

BIOPAMA Action Component

Guidelines for Applicants

Medium Grants 2019

Deadline for submission of proposals:
21 September 2019 at 23:59 (Brussels date and time)

(In order to convert to local time click [here](#))

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Notice:

This guidance document provides useful information on how to apply for BIOPAMA Action Component (hereafter BIOPAMA AC) funding. It relates to applications for Medium Grants. **Applicants are strongly recommended to read this document as well as the BIOPAMA AC ESMS manual in full before completing and submitting a Medium Grant proposal.**

1. Overview of BIOPAMA Action Component

1.1 Background:

The Biodiversity and Protected Areas Management (BIOPAMA) Programme is an initiative of the **ACP Group of States financed by the European Union's 11th European Development Fund (EDF)**. It is part of the EU Biodiversity for Life Flagship initiative (B4Life) which supports efforts to halt loss of biodiversity and ecosystem services and is **jointly implemented by the International Union for Conservation of Nature and Natural Resources (IUCN) and the Joint Research Centre of the European Commission (JRC)**.

BIOPAMA aims to improve the long-term conservation, sustainable use of natural resources and ecosystem services in African, Caribbean and Pacific (ACP) countries, in protected and conserved areas and surrounding communities. **Protected and Conserved Areas and the landscapes** within which they are located have indeed a central role to play in preserving the biodiversity and ecosystem services that the majority of rural communities depend on for sustainable livelihoods.



Map of ACP Regions

The BIOPAMA Action Component provides funding opportunities to address protected and conserved areas, sustainable use of biodiversity, natural resources **priorities for actions on the ground** in the eligible Africa, the Caribbean and the Pacific (ACP) countries¹.

¹ They encompass the following **countries** (in alphabetical order): Angola, Antigua and Barbuda, Bahamas, Barbados, Belize, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo

1.2 Specific objectives of BIOPAMA Action Component:

- ⇒ **Enhance** the management and governance of priority areas by addressing existing limitations (strengthening on-site infrastructure/equipment for patrolling, poaching control, developing capacity of staff);
- ⇒ **Strengthen** the legal framework required to achieve effective biodiversity conservation;
- ⇒ **Support** local communities' initiatives aiming to enhance the livelihoods of local people whilst effectively contributing to protected areas management.

1.3 Financial allocation:

The overall indicative amount made available for the 2019 Medium Grant call for proposals is **seven million two hundred thousand euros (7 200 000 EUR)**. The BIOPAMA AC Validating Committee reserves however the right to allocate more funds in order to award more Medium Grants.

2 Size of grants

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- **Minimum amount: EUR 100 000**
- **Maximum amount: EUR 400 000**

2.1 Percentage of costs eligible:

BIOPAMA will provide up to a maximum of **95 %** of the total eligible costs of the project. The applicants are required to provide a minimum of **5% co-financing**.

Technical and financial reporting will be required for all project costs, including those covered by co-financing. All costs are subject to expenditure verification independently of the source of funding.

BIOPAMA grants can be based on the **actual costs incurred by the beneficiaries**, or on the **simplified cost option** (e.g. unit costs) or on the combination thereof, as appropriate.

3 Eligibility criteria

There are three sets of eligibility criteria, relating to:

1) Actors:

- the **lead applicant**, i.e. the entity submitting the application form;
- if any, its **co-applicant(s)** (*the lead applicant and its co-applicants are jointly referred to as "applicants"*).

(Brazzaville), Congo (Kinshasa), Cook Islands, Côte d'Ivoire, Djibouti, Dominica, Dominican Republic, Equatorial Guinea, Eritrea, Ethiopia, Fiji, Gabon, Gambia, Ghana, Grenada, Republic of Guinea, Guinea-Bissau, Guyana, Haiti, Jamaica, Kenya, Kiribati, Lesotho, Liberia, Madagascar, Malawi, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia, Mozambique, Namibia, Nauru, Niger, Nigeria, Niue, Palau, Papua New Guinea, Rwanda, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Samoa, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Solomon Islands, Somalia, * South Africa, Sudan, Suriname, Swaziland, Tanzania, Timor Leste, Togo, Tonga, Trinidad and Tobago, Tuvalu, Uganda, Vanuatu, Zambia, and Zimbabwe.

* While natural and legal persons established in South Africa are eligible to participate in procedures financed by the 10th/11th EDF, South Africa cannot be a beneficiary of contracts financed by the 10th/11th EDF.

2) **Actions** for which a grant may be awarded (see section 3.2 below).

3) **Costs:**

- the types of costs that may be taken into account in setting the amount of the grant. (see section 3.3. below).

3.1 Eligibility of the applicants (i.e. applicant and co-applicant(s)):












The lead applicant may act individually or with co-applicant(s). The partnership approach is recommended for the BIOPAMA AC medium grants.

3.1.1 Lead applicant:


In order to be eligible for a BIOPAMA AC Grant, applicants must:


- **be registered legal entities** (e.g. a registered/incorporated company or organisation);
- **be directly responsible** for the preparation and management of the grant project; not acting as an intermediary;
- not be a beneficiary of a grant funded by the European Union (including EDF funds) for the same activities.


The different status of eligibility for BIOPAMA AC Medium Grant are summarized as follows:

Local civil society organisations, non-profit organisations, CBOs,	 *
Small socio-professional organisations, Small and Medium Enterprises (SME), small profit organisations (5-10 permanent staff, annual balance or turnover <€ 2 million)	 *
Municipalities, cities	 *
Protected areas, NGOs managing Protected areas, Conserved areas, ICCAS	 *
National network of Protected Areas	
Regional Network of Protected Areas	
National civil society organisation, national NGO, national non-profit organisations	
National authorities, agencies, bodies and services	
EU Member State organisations, EU OCTs organisations, OECD Member State organisations	 **
Regional organisations	 **
International organisations	 **

Conditions:

 * as co-applicant of other organisations at national and/or regional, international level.

 * as lead applicant of a consortium with other organisations at national and/or regional, international level.

 ** Access to BIOPAMA AC MGs for EU Member States organisations, EU Overseas countries and Territories (OCTs) organisations, Organisation for Economic Co-operation and Development (OCDE) Member States organisations², regional and international organisations is allowed when the following cumulative criteria apply:

- Proven successful experience in the targeted ACP country/countries of cooperation on protected and conserved areas issues and natural resources management;
- Proven experience of field actions in the ACP targeted country/countries;

² These organisations are eligible in the case of contracts that are implemented in a Least Developed Country (LDC) or a Highly Indebted Poor Country (HIPC), as included in the list of Official Development Assistance (ODA) recipients. [See e-Prag 2019 2.3.1.](#)

- Proven successful experience of collaboration with national and local government and/or local civil society, socio-professional actors and local communities in the targeted ACP country/countries;
- Formal support of the relevant national agencies and authorities;
- Proven agreement and co-design of the proposal with the national and/or local government, the protected/conserved areas manager, the local civil society, local communities and socio-professional actors.

In such a case EU Member States organisations, EU OCTs organisations, Organisation for Economic Co-operation and Development (OCDE) Member States organisations, regional and international organisations can submit a BIOPAMA project proposal provided the following eligibility conditions are fulfilled:

- The project is based on a partnership/consortium with the national/subnational authorities, and/or the targeted protected/conserved areas, and/or the national/local civil society and local communities as co-beneficiaries;
- The project is based on an equitable division of work and is based on collaboration with the national/subnational authorities and/or the targeted protected/conserved area(s), and/or the national/local civil society, socio-professional actors and local communities,
- The project is based on clear identified priorities related to capacity building, improvement of management effectiveness and governance of the protected/conserved area(s), the conservation landscape and sustainable natural resources management;
- The project demonstrates prior consultation and involvement of the national/subnational authorities, the targeted protected/conserved area(s), the national/local civil society and local communities in the definition of the project.

