****

**Call for proposals 2024**

“Promoting family farming in West Africa”

**The Pafao program**

**Benin, Burkina Faso, Cape Verde, Ivory Coast, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone, Togo**

**Program guidelines** **(Please read these guidelines carefully and then delete the first eight pages of this document before sending it to us)**

**1. The Pafao program**

In 2009, the Fondation de France and the Comité Français pour la Solidarité Internationale (CSFI) joined forces to launch a new program with the aim of reinforcing family farming in West Africa. The program which is called “Promoting family farming in West Africa” (*Promotion de l’agriculture familiale en Afrique de l’Ouest* – Pafao) receives financial support from both the Fondation JM.Bruneau (under the auspices of the Fondation de France) and the Agence française de développement (AFD, French Development Agency). Additional important contributors are the Joint action for West-Africa (Jafowa)- program which takes part in the capitalization side of the Pafao program and The Réseau des organisations paysannes et de producteurs d’Afrique de l’Ouest (Roppa, Network of Farmers' and Agricultural Producers' Organizations of West Africa) which is a member of the monitoring and orientation committee. Since its origins in 2009, the Pafao-program has supported more than 330 projects (annual “general” call for proposals and 6 "Coup de pouce" calls).

The general objective of the Pafao program is to:

* **Promote** local initiatives strengthening the access to healthy and qualitative food produced by viable and sustainable West African family farms and processed in either the country itself or in adjacent regions, all while ensuring an equitable distribution of the added value, produced throughout the value chains **(this is the present call for proposals);**
* **Capitalize** (produce knowledge) by drawing useful lessons beyond the projects, serving both organizations and advocacy actors. The objective is to contribute to the already existing documentation on topics such as agriculture and food system-sustainability. Subsequently, the newly acquired knowledge can then be used by decision-makers when deciding upon public policies;
* **Support** the construction of **strategies for change of scale** so that successful initiatives do not remain marginal but occupy more economic space.

Set in a context where national productions are competing against global market prices, the Pafao program promotes "local consumption", understood as "the local and national consumption of the products of West African family farming"[[1]](#footnote-1).

The program articulates an economic approach with projects carried out at territorial and value chain levels, aiming to influence the political and legislative environment on national and regional levels to promote the sustainability of family farming (notably via the alliance with Roppa and several advocacy projects).

The program provides financial support for local and farmer-led initiatives in West Africa to respond in a sustainable way to the growing demand of domestic markets, and to ensure a better distribution of added value. These initiatives meet two challenges:

* **Strengthen and/or maintain the availability of local quality products from sustainable family farming in rural and urban markets - for mass consumption**: How can sustainable family farming continue to supply domestic markets and better satisfy the most vulnerable populations, thereby increasing resilience in the event of a crisis? How can producers, processors, traders and consumers organize themselves to better respond to each other's needs and benefit from a better distribution of the added value? How can the income generated by family farming strengthen the resilience of actors in the sector in the event of a crisis?
* **Developing sustainable farming practices/sustainable food systems**: How can family farming adapt to climate change and prepare for future crises (e.g. war in Ukraine and rising input prices in 2022)? How can it contribute to the preservation of natural resources and biodiversity, whether in the production, processing or marketing phases? How can we guarantee the diversification of production and the variety and nutritional quality of local products?

Please note that:

* the Pafao program selects projects that consider the 3 dimensions of sustainable development (environmental, economic and social), in particular through an agro-ecological approach;
* each year, **around 10 to 15 projects are funded**. For the conclusions of Pafao’s call for projects in 2023, consult the following [link](https://www.cfsi.asso.fr/wp-content/uploads/2023/12/aap23-concl-pr-site-20231025.pdf).

**2. Call for proposals 2024**

The 2024 call for proposals targets initiatives that help to:

* improve people's resilience in the event of crises by supporting sustainable local food chains;
* compete with imported products.

Accordingly, the initiatives are obliged to respond to the following prioritized question: **How can we increase the consumption of local products deriving from sustainable family farming while ensuring that farmers and other actors in the value chain receive a fair income?**

**If your initiative does not provide a clear and concise response to this question, or if it focuses on production issues, it will not be taken into consideration.**

Initiatives must target one or both of these challenges:

* marketing local products consumed by as many people as possible, including vulnerable groups;
* marketing local products from the most isolated areas and/or those suffering from insecurity.

In addition, priority will be given to proposals based on one of the following two approaches:

* accessing major, formalized markets such as contracts with public institutions and businesses (school canteens, prisons, hospitals, hotels, supermarkets, etc.).
* targeting the role of West African consumers and their representative organizations in promoting local consumption.

