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Département Agriculture, Environnement et Ressources en Eau

Department of Agriculture, Environment and Water Resources

**ARAA / RAAF**

Agence Régionale pour l'Agriculture et l'Alimentation

Regional Agency for Agriculture and Food

# Support Project to the Agro-ecological Transition in West Africa

*Appel à proposition dans le cadre du  
Projet d'Appui à la Transition  
Agroécologique en Afrique de  
l'Ouest (PATAE)*

*Appui Financier*



*Appui Technique*



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**ACRONYMS**

- AFD: French Development Agency**
- APP: Call for Project Proposals**
- AG: General Assembly**
- ANO: No Objection Notice**
- ARAA: Regional Agency for Agriculture and Food**
- CA: Board of Directors**
- ECOWAS: Economic Community of West African States**
- CILSS: Permanent Inter-State Committee for Drought Control in the Sahel**
- CUMA: Cooperative of Use of Agricultural Equipment**
- DAP: Call for Proposals for Projects**
- SWAC: Club Sahel and West Africa**
- OECD: Organization for Economic Cooperation and Development**
- NGO: Non-Governmental Organization**
- OPA: Agricultural Professional Organization**
- PATAE: Support Project for Agro ecological Transition in West Africa**
- PDF: Portable Document Format**
- PNIASA: National Agricultural Investment and Food Security Plans**
- PRIASA: Regional Plan for Agricultural Investment and Food Security**
- AWPB: Annual Work Plan and Budget**
- TTC: All taxes included**
- UCP: Project Coordination Unit**

## I. BACKGROUND

The Economic Community of West African States (ECOWAS) implements its Regional Agricultural Policy (ECOWAP) through a Regional Plan for Agricultural Investment, Food Security and Nutrition (PRIASAN) and National Plans for Agricultural Investment, Food Security and Nutrition (PNIASAN) in its 15 Member States. ECOWAP is part of a perspective of food sovereignty in the region, seeking to cover the essential food needs of a population expected to double over the next 25 years (290 million inhabitants in 2008, more than 500 million in 2030). ECOWAS is acquiring means and technical as well as financial partnerships to carry it out through the Regional Agency for Agriculture and Food (RAAF). With the financial support of the French Development Agency (FDA), ECOWAS aims in particular to support national, regional and international actors in achieving innovative projects for the agro ecological transition in West Africa with the aim to capitalize on these experiences and contribute to scaling up at national and regional level.

Agroecology is a concept recently mobilized in sub-Saharan Africa. In this paper, the concepts of agro ecological transition and agro ecological practice will be used. Support for agro ecological transition involves supporting producers to change their production systems by optimizing mobilization of ecological processes offered by nature (biomass recycling, nitrogen fixation by legumes, mobilizing crop auxiliaries, etc.), reducing the use of synthetic inputs while seeking to use them more efficiently. Agroecology consists in the ecological and sustainable intensification of agricultural production, with emphasis on priorities for increasing land and labor productivity and improving family farm incomes.

The Agro ecological Transition Support Project in West Africa (PATAE) aims to help combat the poverty of vulnerable populations, improve food and nutrition security, and strengthen the resilience of family farms to the effects of climate change (more severe hazards, etc.) and their consequences. The project aims to support the emergence, adoption and dissemination of ecologically intensive and sustainable farming practices in family farms and village land management practices, as well as the management and organization methods promoting this adoption.

ECOWAS obtained from AFD a total amount of four million six hundred thousand € (4,600,000) for funding a number of projects to be implemented in five countries (Burkina Faso, Côte d'Ivoire, Mali, Senegal, and Togo over a period specified in the "Special Conditions" section. The minimum and maximum amounts of grants awarded by ECOWAS under this Call for Project Proposals are also specified in the "Special Conditions" section.

The selection of project proposals will be carried out by RAAF initially on the basis of a concept note presented in the form in Annex A, and secondly on the basis of a detailed proposal (see model in Annex B)

for tenderers whose concept notes have been selected, along with a detailed budget (Annex C), the proposed logical framework (Annex D), and various other administrative documents (Annexes E to K).

Only those tenderers who have been selected following the evaluation of their Concept Notes will be required to submit a complete project proposal file.

Tenderers whose detailed proposals have been selected could then be invited, if necessary, to finalize, within a period of three (03) weeks from the notification of the selection results, their project document, incorporating the possible recommendations suggested by the RAAF, for quality optimization purposes, before the signature of the financing agreements.

Grant contracts will then be signed by ECOWAS (RAAF) and project leaders.

The Project Tenders Proposal File (PPF) is available on the following websites:

- \* ECOWAS website: [www.ecowas.int](http://www.ecowas.int)
- \* Website of the Rural Hub: [www.hubrural.org](http://www.hubrural.org)
- \* CILSS website: [www.cilss.bf](http://www.cilss.bf)
- \* SWAC / OECD website: [www.food-security.net](http://www.food-security.net)
- \* RAAF website: <http://www.RAAF.org/>
- \* AFD dgMarket website: <https://afd.dgmarket.com/>
- \* Sites of the Ministries in charge of Agriculture of the five countries covered by the PATAE

Proposals will be written in French or English. The publication of the call for projects proposals is done in French and in English. The publication notice is also available in Portuguese.

The project concept note (Annex A "Project Concept Note Form") along with the listed administrative documents, must be submitted electronically in PDF format to the e-mail address below.

A: [appels@raaf.org](mailto:appels@raaf.org)

SUBJECT: RAAF / 18 / AP6 - [PROJECT CARRIER] - NS

The deadline for submitting concept notes is 13 August 2018 at 12:00 HRS Lomé time. Tenderers are strongly advised to respect the nomenclature of the message subject.

Any concept note received after the date and time indicated above will be rejected.

For operators whose concept notes have been selected, the detailed project proposals in Annex B "Detailed Proposal Form" and the requested annexes (including the complete administrative file in Annexes E to K) should be sent in PDF format, at the email address below:

[appels@raaf.org](mailto:appels@raaf.org)

SUBJECT: RAAF / 18 / AP6 - [PROJECT CARRIER] - PD

Any detailed proposal in PDF format received after the date and time indicated to the preselected project holders at the point note stage will be rejected.

The deadline for the submission of detailed proposals will be indicated at the time of notification of results of the concept notes selection.

Only tenderers whose detailed project proposals were selected will have to send printed project and administrative documents required before agreement. Transmission will be done by post or by messenger clerk. A CD-ROM or a USB key containing the electronic version of the documents sent must be attached to the paper copy.

Requests for information may be sent, by e-mail only, to RAAF up to 15 days before the closing date of the call for proposals concept notes at the following FAQs address: [faq@raaf.org](mailto:faq@raaf.org).

SUBJECT: [CALL FOR PROPOSALS] - Request for information

Beyond this time, no more questions will be answered.

All questions and answers provided by RAAF will be available within 08 days before the closing date of the call for concept notes proposals on the RAAF website:

<http://raaf.org/fr/call-for-proposals>

This site will be updated regularly and bidders are encouraged to visit.

Funding agreements will be signed by RAAF on behalf of ECOWAS and the lead organization of the selected project.

## II. TERMS AND CONDITIONS

### *II.1 General clauses*

The call for proposals for projects aims to finance projects carried by development operators whose status is specified in the section "Special conditions".

Bidders shall:

- o demonstrate their ability to implement large-scale projects;
- o have experience in implementing partnership development projects;
- o have prior experience among the various eligible activities of this Call for Proposals and the activities considered in their proposals.

The types of actors invited to be established as consortia are specified in the "Special Conditions" section.

The target of actions proposed is specified in the "Special Conditions" section.

## *II.2 Operating mode*

ECOWAS co-finances the completion of projects designed and defined by consortia of actors mobilizing complementary functions and competences, for a duration specified in the "Special conditions" section. International or regional organizations submitting a proposal will have to work in partnership with other national or local organizations, in order to meet the requirement of local anchoring, and to enable local capacity building.

Projects will necessarily be designed, defined and implemented in agreement with the relevant local public institutions and their partners.

The maximum ECOWAS grant share of the total project budget is specified in the "Special Conditions" section of the Call for Project Proposals, as well as the documents that must be included in the administrative file as guarantee for such co-financing.

The different forms of co-financing possible are specified in the "Special conditions" section of the call for project proposals.

ECOWAS participation will only cover eligible costs. Eligible and ineligible costs are described in the "Special Conditions" section of the call for project proposals.

Financing of operations of the selected projects will be done in three (3) instalments, the proportions of which are specified in the "Special conditions" section. Bidders will bear all costs associated with the preparation and transmission of their bids and RAAF will not be responsible or liable for these costs.

**Expenses covered by ECOWAS will only be eligible from the date of signature of the grant agreement between ECOWAS and the project leader.**

## *II.3 Presentation of proposals*

There will be only one call for project proposals, unless it proves to be unsuccessful, the aim being to select the best proposals and to have the necessary time for the operators selected to intervene in the field and that actions can generate measurable effects and fuel capitalization exercises.

The tenderer is required to check and compile the checklist in Annex I before sending the documentation to RAAF. The checklist is an integral part of the documentation to be submitted to RAAF. Each page of the detailed proposal and the corresponding checklist must be initialed.

The selection of proposals will be carried out by RAAF on the basis of:

- A **concept note** with a set of administrative documents (see Annex A); and, for operators whose concept notes have been selected,
- A **detailed proposal** accompanied by a series of administrative documents (see Appendix B).

The tenderer will also be required to submit a complete administrative file before the contract is signed (refer to the list of administrative documents in Annex K).

The proposals will be written in French or English and the evaluation results'publication tables in French and English.

Submission of the concept note and detailed project proposal will be done electronically.

## *II.4 Audit, reporting, valuation and capitalization*

RAAF reserves the right to carry out audits on each grant instalment, and evaluations (ex-ante, mid-term, ex-post) of co-financed actions, on own funds or on specific financing, as from the signing of the contract and throughout the period of implementation of the project.

Periodic technical and financial reports on activities implemented under the Project should be forwarded to RAAF for the follow-up of technical and financial implementation, and formal verification before disbursement of the following grant instalments, on the basis of an audit report by an audit firm selected by RAAF and whose services will be funded by PATAE. The reporting procedures are specified in the "Special Conditions" section of the call for proposals.

#### ***II.5 Contract currency and currency of payment***

Tenderers must draw up their proposal in Euros, the currency of the grant contract. **The budget must be established inclusive of all taxes, firm and non-revisable, on the understanding that any taxes and customs duties contained in the budget may be covered by the grant (provided that the amount of equipment / supplies purchased under the project does not exceed 35% of the amount of the grant awarded).**

#### ***II.6 Conditions of the call for proposals for projects***

By the very fact of submitting their proposals, the bidders are deemed to:

- have read the terms and conditions of the Call for Project Proposals described herein and agreed to them;
- have a perfect knowledge of the nature and scope of the actions to be carried out, of the local working conditions as well as all the obligations that these actions entail;
- have read the general and specific conditions (Sections II and III) of the call for project proposals.

#### ***II.7 Opening of proposals and selection committee***

Opening and selection of proposals will be done in Lomé, at the RAAF headquarters, by a Selection Committee. They will take place on the deadline date of the call for project proposals.