If awarded the grant, the lead applicant will become the beneficiary identified as the coordinator in the grant contract. The coordinator is the main interlocutor of the BIOPAMA AC Global Team. It represents and acts on behalf of any other co-beneficiary (if any) and coordinates the design and implementation of the action. The coordinator bears full responsibility for the technical and financial implementation of the project.

3.1.1.a Conflict of interest:

- BIOPAMA II consortium organisations are not eligible: IUCN Secretariat, JRC and hosting organisations of BIOPAMA Regional Observatories.
- Grants will not be awarded to entities whose staff includes an individual currently employed by, or closely related (i.e. immediate family) to an employee of IUCN, JRC and/or an organisation hosting a BIOPAMA Regional Observatory.

IUCN Member Organisations are eligible to apply for grants provided they fulfil the eligibility criteria and can demonstrate their legal and structural independence from the IUCN Secretariat.

3.1.1.b Exclusion criteria:

- Applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in the PRAG 2018 ([Practical Guide- Section 2.6.10.1.1](#)).
- Applicants must sign a dedicated declaration (see annex 2).

3.1.2 Co-applicant(s):

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant. Co-applicants **must satisfy the eligibility criteria** as applicable to the lead applicant. Co-applicants **must sign** the mandate included

as Annex 1 to these guidelines. If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary(ies) in the project (together with the lead applicant as coordinator).

3.2 Eligible actions: actions for which an application may be made:

3.2.1 Definition:

An **action** is composed of a **set of activities**.

3.2.2 Duration:

BIOPAMA AC Medium Grants can have a maximum duration of 36 months, and **must** comply with the start and end dates stated below.

3.2.3 Start and End Dates:

Start Date: The project start date must be on or later than the 1st January 2020.

End date: The latest possible end date is 1st December 2022. Projects **must end on or before** this date.

All project activities and deliverables **must** be completed by the project end date.

3.2.4 Location:

Actions **must take place** in **one or several ACP countries**, and within **priority areas** as defined below:

Priority Areas, in wider conservation landscapes, include inter alia, key landscapes for conservation (where identified in ACP Countries), Key Biodiversity Areas (KBAs), Marine Managed Areas or other protected and conserved areas, where their importance is justified by diagnostic tools or strategic documents in ACP Countries, including SIDS.

3.2.5 Types of action:

For being eligible activities **must**:

- **Address clear priorities** in terms of protected/conserved areas management and governance, sustainable use of natural resources and livelihood of surrounding local communities of the priority areas. The priorities must be **identified by diagnostic tools***;
- **Be consistent with the specific objectives of BIOPAMA II**;
- Achieve **tangible results and impacts** in the field expressed through clear indicators included in the project logical framework;
- **Comply with IUCN Environmental and Social Management System**³ (ESMS- see Annex 4).
- Enable data and information sharing from the project with the BIOPAMA Regional Observatories and [RIS](#);
- Be cost-efficient and sustainable;
- Be of practical field application and limited in time (confined to the duration of BIOPAMA II) to avoid dependency on the support provided by the Action Component.

Activities with co-benefits beyond conservation (e.g. on human well-being or climate change mitigation and adaptation) will be prioritised.

³ <https://www.iucn.org/resources/project-management-tools/environmental-and-social-management-system>








***Diagnostic tools** encompass, for the purpose of the BIOPAMA Action Component, quantified management and governance assessment tools -including IMET, PAME tools – e.g. METT, RAPPAM, the IUCN Green List, Enhancing our Heritage (EoH), or equivalent. Only in justified cases, where such quantified tools are not available, applicants may use strategic documents at the protected area levels, national and regional levels and studies validated by Protected and Conserved Areas management authorities.

3.2.6 Sectors and/or themes covered by eligible activities (with indicative examples of eligible activities):

- Protected areas planning and management (e.g. measures to strengthen the knowledge base, potentially including collection of baseline data in places where this information does not exist, monitoring activities including through IMET, MEAs, Social and Governance Assessments so as to diagnose and address identified governance and management problems; elaboration/updating of Management Plans; creation of key essential infrastructure for management, patrolling, anti-poaching operations, visitors' management as well as obtaining key essential equipment and material provision and maintenance to ensure the effective implementation of these field operations).
- Effective governance arrangements involving local people living in and around protected and conserved areas; equitable management of priority areas.
- Law enforcement, particularly to control wildlife trafficking. (e.g. capacity-building of managers and/or rangers on law enforcement; intelligence linked to combat illegal poaching and wildlife trafficking, dialogue with communities)
- Enhancement of institutional and legal frameworks for biodiversity conservation and sustainable development at national, regional or protected area levels (e.g. revision of the legal framework, capacity development, training materials and technical advice).
- Mitigation of threats in priority areas.
- Climate change mitigation, resilience and adaptation strategies in priority areas.
- Sustainable livelihoods of local communities, vulnerable peoples and indigenous communities living in priority areas.

The following types of action are not **eligible**:

The following types of action are **NOT eligible**:

-  The purchase of land or involuntary resettlement of people;
-  Activities on indigenous peoples' lands or territories without having obtained their free, prior and informed consent;
-  Activities on land contested by local communities or indigenous people;
-  Activities that negatively affect physical cultural resources and their access and use, including those important to local communities;
-  The removal or altering of any physical cultural property (includes sites having archaeological, paleontological, historical, religious, or unique natural values);
-  Activities significantly affecting vulnerable groups within local communities, indigenous peoples or where these communities, vulnerable groups, indigenous people have not provided their broad support to the project activities;
-  Activities that include the procurement, handling, storage and use of unlawful pesticides.

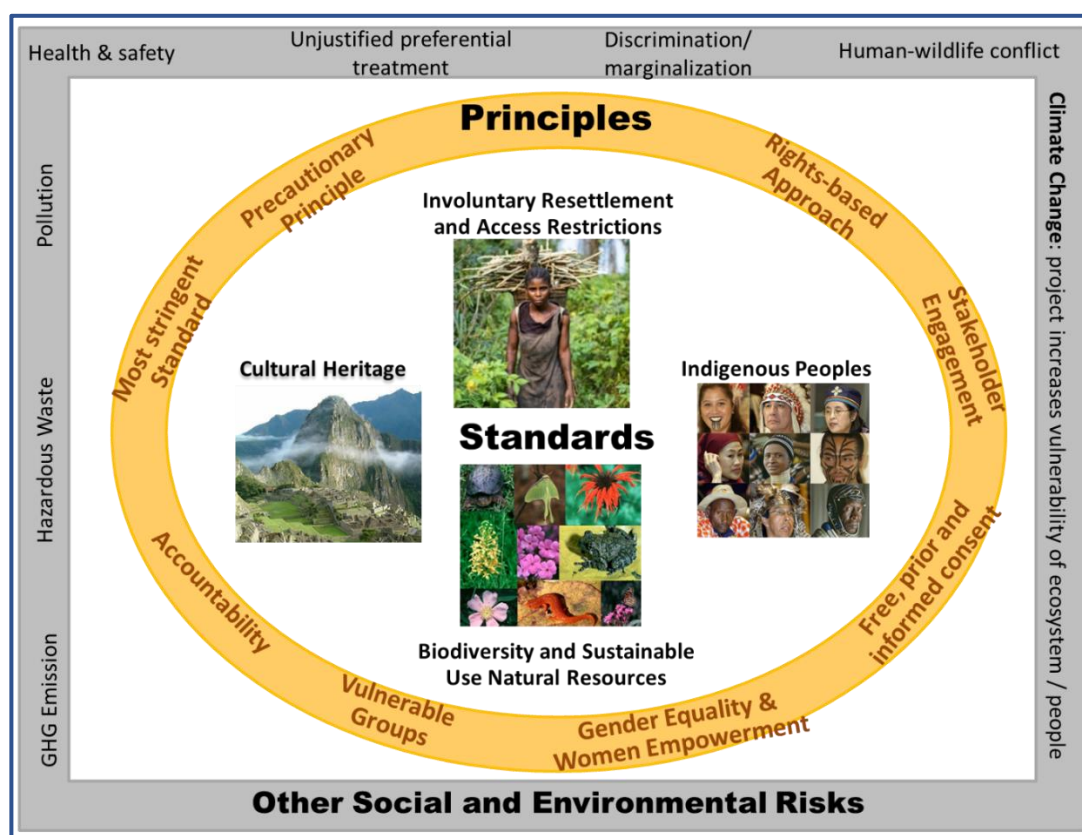
In addition, applicants **may not** propose financial support to third parties through sub-grants.