**2.1 Eligibility of applicants and partners**

This call is only open to projects carried out in partnership by a minimum of two organizations, one West African and the other European (**must be an EU member state**). If the project leader is a West African organization, then the main partner must be European. Conversely, if the project leader is a European organization, then the main partner must be West African. **The partnership** between thetwo organizations **must be formalized and pre-existing to the project for which the grant is requested**. Other organizations may be involved as "other partners".

**2.1.1. Eligibility of applicants (organizations presenting the grant application)**

**The applicant must:**

* be a non-profit legal entity based in West Africa or Europe (EU), of the following type: farmers' organization, West African NGO, support NGO active in West Africa or Europe (European Union - EU) as long as it operates with local partners. Cooperatives are also eligible. Public institutions and local authorities are not eligible as applicants;
* have been registered for more than one year;
* have previously carried out actions in the agricultural and food sectors.

**2.1.2. Eligibility of partners**

**The partner must:**

* be a non-profit legal entity of the following type: farmers' organization, West African NGO, support NGO active in West Africa or Europe (EU) as long as it works with local partners, research and/or training organizations. Cooperatives are also eligible as main partners. Local authorities can be main partners, provided that their role is decisive and clearly explained in the grant application;

Please note that other public institutions are not eligible as "main partners", but can be included as "other partners" in the project.

* be linked to the applicant by a formal partnership which should have been initiated prior to the project for which the grant is requested;
* have participated in defining and implementing the project. Their role and added value must be clearly explained. The West African partners of European organizations play a key role in the design and implementation of the proposed project.

The CFSI, the Fondation de France or any other public funder may not have the status of main project partner.

**2.2 Eligibility of projects**

1. **Only projects demonstrating an effective contribution to the creation of remunerative, fair and sustainable economic circuits will be selected in 2024.** The presented project must respond to the prioritized question of the Pafao 2024 call for proposals (cf. Page 2).
2. The program's committee will prioritize projects that respond to the prioritized question of the call for proposals and:

* build on past initiatives while taking **into consideration lessons learned** by your or other organizations, working on similar topics or in the same territory;
* encourage **cooperation between several of the concerned territorial actors**;
* which are articulated with similar and/or complementary initiatives, and whose **positioning in relation to these other initiatives and other actors** (e.g. farmers' organizations, national platforms, national or foreign support organizations, local authorities, government services, private-sector actors, consumer associations, media, international organizations, donors, etc.) **is explicitly explained.**

1. The program's committee will only select initiatives that demonstrate a real **capacity for innovation, change or replication of successful experiences** to boost the consumption of quality local products from sustainable family farming. **Priority will be given to projects focusing on the downstream part of the value chain (processing, marketing). Projects in which the focus are given to capitalization and/or advocacy may also be selected.**
2. Projects can be annual or multi-year (maximum 3 years).
3. Projects must take place in one of the following 16 West African countries: **Benin, Burkina Faso, Cape Verde, Ivory Coast, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone, Togo.**
4. The minimum contribution from the Pafao Support Fund is 10,000 euros. The maximum amount that can be requested depends on the duration of the submitted initiative. The maximum contribution has been set to 18,000 euros for a 12-month project, 36,000 euros for a 24-month project or 60,000 euros for a 36-month project. In the case of multi-year projects, the distribution of funds per year is unrestricted and depends on the life of the project.

**2.3. Eligibility of resources and expenditure**

**2.3.1. Resources**

The applicants and their partners must contribute with at least 30% of the project's resources (implying that the Pafao grant cannot exceed 70% of the total resources). Contributions in kind/valuations (voluntary work, supplies of equipment donations such as premises, equipment, services, etc.), are not accepted as eligible resources.

* + 1. **Expenditure**
* The project must have started by the 31st of December 2024, at the latest. Although it is permitted for the project to have started before the submission of the application, solely expenditures incurred after January 1, 2024 will be covered by the Pafao fund (and have to be presented in the attached budget of the grant application).
* Expenses that give rise to a disbursement and can be accounted for and justified (by vouchers, invoices, etc.) such as:
  + equipment purchases costs, consumables, supplies, services, staff travel and subsistence (*per diem*);
  + staff costs assigned to the project;
  + administrative expenses of applicant and main partner.

ATTENTION:

* a loan which is granted to beneficiary organizations and will be refunded on a later occasion is not considered as an expense and can therefore not be covered by the Pafao fund. On the other hand, an endowment to a revolving fund, which the applicant will not recover afterwards, is an eligible expense.
* projects with a main objective of purchasing equipment or subsidizing inputs cannot be financed by this fund. Therefore, equipment and supplies expenses should not exceed 40% of the total project budget.

**3. How to respond to the call for proposals?**

# The deadline for receipt of applications and annexes is **Monday May 13, 2024** Incomplete applications or those received after this date will not be processed.

# **3.1. Applying**

**3.1.1 Grant Application file**

Applications must be submitted using the model form of the grant application file (see p. 9 and onwards). The form must be typed in Word. Handwritten applications will not be accepted. The application may be typed in French or English.

