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

CALL FOR PROJECTS FOR CERTIFIED FAIR TRADE PRODUCER ORGANISATIONS

"Climate, biodiversity and zero deforestation"

EQUITE CACAO

GUIDELINES FOR SUBMITTING ORGANISATIONS

A programme coordinated by:

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- List of abbreviations and acronyms:
  - AFD: Agence Française de Développement (French Development Agency)
  - ANO: Notice of No Objection
  - AP: Call for Projects
  - NTAs: National Technical Assistants (EQUITE Programme)
  - AVSF: Agronomists and Veterinarians Without Borders
  - CEF: Fair Trade France
  - COPIL: Steering Committee
  - COSEL: Selection Committee
  - FA: Fairtrade Africa
  - FFEM: French Global Environment Facility
  - FFL: Fair For Life (ECOCERT fair trade certification)
  - FI: Fairtrade International
  - FTA-WAN: Fairtrade Africa – West African Network
  - PO: Producer Organisation
  - NGO: Non-Governmental Organisation
  - PNCE: National Fair Trade Platform
  - RP: EQUITE Programme Manager, AVSF
  - SPP: Small Producers' Symbol
  - WFTO: World Fair Trade Organisation

Recipients

This document is intended for all Fair Trade-certified cooperatives in the cocoa sector in Côte d'Ivoire, Ghana and Togo, to explain and clarify the terms and conditions for responding to the call for projects entitled "Climate, biodiversity and zero deforestation", funded by the Equité 3 programme, with the support of the AFD and the FFEM. It describes and specifies the terms and conditions for the allocation of financial facilities to West African cooperatives in the cocoa sector, within the framework of the Equité 3 programme.

Purpose of the "Climate, Biodiversity and Zero Deforestation" Facilities for Cocoa Cooperatives

The EQUITE 3 programme provides financial facilities for certified fair trade producer organisations based in Côte d'Ivoire, Ghana or Togo, with a maximum budget of €360,000.

These financial facilities (Climate, Biodiversity and Zero Deforestation Facility for the cocoa sector) will enable six cooperatives in the cocoa sector to develop innovations in terms of supporting the agroecological transition, diversifying production systems, strengthening organisation and professionalisation, and financing new activities related in particular to compliance with new regulations.

This selection method is inspired by the most impactful innovations made possible by the facilities of the two previous phases. The aim of the current phase is to spread the impact to new cooperatives and their producers. The selected proposals must propose strategies that demonstrate a positive impact on the sustainability of production systems, their contribution to improving producers' living conditions, and the promise of reaching as many male and female beneficiaries as possible, including young people, through the dissemination of techniques with proven positive effects.

1. PRESENTATION OF THE EQUITE PROGRAMME

1.1 Context

- ***The specific context of the cocoa sector***

For several years, the price of cocoa remained low worldwide, preventing farmers from earning enough income to live with dignity and reinvest in their farms; cocoa production attracted little interest. This situation affects women more than men, as the latter often enjoy greater social and economic recognition for the same work. Due to limited household incomes, farmers and young people have had little incentive to invest in cocoa plots. Most of them cannot afford to hire labour to maintain their farms (pruning, weeding, pest and disease control, etc.).

Conventional cocoa cultivation, which is very widespread, has many negative externalities: it requires the use of fertile land, often in forests. Cocoa cultivation exacerbates deforestation in West Africa. Côte d'Ivoire, for example, has had a National Strategy for Reducing Greenhouse Gas Emissions from Deforestation and Forest Degradation (SN-REDD+) since 2017, which aims to (i) reducing deforestation and degradation of classified forests (and reclaiming protected areas) by 80% compared to 2015; (ii) restoring forest cover by introducing trees into agricultural and rural landscapes across nearly 5 million hectares.

It gives way to a monoculture that is heavy on chemical inputs, impoverishing soils and biodiversity and offering little resilience to climate change. However, there is another way, one that is much better for the environment and the health of producers: agroecology. New sustainable practices (conversion to agroforestry systems, restoration of fallow land, use of biofertilisers and biopesticides, etc.) are necessary to produce "zero deforestation" cocoa and avoid the displacement of pioneer fronts to new countries, such as neighbouring Liberia, and of highly vulnerable producer populations, as well as to address the social and economic challenges faced by farming families.

Beyond social and environmental considerations, these practices need to evolve due to changes in the regulatory framework:

- The African Standard ARS 1000 series, a benchmark for sustainable cocoa production that incorporates good agricultural, social and environmental practices as well as the requirements of the Sustainable Development Goals (SDGs);
- The European regulation against deforestation and forest degradation, adopted by the European Parliament in April 2023, redefines the conditions for access to the European market.
- The update of the regulatory framework and Regulation (EU) 2018/848 on organic production and labelling of organic products.

In addition, since 2023, global cocoa prices have reached record levels, destabilising the entire sector, but small producers in Côte d'Ivoire and Ghana are not benefiting sufficiently from this. The increase in cocoa prices decided by the CCC and COCOBOD is hardly compensating for the loss of yield. In one year, these prices have risen spectacularly to over $10,500 per tonne on liberalised markets, nearly four times their average level in 2022. This price increase encourages the development of illicit and non-transparent sourcing practices by traders and weakens cooperatives, which struggle to raise sufficient cash to secure purchases from their members. It is also estimated that a significant proportion of cocoa is sold illegally in countries neighbouring Côte d'Ivoire and Ghana, resulting in a massive loss of customs duties for these states.

- ***Fair trade: a cross-cutting tool for sustainable development***

Fair trade aims to ensure that producers receive a price that covers their production costs, allows them to live in decent conditions, strengthens their organisations and actively contributes to ecological and social transition. After strong growth between 2019 and 2022, its development in Northern markets has slowed down. Around 300 producer organisations (POs) in the cocoa sector are Fair Trade certified in West Africa.

Thanks to its many tools (guaranteed minimum price, development premium and multi-year commitment from buyers) and privileged relationships with buyers committed to CE, CE aims to enable producers to access the market on favourable terms over the long term and to test, develop and secure innovations with a strong environmental and social impact. Beyond fair trade supply chains, the innovations developed can inspire change and spread throughout the sector.

It also serves as a tool for strengthening the capacities of producer organisations in Southern countries. It contributes to the transparent, participatory and democratic functioning of these organisations and encourages them to professionalise their commercial, administrative, accounting and financial management. These producer organisations also enable farming families, who have historically been marginalised and excluded from consultation and decision-making processes, to be represented at local and regional level.

- ***The challenges of reducing gender inequality and promoting social inclusion in fair*** trade ***sectors*** In West Africa, women working on cocoa plantations face numerous obstacles in their communities, including in certified fair trade organisations. There is little social and economic recognition of their contribution, and they have limited access to land and other means of production. The gender and social inclusion assessment revealed that, in general, the land cultivated by women is smaller and less productive. For example, a woman owns an average of 1.74 ha compared to 2.74 ha for her husband. Furthermore, their interests are poorly represented, as is their participation in the governing bodies of producer organisations and in management positions. However, the assessment made it possible to

note that, at the level of cooperatives and NCEs supported by Equité, efforts are being made to improve the representation of women in governance bodies, particularly under the impetus of financial and technical partners and certification requirements. Despite this, representation remains relatively low.

Inclusion issues also concern young people (both **men and women)** and vulnerable groups (people with disabilities, small-scale producers, migrants, etc.)**.** Due to their age, young people do not enjoy the same opportunities. They often find it more difficult to access land, have less economic capital and struggle to obtain financing. Despite the importance of agriculture in the economies of West African countries and its contribution to job creation for young people, the latter are becoming less and less interested in the cocoa sector and farmers' organisations due to a lack of opportunities and economic attractiveness in the sector, leading to rural exodus.