3.2.7 Environmental and social screening:

BIOPAMA Action Component appraises projects **not only on their technical merit, but also reviews them for their potential to address negative environmental and social impacts**, or to foster best practices in this regard. This is in accordance with IUCN's Environmental and Social Management System (ESMS). **Applicants are strongly invited to read the BIOPAMA AC ESMS Manual**, available on the BIOPAMA AC portal, before designing their project and submitting their application.

The ESMS is guided by eight overarching principles and four standards that reflect key environmental and social areas that are at the heart of IUCN's conservation approach – see figure below illustrating IUCN's ESMS Policy Framework (see the complementary ESMS guidelines).

IUCN's ESMS Policy framework



Through their application and the dedicated ESMS screening questionnaire, BIOPAMA AC MG applicants have to answer a series of questions including ESMS issues in order to provide basic ESMS-relevant information about the project, its activities and context. It is important to stress that the **ESMS dimension of BIOPAMA AC project proposal is critical**. The information provided by the applicant to the questions and their quality is of particular importance for the assessment of the proposal.

As part of the project appraisal procedure BIOPAMA, MG proposals will be indeed screened by the BIOPAMA Regional Focal Points on environmental and social risks. The screening will be based on the information provided by the applicants in the ESMS Screening Questionnaire (see annex 4) and will check the following areas:

- Stakeholder engagement: Have stakeholders been engaged during project design (in particular women)? Have they been able to raise any concerns?
- ESMS Standards: Are any of the four standards triggered by the project activities? What are the respective risk issues?
- Other social and environmental impacts: including risk of aggravating gender imbalance and risks to vulnerable groups;
- Climate Change: does the project fail to take effects of climate change appropriately into considerations and as such might increase vulnerability of ecosystems or of communities or jeopardizing the effectiveness of project activities or sustainability of intended changes?

Screening concludes in the **assignment of a risk category** and in the judgment whether project risks are already sufficiently addressed by the proposed project design or whether assessments are needed to better understand the risks (or further consultations with affected groups). It also determines whether the additional measures are needed to further mitigate identified risks.

It is very important to read the BIOPAMA AC ESMS manual in addition to these guidelines.

3.3 Eligibility of costs: costs that can be included:

3.3.1 Eligible costs:

Only eligible costs will be funded by BIOPAMA AC. The eligible costs **must be**:

- necessary for the implementation of the project activities;
- reasonable and justified and consistent with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- generated during the lifetime of the project (costs incurred before the official starting date of the project or after the official end date of the project are not eligible); expenditure eligible for financing may not have been incurred before the signature of the grant agreement;
- either actually incurred by the beneficiary and be recorded in his accounts in accordance with the applicable accounting principles, or based on the simplified costs option or on the combination thereof;
- identifiable and verifiable;
- compliant with the requirements of the applicable tax and social legislation.

3.3.1.a Categories of eligible costs:

- ✓ Human resources: the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration. Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration.
- ✓ Travel: the costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel.
- ✓ Equipment and supplies for the project, provided that the purchases are made in accordance with BIOPAMA II Procurement Policy and are in line with the national procurement regulations, if applicable.
- ✓ Local office costs.
- ✓ Other costs, services. Costs derived from subcontracts, provided that that the purchases are made in accordance with BIOPAMA II Procurement Policy and are in line with the national procurement regulations, if applicable.

Beneficiaries must take care to avoid any unnecessary or excessively high expenditure.

3.3.2 Ineligible costs:

The following costs are **not eligible**:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary(ies) and financed by another action or work programme;
- purchases of land or buildings;
- in-kind contributions;
- currency exchange losses;
- credit to third parties;

- Salary costs of the personnel of national administrations unless they relate to the cost of activities which the relevant public authority would not carry out if the Action were not undertaken, as attested by the TORs of the specified personnel⁴;
- costs leading to personal or private profit

3.3.3 Simplified costs option:

Reimbursement of costs for **Medium Grants** is based on the actual costs incurred by the beneficiary(ies), a simplified costs option or on a combination thereof.

The use of simplified costs option “UNIT RATE” is allowed for the following cost categories:

- ✓ Human resources
- ✓ Local transportation (use of own vehicles)
- ✓ Per diems for missions (travel)
- ✓ Local office

Simplified costs option – unit rate method (Annex 3):

- ✓ A unit value is established at the budget stage.
- ✓ A unit value is based on statistical data/historical data provided by the applicant.
- ✓ A unit value is fixed and cannot be changed in the course of project implementation.
- ✓ Budgeted costs are calculated as a unit value multiplied by the number of units.
- ✓ Eligible costs are paid subject to reaching concrete inputs/outputs in the approved budget.

Expenditure verification - Auditors will not check supporting documents to verify the actual costs incurred but they will verify the correct application of the method and formula for the calculation of the cost based on related inputs and relevant quantitative and qualitative information.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead IUCN to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant amount as a result of these corrections.

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

3.3.4 Contribution in kind:

Contribution in kind means the provision of goods or services to a beneficiary free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries, they are not eligible costs.

Contributions in kind may not be treated as co-financing. However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

3.3.5 Expenditure Verification:

All BIOPAMA AC Medium Grants are required to undergo an expenditure verification of the final financial report by an auditor selected by the BIOPAMA AC Global Team following the completion of

⁴ The eligibility of the salary costs of the personnel of national administrations may be proved by job descriptions that would demonstrate that tasks paid by project make no part of usual workload of the personnel.

the project. Applicants are required to include an amount of twelve thousand and five hundred euros (**EUR 12 500**) within their project budget to cover the cost of this expenditure verification.

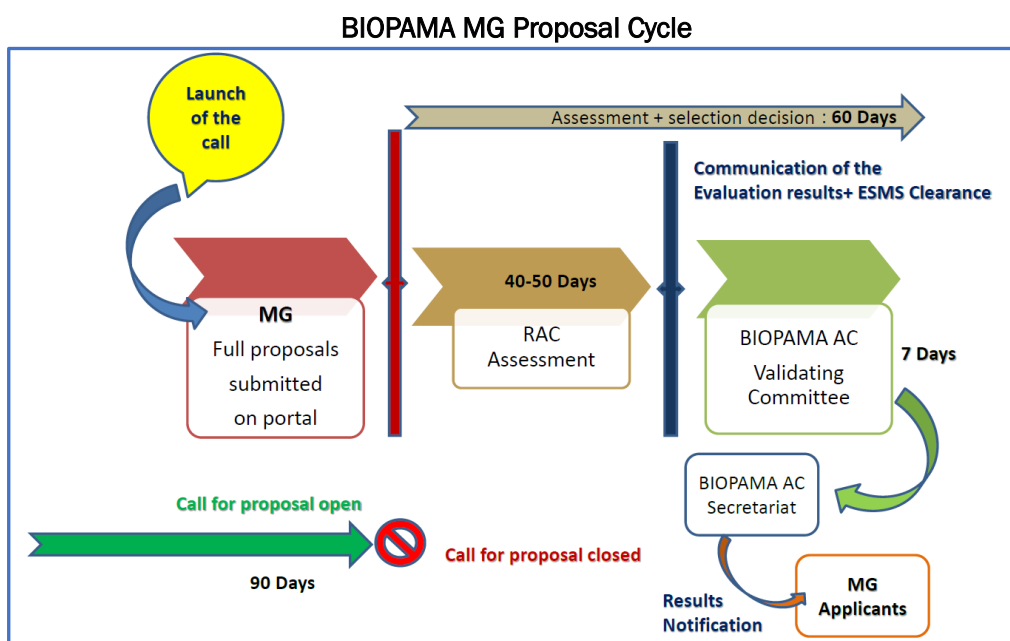
The BIOPAMA AC MG beneficiaries must be able to provide full documentary evidence to support the expenditure of the project activities implementation. If records are not in place to demonstrate this, a project may be required to repay money which has already been claimed.