The form used for the grant application file **comprises a maximum of 24 pages**. Please do not delete any of the sections and do not use a different page layout which saves paper.

**3.1.2 Annexes**

The following supporting documents should be added to the application form. These documents should be sent by electronic mail. If necessary, you can send the documents through several emails as each email cannot **exceed 8 Mo**.

1. The Excel file (see the attached model) comprising:
   1. the provisional 2024 budget of the organisation considering the **2024 portion** of the grant applied for (sheet 1);
   2. the budget for the project (sheet 2 or sheet 3 according whether you choose to fill the table in local currency –with automatic change in euro- or directly in euro);
2. a commitment form from the main partner;
3. if applicable, the commitment form for each of the project's "other partners";
4. a scan of the signed articles (statutes) of the applicant;
5. a copy of the publication in the Journal Officiel (OJ) or any other document attesting to the legal existence of the applicant structure, for countries where the concept of OJ is unknown;
6. a scan of the most recent balance sheet of the applicant organization;
7. a scan of the most recent operating statement of the applicant organization;
8. a scan of the most recent activities reports of the applicant organization;
9. a scan of the detailed minutes of the most recent Annual General Meeting of the applicant organization;
10. a scan of the original applicant’s bank account details (including IBAN and SWIFT code).

**3.1.3 Commitment form from the main partner**

Applicants must present a partnership project involving at least one West African and one European organization. **This partnership must be formalized and pre-existing to the project for which the grant is requested.**

A commitment form from the main partner is required. The document to be completed can be downloaded with the grant application form.

This document should represent a commitment by both partners (applicant and main partner) to the Fondation de France and the CFSI to play an active role in the project for which the grant is requested.

Protocols agreements or equivalent are also accepted, **on condition that they specifically mention the project in question.**

**3.1.4 How to apply?**

**IMPORTANT: do not send Zip files**

# Applications are to be sent to <secr.aea@cfsi.asso.fr>, **on Monday May 13, 2024 at the latest, by electronic mail only**, through several e-mails. (The total documents sent in one e-mail must **not be more than 8 Mo**.) Incomplete applications or those received after this date will not be processed.

* **E-mail n°1** (Indicate as subject: “aap24 + the applicant’s acronym + the applicant’s country + mail n°1”)

1. A word file (the model form) of the completed application form,
2. An excel file (the model form) of the 2024 provisional budget, in euros, of the applicant organization, considering the **2024 portion** of the grant applied for, and of the budget for the project;
3. A scan of the commitment form from the main partner.

* **Following e-mail(s)** (Indicate as subject: “aap24 + the applicant’s acronym + the applicant’s country + mail n°2 then n°3 then n°… according to the number of e-mails). Send all the other additional documents mentioned here above, in one or several emails (each e-mail must not be larger than 8 Mo).

**Important**: The Word and Excel and PDF files should be named as follows (see the examples below):

1. Grant application file (Word file): aap24-acronym-country

2. Budgets (Excel file): aap24-acronym-country

* aap24 is the code for the call for proposals (outline for “*Appel à projets*”/Call for proposals). This is common to all applications;
* the acronym (or the name if fewer than 12 characters) is that of the applicant organization;
* the country is that of the applicant’s headquarters.

3 & 4. for partner commitment forms, add the partner's acronym after the applicant's acronym as follows: aap24-acronymApplicant-acronymPartner-countryApplicant

5. Scan of the dated and signed statutes: aap24-acronym-statutes-country;

6. Scan of the publication in an official journal: aap24-acronym-oj-country;

7. Scan of the balance sheet: aap24-acronym-balance-country;

8. Scan of the operating statement: aap24-acronym-os-country;

9. Scan of the activities report: aap24-acronym-report-country;

10. Scan of the minutes of the Annual General Meeting: aap24-acronym-agm-country;

11. Scan of the bank account details: aap24-acronym-bank-country.

|  |
| --- |
| **Example 1** (note: the names are fictional):  The applicant called Belgian Organization for Sustainable Development is a Belgian organization for sustainable development. Its acronym is BOSD. The main partner is an organization of the Ivory Coast called the Ivory Coast Federation for Family Farms, with the acronym ICFFF.   * The Word file for the grant application file will therefore be named: aap23-bosd-belgium * The Excel budget file will be named: aap23-bosd-belgium * The pdf file with the partnership letter will be named: aap23-bosd-icfff-belgium * The pdf file of the activities report will be named: aap23-bosd-report-belgium * Etc. |

**Grant application files containing incorrectly named files will not be examined**

It is essential for the applicant organisation to have an e-mail address.

