

## NGO Initiative Proposal - NIONG<sup>1</sup>



**Type of field project:**

**(single country, multi-country or programme agreement)**

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

**CSO name: .....**

**Contact information of the reference person:**

**.....**

**Date of drafting: .....**

Files submitted to the CSO Partnership Division (SPC/DPO<sup>2</sup>) must respect the following format. Otherwise, the project will be declared ineligible.

*Please send:*

- *the **NGO Initiative proposal** (NIONG) for a field project in a single Word document including appendices (1 copy paper-backed signed copy).*
- *the **administrative record** (1 complete file per year and per CSO in 1 copy paper-backed bound copy).*
- *the **electronic version of the abovementioned documents** on CD or flash drive.*

*Use the 3rd person singular; single-spaced; spaces between paragraphs.*

*In budgets, use whole numbers only.*

*Use the prepared page layout and font (Times New Roman 11).*

*Delete “programme agreement” sections if not applicable.*

**Note: all remarks and comments in the NIONG must be deleted upon drafting.**

<sup>1</sup> “Note d’initiative ONG” in French

<sup>2</sup> Strategy, Partnerships and Communication Department/NGO Partnership Division (Stratégie, Partenariats et Communication/Division du partenariat avec les ONG)

**List of documents required**  
**for the NGO Initiative Proposal (NIONG)**  
**(For more information, please refer to the information and comments in the methodological guide)**

**Dated letter addressed to AFD<sup>3</sup> announcing submission of the proposal**

**↑ NIONG – 1 printed paper-backed copy**

- Cover Page including the title of the project, the name of the association, the date of drafting;
- Project description (20 pages maximum for “single country” projects and 25 pages maximum for “multi-country” projects and “programme agreements” - please remember to space out the different parts of the document);
- Appendices:
  - **Appendix 1:** Logical framework
  - **Appendix 2:** Detailed draft budget in Excel format ( “expenditures,” “resources,” “valuation,” “country breakdown” tables)
  - **Appendix 3:** Applicant information sheet
  - **Appendix 4:** List of partners or stakeholders<sup>4</sup> that will benefit from retrocessions (>€5,000)
  - **Appendix 5:** Partner information form(s)
  - **Appendix 6:** Summary of the most recent evaluation (if phase 2 or more) and CSO comments on the main conclusions and recommendations of this evaluation (2/3 pages). If no evaluation has been performed, a qualitative and quantitative assessment of the previous phase will be requested (1 to 2 pages).
  - **Appendix 7:** “Country section” form for multi-country projects only (1 to 4 pages)
  - **Appendix 8:** Chronogram
  - **Appendix 9:** List of aggregated indicators of French bilateral aid
  - **Appendix 10:** Other document(s) the CSO considers relevant (maps, surveys, diagrams, additions to technical files, etc.)

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<sup>3</sup> French Development Agency (Agence Française de Développement)

<sup>4</sup> A partner to whom part of the grant is transferred.

## ↑ **Administrative record – 1 printed paper-backed copy**

- Certified copy of current articles of association dated, signed and certified as conforming to the original by the president or the head of the CSO;
- Copy of the declaration of registration at the Prefecture and publication in the French *Journal Officiel*;
- Names and contact information of members of the Board of Directors, executive team and main managers, with the date of the latest elections dated and signed by the president or head of the CSO;
- Dated flowchart;
- Chairman's reports and activity reports for the past three years (unless already provided to the SPC/DPO Division in a previous application, in which case the CSO must submit only the most recent report(s) not yet transmitted to the Division);
- Minutes of the most recent General Meeting (or at least agenda and main resolutions of the most recent GM), as well as any document attesting to the activities undertaken and carried through and the community spirit of the CSO);
- Balance sheet and operating statement for the past three fiscal years, mentioning the public and/or private provenance of financial resources. This information must be updated each year, unless already provided to the SPC/DPO Division in a previous application, in which case the CSO must submit only the most recent accounting/operating document(s) not yet transmitted to the Division:
  - accounting records (for CSOs with less than €153,000 in public funding);
  - certified or audited accounting records (for CSOs with more than €153,000 in public funding)<sup>2</sup>.
- Draft budget for the current fiscal year displaying the amount of forecasted public funding;
- List of private co-financers contributing more than 15% of the most recent approved annual budget of the organisation and/or to the project, and composition of their respective Board of Directors;
- Strategic document of the CSO, if any (this document is compulsory for programme agreement applications);
- Explanatory note signed by the CSO regarding the following points (see the template suggested in the methodology guide):
  - CSO's sound governance and transparency practices in the decision-making processes;
  - Existence of ethical rules;
  - Existence of internal control and reporting rules;
  - Existence of purchasing and procurement procedures.

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<sup>5</sup> If the CSO has recorded negative net results or equity over the previous three fiscal years, it must provide an explanation and lay out its strategy for recovery. In such cases, these items must be appended to the application in the form of a written memo signed by the head or legal representative of the CSO.

