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

CALL FOR PROJECTS FOR

CERTIFIED FAIR TRADE PRODUCER ORGANISATIONS

"Climate/Biodiversity and Professionalisation of Farmers' Organisations"

EQUITE MULTIFILIERES

GUIDELINES FOR

SUBMITTING ORGANISATIONS

Date of publication: 22/10/2025

A programme coordinated by:

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List of abbreviations and acronyms:

- AFD: Agence Française de Développement
- ANO: Notice of No Objection
- AP: Call for Projects
- ATN: 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 (Fairtrade certification from ECOCERT)
- 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 producer cooperatives in all agricultural and artisanal product sectors, except for the cocoa sector, certified Fair Trade, in Benin, Côte d'Ivoire, Ghana and Togo, to explain and clarify the terms and conditions for responding to the call for projects "Climate/Biodiversity and Professionalisation of Farmers' Organisations", financed by the Equité 3 programme, with the support of AFD and FFEM.

It describes and specifies the terms and conditions for granting financial facilities to cooperatives in West Africa.

Purpose of the "Climate/Biodiversity and Professionalisation of Farmers' Organisations" Facilities

The Equity 3 programme provides financial facilities to eight certified fair trade producer organisations based in Benin, Côte d'Ivoire, Ghana or Togo, with a maximum budget of €300,000.

These financial facilities (Climate/Biodiversity and Professionalisation of Farmers' Organisations Facility) will enable eight cooperatives in the agricultural and craft sectors to develop innovations in supporting the agroecological transition andBiodiversity and Professionalisation of Farmers' Organisations") will enable eight cooperatives in the agricultural and craft sectors to develop innovations in support of agroecological transition, diversification of production systems, processing, organisational strengthening and professionalisation, and to finance 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 selected proposals must propose strategies that demonstrate a positive impact on the sustainability of production systems, their contribution to improving the living conditions of producers, 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 and sector

- West Africa: a fair trade sector with significant support needs

The West African countries covered by the Equité programme are Benin, Côte d'Ivoire, Ghana and Togo. Their agricultural sectors play a major role in their national economies and exports, as well as in employment, income and food security for their populations. Their national strategies focus in particular on structuring and strengthening agricultural producer organisations as priorities for the development of local, national and international supply chains.

Most of the diverse producer cooperatives involved in these sectors face similar challenges, particularly in terms of structuring, organisation, management capacity, market access and governance. They seek to secure, diversify and improve the commercial conditions of their outlets, as well as their sources of financing and pre-financing. They struggle to reduce their environmental impact and take climate change into account. Finally, while some sectors are more traditionally female-dominated (shea butter, crafts), most POs encounter issues related to gender and gender equality.

- 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. Its development in Northern markets has been strongly supported in recent years (more than €2.6 billion in sales in France in 2024) and the number of certified producer organisations (POs) in West Africa is also growing rapidly.

Thanks to its many tools (guaranteed minimum price, development premium and multi-year commitment from buyers) and privileged relationships with buyers committed to sustainable development, it enables 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, which inspire the entire 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. West Africa: a fair trade sector with significant support needs.

In West Africa, there are currently 416 Fairtrade-certified POs in various export sectors, and for several years there has been a trend towards the creation and consolidation of Fairtrade-certified POs. Cocoa is by far the largest sector, accounting for more than two-thirds of certified fair trade POs. Other sectors such as cashews, fruit (mango, pineapple, etc.), shea, sesame and handicrafts are also represented in one or more countries with different fair trade labels.

- The challenges facing the fruit and handicraft sectors

The fair trade market is a significant commercial outlet for family farmers producing cashews, shea nuts, exotic fruits (mangoes, pineapples, fresh, dried or in juice form), and handicrafts. The shea, cashew and mango sectors are fairly well structured in Côte d'Ivoire, while the certified pineapple, sesame, hibiscus and handicraft sectors are still emerging. For example, there are a total of 16 Fairtrade-certified cashew cooperatives in the project area (13 in

Côte d'Ivoire, 2 in Benin and 1 in Ghana), plus 15 in Burkina Faso. The volume of certified cashew nuts is 7,410 tonnes in Côte d'Ivoire. Another example is the pineapple production of the Equité project's partner cooperatives in Ghana and Benin, which is carried out by small producers.

