



PROGRAMME DE DEVELOPPEMENT DU
COMMERCE ÉQUITABLE EN AFRIQUE DE L'OUEST

**CALL FOR PROJECTS FOR CERTIFIED FAIR TRADE
ORGANIZATIONS**

**“Fair trade sectors, innovation and agro-ecological and social
transition in West Africa”**

GUIDELINES FOR APPLICANT ORGANIZATIONS

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List of abbreviations and acronyms:

- AFD : French Development Agency
- NOC: No Objection Certificate
- CP: Call for Projects
- NTA: National Technical Assistants (EQUITE Program)
- AVSF : Agronomists and Veterinarians Without Borders
- CEF : Commerce Equitable France
- COFIL: Steering Committee
- COSEL: Selection Board
- FA: Fairtrade Africa
- FFEM: French Facility for Global Environment
- FFL: Fair For Life (Fair Trade Certification from ECOCERT)
- FI: Fairtrade International
- FTA-WAN: Fairtrade Africa - West African Network
- PO: Producer organization
- NGO: Non-Governmental Organization
- PM: AVSF EQUITE Program Manager
- SPP : Símbolo de Pequeños Productores (Small Producers' Symbol)
- WFTO: World Fair Trade Organization

NOTE: Throughout the document and when it is not specified, the word "**producer**" should be understood in a broad sense, **referring to both agricultural producers and craftsmen.**

1. PRESENTATION OF THE EQUITE PROGRAM

1.1 Context and sector

Fair Trade: a cross-cutting tool for sustainable development

Fair Trade aims to ensure that producers receive a price that covers their production costs, enables them to live in decent living conditions, strengthens their organizations and actively contributes to the ecological and social transformation. Its development on the Northern markets has been very strong in recent years (more than 1 billion euros of sales in France in 2018) and the number of certified producer organizations (POs) in West Africa is also growing fast.

Thanks to its numerous tools (guaranteed minimum price, development premium and multi-year commitment of buyers), fair trade enables producers to access the market on favorable conditions over the long term and to test innovations with a high environmental and social impact. It is also a driver for gender equality, inclusion of young people, rural employment, fight against deforestation and biodiversity preservation.

Fair trade is also a tool for capacity building of producer organizations in the South. It contributes to their transparent, participatory and democratic functioning and encourages them to reach professional, commercial, administrative, accounting and financial management. These producer organizations are also a means for peasant families, historically marginalized and excluded from consultation and decision-making processes, to be represented at the local and regional level. They in turn become legitimate interlocutors and can then participate in the definition of sectoral public policies, thereby promoting the interests of the entire rural population.

West Africa: Fair Trade sector with significant support needs

West African countries have agricultural sectors that have a high weight in national economies, exports but also in the employment, income and food security of their populations. Their national strategies target in particular the structuring and strengthening of agricultural POs as priorities for the development of local, national and international sectors. Fair trade can be one of the strategies for creating added value and strengthening sectors as drivers for fighting poverty in rural areas.

In West Africa, in the six countries under consideration, there are currently 335 certified Fair Trade POs in various export lines and there has been a dynamic of creation and consolidation of Fair Trade certified POs for several years. Cocoa is by far the largest sector represented, with more than two thirds of Fair Trade certified POs. Other sectors such as cashew nuts, fruits (mango, pineapple, etc.), shea, sesame and handicrafts are also represented in one or more countries with the different Fair Trade labels.

Most POs involved in these sectors, in their diversity, often face similar challenges, especially in terms of structuring, organization, management capacities and governance. Most of the POs have problems specifically related to the respect of fair trade specifications and the quality of their products. They seek to secure and diversify their markets but also their sources of financing and pre-financing. They are struggling to reduce their environmental impacts and take climate change into account. Finally, although some sectors are more traditionally feminine (shea, handicrafts), most POs encounter problems related to gender and gender equality.

The challenge of a systemic approach combining poverty reduction, biodiversity conservation, limiting deforestation and adapting to climate change

The environmental stakes related to the different agricultural sectors encountered in the 6 West African countries covered by the program are significant, with various issues such as deforestation linked to poor yields and the expansion of farming plots (cocoa), soil fertility management, over-consumption of

wood energy linked to the processing of products (cashew nuts, shea, etc.) or the increasing negative effects and impacts of climate change.

One of the key challenges for environmental protection in the future is to create mechanisms that enable disadvantaged populations to improve their standard of living, while reducing their pressures on the environment. Fair trade and organic farming certifications are seen as tools that contribute to the protection of biodiversity, both natural and cultivated.

An increasing number of producer organizations are willing to develop their production activities in the broadest sense, with the aim of having an increasingly positive environmental impact, particularly in terms of reducing the use of synthetic agricultural inputs, greenhouse gas emissions or adapting to the effects of climate change, inter alia by improving their cultivation methods, natural resource management and product processing. The aim is to provide producers with the means to adapt to the effects of climate change by changing their technical itineraries, with the possible contribution of research, in order to set up production systems that are more resilient to climate change, in particular by working on fertility, soil erosion and good agricultural practices.

In this respect, the stake of the EQUITE program is twofold:

- (i) **To assist certified fair trade organizations in building their capacity in agro-ecology (see box below).** On the one hand, Fair Trade certified POs are looking for references on effective operational **agro-ecological** actions that they could implement to protect the environment, and on the other hand, organizations with environmental expertise do not mobilize the Fair Trade tool very much: there is therefore a challenge to strengthen collaboration between these two types of actors.

DEFINITION OF AGRO-ECOLOGY

Agroecology is to be considered in this call for projects as a set of agricultural practices that draw on natural processes creating beneficial biological interactions and synergies between the components of the agroecosystem. It enables the most favorable conditions for plant growth to be obtained, in particular by managing organic matter and increasing the soil's biotic activity. Agroecology reconciles traditional practices well mastered by farmers with new scientific knowledge. It can range from plot management to territory management. It is characterized by a reduction in external dependencies (commercial seeds, chemical inputs, etc.) and by the implementation of crop diversification practices that contribute to strengthening the resilience of crops, particularly against the effects of climate change (see **Appendix 1** for more details).

- (ii) **Demonstrate how fair trade can be a tool for the development of income-generating activities for populations while contributing to the promotion of agro-ecological transition** in order to overcome multiple difficulties:

- An ecological crisis characterized by the **increasing degradation of soils** and natural and cultivated biodiversity, subject to sometimes extreme climatic hazards, as well as overexploitation in densely populated areas, particularly **on the edges of protected areas**;
- **Low productivity** of traditional family farming, strongly linked to the continuous degradation of agricultural land;
- **Limited availability of agricultural land** due to population growth, which requires a necessary intensification of production systems by **reducing the dependency of family farms on chemical inputs** whose cost is increasing and whose availability is often problematic, and whose use, often poorly controlled, generates growing health problems for producers and has **disastrous impacts in terms of environmental sustainability**;

✚ The challenge of promoting women in entrepreneurship and reducing gender inequalities

In West Africa, women producers face many obstacles when trying to become leaders in their communities or in their Fair Trade certified organizations. The main obstacles are traditional social and cultural norms regarding their access to economic and productive resources, to information and credit and extension services.

In addition, women producers are less likely to own land because of traditional ownership structures where men most often inherit the land. In this context, women are less likely to be active members of cooperatives.

Gender equality within fair trade organizations in West Africa is also a challenge for achieving sustainable development of territories and populations in the target countries.

The gender issue also include young people. Despite the importance of agriculture in the economy of West African countries and its expected contribution to job creation for young people, the latter continue to move from rural to urban areas. The strengthening and development of fair trade sectors has a very positive impact on the sustainable economic development of territories by allowing the improvement of incomes and living conditions in rural areas, the creation of jobs for young people, within organizations, and for the provision of services within the sectors.

Other major challenges facing fair trade sectors in West Africa:

- Many producer organizations are unable to penetrate more lucrative export markets because they **cannot meet buyers' quality criteria**. The causes of this problem are multiple: poor mastery of good agricultural, collection and storage practices by the producers; processing activities and equipment do not make it possible to obtain products meeting the good hygiene conditions or technical standards expected by buyers; effectiveness of quality control and **traceability** systems not always optimal.
- The majority of POs certified by a fair trade label in West Africa have important needs in terms of **diversification of their commercial outlets** in order to increase the share of their production sold under fair trade conditions. This is largely due to market saturation in some sectors, but also to the fact that the leaders of producer organizations participate in few events where potential Fair Trade buyers can meet, such as :
 - Fairs, workshops, conferences, etc. (in which Fair Trade buyers also participate) and which provide opportunities for POs to promote their products;
 - Business development trips to the North to meet potential buyers of their fair trade products and to better understand their demand.
- West African certified Fair Trade **producer organizations suffer from a lack of mastery and access to modern digital tools**. This results in particular in difficulties in ensuring the geolocation of their members' plots (particularly vital in the context of actions to combat deforestation), a good financial management, analysis of the agricultural performance of their members' farms, the development of operational production and collection plans, and quality control activities.