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## A. TRANSPARENCY MEMORANDUM (2/3 PAGES)

### Transparency memorandum<sup>6</sup>



<b>Association name</b>	
<b>Website</b>	
<b>Project name – (short version):</b>	< 20 characters
<b>Project name – Long version:</b>	< 200 characters – This caption must be explicit and understandable by the general public
<b>Place of activity</b>	
<b>Project type</b>	
<b>Theme(s)</b>	
<b>Key project partners</b>	
<p><b>Project summary</b></p> <p>&lt; 500 characters - This description must specify the project content and be understandable by the general public</p> <p><b>General objective:</b></p> <p><b>Specific objective(s):</b></p> <p><b>Expected outcomes for each specific objective:</b></p> <p><b><u>SPECIFIC OBJECTIVE 1:</u></b></p> <p><b><u>Outcome 1</u></b></p> <p>Indicator of quantified results for the specific objective and targets:</p> <p>Expected main activities:</p> <p>Quantified monitoring indicator for activities and targets:</p>	

<sup>6</sup> This transparency memorandum will be approved by CSOs upon signing the agreement and will be uploaded to the AFD ([www.afd.fr](http://www.afd.fr)) and French government (<http://www.transparence-aide.gouv.fr>) websites (2/3 pages maximum).

<p><b><u>Outcome 2</u></b>  Indicator of quantified results for the specific objective and targets:  Expected main activities:  Quantified monitoring indicator for activities and targets:</p> <p><b><u>Outcome 3</u></b>  Indicator of quantified results for the specific objective and targets:  Expected main activities:  Quantified monitoring indicator for activities and targets:</p> <p>.....</p>	
<p><b><u>SPECIFIC OBJECTIVE 2:</u></b></p> <p><b><u>Outcome 1</u></b>  Indicator of quantified results for the specific objective and targets:  Expected main activities:  Quantified monitoring indicator for activities and targets:</p> <p><b><u>Outcome 2</u></b>  Indicator of quantified results for the specific objective and targets:  Expected main activities:  Quantified monitoring indicator for activities and targets:</p> <p><b><u>Outcome 3</u></b>  Indicator of quantified results for the specific objective and targets:  Expected main activities:  Quantified monitoring indicator for activities and targets:</p> <p>.....</p>	
<p><b><u>SPECIFIC OBJECTIVE 3:</u></b></p> <p><b><u>Outcome 1</u></b>  Indicator of quantified results for the specific objective and targets:  Expected main activities:  Quantified monitoring indicator for activities and targets:</p> <p><b><u>Outcome 2</u></b>  Indicator of quantified results for the specific objective and targets:  Expected main activities:  Quantified monitoring indicator for activities and targets:</p> <p><b><u>Outcome 3</u></b>  Indicator of quantified results for the specific objective and targets:  Expected main activities:  Quantified monitoring indicator for activities and targets:</p> <p>.....</p>	
<p><b>Target group(s)</b></p>	<p><i>Please provide detailed and quantified information</i></p>

May 2016

<b>Total project duration</b>	<b>.....year(s)</b>	
<b>Total operation cost</b>	<b>€.....</b>	<b>100%</b>
<b>AFD contribution</b>	<b>€.....</b>	<b>.....%</b>



## **B. ABBREVIATIONS AND ACRONYMS**

## **C. PROJECT DESCRIPTION**

The number of pages for each part of the document is an indication. The CSO can modify the length of sections as long as the document as a whole does not exceed the indicated total number of pages.

### **1. PROJECT LOCATION**

- Country
- City, region (please indicate the regional or national capital city where the project will be set up)

*It is recommended to append a detailed map. For multi-country projects, including a map in the “Country Section” form is strongly encouraged.*

### **2. PROJECT TIMELINE**

- Project duration (months)
  - Duration of tranche 1 (months):
  - Duration of tranche 2 (months):
- Scheduled beginning date
- Scheduled closing date
- If applicable, please indicate the expected number of phases for this project

### **3. PROJECT BACKGROUND AND ISSUES (3 PAGES)**

#### **3.1. Project analysis and issues identified**

- Description of the background of the project and the issues that it is intended to address
- Identification of direct and indirect beneficiaries (definitions are provided in the methodology guide)
- On the basis of issues identified, please indicate the main factors of success of the project

*This paragraph presents the analysis and issues identified in the area to justify the project as well as demonstrate its relevance and added value.*

*It explains the needs and issues the CSO looks to address by developing actions, while offering insight into the CSO’s approach. It is particularly important to develop this paragraph if this is the CSO’s first request for AFD funding.*

*For a renewal application, the CSO will have to explain, in the light of project evaluations that have already been carried out: the reasons for implementing a new phase, the conditions for taking into account the lessons learnt from the evaluation, as well as any resulting changes in the diagnosis, issues and approach.*

#### **3.2. History of the project and involvement of partners/participants in project design**

- Explanation of the role played by partners/participants in the project design
- Description of the historical relationships between the CSO and partners/participants

*This paragraph describes how the project came into being. It also explains how partners/participants were incorporated to the project design and the type of relationship that exists between partners and the CSO leading the project.*

*If studies or preliminary evaluations have been carried out, they should be mentioned, as well as their main results.*

### **3.3. Capacities of the CSO and partners/participants to implement the project**

- Presentation of the CSO leading the project (functioning, composition, etc.), explanation of the character of the CSO's (creation, objectives, activities, etc.)
- Presentation of the partners/participants involved in the project
- Added value of the CSO leading the project and of the partners/participants; results obtained in the past for the subject concerned