An acknowledgement of receipt will systematically be sent to applicants, at the latest 6 working days after the closing date of the call for proposals. If you do not receive an acknowledgement of receipt, please contact us by e-mail at the following address: <secr.aea@cfsi.asso.fr>

**4. Instruction and selection procedure**

# **4.1. Instruction of the projects**

The admissibility and the eligibility of the applications will be examined by the program secretariat, organized by CFSI. Eligible applications will then be examined by the Pafao programs grant committee which will decide according to the following criteria:

|  |
| --- |
| **Selection criteria**  The selection committee will base its decisions on 4 sets of criteria:  **Administrative admissibility**   * complete grant application forms, filled out correctly and including all required documents; error-free Excel budget files, correctly named files in the required formats, etc. (Do not forget, to fill in tab no. 1 of the Excel file for the organization's provisional budget). * eligibility of applicants, partners and projects.   **Answers to the priority question**  The project submitted responds well to the priority question of the 2024 call: How can we increase consumption of local products deriving from sustainable family farming, while ensuring a fair income for farmers and other actors in the value chain?  **The proposal will be analysed in terms of its possible innovative contribution to the above question.**  ***What do we mean by "innovative contribution"?*** *It can be defined as a factor that accelerates a dynamic of economic or social development, unblocks a stagnant situation, strengthens human or social capacities, etc. It concerns solutions, new or already developed but in need of reinforcement, that provide adapted and sustainable responses to problems encountered in a specific context. These solutions may be technical, pedagogical, managerial, financial or other in nature. They can be an object, a process, a method, a mode of organization, a legal form, etc. It is relative to a given territory.*  The core of the selection process is therefore based on the precision of the problem and the relevance of the indicators for monitoring the effects on the consumption of local products from sustainable family farming within rural and urban consumer markets, and on income generation within the value chains, particularly for populations living in landlocked and/or insecure areas. In concrete terms, these indicators should measure the contribution to the preservation/conquest of formalized outlets or the capacity to involve consumers if your initiative targets these challenges.  **Quality and cooperation**   * the relevance of previous experiences on which the proposal is based, its relevance and impact on the management of natural resources; adaptation to climate change; the maintenance of rural employment and the creation of economic activities that increase the resilience of industry actors against crises; the participation of citizens in the governance of local food systems and that of producers in the management of economic sectors; the establishment of skill-based, territorial and international partnerships, etc. ...; * articulating the initiative with complementary or similar projects in the same area; * the continuity of projects already in existence or already supported under the Pafao program and in need of reinforcement and/or development of additional mechanisms; * the relevance of the various partnerships already in place or to be set up, and the ability to lead partnerships towards a common goal; * feasibility: adequacy and coherence of budget and planning; coherence between general objective, specific objectives, planned activities, expected results and indicators of these results, etc.; * capitalizing on successes, failures or questions that arise during the course of the project; * the dissemination and valorisation of this capitalization.   **Inclusion of scaling-up or scaling-out**   * anticipation of the sustainability of the action with a view to its economic expansion (in the case of a system intended to be financed on the market); * actions aimed at replicating tried-and-tested innovations; * advocacy actions or links with advocacy actors who can influence the political or legislative environment. |

**4.2. Selection decision**

The jury will hold a meeting during summer 2024 to propose the amounts to be distributed through the Pafao Fund. The Fondation de France and the executive committee of CFSI will meet in September to make their final decision.

Applicants will be informed of the decision by e-mail (no replies will be given by telephone) before the end of October 2024.

Successful applicants will receive their grants in several instalments. The first instalment will be paid no later than December (but projects may start earlier). Please note this for the start date indicated for the project. The modalities will be specified in along with the approval letter.

**5. Follow-up: progress reports, control and communication**

The applicant agrees to send progress reports and photos to the program secretariat (provided by CFSI), in accordance with the procedures provided.

The grant must be recorded in the accounts of the applicant organization. A copy of the accounts will be requested.

The applicant and its partners agree to participate actively in the capitalization process carried out by the Fondation de France, CFSI and their partners as part of this program (participation in meetings, seminars, Internet discussion groups, sharing sessions, writing notes, articles, etc.).

|  |
| --- |
| The Pafao program is more than just a matter of financing. Special attention will be paid to how each project is executed, and how the experience gained from it is shared and communicated to the media and donors in such a way as to draw attention to and support for the cause of family farming as a way of combating hunger.  Fondation de France, Fondation JM.Bruneau, AFD and CFSI reserve the right to publish and disseminate any information that may contribute to achieving this goal.  They may also publish all information relative to the projects they finance under this call for projects in order to inform donors.  By accepting a grant from Fondation de France, Fondation JM.Bruneau, AFD and/or CFSI, the beneficiary organization agrees to provide any information relative to its project to persons authorised by Fondation de France, Fondation JM.Bruneau, AFD or CFSI for the purposes of assessment, audit or oversight. |

|  |
| --- |
| **Any question left unanswered after having carefully read these guidelines may be sent, by email only, to the following address:** [**secr.aea@cfsi.asso.fr**](secr.aea@cfsi.asso.fr)   * + - **No answer by telephone!** |