The situation of persons with disabilities in the cocoa value chain illustrates the current limitations in terms of inclusion, linked to two main types of obstacles. On the one hand, at the institutional and social levels, these persons are rarely represented in governance bodies, which reduces their ability to influence decisions. Furthermore, disability is often perceived negatively, as a burden or an anomaly, thereby reinforcing their marginalisation. On the other hand, economically speaking, an individual's value is too often assessed solely on the basis of their ability to generate income, particularly through the production of marketable goods, which excludes people whose abilities do not correspond to the prevailing norms.

- ***Other major challenges facing fair trade sectors in West Africa***
  - Many producer organisations are unable to sell a satisfactory proportion of their production under fair trade conditions.

- The majority of producer organisations certified by a fair trade label in West Africa have a significant need to diversify their commercial outlets in order to increase the proportion of their production sold under fair trade conditions.
- Some POs wish to support the diversification of their members' production in order to implement high-impact strategies.
- New regulatory requirements (RDUE, ARS1000, European organic regulations) require POs to make better use of digital tools. These challenges may also represent new professional opportunities for skilled employment for young people.

1.2 The main achievements of phase 2

The second phase strengthened the technical, organisational, environmental, social and economic capacities of producer organisations. For the cocoa sector, it also promoted several agroecological innovations, including:

- The establishment of biofactories within cooperatives to produce bokashi and bio-repellents repellents in the cocoa sector to improve soil fertility (Togo and Côte d'Ivoire),
- The production of plant material at the cooperative level (shade trees, fruit trees and food crops) to develop agroforestry practices and crop combinations (Côte d'Ivoire, Ghana and Togo),
- Support for cooperative members in setting up agroforestry cocoa plots using complex 3-layer agroforestry (SAF type No. 1) (Côte d'Ivoire and Ghana),
- Promoting the use of production waste as bio-inputs or wood energy at the cooperative level (fruit, cashew, shea and cocoa sectors) (Côte d'Ivoire).

1.3 Purpose of the EQUITE Cacao programme

The aim of this phase is to contribute to the development of a "zero deforestation" cocoa sector that is resilient to climate change and favourable to small producers in Côte d'Ivoire, Ghana and Togo, by relying on fair trade channels and supporting the development of agroecological practices and compliance with new regulations on combating deforestation.
The Equité Cacao intervention area will include Côte d'Ivoire, Ghana and Togo.
The Equité 3 programme as a whole, which includes both the cocoa sector and other fair trade sectors, aims to contribute to the fight against poverty by developing fair trade sectors that benefit small producers, supporting the agroecological transition and professionalising certified fair trade cooperatives in West Africa.

2. PRESENTATION OF THE CALL FOR PROJECTS

The guidelines presented in this document relate to the call for projects entitled "Fair trade cocoa, innovation and agro-ecological and social transition" call for projects aimed at organisations in the cocoa sector based in Côte d'Ivoire, Ghana and Togo.

2.1. Objectives and themes of the call for projects

The objective of this call for projects is to support projects from six Fairtrade-certified cocoa cooperatives that contribute to the development of agroecological innovations in line with new regulations in the cocoa sector (ARS 1000, RDUE and organic farming). These projects must provide concrete support solutions for the production of traceable "zero deforestation" cocoa.

Furthermore, the integration of social inclusion and gender (increased involvement of young people, women and the most vulnerable) is a cross-cutting criterion for eligibility and evaluation in the assessment of projects. Each PO is therefore required to demonstrate how its actions take this dimension into account.

Taking gender and social inclusion into account in projects is not only a requirement for fairness, but also an essential lever for strengthening social cohesion, economic efficiency and the sustainability of cooperatives. By promoting greater involvement of women, young people and vulnerable groups, partner cooperatives improve the quality and legitimacy of their decisions, while ensuring that the interests and needs of all categories of members are taken into account. Furthermore, support for the establishment of income-generating activities (IGAs) specifically designed for these groups contributes to their economic autonomy, reduces social inequalities and strengthens families' resilience to economic and climate shocks. Integrating this dimension is therefore crucial to building inclusive cooperatives that are capable of responding to current and future challenges. In this context, cooperatives will need to seek the support of the programme's gender and inclusion officer to assist them in identifying, formulating and implementing actions tailored to their context and priorities.

Cooperatives are asked to involve women from their cooperative in drafting the cooperative's proposal to ensure that they are included in the formulation of the project and that their needs are taken into account.

A mandatory webinar for all cooperatives will be organised before the detailed proposal is drafted to explain the expectations regarding gender and social inclusion.

The actions proposed in the projects **must address one or more of the following themes (incorporating a gender and social inclusion dimension), and at least one of them must enable positive results to be achieved for the agro-ecological transition**:

i) The establishment of complex multi-layered agroforestry systems;

ii) Agricultural diversification: the sale of products from agroforestry plots (vegetables, plantains, oranges, cassava, eggs, etc.);

iii) The implementation of actions that strengthen social inclusion and involve more young people, women and the most vulnerable people;

iv) The creation of added value in rural areas by supporting the primary processing of products from cocoa farms.

v) Production by cooperatives and the use of organic inputs through the establishment of biofactories and the production of biofertilisers (biorepellents, improved compost from cocoa pods, bokashi, etc.).

vi) The implementation of effective traceability systems guaranteeing production in non-deforested areas based on internal management systems (adapted software, training of technicians, mapping tools) and which will provide cooperatives with control of the corresponding tools (such as Internal Management Systems) and commercial prospecting actions.

vii) Ensuring that producer organisations comply with new regulations applicable to the cocoa sector, in particular the ARS 1000 regional sustainable cocoa standard and the RDUE, as well as sustainable certifications.

Where possible, projects should also describe how to resolve the issues encountered in the various areas covered.

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

The following organisations are eligible for this call for projects:

- Fair trade certified producer organisations,
- These organisations may be first-level (cooperatives or other producer groups) or second-level (federations of cooperatives or groups, alone or in consortium),
- Be certified as fair trade by at least one of the following labels: Fairtrade/Max Havelaar, Fair for Life, World Fair Trade Organisation (WFTO), Symbole des Producteurs Paysans and Biopartenaire. Copies of CE and, where applicable, organic certifications must be included with each PO's application file.
- Have been legally established for at least two years and be able to prove their legal status.
- Beneficiary cooperatives must be legally recognised and located in one of the countries targeted by the Fair Cocoa Programme (Côte d'Ivoire, Ghana or Togo). They must also demonstrate that their producers have limited or fragile incomes, in order to ensure that the scheme primarily benefits the most vulnerable cooperatives and households, in line with the objective of social inclusion.

When signing the financing agreement, organisations whose projects have been selected must undertake to ensure that their members do not engage in deforestation or child labour. They must also guarantee equal pay for men and women for the same type of work. Failure to comply with these commitments will result in the financing being called into question. In addition, bidding organisations must include specific actions relating to social inclusion and gender in their proposals (e.g. strengthening the participation of women and young people, equal pay, economic empowerment of vulnerable groups). These actions, which are part of an action plan dedicated to social inclusion and gender, are an important lever to encourage organisations to go beyond minimum requirements and develop more sustainable and equitable practices.
For security reasons, **bidding organisations whose registered office is located in areas classified as "red" by the French Ministry of Europe and Foreign Affairs (MEAE) will not be eligible for the call for projects.**[1]

2.3. Amount of the financial envelope made available

The total amount allocated for this call for projects is **€360,000** (three hundred and sixty thousand euros) to fund six projects averaging €60,000. The planned distribution is as follows: **three cooperatives in Côte d'Ivoire, two in Ghana and one in Togo**.