These sectors are under pressure from a combination of factors that are currently hampering their profitability and further weakening producers: costly and inefficient processing technologies, marginal prices that are too low to encourage regenerative farming and social practices, overgrazing, bush fires, agricultural clearing, etc. Climate change is amplifying producers' vulnerability to these pressures. In addition to these challenges, there are also significant social issues. Production in the fruit, cashew, shea and craft sectors is largely carried out by women. They work the fields, cultivate the crops, harvest, process and sell the products directly. The vulnerabilities observed in these sectors (soil degradation, increased pressure on land, etc.) have an even greater impact on these categories of women.

- <u>The challenge of reducing gender inequality and promoting social inclusion in fair trade sectors</u>

In West Africa, women working in the agricultural sector face numerous obstacles in their communities, including in certified fair trade organisations. Social and economic recognition of their contribution is low and their access to land and other means of production is difficult. The gender and social inclusion assessment revealed that, in general, the land cultivated by women is smaller and therefore less productive. For example, a woman owns an average of 1.74 hectares compared to 2.74 hectares for her husband. Furthermore, the representation of their interests is low, as is their participation in the governing bodies of producer organisations and in management positions within fair trade organisations and their communities. These are challenges that must be addressed in order to achieve sustainable development for the territories and populations in the target countries. However, the assessment found that, at the level of cooperatives and PNCE 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 people (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 access finance. 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 agricultural value chains clearly 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, 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.

- <u>Other major challenges facing fair trade sectors in West Africa include:</u>

  - Many producer organisations are unable to sell more than half of their production under fair trade conditions. The majority of producer organisations certified by a fair trade label in West Africa have significant needs in terms of **diversifying their commercial outlets** in order to increase the share of their production sold under fair trade conditions. Some producer organisations wish to support the diversification of their members' production to support the food security of local populations, but face difficulties in implementing high-impact strategies.

- New regulatory requirements (e.g. new regulations on organic farming) require POs to better understand new specifications, make fairly significant organisational changes and improve their ability to use new digital tools. This may create new professional opportunities for skilled jobs for young people.

1.2 Main achievements of phase 2

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

- The establishment of biofactories within cooperatives to produce bokashi and bio 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 member producers in setting up agroforestry cocoa plots using complex 3-layer agroforestry (SAF type No. 1) (Côte d'Ivoire and Ghana),
- Cooperative-level conversion of production waste into bio-inputs or wood energy (fruit, cashew, shea and cocoa sectors) (Ivory Coast).

1.3 Purpose of the EQUITE Multi-sector programme

Phase 3 aims to communicate and disseminate the results and innovations of the previous phases and thus continue to support the transformation of agricultural sectors in West Africa towards greater equity, resilience for ecosystems and producers, and sustainability. Its overall objective is to contribute to the fight against poverty by developing fair trade sectors that favour small producers, by supporting the agroecological transition and the professionalisation of certified fair trade cooperatives in West Africa. The project aims to bring about sustainable change in the sectors targeted by this call for projects, as well as in the cocoa sector, for which a separate call for projects has also been issued.

Drawing on the most impactful innovations made possible by the facilities of the two previous phases, the current phase aims to maximise the impact on cooperatives and producers. The proposals selected must demonstrate a positive impact on the sustainability of production systems, their contribution to improving producers' living conditions, and the promise of reaching as many beneficiaries as possible through the dissemination of techniques with proven positive effects.

Furthermore, the project reserves the right to choose different initiatives in order to continue its work to identify new avenues for sustainability.

Sectors concerned:

• Cashew, fruit (pineapple, mango, coconut, etc.), shea butter, and crafts.