Main achievements of phase 1 of the EQUITE program

A first phase of the EQUITE program was implemented over a three-year period between 2016 and 2019 with €3.9M of financing provided by AFD (French Development Agency) and the FFEM (French Facility for Global Environment). By supporting the development of fair trade and sustainable sectors in West Africa in five countries (Côte d'Ivoire, Ghana, Burkina Faso, Mali and Togo) and five fair trade sectors (cocoa, shea, cashew nuts, fruits, handicrafts), this program has enabled POs to set up solid reference situations in environmental, social and economic terms. The leaders and members of these POs have been strengthened technically, organizationally and commercially, which has generally improved their responsibilities as project owners. The EQUITE program has also confirmed that fair trade is a real tool for accelerating agro-ecological transitions.

The activities of the program have also led to a collective awareness of the importance of supporting the National Fair Trade Platforms (NFTPs) as key actors at the national level that contribute to ensure a better representation and visibility of Fair Trade POs, advocacy with authorities and buyers in the sectors, but also to improve the networking of POs and the exchange of experiences and provide training services to member POs.

However, West African POs still face many challenges in terms of: i) favorable insertion in agricultural sectors and access to remunerative markets, ii) technical, organizational and institutional capacities, iii) constitution and consolidation of networks capable of offering services and representing producers at national and sub-regional levels.

1.2 Purpose of the Phase II of EQUITE program (2019-2023)

The aim of the EQUITE II program is to contribute to sustainable economic development, fight poverty and strengthen family farming by supporting the development of fair and climate-resilient sectors in West Africa.

This global objective is broken down into five complementary specific objectives: i) Supporting the structuring of POs and the sectors in which they operate; ii) Strengthening the commercial, governance and management capacities of fair trade cocoa cooperatives in Côte d'Ivoire; iii) Consolidating the institutional ecosystems of fair trade; iv) Using fair trade as a driver for accelerating ecological transitions in production and processing methods that can lead to organic certification; v) Ensuring the promotion of gender equality and the integration of young people into FT sectors.

The program covers 6 countries in West Africa: Burkina Faso, Côte d'Ivoire (with a specific facility), Mali, Ghana, Togo and Benin (new country in phase 2). All the sectors that are subject to FT certification (cocoa, shea, fruit, cashew nuts, handicrafts, sesame, etc.) are included, as well as the 4 FT labels (Fairtrade, Fair for Life, WFTO, SPP).

The program is built around three components of activities:

- **Component 1** aims to strengthen FT producer organizations through several financial facilities and their own leadership for agro-ecological transition, gender equality, quality improvement, trade capacity building and digitalization.
- **Component 2** aims at consolidating FT institutional ecosystems in West Africa and developing markets through the creation and/or consolidation of National Fair Trade Platforms (NFTPs), and support to FT networks and labels representatives.
- **Component 3** aims to carry out the steering of the program, the monitoring-evaluation of the impacts, and to organize the leveraging of the results of the program as well as the communication mechanism.

2. PRESENTATION OF THE CALL

The guidelines presented in this document relate to the call “**Fair trade, innovation and agro-ecological and social transition in West Africa**” dedicated to fair trade certified organizations (see section 2.2) based in the six countries of the program (Côte d'Ivoire, Mali, Ghana, Burkina Faso, Togo and Benin) and all fair trade certified sectors.

2.1. Objectives and issues of the call

This call for projects aims to support projects that contribute to **strengthening the good governance, administrative, organizational, financial and accounting capacities of producer or craftsmen organizations.**

The projects should also, as far as possible, be **innovative** in the way they address the problems encountered in the different issues to be addressed.

The actions proposed in the project **must relate to**:

1) The issue of "Agro-ecology and ecological changes in production and processing methods".

The impacts of the projects will aim in particular at improving: soil fertility management, energy efficiency, waste recovery, sustainable management of natural and/or cultivated biodiversity, environmental certification, reduction of wood consumption and reduction of deforestation, etc.

2) And at least one (1) of the following four (4) other issues:

a. Promotion of women in entrepreneurship and reduction of gender inequalities

The impacts of the projects will particularly aim to: strengthening the economic emancipation of young people and women, their direct access to resources, reduce inequalities between men and women, strengthen the position of women and young people within producer organizations and, improve access to land for women and young people, particularly in ageing POs, etc.

b. Improvement of product quality, value addition processes and traceability systems

The results of the projects will particularly relate to strengthening the skills of the organizations in terms establishing and improving quality management systems, product traceability, internal control (in particular for compliance by producers with fair trade specifications) and transformation processes.

c. Strengthening the trade capacity of producer organizations

The results of the projects will particularly include: professionalizing the marketing strategies of POs so that they can get in touch with potential buyers, access new fair trade markets, diversify their customers while developing and strengthening their current commercial partnership(s) in order to develop the volumes sold under fair trade conditions.

d. Digital tools and new technologies

The results of the projects will have to do with a better mastery of modern digital tools. This will enable them to more effectively ensure the geo-location of their members' plots (particularly in the context of actions to combat deforestation), their financial management, the search for new commercial outlets, the improvement of their internal control procedures (particularly in relation to compliance with fair trade certification standards), the analysis of the agricultural performance of their members' farms, the development of operational production and collection plans and quality control activities.

2.2. Eligible project holders: who can submit a project?

The organizations eligible for this call for projects are the following:

- **Fair trade certified producer or craftsmen organizations¹**. These organizations may be first level (cooperatives or other producer or craftsmen groups) or second level (federations of cooperatives or groups),
- **A consortium of several fair trade certified producer organizations** presenting a joint project,
- **Certified fair trade NGOs** working in support to **producer or craftsman organizations**.

¹ Which may cover different legal forms recognized depending on the prevailing legislation in the country where the organization is located.

To be eligible for the call for projects under the EQUITE program, these organizations must:

- Be located and legally recognized in one of the following countries : Benin, Burkina Faso, Côte d'Ivoire, Ghana, Mali and Togo,
- Be certified as fair trade by at least one of the following labels: Fairtrade/Max Havelaar, Fair for Life, World Fair Trade Organization (WFTO), Small Producers' Symbol,
- Join one or more of the following sectors: cocoa, fruit, shea, cashew and handicrafts, or any other sector that is subject to fair trade certification,
- Be at least two years old legally and be able to attest to their legal status.

At the time of signature of the financing agreement, the selected organizations must promise to ensure that their members **do not engage in deforestation and child labor and that an equal income will be provided to men and women doing equal work. Failure to comply with this provision will undermine the funding of the project submitted by the organization.** The applicant organization may, if it so wishes and if it identifies specific needs in one or more of these areas (child labor, deforestation, zero deforestation traceability and equal income for women and men), include actions to address these issues in its project proposal.

For security reasons, **applicant organizations whose head office is located within the areas classified as "red" by the French Ministry of Europe and Foreign Affairs (MEAE) will not be eligible for this call for projects.**²

2.3 Eligible countries

For this call for projects the six countries of intervention of the program will be eligible: **Côte d'Ivoire, Mali, Ghana, Burkina Faso, Togo and Benin.**

2.4 Eligible sectors

The eligible sectors are the following: **cocoa, fruit, shea, cashew, sesame, hibiscus and handicrafts, and all other sectors that are subject to fair trade certification.**

2.5. Amount of the financial package provided

The total amount allocated under this call for projects is **2,460,000 euros** (two million four hundred and sixty thousand euros)³

2.6. Types of eligible actions

The types of actions eligible for projects to be funded are broad and diversified:

- Development of sustainable agricultural practices through the dissemination and implementation in the field of agro-ecological practices that can be associated with the establishment of organic certification;
- Support for the implementation of tools for monitoring non-deforestation commitments;
- Improvement of internal administrative and financial management;
- Improvement of internal organizational structures and governance system;

² View travel advice on the France Diplomatie website : <https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays-destination/>

³ That is 1,613,654,220 CFA francs (one billion six hundred and thirteen million six hundred and fifty-four thousand two hundred and twenty CFA francs), equivalent in Ghanaian Cedi to be established on the basis of the exchange rates in force.

- Establishment of services to members or improvement of existing services (technical support, product collection, production and distribution of organic fertilizers, etc.);
- Improvement of product quality and control procedures in line with buyers' requirements;
- Diversification of production and creation of added value notably through processing, packaging and other services provided to buyers, etc.;
- Improvement of trade capacities for market development and diversification.;
- Improvement of product traceability in line with market requirements ;
- Reduction of gender inequalities and implementation of actions to strengthen the role of women in certified fair trade organizations;
- Development of actions aimed at protecting natural or cultivated biodiversity and mitigating climate change;
- Use of digital tools and information and communication technologies;
- Other actions that contribute to the expected results explained above.