**Please delete the guidelines (these first 8 pages) before sending us the grant application file.**

**N°** (will be attributed by CFSI)**:**

****

**Call for proposals 2024**

**“Promoting family farming in West Africa”**

|  |
| --- |
| **B/ Grant application form** |

**1. Summary of the project**

**1.1 Project information**

**Applicant organization**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Acronym:** |  | **Country:** |  |
| **Location of head office (city):** |  | **GPS data (if available):** |  |

**Main partner**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Location** |  | **GPS data (if available):** |  |
| **Acronym:** |  | **Country:** |  |

**Project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Country of action: |  | | | |
| Location *(1-line maximum)*: |  | GPS coordinates (if available): |  | |
| **Title:** | ***(NOTICE: maximum 1 line or 80 characters including spaces)*** | | | |
|  | | | | |
| Budget | Amount (in euros) | Total duration of the project (in number of months) \* | | months |
| Total amount of project | € | Starting date\* | | dd/mm/yyyy |
| Total amount of grant requested | € | Ending date\* | | dd/mm/yyyy |
| *\* Verify the coherence between duration and starting/ending date* | | | | |

*For the record, expenses are eligible as of January 1, 2024 and the project must start no later than December 2024. Consider that the 1st grant instalment will be paid no later than December 2024 (but the project may start before).*

**Reminder of the call's priority question:**

|  |
| --- |
| **How can we increase the consumption of local products deriving from sustainable family farming while ensuring that farmers and other actors in the value chain receive a fair income?**  Initiatives must target one or both of these challenges:   * marketing local products consumed by as many people as possible, including vulnerable groups; * marketing local products from the most isolated areas and/or those suffering from insecurity. |

**Solutions/responses put into place in order to address the issue** **(1 line max per solution)**:

|  |
| --- |
| * … * … * … |

**Objectives, results and activities** (½ page max):

|  |  |  |
| --- | --- | --- |
| Objective | Expected results | Activities (summarized) |
|  |  |  |

**1.2 Expenses and resources of the project**

***Please insert the same data as entered in the Excel file of the project budget. Check the consistency of amounts and percentages.***

***Please maintain the same layout.***

|  |  |  |
| --- | --- | --- |
| **Expenses** | Amount in euros | Percentage of the total budget |
| **Budget of the project** | € |  |
| *costs related to the human resources for the project* | *€* | *%* |
| *costs related to travels required for the project* | *€* | *%* |
| *costs related to equipment and supplies* | *€* | *%* |
| *costs related to other expenses* | *€* | *%* |
| *costs related to capitalization* | *€* | *%* |
| *costs related to administrative costs* | *€* | *%* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financing plan** | (tick the corresponding box) | | Amount in euros | Percentage of the total budget |
| Donors | Requested  Waiting for approval | Raised  Already acquired |
| Requested Pafao grant (max 70% of the project) | X |  | € | % |
|  |  |  | € | % |
|  |  |  | € | % |
|  |  |  | € | % |

|  |
| --- |
| Has this project (or a similar version) already been submitted to a previous Pafao call? |
| -Year: … Amount of the requested grant: … Amount of the granted subsidy (if project was selected): …  -Year: … Amount of the requested grant : … Amount of the granted subsidy (if project was selected): … |

**2. Context and project** (You can delete the explanations written in grey)

***Agro-pastoral sub-sector: please tick the concerned box or boxes***

|  |  |
| --- | --- |
| Short-cycle animal husbandry |  |
| Cattle breeding |  |
| Milk products |  |
| Fruits |  |
| Oil |  |
| Vegetable |  |
| Leguminous crops |  |
| Honey and other forest products |  |
| Multi-sector |  |
| Rice |  |
| Other cereals |  |
| Salt |  |
| Tubers |  |

**2.1. What need(s) does your project address?**

***What need(s) does your project address in relation to the priority question of the 2024 call for proposals?*** (1-page maximum)

***How did your project get started? What was the initial diagnosis?***

*The aim here is not to describe the national or West African context in general terms, but to highlight the key elements that will help us understand the pertinence of your* ***project in regards to the priority question of the 2024 call****.*

|  |
| --- |
|  |

***If your project targets major, formalized markets such as contracts with public institutions and businesses (school canteens, prisons, hospitals, hotels, supermarkets, etc.). and/or the role of West African consumers and their representative organizations. explain how it targets one and/or other of these aspects*** (1/2-page maximum)

|  |
| --- |
|  |

**2.2. What answers/solutions do you have in order to strengthen the consumption of local quality products in rural and urban markets?** (1/2-page maximum)