2.4. Types of eligible actions

The types of actions eligible for projects to be funded are as follows:

- Development of biofactories;
- Establishment of the Agroecological Transition Fund (FTAE) mechanism;
- Support for the establishment of complex 3-layer agroforestry systems

[1] *See travel advice on the France Diplomatie website: https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays-destination/*

- Actions to ensure compliance with new regulations (RDUE, ARS1000, organic farming) in particular improving the traceability of cocoa;
- Implementation of action plans for the diagnosis of protected areas;
- Improving internal organisation, management and governance;
- Establishment of services for members or improvement of existing services (technical support, product collection, production and distribution of organic fertilisers, etc.), contributing directly to the agroecological transition through the promotion of sustainable practices, reduced dependence on chemical inputs and increased farm resilience
- Improving product quality and control procedures in line with buyer requirements;
- Diversifying production and creating added value, particularly through processing, packaging and other services. packaging and other services;
- Development of actions aimed at protecting natural or cultivated biodiversity and mitigating climate change
- Other activities contributing to the expected results outlined above.

Taking gender and social inclusion into account in projects is not only a requirement for fairness, but also an essential lever for strengthening social cohesion, economic efficiency and the sustainability of cooperatives. By promoting greater involvement of women, young people and vulnerable groups, partner cooperatives improve the quality and legitimacy of their decisions, while ensuring that the interests and needs of all categories of members are taken into account. Furthermore, support for the establishment of income-generating activities (IGAs) specifically designed for these groups contributes to their economic autonomy, reduces social inequalities and strengthens families' resilience to economic and climate shocks. Integrating this dimension is therefore crucial to building inclusive cooperatives that are capable of responding to current and future challenges. In this context, cooperatives will need to seek the support of the programme's gender and inclusion officer to assist them in identifying, formulating and implementing actions tailored to their context and priorities.

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

- Technical assistance, training and awareness-raising;
- Carrying out specific studies or pilot operations;
- Acquisition of small equipment or materials to complement other types of intervention (only if such equipment is essential for the implementation of the project);
- Investment in small-scale infrastructure (storage, waste management, diversification of economic activities of the PO, etc.);
- HR expenditure dedicated to the project.

The selected Ivorian cooperatives will be integrated into the process of consolidating the Agroecological Transition Fund (FTAE) mechanism. In addition, all cooperatives selected in the three countries are eligible for the commercial capacity-building fund provided for in the project, where this is relevant to their development (e.g. in cases where low volumes are traded under fair trade conditions, or where too large a proportion of cocoa is sold to a single exporter).

2.5 Project duration

The duration of projects proposed under this call for proposals must be **between 24 and 36 months.** Projects must be completed (implementation of planned actions, submission of the final report, and request for final disbursement) by the end of June 2028 at the latest.

3. APPLICATION PROCEDURES FOR THE CALL FOR PROJECTS

3.1 Submission of applications

In both cases, applicants shall respond to these calls for proposals using the same procedure, which consists of two distinct stages:

- First stage: Submission of a project concept note.

The application shall be submitted in the form of a concept note in accordance with the template provided in Annex 3.

- Second stage: Submission of a full project proposal

The full project proposal shall comply with the template provided in this call for proposals. Only organisations whose concept notes have been approved by the selection committee shall submit a full project proposal (see §. 5 Selection procedures).

The call for proposals document is available in French and English, will be posted on the programme website (www.programme-equite.org) and can be requested in eligible countries (in person or by email) from the following contacts:

- **Côte d'Ivoire:** in Abidjan from
  - Mr Edem Komlan e.komlan@avsf.org
  - Mr Moussa Barro m.barro@avsf.org

  The analysis of the complete proposals will be carried out on the basis of the scoring grid itself indicated below:

3.2 Support for the formulation of full project proposals

Organisations whose complete applications are selected will be assisted by project officers in taking COSEL's observations into account. When drafting the project, each organisation will be expected to implement a participatory and inclusive approach, involving women producers and young people in particular, in order to ensure that the project and appropriate ad hoc mechanisms are genuinely co-constructed. This approach, which may be presented in the concept note, will be a cross-cutting selection criterion, in line with the programme's social inclusion approach. COSEL's observations should help to improve the achievement of the objectives of the Equity 3 programme, namely:

COSEL's requests should help improve the achievement of the objectives of the Equity 3 programme, which are mainly:

- Improving the sustainability of agricultural production and processing practices;
- Improving social inclusion, particularly in relation to issues of recognition of the place of women and the most disadvantaged groups in agricultural and cooperative systems;
- Improving the added value of production and marketing under the conditions of fair trade.

3.3 Conditions to be met by bidding organisations Project leaders are asked

to:

- Comply with the proposed templates and follow the order mentioned under each section of the templates;
- Submit their application in French for applicants located in Côte d'Ivoire and Togo, and in English for those located in Ghana;

- Submit their applications as carefully and clearly as possible in order to facilitate evaluation, be precise and provide sufficient detail;
- Submit their provisional budgets in CFA francs (FCFA) for applicants located in Côte d'Ivoire and in Ghanaian cedi (GHS) for those located in Ghana;
- Have the application signed by the legal representative of the organisation;
- Write and submit your application in electronic format (no handwritten applications);
- A copy of the fair trade and organic certifications must be attached to the email.

An organisation may only participate in the selection process or submit one (1) project as a sole applicant and one (1) project as part of a consortium of which it is a member.

Complete proposal files must be sent by the deadlines mentioned in paragraph 4, with the subject line "Call for Projects / EQUITE Programme / [Name of applicant]", by email to the following two email addresses:

- e.komlan@avsf.org
- m.barro@avsf.org

4. PROVISIONAL TIMETABLE FOR THE CALL FOR PROJECTS

Organisations submitting bids will have the opportunity to respond to this call for projects according to the following schedule, with these dates being indicative:

	Indicative date
Date of publication of concept note	22.10.2025
Deadline for for requests for clarification to the contracting authority	05.11.2025
Deadline for submission of concept notes	12.11. 2025
Concept note selection committee	24, 25 and 26 November 2025
Webinar on gender and social inclusion	3 December 2025
Deadline for submission of project proposals	14 December 2025
Project Validation Committee	17, 18, and 19 December 2025
Notification of the decision to award funding and transmission of the grant agreement	23 December 2025
Signing of the grant agreement by the beneficiary contracting party	30. 12.2025

5. PROJECT SELECTION PROCEDURES

5.1 The selection committee responsible for selecting projects

The selection of project proposals submitted in response to this call for projects will be carried out by a selection committee (COSEL) composed of the following persons:

- Two independent experts on the priority themes of the call (cocoa, agroforestry and agroecology, and rural structuring and producer organisations in West Africa in particular, gender and social inclusion);
- Two representatives of Commerce Equitable France in its capacity as co-project manager of the EQUITE programme EQUITE programme;
- Three representatives of Agronomes et Vétérinaires Sans Frontières in their capacity as co-project managers of the EQUITE programme and responsible for monitoring the facilities' projects,

A representative of AFD and/or FFEM will be invited to attend as observers.

The analysis and selection of complete proposals carried out by COSEL will be submitted to the Non-Objection Notice Objection (ANO) from AFD and FFEM.

5.2 Project selection stages

5.2.1 Pre-selection of projects based on concept notes

Only concept notes that meet the various eligibility criteria (summarised in Annex 2 of this call) will be forwarded to the members of the Selection Committee (COSEL).

