



CALL FOR PROPOSALS

UNDER THE EQUITY FACILITY (PHASE 3)

Trade Capacity Building Fund
Fair Trade certified producer organisations
1st call for projects - October 2025

GUIDELINES FOR TENDERERS



ACCÉLÉRER LA TRANSITION
ÉCOLOGIQUE ET SOCIALE
EN AFRIQUE DE L'OUEST
AVEC LE COMMERCE ÉQUITABLE



Trade Capacity Building Fund for EC Certified POs	
Title	
Max budget/project	10 000 €
Eligible countries	Côte d'Ivoire, Ghana, Togo, Bénin
Eligible courses	Cocoa, shea, fruit, cashew nuts, sesame, handicrafts, other CE certified
Application Deadline	November 25, 2025
Contacts	e.komlan@avsf.org (CC: m.barro@avsf.org ; r.koffi@avsf.org)
Donors	AFD, FFEM
Project management	AVSF, CEF

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List of abbreviations and acronyms:

- AFD: French Development Agency
- AP: Call for Projects
- ATN: National Technical Assistants (Equity Program)
- AVSF: Agronomists and Veterinarians Without Borders
- COPIL: Steering Committee
- COSEL: Selection Committee
- FFL: Fair For Life (ECOCERT Fair Trade Certification)
- FTA : Fairtrade Africa
- FFEM: French Global Environment Facility
- OP: Producers' Organization
- NGO: Non-Governmental Organization
- CEF : Commerce Equitable France
- WFTO : World Fair Trade Organization
- SPP: Symbols of Peasant Producers

1. PRESENTATION OF THE EQUITY PROGRAM¹

Since 2016, Équité has been supporting the deployment of fair trade sectors in West Africa in terms of their organizational, institutional and economic structuring as well as their capacity for agroecological innovations. The first two phases of the program have been analyzed and evaluated and present significant results that have led to a third phase. The main mission of the latter is to support the change of scale of agroecological innovations and references from the two previous phases.

The overall objective of Equité 3 is to contribute to the fight against poverty by promoting the development of fair agricultural value chains, while accelerating the agroecological transition and the professionalization of certified cooperatives. The initiative aims to improve the living conditions of producers, strengthen their resilience to the climate and economic crises, and consolidate dialogue between fair trade actors and public decision-makers. More specifically, the program intends to: (i) Transform the production methods of certified sectors in West Africa (particularly cocoa and multi-value chains); (ii) Strengthen the professionalization of certified farmers' organizations and improve dialogue with institutional actors; (iii) Improving access to markets that value organic and fair trade products; (iv) Influence public policies and stakeholder networks in producer and consumer countries; (v) Promote gender equality, inclusion of youth and vulnerable groups.

The Equity 3 programme is funded by the French Development Agency (AFD) and the French Global Environment Facility (FFEM). Its project management is co-managed by Fair Trade France (CEF) and the NGO Agronomes et Vétérinaires Sans Frontières (AVSF) for a 4-year implementation period, from May 2024 to April 2028.

The scope of the programme covers 4 countries in West Africa: Côte d'Ivoire, Ghana, Togo and Benin. All sectors that are subject to fair trade certification (cocoa, shea, fruit, cashew, handicrafts, sesame, etc.) are concerned as well as the 4 CE labels (Fairtrade, Fair for Life, WFTO, SPP).

2. PRESENTATION OF THE CALL FOR PROPOSALS

2.1 Issues

Trade relations between Fair Trade certified producer organizations (POs) in West Africa and their buyers present a contrasting panorama. In the cocoa sector, for example, the market is dominated by a few large multinational companies (e.g. Barry Callebaut, Cargill, Olam), which creates an imbalance of power that reduces the bargaining capacity of producers, putting producers at the end of the chain at a disadvantage. The volumes traded under fair trade conditions remain partial to the total certified production. A significant proportion of certified cocoa is not sold under the Fair Trade label, due to the limited capacity of the market to absorb all volumes and the strategies of buyers who prefer to segment purchases between fair trade and conventional. For example, in 2020 in Côte d'Ivoire, only about 55% of CE-certified cocoa (151,000 tons) is actually sold under the Fair Trade label out of a total