The types of expenditure eligible under this call for projects will be as follows

- Technical assistance, training and awareness-raising ;
- Carrying out specific studies or pilot operations;
- Acquisition of small materials or equipment to complement other forms of intervention (only if this equipment is essential for the start of the project)
- Investment in small-scale facilities (storage, waste management, diversification of the PO's economic activities, etc.).

2.7 Duration of projects

The duration of projects submitted under this call should be between **12 and 30 months.**

Preference will be given to projects with duration of 24 months or more.

Projects must be completed (implementation of the planned actions, submission of the final report and request for final disbursement) **no later than end of March 2023.**

2.8 Amounts awarded for grants

The grants awarded by the EQUITE program will be **between 50,000 euros (fifty thousand euros) and 250,000 euros (two hundred and fifty thousand euros)⁴.**

Applicant organizations must submit provisional budgets⁵, which must include at **least 25% of the resources from self-financing** (own resources of the organization or contributions in kind: voluntary work, collective work, etc.) or **other sources.**

Emphasis is placed on the fact that these contributions must be clearly described in the project's provisional budget.

During the implementation of the project, the supporting documents for these contributions must be joined to the financial reporting documents requested from the beneficiaries and must be verifiable by the EQUITE program officials.

⁴ Equivalent for information purposes in FCFA: between 32,797,850 and 163,989,250 FCFA, equivalent in Ghanaian Cedi to be established on the basis of current exchange rates.

⁵ The eligible costs of this call are presented in Appendix 2 of the document.

It is hereby specified that all proposals must provide for and explain the human resources arrangements actually considered by the applicants, to ensure the proper implementation (coordination and regular monitoring) of the planned activities and the technical and financial reporting of their projects to the EQUITE program.

These arrangements are an important variable in the evaluation of the proposals submitted.

3. APPLICATION PROCEDURES FOR CALL

3.1. Submission of application

Applicants will respond to this call in accordance following two distinct stages:

- **Step 1: Submission of a project concept note**

The application will be presented in the form of a concept note according to the outline proposed in Appendix 3.

- **Step 2: Submission of a full project proposal**

The full project proposal will follow the outline presented in Appendix 4 to this call.

Only organizations whose concept notes have been approved by the selection board will submit a full proposal (see § 5 Selection procedures).

The call for projects in French and English, will be available online on the program website (www.programme-equite.org) and can be requested in the eligible countries (physically or by e-mail) from the following contact persons:

- Côte d'Ivoire: in Abidjan from Mr Fulbert DAGO: f.dago@avsf.org (+225 48 96 48 51 / 55 85 80 18)
- Ghana: in Accra from Ms Letitia Sampoia APAM: s.apam@avsf.org (+233 20 055 07 49 / 24 628 55 00)
- Togo and Benin: in Lomé from Mr. Essonana ASSIH: e.assih@avsf.org (+ 228 90 02 20 40 / 96 63 53 31)
- Burkina Faso: in Ouagadougou from Mr. Moussa BARRO: m.barro@avsf.org (+226 60 08 77 06 / 76 10 14 73)
- Mali: in Bamako from Mr Adama COULIBALY: ad.coulibaly@avsf.org (+223 79 49 14 04)

3.2 Support in project formulation

The EQUITE program offers to applicant organizations that so wish, **a support and guidance system for the formulation of projects** during the two stages of response to the call for projects:

- **1st stage:** support for the formulation of project concept notes;
- **2nd stage:** support for the formulation of full project proposals.

3.2.1 Support for the formulation of project concept notes

The formulation of the concept notes (in accordance with the form proposed in **Appendix 3** of this call) by the applicant organizations may be carried out with the support of independent consultants identified and financed by the EQUITE program, over a duration of 2 to 4 days.

This support for the formulation of project concept notes will be granted by the EQUITE program subject to compliance with the following conditions:

- Be an **eligible organization (compliance with the eligibility criteria indicated in 2.2)**.

It is hereby specified that priority will be given to organizations that have not received similar support under the first phase of EQUITE (January 2016 - September 2019).

- **Make a formal request for support** to the EQUITE program, which must be approved.

The application should be sent to the Program Manager (Christophe Boscher) by e-mail to c.boscher@avsf.org (with a copy to the Deputy Program Manager, Fulbert Dago, f.dago@avsf.org).

The subject of the message should be worded as follows: "AP EQUITE / Request for CN drafting support / [Name of the applicant organization] / [Country of domicile]".

The application itself should be drafted according to the following outline:

- Name of the call⁶:
- Name of the applicant organization :
- Physical address :
- Contact person (Name, Telephone and e-mail address):
- Presentation of the proposal (maximum five lines) :
-

A copy of the fair trade certification should be attached to the e-mail.⁷

The person responsible for the EQUITE program will then provide notice of approval or reasoned refusal of the application as soon as possible.

The approval of the request for assistance will be based mainly on the order of arrival of applications to the program manager.

In the case of a notice of approval, the following documents will be sent:

- The list of consultants who can be called upon for this support (pre-identified by the EQUITE program and with whom the conditions for support will have been agreed beforehand),
- The contact details of the National Technical Assistant of the EQUITE program in charge of liaising the applicant PO with the consultants they may contact if necessary.

Under no circumstances can the EQUITE program be held responsible in case of unavailability or refusal of the consultants indicated to support POs in formulating their concept note.

3.2.2 Support in the formulation of full project proposals

The organizations whose concept notes have been pre-selected will be assisted by the National Technical Assistants of the program for the drafting of the full proposals (in accordance with the form proposed in **Appendix 4** of this call) **according to the availability of these same Assistants**.

This support will aim to clarify and ensure the best relevance and coherence of the proposals with the objectives of this call for projects and the elements indicated in the concept note that will have been pre-selected.

The duration of the support provided by the National Technical Assistants (NTAs) for the formulation of pre-selected projects will be between 1 and 5 days per project, depending on the needs of the organization identified.

⁶ "Fair trade sectors, innovation and agro-ecological and social transition in West Africa"

⁷ Or the documents attesting to the certification process in progress, or the documents attesting to the involvement of the organization in marketing activities under fair trade conditions

3.3 Conditions to be met by the applicant organizations

It is requested from project bearers:

- To respect the proposed frameworks and to follow the order mentioned under each of the parts in the frameworks;
- To submit their application in French for applicants located in Côte d'Ivoire, Burkina Faso, Mali, Togo and Benin, and in English for those located in Ghana;
- To write their application as carefully and clearly as possible in order to facilitate evaluation, to be precise and to provide sufficient detail;
- To present their estimated budgets in XOF (FCFA) for applicants located in Côte d'Ivoire, Burkina Faso, Mali, Togo and Benin, and in Ghana Cedi (GHS) for those located in Ghana;
- To have the application signed by the legal representative of the organization;
- To draft and submit their application in electronic format (no handwriting) ;

An eligible organization may submit only one (1) project to this call for proposals as a single applicant and only one (1) project carried by a consortium of which it is a member.

Full proposals (concept note or full proposal) must be sent by the deadlines mentioned in paragraph 4, with the following subject "Call for proposals / EQUITE program/ [Name of the applicant]", by e-mail to the following three e-mail addresses:

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

4. PROVISIONAL SCHEDULE FOR THE CALL FOR PROJECTS

Applicant organizations will have the opportunity to respond to this call for proposals in two separate batches according to the following schedule:

		Deadline for submission of project concept notes	Indicative date ⁸ for submission of full proposals	Indicative starting date for projects
Batch 1	All fair trade Certified Organizations	04/05/2020 (midnight)	Mid-June 2020	Early September 2020
	Certified fair trade Organizations already supported under the 2016-2019 facility of the EQUITE program ⁹	03/13/2020 (midnight)	Early may 2020	Mid-June 2020
Batch 2		Early September 2020	Mid-November 2020	Early January 2021

A second batch of calls for projects will therefore be launched in the second half of 2020, open to applicants whose proposals have not been selected under the first batch, as well as to applicants who did not apply for the first batch.

⁸ The final submission deadlines will be communicated to the applicant organizations when they are informed of the pre-selection of their project concept notes.

⁹ COOPAKE, UGF/CDN, NUNUNA, Association TON, UPROMABIO, FUAPROKA, SCEB, CAMAYE, CANN, CAYAT, ECOOKIM, PROCAB, TRADEAID, CIGMA, Solid Rock Association, NKO'SAKAWA, ULPKS, COPROKAZAN, FENABE

5. PROJECT SELECTION PROCEDURES

5.1 The Selection Board in charge of project selection

The selection of project proposals submitted under the current call for projects will be carried out by a selection board (COSEL) composed of the following persons:

- Independent experts on the priority issues of the call (agro-ecology, gender equality, structuring of the rural community and producer organizations in West Africa in particular);
- Commerce Equitable France as co-implementer of the EQUITE program;
- Agronomes et Vétérinaires Sans Frontières (AVSF) as co-implementer on the EQUITE program.
- A representative of the AFD and/or the FFEM will be invited as an observer.