3.3.6 Eligible indirect costs:

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, up to **7 %** of the estimated total eligible direct costs. Indirect costs must not include costs assigned to another budget heading as direct costs. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the Special Conditions of the grant contract, no supporting documents need to be provided.

4 How to apply and the procedure to follow

The grant application process for BIOPAMA MGs (**≤400,000 €**) is a **single stage** with the submission of a **full proposal** for assessment, ranking, evaluation and final selection.



4.1 Proposal applications:

The application form has to be completed online on the [BIOPAMA AC Portal](#) using your account and login. An off line function allow to work without internet connection. **Hand-written proposals will not be accepted.** However, in case of technical difficulties applicants can exceptionally submit via email to the relevant regional focal point (see the list below) copying the BIOPAMA AC Global Team (BIOPAMA.Grant.Secretariat@iucn.org).

Please note that **only the completed Medium Grant Proposal Application Form and the published annexes which have to be filled in** (budget, logical framework, ESMS questionnaire, etc.) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. **Lead applicants must verify that their proposal is complete using the checklist for proposals. Incomplete proposals may be rejected.**

Any error or major discrepancy related to the points listed in the instructions in the application form or any major inconsistency in the proposal (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application. Clarifications will only be requested when the information provided is unclear and thus prevents from conducting an objective assessment.

Applicants **must** apply in English or French.

4.2 Support during project design:

All applicants are highly encouraged to consult stakeholders in view of ensuring the complementarity of proposed projects and avoid duplications, and are expected to notify their regional BIOPAMA focal point (see list p.33) of planned proposal development to get more information in this respect. **Complementarity and synergy** with other activities or projects are criteria against which all BIOPAMA AC project proposals will be assessed.

The BIOPAMA Regional Focal points will also be available to answer any general query about the ESMS Standards, ESMS principles and ESMS procedures along the project cycle. They will also be able to provide targeted support on the proposal under development and can help grantees with the identification of risks, the development of mitigation measures, the determination whether of a Standard is triggered and whether this would require the development of specific ESMS tools. All applicants are strongly invited to read thoroughly the BIOPAMA AC ESMS Manual available on the BIOPAMA AC portal.

While the formal risk assessment and risk classification is undertaken by the BIOPAMA Regional Focal Points during the ESMS Screening, **it is expected that the BIOPAMA MG applicants assess likely environmental and social risks of their projects already when they are designing their projects** and come up with appropriate ways to avoid or manage risks and to meet the requirements of relevant ESMS Standards. More importantly, **stakeholder consultation and engagement** should be an integral part of project design and implementation in order to ensure that communities have provided broad support to project activities and have been able to raise any concerns. Having effectively integrated the above will significantly contribute to the quality of the proposal.

4.3 Deadline for submission of proposals:

The deadline for the submission of proposals for 2019 BIOPAMA AC Medium Grants is the **21st of September 2019**.

	DATE (90 calendar days)	TIME*
Launch of the call	24 June 2019	
Deadline for requesting any clarifications from the BIOPAMA AC Regional Focal points Teams	14 September 2019	23:59
Deadline for submission of proposals	21 September 2019	23:59
Consolidated Evaluation report	10 November 2019	-
Notification of the selection of projects by the Validating Committee to be awarded a BIOPAMA Medium Grant	18 November 2019	-
Signature of Grant Agreements*	31 December 2019	-

* *Provisional dates, all times are in the time zone of Belgium.*

4.4 Further information about proposals:

In case of difficulties that cannot be solved thanks to the Frequent Asked Questions (FAQs) available on the BIOPAMA AC portal, questions may be sent by email to the relevant BIOPAMA AC regional focal point (see list below) using the email addresses indicated before **no later than 10 calendar days before the deadline for the submission of full proposals**, indicating clearly the reference of the call for proposals.

List of BIOPAMA regional focal points:

BIOPAMA Regions	Contact Names	Contact Email
Caribbean	Regional BIOPAMA AC Coordinator: Hyacinth Armstrong Vaughn	Hyacinth.ARMSTRONGVAUGHN@iucn.org
Pacific	Regional BIOPAMA AC coordinator: Paul van Nimwegen	paul.vannimwegen@iucn.org
Western and Central Africa	Regional BIOPAMA AC coordinator: Tanya Merceron	tanya.merceron@iucn.org
Eastern and Southern Africa	Regional BIOPAMA AC Coordinator: Sue Snyman	sue.snyman@iucn.org

Please note that questions that may be relevant to applicants, together with answers are published on the [BIOPAMA AC portal](#) along with other important notices. Please check the portal prior to submitting your proposal.

4.5 Number of applications and grants per applicant:

An organisation can submit **a maximum of two proposals per call** as a lead applicant and/or a co-applicant. Nonetheless, **an organisation can only be awarded one Medium Grant as a lead applicant**. If two proposals where an organisation is a lead applicant successfully pass the assessment steps, only the proposal with the highest score will be retained for the award of a grant.

A single entity may be awarded a grant as lead and as a co-applicant too, **provided** it can demonstrate that it has sufficient human and technical resources to successfully implement both projects.

4.6 Award criteria for BIOPAMA AC MG:

See full Evaluation grid (Annex 2).

1. Technical coherence and understanding	Max. 55 points
2. Financial coherence and organisational capacities	Max. 20 points
3. Sustainability of the activities and replication potential	Max. 10 points
4. Complementarity, synergy of the project with other initiatives	Max. 10 points

5.Communication	Max. 5 points
Total	Max. 100 points

Only proposals with a final total score above the **threshold of 65** will be submitted to the BIOPAMA AC validating Committee for the final award decision.

Funding is awarded to the top ranking proposals in each region according to the total score. In case of equal scores, the proposal with co-benefits beyond conservation, e.g. on human well-being, climate change mitigation or adaptation, fostering regional cooperation

4.7 Notification of applicants:

Upon receipt of the BIOPAMA Validating Committee award decision, notification to the successful applicants will take place within **7 calendar days**.

Applicants will be notified of rejected proposals at the same time as the successful applicants and will be provided with an explanation from the relevant Regional BIOPAMA Team.

4.8 Grievance mechanism:

The BIOPAMA AC Global Team, through the BIOPAMA AC Regional Teams, will provide an explanation to all applicants whose proposals are unsuccessful as part of its focus on building capacity. Applicants are encouraged to contact the relevant Regional Team and/or the Secretariat if they have additional questions about the decision. If the applicant is not satisfied with the response and explanation, a grievance may be submitted to the BIOPAMA AC Global Team at the following address:

Biopama.Grant.Secretariat@iucn.org

or by mail to the following address:

*BIOPAMA Action Component Secretariat
IUCN
28, Rue Mauverney
1197 Gland
Switzerland*

BIOPAMA has also established specific procedures to enable other stakeholders to raise a grievance at all times to applicants, grantees, Regional Teams, the Global Team related to the implementation of safeguards.