2. PRESENTATION OF THE CALL FOR PROJECTS

The guidelines presented in this document relate to the call for projects on "**Climate/Biodiversity and Professionalisation of Farmers' Organisations**" aimed at Fairtrade-certified organisations and NGOs in the shea, cashew, pineapple, mango and handicraft sectors in the following countries: Côte d'Ivoire, Ghana, Benin and Togo.

2.1. Objectives and themes of the call for projects

The aim of this call for projects is to support initiatives led by cooperatives that contribute to the development, to the spread and to the consolidation of agroecological innovations . It is part of the Agroecological Transition (TAE) dynamic and aims to strengthen the sustainability of production systems, the local valorisation of resources, transformation and social and gender inclusion as essential levers for transformation and equity in rural areas.

- **Social inclusion, gender and equity: a cross-cutting and priority principle**

Social inclusion, equity and gender mainstreaming are cross-cutting priorities in this call for proposals. Applicant cooperatives must demonstrate how their projects integrate women, young people and vulnerable people, either through specific dedicated activities or by incorporating principles of inclusiveness into all proposed actions. They may propose specific activities on gender and social inclusion, but should also ensure that each of the activities proposed is inclusive. This involves promoting:

- equitable access to means of production, technical services, financing and markets, so that women, young people and vulnerable groups can fully benefit from the economic and social spin-offs;
- the reduction of social and economic inequalities through the establishment of inclusive collective mechanisms ;
- the promotion of the role of cooperatives as vectors of cohesion and social empowerment, by strengthening their capacity to create collective dynamics where each member – man or woman, young or old – can find their place and express themselves.

In order to ensure that these issues are effectively addressed, a mandatory webinar will be organised specifically on gender and social inclusion in the context of multi-sector facilities (separate from the one on the cocoa sector).

<u>Priority areas for expected projects</u>

1. Agroecology and ecological transition of production and processing systems

Projects should highlight innovative agricultural and organisational practices that reduce negative effects on the environment and strengthen the resilience of farms:

- Improving soil fertility management through sustainable practices;
- Energy efficiency and reduction of wood consumption in processing ;
- The recovery of organic and agricultural waste to create new inputs or marketable products;
- Sustainable and participatory management of cultivated and natural biodiversity;
- Limiting deforestation and restoring degraded ecosystems;

- Obtaining and promoting environmental certifications, contributing to greater recognition in specialised markets.

2. Improving quality, processing and traceability

Projects should strengthen the competitiveness and credibility of cooperatives by promoting:

- the implementation and improvement of quality management systems at all stages of production and processing;
- product traceability, which is essential for meeting fair trade requirements and organic certification standards;
- the development of appropriate processing methods, incorporating the principles of the circular economy. circular, reducing post-harvest losses and creating added value locally.

3. Digital management systems and new technologies

Digital innovation is an essential lever for supporting the agroecological transition and improve cooperative governance. Expected results include:

- georeferencing of plots, a key tool in the fight against deforestation and the monitoring of sustainable practices;
- modernised and transparent financial and administrative management of cooperatives, promoting accountability and efficiency;
- diversification of commercial outlets through the use of digital platforms, e-commerce and tools for direct contact with buyers;
- optimisation of internal control procedures and monitoring of fair trade and organic certifications ;
- analysis and visualisation of agricultural performance to facilitate production planning and collection;
- monitoring and promoting agroecological transition efforts (zero deforestation traceability, adoption of agroecological practices, agroforestry systems).

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

The following organisations are eligible to apply for this call for projects:

- Fair trade certified producer organisations, with at least one of the following labels: Fairtrade/Max Havelaar, Fair for Life, World Fair Trade Organisation (WFTO), Symbole des Producteurs Paysans. Copies of CE and, where applicable, organic certifications must be included with each PO's application.
- These organisations may be first-level (cooperatives or other producer groups) or second-level (federations of cooperatives or groups).
- They must have been legally established for at least two years and be able to prove their legal status.
- Beneficiary cooperatives must be located and legally recognised in one of the countries targeted by the project: Ghana, Côte d'Ivoire, Togo and Benin.