¹ Site: <http://www.programme-equite.org/>

certified production of 275,000 tons according to Fairtrade reports. Thus, cooperatives are constrained by a limited ability to sell their entire volumes to fair trade and sell the rest on less remunerative conventional markets. We also note that buyers have a preference for CE-certified cooperatives for their professionalism and their compliance with standards (traceability, workers' rights, data management, etc.) but do not pay the price by taking only part of their purchases under CE conditions. Fluctuations in world prices and competition with unregulated markets further weaken certified structures.

Despite this, other horizons are possible. The share of their cocoa production sold "under Fairtrade conditions" has increased: in Côte d'Ivoire from ~55% to ~58% between 2020-23, and in Ghana from ~9% to ~18% over the same period (2022-2023 report, FTA). This increase remained stable from 2023 to 2024, but volumes sold increased proportionally to the certified quantities produced during the same period. The buyers are mainly international traders and chocolate makers, for whom fair trade certification guarantees an ethical commitment (minimum price, collective premium, respect for rights, investment in the agroecological transition, etc.). This trend of growth in sales under fair trade certification is also observed in the other sectors and is mainly reflected in an increase in prices. For shea, for example, field-side prices in 2025 varied, with peaks of 440 FCFA/kg in Togo and Ghana, reflecting strong demand under fair trade and organic certification.

Although fair trade sales provide for a minimum purchase price and an additional premium for the producing community, POs face several constraints. In particular, the limited number of buyers who commit to buying under fair trade conditions: not all certified productions find a buyer in the long term; increased competition from other "sustainable" programmes with a lower selling price than EC conditions makes Fair Trade POs less competitive in the market; The low addition of local value (insufficient processing) and access to international markets that is highly dependent on buyer chains are also obstacles.

These challenges are all the more pronounced for certain categories of people, including women, youth and vulnerable groups, who face persistent barriers in accessing remunerative markets and remain under-represented in cooperative governance bodies. In an approach aimed at gender equality and equity, it is a question of integrating these actors to ensure that they are taken into account in access to information on the value chain market. Their active inclusion is a fundamental condition for a sustainable and fair transformation of agricultural value chains to ensure fair trade that benefits all.

However, there are opportunities that are still poorly exploited, such as the increase in direct producer-buyer partnerships, with a stronger involvement of POs in the sale rather than through the traditional intermediary. This could increase the volumes sold on a fair basis. The intra-African market represents a still little-exploited avenue for Fair Trade certified POs, which are traditionally oriented towards exporting to Europe; better diversification of clients could allow POs to access new markets and thus increase their trading volume under fair conditions.

2.2 Objectives of the call for projects

This first call for proposals for the "**Commercial Capacity Building of Fair Trade Certified Producer Organisations**" fund aims to support cooperatives in their search for fair trade market opportunities by facilitating their participation in trade prospecting events and activities to promote their products in the Fair Trade Circuits.

The producer organizations whose projects are selected will benefit from technical support provided by the Equité program, through its team based in West Africa and France. They will also be supported and coached by a specialized service provider recruited by the program to strengthen their capacities and facilitate the implementation of activities.

The objective of this technical support is to support POs in the organization of their sales tours as well as the development of their contracts with potential customers. The support also aims to strengthen the commercial integration of POs on European markets, mainly for cocoa and fresh and processed fruit, by enhancing the value of their products and facilitating the conclusion of balanced and sustainable commercial contracts. Market studies will also be carried out by the service provider to allow a better understanding of the market.

The support of the service provider will be adapted to the organisation and commercial experience of the POs: the more experienced POs will benefit from support in deepening commercial relationships and diversifying markets and exploring new prospects, while the more recent POs will be accompanied in logistical preparation, presentations and initial exchanges with potential buyers. This support includes coordinating agendas, supporting business meetings if desired, and monitoring and evaluating the results of sales tours.

2.3 Amount of the financial envelope made available

The total amount allocated under this call for projects is **150,000 euros** (one hundred and fifty thousand euros) or **98,393,400 CFA francs** (ninety-eight million three hundred and ninety-three thousand four hundred CFA francs).