Useful links:

BIOPAMA AC Portal: <https://action.biopama.org/>

Annexes

- 1 Co-Applicant Mandate
- 2 Applicant declaration
- 3 Evaluation grid
- 4 Simplified Costs Option table
- 5 ESMS Screening Questionnaire
- 6 Checklist

Annex 1 Co-applicant mandate

The co-applicant authorises the Applicant <insert the name of the lead applicant organisation> to submit on their behalf the present application form and to sign the standard grant contract with IUCN as well as, to be represented by the Applicant in all matters concerning this grant contract.

I have read and approved the contents of the proposal submitted to IUCN. I undertake to comply with the principles of good partnership practice.

(Signature)

Name:

Position:

Date:

(Organisation Stamp)

Annex 2 Applicant declaration

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present BIOPAMA call for Medium Grant proposals, representing any co-applicant(s) in the proposed action, hereby declares that:

- the applicant and each co-applicant (if any) are eligible in accordance with the criteria set out in the Guidelines for Applicants;
- the applicant has sufficient financial capacity to carry out the proposed action or work programme;
- the applicant certifies the legal statuses of the applicant and of the co-applicant(s) as reported in the application;
- the applicant and the co-applicant(s) have the professional competences and qualifications specified in the Guidelines for Applicants;
- the applicant undertakes to comply with the principles of good partnership practice;
- the applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s), if any, and is not acting as an intermediary;
- the applicant and the co-applicant(s) accept and comply with the obligation to share data and information for feeding the BIOPAMA RIS and the relevant regional observatory,
- The applicant and the co-applicant(s) are not in any of the situations excluding them from participating in contracts which are listed hereafter:
 - (1) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - (2) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
 - (3) they have been guilty of grave professional misconduct proven by any means which the applicant can justify;
 - (4) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the applicant or those of the country where the contract is to be performed;
 - (5) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
 - (6) they are currently subject to an administrative penalty referred to in section 2.3.5 of the Practical Guide to contract procedures for EC external actions.
- The authorised signatory of the third party must certify that he is not in one of the situations listed above and signed on behalf of the third party.

- Furthermore, it is recognised and accepted that if the applicant and co-applicant(s) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures;
- The applicant acknowledges that according to Article 131 (5) of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.
- if recommended to be awarded a grant, the applicant, the co-applicant(s) accept the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants;
- the applicant and the co-applicant(s) are aware that, for the purposes of safeguarding the financial interests of the EU, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.
- The applicant is fully aware of the obligation to inform without delay the BIOPAMA Action Component to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application.

Signed on behalf of the applicant

Name of the Organisation	
Address	
Contact details	
Name of the Responsible Person (Block capital)	
Position	
Signature + Stamp	
Date	

Annex 3 MG Evaluation grid

Grid completed by:	Insert assessor name
Date the grid was completed:	Click here to enter a date.
Title of the project:	Insert project title
Region	Insert targeted ACP region
ACP(s)⁵	Insert targeted ACP name(s)
Priority Area(s) targeted	Insert name of the targeted Key conservation landscape(s) or Protected and Conserved Area(s), or Marine Managed area(s)
Reference number of the proposal:	Insert project reference number
Name of lead organisation:	Insert lead applicant name
Risk Assessment: <i>To be done by the BIOPAMA Regional Focal point</i>	<input type="checkbox"/> LOW – <input type="checkbox"/> MEDIUM – <input type="checkbox"/> HIGH <i>On the basis of the ESMS screening questionnaire, Risk report and Clearance document</i>

Please note that the assessor comments and recommendations will be used to provide feedback to applicants and will be shared with the BIOPAMA AC Validating Committee, please ensure that they are comprehensive.

⁵ They encompass the following **countries** (in alphabetical order): Angola, Antigua and Barbuda, Bahamas, Barbados, Belize, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo (Brazzaville), Congo (Kinshasa), Cook Islands, Côte d'Ivoire, Djibouti, Dominica, Dominican Republic, Equatorial Guinea, Eritrea, Ethiopia, Fiji, Gabon, Gambia, Ghana, Grenada, Republic of Guinea, Guinea-Bissau, Guyana, Haiti, Jamaica, Kenya, Kiribati, Lesotho, Liberia, Madagascar, Malawi, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia, Mozambique, Namibia, Nauru, Niger, Nigeria, Niue, Palau, Papua New Guinea, Rwanda, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Samoa, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Solomon Islands, Somalia, * South Africa, Sudan, Suriname, Swaziland, Tanzania, Timor Leste, Togo, Tonga, Trinidad and Tobago, Tuvalu, Uganda, Vanuatu, Zambia, and Zimbabwe..

* While natural and legal persons established in South Africa are eligible to participate in procedures financed by the 10th/11th EDF, South Africa cannot be a beneficiary of contracts financed by the 10th/11th EDF.

Criteria	Maximum score	Awarded score	Assessor Comments
1. Technical coherence and understanding (max 55 points) <ul style="list-style-type: none"> The proposal should demonstrate an understanding of the rationale of BIOPAMA objectives and the specific objectives of the BIOPAMA Action Component. The activities should be implemented in one or several ACP countries. The proposal must be based on a diagnostic tool, a quantified management and governance assessment tools (including IMET, PAME tools – e.g. METT, RAPPAM, Green List, EoH, or equivalent) or if not available, strategic documents at the protected area, national and regional levels, if not available validated studies by the PAS management authorities. The proposal should address clear priority(ies) for actions, selected from the priorities listed in the diagnostic tool or strategic document used by the applicant. The proposal's activities must be very clear, coherent, detailed, realistic and feasible in regards to activities, timetable and expected results (formulated in accordance to the SMART – specific, measurable, achievable, relevant, time bound – method, or similar). The activities should have field application and be monitored. The project should include a proper logical framework with indicators allowing an easy capitalisation process and transfer of data and information to the RIS, Regional Observatories. The proposal should demonstrate and document how the project addresses issues regarding ESMS Standards and ESMS Principles, in particular the stakeholder's consultation/ engagement both during the project design, implementation and monitoring phases. The proposal should clearly state how the project support rights-based approach and how the approach and activities are gender responsive. The proposal should state if potential risks to people and environment have been analysed and if appropriate assessments have been undertaken. In the case of one or several ESMS standard is triggered, the proposal has to specify and document the ESMS used for the proposal design or foreseen during the implementation phase of the project. The project has to include detailed mitigations measures and realistic budget for their implementation. 			
<p>1.1 Does the project activities address in a clear and articulated manner the BIOPAMA Action Component objectives and clear priority(ies) for actions?</p> <p><i>These priorities for actions must be identified by:</i></p> <p><input type="checkbox"/> quantified management and governance assessment tools (including IMET, PAME tools – e.g. METT, RAPPAM, Green List, EoH, or equivalent);</p> <p>or, only if not available</p> <p><input type="checkbox"/> Strategic documents at the protected and conserved area, national and regional levels such as management or operational plans,</p>	<p>Max 10 points if IMET or other quantitative diagnostic tools are used</p> <p>Max 5 points if no quantitative diagnostic tools are used</p>		

Criteria	Maximum score	Awarded score	Assessor Comments
<p>KBAs and key landscapes for conservation analysis (where identified in ACP Countries);</p> <p>or, if not available</p> <p><input type="checkbox"/> Studies validated by PA(s) management authorities.</p> <p><i>(Yes perfectly – yes – fairly – slightly – not at all) Please explain.</i></p>			
<p>1.2 How coherent is the overall project design and approach? Does it reflect the problem analysis and the context? Are the activities and expected results feasible regarding the project timeline?</p> <p><i>(Yes perfectly – yes – fairly – slightly – not at all) Please explain.</i></p>	10 points		
<p>1.3 Is the proposed approach using best practices and/or innovation?</p> <p><i>(Yes perfectly – yes – fairly – slightly – not at all) Please explain.</i></p>	5 points		
<p>1.4 Does the project include an effective monitoring system with objectively verifiable indicators and a credible baseline?</p> <p><i>(Yes, the indicators are well described and are objectively verifiable - indicators are provided but must be completed - No). Please explain.</i></p>	5 points		
<p>1.5 Can the project indicators straightforwardly support the data transfer to RIS and BIOPAMA Regional Observatory and capitalisation process?</p> <p><i>(Yes perfectly – yes – fairly – slightly – not at all) Please explain.</i></p>	5 points		