2.3 Amount of the financial envelope made available

The total amount allocated for this call for projects is **€300,000** (three hundred thousand euros) and should enable eight (8) projects to be funded. The projects will have an average budget of €37,500.

2.4 Types of eligible actions

Three main categories of actions are considered eligible:

- **Priority actions directly related to the Agroecological Transition (TAE)**

These actions form the basis of the projects funded. They aim to accelerate the adoption of sustainable agricultural practices that comply with the environmental and social standards expected in fair trade and organic markets:

- Establishment of biofactories to produce agroecological inputs locally (organic fertilisers, biopesticides, etc.);
- Installation of pyrolysis furnaces and other technologies for recycling agricultural residues;
- Actions to ensure compliance with new regulations (organic farming, traceability, environmental standards);
- Development and implementation of action plans based on assessments of protected areas;
- Initiatives to protect natural or cultivated biodiversity and mitigate climate change
;
- Diversification of agricultural production and development of agroforestry, strengthening the resilience of farms and improving product quality.

2. Cross-cutting priority actions promoting gender equality and social inclusion

Projects must include concrete actions to reduce inequalities and promote equitable participation by all members, in line with fair trade principles:

- Promotion of initiatives that strengthen the role and place of women in the governance and management of cooperatives;
- Support for the economic empowerment of women and young people, particularly through Income-Generating Activities
(IGAs) related to cocoa farming and food production chains;
- Active inclusion of vulnerable groups in the services, training and opportunities created by cooperatives.

3. Complementary actions to strengthen Producer Organisations (POs)

These actions support the TAE and aim to consolidate the role of cooperatives as credible and effective actors in fair trade:

- Strengthening internal organisation, financial management and democratic governance to ensure transparency and accountability towards members and trading partners;
- Establishing or improving services for members (technical support, product collection, supply of organic inputs, etc.) to help retain and enhance the value of producer membership;
- Improving product quality and control procedures in line with fair trade standards and buyer requirements;
- Developing added value through processing, packaging and
other commercial services, in order to better position products on the markets;

- Enhanced product traceability, essential for access to fair and certified markets
  certified markets.

NB: The programme may assist partner organisations in designing training tools on governance, management and cooperative life, as well as in monitoring their use. It is important to note that no consultants will be recruited for these actions. However, logistics and per diems should be included in the budgets in case partner organisations wish to request support from the programme on these issues.

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

- HR expenses, technical assistance, training and awareness-raising;
- Conducting specific studies or pilot operations;
- Purchase of small materials or equipment to complement other types of intervention.
  (only if this equipment is essential for the project to get started);
- Investment in small-scale infrastructure (storage, waste management, diversification of economic activities of the PO, etc.).

All selected POs will be eligible for additional project support:

- Business development assistance
- Support for POs in the areas of agroecological management, governance and technical aspects.

2.5 Project duration

The duration of projects proposed under this call must be **between 18 and 36 months**.

Projects lasting 24 months or more will be given priority.

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.

2.6 Amounts of grants awarded

Grants awarded by the EQUITE programme will **average €37,500.**

Applicant organisations must submit provisional budgets, which will include self-financing resources (the organisation's own resources or valuation of contributions in kind: voluntary work, collective work, etc.) or other funding.

3. APPLICATION PROCEDURES FOR THE CALL FOR PROJECTS

3.1 Submitting an application

Respondents to these calls for projects must follow the same procedure in both cases, 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, contact
    - Mr Edem Komlane.komlan@avsf.org , (07 01 40 34 58),
    - Mr Moussa Barro m.barro@avsf.org

3.2 Support for the formulation of complete project proposals

Organisations whose complete applications are selected will be assisted by programme officers in taking into account COSEL's observations, **depending on the availability of these same assistants.**

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 role of women and young people in agricultural and cooperative systems;
- Improving the added value of production and marketing under fair trade conditions fair trade conditions.