The concept notes received will be evaluated by the members of the selection committee on the basis of the **following** selection criteria**:**

SECTION	Score maximum
1. Project consistency	40
1.1 Clear presentation of the problem. Link between the defined problem and the needs of organisation and the target group	10
1.2 Clear definition of the objectives of the action and their link to the objectives of the call for 1.2.1. Relevance and consistency of the intervention strategy	10
Quality of the proposal in terms of consolidating agroecological practices (consolidation)	10
1.4. Consideration and strategic commitment to gender inclusion and equality	10
2. Approach and management (clarity and relevance of the proposed methodology, quality of the organisation and monitoring system, consideration of a participatory approach and co-construction with members and stakeholders).	30
2.1 Consistency between expected results, planned activities, budget, approach Is the budget consistent with the proposed activities? Are the monitoring and results indicators consistent with the proposed project?	10
2.2 Candidate's experience in project implementation and financial management	10
2.3 Expertise in the proposed areas of activity with a view to achieving the expected results expected	10
3. Expected results and impacts	50
3.1 Precision and specificity of expected medium-term results	10
3.2 Sustainability of results in social terms: spin-offs, inclusion and gender	10
3.2 Sustainability of results in economic terms	10
3.3 Environmental sustainability	10
3.4 Scalability of the implemented project (simplicity and reproducibility of the solution, economic accessibility, organisation and governance promoting dissemination, documentation and capitalisation, demonstrated effects and potential impact).	10

After receiving the ANO from AFD and FFEM, the EQUITE programme RP will inform each of the submitting organisations of the selection committee's decision regarding the selection of its project proposal presented in the concept note (pre-selection, request for revision of the concept note or refusal of funding) for the second stage or not.

5.2.2 Selection of projects based on full proposals

Only six projects that meet the various eligibility criteria and demonstrate a strong impact will be selected.
Documents that meet the various eligibility criteria will be forwarded to the members of the Selection Committee (COSEL).
The complete proposals received will be evaluated by the members of COSEL on the basis of the selection criteria:

Headings	Maximum score
1. Financial and operational capacity	**50**
1.1 Do the applicant and their partners (if applicable) have **sufficient experience in the project management**?	15
1.2 Do the applicant and their partners (if applicable) have **sufficient technical expertise** ? (In particular, knowledge of the issues to be addressed)	15
1.3 Do the applicant and their partners (if applicable) have **sufficient management capacity**? (In particular with regard to personnel, equipment and the ability to manage the project budget).	10
1.4 Does the applicant have **stable and sufficient sources of funding** (to provide co-funding)?	10
2. Consistency and relevance of the project	**40**
2.1 Clear presentation of the problem. Link between the problem defined and the needs of the organisation and the target group	10
2.2 Clear definition of the objectives of the action and their link to the objectives of the call for projects 2.2.1. Relevance and consistency of the intervention strategy	10
2.3 Quality of the proposal in terms of agroecological practices (development, consolidation and dissemination)	10
2.4 Consideration and strategic commitment to gender inclusion and equality	10
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 programme** (as presented in the logical framework and timetable) clear and feasible?	10
3.3 Does the proposal include **objectively verifiable indicators** for measuring the results of the action?	5
3.4 Is **the level of** stakeholder **involvement and participation 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, particularly on **marginalised populations**?	20
4.2 Is the proposal likely to have **multiplier effects**? (Probability of replication and extension of the results of the action, as well as dissemination of information).	10
4.3 Are the expected results of the proposed action sustainable? - In terms of **gender and social inclusion** (does the project incorporate a genuine social inclusion approach, promoting the involvement and equitable access to benefits for all groups, including the most vulnerable? - From an **environmental** perspective (What is the degree of environmental sustainability of the agricultural practices considered in the project (and their combinations)? - From a **financial** perspective (How will the activities be financed once the grant ends? How do the expected results contribute to the financial viability of the PO?) - From an institutional perspective (How will the project strengthen the governance capacities of the PO?) the PO?) - at **the political level** (where applicable) (Are or will the producers/managers of the PO be represented in consultation and decision-making forums, including public ones, that impact their activity(ies) and/or the agricultural/rural development of their territory and/or enable them to share the results of their project?)	20
5. Budget and cost-effectiveness of the action	**20**
5.1 Are the activities correctly reflected in the budget?	10

5.2 Is the relationship between the estimated costs and the expected results satisfactory?	10
Maximum score (Total points awarded / 2)	**200**

After receiving the ANO from AFD and FFEM, the EQUITE programme RP will inform each cooperative of the selection committee's decision regarding its project proposal presented in the full proposal. They will also be informed of the next steps in terms of contracting and implementation of activities.
Applicants whose projects have not been selected will receive an explanatory note justifying the decision of the COSEL.

6. FINANCING AND FUND DISBURSEMENT TERMS

Once the projects have been selected in accordance with the steps mentioned in § 5.2, a financing agreement will be drawn up between the EQUITE programme and each of the selected project leaders. This agreement will include the administrative file presented in Annex 7, as well as a declaration of integrity to be signed in accordance with LAB-FT procedures. It is also planned to inform farmers' organisations of this requirement and to attach the declaration in the appendix for their information.

When signing the funding agreement, organisations whose projects have been selected must undertake to ensure that their members do not engage in deforestation or child labour and to guarantee equal pay for men and women for equal work. They should carry out an assessment of any protected areas in the vicinity. Failure to comply with this clause will jeopardise the funding of the project supported by the organisation. If it wishes to do so and if it identifies specific needs in one or more of these areas (child labour, deforestation, zero deforestation traceability and equal income for women and men), the submitting organisation may include actions to address these issues in its project proposal.

The funding granted by the EQUITE programme will correspond to the amount of the grant awarded to beneficiaries, bearing in mind that their projects must include a provisional budget in which resources correspond to co-financing and/or self-financing. Each PO will provide a minimum of 10% co-financing. This co-financing may be provided in kind and/or in cash (HR or equipment valuation, rent).

The project leader will receive the funding in four (4) separate instalments:

- Payment of a first instalment of 40% of the amount financed by AVSF from the PO's budget upon signing the partnership agreement. financed by AVSF of the PO's budget.
- Payment of a second instalment of 30% of the AVSF grant after justification of the use of at least 70% of the first instalment;
- Payment of a third instalment of 20% of the AVSF grant after justification of the use of at at least 70% of the total of the previous two instalments;
- Payment of the final 10% of the AVSF grant upon completion of the project, after justification of the use of 100% of the grant amount.

APPENDICES

APPENDIX 1: Details on the types of innovations supported by previous projects

Information on the innovations supported by the programme is available on the Equité programme website: https://programme-equite.org/

- Development of shea parks: https://programme-equite.org/amenagement-des-parcs-a-karite-une-demarche-participative-et-inclusive-au-service-de-la-preservation-de-lenvironnement-et-du-developpement-economique-des-populations/
- Establishment of biofactories for the production of biofertilisers and biorepellents by cocoa cooperatives: https://programme-equite.org/mise-en-place-de-biofabriques-pour-la-production-de-biofertilisants-et-biorepulsifs-par-les-cooperatives-de-cacao-2/
- Promoting agroforestry in cocoa farming in response to the challenges of sustainability in the sector: https://programme-equite.org/promouvoir-lagroforesterie-dans-la-culture-cacaoyere/
- Establishing nurseries to develop agroforestry in the cocoa and shea sectors: https://programme-equite.org/mise-en-place-de-pepinieres-pour-developper-lagroforesterie-dans- les-filieres-cacao-et-karite/
- Valorisation of production residues into bioenergy and bio-inputs at the cooperative level: https://programme-equite.org/valorisation-des-residus-de-production-en-bioenergie-et-biointrant-a-lechelle-des-cooperatives/

APPENDIX 2: Eligibility of expenditure: what expenditure can be taken into account?

- **Eligible direct costs**:

To be eligible for funding under this call for proposals, expenditure relating to the submitted project must meet the following conditions:

- Be useful/necessary for the implementation of the project activities;
- Be provided for in the documents (project document, budget, logical framework) that will be annexed to the funding agreement and comply with the standards and principles of sound financial management;
- Have been actually incurred by the beneficiary organisation during the implementation period of the action, which will be defined in the funding agreement;
- Be recorded in the beneficiary organisation's accounts;
- Be identifiable and verifiable and be supported by original supporting documents. The following direct

expenses are eligible:

- the expenses of personnel assigned to the project must correspond to actual salaries plus social security contributions and other expenses included in the remuneration. They must not exceed the salaries and expenses normally incurred by the beneficiary organisation;

- expenditure on equipment, consumables and supplies;

- expenditure relating to the requirements mentioned in the financing agreement (e.g. communication, dissemination of information, project evaluation, audits, translations, reproduction), including financial service charges (in particular transfer costs).