The analysis and selection of the concept notes carried out by COSEL will be submitted to the No-Objection Notice (ANO) of the AFD and the FFEM.

5.2 Steps for project selection

5.2.1 Pre-selection of projects on the basis of concept notes

Only the concept notes meeting the different eligibility criteria (summarized in Appendix 5 of this call) will be forwarded to the members of the Selection board (COSEL).

The concept notes received will be evaluated by the members of the Selection board on the basis of the selection criteria presented in **Appendix 6**:

- **Consistency of the project,**
- **Approach and management,**
- **Results and impacts.**

After receiving the ANO from AFD and FFEM, the Project Manager (PM) of the EQUITE program will inform each of the applicant organizations of the decision of the selection board concerning its project proposal presented in the concept note (pre-selection, request for revision of the concept note or refusal of financing).

5.2.2 Selection of projects on the basis of full proposals

Only full project proposals that comply with the various eligibility criteria will be forwarded to the members of the Selection board (COSEL).

The full proposals received will be evaluated by the members of COSEL on the basis of the selection criteria presented in **Appendix 7**:

- **Financial and operational capacity,**
- **Coherence and relevance of the project,**
- **Effectiveness and feasibility of the action,**
- **Sustainability of the action,**
- **Budget and cost-effectiveness of the action.**

After receipt of the ANO from AFD and FFEM, the PM of the EQUITE program will inform each of the applicant organizations of the decision of the selection board concerning its project proposal presented in the full proposal. The POs whose projects have been selected will also be informed of the next steps in terms of agreement and implementation of activities.

Unsuccessful applicants will receive an explanatory note justifying COSEL's decision.

6. METHODS OF FINANCING AND DISBURSEMENT OF FUNDS

Once the projects have been selected according to the steps mentioned in §. 5.2, a financing agreement will be drawn up between the EQUITE program and each of the selected project holders (including the administrative file presented in **Appendix 8**). The main commitments to be respected by the beneficiaries in the implementation of their projects are given in **Appendix 9**.

The funding granted by the EQUITE program will correspond to the amount of the grant awarded to the beneficiaries, bearing in mind that their projects must include a provisional budget in which at least 25% of the resources correspond to co-financing and/or self-financing.

The organizations whose projects are approved will receive payment of the funding granted in three (3) separate installments:

- 1st installment: A payment corresponding to **50% of the amount** granted will be made following the signature of the agreement.
- 2nd installment: A payment corresponding to **40% of the amount** granted will be made after justification of the use of at least 70% of the first installment and following a monitoring-evaluation visit by the EQUITE program team.
- 3rd installment: A final payment corresponding to **10% of the amount** granted will be made once the full implementation of the project is established through the approval of the final reports (technical and financial) by the PM of the EQUITE program.

Unlike the two previous installments, this third installment will reimburse expenditure pre-financed by the PO and not by the program.

APPENDIX 1 – Clarifications on the concept of agroecology

Agroecology includes a set of rural activities (more particularly in crops and livestock production, and land development and management):

- i. **Allowing to reproduce, or even improve, the productive potential of the cultivated ecosystem (water, soil, plant and animal resources, among others);**
- ii. **Largely self-sufficient with regard to non-renewable resources (chemical inputs in particular);**
- iii. **Producing a diversified and quality food supply;**
- iv. **Not contaminating the environment and humans;**
- v. **Contributing to the fight against global warming or help to mitigate the consequences of climate change.**

Agroecology also refers to:

a. Agriculture that respects the environment and the natural cycles of ecosystems that:

- is inspired by the most efficient practices of peasant agriculture, often the most relevant source of knowledge for understanding and managing an agro system,
- reconciles traditional practices well mastered by farmers with new scientific knowledge, and mobilizes them in the production of knowledge on their farms,
- is part of the management of a plot of land to that of a territory.

b. A more sustainable and diversified agriculture in the sense that the reduction of external dependencies (inputs including seeds, energy ...) and more diversified production systems limiting the economic and food risks for farming families.

c. A more local agriculture:

- to produce a greater variety of products on a territorial scale, promoting polyculture,
- which enables agricultural production and exchanges to be redesigned and "relocated" (collective reorganization of space from the plot to the territory) to bring into play complementarities.

d. An agriculture that relies on strong social organizations and POs capable of providing services to their members and fostering partnerships with local communities and other actors in the territory.

e. Agriculture valued economically and creating jobs and wealth in rural areas:

- Through the development of production, agro processing and marketing services,
- Through the introduction and recognition of "differentiated" products in the sectors and markets, particularly in terms of price and via labels and certifications (not only fair trade).

APPENDIX 2 – Eligibility of expenses: which expenses can be taken into account ?

• Direct eligible costs:

In order to be eligible for funding under this call for projects, expenditure relating to the project submitted must comply with the following conditions:

- Be useful/necessary for the implementation of the project activities;
- Be provided for in the documents (project document, budget, logical framework) to be annexed to the financing agreement and meet the standards and principles of sound financial management;
- having been actually incurred by the beneficiary organization during the period of implementation of the action, which will be defined in the financing agreement;
- be recorded in the accounts of the beneficiary organization;
- Be identifiable and verifiable and be supported by original supporting documents.

The following direct expenditure shall be eligible:

- Expenditure on staff assigned to the project must correspond to actual salaries plus social security charges and other expenditure included in remuneration. It must not exceed the salaries and expenses normally supported by the beneficiary organization;
- Expenditure on materials, consumables and supplies;
- Expenditure relating to the requirements set out in the funding agreement (e.g. communication, dissemination of information, project evaluation, audits, translations, reproduction), including the cost of financial services (in particular the cost of transfers).

Contingency expenditure:

A reserve for contingency expenditure, capped at **3% of the project's eligible direct expenditure**, may be included in the project budget. It may only be used with the prior written authorization of the EQUITE program manager.

- Eligible indirect (or management) expenditure:

A flat-rate amount, up to a maximum of **5% of the total eligible expenditure** of the project, is eligible for indirect expenditure representing the general administrative costs of the beneficiary organization that can be considered as assigned to the project.

- Ineligible expenditure:

The following expenditure is considered ineligible:

- Working capital requirements of organizations to increase their capacity to pre-finance harvests;
- Third party credits;
- Debts and provisions for losses or liabilities;
- Interest charges;
- Expenses already financed in another project or context;
- Purchases of land or buildings;
- Exchange rate losses;

APPENDIX 3 - Contents of the concept note template

All the information requested in this file must be completed by the applicant in order for the application to be considered valid.

TWO (2) FILES MUST BE PROVIDED:

THE UNSIGNED CONCEPT NOTE, PROVIDED IN WORD FORMAT.

THE CONCEPT NOTE INITIALLED ON ALL PAGES AND SIGNED, PROVIDED IN PDF OR EQUIVALENT FORMAT (IN A SINGLE FILE¹⁰).

APPENDIXES TO BE ATTACHED TO THE CONCEPT NOTE:

APPENDIXES TO BE ATTACHED TO THE CONCEPT NOTE:

- Organization's registration receipt
- Copy of the organization's fair trade certification¹¹
- Copy of organic certification (if the organization is certified)
- The completed checklist (Appendix 5)

¹⁰ Documents sent in separate scanned pages (i.e. 1 file per page) will not be accepted. The entire scanned document must be in a single file.

¹¹Or the documents attesting to the certification process in progress, or the documents attesting to the involvement of the organization in marketing activities under fair trade conditions.

FRONTPAGE: Key applicant and project information¹²

Administrative information on the applicant organization	
Name of Applicant Organization:	
Abbreviation of the name:	
Country of location:	
Legal status:	
Full address:	
Telephone number:	
E-mail address of the organization (if existing):	
Website of the organization (if existing):	
Total number of members in 2019:	
Organization's production sectors ¹³ :	

General project information	
Title of the project that is the subject of this concept note:	
Sector(s) concerned by the project:	
Duration of the project (number of months) ¹⁴	
Estimated project start date:	
Total Project Budget:	
Contribution requested from the EQUITE program:	
Other contributions: Amount and origin ¹⁵	
Name and surname of the contact person for this project:	
E-mail address of the contact person:	

Certifications of the organization (fair trade, organic agriculture, Rainforest, etc.)	
Name of the organization's fair trade certification(s) ¹⁶ (per sector if the organization has more than one sector):	
Date of first fair trade certification:	
Organic certification (yes/no):	
Other certifications (yes/no): If yes, which ones?	

Surname, first names, position, signature & stamp of the legal representative of the applicant organization:

¹² These elements are detailed in the rest of the document. Here, the main characteristics of the project and the PO should appear on the cover page of the concept note.

