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| **C:\Users\turlinf\Pictures\AFD_embleme_horizontale_designation_RVB.png** | **CALL FOR PROJECT PROPOSALS – Sri Lanka – May 2019*****"BOOSTING THE POTENTIAL OF THE BLUE ECONOMY IN SRI LANKA: CONSERVATION OF THE SHORELINE, BEACHES AND WAVES"*** |

The French Agency for Development (*Agence Française de Développement - AFD*) is willing to finance a Civil Society Organisations (CSO), preferably in partnership with other international/local Non-Profit Organisations (NPOs) and/or Non-Governmental Organisations (NGOs) and/or Civil Society Organisations (CSOs), to enhance the quality of the coastal environment and to contribute in developing the Sri Lankan Blue Economy potential, with a more specific – but not exclusive – focus on a set of sites (see the Terms of Reference (ToR) in Section I).

AFD has earmarked a maximum of EUR 3 million to fund one single project, with a duration of minimum 36 months and maximum of 60 months.

The project will be selected based on a project concept note (see template in Section IV), to be provided together with an administrative file (Section VI) and information sheets (Sections VII and VIII), to be submitted electronically at the latest *by* ***12 pm, Paris time, on 18th of July 2019***. Late proposals will be rejected.

The selected consortium of CSOs/NPOs will be then invited to complete substantially their appraisal processes, working closely with the AFD Project team, and submit a final comprehensive project note. This final note must include any points arising from the discussions with AFD thus allowing the Project Manager to present the projects to AFD's governing bodies.

**The documents of the call for proposals will be available from 23rd May 2019on the AFD website:**

<https://www.afd.fr/en/calls-for-projects>

and on

<http://afd.dgmarket.com>

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**Proposals must be submitted in English at the latest at 12 pm Paris time on 18th of July 2019**on the AFD website:

<https://www.afd.fr/en/calls-for-projects>

For all other information, applicants may write to:

Catherine LECOUFFE (AFD – Task Team Leader, Paris Office – lecouffec@afd.fr)

With copy to:

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Every question and its answer will be shared on the AFD platform for everyone’s knowledge.

# Terms OF reference

**« BOOSTING THE POTENTIAL OF THE BLUE ECONOMY IN SRI LANKA: CONSERVATION OF THE SHORELINE, BEACHES AND WAVES »**

## CONTEXT

### Current situation in Sri Lanka

Sometimes called « the Pearl of the Indian Ocean », Sri Lanka has a long coastline of 1 340 km. It is a source of significant income for the population, in particular in the fisheries and tourism sectors, and a source of revenues in foreign currencies for Sri Lanka.

Its exceptional marine biodiversity (whales, turtles, dolphins, corals, mangroves, lagoons) and its tourist potential (beaches, waves) are threatened by waste – especially plastic litter -, water pollution, overfishing, on-going mass tourism and uncontrolled urbanisation.

### The preservation of the environment and the coastline in the Sustainable Development Goals (SDGs)

The main objective of the « Boosting the Potential of the Blue Economy: Conservation of the Sri Lankan Shoreline, Beaches and Waves » project is to contribute to the preservation of the coastal biodiversity and natural heritage and to preserve and encourage economic opportunities.

The project will contribute in achieving the Sustainable Development Goals, of which:

* Goal 11: Sustainable cities and communities, by strengthening efforts to protect and preserve the natural heritage, by reducing the negative impact of cities on environment (with attention to solid and liquid waste management), and by promoting access for all to safe public spaces;
* Goal 12: Responsible production and consumption, by promoting sustainable resources management, by providing access to basic services and a better quality of life for all, by reducing waste generation through prevention, reduction and reuse, by ensuring that people have relevant information and awareness for sustainable development and lifestyles in harmony with nature;
* Goal 14: Life below water, by reducing marine pollution and via environmental awareness;
* Goal 17: Partnerships for the goals, by involving international associative actors and local private actors in the project.

### Blue economy worldwide

According to the European Union’s definition, the blue economy represents all economic activities related to our oceans, seas or coastal areas. It covers established sectors such as fisheries, shipbuilding and tourism as well as emerging industries, including ocean energy and biotechnology. It also includes all support activities directly or indirectly necessary for its operation.

The blue economy thus covers a wide variety of fields, from the primary sector (fishing and aquaculture), secondary (processing of fishery products, shipbuilding and ports, energy production, production of nautical-related articles), and also tertiary (seafood marketing, passenger and freight services, nautical services, port and naval maintenance, sea rescue, coastal development, training in maritime professions, etc.). Coastal tourism is also part of it.

Over three billion people depend on marine and coastal biodiversity for their livelihoods. The market value of marine and coastal resources and industries is estimated at USD 3 trillion per year (about 5 % of global GDP). In 2010, the marine economy accounted for 31 million jobs (1.5 % of the global labor force employed), of which one-third was carried by the industrial fishing sector and one-quarter by the tourism industry. This figure does not take into account the number of jobs associated with artisanal fisheries (estimated at 100 million by the OECD), and artisanal fish processing (also valued at several million). Maintaining clean oceans is therefore crucial for sustainable development and poverty reduction by increasing people’s income and improving health. It also supports climate change mitigation as oceans absorb about 30% of carbon dioxide, buffering the impacts of global warming.

An estimated 8 million metric tons of plastic waste and microplastics, is discharged into the world’s oceans every year, threatening marine ecosystems, people and communities that depend on clean oceans. If this goes on, it is estimated that by 2050 there will be more plastics than fish in the oceans by weight.

### Preserving and boosting the Sri Lankan Blue Economy by protecting its shoreline

Blue Economy is a major source of foreign currency, jobs and food security in Sri Lanka. Preserving and stimulating it is a social, economic and environmental challenge.

Sri Lanka’s fisheries sector for instance provides employment for about 600 000 people (nearly 10% of the total labor force). It supplies more than 60 % of the animal proteins consumed by the population. Besides, it is also a more and more significant source of revenues in foreign currencies for Sri Lanka.

The tourism sector highly benefits from the shoreline potential as well with 70 % of the already 2.2 million tourists in Sri Lanka, and 4 million expected by 2020, focusing on the coastline. Indeed, the Sri Lankan beaches attract by their beauty and rich biodiversity (whales, dolphins, turtles, etc.), offering leisure possibilities such as snorkeling and diving. The Sri Lankan waves are famous worldwide and attract surfers, when the wind in some places brings kite surfers too.

However, this tendency is also a threat to the natural resources. The existing infrastructures and urban services do not have the full capacity to handle the anthropic pressure induced by urban demographic growth, in particular with regard to solid waste and wastewater management. Today, more than 3 million Sri Lankans live less than a kilometer away from the coast.