- **Ineligible expenses:**

The following expenses are considered ineligible:

- Requests for working capital from organisations to increase their capacity to pre-finance harvests;
- Loans to third parties;
- Debts and provisions for losses or debts;
- Interest expenses;
- Expenses already financed in another project or in another context;
- Purchases of land or buildings;
- Exchange rate losses.

APPENDIX 3: Contents of the concept note file

All the information requested in this file must be completed by the applicant in order for their application to be considered valid. Four (04) 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 file[2]).
- The signed declaration of integrity.
- Minutes specifying the participation of women, young people and vulnerable persons in the development of the project, taking into account their actual needs, containing a list of attendees broken down by gender (F/M) and age (18-35 years for young people and 36 years and over for adults).

APPENDICES TO BE ATTACHED TO THE CONCEPT NOTE:

- **Receipt of the organisation's declaration**
- **Copy of the organisation's fair trade certification[3]**
- **Copy of the organisation's organic farming certification (if applicable)**
- **The completed checklist (Appendix 6)**

[2] *Documents sent as scanned pages (i.e. one file per page) will not be accepted. The entire scanned document must be in a single file.*

[3] *Alternatively, documents certifying the certification process in progress or, failing that, documents certifying the organisation's involvement in fair trade marketing activities.*

COVER PAGE: Key information[4] about the tenderer and the project

Administrative information relating to the bidding organisation	
Name of the submitting organisation:	
Abbreviation of name:	
Country of establishment:	
Legal status:	
Full address:	
Telephone number:	
Organisation's email address (if available):	
Organisation website (if available):	
Total number of members in 2019:	
Organisation's production sectors[5] :	

General information about the project	
Title of the project covered by this concept note note:	
Production chain(s) concerned by the project:	
Project duration (number of months)[6]	
Project start date:	
Total project budget :	
Contribution requested from the EQUITE programme:	
Other contributions[7]: amount and source	
First and last name of the contact person for this project:	
Email address of the contact person:	

Organisational certifications (fair trade, organic farming, Rainforest Alliance, etc.)	
Name of the organisation's fair trade certification(s)(8) (by sector if the organisation has several sectors):	
Date of first fair trade certification fair trade certification:	
Organic farming certification (yes/no):	
Other certifications (yes/no): if yes, which ones?	

Surname, first names, position, signature and stamp of the legal representative of the submitting organisation:

4 *These details are provided later in the document. The aim here is to highlight the main features of the project and the PO on the cover page of the concept note.*

5 *Cocoa, shea, fruit, cashew, crafts, others*

6 *Projects must have a duration of between 12 and 30 months. Projects lasting 24 months or more months will be given priority.*

7 *Self-financing, other potential partners, etc.*

8 *Fairtrade, WFTO, Fair For Life, SPP*

1. Presentation of the submitting organisation:

Name of the ORGANISATION:	
Acronym	
Physical address (Location of registered office)	
Email	
Telephone	
Other (Website and/or Facebook page, etc.)	
Organisation status	
Date of creation of the organisation	
References for declaration to the prefecture	**No.:** **Date:** **Department:**
Date of publication in the Official Journal[9]	

[9] *The receipt must be attached to the concept note.*

CORPORATE PURPOSE – MISSION OF THE ORGANISATION

NUMBER OF MEMBERS			
Years	Total number	Number of men	Number of women
2023			
2024			
2025			

EQUITY AND NET PROFITS GENERATED OVER THE LAST THREE YEARS[10] :		
Years	Equity (FCFA)	Net profit generated (FCFA)
2022		
2023		
2024		

KEY ORGANISATIONAL MANAGERS:

ROLES	SURNAME / FIRST NAME	CONTACT DETAILS TELEPHONE NUMBERS	EMAIL
CHAIRPERSON			
SECRETARY GENERAL			
TREASURER			
KEY POSITIONS FOR PERMANENT EMPLOYEES (DIRECTOR, COORDINATOR, ACCOUNTANT, ETC.)			
BOARD OF DIRECTORS	Number of elected members:	Not applicable for this line.	

[10] *The EQUITE programme is committed to respecting the confidentiality of this data.*

ORGANISATION CERTIFICATIONS fair trade, organic farming, Rainforest, etc.)	
Name of the organisation's fair trade certification(s) organisation[11]	
Date of first fair trade certification Fair Trade	
Date of obtaining fair trade certification certification	
Major purchases with Fairtrade certification	
Years	**Main Fairtrade purchases: names of buyers and volumes sold per buyer (in CFA francs)**
2022	• Buyer 1: Volume sold: Volume sold: • Buyer 2: •
2023	• Buyer 1: Volume sold: Volume sold: • Buyer 2: •
2024	• Buyer 1: Volume sold: Volume sold: • Buyer 2: •
Organic farming certification[12] (yes/no)	
Date of first organic farming certification organic farming	
Date of obtaining organic farming certification certification	
Other certifications (yes/no)	
If yes, which ones?	

2. Responsible for providing support in drafting the concept note

Did your organisation receive external support for the formulation of this concept note (yes/no)?	

[11] *Fairtrade, WFTO, Fair For Life, SPP. For organisations with multiple supply chains, please indicate which supply chain(s) are Fairtrade certified.*

[12] *For organisations with multiple supply chains, please indicate which supply chain(s) are certified organic.*

If yes: **Name and contact details of the consultant responsible for supporting the preparation of this concept note**	

3. Project presentation [13]

1. Project summary (maximum 1 page)

2. Relevance of the project (maximum 1½ pages)

2.1 Presentation of the external context in which the submitting organisation 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 organisation?

2.3 What are the project's objectives and main expected results?

2.4 Among the priority themes, which ones are addressed in this project?

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 add to any support the organisation already receives? the organisation?

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

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

3.2 Who are the main external partners/service providers[14] that you have identified to support your organisation in implementing these activities? For which project activities do you plan to use their services?

3.3 How will the social, economic and environmental sustainability of the project be ensured? How will the actions continue after the support of the EQUITE programme?

3.4 Will the project have multiplier effects? Do you think it could be partially replicated by other structures/actors other than your organisation?

3.5 How will the coordination of project activities be ensured (who, time dedicated)[15] :

- the coordination of project activities,
- reporting, technical support for the EQUITE programme
- management and accounting reporting (to the EQUITE programme) for all financial transactions carried out within the framework of the project.

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

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

[13] *This section of the document should be written in Arial 9 font with single line spacing.*

[14] *Suggestions for a support structure by intervention theme are available on the EQUITE Programme website (information regularly updated): www.programme-equite.org*

[15] *As indicated in the main text (Chapter 2.8), the organisation must ensure that all these operations are carried out efficiently. It is possible to allocate human resources dedicated to these functions as needed. Where applicable, they must be clearly identified in the project budget. The details provided at this level will be an important criterion for evaluating and selecting the application.*

Project name	Project objectives	Results achieved	Project donors/funders	Project amount (FCFA)

4.2 What experience does your organisation and your partner(s)/service provider(s) have in relation to the topics covered and activities planned as part of this project?

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

5.1. Estimated total project budget([16]) :

5.2. Funding

* Amount of grant requested from the EQUITE programme[24] :

* Contribution from the applicant[24] :

* How will this contribution be obtained (provided by the organisation itself and/or by national or international co-funders, etc.)[17] ?

* Has it already been secured (partially or totally)?