*This paragraph aims to prove that the CSO and its partners are able to implement a project on the basis of their experience and skills regarding the subject, theme and geography(ies) concerned. The objective is to give credit and legitimate its intervention as a structure leading the project.*

*This paragraph should also highlight the added value of each partner during implementation of the project and demonstrate the relevance of their participation.*

*If applicable, please indicate key stakeholders, with whom new links could be created to support the project.*

*The paragraph is not a description of the practical organization of the project. This topic is addressed in chapter V.*

## **4. EXTERNAL CONSISTENCY OF THE PROJECT (1 PAGE)**

### **4.1. With regard to public policies**

- Presentation of the institutional environment of the project
- Description of the potential links between the project and the different public stakeholders (national, devolved or decentralised state services) with whom the CSO will collaborate in the framework of the project

### **4.2. Similar initiatives on this subject by other stakeholders**

- Presentation of the potential connections between the project and other measures or initiatives supported by civil society or by French and international donors in the country(ies). If applicable, presentation of the links between the project and AFD's activities in the country or area concerned.

*Chapter IV is a concrete description, of how the project works together with and complements the different items above. If there are no such connections, please explain why. The information presented typically comes from a preliminary diagnosis carried out by the CSO.*

*Consistency with national, decentralized and/or local public policies should be analysed. If there is no such consistency or there are no such policies on the target area, please explain the reasons.*

*This part should prove that the CSO has carried out in-depth research into existing initiatives and connections and/or potential complementarities that require further study. The specific benefit of the project should be highlighted in relation to other initiatives that have been identified. The CSO's positioning with regard to other stakeholders should also be explained.*

## **5. CONTENT OF THE PROJECT (8 PAGES - THIS SECTION SHOULD BE PARTICULARLY DETAILED)**

### **5.1. General and specific objective(s)**

- Presentation of the overall global objective to which the project will contribute
- Presentation of the specific objective(s) that the action should reach to contribute to the global objective (1 to 3 specific objective(s) maximum)

*The general objective is the purpose to which the project contributes. If data are available, please specify the indicators chosen to measure long-term impacts to which the project would contribute. Specific objectives are objectives directly linked to the project. The CSO should present the indicators chosen to measure the short- and long-term effects of the project for each specific objective (at least one indicator per specific objective). Clear specific objectives facilitate the definition of clear indicators.*

**AND (for programme agreements):**

*Explain the CSO's strategic vision for this programme. The strategic vision is an overall picture of the situation the CSO hopes to reach after the last phase of the programme. What are the opportunities and/or obstacles that need to be considered when trying to reach this situation? What are the main preliminary changes to which the CSO wants to contribute in order to achieve this situation? If the CSO promoting the project deems it necessary, it is possible to include, in addition to the logical framework, a note detailing the "change-oriented" approach used in the programme. The different types of "change-oriented" approaches are presented in the methodology guide.*

**5.2. Expected results**

- Presentation of the expected results contributing to the specific objectives (2 to 3 results maximum for each specific objective)

*Please describe the expected project outcomes that help achieve the specific objectives. The CSO must present 1 outcome indicator (not an activity indicator) for each expected result. The presented result indicators can be quantitative and/or qualitative. They should be straightforward and measurable. Please describe the data collection methods and the numerically quantified targets related to these outcome indicators.*

**AND (for programme agreements):**

*If the programme agreement comprises several phases, please explain the specific objectives of each phase as well as the ongoing results.*

**5.3. Aggregated indicators**

Specific aggregated indicators need to be specified for NGO Initiatives. They break down into the following categories:

**Category 1 (optional information, if applicable for the project):** Aggregated indicators of French bilateral aid, applied to AFD and validated by the CICID<sup>7</sup>.

*To fill in these indicators, please refer to Appendix 9 of this document.*

**Category 2 (mandatory information):** Aggregated indicator specific to CSO activity, as defined by AFD, which records the number of partnerships.

*Please fill in the following indicator: number of partnerships between the French CSO and the local CSO funded by the SCP/DPO Division as part of this project.*

**5.4. Project content (activities only)**

- Detailed presentation, categorised by objectives, of activities to implement (sequencing, direct/indirect beneficiaries, duration, etc.) and planned productions necessary to achieve the expected results.

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<sup>7</sup> Interministerial Committee on International Cooperation and Development

*The aim is not to list results and activities. Unlike the logical framework, this paragraph should detail the project rationale in a dynamic way, by presenting the activities that will be implemented.*

**AND (for programme agreements):**

**The internal consistency of the programme should be explained:**

**Thematic consistency:** *How do the different areas of focus make up a coherent set in order to achieve the objectives of the programme? How is the programme more than the sum of its parts?*

**Geographical consistency:** *If a programme is implemented in several countries/regions, please explain how the countries/regions involved in the programme complement each other. Please explain what the countries involved in the programme can offer one another. This aspect should be particularly detailed in the case of a multi-regional programme agreement.*

## **5.5. Strengthening the capacities of the partners**

*The aim is to show how the French CSO and its partners strengthen each other's capacities.*

**AND (for programme agreements):**

*Strengthening the capacities of local partners must be one of the primary focuses of the programme agreement, which is why it is important to explain the capacity-strengthening strategy regarding local partners, including the types of capacities that are targeted and the way these capacities improve over time.*