In this context, AFD’s strategy in Sri Lanka is notably to boost the Blue Economy potential of the Island, by providing support to projects which will mitigate negative impacts of human activities (water pollution above all) while enhancing Blue Economy potential. AFD in Sri Lanka finances projects in the urban sanitation sector, the beneficiary areas being mainly coastal cities among which, but not only, Negombo, Jaffna, Galle-Unawatuna, as well as in the fishery sector with the preparation of a program to rehabilitate existing fishing harbours in southern Sri Lanka and to enhance their management as well as that of aquatic resources.

This call for proposals is an echo to the Declaration of Intent that has been signed on May 17th, 2018 between France and Sri Lanka to reinforce bilateral cooperation and exchanges in the field of blue economy.

### AFD’s global intervention in favor of the Blue Economy

AFD is an inclusive public financial institution and the main actor in France’s development policy. It makes commitments to projects that genuinely improve the everyday lives of people, in developing and emerging countries and in the French overseas territories.

AFD works in many sectors – energy, health, biodiversity, water, digital technologies, training – and supports the transition to a safer, more equitable and more sustainable world: a world in common. Its action is fully in line with the Sustainable Development Goals (SDGs).

Regarding the maritime domain, AFD works along with its partners to improve the sustainable management of marine resources, sustainably, support the fishery and aquaculture sectors, and protect marine and coastal ecosystems.

AFD is also aware that joining multi-lateral initiatives might have bigger impact to support specific ocean related projects which are more regional, not to say worldwide. The latest engagements are:

* Clean Oceans Initiative - KfW, EIB and AFD have launched the Clean Oceans Initiative for the reduction of pollutions in our oceans. The aim is to support and label projects that reduce marine litter, especially plastics, as well as untreated water discharge before it reaches the sea.
* PROBLUE - This new multi-donor trust fund aims at supporting healthy and productive oceans by tackling marine pollution, managing fisheries and fostering the sustainable growth of coastal economies.
* Blue Action Fund - This multi-donor fund supports national and international NGOs in their efforts to conserve the oceans and coastlines in the developing world and to limit the human activity pressures on those vulnerable areas.

The project « Boosting the Potential of the Blue Economy: Conservation of the Sri Lankan Shoreline, Beaches and Waves » is also part of the French national strategy for the sea and the coast, which objectives are:

* The ecological transition for the sea and the coastline;
* Development of the sustainable blue economy;
* The good ecological status of the marine environment and the preservation of an attractive coastline;
* The influence of France.

### Role of NGOs and local actors in the design and implementation of coastal environment protection programmes

NGOS and the local civil society have experiences on the coastal environment, where they develop field activities and dialog with the public and private stakeholders.

The know-how NGOs have developed on shorelines’ environmental issues is a key asset for them to design and pilot innovative approaches, aiming the reduction of pollution risks and the fight for coastal ecosystem conservation as well as the sustainable management of its resources. Some NGOs have already invested in this field through, and not only, waste picking campaigns, awareness programs and the design of appropriate and diverse educational tools.

The advocacy capacity of NGOs is another important asset for the promotion of Blue Economy development and conservation of the coast environment, and to point out the weaknesses of the existing mechanisms and policies

## ORIENTATIONS OF THE CALL FOR PROPOSAL

### Objective of this call for proposal

Through this call for proposals, AFD expects proposals for a disruptive project.

The project objective is to enhance the quality of the coastal environment and to preserve and boost the potential of the Blue Economy in Sri Lanka.

This call for proposal is the opportunity for AFD and NGOs to think about effective and attractive ways to sensitize people about marine ecosystem, coastal natural heritage, everyone’s responsibility for their conservation and ecofriendly actions that everyone could undertake.

### Expected results

These expected results are indicative. Candidates are allowed to adapt their proposals and to suggest other results and associated activities. The activities carried out and the infrastructures implemented shall not alter the aesthetic of the shoreline. It should reinforce social link and respects the environment. The candidates are encouraged to be innovative.

The project expected results are:

**Environmental education, awareness and advocacy:**

* Relevant stakeholders, tourists and children, men and women, are sensitized on climate change, marine biodiversity and protection of the coastal environment;
* Environmental friendly touristic practices are encouraged, and awareness is raised on the limits to snorkeling, diving, whale watching, etc.;
* Job opportunities are developed (for both men and women);
* Specific areas are identified as potential protected areas.

**Cleanness, accessibility and safety on the shoreline:**

* The project areas (of which beaches and seas but not only) have visible bins, waste collection service is ensured and control of the pollution and quality of the seas is encouraged;
* The project areas are accessible to everyone and safe: little infrastructures can be implemented like street lights, sidewalks and encouraging soft mobility;
* Awareness is raised on sexual harassment;
* Infrastructures and services like help and rescue centers with rescue materials can be implemented in pilot areas, and lifeguards trained, including women.

**Solid waste:**

* Major sources of solid waste are identified (especially plastic), and some pilot initiatives are proposed to reduce solid waste and improve waste collection;
* Stakeholders, tourists and children are sensitized on solid waste reusal and upcycling;
* Small local business in the field of waste reuse and recycling are empowered.

**Coordination and communication:**

Coordination and communication should be disruptive, include a wide range of stakeholders and be a mean to strengthen social links on the topic of environment and natural resources protection, solid waste reduction and safety.

### Project management

The selected NGO/consortium of NGOs will be responsible for the management of the project.

The selected NGO/consortium of NGOs will ensure close relations with local institutional actors (in particular the Coast Conservation and Coastal Resource Management Department, the Marine Environment Protection Authority, the Sri Lanka Tourism Development Authority, and the local authorities), private actors, including those involved in the tourist sector (hotels, diving clubs, surf clubs, restaurants, etc.) and in environment protection.

Quarterly multi-stakeholders meetings will ensure consistency and follow-up of activities across the country.

Annual steering committees will gather the Marine Environment Protection Authority, the Coast Conservation Department, the Central Environmental Authority, the Ministry of Mahaweli Development and Environment, the Ministry of Agriculture, Rural Economic Affairs, Livestock Development, Irrigation and Fisheries & Aquatic Resources Development, the Ministry of Tourism Development and Religious Affairs, AFD and every relevant stakeholder.

### Period of implementation

The intended start date is the first semester of 2020 and the period of implementation of the contract should be between three to five years from this date.

## SCOPE OF THE PROJECT

### Thematic scope

The project proposals should target coastal areas, and the most touristic ones in priority; the project developed could be adapted for replication to other relevant places. It may build on existing initiatives or start new ones.

The NGOs are encouraged to develop proposals that focus on a wide scope of themes such as the sea and the marine environment, coastal fauna and flora, waste management, waste reusal/recycling/upcycling/safe deposit and ecological behaviour on beaches, sustainable development of coastal areas, small facilities’ improvement for more cleanness and safety, etc., which will ultimately contribute in protecting the coastline environment and boost its economic potential.

Outcomes of activities implemented could be formalized by obtaining some type of label or certification that reward the participation to environmental conservation, conveying a positive image of beaches (cleanness, safety, accessibility) to the population and tourists, thus encouraging a general behavioural change towards more ecofriendly attitudes.

The project should be consistent with other initiatives and/or strategies addressed in the same field of intervention.