Criteria	Maximum score	Awarded score	Assessor Comments
<p>1.6 Does the project clearly explain and document how the PA(s) Authorities have been informed, and how the stakeholders have been consulted during the design phase, and how they will be further engaged during the implementation and monitoring phases of the project? Is the approach realistic and reflect the capacities of the relevant stakeholders?</p> <p><i>(Yes perfectly – yes – fairly – slightly – not at all) Please explain.</i></p>	10 points		
<p>1.7 Does the project support rights-based approach? Are the project approach and activities gender-responsive?</p> <p><i>(Yes perfectly – yes – fairly – slightly – not at all) Please explain.</i></p>	5 points		
<p>1.8 Have potential negative impacts been analysed, either to the environment or to people (in particular to vulnerable groups)? If risks were identified, have appropriate assessments been undertaken to understand the risks and their significance? Does the project include detailed measures for mitigating environmental or social risks, with a realistic budget allocation?</p> <p><i>(Yes perfectly – yes – fairly – slightly – not at all) Please explain.</i></p>	5 points		
<p>2. Financial coherence and organisational capacities (Max 20 points)</p> <p>The proposal should demonstrate a financial coherence and sufficient quality of the proposed budget. It needs to be consistent with the technical proposal, to prove its cost-efficiency and value for money.</p> <p>The proposal should demonstrate an efficient project management with a clear division of work, the availability of competent staff providing a sufficient input to achieve the project deliverables and ensuring an efficient project management.</p>			

Criteria	Maximum score	Awarded score	Assessor Comments
<p>2.1 Is the budget adequate and cost-efficient: is the ratio between the estimated costs and the expected results satisfactory?</p> <p><i>(Yes perfectly – yes – average – slightly – not at all) Please explain.</i></p>	5 points		
<p>2.2 Are all activities appropriately reflected in the budget?</p> <p><i>(Yes perfectly – yes – average – slightly – not at all) Please explain.</i></p>	5 points		
<p>2.3 Does the project demonstrate a good organisational capacity and clear division of work for supporting an efficient project management with competent staff?</p> <p><i>(Yes perfectly – yes – average – slightly – not at all) Please explain.</i></p>	10 points		
<p>3. Sustainability of the activities and replication potential (Max. 10 points)</p> <p>The proposal should include a clear sustainability plan beyond the end of the project and have a good replication potential.</p>			
<p>3.1. Does the project include a clear sustainability plan with details on the foreseen means to be deployed for sustaining in the long term the project outcomes? (covering financial, institutional, environmental aspects). Does the project have a good replication potential?</p> <p><i>(Yes very strongly – strongly – average – weakly – not at all) Please explain.</i></p>	5 points		
<p>3.2. Does the project demonstrate how knowledge acquired will be shared with relevant information systems?</p> <p><i>(Yes very strongly – strongly – average – weakly – not at all) Please explain.</i></p>	5 points		

Criteria	Maximum score	Awarded score	Assessor Comments
4. Complementarity, synergy of the project with other initiatives (Max. 10 points)			
<p>4.1 Is the project supporting complementarity with existing EU funded projects and other initiatives in the targeted ACP country(ies) and/or the neighbouring countries and territories?</p> <p><i>(Yes very strongly – strongly – average – weakly – not at all) Please explain.</i></p>	10 points		
5. Communication (Max. 5 points)			
<p>5.1 Has the project planned relevant communication and outreach activities for promoting its results and BIOPAMA AC support?</p> <p><i>(Yes very strongly – strongly – average – weakly – not at all) Please explain.</i></p>	5 points		
TOTAL	100 points		Threshold 65 points

Annex 4 Simplified Cost Option Guidance Table

	How to complete the justification sheet?	What supporting documents are required at the proposal stage?	What supporting documents are required for financial reporting?
Human resources UNIT COSTS	1. Quantitative: <i>Number of staff to be employed. Part-time (% of full-time equivalent) or full-time. Time period of employment in the project (weeks, months, years)</i>	1. Actual: <i>(a) Description of assumptions / principles to quantify staff costs and to define time periods. (b) Current, ongoing employment contracts of the beneficiary Salary and payroll data Official pay scales (ministry, sector, large NGOs) (c) Pay slips (d) Social charges description – breakdown If the position does not exist at the time of the proposal submission): same as above for similar positions</i>	Auditors will not check supporting documents to verify the actual costs incurred but they will verify the correct application of the method and formula for the calculation of the cost based on related inputs and relevant quantitative and qualitative information – outputs and the number of units.
	2. Qualitative: <i>Detailed description of profiles /qualifications: requirements for staff to perform project tasks</i>	2. Historical (optional): <i>2. Historical - optional: examples from previously implemented projects</i>	1. Employment contract 2. Pay slips (several over the reporting period). 3. Time-sheets - mandatory
	3. Calculation: <i>number of units x unit value = total costs</i>	3. Calculation: <i>number of units x unit value = total costs</i>	For Public Entities: Declaration on honour Salary costs of the personnel of national administrations are related to the cost of activities which the relevant public authority would not carry out if the Project were not undertaken
Use of own vehicles UNIT COSTS	1. Quantitative: <i>(a) justification of the number of units (km) budgeted (b) justification of the rate euro/km</i>	1. Actual: <i>- institutional rates proof (policy, schedule, etc) - official rates proof (reference to the publication in official sources)</i>	1. Log book or another tracking tool evidence of the number of units covered 2. Outputs - Proof of travel related to project work
	2. Qualitative:	2. Historical (optional):	

	<i>description of the need for use of own cars; description of the calculation</i>	<i>examples from past projects</i>	
	3. Calculation:	3. Calculation:	
	<i>number of units x unit value = total costs</i>	<i>number of units x unit value = total costs</i>	
Per diems UNIT COSTS	1. Quantitative:	1. Actual:	
	<i>(a) justification of the number of per diems the calculation must be based on plausible, realistic numbers of per diems budgeted for the project</i>	<i>(a) Beneficiary internal policies and rules (HR / management memo's, guidelines) (b) Government / tax / employment office communications (internet, brochures..)</i>	1. Internal policies/rules/officially published scales. 2. Outputs - Evidence of the project events/activities: agenda, materials, signed participants list.
	2. Qualitative:	2. Historical (optional):	
	<i>(a) per diems are based on internal policies and rules (b) per diems are based on official, generally applicable rules and regulations</i>	<i>examples from past projects</i>	Per diem unit cost in a specific country cannot exceed the EU rates.
	3. Calculation:	3. Calculation:	3. Calculation:
	<i>number of units x unit value = total costs</i>	<i>number of units x unit value = total costs</i>	<i>number of units x unit value = total costs</i>
Local office UNIT COSTS	1. Quantitative:	1. Actual:	
	<i>(a) time period for which office costs will be incurred (b) number of items where applicable (e.g. consumables), measures (m2 for rental costs) (c) allocation key demonstrating the apportionment of costs to the project.</i>	<i>(a) rental contract (b) invoices for utilities (c) invoices for supplies If a new office is established, benchmark against rental prices per m2 (country, city) on the internet or obtained from real estate agencies</i>	1. Invoices for rental, utilities, supplies - sample. 2. Confirmation of allocation key.
	2. Qualitative:	2. Historical (optional):	

	<p>(a) describe type of office and related costs necessary for the project;</p> <p>(b) describe tasks: managerial, financial, administrative, operational, technical, support to be performed inside / outside the office</p>		
	3. Calculation:	Idem as above.	
	number of units x unit value = total costs	3. Calculation:	3. Calculation:
		number of units x unit value = total costs	number of units x unit value = total costs

Annex 5: ESMS screening Questionnaire

This template has been designed to support the screening of negative environmental and social impacts of BIOPAMA AC Medium Grant projects. The questionnaire is completed by the applicant and reviewed by the BIOPAMA AC Regional Focal Point on the basis of the information provided in the template. T

A risk summary report will be added to the BIOPAMA ESMS clearance letter as an annex.