## **5.6. Management and governance**

- Description of the distribution of tasks and responsibilities between the CSO, partners and other potential stakeholders (if possible, include an organisational chart)
- Presentation of the project management system
- Presentation of the governing bodies implemented and how they work

**AND (for programme agreements):**

***Cooperation with other initiatives carried out by the CSO.*** *This paragraph details how the programme fits into the global activity of the CSO:*

- *how the programme fits into the general guidelines and intervention strategy of the CSO in the countries involved in the programme;*
- *how the programme is related to other CSO initiatives in countries involved in the programme or in other regions.*

## **5.7. Taking into account other crosscutting approaches in the project**

### **5.7.1. Taking into account climate and the environment**

*Regarding climate and the environment, please explain whether the project contains specific objectives, expected results and activities related to these topics. In that case, please provide a detailed analysis of the context, the issues the project aims to resolve and the means implemented to do so (both internal and external).*

*Medium- and long-term environmental and climate impacts are detailed in Chapter VIII. An analysis of possible environmental impacts due to our actions is also carried out in Chapter VIII for projects with no precise target.*

### **5.7.2. Considering gender**

*This part should explain how we integrate gender in our activities. It should present the type of analysis carried out, the problem identified and to be addressed by the project, and the means that have been mobilized. It is important to explain which indicators have been or will be disaggregated by gender in the analysis of the context and for the M&E. Mid-term and long-term impacts on gender are detailed in Chapter VIII.*

### **5.7.3. Considering youth**

*Regarding youth working towards the Sustainable Development Goals (SDGs), please specify whether the project includes precise goals such as expected outcomes and activities related to youth. In that case, please present a detailed analysis of the context, problems identified on which the project is intended to work and internal and external resources used. Medium- and long-term impacts of the project in terms of youth will be detailed in Chapter VIII and will mention set out youth involvement indicators that have been introduced to analyse the context and evaluate results on this issue. If the project does not have specific goals concerning youth, an analysis of potential specific impacts of our actions on this population will have to be carried out in Chapter VIII.*

### **5.7.4. Considering other cross-cutting approaches**

*If relevant, this paragraph can explain other cross-cutting approaches taken into account in the project (for example: the social economy).*

## **6. MONITORING AND EVALUATION METHODOLOGIES (1 TO 2 PAGES)**

### **6.1 Anticipated technical and financial follow-up and audit**

- Description of CSO initiatives in terms of technical and financial follow-up (planning, deadline, deliverables)
- Description of CSO actions to carry out the project audit

*There are three rules to abide by when carrying out the external financial audit of a project:*

- *An external financial audit is mandatory for CSOs that submit projects involving a subsidy of €500,000 or more from the SPC/DPO Division. The cost of the audit must be included in the project budget.*
- *An external financial audit is required for CSOs that submit project for a budget of under €500,000 if the last two projects funded by the SPC/DPO Division were not subject to an external financial audit transmitted to the SPC/DPO Division. In cases where an external financial audit carried out by the CSO includes unsatisfactory conclusions, the SPC/DPO Division may require more frequent audits.*
- *If this is the first project submitted to the SPC/DPO Division, an external financial is required (regardless of the amount of funding). The cost of the audit must be included in the project budget.*

*Methods to carry out external financial audits are described in the Methodology guide.*

### **6.2 Knowledge Management Activities (if planned)**

*Knowledge management activities are particularly encouraged. They must be operational; provide opportunities for broad dissemination to other stakeholders and must draw lessons from the action. They must be led by the CSO (employees and governing bodies) and its partners; they should be coherent with the project size and the CSO's capacities.*

*The approach and activities chosen by the CSO must be clearly specified. The CSO may refer to existing documents mentioned in the methodology guide.*

*Please explain the goals, target audience, expected outcomes, dissemination process, technical and human resources applied.*

**AND (for programme agreements):**

*As part of a program agreement, the CSO must provide for knowledge management actions. It must explain:*

- Its procedures and knowledge management practices, how the program will incorporate and advance them;*
- How the knowledge management process will be shared with other stakeholders, whether or not the latter are active on the same subject.*

**6.3 Outreach and communication actions**

*This paragraph will explain the internal and external communication and visibility actions planned in the project.*

*Please describe goals, target audience, expected outcomes, dissemination process and technical and human resources applied.*

**6.4. Final evaluation (internal or external)**

*A final evaluation is strongly recommended by AFD. It is mandatory before every renewal of a project phase.*

*Reminder: in order for the evaluation report to be finalised and communicated before elaborating and submitting any potential request for a new phase, the external evaluation must be launched no later than the beginning of the second half of the final year of the project.*

*AFD remains flexible regarding how a phase is evaluated (follow-up-evaluation, final evaluation).*

*In any case, the issue of the evaluation will be systematically raised at the interim meeting between the CSO and the SPC/DPO Division.*

*For long-term projects (several phases), AFD requests that an impact assessment be carried out following implementation.*

*Please describe: the results expected from the evaluation, implementation procedures, schedule, technical and human resources involved.*

**OR (for programme agreements):**

*- The terms of reference of the evaluation are developed throughout the programme by the main CSO and its partners and submitted to AFD for feedback. The terms of reference must specify the type of evaluation, expected results, procedures and the schedule.*

*- The main CSOs are encouraged to focus the evaluation on the results and the lessons learned (especially in terms of organisation and partnerships).*