3.3 Conditions to be met by bidding organisations

Project leaders are requested to:

- To adhere to the proposed templates and follow the order specified under each section of the templates;
- Submit their application in French for applicants located in Côte d'Ivoire, Togo and Benin, 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;
- To present their provisional budgets in CFA francs (FCFA) for applicants located in Côte d'Ivoire , Togo, and Benin, 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 certification must be attached to the email.

An organisation may only 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 three email addresses:

- e.komlan@avsf.org

- m.barro@avsf.org

4. PROVISIONAL TIMETABLE FOR THE CALL FOR PROJECTS

Submitting organisations will have the opportunity to respond to this call for projects according to the following timetable:

	Indicative date
Date of publication of the concept note	23 October 2025
Deadline for requests for clarification from the contracting authority	7 November 2025
Deadline for submission of concept note proposals	19 November 2025
Selection committee	10, 11 and 12.12.2025
Webinar on gender and social inclusion	22 December 2025
Deadline for submission of full proposals	4 January 2026
Selection committee	14, 15 and 16 January 2026
Notification of the award decision and transmission of the grant agreement	23 January 2026
Signing of the subsidy agreement by the contracting beneficiary	30 January 2026

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:

- Independent experts on the priority themes of the call (agroecology, and the structuring of the rural world and producer organisations in West Africa in particular);
- Commerce Equitable France in its capacity as co-project manager of the EQUITE programme;
- Agronomes et Vétérinaires Sans Frontières (Agronomists and Veterinarians Without Borders) in its capacity

as co-project manager of the EQUITE programme. A representative of the AFD and/or the FFEM will be invited to

attend as an observer.

The analysis and selection of complete proposals carried out by COSEL will be submitted to the Non-Objection Notice (NON) of AFD and FFEM.
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 5 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 / Sub-section	Maximum score
1. Project consistency	**40**
1.1 Clear presentation of the problem. Link between the problem defined and the needs of the 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 projects 1.2.1. Relevance and consistency of the intervention strategy	10
1.3 Quality of the proposal in terms of agroecological practices (consolidation and dissemination)	10
1.4. Consideration and strategic commitment to social inclusion and gender equality	10
2. <u>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).</u>	**30**
2.1 Consistency between expected results, planned activities, budget, and 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	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
3.3 Sustainability of results in economic terms	10
3.4 Environmental sustainability	10
3.5 **<u>Scalability of the implemented project (simplicity and reproducibility of the solution, affordability, organisation and governance conducive to dissemination, documentation and capitalisation, demonstrated effects and potential impact).</u>**	**10**
Total score	**120**

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 its project proposal presented in the concept note (pre-selection, request for revision of the concept note or refusal of funding).

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 the 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 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-financing)?	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 target	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 social inclusion and gender 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 achievable? ?	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 marginalised populations? **marginalised populations**?	20
4.2 Is the proposal likely to have **multiplier effects**? (Probability 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: - 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?) - from a **political** perspective (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 agricultural/rural development in 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 AND CONDITIONS

Once the projects have been selected according to the steps mentioned in §. 5.2, a funding agreement will be drawn up between the EQUITE programme and each of the selected project leaders (including the administrative file presented in Appendix 7).

Upon 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. Failure to comply with this clause will jeopardise the funding of the project supported by the organisation. If they wish, and if they identify specific needs in one or more of these areas (child labour, deforestation, zero deforestation traceability and gender pay equality), the submitting organisation may include actions to address these issues in their 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 amounting to 10% of the total amount of their project.

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% instalment of the AVSF grant upon completion of the project, after justification of the use of 100% of the total project expenditure.