#### ***II.8 Determination of proposals conformity***

Bidders whose proposals have not been found administratively compliant (in terms of the list of documents constituting the tender dossier) will be informed by RAAF. They will then be notified and the missing documents may be transmitted, in electronic version, within five (5) days from the date of communication from RAAF. For the detailed proposals, tenderers must send the paper version of the documents before the grant contract is signed.

The Selection Committee may eliminate proposals from tenderers that do not demonstrate in their proposals the human and financial capacity to implement a project in the country concerned.

#### ***II.9 Evaluation and ranking of proposals***

The Proposals Selection Committee will evaluate the proposals that have been found compliant with the provisions. It will then compare the scores between the evaluators of the same proposals and proceed to a general ranking of the proposals. The evaluation criteria, scoring and ranking procedures are specified in the "Special Conditions" section.



#### ***II.10 RAAF's right to reject proposals and cancel the call for project proposals***

RAAF reserves the right to reject any proposal, to cancel the project proposals call procedure, as long as ECOWAS has not awarded the grants, without incurring any liability towards the bidders concerned, and without having to inform them of the reasons why the call for proposals for projects has been canceled, or their proposals rejected.

#### ***II.11 Improvement of technical and financial files***

After selecting the detailed proposals, RAAF will send to the tenderers provisionally retained recommendations and suggestions to improve and finalize the operational contents of their files.

#### ***II.12 Confidentiality of the project selection process***

No information relating to the review, evaluation, comparison of evaluators' ratings of project proposals, and grant award recommendations may be disclosed to bidders or to any other person unrelated to the review and evaluation process. .

Any attempt by an organization to influence the committee during the review process, evaluation of its proposal and comparison of the evaluators' scores will lead to the rejection of its proposal.

#### ***II.13 Information on the selection and award process***

The list of project proposals whose concept notes will have obtained the minimum required rating and which have been selected after application of the geographical key indicated in the "Special conditions" section, will be published on the RAAF website. The selected operators will also be notified by individual e-mail.

Operators whose detailed project proposals have been selected for the award of RAAF grants will be informed by individual e-mail.

#### ***II.14 Signature of the grant contract***

After informing the successful bidders and finalizing the detailed proposals taking into account the recommendations, RAAF will send the draft co-financing agreement for approval before signature. The financing agreements will then be signed by the project sponsor and RAAF on behalf of ECOWAS.

## III. SPECIAL CONDITIONS

### *III.1 Available financial resources*

The call for projects proposals has a total grant budget of: Four million six hundred thousand (4,600,000) Euros.

### *III.2 Duration of projects*

In order to guarantee a sufficient execution time for the actions to generate measurable significant effects and be able to fuel capitalization and consultation processes, the proposed implementation period of the projects is at least thirty (30) months but not exceeding thirty- six (36) months.

### *III.3 Geographical and territorial conditions*

Countries eligible under the call for project proposals to carry out the actions of the proposed projects are Burkina Faso, Côte d'Ivoire, Mali, Senegal and Togo. Each project will only concern one of these countries. Under the PATAE, it is established to have a minimum of three (3) projects per country, i.e. 15 in total. A waiting list will be established following the ranking order regardless of country. If, after the financing of the 15 country projects, a significant financial surplus is released from the overall envelope, this balance will be used to finance the best projects on the waiting list within the limits of budget availability.

The grounding of the project in its territory of intervention must be well defined and justified.

Agro-ecological transition involves several levels of action and cannot be limited to more or fewer individual actors. The collective dimension of actions proposed by these field projects (experimental groups of farmers, groups of rural farmers engaged in land management and development, already functional producer groups who want to innovate in the production and marketing of local products ...) will have to be explained.

The intervention territory of the project must be of sufficient size (beyond the village land) to enable:

- o addressing issues related to spatial planning and natural resource management for an effective agro ecological transition;
- o linking the adoption of agro ecological practices with the change of marketing mode (relationship between a production basin and a city, short circuit, differentiation of production);
- o addressing change of scale, that is to say to promote the amplification of the transition process beyond a group of producers or a territory to the scale of significant territories (municipalities , inter communalities, departments and regions, or even countries), with complementary mechanisms (awareness raising, training, support to innovation networks, incentives, equipment financing mechanisms, etc.).

The contribution of knowledge and experience exogenous to project intervention territory remains an important source of inspiration. Projects will be encouraged to link the producer groups they support with other projects, other producer groups and innovative farmers. Similarly, the participation of researchers in

the projects will be encouraged through including their situational analyses and the technical solutions to be validated with the producer groups.

Feedback from previous experiences of agricultural development and consideration of local knowledge and endogenous know-how will be an important step in developing field projects. To do this it is necessary to go beyond the general knowledge acquired in the intervention regions and to focus on current agrarian dynamics and problems, peasants and innovative groups, even if they are socially little recognized.

Finally, agro-ecological transition is part of a local economic (sectors, markets) and territorial dynamics. It can hardly be achieved by isolated producers. Scaling up innovation processes involves enlisting groups of producers, consumers and a variety of actors (primary schools through environmental education, agricultural training centers, unions or federations of groupings, etc.), and empowering local authorities to coordinate actions at the territorial level.

### *III.4 Target audience*

The call for project proposals only targets actors and territories related to family farming. This responds to the challenges of providing support to vulnerable farming families in food, economic, health, and climatic issues, but also to challenges of supporting family farming as a driver of agro-ecological transition in the region. It is not about only targeting the types of farms with the best means of production (equipment, labor, etc.) and which often are partners in development projects. The program will have to develop an inclusive approach that also targets poor family farms. Similarly, special attention will be paid to youth groups and women, the latter constituting in some regions the major work force for agriculture and livestock farming. They are also appreciated for their commitment to the smooth running of credit, marketing and processing systems.

Indirectly, private sector actors (service providers, actors in the upstream and downstream sectors) interacting with family farms, provided that their activities are in synch with agro-ecological transition, may be both partners and beneficiaries of the program.

### *III.5 Expected actions*

The program aims to provide financial, technical and methodological support to development operators associated with producer groups involved in the agro-ecological transition based on achievements already obtained.

The focus will no longer be to popularize agro-ecological technical innovations but above all to **accompany the agro-ecological transition that producers have decided to undertake**. This commitment can stem from their own initiative, but also from initiatives promoted by support-advisory and research-development structures. As a result, the approaches and levels of intervention will be complex. Five (5) principles of action underpin this program:

- **The participation and empowerment of local actors** (farmers, PFOs, value chain operators, etc.). These are the main targets of the program and form the basis of the interventions;

- **Taking sustainable development into account so that project actions do not negatively impact the needs of future generations;**
- **Approaches to support producers and local actors (village, commune or industry level) will have to be diversified and complementary.** Beyond the most commonly used approaches (training, demonstration,), it will be necessary to mobilize original support methods for technical and organizational innovations, counseling on operations, support for consultation and, if needed, alternative marketing systems;
- **Collective action** will not only have to continue efforts **to co-design innovations**, but also address the **mechanisms and approaches to promote their adoption** (consultation framework for the management of spaces and natural resources, incentives to remove certain constraints, etc.). ); and
- **Capitalizing on achievements**, as well as lessons learned from successes and failures will have to be the object of various products facilitating exchanges at the local, national but also regional levels. Such capitalization and exchanges will provide useful elements for decision-makers to advance public policies.

### *III.6 Communication and visibility*

A communication plan is therefore to be developed at the beginning of the project, taking into account the internal and external aspects to soundly inform the project. This involves creating, collecting, distributing, saving, retrieving and, finally, archiving the information in order to facilitate capitalization of learning and lessons learned and to enhance the project. The plan should also demonstrate how it will conduct monitoring and control of communications throughout the project lifecycle, to ensure that the information needs of project stakeholders are met. This plan, in the best case scenario, would be a document demonstrating:

- The methods used to collect and maintain the different types of information;
- The procedures and modalities for collecting, disseminating and updating information and for editing previously published documents;
- An inclusion of new information and communication technologies (ICTs);
- The recipients of the information, depending on the nature of the information (progress reports, data, schedules, technical documentation ...);
- The methods used to disseminate and the disseminators of the various types of information,
- The description of information to be disseminated: format, content, degree of detail, conventions and definitions to be used;
- An issuance timeline specifying when each type of information is issued;
- the modalities for accessing information and a method of updating and redefining the communication plan during the project, if necessary, using a built-in monitoring and evaluation system ;
- The media highlighting the visibility of the project, its actions, those of the ECOWAS and the donor (s) (billboards, logos, events ...); and,
- The allocation of a budget line to the communication plan.

### ***III.7 Nature of projects***

The call for proposals aims to support project proposals demonstrating in the field the possibilities of developing a more productive, environment friendly agriculture based on agro ecological innovations that will intensify production systems. They will combine various actions among those indicated below and will mobilize various skills to allow to apprehend the multidimensional nature of the agro ecological transition, supposing multi-actors assembly and various scales of intervention.

### ***III.8 Amount of subsidy***

The amount of project grants is at least 270 000 euro and 305 000 euro maximum, all taxes included.

### ***III.9 Nature of eligible bidders***

In order to ensure coordination of actions between various associated actors within each of the projects, technical and financial reporting, as well as monitoring and evaluation of activities, their effects and impact, the eligible bidders will be the following development operators:

- Agricultural professional organizations (APOs) able to manage large-scale and multi-stakeholder projects;
- Public structures;
- Non-governmental organizations (NGOs).

These operators must be able to manage the entire project from conception to implementation over time. They will have experience of managing partnership with the other types of actors mobilized and whose involvement is essential to the success of the project, particularly in terms of coordination, administrative and financial management, monitoring and evaluation and reporting. .

APOs are eligible as a development operators if they have significant experience in project management. Where APOs wish to engage in an agro ecological transition process but do not have sufficient project management experience, it is preferable that they establish themselves as a partner member of the consortium whose proposal will be borne by another development operator.

NGOs that will position themselves as development operators for this call for project proposals may be national or international. These structures will need to have the necessary agreements to work in the country where the project will be conducted. It may also be a combination of a national NGO associated with an international NGO. In this case, it will be necessary for the project document to clearly specify the division of tasks and the responsible structure from the technical and financial point of view. The experience of the operators will be an important element of the proposals' acceptability.

### ***III.10 Consortia of eligible actors***

Field projects must be based on a partnership comprising at least three different types of actors, divided into two groups: actors whose presence is mandatory in the consortium, and other possible types of actors:

- Mandatory actors:

o Bidding Development operator among the three types of actors mentioned in III.8 above, with recognized experience in support and counseling to producers, rural extension at different levels (basic group, union communal community);

o A Group of producers, preferably organized in a cooperative or association, a union or federation of groups or cooperatives, ..., engaged in agro ecological transition and recognized by the technical services and the regulation in force in the country;

- Other possible actors:

- o a national or international applied research or training structure;

- o a local/territorial community;

- o a public or private company in the agro-food/agro industrial sector contracting with family farms (including artisans and small businesses).

To be eligible as a consortium member, public or private agribusiness enterprises must have committed themselves, or contracted with the producers in a bid to transform and/or market the products resulting from agro ecological practices applied or to be applied in the future by the producers.

The bidder or one of its consortium partners must be a structure governed by the law of one of the ECOWAS member States.