The project proposal should cover at least the three following dimensions:

* **Raising awareness on the anthropic impacts –marine and terrestrial- on the shoreline biodiversity and coastal heritage, on climate change issues, and on the role of ecofriendly behaviours,** with a special focus on marine pollution by solid waste and wastewater, and best tourism practices (informing on the whales watching ecological risks for instance);
* **Promoting cleanness, accessibility and safety on beaches,** in order to encourage local authorities and public and private actors who are interested in developing infrastructures and services that will foster both their territories attractiveness and the sustainable management of coastal areas;
* **Providing small investments that aim to develop the coastline while preserving the environment and natural heritage,** including pilot projects (such as solid waste management on beaches) in partnership with local associations and other private actors.

The awareness-raising activities will aim at informing the general public as well as private institutions and actors about the effects of climate change on the coast and ways to mitigate them.

The project must, over the implementation period, lead to concrete results. A diagnosis of the existing environmental situation/damages and a needs assessment should be done at the inception of the assignment.

The project « Boosting the Potential of the Blue Economy: Conservation of the Sri Lankan Shoreline, Beaches and Waves » is also part of the French national strategy for the sea and the coast, which objectives are:

* The ecological transition for the sea and the coastline;
* Development of the sustainable blue economy;
* The good ecological status of the marine environment and the preservation of an attractive coastline;
* The influence of France.

### Geographical scope

Activities in the project must be carried out in Sri Lanka.

Due to the economic role of the entire Sri Lankan coastline and the tourist attractiveness of most of the beaches, the project will have the greatest possible influence in the country.

It is strongly recommended to include the following areas in priority in the scope of the project:

* North: Jaffna,
* East: Batticaloa and Arugam Bay (an internationally known surf spot),
* South: Tangalle, Dickwella-Hiriketiya,
* Southwest: Galle-Unawatuna and Hikaduwa,
* West: Bentota, Colombo (and in particular the Galle Face Green), Negombo (touristic due to its proximity to the international airport) and Kalpitiya (a significant kitesurf spot).

The project aims at having the widest influence and impact. Therefore, the NGOs are encouraged to spread and adapt their activities to other coastal areas they deem relevant –may they be highly touristic or not at all- and to focus not only on beaches but on the entire shoreline (including close urban areas).

NGOs are strongly encouraged to seek partnerships with stakeholders elsewhere in the Indian Ocean region and especially in Reunion Islands. AFD particularly wishes the consortium to comprise a partner from the Reunion Island, as part of France’s strategy to promote partnerships between French overseas territories and countries sharing the same sea basin (otherwise, the offer should justify why it is not possible).

### Target group

Target groups will be residents and economic actors depending on or benefiting from the shoreline environment.

Direct beneficiaries will be:

* + Private actors of the blue economy in Sri Lanka, such as the fishing and the tourism industries (hotels, restaurants, consumers, shops, water sports clubs, etc.);
	+ Local authorities and their services ;
	+ Residents and visitors (regardless of the generation and gender).

The proposal is expected to define precisely the proposed methodology to reach out to the different target groups (outreach strategy, partnerships with relevant organizations in the field, selection criteria) and to encourage social link.

Proposals should detail the methodology to assess the impact of the action on women (with specific indicators) and on the strengthening of social link.

## Reporting

Interim reports must be prepared every six months during the period of implementation of the tasks. They must be provided along with the corresponding invoice and the financial report. There must be a final report, a final invoice and the final financial report accompanied by an audit report at the end of the period of implementation of the project.

The draft final report must be submitted at least one month before the end of the period of implementation of the project.

The Beneficiary undertakes that the Project will be subject to an external audit at the end of the project. This audit will be carried out by an independent audit firm selected by the Beneficiary and of good reputation, after AFD no-objection on terms of reference of the audit mission and procedures for selecting the auditor. The cost of the audit is to be covered by the project budget.

Each report, excepted for the inception report, must consist of a narrative section and a financial section.

To summarise, in addition to any documents, reports and output specified under the duties and responsibilities of each key expert above, the contractor shall provide the following reports:

|  |  |  |
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| **Name of report** | **Content** | **Time of submission** |
| Inception report | Analysis of existing situation and work plan for the project | No later than 1 month after the start of implementation |
| 6-month progress report | Short description of progress (technical and financial) including problems encountered; planned work for the next 6 months accompanied by an invoice and the expenditure verification report. | No later than 1 month after the end of each 6-month implementation period. |
| Draft final report | Short description of achievements including problems encountered and recommendations. | No later than 1 month before the end of the implementation period.  |
| Final report | Short description of achievements including problems encountered and recommendations; a final invoice and the financial report accompanied by the expenditure verification report. | Within 1 month of receiving comments on the draft final report from the project manager identified in the contract. |
| Final audit report | The audit shall verify that the grant funds disbursed into the Project Account have been used in accordance with the provisions of the Grant Agreement. | No later than 6 months after effective closing of the project. |

Electronic copies of the reports referred to above must be submitted to the Project Officer and Task Team Leader coordinating the project for AFD. The reports must be written in English.

## Requirements

### Project team

NGOs will mobilise teams adapted to the methodologies they propose. These teams will be placed under the responsibility of locally installed mission managers.

Whenever possible, CVs of key team members should be submitted with the proposal. The CV submitted should follow the template provided in appendix.

### Social link and gender mainstreaming

The project activities will allow exchanges between all the actors concerned.

The project aims to promote beach access to all and to protect the coastal environment by encouraging exchanges around good ecological practices.

Activities encouraging social link will be a real added value in the selection of the project.

The gender relations dynamics and the integration of both men and women in awareness-raising and educational activities (as public and providers) are essential for the sustainable implementation of the project and to contribute to fight against inequalities.

The proposals should explain how gender relations can influence the methodology of activities to be implemented.

The activities and means put in place must be accessible and benefit to both men and women.

Employment generated in the frame of the project implementation or resulting from it must benefit to women as well as men.

The project may include actions to prevent sexual harassment.

This point will be assessed and perceived as a real added value in the selection of projects. Innovative approaches will be assessed and perceived as added value in the selection of projects as well.

### Implementation modalities

NGOs will have to respect the following principles of action:

* Consultation upstream and during the implementation of the project, to ensure ownership by the population;
* Contribution to inclusive public policies;
* Reinforcement of institutional actors, support of local authorities.

NGOs will have to implement methods of interventions with innovative diagnostic in consultation with stakeholders. The use of new technologies and digital tools adapted to the local context (infrastructure, level of equipment of local actors, capacity of populations) is strongly encouraged.

Projects should be designed on the basis of initial diagnostics (from previous knowledge of the context and to be completed at the beginning of the project), including at least an analysis of gender relations and an analysis of the factors of socio-economic vulnerability and environmental risks.

A partnership approach is strongly recommended, especially with local NGOs, but also research centres, research departments, etc. The proposed action plan should be articulated with other ongoing projects in the sector in Sri Lanka and the Indian Ocean.