¹³ Cocoa, shea, fruits, cashew nuts, handicrafts, others

¹⁴ The duration of the projects should be between 12 and 30 months. Preference will be given to projects with a duration of 24 months or more.

¹⁵ Self-financing, other possible partners, etc.

¹⁶ Fairtrade, WFTO, Fair For Life, SPP

1. Presentation of the applicant organization:

Name of the ORGANIZATION:	
Acronym	
Physical address (Location of head office)	
E-mail	
Phone	
Other (Website and/or Facebook page, etc.)	
Status of the organization	
Founding date of the organization	
Registration details ¹⁷	Certification number: Date : Registration institution:

¹⁷ The registration receipt should be attached to the concept note as an annex

CORPORATE PURPOSE - MISSION OF THE ORGANIZATION

--

NOMBRE DE MEMBRES

Years	Total number of years	Number of men	Number of women
2017			
2018			
2019			

SHAREHOLDERS EQUITY AND NET INCOME FOR THE LAST THREE YEARS ¹⁸ :

Years	Share Capital (FCFA)	Net Profit Earned (FCFA)
2017		
2018		
2019		

KEY ORGANIZATIONAL LEADERS:

FUNCTIONS	NAME / FIRST NAME	PHONE NUMBERS	EMAIL
PRESIDENT-E			
SECRETARY-GENERAL			
TREASURER			
KEY POSTS OF PERMANENT STAFF (DIRECTOR, COORDINATOR, ACCOUNTANT, ETC.)			
BOARD OF DIRECTORS	Number of elected members:	Not applicable to this line.	

¹⁸ The EQUITE program commits to respect the confidential nature of these data.

3. Presentation of the project²⁰

1. Project summary (1 page maximum)
2. Relevance of the project (1 page ½ maximum)

2.1 Presentation of the external context in which the applicant organization operates (geographical area, sector, national/regional sustainable development issues, etc.).

2.2 What are the main problems to be solved and the priority needs to be met by your organization?

2.3 What are the objectives pursued by the project and the main expected results of the project?

2.4 Which of the five themes of the call²¹ recalled below are dealt with in the framework of this project?

- Agro-ecology and ecological changes in production and value adding methods (mandatory)
- Enhancement of women in entrepreneurship and reduction of gender inequalities
- Improvement of product quality, value adding processes and traceability systems
- Trade capacity building
- Digital tools and new technologies

2.5 Who are the final beneficiaries of the project (number, gender distribution, location, etc.) covered by this concept note?

2.6 What does your project bring in addition to the possible support the organization already enjoys?

3. Methodology and sustainability of the project (1 page maximum)

3.1 What are the main planned activities of the project and the main methodological elements that will be used to implement them?

3.2 What are the main external partners/suppliers²² you identify to support your organization in implementing these activities? What project activities do you plan to use their services for?

3.3 How will the sustainability of the project be ensured socially, economically and environmentally?

3.4 How will the actions continue after the support of the EQUITE program?

3.5 Will the project have multiplier effects? Do you think it could be partly replicated by other organizations/stakeholders than your organization?

3.6 How will it be ensured (who, dedicated time)²³ :

- coordination of project activities,
- technical reporting to the EQUITE program
- the management and accounting reporting (to the EQUITE program) of all financial operations carried out under the project.

²⁰For those organizations involved in many sectors, please indicate which sectors are organic certified
This part of the document should be written in Arial 9 font with single line spacing.

²¹ This part of the document should be written in Arial 9 font with single line spacing.

²² Presented in chapter "2.1 Objectives and themes". The agro-ecology theme is compulsory, at least one of the four other themes must be covered by the project.

²³ Suggestions for a support organization by intervention theme are available on the EQUITE Program website (regularly updated information): www.programme-equite.org

As indicated in the text (Chapter 2.8), the organization must ensure that all these operations are carried out efficiently. Dedicated human resources can be provided for these functions if necessary. If so, they should be clearly identified in the project budget. The details provided at this level will be an important criterion in the evaluation and selection of the application.

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

4.1 What experience does your organization have in project implementation and financial management?

Project Name	Project Objectives	Results Achieved	Project Donors/funders	Project Amount (FCFA)

4.2 What experience do your organization and your partner(s)/provider(s) have with the themes and activities of this project?

5. Estimated project budget and project financing (1/2 page maximum)

5.1. Estimated total project budget²⁴:

5.2. Funding

* Amount of grant requested from the EQUITE program²⁴:

* Applicant's contribution²⁴:

* How will this contribution be obtained (provided by the organization itself and/or by national or international co-financers, etc.)²⁵?

* Is it already secured (partially or totally)?

5.3 Indicate in the table below (indicative) the amount of the main headings of the budget

EXPENDITURE	AMOUNTS
1. Human resources of the organization	
Coordination posts, technical references, administrative and financial management, etc.	
Per diem for missions/travel	
2. Travel fees	
International Travel	
Local routes	
3. Equipments and supplies	
Vehicle costs (fuel, rental, etc.)	
Furniture, computer equipment	
Machines, tools etc.	
Spare parts/equipment for machines, tools	
4. Office	
Office rental	
Consumables	
Other charges (Tel, electricity, etc.)	
5. Others costs	
Delivery costs (trainer, support organization, design office)	
Publications	
Surveys and evaluation	
Translation	
Conferences/seminars	
Communication actions	
Others	
TOTAL ACTIVITIES	

²⁴ State the amount in FCFA or GHS

²⁵ Please see 2.8 of this call

Administrative costs (5% maximum)	
Contingency expenditure (3% maximum)	
TOTAL PROJECT	

The attention of the applicant organizations is drawn to the fact that the total budget proposed in the final proposal may vary by a maximum of +/- 20% from the budget estimated in the concept note. You are therefore advised to take the time to calculate the amount mentioned, taking into account all the costs necessary to carry out the planned activities.

APPENDIX 4 - Contents of the detailed proposal file

All the information requested in this file must be completed by the applicant in order for the application to be considered valid. All pages of the file must be initialed and scanned by the person leading the organization.

The detailed proposal should be presented as follows²⁶ :

Front page:

ADMINISTRATIVE INFORMATION ON THE APPLICANT ORGANIZATION	
Name of applicant organization:	
Abbreviation of the name:	
Country of location:	
Legal status:	
Full address:	
Telephone number :	
E-mail address of the organization (if existing):	
Website of the organization (if existing):	
Total number of members in 2019:	
Organization's production sectors:	

CERTIFICATION OF THE ORGANIZATION (FAIR TRADE, ORGANIC AGRICULTURE, RAINFOREST, ETC.)	
Name of the organization's fair trade certification(s) ²⁷ (per sector if the organization has several sectors)	
Date of first fair trade certification obtained	
Organic certification (yes/no)	
Other certifications (yes/no): if yes, which ones?	

GENERAL INFORMATION ABOUT THE PROJECT	
Title of the project that is the subject of this concept note :	
Sector(s) concerned by the project ²⁸ :	
Duration of the project (number of months) ²⁹	
Estimated project start date :	
Total project budget (in FCFA) :	
Contribution requested from the EQUITE program (in FCFA) :	
Other contributions ³⁰ : amount and origin :	
Surname and first name of the contact person for this project	
Contact person's e-mail address	

Surname, first names, position, signature & stamp of the legal representative of the applicant organization:

²⁶ All the pages of the file must be initialed and scanned by the person in charge of the organization.

²⁷ Fairtrade, WFTO, Fair For Life, SPP

²⁸ Cocoa, shea, fruit, cashew nuts, handicrafts, and other certified fair trade products.

²⁹ The duration of the projects should be between 12 and 30 months. Preference will be given to projects with a duration of 24 months or more.

³⁰ Self-financing, other possible partners, etc.

1. Details of the applicant organization

Full name of organization:	
Abbreviation:	
Mailing address³¹ :	
Location of head office³² :	
Telephone number :	
E-mail address :	
Website³³ :	

Mission/Object of the organization :			
Geographic coverage:			
Main production sectors of the organization			
Membership to collectives, networks, platforms (name them):			
Date of creation of the organization:			
Legal status:			
Declaration references to the registry office:	N° : Date : Division/Department:		
Date of publication in the Official bulletin³⁴			
Years	2017	2018	2019
Total number of members of the organization :			
Number of women members:			
Number of male members:			
Number of contributors:			
Amount of dues per member			
Total amount of membership fees collected by the organization:			

³¹ To which all letters concerning this project should be sent.