APOs are the main way to strengthen farmers involvement in the agricultural and agro-food sectors, to increase their production's added value and to allow a more equitable redistribution of the wealth created. They also improve farmers' access to different services, and ensure representation of the peasant world in the elaboration or negotiation of public policies more favorable to agro ecological transition among others, at local, national and international levels. Considering these elements, a consortium of actors will be eligible only if a formally constituted APO is in its membership, as a development operator or consortium member.

A given bidder may only carry one project proposal. However, it can be listed as a partner in another (or more) proposal (s).

### ***III.11 Associates and contractors***

These entities are neither applicants nor partners. They do not have to sign the partnership declaration.

- **Associates**

Other organizations or individuals may be involved in the action. Partners do participate in the action but are not entitled to any grant benefits, except daily allowances and travel expenses. These associates are not held to eligibility criteria. Partners must be mentioned in Section B (detailed proposal).

- **Contractors**

Beneficiaries and their affiliated entities may award contracts. Associates or affiliated entities cannot be both beneficiaries/affiliates and project contractors. Contractors are subject to the stated procurement rules.

### *III.12 Modus operandi of consortia*

Each project will be proposed by a consortium of actors whose activities will be under the coordination and responsibility of the development operator vis-à-vis the ECOWAS. These actors will work collectively during the formulation phase to ensure that the proposal is well aligned with each individual's needs and capacities in the implementation. The bidding development operator, will have to be able to keep alive the partnership between these actors from the design phase until the full completion of the project activities.

The notion of consortium of project members will imply expounding in the detailed project proposal, the provisions and mechanisms to ensure i) effective participation of each in the formulation of the project proposal, ii) balanced project governance (coordination and decision-making), iii) concerted distribution of grant funds, and iv) shared ownership of project references and capitalization products.

### *III.13 Operational procedure and financing arrangements*

The maximum ECOWAS grant share is 80% of the total budget of each funded project. The tenderer and / or his partners must provide a minimum co-financing of 20% of the total project budget.

The required co-financing is intended to increase the impact of field projects, to make the operators more accountable in the implementation of projects, and to encourage interactions between different types of actors for mobilizing funds. This co-financing of at least 20% of the total project budget may be totally in cash or partly in kind and in cash. In the latter case the minimum required in cash is 5% and that in kind of 15%, all things being equal.

The project budget presented in the detailed proposal will include the ECOWAS grant (maximum 80%) and co-financing of the consortium (minimum 20%).

Some ineligible expenditure on the grant budget will be eligible for co-financing expenses borne by the project leader and his partners.

Total project budget will include all taxes.

Detailed project proposals will have to show co-financing which can take several forms and must be precisely quantified:

- Co-financing by other financial partners (donors, public structures such as municipalities or regions, local development funds, etc.) allowing the financing of specific activities and infrastructures and / or increasing the scope of the project;
- Additional funding from local development support projects financed by FDA that can be mobilized by municipalities in some countries;
- Provision of permanent or temporary field staff. Arrangements on their availability must be presented in the project document and will be the subject of an agreement between the development operator and the structure that makes the staff available;
- Contribution in kind of farmer groups and APOs (supply of labor and materials for collective actions, valuation of advisors or technical agents of the APOs solicited under the project, provision of premises);

- Other costs not eligible for the grant but necessary and foreseen in the co-financing budget of the project leader and / or his project partners.

ECOWAS participation will only cover eligible costs.

**Eligible costs** are costs actually borne by the beneficiary (ies) and the affiliated entity (ies). They can take the following forms:

- Unit costs: cover all or part of the categories of specific eligible costs clearly determined in advance by reference to an amount per unit;
- Lump sums: cover all or part of the specific categories of eligible costs clearly determined in advance;
- Flat-rate financing: cover specific categories of eligible costs clearly determined by applying a pre-set percentage.

The amounts or rates should be estimated using objective information such as statistical data or any other objective means. It is also possible to refer to certified or verifiable historical data. The methods used to determine the amounts or rates of unit costs, lump sums or flat rates must be verifiable. The cost estimate must be reasonable taking into account costs already incurred by the beneficiary(ies) and their partners; they must comply with their accounting practices; no benefits should be realized and they must not be already covered by other sources of funding (no double funding).

The following are considered **non-eligible costs**:

- o costs relating to the preparation and transmission of tenders;
- o expenditures not directly related to the project;
- o services performed as part of an intervention as operators in other projects funded by RAAF or ECOWAS, under investigation or implementation;
- o expenditures for which funding was originally provided by another donor;
- o debts and debt charges;
- o provisions for potential future losses or debts;
- o interest expense;
- o exchange losses;
- o credits to third parties;
- o all expenditures made before the date of signature of the grant contract between ECOWAS and the project leader.

**Administrative costs related to the grant requested may not exceed 7% of the grant amount.**

The financing of selected projects' operations will be subject to three payment installments as follows:

- 40% upon signature of the grant contract;
- 40% when submitting a technical and financial implementation report; an external audit report on the first tranche sponsored and validated by RAAF, certifying in particular a rate of execution of at least 70% of the first advance; and



- 20% when submitting a technical and financial implementation report; an external audit report ordered and validated by the RAAF, attesting to an implementation rate of 100% of the first tranche and 70% of the second tranche

A third final audit, ordered by RAAF, will take place after the technical completion date of each project (i.e. the Fund Use Deadline).

The Project leader will commit to return the unused funds to RAAF within 3 months of the Funds Use Deadline. In addition, RAAF reserves the right to request the reimbursement of insufficiently justified resources within the same timeframe (that is, within three (3) months of the Fund Use Deadline date, in consistency with the conclusions of the final audit.

### *III.14 Selection of projects*

In the first stage, concept notes with an evaluation score of at least 70/100 will be pre-selected. A geographic distribution key will then be applied to ensure relative equity in the distribution of the field project grant among the five ECOWAS countries covered by the PATAE. This distribution key will also aim to allow the capitalization and consultation activities about the agro-ecological transition planned in each of the five countries, under Component 2 of the PATAE. Concept notes with a score of at least 70/100 will be selected, with the minimum objective that the five (5) countries targeted will be the subject of at least three concept notes, in order to respect the required principle of fairness.

In the second stage, the detailed proposals made by the operators whose concept notes were selected will in turn be evaluated after confirmation of their eligibility. Detailed proposals with an evaluation score of at least 70/100 will be pre-selected and sorted by country. The three (03) best detailed pre-selected proposals per country will be retained, resulting in the target of about 15 projects in total.

It is essential that the three (3) project proposals selected from each country are neither concentrated in the same region nor affected by the same agro-ecological zones. The selection committee (COSEL) will therefore have to take into account the diversity of agro ecological zones in the project proposals of each country. This diversity will encourage exchanges between operators from the same major agro ecological zones in the countries concerned and cross-capitalizations by major agricultural zone.

COSEL must decide in case of equality between proposals. COSEL also has to decide in the two following cases: 1) absence of proposals in a country and 2) no proposal of the country obtained a rating of 70 points out of 100.

In the case of equality between two or more project proposals, analysis of the criteria scores and their rating sub-criteria is a possible route of arbitration.

### *III.15 Evaluation methods*

The rating of the project concept notes will be based on 100 points according to the scoring grid presented in Table 3 infra.

Scoring of the detailed proposals will be based on 100 points according to the scoring grid presented later in Table 4. The evaluation results of the concept notes will no longer be taken into account.

### ***III.16 Summary of the clauses of inadmissibility of the proposals***

The elements presented below will lead to non-acceptance of a project proposal:

- Inclusion in the budget of ineligible expenditure (see listing of point III.12);
- Amount of requested grant does not conform to the minimum-maximum ranges indicated in the corresponding section;
- Duration of proposed project is less than the minimum duration indicated or greater than the maximum duration indicated in the corresponding section;
- Project is based on other production methods than family farming;
- Project leader is not a development operator as defined in the corresponding section;
- Project does not rely on a consortium of at least three of the eligible stakeholder types identified in the relevant section;
- Constituted consortium of actors does not include a formally constituted APO;
- ECOWAS grant portion is greater than 80% of the total project budget;
- Administrative costs related to the grant requested exceed 7% of the amount of the grant;
- Amount of any supplies / equipment purchased under the project does not exceed 35% of the grant amount;
- Participation of the same bidder as project leader in more than one project proposal;
- Neither the tenderer nor any of his partners is subject to the law of any of the ECOWAS Member States;
- Actors and territories involved are not part of family farming;
- Project proposals do not combine actions in at least two of the three themes presented in Section IV.1;
- Type of activities that will be implemented by the project are not considered eligible as defined in section IV.2; and;
- Project does not cover one of the 5 eligible countries of the call for proposals.

### ***III.17 Audit, reporting, monitoring and evaluation and capitalization***

Only one audit firm will be selected by RAAF for the audit of field projects following disbursement tranches and purchase orders in the 5 countries covered by the PATAE and the project implementation period. It will certify the expenses of field projects in situ. To do this, all project proponents will have to make the originals of the expenditure documents available in the 5 PATAE countries for audit purposes.

Designation of the auditor is planned for 2018 while the completion of the purchase order audits will begin in 2019. The audit reports will be in the public domain. The funds required for financing the audits will be borne by RAAF from the PATAE budget, and are not to be included in the project budget.

Each project must have an internal monitoring and evaluation system that makes it possible, in particular, to monitor progress of implementation of the planned actions, and the evolution of indicators, by

distinguishing indicators based on the means and techniques (e.g. surfaces affected by the activities, rate of recovery or survival of trees planted or resulting from assisted regeneration, changes in the use of chemical inputs, efficiency of experimental and dissemination methods, etc.), and indicators based on effects and impacts (e.g. rate of increase in yields, impact on income and nutritional status of households, etc.). Generic indicators to inform the description of the overall and specific objectives of the PATAE, and presented below in the chapter "III.18 Objectives and expected results", will be considered within each project mechanism, according to their coherence with each of the proposals made.

These mechanisms will consider submitting to ARAA:

- Quarterly technical and financial reports (update on the implementation level of the annual work plan and budget, AWPB)
- Semi- annual and annual technical and financial narrative reports on the activities implemented and the results obtained within fifteen (15) days after the end of the corresponding semester and year.
- a final technical and financial implementation report covering all the activities performed and the final results obtained within one (1) month after the technical completion date of each project.

Capitalization actions will be planned by the operators throughout the project.

### ***III.18 Complete administrative documentation***

Prior to the signing of the grant contract, successful bidders will be required to provide the documentation contained in the Full Administrative File in Annex K for verification of the bidder's eligibility.

### ***III.19 Objectives and expected results***

The overall objective of the program is to support the agro ecological transition in West Africa in order to promote the emergence, adoption and dissemination of ecologically intensive practices in family farms, as well as management and management methods promoting this adoption.

This call for project proposals thus meets the specific objective of contributing, via the funded field projects and the exchange, capitalization and concertation processes that they will support, to the emergence, adoption and dissemination of ecologically intensive practices in family farms, fostered by adapted management and organization methods.