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 Équité 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/
- Establishment of 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 projects, 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 effectively 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:

- staff costs allocated to the project must correspond to actual salaries plus social security contributions and other remuneration-related expenses. They must not exceed the salaries and expenses normally incurred by the beneficiary organisation;

- expenses for equipment, consumables and supplies;

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

• **Ineligible expenses:**

The following expenses are considered ineligible:

- Organisations' requests for working capital to increase their capacity to pre-finance harvests,
- Loans to third parties;
- Debts and provisions for losses or debts;
- Interest payable;
- Expenses already financed in another project or in another context;
- Purchases of land or buildings;
- Exchange losses;

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[1]).
- The signed declaration of integrity

APPENDICES TO BE ATTACHED TO THE CONCEPT NOTE:

- **Receipt of the organisation's declaration**
- **Copy of the organisation's fair trade certification[2]**
- **Copy of the organisation's organic farming certification (if applicable)**
- **Completed checklist (Appendix 6)**

[1] *Documents sent as scanned pages (i.e. one file per page) will not be accepted. All scanned documents must be in a single file.*
[2] *Or, failing that, documents certifying the certification process is underway or, failing that, documents certifying the organisation's involvement in fair trade marketing activities*

COVER PAGE: Key information([3]) concerning the tenderer and the project

Administrative information relating to the bidding organisation	
Name of the bidding organisation:	
Abbreviation of name:	
Country of establishment:	
Legal status:	
Full address:	
Telephone number:	
Organisation's email address (if available):	
Organisation's website (if available):	
Total number of members in 2019:	
Production channels of the organisation[4] :	

General information about the project	
Title of the project covered by this concept note:	
Sector(s) concerned by the project:	
Project duration (number of months)[5]	
Provisional project start date:	
Total project budget:	
Contribution requested from the EQUITE programme:	
Other contributions[6] : amount and source	
Surname and first name of the contact person for this project:	
Contact person's email address:	

Organisational certifications (fair trade, organic farming, Rainforest Alliance, etc.)	
Name of the organisation's fair trade certification([5])([7]) (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 & stamp of the legal representative of the bidding organisation:

[3] *These elements are detailed later in the document. The aim here is to highlight the main characteristics of the project and the PO on the cover page of the concept note.*

[4] *Cocoa, shea, fruit, cashew, crafts, others*

[5] *Projects must have a duration of between 12 and 30 months. Projects with a duration of 24 months or more months will be given priority.*

[6] *Self-financing, other potential partners, etc.*

[7] *Fairtrade, WFTO, Fair For Life, SPP*

1. Presentation of the bidding organisation:

Name of the ORGANISATION:	
Acronym	
Physical address (Head office location)	
Email	
Telephone	
Other (website and/or Facebook page, etc.)	
Status of the organisation	
Date of creation of the organisation	
Prefecture registration details	No.: Date: Department:
Date of publication in the Official Journal[8]	

[8] *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[9] :		
Years	Equity (FCFA)	Net Profit (FCFA)
2022		
2023		
2024		

KEY ORGANISATIONAL LEADERS:

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

[9] *The EQUITE programme undertakes to respect the confidentiality of this data.*

ORGANISATION CERTIFICATIONS fair trade, organic farming, Rainforest, etc.)	
Name of the organisation's fair trade certification(s) organisation[10]	
Date of first fair trade certification Fair Trade	
Date of obtaining fair trade certification certification	
Main purchases with fair trade certification	

Years	**Main fair trade purchases: names of buyers and volumes sold per buyer (in CFA francs)**
2022	• Buyer 1: • Buyer 2: • — Volume sold: Volume sold:
2023	• Buyer 1: • Buyer 2: • — Volume sold: Volume sold:
2024	• Buyer 1: • Buyer 2: • — Volume sold: Volume sold:

Organic farming certification[11] (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)?	
If yes:	

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

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

Name and contact details of the consultant responsible for supporting the preparation of this concept note	

3. Project presentation [12]

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 outcomes?

2.4 Which of the priority themes 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 offer in addition to any support the organisation already receives ?