³² If different from mailing address

³³ If existing

³⁴ The receipt shall be attached as an appendix to the concept note

KEY ORGANIZATIONAL LEADERS	
Surname and first name of the Chairperson:	
Surname and first name of the Secretary General:	
Surname and first name of the treasurer:	
Number of members making up the Board of Directors: -Total number -Men/women distribution	
Date of the General Assembly at which the current Board and Bureau members were elected:	
Expiry date of the terms of office of these members:	
Provisional date of the next general assembly:	
Surname, first name and email address of the executive director / coordinator of the organization:	

ORGANIZATION STAFF	
Number of full-time staffs	
Number of part-time staffs	
Employee functions	
Total	
MAJOR CAPITAL ASSETS	
Vehicles	
Premises	
Processing equipment	
Land	
Others	

YOUR ORGANIZATION'S TOTAL BUDGET OVER THE PAST THREE YEARS			
Years	Amount per budget heading		
	2017	2018	2019
Personnel costs (employees at headquarters and in the field)			
Rental charges (Rent, water, electricity)			
Financial expenses and taxes			
Training fees			
Rolling stock costs (fuel, vehicle maintenance, repair costs, etc.)			
Certification costs for fair trade, organic farming, other			
Other expenses (please specify) :			

CONTACTS WITHIN THE ORGANIZATION FOR THE PROJECT	
Surname, first name and title of the main contact person for this project	
Email address :	
Phone number :	
Other contacts :	
Project coordinator(name, phone and email address) :	
Technical staff contacts: (name, phone and e-mail address)	
Administrative and financial officer's contacts : (name, telephone and e-mail address)	

2. Presentation of the project³⁵

2.1. Issues addressed by the project

-What is the context of intervention (geographical area, sectors concerned) of the organization and its constraints?

-What are the problems to be solved and the priority needs to be met by the organization?

-General and specific objectives of the project

-Expected results

-Among the five issues of the call³⁶ recalled below, which ones are dealt with in the framework of this project?

- Agro-ecology and ecological changes in production and processing methods
- Promotion of women in entrepreneurship and reduction of gender inequalities.
- Improvement of product quality, value adding processes and traceability systems.
- Trade capacity building
- Digital tools and new technologies

-Main project activities

-Impacts of the project

-What is the added value of the project in relation to the objective of the call?

-Total project budget

-Project duration

2.2. Framing of the project

2.2.1. Context of the project (2 pages maximum)

Assessment of the sector(s) concerned and the geographical area of intervention

A brief overview of the context in which the project takes place will be drawn up:

- National context (public policies, socio-economic indicators, market access, etc.);
- Context related to the project's intervention sector(s);

What needs / issues does the project intend to address?

The priority needs of the organization will be specified.

The risks linked to the external context (insecurity, natural risks, etc.) and the measures considered by the organization to deal with them will also be explained.

2.2.2. Project objectives and expected results (1/2 page maximum):

-Objectives

-Expected results

³⁵ This part of the document should be written in Arial 9 font with single line spacing..

³⁶ Presented in chapter "2.1 Objectives and Issues". The agro-ecology issue is mandatory, at least one of the four other themes must be covered by the project

-Expected economic, social and environmental impacts of the project. The impacts of the project in terms of gender equality and environmental sustainability will be detailed.

2.2.3. Project beneficiaries, description and approximate number (1/2 page maximum):

-Direct beneficiaries

-Indirect beneficiaries

2.2.4. Detailed presentation of project activities (4 pages maximum)

After describing the main project activities and their implementation modalities, their relevance to the constraints and needs described above will be explained.

2.2.5. Presentation of the partners and contractors expected for the project (1 page maximum)

Answers should be provided for these questions particularly: Who will support implementation of the project? Who are the project partners? What bodies and mechanisms will be used to steer the project and manage relationships with partners and service providers?

Each of the partners and service providers involved in the implementation of the project should be presented (companies, buyers, NGOs, platforms and networks, government departments, consulting firms, consultants, etc.) as will the terms of collaboration (role of each, dialogue bodies, etc.).

2.2.7. Monitoring, evaluation and capitalization of the project (1/2 page maximum)

The organization will present what it is planning for ensuring:

-the monitoring of the logical framework indicators (see below) in order to accurately assess the results of the planned actions (especially those considered "innovative"),

-the realization of a baseline survey filling in the selected indicators at the start of the project, allowing the final evaluation of results at the end of the project,

-leveraging and dissemination of project results and innovations (how, to whom?).

2.2.8. Sustainability and multiplier effects of the project

-How will the sustainability of the project be guaranteed socially, economically and environmentally? How will the actions continue after the support of the EQUITE program?

-In order to assess the economic viability of some activities implemented under the project, the production of a forecast operating account demonstrating the economic profitability of these activities will be assessed (although not compulsory).

-Will the project have multiplier effects? Do you think that it could be partly reproduced by other groups/stakeholders than your organization?

2.3. Project Implementation Capacity, Expertise (1 page maximum)

- What project management experience does your organization have?

Name of the project	Objectives of the project	Results Achieved	Donors/funders of the project	Amount of the project (FCFA)

-What experience do your organization and your partner(s)/service provider(s) have regarding the issues addressed and the activities planned as part of this project?

	Expertise/skills	Responsibilities in the implementation of project activities
Your organization		
Partner 1		
Partner 2		
...		
Provider 1		
Provider 2		
...		

2.4. Detailed budget

This budget will be established on the basis of the amounts provided in the concept note and using the table below. As many lines as necessary can be added to it for a good understanding of the budget: detailed and precise budgets will be particularly appreciated. Amounts that are too global and do not respect the budget outline (without breakdown by headings) may lead to the rejection of the project.

The total cost of each activity will be specified in 2.5 in the logical framework of the proposal.

Budget (Currency)	Year 1				Year 2				Year 3 ³⁷						
Main costs (Amounts including tax)	Unit	Qty	Unit cost	Total	Unit	Qty	Unit cost	Total	Unit	Qty	Unit cost	Total	Total Years 1 to 3 (2)	Applicant's share	Grant requested
1. Human Resources (HR) ³⁸															
1.1 Staff salaries (gross amounts including social security charges and other related costs) ³⁹	Per month				Per month				Per month						
1.1.1 Coordinating or technical reference positions															
	Per month				Per month				Per month						
1.1.2 Administrative and financial/assistance positions															
Main costs(Amounts including tax)															
1.3 Per diems for missions/travel (3)															

³⁷ For projects lasting less than 24 months, this column may be deleted.

³⁸ Only employees of the organization (whether full-time or part-time) are mentioned here. All costs of service providers (training, technical advisory services, researcher, translator, advertising agency, etc.) are to be detailed under heading 5 (Other costs, Services).

³⁹ When filling in this section, it is recommended that the project leader checks that the HR mentioned (in addition to the existing HR at the organizational level) will allow an efficient coordination of the project activities, a quality technical reporting to the Equité Program, a rigorous financial management and a quality accounting reporting to the EQUITE Program

1.3.1 Abroad (project staff)	Per diem				Per diem				Per diem					
1.3.2 On-site (project staff)	Per diem				Per diem				Per diem					
1.3.3 Seminar/Conference Participants	Per diem				Per diem				Per diem					
Subtotal Human Resources														
2.Travel														
2.1. International travel	Per flight				Per flight				Per flight					
2.2. Local journeys	Per month				Per month				Per month					
Sub-total Travel														
3. Equipment and supplies (4)														
3.1 Vehicle costs	Per vehicle				Per vehicle				Per vehicle					
Fuel / lubricants														
Vehicle rental														
3.2 Furniture, computer equipment														

3.3 Machinery, tools etc.															
3.4 Spare parts/equipment for machines, tools															
3.5 Plant material															
3.6 Other (please specify)															
Subtotal equipment and supplies															
4. Office															
4.1 Rental of office space	Per month				Per month				Per month						
4.2 Consumables - office supplies	Per month				Per month				Per month						
4.3 Other operating expenses (tel/fax, electricity, maintenance)	Per month				Per month				Per month						
Subtotal Local Office															
5. Other costs, services (5)															
5.1 Publications															
5.2 Studies, research															
5.3 Evaluation costs															

5.4 Translation, interpreters															
5.5 Costs incurred in attending conferences/seminars															
5.6 Communication actions and visibility															
5.7 Other delivery costs ⁴⁰ (to be specified)															
5.8 Other (please specify).															
Sub-total Other costs, services															
6. Others															
Sub-total Others															
7. Subtotal of direct eligible costs of the Action (1 to 6)															
8. Contingency provision (3% maximum)															
9. Total direct eligible costs of the Action (7+8)															
10. Administrative costs (maximum 5%)															
11. Total eligible costs (9+10)															

⁴⁰ Trainers, technical consultants, advertising agencies, other service providers

2.4. Logical framework of the proposal drafted (based on the information provided in the concept note and in this proposal)

	Action Logic	Objectively Verifiable Indicators	Sources and means of verification	Assumptions
General objective	<i>What is the overall objective to which the action will contribute?</i>	<i>What are the key indicators related to this overall objective?</i>	<i>What are the sources of information for these indicators?</i>	
Objective(s)	<i>What specific objective(s) does the action have to achieve as a contribution to the overall objective?</i>	<i>Which indicators show in detail that the specific objectives of the action are being achieved?</i>	<i>What sources of information exist and can be collected? What are the methods for obtaining this information?</i>	<i>What factors and conditions outside the responsibility of the recipient are necessary to achieve these objectives? (external conditions)</i>
Specific(s)	<i>The results are the achievements that will enable the achievement of the specific objectives.</i> <i>What are the expected results ?</i> <i>(Number the results)</i>	<i>Which indicators make it possible to verify and measure that the action achieves the expected results?</i>	<i>What are the sources of information for these indicators?</i>	<i>What are the risks to consider?</i> <i>What external conditions need to be met to achieve the expected results in the expected time frame?</i>
Expected results	<i>What are the key activities to be implemented, and in what order, in order to produce the expected results?</i> <i>(Number and group the activities by results)</i>	<i>Means:</i> <i>What means are required to implement these activities, e.g. staff, equipment, training, studies, supplies, etc.?</i>	Costs <i>What are the approximate costs of the key activities⁴¹?</i>	

⁴¹ Here it is strongly advisable to check that the total costs of the activities correspond to the budget presented in 2.4.