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

EXPENDITURE	**AMOUNTS**
1. Human resources of the organisation	
Coordination posts, technical advisors, administrative and financial management, etc.	
Per diem for missions/travel	
2. Travel expenses	
International travel	
Local travel	
3. **Equipment and supplies**	
Vehicle costs (fuel, hire, etc.)	
Furniture, computer equipment	
Machinery, tools, etc.	
Spare parts/materials for machinery, tools	
4. **Office**	
Office rental	
Consumables	
Other expenses (telephone, electricity, etc.)	
5. **Other costs**	

16 *Indicate the amount in CFA francs or GHS*

17 *See §. 2.8 of this call for proposals.*

Service costs (trainer, support structure, design office)	
Publications	
Studies and evaluation	
Translation	
Conferences/seminars	
Communication activities	
Other	
TOTAL ACTIVITIES	
Administrative costs (maximum 5%)	
Contingency (maximum 3%)	
TOTAL PROJECT	

The attention of submitting organisations 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.

ANNEX 4: Contents of the detailed project proposal file

All the information requested in this file must be completed by the applicant in order for their application to be considered valid. All pages of the file must be initialled and scanned by the head of the organisation.

The detailed proposal file must be presented as follows([18]):

Cover page:

ADMINISTRATIVE INFORMATION RELATING TO THE SUBMITTING ORGANISATION	
Name of the submitting organisation:	
Legal status:	
Organisation address:	
Organisation website (if applicable):	
Total number of members in 2024:	
Organisation's production channels:	

ORGANISATION CERTIFICATIONS (FAIR TRADE, ORGANIC AGRICULTURE, RAINFOREST, ETC.)

[18] *All pages of the file must be initialled and scanned by the organisation's manager.*

Name of the fair trade certification(s) of organisation[19] (by sector if the organisation has several sectors)	
Date of first fair trade certification certification	
Organic farming certification (yes/no)	
Other certifications (yes/no): if yes, which ones?	

GENERAL INFORMATION ABOUT THE PROJECT	
Project title:	
Project duration (number of months)	
Project start date:	
Total project budget (in CFA francs):	
Contribution requested from the EQUITE programme (in CFA francs):	
Other contributions[20] : amount and source:	
Name and surname of the contact person for this project	
Email address of the contact person	

Surname, first names, position, signature & stamp of the legal representative of the submitting organisation:

1. Information about the submitting organisation

Full name of the organisation:	
Location of head office[21] :	
Telephone number and address:	

Mission/purpose of the organisation:			
Geographical area(s) of operation:			
Main production sector(s) of the organisation			
Membership of collectives, networks, platforms (please list):			
Date of creation of the organisation:			
Prefecture registration details:	**No.:** **Date:** **Department:**		
Date of publication in the Official Journal[22]			
Years	**2022**	**2023**	**2024**
Total number of members of the organisation:			
Number of female members:			
Number of male members:			

19 *Fairtrade, WFTO, Fair For Life, SPP*
20 *Self-financing, other potential partners, etc.*
21 *If different from postal address*
22 *The receipt must be attached to the concept note.*

Number of contributors:			
Amount of contributions per member			
Total amount of contributions received by the organisation:			
KEY ORGANISATIONAL LEADERS			
Surname and first name of the chairperson:			
First and last name of the secretary general :			
Name and surname of the treasurer:			
Number of members comprising the Board of Directors: -Total number -Gender distribution			
Date of the General Meeting during the current members of the Board of Directors and the Executive Committee were elected:			
Expiry date of these members' terms of office :			
Provisional date of the next General Meeting :			
Surname, first name and email address of the executive director/coordinator of the organisation:			

ORGANISATION STAFF	
Number of full-time employees	
Number of part-time employees	
Employee roles	
Total	
MAIN FIXED ASSETS	
Vehicles	
Premises	
Processing equipment	
Land	
Other	

TOTAL BUDGET OF YOUR ORGANISATION OVER THE LAST THREE YEARS			
	Amount per budget item		
Years	2022	2023	2024
Personnel costs (head office and field staff) field staff)			
Rental expenses (rent, water, electricity)			
Financial expenses, taxes and duties			
Training costs			
Expenses related to rolling stock (fuel, vehicle maintenance, repair costs repairs, etc.)			
Fair trade certification costs			

, organic farming, other			
Other costs (please specify):			
Total			

CONTACTS WITHIN THE ORGANISATION FOR THE PROJECT	
Surname, first name and position of the main contact person for this project	
Email address:	
Telephone number:	
Other contacts:	
Project coordinator: (Surname, telephone number and email address)	
Technical contacts: (Name, telephone number and email address)	
Administrative and financial contact: (Name, telephone number and email address)	

2. Project presentation[23]

%0.1. Topics covered by the project

-What is the context of the organisation's intervention (geographical area, sectors concerned) and its constraints ?
-What are the problems to be solved and the priority needs to be met by the organisation?
-General and specific objectives of the project
-Expected results
-The themes of the call are addressed within the framework of this project:
-Main activities of the project
-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

%0.2. Project scope

%0.2.1. Project context (maximum 2 pages)

- **Overview of the sector(s) concerned and the geographical area of intervention**

A brief overview of the context in which the project is taking place will be provided:

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

- **What needs/issues does the project aim to address?**

The organisation's priority needs will be specified, and the proposal's link to the previous project will be described.

[23] *This section of the document should be written in Arial 9 font with single line spacing.*

It should also outline the risks associated with the external environment (insecurity, natural hazards, etc.) and the measures envisaged by the organisation to address them.

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

-General objective
-Specific objectives
-Expected results
-Expected economic, social and environmental impacts of the project. The project's impacts in terms of gender equality and environmental sustainability will be detailed.

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

-Direct beneficiaries
-Indirect beneficiaries

%0.2.4. Detailed presentation of project activities (maximum 3 pages)

After describing the main activities of the project and how they will be implemented, explain how they constitute a relevant response to the constraints and needs described above.

%0.2.5. Presentation of the partners and service providers envisaged for the project (maximum 1 page)

The following questions will be answered: Who will support the implementation of the project? Who are the project partners? What bodies and mechanisms will be put in place to steer the project and manage relations with partners and service providers? Each of the partners and service providers involved in the implementation of the project (companies, buyers, NGOs, platforms and networks, government departments, design offices, consultants, etc.) will be presented, along with the terms of collaboration (role of each party, forums for dialogue, etc.).

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

The organisation's plans for ensuring the following will be presented:
-monitoring of the logical framework indicators (see below) in order to accurately assess the results of the actions envisaged (particularly those considered "innovative"),
-the creation of a baseline situation providing information on the indicators selected at the start of the project to enable an evaluation of the results at the end of the projects,
-capitalisation 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 in social, economic and environmental terms? How will the actions continue after the EQUITE programme support ends?
-In order to assess the economic viability of certain activities implemented as part of the project, the production of a projected operating account demonstrating the economic profitability of these activities will be appreciated (though not mandatory).
-Will the project have multiplier effects? Do you think it could be partially replicated by other structures/actors other than your organisation?

%0.3. Project implementation capacity, expertise (1 page maximum)

-What experience does your organisation have in project management?

Project name	Project objectives	Results achieved	Project donors/funders	Project amount (FCFA)

-What experience does your organisation and your partner(s)/service provider(s) have in relation to the topics covered and activities planned as part of this project?

	Expertise/skills	Responsibilities in the implementation of project activities
Your organisation		
Partner 1		
Partner 2		

%0.4. Detailed budget

This budget will be drawn up using the table below. As many lines as necessary may be added to ensure a clear understanding of the budget: detailed and accurate budgets will be particularly appreciated. Amounts that are too general and do not comply with the budget template (without a breakdown by heading) may result in the project being rejected.
The total cost of each activity will be specified in 2.5 in the logical framework of the proposed project.