*- The evaluation at the end of the programme includes measuring the program's contribution to the targeted change. The main CSO has to explain how it intends to handle this issue on the methodological level: which indicators does it use; where will the information be obtained (especially for macro-level indicators). As this level of measurement might be difficult for the CSO alone, a joint initiative involving several actors is possible.*

**7. HUMAN RESOURCES AND EQUIPEMENT INCLUDED IN THE PROJECT (1 PAGE)**



### **7.1. Human resources mobilised**

*This paragraph justifies and describes the human resources mobilised (duties and tasks, number of FTEs (full time equivalent) dedicated to the project, volunteers, etc.). Please specify the status of participants (employees, expatriates, volunteers, local staff, consultants, follow-up missions, etc.).*

### **7.2. Significant material resources**

*Equipment used in the project must appear in the detailed budget. In addition, the main technical and material resources valued at over €10,000 should be specified. The conditions of use of the material after the end of the project (sustainability, transfer, management conditions) should be specified in section IX.*

## **8. PROJECT IMPACTS (1 TO 2 PAGES)**

### **8.1. Economic and social impacts on beneficiaries**

### **8.2. Institutional and organizational impacts on partners and other stakeholders**

### **8.3. Impacts on the theme targeted by the project**

### **8.4. Impacts on issues linked to gender, environment/climate, youth and other cross-cutting approaches**

- Overview of presumed impacts based on detailed consideration in paragraph 5.7.

*Chapter V presents the expected outcomes and the main outcome indicators categorised by specific objectives.*

*Chapter VIII presents the impacts in the medium- to long term (5-10 years), on different levels that could contribute to achieving the overall objective. Please present the indicators used to evaluate these impacts. Should the anticipated impacts in one of the abovementioned fields fail to materialise, it is recommended to explain why.*

*Please detail remedial measures regarding potential negative impacts of certain actions of the project on the environment and climate.*

## **9. PROJECT RISKS AND SUSTAINABILITY (1 TO 2 PAGES)**

### **9.1. Identification of risks linked to the context and the project**

- Contextual risks: political, economic, social, security and environmental framework
- Operational risks: technical, financial and partnership-related risks

*Please specify the risk, identified by the CSO, that may have an impact on the project. In countries subject to recurrent crises, specific risks identified should be described.*

### **9.2. Prevention of identified risks and remedial measures considered**

*Please explain measures taken or considered by the CSO to prevent or reduce the identified risks. A detailed analysis of the CSO's capacity to ensure the resilience of the project and its outcomes may be provided.*

*For fragile countries or countries in crisis, the CSO should explain how the project, in its context, contributes to precautionary management of crises and tensions (political, social, environmental, etc.).*

### **9.3. Project sustainability**

- Technical sustainability: modalities of skill transfers to project partner(s), level of adoption of techniques/methods/innovations promoted by the project, terms of use and management of equipment after the end of the project.
- Social and institutional sustainability: strategy for project partners to achieve autonomy, level of institutional and social sustainability targeted for project partner(s).
- Financial and economic sustainability: strategy for the economic and financial sustainability of project partner(s) (diversification of their financial partners, income-earning activities, contribution systems, other), target level of autonomy with regard to financial management, target level of economic and financial viability for the partner(s) at the end of the project.
- Environmental sustainability: if applicable, strategy to ensure the preservation of natural resources and limitation of possible negative effects on the environment and climate.

*The different levels of sustainability of the project should be clarified.*

#### **9.4. Project exit strategy initiated by the CSO and anticipated time frame**

*The notion of time frame does not necessarily mean that a precise exit date must be set. It implies that the exit strategy must be planned over time, even if the period of time overruns the duration of the project presented.*

### **10. COMMENTS ON THE DRAFT BUDGET (1 PAGE)**

*The CSO must include in appendix 2 the detailed draft budget of the action and comment on:*

#### **10.1. Forecast expenditures**

- If applicable, please justify requests for retroactivity of expenditures (see methodology guide).

#### **10.2. Forecast resources**

- Explanations and commentaries regarding progress made on the financing plan would be appreciated.



**APPENDIX 1: LOGICAL FRAMEWORK**

	<b>Rationale of intervention</b>	<b>Indicators, objectively verifiable and quantified if possible</b>	<b>Sources and means of control</b>
<b>General objective</b>	<i>What is/are the overall objective(s) to which the action will contribute?</i>	<i>What is the key indicator linked to this/these general objective(s)?</i>	<i>What are the sources of information for this indicator?</i>
<b>Specific objective(s) (and specific sub-objectives)</b>	<i>What specific objectives should the action achieve as a contribution to the general objective(s)?</i>	<i>What indicators show in detail that the objectives of the action have been achieved?</i>	<i>What sources of information exist and can be gathered? What are the methods to obtain this information?</i>
<b>Expected outcomes</b>	<i>Outcomes are operations which will contribute to achieving the specific objective. What are the expected outcomes (number outcomes)?</i>	<i>What indicators make it possible to verify and measure that the action/project has achieved the expected results?</i>	<i>What are the sources of information for these indicators?</i>
<b>Activities to be developed</b>	<i>What are the key activities to be implemented, and in what order, to produce the expected outcomes? (Group activities by outcomes)</i>	<i>Resources: What resources are required to implement these activities, e.g. staff, equipment, training, studies, supplies, operational facilities, etc.?</i>	<i>What are the sources of information regarding how the action proceeds? Costs: What are the costs of the action? Their nature? (To be detailed in the action budget)</i>