3. Banking Information Sheet

Account name ⁴⁴	
----------------------------	--

a) Account Signatory Details

Name	
Function	
Address	
City	
Postal Code	
Country	
Tel.	
Mobile phone	
E-mail	

b) Bank

Name of the bank	
Address	
City	
Postal Code	
Country	

c) Account

Window Code	
Bank Code	
Account number	
SWIFT or IBAN code ⁴⁵	

DATE + Signature of account signatory(ies):

--

A copy of the account's Bank Identity Statement is requested to be attached to the file.

⁴⁴ The name or title under which the account was opened and not the name of the authorized agent

⁴⁵ If the IBAN Code (International Bank Account Number) is in use in the country where your bank is located

4. **Statement of integrity, eligibility and environmental and social commitment**

Project Title: **The "Contract"**

A: Commerce Equitable Frabce and AVSF ("Project Owner")

1. We acknowledge and accept that the French Development Agency (AFD) and the French Global Environment Facility (FFEM) only finance the Project Owner's proposals on their own terms and conditions which are determined by the Financing Agreement between them and the Project Owner. Consequently, there can be no privity of law between AFD, the FFEM and our company, our consortium and our subcontractors.
2. We certify that we are not, and none of the members of our group/association or company and our subcontractors are, in any of the following cases:
 - 2.1) being or having been in a situation of bankruptcy, liquidation, receivership, safeguard, cessation of business or any analogous situation resulting from proceedings of the same nature ;
 - 2.2) having been convicted for less than five years by a judgment having the force of res judicata in the country where the Project is to be carried out, of any of the acts referred to in Articles 6.1 to 6.4 below or of any offence committed in connection with the award or execution of a contract⁴⁶;
 - 2.3) inclusion in the financial sanctions lists adopted by the United Nations, the European Union and/or France, in particular with regard to combating the financing of terrorism and violations of international peace and security;
 - 2.4) having been guilty of serious misconduct in the award or performance of a contract during the previous five years in professional matters;
 - 2.5) not having fulfilled our obligations relating to the payment of social security contributions or our obligations relating to the payment of taxes in accordance with the legal provisions of the country where we are established or those of the country of the Project Owner;
 - 2.6) having been convicted for less than five years by a judgment having the force of res judicata for one of the acts referred to in Articles 6.1 to 6.4 below or for any offence committed in the context of the award or execution of a contract financed by the AFD and/or the FFEM;
 - 2.7) being subject to an exclusion decision pronounced by the World Bank, as of 30 May 2012, and as such being included on the list published at the following e-mail address: <http://www.worldbank.org/debarr>⁴⁷ ;
 - 2.8) having been guilty of misrepresentation in providing the information required in the procurement process.

⁴⁶ In the event of such a conviction, you may attach to this Integrity Statement additional information that will allow you to consider that this conviction is not relevant in the context of the AFD-financed contract.

⁴⁷ In the event of such an exclusion decision, you may attach to this Integrity Statement additional information that will allow you to determine that this exclusion decision is not relevant to the AFD-supported contract.

3. We certify that we are not, and none of the members of our group/association or company and our subcontractors are, in one of the following conflict of interest:
 - 3.1) Being a controlling shareholder of the Project Owner or a subsidiary controlled by the Project Owner, unless the resulting conflict has been brought to the attention of the AFD and the FFEM and resolved to their satisfaction;
 - 3.2) having a business or family relationship with a member of the Project Owner's staff involved in the selection process or the resulting contract control, unless the resulting conflict has been brought to the attention of the AFD and the FFEM and resolved to their satisfaction ;
 - 3.3) controlling or being controlled by another applicant, being under the control of the same company as another applicant, receiving subsidies from another applicant or awarding subsidies to another applicant directly or indirectly, having the same legal representative as another applicant, having direct or indirect contact with another applicant enabling us to have and give access to the information contained in our respective calls, influence them, or influence the decisions of the Project Owner;
 - 3.4) being engaged for a consulting assignment which, by its nature, may prove incompatible with our assignments on behalf of the Project Owner;
 - 3.5) in the case of a procedure for the award of a works or supply contract:
 - i. having prepared by our own or having been associated with a consultant who has prepared specifications, drawings, calculations and other documents used in the competitive process under consideration;
 - ii. being ourselves, or one of the firms we are affiliated to being engaged, by the Project Owner to carry out supervision or control of the work under the Contract.
4. If we are a government body or a government enterprise, we certify that we are legally and financially autonomous and that we are managed according to the rules of trade act.
5. We agree to inform the Project Owner without delay, who shall inform AFD and FFEM, of any change in the situation with regard to points 2 to 4 above.
6. Within the framework of the award and execution of the Contract :
 - 6.1) We have not committed and will not commit any unfair practice (action or omission) intended to deliberately deceive others, intentionally conceal elements from them, surprise or vitiate their consent or cause them to circumvent legal or regulatory obligations and/or violate their internal rules in order to obtain an illegitimate benefit.
 - 6.2) We have not committed and will not commit any unfair practice (action or omission) contrary to our legal or regulatory obligations and/or internal rules in order to obtain an illegitimate benefit.
 - 6.3) We have not promised, offered or granted, and we will not promise, offer or grant, directly or indirectly, to (i) any person holding a legislative, executive, administrative or judicial office within any of the Project Owner's States, whether appointed or elected, whether permanent or not, whether remunerated or not, and whatever their hierarchical level, (ii) or

any other person performing a civil service, including for a government agency or government business, or providing a public service, or (iii) any other person defined as a public official in one of the Project Owner's States, an undue advantage of any kind, for himself or for another person or entity, in order that he performs or refrains from performing any act in the exercise of his official duties.

- 6.4) We have not promised, offered or granted, and we will not promise, offer or grant, directly or indirectly, to any person who directs or works for a private sector entity, in any capacity whatsoever, an undue advantage of any kind, for themselves or for any other person or entity, to do or refrain from doing any act in breach of his or her legal, contractual or professional obligations.
 - 6.5) We have not committed and will not commit any act that may influence the process of awarding the Contract at the expense of the Project Owner and, in particular, we will not engage in any anti-competitive practice that has the object or effect of preventing, restricting or distorting competition, in particular by tending to limit access to the Contract or the free exercise of competition by other undertakings.
 - 6.6) We, or one of the members of our group, or one of the subcontractors will not acquire or supply equipment and will not operate in sectors under embargo by the United Nations, the European Union or France.
 - 6.7) We agree to comply with and ensure that all our subcontractors comply with the environmental and social standards recognized by the international community, including the fundamental conventions of the International Labor Organization (ILO) and the international agreements for the protection of the environment, in accordance with the laws and regulations applicable in the country where the Contract is to be executed. In addition, we also agree to implement environmental and social risk mitigation measures as defined in the environmental and social management plan or, where applicable, in the environmental and social impact statement provided by the Project Owner.
7. We, the members of our consortium and our subcontractors consent to the AFD and the FFEM examining the documents and accounting records relating to the award and execution of the Contract and submitting them for review to auditors appointed by the AFD and the FFEM.

By: _____ **As** _____
Signature _____

Duly authorized to sign the offer for and on behalf of ⁴⁸ _____
As of _____

⁴⁸ In the case of a consortium, enter the name of the consortium. The person signing the application on behalf of the applicant shall attach the Power of Attorney granted by the applicant.