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[13] 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 sustainability of the project be guaranteed in social, economic and environmental terms? 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 following be ensured (who, time dedicated)[14] :
- the coordination of project activities,
- technical reporting to the EQUITE programme
- the management and accounting reporting (to the EQUITE programme) of all financial operations carried out within the framework of the project.

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

[12] *This part of the document should be written in Arial 9 font with single line spacing.*
[13] *Suggestions for a supporting structure by intervention theme are available on the EQUITE Programme website (information regularly updated): www.programme-equite.org*
[14] *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 the evaluation and selection of the application.*

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

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([15]) :

5.2. Funding

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

* Applicant's contribution[24] :

* How will this contribution be obtained (provided by the organisation itself and/or by national or international co-funders, etc.)[16] ?

* 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/equipment for machines, tools	
4. **Office**	

[15] *Indicate the amount in CFA francs or GHS*
[16] *See §. 2.8 of this call for tenders.*

Office rental	
Consumables	
Other expenses (telephone, electricity, etc.)	
5. **Other costs**	
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	

Bidding organisations should note that the total budget proposed in the final proposal may vary by no more than +/- 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([17]):

Cover page:

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

ORGANISATION CERTIFICATIONS (FAIR TRADE, ORGANIC AGRICULTURE, RAINFOREST, ETC.)	
Name of the organisation's fair trade certification(s) organisation[18] (by sector if the organisation has several sectors)	
Date of first fair trade certification Fair Trade	
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 (provisional):	
Total project budget (in CFA francs):	
Contribution requested from the EQUITE programme (in CFA francs):	
Other contributions[19] : 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:	

[17] *All pages of the file must be initialled and scanned by the head of the organisation.*
[18] *Fairtrade, WFTO, Fair For Life, SPP*
[19] *Self-financing, other potential partners, etc.*

Location of head office[20] :	
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:			
References for declaration to the prefecture:	**No.:** **Date:** **Department:**		
Date of publication in the Official Journal[21]			
Years	**2022**	**2023**	**2024**
Total number of members of the organisation:			
Number of female members:			
Number of male members:			
Number of contributors:			
Amount of membership fees per member			
Total amount of contributions received by the organisation:			
KEY ORGANISATIONAL LEADERS			
Surname and first name of the chair:			
First and last name of the secretary general :			
First and last name of the treasurer:			
Number of members comprising the Board of Directors: **-Total number** **-Gender distribution**			
Date of the General Meeting at which the current members of the Board of Directors and Executive Committee were elected:			

[20] *If different from the postal address*
[21] *The receipt must be attached to the concept note.*

Expiry date of these members' terms of office :	
Provisional date of the next General Assembly:	
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	
Employees' roles	
Total	
MAIN FIXED ASSETS	
Vehicles	
Premises	
Processing equipment	
Land	
Other	

TOTAL BUDGET OF YOUR ORGANISATION OVER THE LAST THREE YEARS			
Years	**Amount per budget item**		
	2022	**2023**	**2024**
Personnel costs (head office and field staff)			
Rental expenses (rent, water, electricity)			
Financial expenses, taxes and duties			
Training costs			
Rolling stock costs (fuel, vehicle maintenance, repair costs, etc.)			
Fair trade, organic farming and other certification costs			
Other costs (to be specified):			
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: (Name, 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 overview[22]

2.1. Topics covered by the project

-What is the context of the organisation's work (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 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. Project scope

2.2.1. Project context (maximum 2 pages)

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

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

A brief overview of the context in which the project is being carried out should be provided:

- National context (public policies, socio-economic indicators, market access, etc.);

- Context related to the project's area(s) of intervention;

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

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

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

2.2.2. 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.

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

-Direct beneficiaries

-Indirect beneficiaries

2.2.4. Detailed presentation of project activities (maximum 3 pages)

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

2.2.5. 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 (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,

-capitalising on and disseminating the project's 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 support of the EQUITE programme?

-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 (but is not mandatory).