Please read carefully the BIOPAMA AC ESMS manual for preparing your proposal and completing scrupulously this questionnaire. The ESMS dimension is critical for the quality of your project proposal.

B. Potential Impacts Related to ESMS Standards

B1. Involuntary Resettlement and Access Restrictions

<p>1. Does the project include activities that might restrict peoples' access to land or natural resources and as such might impact livelihoods?</p> <p><i>Potential activities include:</i></p> <ul style="list-style-type: none"> - designating new Protected Areas or enlarging the boundaries of existing ones; - developing Protected Area management plans that include use restrictions; - improving enforcement of Protected Area regulations (e.g. training guards, providing monitoring and/or enforcement equipment, providing training/tools for improving management or anti-poaching effectiveness); - constructing physical barriers that prevent people accessing certain places; - changing how specific natural resources are managed – to a management system that is more restrictive on how the resources are used; <p><i>If you answered Yes to Questions 1, please answer the questions in the rows below. If you answered No, please skip to Section B2.</i></p>	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<p>Reviewer comment</p> <p>Standard Triggered? <input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> TBD</p> <p>Comment:</p> <p>If possible indicate probability (unlikely, likely, almost certain) and magnitude (minor, moderate, major) of the identified impacts.</p> <p>Are further assessments required to better understand the impacts and identify mitigation measures? What specific topics are to be assessed?</p> <p>Have measures for avoiding impacts already been considered? Are they sufficient?</p> <p>Action(s) required:</p>
<p><i>Explain whether assessments have been undertaken to understand potential impacts on the livelihood of local communities. Please specify the groups affected by restrictions (including women and ethnic/indigenous groups) and provide details.</i></p>		
<p>2. Are there any groups in the project's area whose tenure and access rights to natural resources (e.g. customary rights) are not legally recognized?</p>	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<p><i>If yes please provide details.</i></p>		

3. If impacts have been identified and it is not possible to avoid restrictions, will the project include measures to minimize negative impacts and appropriate measures for mitigation or compensation (e.g. access to alternative resources or support to develop alternative livelihood/ income sources)?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<i>Please describe the measures paying a special attention on their feasibility, cultural appropriateness, gender inclusiveness and indicating if they will be accessible to all groups affected by the restrictions.</i>		
B2. Indigenous People		
1. Will the project activities be implemented in an area inhabited by or used by indigenous peoples, tribal peoples, or other traditional peoples? <i>These peoples include:</i> <ul style="list-style-type: none"> a. <i>People who identify themselves as being indigenous;</i> b. <i>Tribal peoples whose social, cultural, and economic conditions distinguish them from other sectors of society, and whose status is regulated by their own customs/traditions, or by special laws/regulations;</i> c. <i>Traditional peoples not necessarily called indigenous or tribal, but who share the same characteristics (see b., above), and whose livelihoods are closely connected to ecosystems and ecosystem goods and services.</i> <i>If Yes, go to Question 3.</i> <i>If No, go to Question 2.</i>	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Reviewer comment Standard Triggered? <input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> TBD Comment: If possible indicate probability (unlikely, likely, almost certain) and magnitude (minor, moderate, major) of the identified impacts. Are further assessments required to better understand the impacts and identify mitigation measures? What specific topics are to be assessed? Have measures for avoiding impacts already been considered? Are they sufficient?
2. Even if indigenous peoples are not found at the project site, is there still a risk that the project could affect the rights and livelihoods of indigenous peoples? <i>If Yes, go to Question 3.</i> <i>If No, go to Section B3</i>	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Action(s) required:

3. Describe the indigenous groups that are found at the project site, or likely to be affected by the project giving particular attention to sub-groups that are especially vulnerable (for example women, girls, or elders). Include information on:		
<ul style="list-style-type: none"> - their geographic distribution - their use of (and dependency on) natural resources; - their characteristics that qualify them to be considered indigenous peoples; - the terminology used to refer to them by their host country's Government (i.e. indigenous peoples, minorities, tribes, etc.); and - how they identify themselves. 		
4. Have you already consulted with the relevant indigenous peoples to discuss the project and its activities with them and support a better understanding of potential impacts upon them?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<i>Please provide details</i>		
5. Is there a risk that project activities might affect the livelihood of the indigenous peoples/local communities?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<i>If Yes, how will you avoid or mitigate these impacts?</i>		
5. Have you considered opportunities for providing benefits to indigenous peoples/local communities?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<i>If Yes, how will you make sure that this is done in a culturally appropriate and gender-inclusive way?</i>		
<i>Please provide details</i>		
B.3 Cultural Heritage		
1. Will the project be implemented in an area that includes:		Reviewer comment
<ul style="list-style-type: none"> - important* cultural resources such as burial sites, buildings, or monuments of archaeological, historical, artistic, religious, spiritual, or symbolic value? - any natural features or resources that are of cultural, spiritual, or symbolic significance (such as sacred natural sites, ceremonial areas, or sacred species)? 	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Standard Triggered? <input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> TBD

<i>(*as recognized either through an official designation, or through the perception of local communities)</i>		Comment:
2. Will the project involve development of infrastructure (visitor track, fences etc.), construction of buildings, excavating/moving earth, or other physical changes to the environment that might affect known or unknown (buried) cultural resources? Is there a risk that the project will restrict access to cultural resources or natural features with cultural significance?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	If possible indicate probability (unlikely, likely, almost certain) and magnitude (minor, moderate, major) of identified impact. Are further assessments required to better understand the impacts and identify mitigation measures? What specific topics are to be assessed?
<i>If yes please provide details and explain how these risks will be managed</i>		Have measures for avoiding impacts already been considered? Are they sufficient?
3. Will the project promote the use of (or the development of economic benefits from) cultural resources or features? <i>Relevant activities might include:</i> <ul style="list-style-type: none"> - promoting traditional medicinal knowledge; - promoting sacred or traditional techniques for processing plants, fibres, or metals; - promoting traditional arts, music, etc. 	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Action(s) required:
<i>If Yes, please provide details and describe how equal sharing of benefits will be ensured</i>		
B4. Biodiversity Conservation and Sustainable Use of Natural Resources		
1. If the project will establish/expand a Protected Area, is there a risk of negative impacts on biodiversity in areas outside the PA?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Reviewer comment Standard Triggered? <input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> TBD
<i>If Yes please provide details</i>		Comment:
2. If the project will develop infrastructure for Protected Area management or visitor use, is there a risk of negative impacts on biodiversity (for example on threatened species) during its construction and use?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	If possible indicate probability (unlikely, likely, almost certain) and magnitude (minor, moderate, major) of identified impacts.
<i>If Yes please provide details and explain how these risks will be managed</i>		