Budget (Currency)	Year 1				Year 2				Year 3[24]						
Main costs (Amounts including VAT)	**Unit**	**Qty**	**Unit cost**	**Total**	**Unit**	**Qty**	**Unit cost**	**Total**	**Unit**	**Qty**	**Unit cost**	**Total**	**Total Years 1 to 3 (2)**	**Applicant's contribution**	**Grant requested**
1. Human resources (HR)[25]															
1.1 Staff salaries (gross amounts including social security contributions and other related costs)[26]															
1.1.1 Coordination or technical reference posts technical advisors	Per month				Per month				Per month						
1.1.2 Administrative and financial / assistance	Per month				Per month				Per month						
1.3 Per diems for missions/travel (3)															
1.3.1 Abroad (project staff)	Per diem m				Per diem				Per diem						
1.3.2 On site (project staff)	Per diem				Per diem				Per diem						

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

25 *Only employees of the organisation (whether full-time or part-time) should be mentioned here. All costs relating to service providers (training, technical advice, researchers, translators, advertising agencies, etc.) should be detailed in section 5 (Other costs, Services).*

26 *When completing this section, project leaders are advised to carefully check that the HR mentioned (in addition to the organisation's existing HR) will allow for Effective coordination of project activities, high-quality technical reporting to the Equité Programme, rigorous financial management and high-quality accounting reporting to the Equité Programme.*

1.3.3 Seminar/conference participants	Per diem				Per diem				Per diem						
Subtotal Human resources															
2. Travel															
2.1. International travel	By flight				By flight				By flight						
2.2. Local journeys	Per month				Per month				Per month						
Subtotal Travel															
3. Equipment and supplies (4)															
3.1 Vehicle costs	Per vehicle cle				Per vehicle				Per vehicle						
Fuel/lubricants															
Vehicle hire															
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 for equipment and supplies															
4. Office															
4.1 Office rental	Per month				Per month				Per month						
4.2 Consumables - office supplies supplies	Per month				Per month				Per month						

4.3 Other operating expenses (telephone/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 of participation in conferences/seminars															
5.6 Communication and visibility															
5.7 Other service costs[27] (to specify)															
5.8 Other (to be specified).															
Subtotal Other costs, services															
6. Other															
Subtotal Other															
7. Subtotal of direct costs eligible for the Action (1 to 6)															
8. Contingency reserve (maximum 3%)															
9. Total eligible direct costs of the Action (7+8)															
10. Total eligible costs (9+10)															

[27] Trainers, technical advisers, advertising agencies, other service providers

%0.5. Logical framework of the proposal drafted

	Intervention logic	Objectively verifiable indicators Verifiable	Sources and means of verification	Assumptions
General objective	*What is the general objective to which the action will contribute?*	*What are the key indicators linked to this general objective?*	*What are the sources of information for these indicators?*	
Specific objective(s)	*What specific objective(s) must the action achieve as a contribution to the overall objective?*	*What indicators show in detail that the specific objectives of the action are being achieved?*	*What sources of information exist and can be gathered? What methods can be used to obtain this information?*	*What factors and conditions beyond the beneficiary's control are necessary to achieve these objectives? (External conditions)* *What risks need to be taken into consideration?*
Expected results	*The results are the achievements that will enable the specific objectives to be attained* *What are the expected outcomes* ***(Number the outcomes)***	*What indicators can be used to verify and measure whether the action is achieving the expected results?*	*What are the sources of information for these indicators?*	*What external conditions must be met in order to achieve the expected results within the expected timeframe?*
Activities to be developed	*What are the key activities to implement and in what order, in order to produce the expected results?* ***(Number and group activities by results)***	***Resources:*** *What resources are required to implement these activities, e.g. personnel, equipment, training, studies, supplies, etc.*	***Costs*** ***What are the approximate costs of the key activities?*** [28]	

%0.6. Project Timeline (for each activity listed in the logical framework and on a monthly basis for the entire duration of the project

[28] *~~It is strongly recommended that you check~~ here that the total costs of the activities correspond to those in the budget presented in 2.4.*

3. Bank details form

Account title[29]	

a) Account signatories' references

Name	
Position	
Address	
Town	
Postcode	
Country	
Tel	
Mobile	
Email	

b) Bank

Bank name	
Address	
Town	
Postcode	
Country	

c) Account

Bank code	
Bank code	
Account number	
SWIFT or IBAN code[30]	

DATE + Signature of account signatory/signatories:

~~A bank account identification statement~~ must be included with the application.

[29] *The name or title under which the account was opened, not the name of the authorised agent*

[30] *If the IBAN (International Bank Account Number) code is used in the country where your bank is located.*

APPENDIX 5. Declaration of integrity, eligibility and environmental and social commitment

Project Title...**(the** "**Contract**")

A: Commerce Equitable France 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 projects on their own terms, which are determined by the financing agreement between them and the Project Owner. Consequently, there can be no legal relationship between the AFD, the FFEM and our company, our consortium and our subcontractors.
2. We certify that we are not, and that none of the members of our consortium/association or company and our subcontractors, is in any of the following situations:

   2.1) being subject to or having been subject to bankruptcy, liquidation, receivership, safeguard proceedings, cessation of activity or any similar situation resulting from proceedings of a similar nature;

   2.2) have been convicted within the last five years by a final judgment in the country where the Project is being carried out for any of the acts referred to in Articles 6.1 to 6.4 below or for any offence committed in connection with the award or performance of a contract;

   2.3) be included on the financial sanctions lists adopted by the United Nations, the European Union and/or France, in particular in the context of the fight against the financing of terrorism and against breaches of international peace and security;

   2.4) in a professional capacity, having committed a serious offence in the last five years in the award or performance of a contract;

   2.5) not having fulfilled our obligations relating to the payment of social security contributions or our obligations relating to the payment of our 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 within the last five years by a final judgment for one of the acts referred to in Articles 6.1 to 6.4 below or for any offence committed in connection with the award or performance of a contract financed by AFD and/or FFEM;

   2.7) be subject to an exclusion decision by the World Bank, effective from 30 May 2012, and appear at this title on the list published at the email address http://www.worldbank.org/debarr [32] ;

   2.8) being guilty of making false statements by providing the information required in the framework of the procurement process.

3. We certify that we are not, and that none of the members of our consortium/association or company and our subcontractors is in any of the following situations of conflict of interest:

   3.1) 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 AFD and FFEM and resolved to their satisfaction;

   3.2) having business or family ties with a member of the Project Owner's services. involved in the selection process or the resulting market control, unless the conflict

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[31] *In the event of such a conviction, you may attach to this Integrity Declaration additional information that will allow it to be determined that this conviction is not relevant in the context of the contract financed by AFD.*

[32] *In the event of such an exclusion decision, you may attach to this Integrity Declaration additional information*
additional information to this Integrity Declaration that will allow us to determine that this exclusion decision is not relevant in the context of the contract financed by AFD.

has been brought to the attention of the AFD and the FFEM and resolved to their satisfaction;

3.3) control or be controlled by another bidder, be placed under the control of the same company as another bidder, receive from another bidder or award to another bidder, directly or indirectly, subsidies, have the same legal representative as another bidder, maintain direct or indirect contact with another bidder, allowing us to have and give access to the information contained in our respective bids, to influence them, or to influence the decisions of the Project Owner;

3.4) be engaged in 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
supplies:

i. Having prepared ourselves or having been associated with a consultant who has prepared specifications, plans, calculations and other documents used in the context of the competitive bidding process in question;

ii. Be ourselves, or one of the firms with which we are affiliated, recruited, or to be recruited, by the Project Owner to supervise or control the works under the Contract.

4. If we are a public institution or a public company, we certify that we enjoy legal and financial autonomy and that we are managed in accordance with the rules of commercial law.