**(You can delete the explanations written in gray).**

***What do you want to experiment?***

***What do you want to test through your project? For what purpose?*** *Please note that this is not a general presentation on local consumption, nor a repetition of what you said in point 2.1 (background), nor a summary of your project, but rather a specific explanation of your intervention scheme.* ***Explain how your scheme fits into a sustainable food system approach****. How are the dimensions of sustainability (economic, social and environmental) considered (specify, if applicable, at the production, processing, marketing, consumption and food governance levels, etc.)?*

*The program's committee will give priority attention to the clarity and precision of this presentation, as well as to the relevance and feasibility of the project presented in order to respond specifically to the priority question of the 2024 call for proposals (cf. p.10).*

|  |
| --- |
|  |

**2.3 Is this project a continuity of one of your previous projects?** (1/2-page maximum)

*If so, please specify the achievements, difficulties, questions, lessons learnt, etc. that have served as the basis for your project.*

|  |
| --- |
|  |

**2.4. How is your project anchored in regards to the specific context and area in which it is implemented?**

***How do you consider the experiences of other actors working on the same issues or in the same area? What lessons or questions do you draw from them?*** (1/3-page maximum)

*The program's committee is very sensitive to this question. It is particularly interested in knowing your opinion (positive or negative) if the experiment in question is the result of* [*Pafao capitalization*](https://www.alimenterre.org/consommer-local-en-afrique-de-l-ouest-celles-et-ceux-qui-font)*.*

|  |
| --- |
|  |

***Besides the main partner or project applicant, are there any other local or national actors involved? In particular, national platforms or other actors who can articulate the link between "local and global" and work to set up a national environment supportive of local consumption? If so, which ones? What is the role and added value of each in the present project? (***1/3-page maximum)

|  |
| --- |
|  |

**2.5. What are the expected results in relation to the priority question of the 2024 call?***Please note that the 2024 call for proposals targets initiatives that contribute to improving the resilience of populations in the event of crises, by helping local sustainable supply chains to compete with imported products. The expected results must reflect this. If your project targets major, formalized markets (school canteens, prisons, hospitals, hotels, supermarkets, etc.) or seeks to strengthen the role of West African consumers in promoting local consumption, this should also be reflected in the results. Add rows to the table if necessary.*

|  |  |
| --- | --- |
| Result 1 (R1) : |  |
| Result 2 (R2) : |  |
| Result 3 (R3) : |  |
| … |  |

**2.6. What are the verifiable indicators for measuring the achievement of these results?**

***How will you evaluate the effect of your project on increasing the consumption of local quality products from sustainable family farming?*** i.e*.: How will you evaluate whether local products that "pass through" the responses/solutions implemented in your project have better access to the market? Allow better remuneration and distribution of added value? Are consumed by a greater number of consumers? Etc.*

***Give concrete results indicators (maximum 6)*** *that show quantitative and qualitative changes. Indicators are signs that can be observed (existence or absence), measured (quantity, value...) and compared, because they are quantified and specified.*

*ATTENTION: these are not activity indicators, but result indicators. In other words, they seek to measure what the project is assisting to change. For example, "the number of carried out training courses " is not a result indicator, but an activity indicator. They can measure economic changes (% or value increase in revenues/margins/profits, or quantities sold on markets, ...), social changes (evolution in the number of actors organizing themselves in such and such a way, or changing their marketing methods, or ...), legislative or political changes, etc. Specify reference values (pre-project, or national average, etc.) for comparison purposes.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Result title** | **Selected indicator title** | **Reference value** (reference point such as national average, or pre-project value or other...) | **Expected value** at the end of the project |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**2.7. What activities have been planned? How were they decided?** (2-pages maximum)

***Describe in detail the actions you will conduct to achieve the results.*** *Please specify the applicant’s intended actions and those of each partner.*

**2.8. Who is the target population? How was it identified or selected?** (1/4-page maximum)

*We remind you that the 2024 call for proposals targets initiatives that contribute to improving the resilience of populations against crises, by supporting sustainable local supply chains to compete with imported products. It is therefore important to document precisely which priority targets have been identified.*

**How many people are involved in this project?**

|  |  |
| --- | --- |
| Number of families who will benefit directly |  |
| The number of young people (15-20 years old) who will benefit |  |
| The number of women who will benefit (if applicable) |  |

***Explain how your project integrates the role of women.*** *If this is relevant to the purpose of your project, you can, for example, provide some answers to the following questions faced by many organizations in the Pafao network: How does the project anticipate the risks of women being pushed out when an activity becomes profitable? Does it intend to equip itself to monitor the evolution of women's autonomy, their access to resources, their representation in the governance of the organizations, their income, etc.?* (1/2-page maximum)