-Will the project have multiplier effects? Do you think it could be partially replicated by others? structures/actors that your organisation?

2.3. Project implementation capacity, expertise (maximum 1 page)

-What experience does your organisation have in project management?

Project name	Project objectives	Results achieved	Project donors/funders	Project budget (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		

2.4. 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 section 2.5 of the proposed project's logical framework.

Budget (Currency)	Year 1				Year 2				Year 3[23]						
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)**	**Contribution from the applicant**	**Grant requested**
1. Human resources (HR)[24]															
1.1 Staff salaries (gross amounts including social security contributions and other related costs)[25]															
1.1.1 Coordination or technical advisor positions	Per month				Per month				Per month						
1.1.2 Administrative and / support positions	Per month				Per month				Per month						
1.3 Per diems for missions/travel (3)															
1.3.1 Abroad (project staff)	Per diem				Per diem				Per diem						

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

24 *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).*

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

1.3.2 On site (staff assigned to the project)	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	By air				By flight				By flight						
2.2. Local travel	Per month				Per month				Per month						
Subtotal Travel															
3. Equipment and supplies (4)															
3.1 Vehicle costs	Per vehicle				Per vehicle				Per vehicle						
Fuel/lubricants															
Vehicle hire															
3.2 Furniture, computer equipment															
3.3 Machinery, tools, etc.															
3.4 Spare parts/equipment for machinery, 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	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 participating in conferences/seminars																
5.6 Communication and visibility activities																

5.7 Other service costs[26] (to be specified)															
5.8 Other (to be specified).															
Subtotal Other costs, services															
6. Other															
Subtotal Other															
7. Subtotal of eligible direct costs of 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)															

2.5. Logical framework of the proposal

	Intervention logic	Objectively verifiable indicators	Sources and means of verification	Assumptions

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

General objectiv e	*What is the general objective to which the action will contribute?*	*What are the key indicators related 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 account?*
Expected results	*Results are the achievements that will enable the specific objectives to be attained.* *What are the expected results?* ***(Number the results)***	*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?*** [27]	

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

[27] *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 name[28]	

a) Account signatory details

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[29]	

DATE + Signature of account signatory/signatories:

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

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

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

4. Declaration of integrity, eligibility and environmental and social commitment

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

A: Commerce Equitable France and AVSF (**the "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 group/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, judicial settlement, 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[30] ;

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

   2.4) in professional matters, having committed serious misconduct in the last five years when entering into or performing a contract;

   2.5) failing to fulfil 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 in which 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 [31] ;

   2.8) being guilty of making false statements by providing the information required in

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[30] *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.*

[31] *In the event of such an exclusion decision, you may attach to this Declaration of Integrity 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.*

the procurement process.

3. We certify that we are not, and that none of the members of our group/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 control of the resulting contract, unless the resulting conflict has been brought to the attention of AFD and FFEM and resolved to their satisfaction;

3.3) control or be controlled by another tenderer, be placed under the control of the same company as another tenderer, receive from another tenderer or award to another tenderer, directly or indirectly, subsidies, have the same legal representative as another tenderer, maintain direct or indirect contact with another tenderer, allowing us to have and give access to the information contained in our respective tenders, 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 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, who will inform the AFD and the FFEM, any change in circumstances with regard to points 2 to 4 above.

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 mislead 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) 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 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[32] ____

On ______________________________

[32] *In the case of a consortium, enter the name of the Consortium. The person signing the bid on behalf of the Bidder shall attach to the Bid the Power of Attorney granted by the Bidder.*

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 declaration of registration with 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 based);
- 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 Farming 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 6: 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 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 the reference budget.

All invoices relating to activities financed by the grant must include all taxes.

f) Audit and evaluation

The Beneficiary authorises AVSF, Commerce Equitable France, AFD, and FFEM to carry out or commission audits and evaluations concerning the conditions under which the Project is implemented and operated.

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.
grant

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 that may be 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 under 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 security 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.