2.4 Amount of projects financed by cooperatives and eligible costs

The submitting organizations will have to present provisional budgets, which will include among the resources a subsidy from the strengthening fund of a maximum amount **of 10,000 euros** (Ten thousand euros) or **6,559,560 CFA francs** (Six million five hundred and fifty-nine thousand five hundred and sixty CFA francs).

Co-financing (the organisation's own resources or the promotion of in-kind contributions: volunteering, collective work, etc.) or any other funding is encouraged but **not compulsory**.

Eligible expenses are as follows:

- Participation fees for promotional events (registration fees, entrance tickets, booth rentals, etc.)
- Transportation costs strictly related to the event in question
- Accommodation and catering costs strictly relating to the event in question
- The costs of manufacturing communication media for commercial purposes (mock-up, printing, etc.).

2.5 Eligible Countries

Eligible countries are **Côte d'Ivoire, Ghana, Togo and Benin.**

2.6 Eligible courses

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

- **Cocoa**
- **Shea**
- **Fruit**
- **Cashew**
- **Sesame**
- **Handicraft**

And all other sectors subject to fair trade certification.

2.7 Types of eligible actions

The actions that can be financed within the framework of this call must imperatively contribute to the participation of representatives of producer organisations in an event allowing the meeting of potential fair trade buyers:

- The search for commercial opportunities;
- The analyses necessary for the positioning of fair trade certified products;
- The preparation, organization and implementation of the participation of PO representatives in trade fairs and their commercial tours with current or potential customers;
- The necessary equipment and logistics for the participation and increased visibility of POs and/or their products at European trade fairs;
- Participation of PO representatives in trade fairs, workshops, conferences, etc. with a commercial dimension (**in which fair trade buyers also participate**);
- Exhibition by the representatives of a PO of their products in the context of a similar event (fairs, workshops, etc.).

To which the following may be associated:

- A commercial prospecting trip by the managers of a PO to **potential buyers of its fair trade products**
- **The inclusion of women, young people and vulnerable people in the above-mentioned actions**

The following expenses are also eligible: Development of commercial communication media² to present the available product offer: banners, kakemonos, flyers, posters, online catalogue, etc.

All activities submitted in the application must be completed **by 31 March 2026.**

² Electronic media such as websites are not eligible.

2.8 Eligible project leaders: who can submit a project?

Project proposals can only be sent by Producer **or Artisan Organisations (POs³)**:

- Involved in the Fair Trade sectors and the countries targeted by the programme (see § 2.3);
- Have at least two years of legal existence and are able to attest to their legal status;
- **Certified by the following fair trade labels:** Fairtrade, Fair for Life, World Fair Trade Organization (WFTO), SPP (Symbol of Peasant Producers) or Biopartenaire;
- Promoting gender equality and social inclusion in its actions: for example, the choice of participants in commercial events. POs offering two (02) people are strongly encouraged to choose a man and a woman.

These POs can be first- or second-tier producer organisations.

3. HOW TO APPLY

3.1 Application Submission and Timeline

The application must be submitted according to the framework described in Appendix 1 of this call. It must be sent to the Equity Program Manager by email at e.komlan@avsf.org (with m.barro@avsf.org and r.koffi@avsf.org in copy) **no later than November 25, 2025**.

The subject line of the message should be worded as follows: "PA Equity / Trade Capacity Building / [Name of Requesting Organization] / [Country of Domicile]".

3.2 Conditions to be met by bidders

Project leaders are asked to:

- Submit their application in French for bidders located in Côte d'Ivoire, Togo and Benin, and in English for those located in Ghana;
- To present their applications as carefully and clearly as possible in order to facilitate their evaluation, **to be precise and to provide sufficient detail** ;
- To present their provisional budgets in CFA francs (CFA francs) for bidders located in Côte d'Ivoire, Togo and Benin, and in Ghanaian cedi (GHS) for those located in Ghana;
- To number and initial all the pages of the application file;
- To respect the proposed outline (in Appendix 1 of this call) and to follow the order mentioned under each of the parts in the frameworks;
- Not to write the application by hand;

³ which may cover different legal forms recognised according to the legislation in force in the country in which the organisation is located.