These processes of technical and organizational innovation should lead to:

- improving the performance of family farms, in particular increasing the productivity of land and labor, increasing incomes, better management of risks and hazards and improving the well-being of rural people;
- emergence of processes to improve cultivated and natural ecosystems supported by innovative practices and modes of organization of territories and sectors;
- strengthening the intervention capacities of producers and their organizations (productive activities, negotiation, organization, mobilization) in order to be full participants in this agro ecological transition;
- strengthening the adaptation capacities of these farms to climate change and, as far as possible, mitigating this change by carbon sequestration in the soil and by densifying or reconstituting the tree layer;

- establishment (or reinforcement) of new modes of organization of producers, marketing of production and use of natural resources by rural populations at the territorial level when these changes are strongly linked to the adoption of agro ecological technical innovations;
- improving food security at the local (village, small area) and national levels by providing food products of better sanitary quality and in sufficient quantity throughout the year;
- capacity building of public and private sector agents in charge of farmer advisory support for this agro ecological transition through training and renewal of methods.
- strengthening of local communities and technical services related to the integration of the agro ecological approach in their territorial development interventions, in particular concerning the concerted planning of the management of natural resources (water, soil, pastures, forest areas).

Some of the following generic indicators aiming to describe the overall and specific objectives of the PATAE, will be considered within each project's M & E mechanism, according to their consistency with the corresponding proposal formulated.

Concerning the specific objective of the PATAE:

- A change of scale has been recorded in the evolution of agricultural practices, natural resource management practices or marketing of agro ecological products for at least one technical and organizational application in agroecology;
- Constraints to the adoption of some promising agro ecological innovations are known, as well as mechanisms to remove these constraints;
- Support measures (public policy adjustments, incentive frameworks, etc.) are put in place to facilitate the adoption of agro ecological practices in each country, at least at the municipal and possibly regional and national levels.

And concerning the overall goal of PATAE:

- Evolution of the poverty index and the incidence of food insecurity (poor or limited food consumption) in the region directly impacted by the program;
- Evolution of indicators for improving the state of cultivated and natural ecosystems in the region directly affected by the program: evolution of soil fertility in its multiple components (carbon content / organic matter, biological activity, chemical fertility, structural stability, surface conditions / soil erosion ...); evolution of vegetation cover and biodiversity in family farms and village terroirs; evolution of domestic biodiversity (plant and animal) within family farms and village lands; evolution of the availability and quality of natural resources to the scale of village lands.

## IV. THEMATIC COVER

### IV.1 Thematic coverage

The three themes of the call and the corresponding eligible actions fall within the scope of all agro-forestry-livestock and fisheries activities. They are presented below:

#### Theme 1: Agro ecological Intensification of Production in Family Farms

- Development and / or reinforcement of systems for experimentation / adaptation of agro ecological practices in farmers' conditions (including agriculture-livestock integration), allowing the valorization of farmers / breeders know-how and the co-construction of references adapted locally;
- Demonstrations and training on agro ecological practices under family farming conditions (field-schools, pastoral field-schools, etc.);
- Development of restoration systems and sustainable maintenance of animal and plant biodiversity for the benefit of ecological intensification of production systems:
  - o Characterization of plant and animal agro-biodiversity,
  - o Development of farmers' seed systems, production and conservation of fodder,
  - o Development of local breeds, including participatory breeding processes, multiplication, conservation, storage and dissemination of farmers' seeds, and maintenance of local breeds.
- Development and / or strengthening of farm advisory and training systems for farmers as well as farmers' advisers / facilitators on agro ecological practices and innovative support schemes enabling their dissemination (network of experimental plots / dissemination in the farmer's environment, field-schools, implementation process, animation and monitoring of these systems) including at the level of farmer organizations;
- Investments and incentives at the farm and territory level to remove certain constraints in adopting agro ecological innovations:
  - o Development and experimentation of small equipment in animal traction or light motorization (transport equipment, small seeders for direct seeding, grinders, ...).
  - o Support organizations to make equipment more profitable (CUMA, service providers) or to facilitate their acquisition,
  - o Support to supply chains (inputs / equipment). They must enable to go beyond the demonstration stage on a small scale by favoring the emergence of a private sector which can also provide advice (bio pesticides and bio fertilizers, inputs in conformity with the regulation, organic agriculture, small materials for the valorization of local fodder resources , ...);
  - o Equipment in irrigation water points, small irrigation system.
  - o Payment systems for ecosystem services or incentives to implement agro ecological practices (agroforestry, development, introduction of service plants, ...) to compensate for the constraints of

implementation of these practices and their sometimes too delayed effects which limit their integration by farmers.

## Theme 2: Facilities and sustainable collective management of natural resources in village lands, watersheds and irrigated areas

- Collaborative initiatives around the concerted development and management of shared natural resources at the level of village lands;
- Demonstrations on portions of land to be developed;
- Larger investments to remove certain constraints of adoption of agro ecological innovations:
  - o development of small watersheds by various water and soil conservation techniques,
  - o course rehabilitation,
  - o Development and management of facilities for the development of irrigated agro-ecological systems,
  - o development and management of water and pasture resources for pastoral and other livestock farming systems (fish farms, forestry), taking into account local knowledge.

## Theme 3: Valorization of agro-ecological products on the market

- Experimental or consolidation actions of marketing that promote changes in practice by enhancing the quality of products: development of short circuits, participatory guarantee systems, labeling, certification organic agriculture and fair trade, environmental certification, etc.
- Consumer awareness actions on the issues of agro ecological transition and consumption of agro-ecological products,
- Actions to promote products resulting from agro ecological practices and the development of territorial markets.

The proposals will have to be justified and argued based on **in-depth knowledge of the agrarian system and concrete problems of natural resource management and production systems**, with particular attention to the analysis of the **hindrances and levers to the implementation of agro ecological practices** at the level of family farms and territories.

Project proposals will necessarily **combine actions in at least two of the three themes presented**, in order to promote multi-scale and multi-stakeholder approaches to agro ecological transition promoted in this call for project proposals via stakeholder consortia requested: actions at the level of cropping / livestock systems and family farms, village lands and watersheds and / or sector and trade circuits, mobilizing actors with complementary functions and skills and intervening at various scales of territory.

The agro ecological transition indeed implies changes in the planning and management of territories and the organization of the upstream and downstream sectors, in the relations between the actors (APOs, SMEs, Industries, Communities, States, consumers ...). The challenge of ecological intensification of agricultural production in family farms requires investments, access to goods and services for the implementation of agro-ecological practices (supply of inputs and adapted equipment), and the valorization on the market of productions resulting from agro-ecological practices (complementary to the improvement of the nutritional situation of the peasant households via the increase and diversification of locally consumed products). The marketing activity via alternative sectors (label, participatory certification, etc.) cannot be the only activity or central activity of a project: it must necessarily be combined with actions relating to the change of production practices. . Support for investments to be made in the farms and / or the terroirs will be considered relevant if it constitutes a lever for the dissemination / adoption of agro-ecological practices. The same is true for support to the input and machinery / equipment sectors, which from an economic point of view should develop if the demand from producers increases.

The proposals will therefore also be **evaluated according to the relevance and coherence of the proposed combination of themes and activities.**

Proposals should also consider cross-cutting basic **adaptation needs to climate change**, as well as **gender equity aspects and the place of young people in the changes sought.**

#### *IV.2 Eligible actions*

The types of activities to be considered eligible under this Call for Proposals, and potentially complementary to initiate or / and support agro-ecological transition, are as follows:

##### **a) Notion of 'innovation' of eligible activities**

In general, an innovation is the implementation of a new or significantly improved product (a good or service), a new method of production or marketing, a new organizational method in the practices of an enterprise, workplace organization or external relations (OECD, 2005).

Innovation is often considered socio-technical and organizational, most often the result of a combination of new techniques or practices, new knowledge and ways of thinking, and new organizations and institutions. One thus speaks of local systems of innovation, involving a collective of actors (public and private organizations) within the framework of formal or informal networks favoring interactions: knowledge, skills, and resources.

So, the incompleteness of knowledge during the implementation of agro ecological practices leads to the search for new forms of rationality. This incompleteness may relate to ecological processes, to the difficulty of observing the situation of the ecosystem and the difficulty of predicting the effects of practices. It can also relate to the objectives assigned to the production system and the relations between actors. Taking these limits into account raises the need to rethink the production system. This is the essence of innovation. That is to say the emergence of new solutions, in our case for an ecologically sustainable agriculture. Innovation in agroecology can therefore be of various forms:

- Technical: Farmer's know-how. Farmers are implementing new agro ecological practices in the management of their farming systems: anti-erosion systems, organic fertilizers, plant cover crops, maintaining soil moisture, diversification of production, etc.

- Informational: it is the strategy of exchange of know-how between farmers; it involves introducing new forms of bridges between know-how and existing skills, which facilitate links between farmers, but also between research, the agricultural world and businesses;

- Organizational: farmers' adaptation to the effects of climate change also depends on their collective organization: farmers' organizations, cooperatives, processing units, participatory certification systems, short marketing channels; all these organizational innovations improve farmers' access to markets, which is a fundamental condition of their evolution but also that of agroecology.

**b) Training and counsel-support of farmers** on the bases of agroecology, on themes that correspond to their experiences and needs, on modes of organization at different levels, etc. These trainings and advice can take different forms but will require personal commitment of the participants. This may include training in production settings (fields, watersheds) and in classroom mode, as well as farming advisory support for the integration of agro ecological practices / systems. Trainings and exchange visits can be envisaged in the intervention zones of other projects and with advanced APOs on issues of sustainable intensification, but also on other topics such as storage, marketing, advisory support and capacity building.

**c) The training of technicians and advisers** not only in the principles and techniques of agroecology, but also in the teaching associated with research and development, leaving an important place for participation, observation and listening to research technical or organizational solutions adapted to the concrete problems of farmers, by valuing their know-how and innovative practices.

**d) Demonstrations and experiments of adaptation to the field and to portions of landscape** to be developed. This activity involves a long-term commitment of the farmers concerned to avoid passive participation or linked only to the granting of material benefits. These demonstrations and experiments to adapt innovative agricultural practices will be entrusted to empowered farmers who are available to do the technical work but also to welcome their colleagues. Project stakeholders can, of course, learn from and adapt participatory approaches to innovation design and innovation platform, to the extent that they highlight and empower producers. These demonstrations serve to validate or to put in debate:

- practices proposed by farmers that they wish to adapt and modify;

- practices that have proven themselves elsewhere and that will also need to be adapted or even enriched by local knowledge to come up with operational know-how.

**e) Larger pilot actions** that will require more resources such as:

- developing small watersheds, rangeland rehabilitation, conflict resolution, ..., based on the search for consensus between the different users of natural resources and taking into account all the actors involved;

- advisory support to farms considered in their entirety by combining the technical, environmental, socioeconomic dimensions of the council.



**f) Support for investments to be made in farms and village lands** that are essential to remove the constraints of adoption of technical innovations.

For example for the development and experimentation of small equipment in animal traction or light motorization (small seeders for direct seeding, grinders,). To this must be added all forms of organization that make the equipment more profitable (Cooperative use of agricultural equipment (CUMA), service providers, etc.) or facilitate its acquisition (loan):

- Development of technological innovations;
- Support for sustainable acquisition and collective management of small equipment and equipment;
- Equipment in irrigation water points, small irrigation system, etc.
- Development of watersheds and portions of territory.