### Sustainability and replication

NGOs must demonstrate the medium- and long-term sustainability of the proposed approaches. This could be addressed in particular through awareness-raising and mobilisation of the population, capacity-building activities, clarification of roles and responsibilities of stakeholders, etc.

Strategies for institutionalising the actors and practices supported by the projects will have to be clarified ex-ante. In this context, particular attention will be paid to NGOs' ability to dialogue with local and / or national authorities. Similarly, the potential for replication and / or scalability will have to be clearly explained. All innovative practices, such as the methodology used for the initial diagnosis, should be documented so that they can be reiterated later by a third party.

### Monitoring and evaluation

NGOs will propose a monitoring and evaluation system for the activities they intend to implement. They will define expected outcome indicators and how they will be measured and discussed among stakeholders. These mechanisms will also need to specifically report on the approach to reducing gender inequalities with gender-disaggregated indicators. The NGO will have to quantify the extent and the signs of sustainability of the impacts on the populations.

### Innovation approach and capitalisation

When innovative, NGOs will need to explain the innovative nature of their proposals and detail the underlying assumptions and issues. Indicators to assess the relevance of the proposed innovation should be included in the project monitoring and evaluation mechanism.

Each NGO will have to set up a capitalisation system integrated into the project.

# General fr**A**mework defined by AFD

**Article 1. General terms & conditions**

* 1. The call for proposals *"BOOSTING THE POTENTIAL OF THE BLUE ECONOMY IN SRI LANKA: CONSERVATION OF THE SHORELINE, BEACHES AND WAVES"* (the "Call") aims at financing one development project managed by a CSO, in partnership with other international/local Non-Profit Organisations (NPOs) and/or Non-Governmental Organisations (NGOs) and/or Civil Society Organisations (CSOs), hereby Project Lead Institution (or PLI). These PLIs:
* Must have past experience in project implementation, especially in the costal and marine protection/conservation, including sea and the marine environment, coastal fauna and flora, waste management, waste reuse and ecological behaviour on coastal areas, sustainable development of coastal areas, small facilities’ improvement for more cleanness and safety;
* Should be able to collaborate smoothly i) with the local authorities, as well as ii) with AFD local office in Colombo and AFD headquarters;
* Should have the capacity to implement large projects: the overall budget of the suggested project must not represent more than 70 % of the PLI annual resources over the last three accounting periods.
	1. The framework of the Call is to make available a grant amounting to a total of maximum EUR 3 **million** for the operational project, with a focus on enhancing the quality of the coastal environment and to contribute in preserving and encouraging the Sri Lankan Blue Economy potential (see the ToRs). This total amount will cover the financing of one single project in Sri Lanka. Expenses incurred during project preparation (after initial selection) cannot be reimbursable on AFD fund. These expenses may be considered as co-funded under the remaining 10%.
	2. The entire coast of Sri Lanka may be targeted with the special emphasis on touristic areas and surf hot spots as defined in the ToRs.
	3. Only one proposal by PLI can be submitted.
	4. Collaboration of national and international PLI within consortiums is highly recommended, as well as close interactions with local and national authorities. In such cases, the planned activities and estimated remuneration of each organisation involved in the consortium must be declared explicitly in the proposed budget detailing the different components of the project.
	5. AFD reserves the right to end to this Call if it is deemed necessary.

**Article 2. Procedural rules**

1. Through this Call, AFD’s intention is to support the financing of one projects developed and defined by the PLIs for a period of minimum 36 months and maximum 60 months.
2. Operational partnerships between national and international CSOs/NPOs are a prerequisite. A project based on one or several partnerships may help to strengthen the capacities of local organisations and institutions. Collaboration and strong operational synergies may be developed with local authorities and, if relevant, private sector organisations.

Linkages with CSOs/NPOs and/or local authorities in Reunion island are strongly recommended. A Sri Lankan delegation has been to the Reunion Island for a field visit related to sanitation on the shoreline in 2018, and the Director of the Reunion Marine Park has come to Sri Lanka in the frame of a conference on marine biodiversity the same year. This project is the opportunity to strengthen know-how sharing between the Reunion Island environmental actors and Sri Lanka further more.

1. Given the diversity of locally present communities, proposed projects must demonstrate how they plan to target over the lifespan of the project all communities, in a do-no-harm approach. Additionally, gender issues should be specifically taken into account through the proposed projects.
2. AFD's financial support can fund up to 90 % of the total budget of the project, including taxes. The remaining 10 % cannot be in-kind contributions. The expenses incurred during project preparation (after initial selection) may be considered as co-funded under the remaining 10%.
3. The budget cannot be used for (i) expenses not directly related to the project, (ii) services already provided in other AFD-funded projects for the same PLI, (iii) services already provided in projects other than those funded by AFD.
4. The cost of the operations of the selected PLI will be funded with advance payments as follows:

– First disbursement based on the year 1 estimated budget of the project;

– Further yearly disbursements after the delivery of annual financial auditing reports and an implementation reports, and based on actualised yearly provisional budgets.

1. PLIs are responsible of all the costs related to the design of their proposal for this first step. Under no circumstances AFD could be considered responsible for the costs incurred, nor can be required to pay for it.
2. Administrative and management costs cannot exceed 10 % of the total budget. The cost of head-office staff in charge of the project must be fully covered by the "Administrative costs" budget line. Only the expenses for mission of the staff from head-office may be transferred to another cost category such as "Support and monitoring". Special attention will be paid to minimise the project management costs versus activities benefiting directly to the targeted population.

**Article 3. Submitting the proposals**

1. Selection is based on a project concept note (see template in Section IV), together with an administrative file (see Section VI), and information sheets (Sections VII and VIII) **to be all submitted at the latest *by 12 pm Paris time on 18th of July2019***.
2. PLIs whose proposal will be selected will be invited to discussions with the AFD Project team, so that additional technical or financial information may be added to the initial project note. The final complete proposal must include all the points arising from the discussions with AFD Project team. It will be submitted to the decision-making bodies of AFD.

**Article 4. Audit, reporting, review and capitalisation**

1. Applicants must include in their proposal a budget dedicated to external audits. The selected PLIs will have to contract with an audit firm; the method of selection and the final choice of the auditor have to pass through AFD's no-objection. The auditor will need to carry out the necessary diligence to check that the funds have been properly used. The cost of the audit is considered as part of the project, up to a limit of approximately 2 % of the total project cost.
2. A semi-annual technical and financial report of the activities carried out as part of the project must be sent to AFD, and will be shared with the relevant national and/or local authorities. AFD will carry out and finance a final evaluation as part of its usual procedures. A mid-term evaluation will be mandatory if the project lasts more than 3 years. This assessment will have to be integrated into the financing plan and piloting of the project.
3. AFD encourages the design of a dedicated component for monitoring, capitalisation and communication in the project activities, so that it could help to disseminate lesson learnt /good practices, and be part of the effort for the promotion of the project. This component is funded as part of the project.