- A single project leader will be able to submit only one project to this call for projects.

4. PROJECT SELECTION PROCEDURES

All requests received will be centralized by the head of the AVSF Equity program and his deputy and then communicated to Commerce Equitable France.

The evaluation and selection of applications will be carried out by a small Selection Committee (COSEL) composed of representatives of the AVSF and CEF Equity Program.

All applicants will be notified of the decision on their application **by December 31, 2025.**

The analysis and selection of projects carried out by COSEL will be subject to the Notice of No Objection (ANO) of the AFD and the FFEM.

5. TERMS AND CONDITIONS OF FUNDING AND DISBURSEMENT OF FUNDS

Once the applications have been selected, the Equity programme will draw up financing agreements with each of the selected project leaders (from which additional administrative documents may be requested).

Funding from the Equity Program will be equal to the amount of the grant awarded to recipients.

The project leader will benefit from the payment of the funding granted in two (2) distinct tranches:

- 1st instalment: A payment corresponding to 70% of the amount granted will be made following the signing of the agreement.
- 2nd instalment: A payment corresponding to the balance spent on the Equity grant (maximum 30% of the amount awarded) will be made on presentation by the beneficiary PO:
 - Two financial reports including all expenses made from the two instalments paid.
 - Scans of all invoices and receipts for expenses made from the two instalments paid;
 - **A report** indicating the terms and conditions of participation (photos⁴, names of participants) in the activities and results obtained, including:
 - Description of the activities carried out;
 - Contact details **of all business partners' contacts** (name, email, telephone at least) met and **conclusions of discussions**;
 - Clarification of the commitments and commercial contracts obtained;
 - Presentation of the communication media established;
 - Lessons learned from the mission (in terms of prospecting, packaging and product quality, presentation and negotiation skills of producers;
 - **A follow-up plan for the contacts established** in order to finalize commercial contracts.

⁴ If a stand rental is provided for in the activities, two photos of the said stand must be presented in the report.

ANNEX 1

Application Package Outline

All the information requested in this file must be completed by the bidder in order for his application to be considered valid.
All pages of the file must be initialled and scanned by the person in charge of the organisation.

1. Summary information on the submitting organization and the project:

Bidder	
Name of Submitting Organization	
Acronym	
Nationality	
Legal status	
Telephone number	
Organization Email Address	
Website of the organization (if existing)	
Registered office location (full address)	
Creation date:	
References for declaration to the prefecture:	N°:.....date:.....dept :.....
Date of publication in the Official Journal	
Number of members (disaggregated by sex):	
Purpose of the organization:	
Area(s) of intervention:	
Sector(s) of intervention / sectors concerned:	

Project	
Title of the project that is the subject of this application	
Contact person(s) for this project: (name, position within the PO, telephone and e-mail address)	
Action Locations (Country, Region(s), City(s))	
Relevant sector	
Total Project Cost	
Contribution requested through the Trade Capacity Building Fund	
Other contributions (self-financing, other possible partners, etc.)	
Targeted commercial event (name of the Fair, Exhibition or event)	
Expected period for the completion of activities	

For each Fair Trade certified product of the organization:

Name of the product(s)⁵

Product 1:

Names of buyers in Fair Trade only, fair trade and organic, organic only and conventional:

Name of the certifying bodies for each product and certification (Fair Trade and Organic):

Total volume marketed in tonnes:	2023	2024	2025
Fair only			
Fair Trade and Organic			
Organic only			
Conventional			
TOTAL			

Product 2:

Names of buyers in Fair Trade only, fair trade and organic, organic only and conventional:

Name of the certifying bodies for each product and certification (Fair Trade and Organic):

Total volume marketed in tonnes:	2023	2024	2025
Fair only			
Fair Trade and Organic			
Organic only			
Conventional			
TOTAL			

Product 3:

Names of buyers in Fair Trade only, fair trade and organic, organic only and conventional:

⁵ Thank you for making as many paintings as products sold.