**g) Support activities for input/equipment and service providers** needed to change practices will also be eligible. They must make it possible to go beyond the stage of small-scale demonstration by favoring the emergence of a private sector that can also provide advice (bio-pesticides and bio fertilizers, conventional inputs compliant with regulations, small equipment, etc.).

**h) Experimental marketing actions** inasmuch as they favor the change of practices. It can be the development of short circuits allowing consumers to appreciate and pay for the quality of products. Marketing can also be carried out by innovative long-lasting circuits, provided they promote agro ecological transition and equitably pay producers (AB labels and fair trade, environmental certification, etc.). This type of action is eligible if it is connected to an upstream activity in the same project leading producers to change practices.

**i) Information and awareness activities around the issues of agro ecological transition.** It may be relevant, by linking to other activities mentioned above, to consider information and awareness-raising activities for the population (including farm families not directly targeted by the action), local public authorities, cooperation organizations working in the territories concerned, and other actors in these territories, around the issues of initiating agro ecological transition.

It will be necessary to present concrete actions on the ground allowing farmers involved in the project to validate or even adapt agro ecological practices related to the production and maintenance of productive capacities of agrosystems. For this, training activities will be essential.

Although agro ecological transition is largely based on the adoption of new practices, field projects cannot be limited to the development and dissemination of technical innovations, or to research projects whose aims are different. (production of knowledge). The aim is first to provide methods (training, learning, collective action) that enable farmers' groups to carry out innovation processes by combining local knowledge and exogenous knowledge (for example, research proposals).

The marketing activity via alternative channels (label, participatory certification, etc.) cannot be the only activity or central activity of a project. It will necessarily have to be combined with actions relating to the change of production practices.

Support for investments to be made in the farms and the terroirs will have to be well justified, compared to the couple diffusion / adoption of agro ecological practices. The same is true for support to input chains that from an economic point of view should develop if the demand from producers increases.

The proposals will be evaluated among others, in relation to the coherence of the combination of the proposed activities.

During the design phase of the project and at the beginning of the project, project managers should provide diagnoses and an inventory if they do not have up-to-date field data or information on certain innovations and problems they may have wished to address.

### IV.3 Ineligible actions

Exploratory type research (without any known repository) are not eligible unless they are indispensable and of short duration. This does not exclude the experimentation-adaptation of innovative practices and systems piloted by farmers and their organizations.

## V. CRITERIA AND SCORING GRID OF PROPOSALS

**Table N ° 1: Eligibility Criteria**

Prior to the rating of the concept notes, the following eligibility criteria will be applied:

Criteria	Indicators
<i>Nature of the tenderer -</i>	<ul style="list-style-type: none"> <li>-Correspondence with one of the types of development operators eligible for the submission of project proposals</li> <li>- A bidder may only carry one project proposal, but may be listed as a partner in another (or more) proposal (s)</li> </ul>
<i>Constitution of the consortium responsible for the implementation of the project</i>	<ul style="list-style-type: none"> <li>- Effective presence of at least 3 types of members eligible for consortia</li> <li>- Presence of an OPA formally constituted within the consortium</li> <li>- Presence of at least one actor under the law of one of the ECOWAS Member States</li> </ul>
<i>Quality of the commitment of the project actors</i>	<ul style="list-style-type: none"> <li>Minimum level of co-financing of the project leader and partners by 20%</li> <li>- The nature of the co-financing (and convertibility in explicit monetary value of co-financing in kind) with documents certified by an audit firm</li> </ul>
<i>Budget and duration of the proposals</i>	<ul style="list-style-type: none"> <li>- Grant budget (maximum 80% of the total) between 270,000 and 305,000 euro TTC, Budget presenting no ineligible expenditure</li> <li>- Amount of any supplies / equipment purchased under the project less than or equal to 35% of the amount of the grant</li> <li>- Administrative costs related to the requested grant of less than 7% of the amount of the grant</li> <li>- Duration between 30 and 36 months</li> </ul>
<i>Adequacy between the objectives and activities of the project proposal, and the objectives and types of eligible activities of the PATAE</i>	<ul style="list-style-type: none"> <li>- Actors and territories involved in family farming</li> <li>- Combination of at least two of the three themes of the call</li> <li>- Consideration of eligible activities (major types of activities listed)</li> <li>- Implementation in one of the 5 eligible countries of the call for proposals</li> </ul>

**Non-compliance with one or more of its criteria will result in the non-acceptance of a project proposal.**

The following criteria, specific to the PATAE, have been incorporated into the rating grids of the concept notes

and detailed proposals presented here

**Table 2: PATAE-specific scoring criteria**

Critères	Indicateurs
Relevance of the proposal to the purpose of the APA	- Presentation and justification of the levers of action to engage / support the agro-ecological transition
Constitution of the consortium responsible for the implementation of the project	-Level of integration of the consortium in the project area -Past experience of collaboration -Consortium's modus operandi (formulation of the proposal, governance, budget allocation, ownership of references and capitalization products generated)
Experience of the development operator, responsible for the implementation of the project	- Experience in supporting farmers / rural partners in agro-ecological transition processes - Experience in multi-stakeholder project management -Experience in terms of capitalization
Experience of other consortium members	-Prior knowledge of agricultural development issues and barriers and levers to the adoption of agro- ecological practices -Participation in national, international and / or agricultural networks
Technical and methodological quality of the proposal	-Adequacy between the proposed activities and the expectations of the target audience -Explanation of the innovative nature of the proposal (particularly in terms of methods, methods and agro-ecological practices) -Relevance of the combination of themes and proposed activities -Coherence between the area of intervention concerned and the objectives and results of the proposal -Robustness of the internal monitoring and evaluation system -Explanation of the proposed approach and system of capitalization of the project
Taking into account cross-cutting issues	- Basic needs for adaptation to climate change - Gender equity aspects - Young people's place in the desired changes
Ability to change scale and pursue actions taken	- Explanation of the procedures for continuation of the actions undertaken by the project at the end of the financing - Demonstration of the capacity to mobilize the technical and financial resource at the post-project - Explain the contribution of the project to a possible scalability at the end of the project
Adequacy between the objectives and the activities displayed and the resources identified	- Coherence between objectives, results and activities, and the budget - Time required to achieve the announced effects and impact
Complementarities and synergies with other interventions in areas close to those targeted by the project	- Complementarities and possible synergies with the actions of other donors and development operators around the agro-ecological transition

**Table N ° 3: Project Concept Note Scoring Grid**

Topics	Rating	Weighting	Maximum Score
<b>1. Project coherence</b>	<b>1 to 5 pts</b>	<b>Subtotal</b>	<b>40</b>
1.1 Clear presentation of the problem. Relationship of the problem defined with the needs of the region, beneficiaries and target groups	5	2	10
<i>1.1.1 Clarity of the problem</i>	2	2	4
<i>1.1.2 Link of the problem with the needs of the region</i>	1	2	2
<i>1.1.3 Relationship of the problem with the needs of beneficiaries and target groups</i>	2	2	4
1.2 Clear definition of the objectives and expected results of the action and their relation to the objectives of the call	5	2	10
1.3 Consistency of the proposed combination of activities with the purpose of the proposal and the purpose of the APA	5	1	5
1.4 Relevance of the partnerships envisaged for the implementation of the project	5	1	5
1.5 Innovative nature of the proposal	5	2	10
<b>2. Approach and management</b>	<b>1 to 5 pts</b>	<b>Subtotal</b>	<b>40</b>
2.1 Coherence between expected results, planned activities and proposed methodologies	5	1	5
2.2 Tenderer's experience in supporting farmers / rural farmers in agro-ecological transition, multi-stakeholder project implementation (coordination, financial management and monitoring and evaluation) and capitalization	5	2	10
<i>2.2.1 Tenderer's experience in supporting farmers / rural people in the agro-ecological transition</i>	3	2	6
<i>2.2.2 Tenderer's experience with multi-stakeholder project implementation (coordination, financial management and monitoring-evaluation) and capitalization</i>	2	2	4
2.3 Relevance and degree of horizontality of the proposed consortium operation	5	1	5
2.4 Experience (s) of collaboration between partners of the consortium	5	1	5
2.5 Expertise of the bidder and its partners on the issues related to the agro-ecological transition	5	2	10
<i>2.5.1 Expertise of the tenderer on the issues related to the agro-ecological transition</i>	3	2	6
<i>2.5.2 Expertise of its partners on the issues related to the agro-ecological transition</i>	2	2	4
2.6 Communication and visibility strategy put in place	5	1	5
<i>2.61 Communication strategy put in place</i>	2,5	1	2,5
<i>2.62 Visibility strategy put in place</i>	2,5	1	2,5
<b>3. Results and impact</b>	<b>1 to 5 pts</b>	<b>Subtotal</b>	<b>20</b>
3.1 Accuracy and feasibility of the expected results in the medium term	5	1	5
3.2 Impact on target groups and final beneficiaries in the long term	5	1	5
3.3 Degree of sustainability of the expected generated processes	5	1	5
3.4 Ability to scale	5	1	5
<b>Total score</b>			<b>100</b>

**Evaluation of the concept notes**

1. The project concept note will be rated between 0 and 100 in accordance with the evaluation grid above.
2. The evaluation criteria are subdivided into headings and sub-headings. For each sub-heading, a score of 1 to 5 is assigned, according to the following scale of assessment: 1 = very insufficient; 2 = insufficient; 3 = average; 4 = good; 5 = very good, to which a weighting is applied.
3. Only project concept notes with a minimum score of 70 points will be pre-selected

**Table N° 4 : Rating grid for detailed proposals**

Topics	Rating	Weighting	Maximum Score
<b>1. Relevance of the project</b>	<b>1 to 5 points</b>	<b>Subtotal</b>	<b>20</b>
<b>1.1 Are the issues addressed clearly presented? Has the link between the issues and the activities proposed, and the needs of the territory concerned, the beneficiaries and the target group (s), been adequately argued?</b>	3	1	3
<b>1.1.1 Has the link between the issues and the proposed activities, and the needs of the territory under consideration, been adequately argued?</b>	1	1	1
<b>1.1.2 Has the link between the issue and the proposed activities, and the needs of the final beneficiaries and target group (s) been adequately argued?</b>	2	1	2
<b>1.2 Are the objectives of the action and the levers of action to initiate / support the agro-ecological transition, and their link with the needs of the final beneficiaries and the target group (s), well defined?</b>	5	1	5
<b>1.2.1 Are the objectives of the action and their relationship to the needs of the final beneficiaries and target group (s) well defined?</b>	2	1	2
<b>1.2.2 Are the levers of action to engage / support the agro-ecological transition of the target group (s), are they well defined?</b>	3	1	3
<b>1.3 Is the innovative nature of the proposal relevant to the themes chosen? Is it well presented?</b>	5	1	5
<b>1.3.1 Is the innovative nature of the proposal relevant to the themes chosen?</b>	2	1	2
<b>1.3.2 Is the innovative nature of the proposal well presented?</b>	3	1	3
<b>1.5. Is the territory considered consistent with the objectives and expected results of the action?</b>	2	1	2
<b>1.6. Are cross-cutting issues related to the essential needs of adaptation to climate change, gender equity aspects and the place of young people in the changes sought, addressed?</b>	5	1	5
<b>1.6.1. Cross-cutting issues related to the essential needs of adaptation to climate change</b>	2	1	2
<b>1.6.2. Are the aspects of equity, gender and the place of young people in the changes sought, addressed?</b>	3	1	5
<b>2. Methodology</b>	<b>1 à 5 points</b>	<b>Sous-total</b>	<b>20</b>
<b>2.1 Does the overall structure of the project reflect the analysis of the basic problems?</b>			
<b>2.2 Is the action plan clear and feasible? Are the proposed activities appropriate, practical and consistent with the objectives and expected results?</b>	5	1	5
<b>2.2 Is the action plan clear and feasible?</b>	1	1	1
<b>2.2.1 Are the proposed activities appropriate, practical and consistent with the objectives?</b>	2	1	2
<b>2.2.2 Are the proposed activities appropriate, practical and consistent with the expected results?</b>	2	1	2