**Article 5. Contract currency and payment currencies**

1. PLIs must prepare their proposals in euros (EUR), which is the currency of the financing agreement. The budget must include all taxes, be fixed and not modifiable.

**Article 6. Knowledge of the terms & conditions of the call for proposals**

1. When submitting their proposal, the PLIs are supposed to:
* have studied the terms & conditions related to the Call as described in this document; and to have accepted them;
* fully understand the nature and scope of the actions required, the local working conditions and all the constraints associated with the actions;
* have studied the general terms & conditions (Article 1 – Section I), the administration file and the information sheets (Sections IV, V and VI).

**Article 7. Opening of the proposals and Selection Committee**

1. The bids will be opened by a Committee comprised of the AFD Project team, including representatives from the AFD Headquarters in Paris and from the AFD local office in Colombo.

A report will be drafted regarding the opening of the bids, stating whether the submitted proposals i) comply with the reception date/time and ii) include the full set of documents (project note and administration file).

1. The proposals will be selected by a Selection Committee, with the same members as the Committee that opened the bids. After the opening, the scoring matrix and the chosen proposals will be sent beforehand to all Committee members. An external consultant and/or observers may also attend the Committee meeting to review and select the proposal. The AFD Project team will write a report on the selection. It will include an analysis for each project reviewed, justifying its selection or refusal. This analysis will be communicated to the PLIs involved. National and local authorities will be informed on the selected project.

**Article 8. Clarification of the proposal**

1. In order to make the proposals easier to review, assess and compare, the Selection Committee may ask PLIs to clarify some aspects of their proposal.

**Article 9. Determining the compliance of the proposal**

1. The Committee may reject a proposal from a PLI that is deemed not to have the human and financial resources to implement efficiently the submitted project.

**Article 10. Assessing and classifying the proposals**

1. The Selection Committee will assess and compare proposals which have been recognised as complying with defined criteria.
2. The proposals will be rated out of 100 points during the selection stage using the following scoring matrix**:**

| Title | Pts | Criteria |
| --- | --- | --- |
| **In depth initial analysis and positioning of PLI(s) (20)** |
| Positioning of the PLIs in South Asia, the Indian Ocean and Sri Lanka | 5 | -Presentation of the PLIs’ current and past work in South Asia, the Indian Ocean and Sri Lanka.-Activities planned in South Asia, the Indian Ocean and Sri Lanka (including those not funded by AFD).-Value added specifically by the PLIs’ and their approach. |
| In depth initial analysis / problem statement in the proposed area/sector | 10 | -Knowledge of the national policies/strategies and systems for planning/implementing projects in Sri Lanka.-Presentation of the context in the targeted area(s) and assessment of the needs of the targeted populations / communities, taking into account the diversity of communities and stakeholders.-Presentation of the various stakeholders dealing in the area with the topics of coastal environment conservation, as well as social cohesion. |
| **Relevance of the project and integration into the local context (50)** |
| Relevance of the proposed project in the local context | 10 | -Relevance of the target groups and areas of intervention with the assessment of current and future needs.-Relevance of the project with the target groups, areas of intervention in relation with the assessment of needs.-Relevance of the project compared to national policies/strategies in the field addressed by the Call, and in relation with other (or the lack of) financing tools.-Relevance of the project in relation with the activities of other stakeholders in the framework targeted by the Call (avoid duplication or competition with other existing programs).-Relevance and quality of the approach to specifically address climate and environmental issues.-Relevance and quality of the approach to waste reduction and waste management.-Relevance of the infrastructures proposed (if any) with the local environment.-Innovative or disruptive aspect of the project with regard to the local context.-Durability / reproducibility. |
| Social link  | 10 | -Relevance of the approach to strengthen social link. |
| Gender | 10 | -Relevance of the approach to specifically address gender issues through the project. |
| Operational scope and Methodology | 10 | -Detailed presentation of the planned activities.-Relevance of the proposed activities to address the different constraints.-The proposal will clearly explain the intervention logic, the main objectives pursued, the expected results, the coordination strategy, the performance indicators and the underlying assumptions.-Analysis of risks and opportunities. |
| Evaluation and capitalisation | 5 | -Quality of the provisions for evaluation of activities, capitalization and dissemination of achievements. |
| **Resources employed (30)** |
| Budget | 10 | -Relevance of the budget in relation to the objectives, the area and operational scope of the project.-Proportion of the budget that will directly benefit waste reduction/environment conservation and social link.-Proportion of the budget that will fund the management costs or other indirect costs in view of maximizing direct expenses for the objectives. |
| Team | 10 | -Relevance of the proposed arrangements.-Staff qualifications and skills.-Ability to pursue a dialogue with representatives from AFD -Headquarters and its regional office in Colombo, and with the local and national authorities. |
| Partnership | 10 | -Valorisation of local, national knowledge, know-how and skills-Partnership and collaboration with other local CSOs/NPOs and other community initiatives (groups, etc.).-Partnership with public institutions.-Organization of the partnerships (e.g. leadership and coordination). -Synergy of actions between the organizations involved. |
| Partnership with actors of the Reunion Island | 10 | -Valorisation of regional (Reunion Island especially) knowledge, know-how and skills. |

**Article 11. AFD’s right to reject any proposal**

1. AFD reserves the right to reject any proposal and to cancel the Call as long as it has not awarded the subsidy, without incurring any responsibility towards the PLIs concerned and without having to give any reasons for cancellation nor refusal.

**Article 12. Developing the projects**

1. Once the project has been selected, the AFD Project team will carry out an open dialogue with the PLIs with the aim of improving jointly the proposal. PLIs from the selected consortium are free to incorporate or reject the suggestions and AFD is free to stop the process. Amongst many others, the following specific points may constitute a reason not to accept the PLIs final proposal:
* refusal to participate in a dialogue with the AFD Project team in order to develop/enrich the proposal,
* refusal to give arguments explaining why amendments suggested by the AFD Project team have not been incorporated,
* existence of a gap of more than 10 % between the budget presented in the project concept note and the final project note.

**Article 13. Confidentiality**

1. No information relating to the review, clarifications, assessment, and comparison of proposals or recommendations relating to the award of the subsidy/subsidies may be disclosed to PLIs or to anyone else outside the review and assessment procedure, from the moment the envelopes are opened until the award of the subsidy or subsidies is announced to the selected PLIs.
2. Any attempt by a PLI to influence the Selection Committee during the procedure of reviewing, assessing and comparing the proposals will have as a consequence the exclusion of the PLI and its proposal from the process.