Name of the certifying bodies for each product and certification (Fair Trade and Organic):

Total volume marketed in tonnes:	2023	2024	2025
Fair only			
Fair Trade and Organic			
Organic only			
Conventional			
TOTAL			

Surname, first names, position **and signature** of the person applying for and entitled to apply for co-financing for the organisation (**stamp of the organisation**):

2. Key Managers of the Submitting Organization

FUNCTION	Last name / first name:	Telephone and Email Details:
PRESIDENT-E		
SECRETARY-GENERAL		
TREASURER - E		
DIRECTOR (if applicable)		
CONTACT PERMANENT		

3. Presentation of activities

3.1. Objectives: (1 page maximum)

3.1.1. What are the **needs** of your organisation that this project seeks to meet in terms of developing trade opportunities and access to fair trade markets ?

3.1.2. What are **the objectives** of the project to develop trade opportunities and access to fair trade markets that you are submitting to this call for projects?

3.1.3 What are **the expected results** of the project on the development of trade opportunities and access to fair trade markets that you are submitting to this call for projects?

3.2. Description of activities (maximum 3 pages)

3.2.1. Presentation of the planned activity or event in which you plan to participate, (mentioning the corresponding internet links) and the opportunities it presents in terms of developing your organisation's business opportunities

3.2.2. What are the main activities planned and their implementation periods?

For projects focused on participation in commercial events, it should be clearly explained whether your organization plans to exhibit its products on a stand (the cost of renting the stand should be very clearly stated in the budget) or if it plans to participate in a simple event.

Your organisation should mention in its proposal whether it has already taken part in these events(es) in the past, specifying the results achieved, the contacts made and the concrete results that have resulted.

A description of the communication media envisaged must be produced for each of them. The quantity of units planned for each type of media must be mentioned and must be clearly transcribed in the budget. The target audience for each type of media must also be indicated (general public, buyers, consumers, etc.).

The commercial event (or events) in which you have decided to participate must be clearly specified (with the internet link of the event if possible). The reasons for choosing this event and the opportunities (on a commercial level) it represents for your organization should be explained.

3.2.3. Which people in your organisation will be directly involved in the implementation of the activities⁶ (Name and Functions performed within your organisation, disaggregated by gender)?

For projects focused on participation in commercial events, it is requested here to indicate very clearly the number of people who are participating in the event, their full names, the gender of the person, their respective functions within your organization and the reasons why they were chosen to participate in the targeted event. It is also requested to specify the role of each person during the event.

3.2.4 Deliverables at the end of the project:

Describe here the various reports and documents that will have been produced at the end of the project (mission report, feedback meeting to the members of the cooperative, documents for the commercial promotion of the cooperative's products, etc.)

3.2.5 Timetable

Describe the schedule for the completion of activities (if possible tasks) in a table format. Don't hesitate to break down the activities into tasks in order to have a better readability on the deadlines.

⁶ Including participants in trade promotion events (fairs, workshops, etc.).

4. Project Costs and Financing⁷

4.1. Estimated total project amount:

The provisional budget (see § 4.3.) must explicitly indicate the nature of the expenses (plane tickets, stand rental, accommodation and catering costs, visa costs, local travel expenses, printing costs of commercial documents) as well as the number of people eligible for these expenses.

4.2. Funding

* Amount of the grant requested from the Equity program:

* Applicant's contribution (if co-funded, but not mandatory):

⁷ All amounts must be mentioned in the currency of the country as indicated in §. 3.3 of this appeal

4.3. Detailed budget⁸ (using the table below and **adding as many lines as necessary**):

REMINDER OF THE CURRENCY:

COSTS					COST ALLOCATION	
Expenditure wording (TTC Amounts)	Unit	Qty	Unit Cost	Total	EÉQUITÉ "Trade Capacity Building" Fund	Contribution of the applicant organization (if any)
1. Detailed event participation fee (registration, booth rental ⁹ , etc.)						
2. Detailed transportation costs ¹⁰ (specifying all destinations)						
3. Detailed accommodation and food expenses ¹¹						
4. Detailed costs for the production of communication media (layout, printing) ¹²						
5. Other Fees ¹³						
6. Subtotal eligible direct costs of the Action (1 to 6)						
7. Provision for contingencies (maximum 3%)						
TOTAL DES COUTS ELIGIBLES						

⁸ **The level of detail of the budget and its clarity will be among the important criteria for the selection of applications** (the number of budget lines per heading is not limited).