**Focus on the different actors involved in the project**

*We remind you that the 2024 call for proposals seeks to increase the mass consumption of healthy local products from sustainable family farming, which translates into a significant number of end consumers. Explain your calculation/estimate for each link.*

|  |  |  |
| --- | --- | --- |
|  | *Number* | *Calculation method* |
| Number of producers |  |  |
| Number of processors |  |  |
| Number of retailers |  |  |
| Number of consumers |  |  |
| If applicable, number of other actors concerned (detail which ones) |  |  |

**2.9. Considering safety and environmental risks** (1/2-page maximum)

***With regard to the context of your intervention zone, how do you plan to consider potential security risks and crises related to climate change in your project? What actions are considered to prevent these risks [[2]](#footnote-2)?***

**3. Prospects**

**3.1. How do you intend to participate in the dynamics of capitalization of the Pafao program?** *In other words, how can your experience contribute to the collective construction of knowledge on local consumption, the sharing of this knowledge and its valorization, particularly towards advocacy to change the political and legislative environment? To find out more about the capitalization component, see* [*here*](https://www.alimenterre.org/consommer-local-en-afrique-de-l-ouest-celles-et-ceux-qui-font) *(in French, but some items exist in English:* [*here*](https://www.alimenterre.org/impact-of-the-covid-19-crisis-on-food-security) *and* [*there*](https://www.alimenterre.org/system/files/inline-files/traduction-fighting-local-consumption-vf-compresse.pdf)*).*

|  |
| --- |
|  |

**3.2. The viability and sustainability of the project** (1-page maximum)

***How do you envision the sustainability of the results?***

|  |
| --- |
|  |

***In some projects, market access issues involve anticipating the profitability*** *of a structure or scheme that is intended to be financed on the market, thinking in terms of a business plan, setting a fair price, knowing the potential clientele, solving the problem of mobilizing working capital or investment capital, etc.*

***If your project has an economic vocation, can you specify the characteristics of the business model on which long-term viability is based?*** *Has a business plan been drawn up in-house? Or are you calling on specific human resources? Etc.*

## **3.3. The prospects for scaling up and scaling out (1/2-page maximum)**

*This question only concerns projects that work on a change of scale of an economic structure (by spin-off or growth) or on the influence of the political and legislative framework.*

***At this stage, have you already contemplated future possibilities of scaling up?***

***If the long-term economic viability and /or scaling up involves the mobilization of capital or investors, how do you envision this?*** (1/2-page maximum)

**3.4. Any further comments on your project?** (1/2-page maximum)

**4. Project budget forecast**

***Use the Excel file (to be downloaded with the grant application form). Please complete the sheet 2 or sheet 3 of the Excel file:***

* *Select sheet 2 if you wish to enter the expenses in local currency (the amount in euro will be calculated automatically in the provided columns according to the exchange rate you have chosen);*
* *Select sheet 3 if you wish to enter the expenses in euros.*

*Only provide a list of expense and revenue items for the project. You may change the headings. Include as many budget details as possible (you may add lines to the table if necessary) as well as any relevant explanations. Please ensure that the amounts are consistent and verify that the total amount of expenditure is correct (total expenditure = total revenue)!*

***The budget must show eligible expenses (from January 1, 2024), and eligible resources (note that valuations are not eligible).***

**4.1. Do you intend to produce a financial audit of the project? *If so, in what context? Is it at the request of a funder?***