**Article 14. Information on the selection process**

1. The consortium that is selected by the Selection Committee will be informed by e-mail. The Selection Committee sets the timeframe for the consortium to draft the full technical and financial file that will support the dialogue and due diligence. The following calendar is currently proposed:

|  |
| --- |
| **calendar** |
| **23rd May 2019** | Publication of call for proposals |
| **14th June 2019** | Deadline for receipt of Requests for Clarifications related to the call for proposals |
| **21st June 2019** | Publication of clarifications on AFD website |
| **18th July 2019** | Deadline for submission of Proposals – opening of Proposals by AFD |
| **23rd August 2019** | Pre-selection, Ambassador’s opinion, announcement of results to NGO |
| **21st October 2019** | Deadline for submission of full proposal by the selected candidate |
| **November 2019** | Validation of the project (after exchanges between AFD and the selected NGO)  |
| **December 2019** | signature of the convention  |
| **January 2020** | Kick-off of the project |

1. Once the technical and financial document has been formally validated by the consortium and the award procedure has been validated by AFD’s governing bodies, AFD will inform the lead PLI by letter and email.

**Article 15. Information on the award and signing of the funding agreement**

Upon final validation of the selected project, the AFD Project team will inform the consortium’s lead PLI by letter and email, and send the draft financing agreement for approval before signature.

# Method used to select and validate proposals

The process leading to the funding agreement is carried out in two stages:

1. Selection based on a project concept note (see template in Section IV), together with an administrative file (Section VI), and information sheets (Sections VII and VIII) to be submitted at the latest ***by 12 pm Paris time on* *18th of July 2019.***
2. Sustained dialogue with the Project team to develop the proposal and present a final project note that will be used as a basis for submitting the proposal to AFD's governing bodies.

**Selecting the proposals**

**Selection based on a project concept note and an administration file**

Each lead PLI has to supply electronic copies in pdf format of:

its proposal, using the template project note with the cover sheet and the budget table signed by someone authorised to request financing on behalf of the PLI;

all the administrative documents required (Section VI), including the information sheet about the applicant (Section VII) and the information sheet about the project partner(s) (Section VIII).

These electronic copies should be sent submitted onto the AFD platform:

<https://www.afd.fr/en/calls-for-projects>

**Proposals must be written in English**. PLIs should note that, if selected for the next step of this call for proposal, they will be required to develop and submit, within the time frame allocated to develop their proposal, a document deemed to be suitable to be submitted to AFD's governing bodies to grant the project.

Each page of the documents making up the proposal must be initialled by the lead PLI.

**PREPARATION AND FINAL VALIDATION OF THE PROPOSALS**

Once it receives notification that its project has been selected, the consortium of PLIs can start the process of compiling its final proposal, which will take the form of a final project note. To do so, it will start a dialogue with AFD. AFD will keep the local authorities informed of the results of this dialogue.

Following this process, the Project team will give its agreement to validate the project note, if it considers that the final proposal reflects the content of the initial project note while including satisfactorily all the items arising from the dialogue it has had with the PLIs. Once the PLIs have sent the final project note, the project will be submitted to AFD's governing bodies.

# Project note template

*"Title of project*"

**Call for projects**

**Due date for submitting project notes:** **18th of July, at 12 pm, Paris time (determined by date/hour of arrival)**

**Electronic submission (by email)**

**Name of applicant:**

1. **Information about THE LEAD PLI sponsoring the project (1-page maximum)**

|  |  |
| --- | --- |
| **Title of call for projects** |  |
| Applicant |  |
| Acronym |  |
| Nationality |  |
| Legal status |  |
| Address |  |
| Telephone no. |  |
| Fax number |  |
| E-mail address of the applicant |  |
| Website of the applicant |  |
| Project contact |  |
| E-mail address of project contact |  |
| Project title |  |
| Year of establishment |  |
| Partners for project implementation (international, Reunion Island and national Sri Lanka) |  |
| Locations (country, governorate, districts, if relevant, municipality) |  |
| Total cost of the action |  |
| Contribution requested from AFD |  |
| Contributions from any other partners |  |
| Duration of the action |  |

**2. Project overview**

**2.1 Brief description of the proposed project (5 pages maximum)**

1. **Area and context** of project implementation
2. **Experiences** of the PLI(s) in the country and districts targeted by the call for projects
3. **Intervention logic and overall objectives** of the project
4. **Results** expected from the project; its **impact** and **activities**
5. **Partners:** description of partners (international, national, local), contributions of each and terms of the partnership
6. **Beneficiaries**: description of target groups and local beneficiaries
7. Key elements of the proposed **budget**

**2.2 The project:** **relevance, objectives, mechanism, methodology, actions, risks (10 pages maximum)**

1. **Description of the relevance of the proposal with regard to the local context**

Explain the relevance of the project with regard to (i) coastal characteristics in terms of biodiversity, heritage, access and safety, (ii) the need to access to and work with the whole range of local communities, (iii) national policies/strategies in the field addressed by the call for projects, (iv) the activities of others actors [*in the field targeted by the call for projects*] in the region, (v) the status of current solid waste management services. Clearly explain the intervention logic and the underlying assumptions made for the project.

1. **Identification of the target groups and priorisation of geographical areas**

Explain how target groups and areas of intervention will be selected: what criteria will be taken into account? How to access the target groups? How to get them involved in the project? How to take into account social cohesion issues in this selection?

1. **Outcomes expected locally, possible impact**

Describe the results expected for direct target groups, taking into account gender issues, as well as the potential impact on the area of activity. PLI will propose indicative targets in terms of number of people targeted by the project.

1. **Organisational framework**

 Answer these questions in particular: with whom will the project be implemented? Who are the project partners? What bodies and mechanisms will be put in place to oversee the project and manage partner relations?

1. **Operating procedures**

 Describe the general methodology envisioned as well as procedures relating to actions that are especially decisive to the project's success.

1. **Description of main actions**

Describe all the actions to be carried out simultaneously or in the order in which they will be carried out.

1. **Cost of implementation**

 Develop a one-page budget (including taxes)[[1]](#footnote-1) that shows clearly each project component and the related financing needs. The most substantial expenditures may be accompanied by brief explanations. The total amount requested at the end of the review may vary by 10 % above or below this indicative budget.

1. **Likely risks and resources to address them**

 Explain the contextual risks to consider and the measures envisioned to cope with them.

**2.3 Project implementation capability, expertise (4 pages maximum)**

1. **Capacity for implementing the project (organisation and partners);** partnership agreement between the PLI and other stakeholders involved in the project.

*Submission of this agreement is not a requirement to finalise the proposal, but a signed copy will be a condition precedent to the signing of the funding agreement between AFD and the PLI. If possible, a draft can be added as an appendix to the application.* *This agreement must be sufficiently detailed with regard to the sharing of responsibilities, operating procedures and internal project governance.*

1. **Expertise employed:** CVs of key project participants (project manager, other persons playing a major role in the project).
2. **Ability to lead a dialogue with local authorities and AFD** Headquarters and office in Colombo.