⁹ Booth rental fees must be itemized.

¹⁰ These costs will be broken down according to the different destinations planned in the activities to be carried out and according to the means of transport (taxi, bus, train, plane, etc.).

¹¹ The costs of accommodation and catering will be well separated.

¹² It is requested to present a budget line for each type of promotional material as presented in the "Description of activities" section

¹³ Each line should make it possible to understand the precise nature of these other costs.

5. Banking Information Sheet

Account Name ¹⁴	
----------------------------	--

a) Contact at the bank

Contact	
Function	
Address	
Town	
Code postal	
Country	
Tel.	
Mobile phone	
FAX	
Email	

b) Bank

Bank Name	
Address	
Town	
Code postal	
Country	

c) Account

Account number	
IBAN ¹⁵	
Remarks:	

DATE + Signature of the account holder:

¹⁴ The name or title under which the account was opened and not the name of the authorized agent

¹⁵ If the IBAN (International Bank Account Number) is applied in the country where your bank is placed.

APPENDIX 2 – Project Analysis Grid

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

NB: a minimum score of 70/100 is required to be preselected

TOPICS	Score maximum
1. Justification of the project in terms of outlets	10
1.1. Clear identification of business needs	5
1.2. Clarification of sales issues related to customer identification	5
2. Type of event	20
2.1. Relevance of the selected event to the objectives of the mission	10
2.2. Possibility of carrying out B2B actions	5
2.3. Main products marketed <i>(Relevance of the event in relation to the range of products marketed by the PO)</i>	5
3. Emphasis on the mission preparation phase	35
3.1. Knowledge of the event by the project leader <i>(the choice of a fair based on a simple and unique visit to the website of the said fair for example seems too fair)</i>	10
3.2. Meeting program <i>(existence of a program to meet potential customers and/or partners before or during the event)</i>	5
3.3. Planned communication media	5
3.4. Carrying out samples	3
3.5. Clarification of planned activities beyond the mere presentation of the commercial event in question	12
4. Profile of participants	20
4.1. Relevance of the choice of participants <i>(mastery of production conditions, transformation process and having experience or, failing that, training in negotiation and commercial prospecting)</i> Gender sensitivity and inclusiveness in the choice of participants	10
4.2. Clear definition of the roles of each participant	10
5. Overall consistency	15
5.1. Realism of the budget <i>(e.g. hotel costs, planned perdiems, transport (flights), etc.)</i>	5
5.2. Clarity of the project	5
5.3. Planned follow-up after participation in the event	5
TOTAL	100

APPENDIX 3 - Administrative Record

The complete administrative file must be sent electronically in the form of scanned files to the Administrative and Financial Officer (RAF) at the address S.Koffi@avsf.org (w.koffi@avsf.org in copy) before the signature of the grant contract by the organization whose detailed project proposal has been accepted:

- Copy of the articles of association certified as true to the original;
- Copy of the declaration of registration 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 organization is located);
- Dated list of the governing bodies, and their contact details, on which appears the date of the last elections, as well as the names of the members;
- Organizational chart dated and signed by the manager;
- The last minutes of the General Assembly (GA) or at least the agenda of the last AGM and the main resolutions, as well as any document demonstrating the activities undertaken and carried out and a proven associative life;
- **Documents issued by the labels attesting to fair trade certification and possibly up-to-date organic farming.**
- Balance sheets and operating accounts for the last two (02) financial years (with appendices and explanatory notes), validated by the General Assembly, highlighting the origin (public or private) of financial resources.