## **APPENDIX 2: DETAILED DRAFT BUDGET IN EXCEL FORMAT (DOWNLOAD IN EXCEL FORMAT)**

Table of forecast expenditures, resources and non-monetary assets to be inserted in this appendix (in Excel format)

### **Reminder:**

1. Indicate all the amounts in euros (EUR);
2. Percentages should be presented with one decimal place;
3. Clearly show the method of calculation (unit cost, lump sum, cost per man-day);
4. Detail each category, and plan 1 to 6 budgetary lines for each;
5. Use only whole euro amounts (no cents);
6. Ensure that the total amount of resources is equal to the total amount of expenditures (to the nearest euro);
7. Avoid the frequent discrepancies of one (1) euro between total amounts, due to automatic rounding.

**APPENDIX 3: APPLICANT INFORMATION SHEET**

*Footnotes are indicated for information and must be deleted at the time of drafting by the association.*

<b>Full name of the organisation:</b>					
<b>Acronym (if commonly used to name the organisation, otherwise /):</b>					
<b>Postal address:</b>					
<b>Head office location:</b> <i>(if different from postal address)</i>					
<b>Telephone:</b>					
<b>E-mail:</b>					
<b>Website:</b>					
<b>Date of creation:</b>					
<b>Legal status:</b>					
<b>SIRET number:</b>					
References of declaration to the Prefecture:					
N°		Date		Department	
<b>Date of publication in the <i>Journal Officiel</i>:</b>					
<b>If applicable, date of recognition as working in the public interest:</b>					
<b>If applicable, date of ministerial approval (specify ministry):</b>					

<b>Purpose of the association:</b>	
<b>Area(s) of intervention:</b>	
<b>Sector of intervention:</b>	
<b>Main funding received and partnerships established between the NGO and AFD over the last 3 years.</b> <i>(specify the purpose, the amount of financing and the AFD department concerned)</i>	

<b>Main funding received and partnerships established between the NGO and the MAEDI over the last 3 years.</b> ( <i>specify the purpose, the amount of funding and the MAEDI department concerned</i> )	
<b>Affiliations with groups, networks, platforms:</b>	
<b>Main publications of the NGO:</b>	

	Name	Phone	E-mail address
<b>Full name and title of the person in charge of the project(s) presented:</b>			
<b>Full name of President:</b>			
<b>Full name of Secretary General:</b>			
<b>Full name of Treasurer:</b>			
<b>Number of members of the Board of Directors<sup>8</sup>:</b>			
<b>Is there one member that is an employee of the French Development agency (AFD)?:</b> <i>if so, please write his/her name and function</i>			
<b>Is any member politically exposed<sup>9</sup>?:</b> <i>if so, please specify name and title</i>			
<b>Date of the general meeting at which the members of the Board of Directors and executive team were elected:</b>			
<b>End of these members' terms of office:</b>			
<b>Date of the last general meeting and forecast date of the next general meeting:</b>			

last three fiscal years	20..	20..	20..
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<sup>8</sup> Please attach a detailed list

<sup>9</sup> A politically exposed person (PEP) is an individual residing in a country other than France who exercises important public functions, or exercised such functions until less than one year ago, e.g.: Heads of state or government, members of parliament, members of a Supreme Court, Constitutional Court or Court of Auditors, heads or members of the governing body of a central bank, high-level diplomats, high-level military personnel in a position of command, members of an administrative, leadership or control body of a public company or leaders of an international institution. Business relations with members of the immediate family of a PEP or persons known to be closely connected to a PEP present risks similar to those associated with PEPs themselves. This term does not apply to mid- or lower-level agents in the aforementioned categories.

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<b>Number of members</b>			
<b>Number of dues payers</b>			
<b>Amount of dues</b>			

<b>Headcount at the NGO's head office:</b>	<b>Total (FTE<sup>10</sup>)</b>	<b>Full-time</b>	<b>Part-time</b>
Employee(s)			
Volunteer(s)			
Total			
<b>Headcount abroad:</b>	<b>Total (FTE)</b>	<b>Full-time</b>	<b>Part-time</b>
Expatriates			
Local employee(s)			
Long-term volunteer(s) – please indicate if official volunteer status is granted			
Short-term volunteer(s)			
<b>Total</b>			

### Synthetic presentation of the CSO's budget

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<sup>10</sup> Full-time equivalent.

<b>Budgetary items by cost centre</b>	<b>Year 20..</b>	<b>%</b>	<b>Year 20..</b>	<b>%</b>	<b>Year 20..</b>	<b>%</b>	<b>Total</b>	<b>%</b>
<b>Total operating costs</b>								
<b>Total communication and fundraising costs</b>								
<b>Total of interventions in France</b> (excluding development education activities)								
<b>Total international solidarity interventions</b>								
Including development education <sup>11</sup>								
Including emergency aid <sup>4</sup>								
Including placement of volunteers <sup>4</sup>								
<b>TOTAL</b>								

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<sup>11</sup> Where appropriate.

