	
2.3 Expertise in the areas of activities proposed to achieve the expected results	
3. Results and impacts	30
3.1 Precision and effectiveness of expected medium-term results	
3.2 Sustainability of results on the social, economic and environmental plan	
3.3 Impacts on target groups and on long term final beneficiaries	
Score total	100

APPENDIX 6 – Rating Grid of full project proposal

Each full proposal will be marked by the members of the Selection committee using the grid below.

<u>Sections</u>	<u>Score Max</u>
1. financial and operational capacity	40
1.1 Do the applicant and partners (if any) have sufficient experience in project management?	
1.2 Do The applicant and his partners (if any) have sufficient technical expertise? (knowledge of the issues involved)	
1.3 Do the applicant and his partners (if any) have sufficient management capacity? (Particularly in terms of staff, equipment and ability to handle the budget for the action).	
1.4 Does the applicant have stable and sufficient sources of funding (to bring the co-financing requested among others)	
2. Consistency of the project	50
2.1 <i>Score in the evaluation of the concept note</i>	
3. Effectiveness and feasibility	40
3.1 Are the proposed activities appropriates, practical and consistent with the objectives and expected results?	
3.2 The agenda (as presented logically and regarding the timing) is it clear and achievable?	
3.3 Does the proposal objectively contain verifiable indicators to evaluate the results of action?	
3.4 Is the level of involvement and participation of applicant acceptable?	
4. Sustainability of action	50
4.1 can the action have tangible impact on the target groups and especially on marginalized populations?	
4.2 Can the proposal have snowball effects ? (For replication and extension of the results of action and information diffusion).	
4.3 Are expecting results of proposed action sustainable? - From an environmental perspective (how will agroecological techniques provided in the project continue)? - From financial view (how will activities be financed once the funding ends?) - From institutional view (are there structures to pursuit the activities at the end of the action? Will they be in accordance with the results of the action?) - On the political level (if applicable) (what will be the structural impact of the action for example, will this bring improvement of legislation, codes of conduct, methods, synergies etc?)	
5. Budget and analysis of cost-effectiveness of action	20
5.1 Are the activities appropriately reflected in the budget?	
5.2 The ratio between the estimated costs and the expected results is it satisfactory?	
Maximum Score (total points awarded / 2)	100

APPENDIX 7 - Full Administrative Record

The full administrative record must be sent by electronic way, as scanned folder to the administrator of the program « Facility » at r.lawal@avsf.org before a signature of the grant contract by the organization submitting the application for funding:

- Copy of certified true to the originals statutes ;
- Copy of the registration statements on Prefecture and copy of the publication in the Official Journal or equivalent according to the laws in force in the implementation of the organization's country) ;
- Dated list of governing bodies and their contact details on showing the date of the last election, and the names of members;
- Organizational chart dated and signed by the leader ;
- Latest report of General Assembly (GA) or at least the agenda of the last AG and the main resolutions and any piece showing the activities undertaken and completed and associations proved ;
- Balance sheets and statements of operations of the three (3) years (with appendix and explanations), validated by the AG, highlighting the origin (public or private) financial resources.
- Estimated budget for the current financial year, indicating the list of public funding approved by the organ charged to close and approve the accounts of the organization (indicating in possible if they are acquired, solicited or solicit) ; et
- List of private funders contributing to over 15% of the last annual budget of the organization validated.