2.3 Is the level of involvement and participation of consortium member partners in decision-making and activities satisfactory?	5	1	5
2.3.1 Level of integration of the consortium in the project area	1,5	1	1,5
2.3.2 Previous Collaboration Experiences	1,5	1	1,5
2.3.3 How the consortium works (formulation of the proposal, governance, distribution of the budget, ownership of the references and capitalization products generated)	2	1	2
2.4 Is the project's internal monitoring and evaluation mechanism satisfactory?	3	1	3
2.5 Is the proposed internal capitalization process and scheme clearly explained and relevant?	2	1	2
<b>3. Operational and financial capacity</b>	<b>1 to 5 points</b>	<b>Subtotal</b>	<b>30</b>
3.1 Does the bidder have sufficient multi-stakeholder project management experience?	5	1	5
3.1.1 Prior knowledge of agricultural development issues and barriers and levers to adopt agro-ecological practices	1,5	1	1,5
3.1.2 Participation in national, international and / or agricultural networks	1	1	1
3.1.3 Experience in supporting farmers / rural partners in agro-ecological transition processes	1	1	1
3.1.4 Experience in multi-stakeholder project management	1	1	1
3.1.5 Experience in terms of capitalization	0,5	1	0,5
3.2 Does the bidder and its partners have sufficient technical expertise in agro-ecological transition? And does the established consortium respond to the challenges of action (scales of intervention, functions and competences of the various actors involved)?	5	2	10
3.2.1 Does the bidder and its partners have sufficient technical expertise in agro-ecological transition?	3	2	6
3.2.2 Does the established consortium respond to the challenges of the action (scales of intervention, functions and competences of the various actors involved)?	2	2	4
3.3 Does the bidder and its partners have sufficient financial management capacity?	5	1	5
3.4 Does the bidder and its partners have sufficient capitalization experience?	5	1	5
3.5 Does the proposal present a good strategy for communication and visibility of the project and the donor (s)?	5	1	5
3.5.1 Does the proposal have a good communication strategy?	3	1	3
3.5.2 Does the proposal have a good visibility strategy for the project, ECOWAS and the donor (s)?	2	1	2
<b>4. Impact / Sustainability</b>	<b>1 to 5 points</b>	<b>Subtotal</b>	<b>15</b>
4.1 <i>Is the action likely to have a tangible impact on the final beneficiaries and target groups? Are the announced effects and impact consistent with the duration of the project?</i>	5	1	5
4.1.1 <i>Is the action likely to have a tangible impact on the final beneficiaries and target groups?</i>	2	1	2
4.1.2 <i>Are the announced effects and impact consistent with the duration of the project?</i>	3	1	3

4.2 Are the possibilities and modalities for continuing the actions taken and the results obtained by the project at the end of the funding sufficiently explained?	3	1	3
4.2.1 At the institutional level, will there be structures or organizations that allow activities to continue?	2	1	2
4.2.2 Will there be local ownership of project results?	1	1	1
4.3 Would the project have multiplier effects? (including the possibility of repetition and extension of project results and dissemination of information).	3	1	3
4.3.1 Are there opportunities for replication and extension of project results?	1	1	1
4.3.2 Are there opportunities for disseminating the references and information generated?	1	1	1
4.3.3 At the policy level (if applicable), what will be the structural impact of the project? Will it help improve the legal framework, codes of conduct, methods, etc.?	1	1	1
4.4 Are complementarities and possible synergies with the actions of other donors and development operators around the agro-ecological transition possible and envisaged?	4	1	4
<b>5. Budget and cost-effectiveness 1 to 5 points</b>		<b>Subtotal</b>	<b>15</b>
5.1 Is the relationship between resources (human and technical) and expected results satisfactory?	5	1	5
5.2 Are the resources (human and technical) proposed necessary for the implementation of the project?	5	2	10
<b>Total score</b>		<b>Weighting</b>	<b>100</b>

### Evaluation of detailed proposals

1. The detailed proposal will be rated between 0 and 100 in accordance with the evaluation grid above.
2. The evaluation criteria are subdivided into headings and sub-headings. For each sub-heading, a score of 1 to 5 is assigned, according to the following scale of assessment: 1 = very insufficient; 2 = insufficient; 3 = medium; 4 = good; 5 = very good, to which a weighting is applied.
3. Only detailed proposals with a minimum score of 70 points will be preselected.
4. A ranking of the detailed proposals will be made on the basis of the rating obtained, in descending order of ranking, and according to the country where the action is proposed.
5. The three detailed proposals per country having obtained the best evaluation scores, will finally be retained.
6. Once the 15 best detailed proposals expected as equitably distributed among the five countries targeted by the PATAE have been selected, the remaining detailed proposals with the highest evaluation scores in descending order of the waiting list will be selected until the award of the remaining budget.

# **ANNEXES**



## ANNEX A: Project Concept Note Form

Deadline for receipt of applications: .....

### WARNING

Please complete this form carefully to facilitate processing by the evaluators.  
The evaluation of your project concept note will only be carried out if your proposal is considered eligible.

The project concept note should include:

- Single Concept Proposal Document, the content of which must follow the format presented in this template (Annex A)
- Cover page (template in Annex E) of the concept note signed by the person authorized to apply for co-financing for the organization
- Bidder Information Sheet; the tenderer confirms that all the partners involved in this proposal have been consulted and have agreed to their participation (Annex F)
- Completed Project Partner Information Sheets (template sheet in Annex G)
- Partnership Statement (Annex H)
- Checklist of documents to be sent (Appendix I)
- Statement of Integrity, Eligibility and Environmental and Social Commitment duly signed by the project leader (Annex J)

## Format and content of the concept note

The Concept Note must follow the outline below (font size and size must be Arial 10). Any project concept note that does not meet these requirements will be rejected without being evaluated.

*Please provide the following information using the questions below.*

### **1. Summary of the action. (1 page)**

#### **1.1 Brief description of the proposed action**

### **2. Relevance: (1 page)**

*31. How relevant is your proposal to the needs and constraints of the target country and territory in terms of agro ecological transition?*

*32. What are the final beneficiaries and target groups considered, and according to which criteria?*

*33. Which partners are involved in the proposal, with what objectives and on the basis of which joint experience (s)?*

*34. What are the objectives pursued and the expected results (effects and impact)?*

*35. What is the added value of the action: what does the action bring compared to the various agro ecological*

*transition initiatives being implemented in the target territory?*

**3. Methodology and Sustainability:** (1.5 pages)

36. *What are the main activities of the project?*

37. *What are the main methodologies considered for the implementation of the action?*

38. *What are the considered functions of your organization and the consortium partners?*

39. *What are the operating procedures of the consortium (formulation and implementation of the project)?*

310. *How will the project achieve its goal of sustainability?*

311. *Will the project have multiplier effects?*

312. *Does the project present a coherent communication and visibility strategy for ECOWAS and donors?*

4. *Operational capacity and expertise:* (1 page)

4.1 *What experience does your organization have in supporting farmers, multi-stakeholder project management (coordination, financial management, monitoring and evaluation) and capitalization?*

4.2 *What experience does your organization and partners have in agro ecological transition?*

**5. Budget** (template in Appendix C)

**6. Logical Framework** (template in Appendix D)

## APPENDIX B: Detailed Proposal Form

Deadline for receipt of applications: .....

### WARNING

Please complete this form carefully to facilitate its processing by the evaluators.

Verification of the eligibility of the detailed proposal will be carried out only for those proposals which have been

provisionally selected following the evaluation of the concept notes. This verification will be done on the basis

of the documents required by RAAF, the list of which is given below.

Any detailed proposal that does not meet these requirements will be rejected without being evaluated.

### The detailed proposal file must include:

- Single Detailed Proposal Document, the content of which must follow the format presented in this template  
(Appendix B)
- Budget of the proposal (template in Appendix C)
- Logical framework of the proposal (template in Annex D)
- Cover page of the detailed proposal signed by the person entitled to apply for funding for the organization  
(Annex E);
- Tenderer information sheet (applicant) completed and signed by the person authorized to apply for funding  
for the organization (template form in Annex F)
- Completed Project Partner Information Sheets (template sheet in Annex G)
- Partnership Statement (Annex H)
- Statement of Integrity, Eligibility and Environmental and Social Commitment duly signed by the project leader (Annex J)
- Checklist of documents to be sent (Annex I)

## Format and content of the detailed proposal

The detailed project proposal should follow the outline below (font size and font size should be Arial 10). Any detailed project proposal that does not meet these requirements will be rejected without being evaluated.

Please provide the following information using the questions below.

### 1. Description

1.1 Title-----  
-----

1.2 Location (s) -----  
-----

Country, target territory-----  
-----

1.3 1.3 Duration (in months) -----  
-----

1.4 Cost of action (of the project) and amount of the requested grant (in euro) -----  
-----

Total eligible costs of the action (A)	Amount of the requested grant (B)	% of the requested grant in relation to the total eligible costs of the action (project) (C) = (B/A) x 100
€	€	%

1.5 Presentation of the consortium of partners formed to carry and implement the action (Maximum 2 pages)<sup>1</sup>  
-----  
-----

Please provide the required information on the following:

#### 1.5.1. Presentation of the Bidder:

- Experience in accompanying farmers / rural approaches in agro ecological transition processes
- Experience in multi-stakeholder project management (particularly in terms of coordination, financial management and monitoring and evaluation)
- Experience in terms of capitalization
- Ongoing activities related to the agro ecological transition

#### 1.5.2. Presentation of the other partners of the consortium:

- Knowledge of agricultural development issues and obstacles and levers for the adoption of agro ecological practices
- Ongoing activities related to the agro ecological transition

#### 15.3. Previous experience of collaboration between consortium members

---

<sup>1</sup> Footnotes that are purely explanatory will not be reproduced in the application form

1.6 Objectives (Maximum 1/2 page) -----  
-----

Please describe the overall objective (s) that the action contributes to achieving as well as the specific objective that the action aims to achieve.

**1.7 Rationale** (Maximum 4 pages)  
-----

Please provide the required information by answering the following questions:

1.7.1 Relevance of the action in relation to the objectives and priorities of the call for proposals for projects.

1.7.2 Nature of the problem to be solved; identification of needs and constraints in the intervention zone related to the agroecological transition and the selected themes.

1.7.3 Identification of the levers of action to initiate the agro ecological transition and justification of the proposed combination of themes.