ANNEX 4 - Key Commitments of the Recipient in the Implementation of the Project

I. RECIPIENT COMMITMENTS

The Beneficiary undertakes to:

a) Legal existence

The Beneficiary undertakes to maintain its legal existence, its general activity, its registered office, its corporate purpose and its activity. Any modification relating to it is made with the prior agreement of AVSF with regard to disputes that may arise.

b) Permissions

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

c) Project Documents

The Beneficiary undertakes to submit any changes to the project documents for information to AVSF and to request AVSF's agreement prior to any substantial changes to the project documents.

d) Compliance with the law

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

More specifically, the Beneficiary undertakes to carry out, or to have carried out, all the applicable formalities with regard to the regulations in force at the expense of the employer concerning labour law, social security, tax obligations and insurance.

e) Use of grant funds

The Beneficiary undertakes to use all the funds of the grant for the purpose of financing the Project, in accordance with the specified Project Description and the reference budget.

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

f) Audit and evaluation

The Beneficiary authorises AVSF or Fair Trade France or AFD and FFEM to carry out or have carried out audit and evaluation missions with regard to the conditions of implementation and operation of the Project.

To this end, the Beneficiary undertakes to host these missions, the periodicity and conditions of which will be carried out, on the basis of documents 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 the financing of terrorism).

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

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

h) Lawful origin of funds

The Beneficiary ensures that i) its own funds ii) all the funds invested in the Project are not of illicit origin under the law 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, organized criminal activities or the financing of terrorism without this list being exhaustive.

In all cases, the Beneficiary undertakes to notify AVSF without delay if it becomes aware of information that raises suspicions about the illicit nature of the said funds.

i) Absence of acts of corruption

The Beneficiary undertakes to ensure that the Project does not give rise to any act of corruption.

j) Environmental and social responsibility

In order to promote sustainable development, the Parties agree that it is necessary to encourage compliance with internationally recognised environmental and social standards, including the fundamental conventions of the International Labour Organisation (ILO) and the international conventions for the protection of the environment.

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

k) Insurance

The Recipient takes out an insurance policy for property acquired or constructed through the Grant Agreement.

The Beneficiary will take out insurance covering all risks related to the execution of the Project.

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

The Beneficiary undertakes to delegate to AVSF, if the latter so requests, the insurance indemnities taken out by the Beneficiary or on behalf of the Beneficiary by the companies contributing to the realization of the Project.

l) Responsibility

The Beneficiary undertakes that its staff will intervene under its responsibility, its supervision, its legal and hierarchical responsibility. It will be under the sole authority of the Beneficiary and will be responsible for its activity exclusively and directly to the latter.

AVSF cannot under any circumstances or in any way be held liable for damage caused to the

Beneficiary's staff or property during the implementation or following the Project/Programme. Consequently, no claim for compensation or increase in remuneration shall be admitted on these grounds by the Contracting Authority.

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

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

m) 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 PROCUREMENT OF THE PROJECT

For the award and award of contracts relating to the implementation of the Project, the Beneficiary undertakes to respect and implement the stipulations of the AFD Procurement Guidelines.

Appendix 5: Statement of Integrity, Eligibility and Environmental and Social Commitment

Project title:(the "Marketplace")

A: Fair Trade 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 Client's projects on their own terms which are determined by the Financing Agreement that binds them to the Client. Consequently, there can be no legal link between AFD, FFEM and our company, our group 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 are, in any of the following cases:

2.1) be in a state of or have been the subject of bankruptcy, liquidation, judicial settlement, safeguard, cessation of activity or be in any similar situation resulting from proceedings of the same nature;

2.2) have been convicted within the last five years by a judgment having the force of res judicata in the country where the Project is carried out for one of the acts referred to in Articles 6.1 to 6.4 below or for any offence committed in the context of the award or performance of a contract¹⁶;

¹⁶ In the event of such a conviction, you can attach to this Declaration of Integrity additional information that will allow you to consider that this conviction is not relevant in the context of the contract financed by AFD.