**Presentation of overall financial resources of the CSO during the three last years**

Year	Total CSO proceeds <sup>12</sup>	Including public resources <sup>13</sup>		% of total proceeds	Including private resources <sup>14</sup>		% of total proceeds
<b>2015</b> (validated or estimated)		<b>Total amount:</b>			<b>Total amount:</b>		
		Including AFD:			Including contributor(s) accounting for more than 15% of the CSO's <sup>15</sup> total budget:		
		Including other central ministries:			- specify name and amount - specify name and amount		
<b>2014</b>		<b>Total amount:</b>			<b>Total amount:</b>		
		Including AFD:			Including contributor(s) accounting for more than 15% of the CSO's <sup>8</sup> total budget:		

<sup>12</sup> This amount must correspond to the total proceeds appearing in the NGO's net earnings for the year in question. This figure need not be equal to the amount of public and private resources mentioned in the following columns.

<sup>13</sup> Record all funds of public origin: grants and services, public funds of local, national or international origin.

<sup>14</sup> Record all funds of private origin: grants from foundations or companies, bequests, donations, etc.

<sup>15</sup> List here all private contributors providing contributions equal to or greater than 15% of the CSO's total budget (in reference to the last annual accounts validated during a General Assembly). For a legal person, attach a list of members of the Board of Directors of this organisation (full name, title and location); for a natural person, communicate identity (full name, title and location).

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		Including other central ministries:			- specify name and amount - specify name and amount		
2013		<b>Total amount:</b>			<b>Total amount:</b>		
		Including AFD:			Including contributor(s) accounting for more than 15% of the CSO's <sup>8</sup> total budget: - specify name and amount		



**APPENDIX 4: LIST OF PARTNERS OR STAKEHOLDERS RECEIVING RETROCESSIONS**

**Please communicate the list of planned retrocessions of more than €5,000 to partners or stakeholders as part of the project and indicate the estimated amount of each retrocession. Please attach a partner information form for each recipient (appendix 5).**

<b>FULL NAME OF NGO (EXPLAIN ACRONYMS)</b>	<b>ACCRONYM (ONLY IF USED)</b>	<b>FORECAST AMOUNT (IF GREATER THAN €5,000)</b>

**DATE AND SIGNATURE**

**APPENDIX 5: PARTNER INFORMATION FORM(S)**

*1/ For a project involving < 5 partners, please fill in a form based on the template below for each partner (maximum 1 page per partner, delete footnotes):*

Specify the total number of partners involved in the project: .....

<b>Full name of the organisation</b>	
<b>Acronym</b>	<i>if commonly used to refer to the organisation, if not /</i>
<b>Head office address</b>	
<b>Telephone</b>	
<b>Website</b>	

<b>Contact person for this project</b>	<i>indicate email address</i>
<b>Surname and given name of managing director</b>	

<b>Date of creation</b>	
<b>Legal status</b>	<i>attach the registration certificate or equivalent to the technical file</i>

<b>Surname and given name of chairman</b>	
<b>Is any member a politically exposed person<sup>16</sup>?</b>	<i>if so, indicate name and title</i>
<b>List of members of the Board of Directors</b>	<i>attach the list compulsorily</i>

<b>Corporate purpose of the partner organisation</b>	<i>refer to the organisation's status</i>
<b>Main fields of intervention and target audience</b>	
<b>Number of employees</b>	
<b>Total annual budget in euros</b>	
<b>Main donors</b>	
<b>Membership in networks, federations, collectives, etc.</b>	
<b>History and nature of the cooperation with the partner</b>	<i>institutional connections: contractual connections:</i>
<b>Role and involvement in the preparation of the proposed project</b>	<i>how has this partner been involved in the design of this project?</i>

<sup>16</sup> A politically exposed person (PEP) is an individual residing in a country other than France who exercises important public functions, or exercised such functions until less than one year ago, e.g.: Heads of state or government, members of parliament, members of a Supreme Court, Constitutional Court or Court of Auditors, heads or members of the governing body of a central bank, high-level diplomats, high-level military personnel in a position of command, members of an administrative, leadership or control body of a public company or leaders of an international institution. Business relations with members of the immediate family of a PEP or persons known to be closely connected to a PEP present risks similar to those associated with PEPs themselves. This term does not apply to mid- or lower-level agents in the aforementioned categories.

<b>Role and involvement in the implementation of the proposed project</b>	<i>how and at what level does this partner participate in the project?</i>
<b>Nature and location of activities to be carried out as part of the project</b>	
<b>Similar experiences in implementing the proposed action</b>	

**2/ For a project involving ≥ 5 partners, please fill in a succinct form based on the template below for each partner involved:**

Specify the total number of partners involved in the project: .....

<b>Full name of the partner organisation:</b>	
<b>Acronym:</b>	<i>if commonly used to refer to the organisation, if not /</i>
<b>Legal status of the partner organisation:</b>	
<b>Address of the head office of the partner organisation:</b>	
<b>Corporate purpose of the partner organisation:</b>	<i>refer to the organisation's status</i>
<b>Fields of activity of the partner organisation:</b>	
<b>Countries and regions of intervention of the partner organisation:</b>	
<b>Target audience of the partner organisation:</b>	
<b>Number of members of the Board of Directors and list of executive team members:</b>	<i>list of executive team members mandatory</i>
<b>Is any member a politically exposed person?</b>	
<b>History and nature of the cooperation with the partner:</b>	<i>institutional connections: contractual connections:</i>
<b>Role and involvement in the implementation of the proposed project:</b>	<i>how and at what level does this partner participate in the project?</i>

**APPENDIX 6: SUMMARY**

Summary of the latest evaluation (if phase 2 or more) and comments of the CSO on the main conclusions and recommendations of this evaluation (2/3 pages). If no evaluation is available, a qualitative and quantitative assessment of the previous phase will be requested (1 to 2 pages).