1.7.4 Description of target groups and final beneficiaries and estimation of their number.

1.7.5 Reasons for choosing the target group (s) and final beneficiaries, and identifying their specific needs and constraints. How does action help to satisfy and lift them?

1.7.6 Justification of the territory of action.

1.7.7 Justification of the constituted consortium, and description of the operating procedures of the consortium

1.7.8 Level of integration of the consortium in the action area

1.7.9 Consideration of cross-cutting issues (adaptation to climate change, gender equity, place of youth in desired changes, others) in the proposal.

**1.8 Detailed Description of Results and Activities** (Maximum 8 pages)  
-----

Please include the title and a detailed description of each result and each activity programmed to produce the results, explaining the choice of these activities and specifying, where appropriate, the role of each partner in these activities. In this respect, the detailed description of activities should not repeat the action plan (see Section 1.10).

**1.9 Methodology** (Maximum 4 pages)  
-----

Detailed description of the following:

1.9.1 Method of implementation and reasons for choosing the proposed methodology.

1.9.2 If the action extends an existing action, please explain how it is based on the results of that action.

1.9.3 If the action is part of a wider program, please describe how the action fits into this program and how coordination is ensured.

1.9.4 Please outline the potential synergies with national and regional policies and strategies in the targeted sector. To what extent will the project contribute to decisions and discussions on the design and implementation of national and regional programs in this sector?

1.9.5 What innovation (s) at the organizational, institutional, methodological or technical level is proposed by the project?

1.9.6 Monitoring and evaluation mechanism considered (internal and / or external).

1.9.7 Presentation of the proposed approach and capitalization system, and capitalization experiences of the bidder and partners.

1.9.8 Description of the participation and role of each member of the consortium in the action, and the reasons for the role of each of them.

1.9.9 Description of the participation and role of other actors (target groups, local authorities, etc.) in the action and the reasons for the role of each of them.

1.9.10 Human resources proposed for the implementation of the action (by function - it is not necessary to specify the names of the persons).

1.9.11 Principal means proposed for the implementation of the action (equipment, material, etc.).

1.9.12 Means and methods for setting up an effective communication and visibility strategy

## 1.10 Duration and action plan

---

The duration of the action will be \_\_\_\_ months.

**Note:** Applicants are advised to provide a safety margin in the action plan. It should not include detailed descriptions of activities but just their title. Possible months without activities can be included in the action plan and in the duration of the action.

The action plan must be written according to the following model:

Year 1													
	Semester 1						Semester 2						
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
Example	example												Example
Preparation of Activity 1(title)													Local Partner 1
Implementation of Activity 1(title)													Local Partner 1
Preparation of Activity 2 (title)													Local Partner 2
Etc.													

Years 2 et 3										
Preparation of Activity 1(title)	Quarter	1	2	3	4	1	2	3	4	Implementing body
Implementation of Activity 1(title)	example									Example
Preparation of Activity 2 (title)										Local Partner 1
Etc.										Local Partner 1
										Local Partner 2

## 2. Results obtained

### 2.1 Expected impact on target groups / beneficiaries (Maximum 2 pages)

---

Please indicate how the project will improve:

2.1.1 The situation of the target groups / beneficiaries.

2.1.2 The technical and management capacities of the target groups and / or the partner (s).

### 2.2 Concrete results (Maximum 1 page)

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---

Please be specific and quantify the expected results as much as possible. Indicate in particular the planned publications.

### **2.3 Multiplier effects** (Maximum 1 page)

---

Please describe i) the possible synergies with other projects and actions of actors mobilized around the agro ecological transition in the country and in the target country, ii) the procedures for continuation of the actions undertaken by the project at the end of the financing, and iii) opportunities for replication and scaling up of project results.

### **2.4 Sustainability** (Maximum 3 pages)

---

Please distinguish the three aspects:

2.4.1 Financial and economic aspects: how will the activities and / or the management structure (s) eventually put in place be financed at the end of the grant?

2.4.2 Institutional aspect: will there be structures allowing the continuation of activities at the end of the action? How to ensure local "ownership" of the results of the action?

2.4.3 Possible political aspect: what structural impact will the action have? For example, will it lead to improvements in legislation, codes of conduct, methods, etc.??

### **2.5 Logical Framework**

---

---

Please complete Annex D

### **3. Budget of the action**

Please complete Annex C.

### **4. Expected sources of financing**

Please indicate the sources of funding (own resources of the tenderer and its partners, or other funder), indicating those which have already been acquired and those which are foreseen.





**ANNEX C : Budget**  
**(All taxes included, in Euro)**

**Project title :** .....

Budget (euro) (1)	Year 1				Years 2 + 3				Total Years 1 + 2 + 3 (2)	Applicant's Contribution to cofinancing	Grant requested
Costs	Unit	Quantities	Unit Cost	Total	Unit	Quantities	Unit Cost	Total			
<b>1. Human Resources</b>											
1.1 Salaries(gross amounts including social security charges and other related costs, local staff)											
1.1.1 Technical	Per month				Per month						
1.1.2 Administrative/ Support staff	Per month				Per month						
1.2 Salaries(gross amounts including social security charges and other related costs, expats/international staff)	Per month				Per month						
1.3 Per diem for missions/travels (3)											
1.3.1 Abroad (Project assigned staff)	Per diem				Per diem						
1.3.2 On site (project staff)	Per diem				Per diem						
1.3.3 Seminar/Conference Participants	Per diem				Per diem						
<b>Subtotal/ Human Resources</b>											
<b>2. Travels</b>											

2.1. International travel	Per flight				Per flight						
2.2. Local travel	Per month				Per month Par mois						
<b>Sous-total Voyages</b>											
<b>3. Equipment and stores (4)</b>											
3.1 Car rentals	Per vehicle				Per vehicle						
3.2 Furniture, computer supplies											
3.3 Machines, tools etc.											
3.4 Spare parts/machinery equipment, tools											
3.5 Other (specify)											
<b>Subtotal equipment and supplies</b>											
<b>4. Local office</b>											
4.1 1 Office rental	Per month				Per month						
4.2 Consumables, office supplies	Per month				Per month						
4.3 Other operating expenses (tel / fax, electricity, maintenance)	Per month				Per month						
<b>Subtotal Local office</b>											
<b>5. Autres coûts, services (5)</b>											
5.1 Publications											
5.2 Studies, research											
5.3 Evaluation costs											
5.4 Translations/Interpreters											
5.5 Cost of conferences/seminars											

5.6 Communication and visibility actions (6)											
<b>Subtotal Other costs, services</b>											
6. Other (to be detailed according to the specificities of each project)											
<b>Subtotal Other</b>											
8. Contingencies (5% maximum)											
9. Total eligible direct costs of the Action (7 + 8)											
10. Administrative costs (7% maximum) (7)											
11. Total eligible costs of the action (9 + 10) (All taxes and in Euro)											



**NOTA BENE:**

(1) The description of the articles must be sufficiently detailed and must show each of their main components. The number of units and the unit rate must be specified for each component according to the indications provided. Unit costs may, where relevant, be based on average costs.

(2) This is the total taking into account all years of the project. This total includes the grant and the share of co-financing.

(3) Indicate the countries where per diems are incurred, and the applicable rates. Per diems cover accommodation, meals, transport costs within the mission site and out-of-pocket expenses.

(4) Acquisition or rental costs. The amount of these costs applied for on the grant must not exceed a threshold of 35% of the total grant requested.

(5) To be detailed. Lump sum payments are not accepted.

(6) Communication and visibility activities should be planned and budgeted at each stage of project implementation.

(7) This is a flat rate covering the indirect costs of the action and for which the beneficiary of the grant must not provide supporting documents. This includes, for example, additional indirect staff costs. The amount of these administrative costs requested from the grant must not exceed a maximum of 7% of the total grant requested.

NB: The bidder is solely responsible for the accuracy of the financial information provided in these tables.

## APPENDIX D: LOGICAL FRAMEWORK FOR ACTION

<p><b>General objectives</b></p>	<p><b>Intervention logic</b></p> <p>What are the overall goals of the action?</p>	<p><b>Objectively verifiable indicators</b></p> <p>What are the key-indicators related to these general objectives?</p>	<p><b>Sources and means of verification</b></p> <p>What are the sources of information for these indicators?</p>	<p><b>Assumptions</b></p>
<p><b>Specific objectives</b></p>	<p>What specific objective should the action achieve as a contribution to the overall objectives What are the expected results? (Number these results)</p>	<p>Which indicators show in detail, that the goal of the action is achieved?</p>	<p>What sources of information exist and can be gathered? What are the methods to get this information?</p>	<p>What factors and conditions beyond the Recipient's responsibility are necessary to achieve this objective? (External conditions) .What are the risks to consider?</p>
<p><b>Expected results</b></p> <p><b>Activities to develop</b></p>	<p>The results are the achievements that will make it possible to obtain the specific objective</p> <p>What are the key activities to be implemented, and in what order, in order to produce the expected results? (Group activities by results)</p>	<p>Which indicators allow to check and measure that the action reaches the results expected?</p> <p><b>Means:</b> What means are required to implement these activities, for example personal, equipment, training, studies, supplies, facilities, operations etc. ?</p>	<p>What are the sources of information for these indicators?</p> <p>What are the sources of information on action progress?</p> <p><b>Costs</b> What are the costs of the action? Their nature? (Detail in the action budget)</p>	<p>What factors and conditions beyond the Recipient's responsibility are necessary to achieve this objective? (External conditions) .What are the risks to consider?</p> <p>What preconditions are required before the action begins?</p> <p>What conditions out of control direct from the Beneficiary must be carried out for implementation planned activities?</p>



**Annex E: Data concerning the Bidder and the Project**  
**(Cover page for the concept note and the detailed proposal)**

Applicant	
Acronym	
Nationality	
Legal status	
Address	
Phone	
Fax	
Organization's email address	
Website of the organization	
Project Contact	
Contact email address	
Project Title / Project Title	
Local partners	
Locations (country, region (s), city (s))	
Total cost of the project	
Contribution requested from RAAF	
Contribution from other potential partners	
Co-financing rate (%)	
Project duration	



## ANNEX F: Fact sheet of Each Project Partner

The Bidder confirms that all the partners involved in this proposal have been consulted and have agreed to their participation.

<b>Full name of the organization</b>	
<b>Acronym :</b>	
<b>Address :</b>	
<b>Location of the head office:</b> (if different from the postal address)	
<b>Phone :</b>	
<b>Fax :</b>	
<b>Email address :</b>	
<b>Website :</b>	

<b>Contact person (s) for this project:</b>	
---	--

Technical referent: (Name, phone and e-mail address)	
Financial referent: (Name, phone and e-mail address)	
Administrative Referent: (Name, phone and e-mail address)	
<b>Surname, first name and quality of the person responsible for the co-financing application file</b>	
<b>Name and first name of the Executive Director:</b> (or equivalent)	

## ANNEX G: Fact sheet of Each Project Partner

The tenderer confirms that all the partners involved in this proposal have been consulted and have agreed to their participation.