***Any comments on the budget (optional)*** (1/2-page maximum)

**5. Presentation of the organizations**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of applicant org.:** | | |  | | | | | | | | | | | | | | | |
| **Acronym:** | | |  | | | | **Country:** | | |  | | | | | | | | |
| Organizational objective: | | | | | | |  | | | | | | | | | | | |
| Field(s) of intervention: | | | | | | |  | | | | | | | | | | | |
| Main activity *(max. 2 lines)*: | | | | | | |  | | | | | | | | | | | |
| Annual budget (last financial year): | | | | | | |  | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | | |
| PIN code: | |  | | | | City: | | |  | | | | | | Region: | |  | |
| Phone: | |  | | | | Fax: | | |  | | | | | | | | | |
| Email: | |  | | | | | | | Website: | | | | | |  | | | |
| Name of Chairperson: | | | |  | | | | | Name of Director | | | | | | |  | | |
| Date of the organizations establishment: | | | |  | | | | | Legal status: | | | | | | |  | | |
| Federation or organization to which it is attached: | | | |  | | | | | | | | | | | | | | |
| Employees (number): | | | |  | Volunteers (number): | | | | | | |  | Members (number): | | | | |  |
| Person in charge of the project: | | | | | | | |  | | | | | | | | | | |
| Position in the organization: | | | | | | | |  | | | | | | | | | | |
| Phone (office): |  | | | | | | | Mobile: | | |  | | | | | | | |
| Email: |  | | | | | | | | | | Skype: | | |  | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of main partner:** | | |  | | | | | | | | | | | | | | | |
| **Acronym:** | | |  | | | | **Country:** | | |  | | | | | | | | |
| Organizational objective | | | | | | |  | | | | | | | | | | | |
| Main activity *(max. 2 lines)*: | | | | | | |  | | | | | | | | | | | |
| Annual budget (last financial year) | | | | | | |  | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | | |
| PIN code: | |  | | | | City: | | |  | | | | | | Region: | |  | |
| Phone: | |  | | | | Fax: | | |  | | | | | | | | | |
| Email: | |  | | | | | | | Website: | | | | | |  | | | |
| Name of Chairperson: | | | |  | | | | | Name of Director | | | | | | |  | | |
| Date of the organizations establishment: | | | |  | | | | | Legal status: | | | | | | |  | | |
| Federation or organization to which it is attached: | | | |  | | | | | | | | | | | | | | |
| Employees (number): | | | |  | Volunteers (number): | | | | | | |  | Members (number): | | | | |  |
| Person in charge of the project: | | | | | | | |  | | | | | | | | | | |
| Position in the organization: | | | | | | | |  | | | | | | | | | | |
| Phone (office): |  | | | | | | | Mobile: | | |  | | | | | | | |
| Email: |  | | | | | | | | | | Skype: | | |  | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Other partner** *(if necessary)*: | | |  | | | | | | | | | | | | | | |
| **Acronym:** | | |  | | | **Country:** | | |  | | | | | | | | |
| Organizational objective: | | | | | |  | | | | | | | | | | | |
| Main activity *(max. 2 lines)*: | | | | | |  | | | | | | | | | | | |
| Annual budget (last financial year): | | | | | |  | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | |
| PIN code: | |  | | | City: | | |  | | | | | | Region: | |  | |
| Phone: | |  | | | Fax: | | |  | | | | | | | | | |
| Email: | |  | | | | | | Website: | | | | | |  | | | |
| Name of Chairperson: | | |  | | | | | Name of Director | | | | | | |  | | |
| Date of the organizations establishment: | | |  | | | | | Legal status: | | | | | | |  | | |
| Federation or organization to which it is attached: | | |  | | | | | | | | | | | | | | |
| Employees (number): | | |  | Volunteers (number): | | | | | | |  | Members (number): | | | | |  |
| Person in charge of the project: | | | | | | |  | | | | | | | | | | |
| Position in the organization: | | | | | | |  | | | | | | | | | | |
| Phone (office): |  | | | | | | Mobile: | | |  | | | | | | | |
| Email: |  | | | | | | | | | Skype: | | |  | | | | |

Copy and paste the table here above (’’other partner’’) as many times as necessary. If the project doesn’t involve an ’’other partner’’, please remove the table.

***5.1. Applicant:*** *What is the applicant’s role and added value in the present project?* (1/3-page maximum)

|  |
| --- |
|  |

***5.2. ’’Main partner’’:*** *How did you meet this partner? How long ago? Have you already established a partnership? If so, since when? For what purpose? What is the main partner’s role and added value in the present project?* (1/3-page maximum)

|  |
| --- |
|  |

**6. The applicant organization** **(max 2 pages)** – Please **ONLY FILL OUT** this part **IF** your organization has never been funded by the Pafao program. If not applicable, remove this part

***6.1. Purpose of your organization***

|  |
| --- |
|  |

***6.2. Describe your general activities***

*Main principles of intervention; type and volume of activities, target communities, geographic scope, etc.*

|  |
| --- |
|  |

***6.3. Management of your organization***

*Roles and functions of volunteers and employees, with flow chart (if possible)*

|  |
| --- |
|  |

**For organizations working within a network** **2 pages maximum** (if not applicable, delete the lines)

***6.4. Short description of the network***

|  |  |
| --- | --- |
| Status: |  |
| Purpose, areas of intervention: |  |
| Date of creation: |  |
| Number of member organizations in 2017: |  |
| Governing body or bodies: |  |

***6.5. Members of the network*** *(add lines if necessary)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Acronym | Areas of intervention | Number of members | Location/Country |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***6.6. Network history***

*Explain how the network was formed, who was behind it and why it was established. Outline the major stages of its development since then.*

|  |
| --- |
|  |

***6.7. Composition of the network***

*Explain who may join the network and how.*

|  |
| --- |
|  |

***6.8. Activities of the network***

*Describe the network’s main activities over the past few years and detail the aims, target population, results and the advantage of the network for carrying out these activities.*

|  |
| --- |
|  |

1. <https://www.roppa-afrique.org/IMG/pdf/plan_strat_roppa.pdf> [↑](#footnote-ref-1)
2. An awareness-raising workshop on the prevention of humanitarian and environmental crises and disasters will be offered to project leaders and partners following the selection of projects for the Pafao 2024 call for proposals. [↑](#footnote-ref-2)