**2.4 Appendices**

1. **Project overview letter** (see below)
2. **Logical framework**
3. **Provisional implementation timetable**
4. **Itemised budget:** *a table showing the overall projected expenses broken down by project components that clearly distinguishes administrative and personnel expenses (expatriate and local staff), and audit, evaluation and supervision expenses.*

*In the case of co-funding, these should be clearly explained. In this case, AFD resources should be clearly separated in the budget.* *Finally, the applicant must provide guarantees that all co-funding streams are secured.*

*See template in Appendix 2.*

1. **Where appropriate, studies and notes related to the sector of intervention and the project.**

## Appendix 1 - PROJECT OVERVIEW LETTER template

**SUBMISSION OF A PROJECT PROPOSAL**

to

The Director of the Agence Française de Développement (AFD)

Dear Sir,

After examining the tender documents of the Call for projects "Project title", we, the undersigned, (given name(s), surname(s)) ....., acting in our capacity as ...... (position(s)) in the name and on behalf of..... (legal name and address of the tenderer or the members of the consortium), after reviewing all the items included in or mentioned in these tender documents and after assessing, from our own point of view and under our responsibility, the nature of this call for projects,

Submit, bearing our signatures, the following project proposal accompanied by a budget,

We jointly and severally undertake, with (*name of the PLI*) .... serving as agent and manager of the consortium, to carry out the project in accordance with the proposal expressed in our draft and at the costs that we have estimated ourselves, which show the amount of funding requested in EUR to be:

AMOUNT WITH ALL TAXES AND DUTIES: EUR ................. (amount in figures and letters),

under the economic conditions of the month of the authorised deadline for submitting our proposal, 18th of July 2019.

We agree that AFD is not required to respond to any of the proposals it receives.

I confirm, under penalty of termination as a matter of right, that I am not subject to, and that the PLI or consortium of actors on whose behalf I am acting is not subject to legal prohibitions in France or in the State(s) where our associations are headquartered, nor in the country of proposed intervention.

Signed in ....................., on .........................

Signature

*The signatory shall attach the instrument that delegates to him/her the power to commit his/her association.* *In the case of a temporary consortium of associations, attach the instrument which constitutes the consortium and names its manager and agent.*

## Appen**d**ix 2 - Budget template (in euros)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | **Year 1** | **Year 2** | **Year N** | **Total** | **% of Grand Total** |
| **Activities/programme** |   |   |   |  |  |
| **Human resources** |   |   |   |  |  |
| **Operations** |   |   |   |  |  |
| **Monitoring/evaluation** |   |   |   |  |  |
| **Stock-taking/lesson learnt** |   |   |   |  |  |
| **Project-related communication** |   |   |   |  |  |
| **Audits** |   |   |   |  |  |
| **Safety** |   |   |   |  |  |
| **SUBTOTAL, DIRECT COSTS** |  |  |  |  |  |
| **Miscellaneous and contingencies (maximum 5 % of direct costs subtotal)** |  |  |  |  |  |
| **TOTAL, DIRECT COSTS** |  |  |  |  |  |
| **Administrative costs (maximum 10 % of direct costs total)** |  |  |  |  |  |
| **GRAND TOTAL** |  |  |  |  |  |

## Appendix C – CV template

CVs should not exceed 3 pages.

# Curriculum vitae

**Proposed role in the project:**

**Category:**

1. **Family name:**
2. **First names:**
3. **Date of birth:**
4. **Nationality:**
5. **Civil status:**
6. **Education:**

|  |  |
| --- | --- |
| Institution[Date from – Date to] | Degree(s) or Diploma(s) obtained: |
|  |  |
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1. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
|  |  |  |  |
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1. **Membership** **of professional bodies:**
2. **Other skills:** (e.g. Computer literacy, etc.)
3. **Present position:**
4. **Years within the firm:**
5. **Key qualifications:** (Relevant to the assignment)
6. **Specific experience in the region:**

|  |  |
| --- | --- |
| Country | Date from – Date to |
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1. **Professional** **experience:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date from – Date to | Location | Company | Position | Description (including title of the project and funding source if applicable) |
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1. **Other relevant information** (e.g., Publications)

# Administrative record of the PLI sponsoring the project

1. Applicant information sheet (section VII);
2. Copy of signed articles of association;
3. A copy of the statement of registration with the prefecture and a copy of the publication in the *Journal Officiel* or its equivalent according to the State’s regulation where the PLI’s headquarters are established;
4. Dated list of board members, offices and senior executives with their and contact information and date of the most recent elections;
5. Organisation chart dated and signed by the chief executive;
6. Activity reports from the last three years and excerpt or supplement on activities in the country where the call for projects is to be implemented;
7. Minutes of the most recent shareholders' meeting or at least the agenda of the most recent shareholders' meeting and key resolutions;
8. Certified and audited balance sheets and operating statements for the past three years (with appendices and explanatory notes) that have been approved by the general assembly and show the origins (public or private) of financial resources. This information should then be updated each year;
9. Forecast budget for the fiscal year under way, both overall and for the country where the call for projects is to be implemented, that includes a list of anticipated public funding and indicates whether it has been requested or obtained, as approved by the general assembly and signed;
10. List of private funders contributing more than 5 % of the PLI's most recent budget approved by the general assembly and/or more than 5 % of the budget of the present project and the members of their Boards of Directors;
11. Information sheets on project partner(s) (section VIII).

**Proposals must be submitted electronically no later than 18th of July at 12 pm, Paris time on AFS’ platform:** <https://www.afd.fr/en/calls-for-projects>

**All proposals received after the time and date indicated above will be rejected.**

# Information sheet on the PLI sponsoring the project

|  |  |
| --- | --- |
| **Full name of organisation:** |  |
| **Acronym:** |  |
| **Mailing address:**(to which all correspondence regarding this project should be sent) |  |
| **Location of registered office:** (if different from mailing address) |  |
| **Telephone:** |  |
| **Fax:** |  |
| **E-mail address:** |  |
| **Internet site:** |  |

|  |  |
| --- | --- |
| **Purpose of the association:** |  |
| **Geographic area(s) of action:** |  |
| **Field(s) of action:** |  |
| **Existence of a strategic document approved by the general assembly:** |  |
| **Main funding and partnerships established between the PLI** **and AFD over the past 3 years.** (specify the purpose, amount of funding and AFD department involved) |  |
| **Main funding and partnerships established between the PLIs and the French Ministry of Foreign Affairs over the past 3 years.** (specify the purpose, amount of funding and ministerial department involved) [*if applicable*] |  |
| **Membership in collectives, networks, platforms:** |  |
| **Main publications of the PLI** **:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact person(s) for this project** | **Name** | **Telephone** | **E-mail address** |
| Technical contact: |  |  |  |
| Financial contact: |  |  |  |
| Administrative contact: |  |  |  |
| **Given name and surname of the Executive Director:** |  |
| **Surname, given name and position of the person responsible for this application for co-funding[[2]](#footnote-2):** |  |

|  |  |
| --- | --- |
| **Date of creation:** |  |
| **Legal status:** |  |
| **References of registration with the prefecture:** |
| No. |  | Date |  | Department |  |
| **Date of publication in the *registration*:** |  |
| **Where appropriate, date of designation as "in the public interest" (non for profit):** |  |
| **Where applicable, the date of approval by a ministry and which one:** |  |