<b>Full name of the organization</b>	
<b>Acronym :</b>	
<b>Address :</b>	
<b>Location of the head office:</b> (if different from the postal address)	
<b>Phone :</b>	
<b>Fax :</b>	
<b>Email address :</b>	
<b>Website :</b>	

<b>Contact person (s) for this project:</b>	
<b>Name and first name of the executive director:</b> (or equivalent)	

<b>Creation date:</b>	
<b>Legal status :</b>	

(Attach to the technical file the registration certificate or the equivalent, if the structure is informal specify it here.)	
<b>Name and surname of the president:</b> (or equivalent)	
<b>Number of members of the Board of Directors:</b>	
<b>List of Board members:</b>	

<b>Object of the organization:</b>	
<b>Main areas of intervention:</b>	
<b>Human Resources of the association:</b>	
<b>Total annual budget in euros:</b>	
<b>Main donors:</b>	
<b>Membership in networks, federations, groups, etc. :</b>	
<b>History and nature of cooperation with partner (s):</b> institutional and contractual links	
<b>Role and involvement in the preparation of the proposed project:</b>	
<b>Role and involvement in the implementation of the proposed project:</b>	
<b>Experience of similar actions according to its role in the implementation of the proposed action:</b>	

## Annex H: PARTNERSHIP STATEMENT

**Important: This declaration must be provided by each partner.**

Title of the action:	
Organization :	
Name :	
Function:	

A partnership is a substantial relationship between two or more organizations involving a sharing of responsibilities in the action funded by the contracting body. In order to facilitate the smooth running of the action, the ARAA requires that all partners acknowledge this by accepting the principles of good partnership defined below.

1. All partners must have read the grant application form (Concept Note and Detailed Proposal) before submitting it to the call for proposals and understood what their role in the action will be.

2. The applicant and its partners must consult each other regularly and keep each other informed of the progress of the action.

3. All partners must receive copies of narrative and financial reports submitted to ARAA.

4. Changes to the parts of the action in which they participate (e.g. in relation to activities, partners, etc.) must be accepted by the relevant partners before being proposed to the ARAA. If no agreement between partners could be found, the applicant must report it when submitting amendments for approval.

I, the undersigned, as a responsible person in the partner organization, certify that I have read the contents of this statement and that I am committed to the principles of good partnership.

Date and place:

Name:

Function:

Signature:

## Annex I : CHECKLIST BEFORE SUBMITTING PROPOSAL

BEFORE SENDING YOUR DETAILED PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING ELEMENTS OF YOUR FILE IS COMPLETE AND FULFILL THE CRITERIA	TO BE COMPLETED BY THE BIDDER		TO BE COMPLETED BY RAAF	
	YES	NO	YES	NO
1. The detailed proposal form, published under this Call for Proposals (Annex A), was used for the drafting of the detailed proposal.				
2. The proposal is typed in French and English.				
3. The electronic version of the detailed proposal is sent by e-mail to the addresses indicated in this call for proposals document.				
4. The action will be implemented in one of the following countries: Senegal, Mali, Burkina Faso, Côte d'Ivoire or Togo.				
5. The bidder meets the defined development operator definition criteria..				
6. The bidder does not participate in any other project proposal as a project leader.				
7. The constituted consortium of actors meets the eligibility criteria of the consortia indicated.				
8. The cover page (Annex E) and the Declaration of Integrity (Annex J) are completed and signed by the bidder.				
9. The bidder and each of the local partners have completed and signed the information sheets (Annexes F and G) and the partnership statement (Annex H).				
10. The requested grant is between 270,000 and 305,000 euro				
11. The administrative costs related to the grant requested are less than 7% of the amount of the grant..				
12. The duration of the project is between 30 and 36 months.				
13. The financial contribution of the tenderer and / or its partners is equal to or greater than 20% of the total budget of the proposal				

BEFORE SENDING YOUR DETAILED PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING ELEMENTS OF YOUR FILE IS COMPLETE AND FULFILL THE CRITERIA BELOW	TO BE COMPLETED BY THE BIDDER		TO BE COMPLETED BY RAAF	
	YES	NO	YES	NO
1. The detailed proposal form, published under this Call for Proposals (Annex B), was used for the drafting of the detailed proposal.				
2. The proposal is typed in French and English.				
3. The electronic version of the detailed proposal is sent by e-mail to the addresses indicated in this call for proposals document.				
4. The cover page (Annex E) and the Declaration of Integrity (Annex J) are completed and signed by the bidder.				
5. The bidder and each of the local partners have completed and signed the information sheets (Annexes F and G) and the partnership statement (Annex H).				
6. The requested grant is between 270,000 and 305,000 euro.				
7. The administrative costs related to the grant requested are less than 7% of the amount of the grant.				
8. The duration of the project is between 30 and 36 months.				
9. The financial contribution of the tenderer and / or its partners is equal to or greater than 20% of the total budget of the proposal.				

**APPENDIX J: Declaration of Integrity, Eligibility and Environmental and Social Commitment (text not to be modified)**

Title of the offer or proposal: \_\_\_\_\_ (the "Award")

To: Executive Director, RAAF \_\_\_\_\_ (the "Owner")

1. We acknowledge and accept that the French Development Agency ("AFD") finances the Owner's projects only on its own terms and conditions that are determined by the Financing Agreement that directly or indirectly binds the Owner. Consequently, there can be no legal relationship between AFD and our company, our group, our suppliers, contractors, consultants and subcontractors. The Owner has exclusive responsibility for the preparation and implementation of the procurement process and their execution. Depending on whether the contract is for works, supplies, equipment, intellectual services (consultants) or other services, the Client may also be called Client or Purchaser.

2. We certify that we are not, and that none of our members, suppliers, contractors, consultants or subcontractors are in any of the following circumstances:

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

2.2 Having been the subject of:

a. A conviction pronounced for less than five years by a judgment having the force of res judicata in the country of completion of the Contract, for fraud, corruption or any offense committed in connection with the execution or execution of a contract (in the event of such a conviction, we have the possibility of attaching to the present Declaration of Integrity additional information that would make it possible to consider that this conviction is irrelevant in the context of the Contract);

b. An administrative sanction pronounced less than five years ago by the European Union or by the competent authorities of the country in which we are established, for fraud, corruption or any offense committed within the framework of the execution or execution of a market (in the event of such a sanction, we may attach to this Declaration of Integrity the additional information that would make it possible to consider that this sanction is not relevant in the context of the Contract);

c. A conviction pronounced less than five years ago by a judgment having the force of res judicata, for fraud, corruption or for any offense committed in connection with the execution or execution of a contract financed by the AFD;

2.3 To appear on the lists of financial sanctions adopted by the United Nations, the European Union and / or France, particularly in the fight against the financing of terrorism and against attacks on international peace and security;

2.4 Having been terminated for our exclusive wrongs in the last five years due to a serious or persistent breach of our contractual obligations in the performance of a previous contract, provided that this sanction has not been the subject of a dispute on our part in progress or having given rise to a court decision reversing the termination to our exclusive wrongs;

2.5 Not having fulfilled our obligations relating to the payment of our taxes according to the legal provisions of the country where we are established or those of the Country of the Owner;

2.6 Be subject to an exclusion ruling issued by the World Bank and be included in the list published at <http://www.worldbank.org/debarr> (assuming such exclusion decision, we may attach to this Declaration of Integrity the additional information that would make it possible to consider that this exclusion decision is not relevant in the context of the Contract);

2.7 To have produced false documents or to have been guilty of false declaration (s) by providing the information required by the Owner as part of this Procurement and Contract award process.

3. We certify that we are not, and that none of the members of our group or our suppliers, contractors, consultants or subcontractors, are in any of the following conflict of interest situations:

3.1) Shareholder controlling the Client or subsidiary controlled by the Client, unless the resulting conflict has been brought to the attention of AFD and resolved to his satisfaction.

- 3.2) To have business or family relations with a member of the services of the Contracting Authority involved in the process of awarding the Contract or the supervision of the resulting Contract, unless the resulting conflict has been brought to the attention of AFD and resolved to his satisfaction;
- 3.3) Control or be controlled by another tenderer or consultant, be under the control of the same firm as another tenderer or consultant, receive from another tenderer or consultant or award to another tenderer or consultant directly or indirectly grants, having the same legal representative as another tenderer or consultant, directly or indirectly maintain contacts with another tenderer or consultant allowing us to have and to give access to the information contained in our respective offers or proposals, to influence them, or to influence the decisions of the Client;
- 3.4) To be engaged for a mission of intellectual services which, by its nature, risks being incompatible with our missions on behalf of the Owner;
- 3.5) In the case of a procedure for awarding a contract for works, supplies or equipment:
- i. Have prepared ourselves or have been associated with a consultant who has prepared specifications, plans, calculations and other documents used in the framework of the procurement procedure;
  - ii. Being ourselves, or one of the firms to which we are affiliated, recruited, or to be recruited by the Employer to supervise or control the work under the Contract.
4. If we are a public institution or a public company, to participate in a competitive bidding process, we certify that we have 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 Client, who will inform AFD of any change in the situation with regard to points 2 to 4 above.
6. In connection with the awarding and execution of the Contract:
- 6.1) We have not committed and will not commit an unfair maneuver (action or omission) to intentionally deceive others, to intentionally conceal from them, to surprise or vitiate their consent or to circumvent legal or regulatory obligations and / or violate its internal rules in order to obtain an illegitimate profit.
  - 6.2) We have not committed and we will not commit an unfair maneuver (action or omission) contrary to our legal or regulatory obligations and / or our internal rules in order to obtain an illegitimate profit.
  - 6.3) We have not promised, offered or granted and we will not promise, offer or give, directly or indirectly, to (i) any Person holding a legislative, executive, administrative or judicial office within the State of the Master contract, whether appointed or elected, whether permanent or not, whether or not it is paid and regardless of its hierarchical level, (ii) any other Person who performs a public function, including for a public body or a public company, or which provides a public service, or (iii) any other Person defined as public official in the State of the Client, an undue advantage of any kind, for himself or for another person or entity, to perform or refrain from performing an act in the performance of his official duties.
  - 6.4) We have not promised, offered or granted and we will not promise, offer or give, directly or indirectly, to any Person who directs or works for any private sector entity, in any capacity whatsoever, an undue advantage of any nature, for itself or for another Person or Entity, to perform or refrain from performing an act in violation of its legal, contractual or professional obligations.
  - 6.5) We have not committed and we will not do anything that could influence the procurement process to the detriment of the Client and, in particular, no anti-competitive practices that have the purpose or effect of preventing, to restrict or distort competition, in particular by limiting access to the market or the free exercise of competition by other undertakings.
  - 6.6) We, or any of our affiliates, or any of our subcontractors will not acquire or provide equipment and will not be involved in UN embargoed areas, or European Union or France.
  - 6.7) We commit ourselves to respect and to respect by all our subcontractors the environmental and social standards recognized by the international community among which include the fundamental conventions of the International Labor Organization (ILO) and the international conventions for the protection of the environment, consistent with the laws and regulations applicable to the country of completion of the Contract. In addition, we are committed to implementing environmental and social risk mitigation measures when they are indicated in the Environmental and Social Management Plan provided by the Contracting Authority.

7. We, the members of our group, our suppliers, contractors, consultants and subcontractors, authorize AFD to examine the documents and accounting documents relating to the awarding and execution of the Contract and to submit them for verification to auditors designated by AFD.

Name: ----- As: -----  
Duly authorized to sign on behalf and in the name of -----

Signature:

Dated :