2.3) be included in 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 professional matters, having committed serious misconduct in the last five years in connection with the award or performance of a contract;

2.5) have not 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 in which we are established or those of the country of the Employer;

2.6) have been convicted for less than five years by a judgment having the force of res judicata for one of the acts referred to in Articles 6.1 to 6.4 below or for any offence committed in the context of the award or performance of a contract financed by AFD and/or FFEM;

(2.7) be subject to an exclusion decision issued by the World Bank, as of 30 May 2012, and as such be included in the list published at the e-mail address <http://www.worldbank.org/debarr>¹⁷;

2.8) made false statements by providing the information required in 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 are, in any of the following situations of conflict of interest:

3.1) shareholder controlling the Contracting Authority or subsidiary controlled by the Contracting Authority, unless the resulting conflict has been brought to the attention of AFD and the FFEM and resolved to its satisfaction;

3.2) have business or family relations with a member of the Client'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 its satisfaction;

3.3) control or be controlled by another bidder, be 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, directly or indirectly maintain contacts with another bidder allowing us to have and give access to the information contained in our bids to influence them, or to influence the decisions of the Contracting Authority;

3.4) be engaged for a consulting assignment which, by its nature, may prove incompatible with our missions on behalf of the Client;

(3.5) in the case of a procedure for the award of a works or supply contract,

- i. Have prepared ourselves or have been associated with a consultant who has prepared specifications, plans, calculations and other documents used in the relevant competitive bidding process;
- ii. Be ourselves, or one of the firms with which we are affiliated, recruited, or to be recruited, by the Employer to supervise or control the works in connection with the Contract.

¹⁷ In the event of such an exclusion decision, you may attach to this Declaration of Integrity additional information that will allow you to consider that this exclusion decision is not relevant in the context of the contract financed by AFD.

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 according to the rules of commercial law.
5. We undertake to communicate without delay to the Contracting Authority, who will inform the AFD and the FFEM, of any change in situation 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 tactic (act or omission) intended to deliberately deceive others, to intentionally conceal elements from them, to surprise or vitiate their consent or to circumvent legal or regulatory obligations and/or to violate its internal rules in order to obtain an improper benefit.

6.2) We have not committed and will not commit any unfair practice (act or omission) contrary to our legal or regulatory obligations and/or internal rules in order to obtain an improper benefit.

6.3) We have not promised, offered or granted and we will not promise, offer or grant, directly or indirectly, to (i) any person holding a legislative, executive, administrative or judicial office within any of the Employer's States, whether appointed or elected, on a permanent or unofficial basis, whether paid or unpaid and at any hierarchical level, (ii) any other person who performs a public function, including for a public body or a public enterprise, or who provides a public service, or (iii) any other person defined as a public official in one of the States of the Employer, an undue advantage of any kind, for himself or for another person or entity, to do or refrain from doing any act in the performance of his official duties.

6.4) We have not promised, offered or granted and we will not promise, offer or grant, directly or indirectly, to any person who runs or works for a private sector entity, in any capacity, any undue advantage in kind, for himself or for any other person or entity, so that he or she performs or refrains from performing an act in violation of his or her 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 Contracting Owner and, in particular, any anticompetitive practice having as its object or effect the prevention, restriction or distortion of competition, in particular by tending to limit access to the Market or the free exercise of competition by other companies.

6.6) We, or any of the members of our group, or any of the subcontractors will not acquire or supply equipment and will not intervene in sectors embargoed by the United Nations, the European Union or France.

6.7) We undertake to respect and ensure that all our subcontractors comply with the environmental and social standards recognized by the international community, including the fundamental conventions of the International Labour Organization (ILO) and the international conventions for the protection of the environment, in accordance with the laws and regulations applicable to the country in which the Contract is performed. In addition, we are also committed to implementing 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 Employer.

7. We, the members of our consortium and our subcontractors authorise AFD and FFEM to examine the documents and accounting documents relating to the award and performance of the Contract and to submit them for verification to auditors appointed by AFD and FFEM.

Name:_____ As a _____

Signature _____

Duly authorized to sign the tender for and on behalf of¹⁸ _____

As of _____

¹⁸ In the case of a grouping, enter the name of the group. The person signing the bid on behalf of the Bidder will attach to the Bid the Power of Attorney granted by the Bidder.