5. We undertake to notify the Project Owner without delay of any change in the situation with regard to points 2 to 4 above, who will in turn inform the AFD and the FFEM.

6. In the context of the award and performance of the Contract:

6.1) We have not committed and will not commit any unfair practices (actions or omissions) intended to deliberately deceive others, intentionally conceal information 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 practices (actions or omissions) that contravene 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 will not promise, offer or grant, directly or indirectly, to (i) any person holding a legislative, executive, administrative or judicial office in one of the Project Owner's States, whether appointed or elected, permanent or temporary, remunerated or not, and regardless of their hierarchical level, (ii) any other person who performs a public function, including for a public body or public enterprise, or who provides 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 themselves or for another person or entity, in order for them to perform or refrain from performing an act in the exercise of their official duties.

6.4) We have not promised, offered or granted, and will not promise, offer or grant, directly or indirectly, to any person who manages a private sector entity or works for such an entity, in any capacity whatsoever, an undue advantage of any kind, for themselves or for another person or entity, in order for them to perform or refrain from performing an act in violation of their legal, contractual or professional obligations.

6.5) We have not committed and will not commit any act likely to influence the procurement process to the detriment of the Project Owner, and in particular any anti-competitive practice having the object or effect of preventing, restricting or distorting competition, in particular by seeking to limit access to the Contract or the free exercise of competition by other companies.

6.6) Neither we, nor any member of our consortium, nor any of our subcontractors will acquire or supply equipment or intervene in sectors subject to embargoes by the

United Nations, the European Union or France.

6.7) We undertake to comply with and ensure that all our subcontractors comply with internationally recognised environmental and social standards, including the fundamental conventions of the International Labour Organisation (ILO) and international conventions for the protection of the environment, in accordance with the laws and regulations applicable in the country where the Contract is performed. In addition, we also undertake to implement the 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 authorise AFD and FFEM to examine the documents and accounting records relating to the award and performance of the Contract and to submit them for verification to auditors appointed by AFD and FFEM.

Name:____ **As** ____

Signature ____

Duly authorised to sign the offer for and on behalf of[33] ____

On __________________________________

[33] *In the case of a consortium, enter the name of the Consortium. The person signing the tender on behalf of the Tenderer shall attach to the Tender the Power of Attorney granted by the Tenderer.*

APPENDIX 6 - Administrative File

The complete administrative file must be sent electronically in the form of scanned files to the administrator of the Facility Programme atS.Koffi@avsf.org withr.lawal@avsf.org in copy) before the grant agreement is signed by the organisation whose detailed project proposal has been accepted:

- Copy of the articles of association certified as true copies of the originals;
- Copy of the registration declaration at the prefecture and copy of the publication in the Official Journal (or equivalent according to the legislation in force in the country where the organisation is established);
- Dated list of governing bodies and their contact details, including the date of the last elections and the names of the members;
- Organisational chart dated and signed by the director;
- Latest minutes of the General Meeting (GM);
- Documents issued by the labels certifying Fair Trade and, where applicable, Organic Agriculture certification, which must be up to date.
- Balance sheets and operating accounts for the last three (3) financial years (with appendices and explanatory notes), validated by the GA, showing the origin (public or private) of financial resources.
- Provisional budget for the current financial year, showing the list of public funding approved by the body responsible for finalising and approving the organisation's accounts (indicating, if possible, whether it has been acquired, requested or is to be requested); and
- List of private funders contributing to the organisation's approved annual budget.

APPENDIX 7: Main commitments of the beneficiary in the implementation of the project

I. BENEFICIARY'S COMMITMENTS

The Beneficiary undertakes to:

a) Legal existence

The Beneficiary undertakes to maintain its legal existence, general activity, registered office, corporate purpose and activity. Any changes in this regard shall be made with the prior agreement of AVSF in view of any disputes that may arise.

b) Authorisations

The Beneficiary shall take all necessary steps, as soon as possible, to obtain any authorisation required to fulfil its obligations.

c) Project Documents

The Beneficiary undertakes to submit any changes to the Project Documents to AVSF for information purposes.
and to seek AVSF's approval prior to any substantial modification of the Project Documents.

d) Compliance with laws

The Beneficiary undertakes to comply with all laws and regulations applicable to it and to the Project, in particular with regard to environmental protection, safety and labour law. The Beneficiary shall comply with all its obligations under the Project Documents to which it is a party.

In particular, the Beneficiary undertakes to carry out, or have carried out, all formalities applicable under the regulations in force concerning the employer's obligations in relation to labour law, social security, tax obligations and insurance.

e) Use of grant funds

The Beneficiary undertakes to use all of the grant funds to finance the Project.
in accordance with the specified Project Description and reference budget.
All invoices relating to activities funded by the grant must include all taxes.

f) Audit and evaluation

The Beneficiary authorises AVSF or Commerce Equitable France or AFD and FFEM to carry out or arrange for audit and evaluation missions concerning the conditions of implementation and operation of the Project.

To this end, the Beneficiary undertakes to welcome these missions, the frequency and conditions of which, both on paper and on site, will be determined by AVSF, after consultation with the Beneficiary.

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

The Beneficiary undertakes to ensure that the companies participating in the implementation of the Project do not appear on any of the Financial Sanctions Lists (including, in particular, the fight against terrorist financing). The Beneficiary undertakes not to acquire or supply equipment or intervene in sectors under embargo:

- ECOWAS;
- United Nations;
- The European Union;
- France.

h) Lawful origin of funds

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

In all cases, the Beneficiary undertakes to notify AVSF immediately if it becomes aware of any information that
raises suspicions about the illegal nature of the said funds.

i) Absence of Acts of Corruption

The Beneficiary undertakes that the Project will 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 recognised by the international community, including the fundamental conventions of the International Labour Organisation (ILO) and international conventions for the protection of the environment.

To this end, the Beneficiary undertakes to comply with national and international standards on environmental protection and labour law, in accordance with the laws and regulations applicable in the country where the Project is carried out, including the fundamental conventions of the International Labour Organisation (ILO) and international conventions on the environment.

k) Insurance

The Beneficiary shall take out an insurance policy for the assets acquired or constructed under the Agreement.

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The Beneficiary shall take out insurance covering all risks related to the implementation of the Project. The Beneficiary shall provide AVSF with the corresponding insurance certificates.

The Beneficiary undertakes to delegate to AVSF, if requested, any insurance compensation taken out by the Beneficiary or on behalf of the Beneficiary by companies involved in the implementation of the Project.

l) Liability

The Beneficiary undertakes to ensure that its personnel act under its responsibility, supervision, legal liability and hierarchical authority. They shall be subject to the sole authority of the Beneficiary and shall be accountable for their activities exclusively and directly to the latter.

AVSF shall in no event and under no circumstances be held liable for any damage caused to the Beneficiary's personnel or property during the implementation of or following the Project/Programme. Consequently, no claim for compensation or increase in remuneration shall be accepted by the Contracting Authority on these grounds.

The Beneficiary is solely liable to third parties, including for damages of any kind caused to them during the implementation of or following the Project.

The Beneficiary releases AVSF from any liability related to any claim or lawsuit resulting from a violation of laws or regulations committed by itself, its employees or persons under their responsibility, or from a violation of the rights of third parties.

m) Financial ratios

The Beneficiary undertakes to comply with the co-financing ratios defined within the framework of the Equity Programme and in accordance with which it has submitted its Project.

n) Specific commitments

The Beneficiary and its partners undertake to strictly comply with the safety rules issued by the United Nations in the country or area of intervention.

II. POSSIBLE AWARDING OF CONTRACTS RELATED TO THE IMPLEMENTATION OF THE PROJECT

For the award and allocation of contracts relating to the implementation of the Project, the Beneficiary undertakes to comply with and implement the provisions of the AFD's Procurement Guidelines.