|  |  |
| --- | --- |
| **Surname and given name of president:** |  |
| **Surname and given name of secretary general:** |  |
| **Surname and given name of treasurer:** |  |
| **Number and Name of members on the Board of Directors[[3]](#footnote-3):** |  |
| **Are any of its members an officer of Agence Française de Développement?**If yes, specify their name and position  |  |
| **Are any of its members a politically exposed person[[4]](#footnote-4)?**If yes, specify their name and position  |  |
| **Date of the General Assembly during which the current members of the Board of Directors and executive committee were elected:** |  |
| **Expiration dates of the terms of these members:** |  |
| **Expected date of the next General Assembly:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2 years before last year****<**specify**>****EUR** | **Year before last year****<**specify**>****EUR** | **Last year****<**specify**>****EUR** |
| **Number of members** |  |  |  |
| **Number of contributors** |  |  |  |
| **Amount of contributions** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff at the head office of the PLI** (FTE[[5]](#footnote-5))**:** | Total  | Total | Total |
| Employee(s) |  |  |  |
| Volunteer(s) |  |  |  |
| Total |  |  |  |
| **Staff abroad:** | Total | Total | Total |
| Expatriate employee(s) |  |  |  |
| Local employee(s) |  |  |  |
| Volunteer(s) |  |  |  |
| Total |  |  |  |

|  |  |
| --- | --- |
| **Budget headings by source of expenditures** | **Total amounts of funding allocated over the past three years (in euros)** |
| **2 years before last year****<**specify**>** | **%** | **Year before last year****<**specify**>** | **%** | **Last year****<**specify**>** | **%** | **Total** | **%** |
| **Operating costs** |
| Personnel costs (employees in the field and at head office [expatriates and locals) |   |  |   |  |   |  |   |  |
| Leasing fees |   |  |   |  |   |  |   |  |
| Finance charges and taxes  |   |  |   |  |   |  |   |  |
| Communication and fund-raising expenses |   |  |   |  |   |  |   |  |
| Subtotal |   |  |   |  |   |  |   |  |
| **Actions[[6]](#footnote-6)** |
| Diagnostic, Identification of target groups, monitoring and evaluation, cooperation with other institutions |   |  |   |  |   |  |   |  |
| Support to vocational training and other forms of skills development |   |  |   |  |   |  |   |  |
| Support to employment creation and access to employment |   |  |   |  |   |  |   |  |
| Other forms of assistance to vulnerable groups |   |  |   |  |   |  |   |  |
| Missions |  |  |  |  |  |  |  |  |
| Provision of volunteers (if relevant) |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |
| Subtotal |   |  |   |  |   |  |   |  |
| **TOTAL** |  |  |  |  |  |  |  |  |

**Amount of total financial resources for past three years (in euros)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Turnover of the** **PLI** | **Of which public funds[[7]](#footnote-7)** | **% of total turnover** | **Of which private funds** | **% of total turnover** |
| **2 years before last year****<**specify**>** |  | **Total amount:** |  |  | **Total amount:** |  |  |
| Of which AFD: |  |  | Of which contributor(s) giving more than 10% of the total budget of the PLI[[8]](#footnote-8): |  |  |
| Of which other central ministries: |  |  |
| **Year before last year****<**specify**>** |  | **Total amount:** |  |  | **Total amount:** |  |  |
| Of which AFD: |  |  | Of which contributor(s) giving more than 10% of the total budget of the PLI: |  |  |
| Of which other central ministries: |  |  |
| **Last year****<**specify**>****EUR** |  | **Total amount:** |  |  | **Total amount:** |  |  |
| Of which AFD: |  |  | Of which contributor(s) giving more than 10% of the total budget of the PLI: |  |  |
| Of which other central ministries: |  |  |

# INFORMATION SHEET ON PROJECT PARTNER(S)

***To be completed for each partner involved in the project***

Specify the total number of partners involved in the project:

|  |  |
| --- | --- |
| **Full name of organisation:** |  |
| **Acronym:** |  |
| **Mailing address:** |  |
| **Location of registered office:** (if different from mailing address) |  |
| **Telephone:** |  |
| **Fax:** |  |
| **E-mail address:**  |  |
| **Internet site:** |  |

|  |  |
| --- | --- |
| **Contact person(s) for this project:** |  |
| **Given name and surname of the Executive Director:** |  |

|  |  |
| --- | --- |
| **Date created:** |  |
| **Legal status:**(Attach to the technical file the certificate of registration or its equivalent; if the structure is informal, indicate that here.) |  |

|  |  |
| --- | --- |
| **Surname and given name of president:** |  |
| **Number of members on the Board of Directors:** |  |
| **List of members of the Board of Directors:** |  |

|  |  |
| --- | --- |
| **Purpose of the organisation:** |  |
| **Primary areas of involvement:** |  |
| **Human resources of the organisation:** |  |
| **Total annual budget in Euros:** |  |
| **Main donors:** |  |
| **Membership in networks, federations, collectives, etc. :** |  |
| **History and nature of cooperation with the partner(s):** institutional and contractual ties |  |
| **Role and involvement in preparing the proposed project:** |  |
| **Role and involvement in implementing the proposed project:** |  |
| **Experience with similar actions with regard to its role in implementing the proposed action:** |  |

1. The template provided in Appendix 2 may be used for this task. [↑](#footnote-ref-1)
2. Attach to the administrative record a list of persons authorised to sign agreements and any other official documents for the association. [↑](#footnote-ref-2)
3. Attached a detailed list to the administrative record. [↑](#footnote-ref-3)
4. A **politically exposed person (PEP)** is a person who exercises or has exercised important public functions; these include heads of state, government members, members of parliament, members of the governing bodies of political parties, members of supreme courts, of constitutional courts or of other high-level judicial bodies , members of courts of auditors or of the boards of central banks, ambassadors and chargés d'affaires, high-ranking military personnel, members of the administrative, management or supervisory bodies of a state-owned company or political party leaders, directors, deputy directors and members of the board or equivalent function of an international organization.

Business relations with *the family members of a PEP or persons closely associated with them* can involve risks, in terms of reputation, similar to those associated with PEPs themselves. This expression does not cover persons of middle or lower rank in the categories listed above. [↑](#footnote-ref-4)
5. Full time equivalent. [↑](#footnote-ref-5)
6. International development work and development education actions. [↑](#footnote-ref-6)
7. Record here all funds of public origin: grants and subsidies; public funds of local, national, international origin. [↑](#footnote-ref-7)
8. Please list here all the private contributors who have made a contribution greater than or equal to 10% of the total budget of the NPO (relative to the most recent annual accounts approved by the General Assembly). If it is a legal person, provide the list of the members of this organisation's Board of Directors (surname, given name, position and address). If it is a moral person, provide their identity (surname, first name, position and address). [↑](#footnote-ref-8)