**APPENDIX 7: “COUNTRY SECTION” FORMS FOR MULTI-COUNTRY PROJECTS (1 TO 4 PAGES)**

**COUNTRY 1:**

**Name of the CSO leading the project:**

**Names of local partners:**

-  
-

**Amount of the forecast budget for the project allocated to the country:**

**Map specifying location of project activities (if available)**

**1. Local context where the project is implemented**

Please explain the political, economic and social context of the country where the project is implemented. If relevant, the CSO may explain how this context influences project implementation.

**2. Identification of project beneficiaries in this country**

Please explain who will benefit from the activities carried out by the partners and what the added value will be for them. The CSO may indicate any quantitative objectives targeted.

**3. Description of project activities carried out in the country in question**

Please clarify how the activities planned are developed in the country in question with an eye to meeting the specific objectives targeted.

Specific objectives	Activities	Results
<b>Specific objective 1:</b>	<b>1.1 [Activity 1]</b> Activities undertaken in the country by partners to fulfil the objective: - - - etc.  <b>1.2 [Activity 2]</b> - - - etc.	<b>Objective 1 results:</b> List of the main results expected in the country: - - - etc.
<b>Specific objective 2:</b>	<b>2.1 [Activity 1]</b> Activities undertaken in the country by partners to fulfil the objective: - - - etc.  <b>2.2 [Activity 2]</b> - - - etc.	<b>Objective 2 results:</b> List of the main results expected in the country: - - - etc.
<b>Specific objective 3:</b>	<b>3.1 [Activity 1]</b> Activities undertaken in the country by partners to fulfil the objective: - - - etc.  <b>3.2 [Activity 2]</b> - - - etc.	<b>Objective 3 results:</b> List of the main results expected in the country: - - - etc.

#### **4. Others**

If necessary, the CSO may specify other aspects of the country concerned.

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## **APPENDIX 8: CHRONOGRAM**

## APPENDIX 9: LIST OF AGGREGATED INDICATORS OF FRENCH BILATERAL AID

Following the National Conference on Development and International Solidarity, concluded by the French President on 1<sup>st</sup> March 2013, which stressed the need to enhance the accountability of French development actions, the Interministerial Committee on International Cooperation and Development (CICID) of 31<sup>st</sup> July 2013 strengthened this commitment, stating in particular that the “*efficiency, accountability and transparency of our policy must be improved. France has made some progress in these fields over the past year.*”

The Committee’s decision No. 27 specifies that: “*the Government has decided to produce a public report every two years assessing the results of French Official Development Assistance actions. In addition to a summary of the assessment, this report will provide a multiannual assessment programme, with three assessment structures within the purview of the MFA, the MEF, and AFD. The Government has approved the grid of ex-post results indicators of bilateral and multilateral aid. This grid will help to improve the legibility and transparency of aid.*”

This grid was reworked in the **Development and International Solidarity Policy Framework Act of July 2014**.

The list of bilateral aid indicators applicable to AFD and approved by the CICID is as follows:

No.	BILATERAL AID INDICATOR	FIELD
1	Number of family farms supported by programmes receiving AFD funding	Agriculture, food safety
2	Surface areas protected by programmes for biodiversity conservation, restoration, and sustainable management	Biodiversity
3	Number of passengers using public transport on road sections funded by the AFD	Transports
4	Number of people connected to an electricity distribution network or who gained access to electrification	Renewable energy
5	a. Number of children enrolled in primary and middle school b. Number of children having completed primary school c. Number of young people taking part in initial vocational training funded by the AFD	Education and training
6	Number of inhabitants living in underprivileged areas whose housing conditions have been improved or secured	Local governments and urban development
7	Private sector investments supported	Financial institutions and private sector support
8	Number of enterprises (SMEs) supported by AFD	Financial institutions and private sector support
9	Newly-installed renewable energy capacity	Renewable energy
10	Number of people having gained sustainable access to an improved source of drinking water	Water and sanitation
11	Number of people having gained access to an improved sewer system	Water and sanitation
12	Number of outpatient consultations per inhabitant and per year	Health
13	Number of projects with a nutritional purpose	Cross-cutting



14	Reducing greenhouse gas emissions (CO2) - ex-post indicator to be defined but not possible in late 2013	Cross-cutting (climate)
15	Number of institutions supported by capacity-building programmes	Culture, higher education and Francophonie
16	Number of institutions supported by capacity-building programmes	Democratic governance
17	Number of projects benefiting civil society in developing countries	Civil society in developing countries

**APPENDIX 10: OTHER DOCUMENT(S) THE CSO CONSIDERS RELEVANT (MAPS, SURVEYS, DIAGRAMS, ADDITIONS TO TECHNICAL FILES, ETC.)**

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This document *NIONG* from May 2016, published by the French Development Agency, has been reviewed by Justin Scherer.

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