APPENDIX 6 – Scoring grid for concept notes

The analysis of the concept-notes will be carried out on the basis of the actual scoring grid indicated below:

HEADING	Maximum score
1. Project Coherence	35
1.1 Clear presentation of the problem. Connection of the defined problem with the needs of the region and the target group	10
1.2 Clear definition of the objectives of the action and their link with the objectives of the call for projects	15
1.3 Innovative nature of the proposal in terms of agro-ecological practices and gender (vulnerable populations).	10
2. Approach and management	35
2.1 Consistency between expected results, planned activities, budget, approach and methodology proposed	15
2.2 Applicant's project implementation and financial management experience	10
2.3 Expertise in the areas of activities proposed to achieve the expected results	10
3. Results and impacts	30
3.1 Accuracy and concreteness of medium-term expected results	10
3.2 Sustainability of Social, Economic and Environmental Outcomes	10
3.3 Impact on target groups and final beneficiaries in the long term	10
Total Score	100

APPENDIX 7 - Full Proposal Scoring Grid

Headings	<u>Score Max</u>
1. Financial and operational capacity	40
1.1 Do the applicant and its partners (if applicable) have sufficient experience in project management?	10
1.2 Do the Applicant and its partners (if applicable) have sufficient technical expertise? (including knowledge of the issues to be addressed)	10
1.3 Do the applicant and its partners (if applicable) have sufficient management capacity (in particular in terms of staff, equipment and capacity to manage the budget for the action)?	10
1.4 Does the applicant have stable and sufficient sources of funding (to provide the co-financing requested inter alia)	10
2. Project Coherence and Relevance	50
2.1 <i>Score obtained in grading the concept note (pro rata)</i>	
3. Effectiveness and feasibility of the action	40
3.1 Are the proposed activities appropriate, practical and consistent with the objectives and expected results?	20
3.2 Is the action program (as presented in the logical framework and the timeframe) clear and achievable?	10
3.3 Does the proposal include objectively verifiable indicators to measure the results of the action?	5
3.4 Is the level of involvement and participation of stakeholders in the action satisfactory?	5
4. Sustainability of the action (impact beyond the project, particularly in terms of knock-on effects)	50
4.1 Is the action likely to have a tangible impact on the target groups and especially on marginalized populations?	20
4.2 Is the proposal likely to have multiplier effects (likelihood of replication and extension of the results of the action and dissemination of information)?	10
4.3 Are the expected results of the proposed action sustainable? - From an environmental point of view (What is the degree of environmental sustainability of the agricultural practices considered in the project (and their combinations))? - From a financial point of view (How will the activities be financed once the grant comes to an end? How do the expected results contribute to the financial sustainability of the PO)? - From an institutional point of view (How will the project strengthen the PO's governance capacities?) - At the political level (if applicable) (Are or will the producers be responsible for the PO or are they represented in consultation and decision-making forums, including public ones, impacting their activity(ies) and/or the agricultural/rural development of their territory and/or enabling them to share the results of their project)?	20
5. Budget and cost-effectiveness of the action	20
5.1 Are the activities correctly transcribed in the budget?	10
5.2 Is the ratio between estimated costs and expected results satisfactory?	10
Maximum score (Total points awarded / 2)	100

APPENDIX 8 - Administrative File

The Full Administrative File must be scanned and sent electronically to the Facility Program Administrator at r.lawal@avsf.org (copying k.lamah@avsf.org) before the signature of the grant contract by the organization whose detailed project proposal has been accepted:

- Copy of the bylaws authenticated faithful to the original;
- Copy of the Registration statement at the registry office and copy of the publication in the Official Journal (or equivalent according to the legislation in force in the country where the organization is established);
- A dated list of the governing bodies and their contact details, including the date of the last elections and the names of the members;
- Organizational chart dated and signed by the leader;
- Last minutes of the General Assembly (GA) or at least the agenda of the last GA and the main resolutions, as well as any document showing the activities undertaken and carried out and a proven associative life;
- Documents issued by the labels attesting to a valid fair trade and possibly Organic Agriculture Certification.
- Balance sheets and operating accounts for the last three (3) financial years (with APPENDIXES and explanatory notes), validated by the GA, showing the origin (public or private) of the financial resources.
- Provisional budget for the current financial year and showing the list of public funding approved by the body responsible for drawing up and approving the organization's accounts (indicating if possible whether it is acquired, requested or to be requested); and
- List of private funders contributing more than 15% of the organization's last validated annual budget.

I. AGREEMENTS OF THE BENEFICIARY

The Beneficiary agrees to:

a) Legal Existence

The Beneficiary agrees to maintain their legal existence, their general activity, their registered office, their corporate purpose and their activity. Any change relating thereto is made with the prior agreement of AVSF given the disputes that may arise.

b) Authorizations

The Beneficiary shall as soon as possible take all necessary steps to obtain any necessary authorization to carry out their duties.

c) Project Documents

The Beneficiary agrees to inform AVSF about any amendment to the Project Documents and request AVSF's agreement prior to any substantial amendment of the Project Documents.

d) Law observance

The Beneficiary agrees to comply with all laws and regulations applicable to them and applicable to the Project, in particular with regard to environmental protection and safety and occupational law. The Beneficiary shall comply with all their duties under the Project Documents to which they are a Party.

More particularly, the Beneficiary agrees to carry out, or have all applicable procedures carried out with regard to the regulations in force at the Project Owner's expense concerning labor law, social security, tax obligations and insurance.

e) Use of grant funds

The Beneficiary agrees to use all the grant funds to finance the Project in accordance with the specified Project Description and the reference budget.

Any invoice relating to the activities funded by the grant must be inclusive of all taxes.

f) Audit and Evaluation

The Beneficiary consent to AVSF or Commerce Equitable France or AFD and the FFEM carrying out or having audit and evaluation missions carried out with regard to the conditions of implementation and operation of the Project.

To this end, the Beneficiary agrees to host these missions, the frequency and conditions of which, based on documents and on site, will be determined by AVSF, after consultation with the

Beneficiary.

- g) Compliance with international treaties (financial restrictions, fight against terrorism, embargoes, etc.).

The Beneficiary agrees to ensure that companies participating in the implementation of the Project do not appear on any of the Financial Sanctions Lists (including in particular the fight against the financing of terrorism).

The Beneficiary agrees not to acquire or supply equipment or intervene in sectors under embargo:

- of ECOWAS ;
- United Nations embargoes;
- the European Union;
- France.

- h) Lawful origin of funds

The Beneficiary shall ensure that (i) their own funds (ii) all the funds invested in the Project are not of illicit origin under the law in force in the ECOWAS area and, in particular, are not related to drug trafficking, fraud against the financial interests of the European Communities, corruption, organized criminal activities or the financing of terrorism, without this list being exhaustive.

In all cases, the Beneficiary agrees to inform AVSF immediately if it becomes aware of any information giving rise to suspicions of the illicit nature of the said funds.

- i) Absence of Acts of Corruption

The Beneficiary agrees to ensure that the Project does not give rise to any Act of Corruption.

- j) Environmental and social responsibility

In order to promote sustainable development, the Parties agree that it is necessary to encourage compliance with environmental and social standards approved by the international community, including the fundamental conventions of the International Labor Organization (ILO) and international treaties for the protection of the environment.

To this end, the Beneficiary agrees to comply with national and international standards on environmental protection and labor law, consistent with the laws and regulations applicable in the country where the Project is carried out, including the fundamental conventions of the International Labor Organization (ILO) and international treaties on the environment,

- k) Insurance

The Beneficiary shall take out an insurance policy for property acquired or constructed using the Grant Agreement.

The Beneficiary shall take out insurance covering all the risks associated with the execution of the Project.

The Beneficiary shall provide AVSF with the corresponding insurance certificate(s).

The Beneficiary agrees to delegate to AVSF, if the latter so requests, the insurance indemnities taken out by the Beneficiary or on behalf of the Beneficiary by the companies involved in the implementation of the Project.

l) Liability

The Beneficiary agrees to ensure that their staff acts under their responsibility, their management, their legal and hierarchical responsibility. They will be under the sole authority of the Beneficiary and will be answerable for their activities exclusively and directly to the Beneficiary.

AVSF may under no circumstances or on any grounds whatsoever be held liable for any damage caused to the Beneficiary's staff or property during the implementation or as a result of the Project/Program. Consequently, no claim for compensation or increase in remuneration shall be accepted on these grounds by the Contracting Authority.

The Beneficiary shall be solely liable to third parties, including for any damage of any kind caused to them during implementation or as a result of the Project.

The Beneficiary releases AVSF from all liability in respect of any claim or legal action resulting from an infringement of laws or regulations committed by themselves, their employees or their dependents, or from a violation of the rights of third parties.

m) Financial ratios

The Beneficiary agrees to comply with the co-financing ratios defined in the framework of the EQUITE Program and according to which they have submitted their Project.

n) Specific commitments

The Beneficiary and their partners agree to strictly comply with the security rules issued by the United Nations in the country or area of intervention. .

II. POSSIBLE PROCUREMENT FOR THE IMPLEMENTATION OF THE PROJECT

For the procurement and award of contracts relating to the implementation of the Project, the Recipient agrees to respect and implement the provisions of the AFD Procurement Guidelines.