		<p>Are further assessments required to better understand the impacts and identify mitigation measures? What specific topics are to be assessed?</p> <p>Have measures for avoiding impacts already been considered? Are they sufficient?</p> <p>Action(s) required:</p>
3. If the project will promote ecotourism, is there a risk of negative impacts on biodiversity (e.g. due to waste disposal, disturbance, etc.)?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<i>If Yes please provide details and explain how these risks will be managed</i>		
4. Will the project include the use of non-native species or the production of living natural resources (e.g. agriculture, aquaculture etc.) where non-native species might be introduced by accident?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<i>If Yes please explain how you will manage the risk of non-native species developing invasive behaviour</i>		
5. Is there a risk that the project negatively affects water flows (including water dynamics, river connectivity, and the hydrological cycle) and/or water quality at the project site, or downstream?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<i>If yes please provide details and explain how these risks will be managed</i>		
6. Does the project promote the use of resources from natural habitats (such as timber or non-timber forest products) within the project area? Will the project procure natural resource commodities (e.g. timber for watch tower construction) that might affect areas of high biodiversity value outside the project area?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<i>If Yes, please explain how you will ensure that harvest rates are controlled/monitored to ensure that the use is sustainable.</i>		
7. Does the project expect to use pesticides, fungicides, herbicides or biological pest management techniques?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<i>If Yes, please provide details, including whether alternatives have been considered, and how risks of adversely affecting biodiversity and human health are avoided.</i>		

C. Other Social and Environmental Impacts		
C1. Other social impacts		
<p>1. Will the project influence land tenure arrangements or community-based property rights to land or resources and is there a risk that this might adversely affect peoples' rights and livelihoods? Consider in particular impacts on transhumant pastoralist, vulnerable groups, different gender etc.?</p>	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<p>Reviewer comment</p> <p>Standard Triggered? <input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> TBD</p> <p>Comment:</p> <p>If possible indicate probability (unlikely, likely, almost certain) and magnitude (minor, moderate, major) of identified impacts.</p> <p>Are further assessments required to better understand the impacts and identify mitigation measures? What specific topics are to be assessed?</p> <p>Have measures for avoiding impacts already been considered? Are they sufficient?</p> <p>Action(s) required:</p>
<p><i>If Yes please provide details and explain how these risks will be managed</i></p>		
<p>2. Is there a risk that the project could have impacts on people, that are inequitable or discriminatory (i.e. through unjustified preferential treatment of certain groups or by negatively affecting certain parts of society more than others)?</p> <p><i>Consider people living in poverty, marginalized/excluded individuals and groups. Explain how you avoid that privileged groups may capture benefits unfairly.</i></p>	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<p><i>If Yes please provide details and explain how these risks will be managed</i></p>		
<p>3. Is there a risk that the project could create (or worsen) conflicts between communities, groups, or individuals?</p>	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<p><i>If Yes please provide details and explain how these risks will be managed</i></p>		
<p>4. Is there a risk that the project could create (or worsen) inequalities between women and men, or negatively impact the situation or livelihoods of women or girls, including through gender-based violence?</p>	<input type="checkbox"/> Yes / <input type="checkbox"/> No	

<p><i>If Yes please provide details and explain how the project will avoid risks of exacerbating existing gender-related inequalities, including gender-based violence, and seize opportunities to address gender gaps or support women empowerment.</i></p>		
<p>5. Is there a risk that the project might negatively affect a community's health and safety?</p> <p><i>Consider risks of spreading diseases, human-wildlife conflict, exposure to hazardous substances, provision of equipment/machinery without appropriate safety instructions or through accidental hazards caused by structural elements built by the project (eg. new infrastructure or buildings such as watch towers, canals, water reservoirs) being accessible and could result in injury or death</i></p>	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<p><i>If Yes please provide details and explain how these risks will be managed</i></p>		
<p>6. Is the project (or project partners) engaging or working with law enforcement personnel including collaboration with government forest guards, Protected Area rangers and community rangers)?</p>	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<p><i>If Yes please explain how the project will ensure that potential safety risk for communities and/or individuals (in particular women) are avoided? Consider impacts from inappropriate use of force or weapons, including physical confrontation, torturing, threatening, abuse of power, sexual harassment or violence against women.</i></p>		
<p>7. Is there a risk that the project (or project partners) might be directly or indirectly involved in forced labour and/or child labour?</p> <p><i>Consider situations where the project engages with agricultural or forest commodities where child labour is common (e.g. cocoa production) and which could interfere with the child's education or be harmful to the child's health or physical, mental, spiritual, moral, or social development.</i></p>	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<p><i>If Yes please provide details and explain how these risks will be managed</i></p>		
<p>C2: Other environmental impacts</p>		

1. Is the project likely to create waste pollution, to cause pollution or degradation of soil, soil erosion, siltation or to produce other nuisances such as dust, traffic, noise, or odour??	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<i>If Yes please provide details and explain how these risks will be managed</i>		
2. Is there a risk that the project might conflict with existing national environmental regulations?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<i>If Yes, please provide details.</i>		
D. Climate change		
1. Is the project site prone to any specific climate-related hazards (floods, droughts, landslides, etc.)?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Reviewer comment Is there any risk identified? <input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> TBD Comment: If possible indicate probability (unlikely, likely, almost certain) and magnitude (minor, moderate, major) of identified impacts. Are further assessments required to better understand the impacts and identify mitigation measures? What specific topics are to be assessed? Have measures for avoiding impacts already been considered? Are they sufficient? Action(s) required:
<i>If Yes please provide details</i>		
2. Is there a risk that climate variability, temperature increases or climate hazards might affect the effectiveness of project activities?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<i>If Yes please provide details and explain how these risks will be managed</i>		
3. Is there a risk that project activities could increase the vulnerability of local communities or of the local ecosystem to climate variability, temperature increases or climate hazards?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<i>If Yes please provide details and explain how these risks will be managed</i>		

ESMS summary Report (to be completed by the BIOPAMA AC Regional Focal Point)		
Risk category:	<input type="checkbox"/> low risk <input type="checkbox"/> moderate risk <input type="checkbox"/> high risk	
Rationale: Summarize findings from the questionnaire and explain the rationale of risk categorization		
Required assessments or tools	<input type="checkbox"/> Full Environmental and Social Impact Assessment (Full ESIA) <input type="checkbox"/> Partial Environmental and Social Impact Assessment (Partial ESIA) <input type="checkbox"/> Social Impact Assessment (SIA) <input type="checkbox"/> Environmental and Social Management Plan (ESMP) <input type="checkbox"/> Environmental and Social Management Framework (ESMF) <input type="checkbox"/> Other:	
Required actions for right based approach		
ESMS Standards	Trigger	Required tools or plans
Involuntary Resettlement and Access Restrictions	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> TBD	<input type="checkbox"/> Resettlement Action Plan <input type="checkbox"/> Resettlement Policy Framework <input type="checkbox"/> Action Plan to Mitigate Impacts from Access Restriction <input type="checkbox"/> Access Restrictions Mitigation Process Framework
Indigenous Peoples	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> TBD	<input type="checkbox"/> Indigenous Peoples Plan <input type="checkbox"/> Indigenous Peoples Process Framework
Cultural Heritage	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> TBD	<input type="checkbox"/> Chance Find Procedures
Biodiversity Conservation and Sustainable Use Natural Resources	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> TBD	<input type="checkbox"/> Pest Management Plan

Annex 4 Checklist

Please ensure that you have done all of the following prior to submitting your BIOPAMA MG Proposal

	Check
Have you read the Guidelines for Applicants and followed the instruction included in the template?	<input type="checkbox"/>
Have you checked the BIOPAMA Action Component Portal prior to submission to ensure there are no late updates?	<input type="checkbox"/>
Have you informed and transmitted on paper the information relating to the project to the management and supervisory authorities of the protected area, and included the acknowledgement of receipt in the file?	<input type="checkbox"/>
Have you completed the Due Diligence and Financial Capacity Questionnaire with the required supporting documents?	<input type="checkbox"/>
Have you completed and uploaded the ESMS questionnaire	<input type="checkbox"/>
Have you provided actual start and end dates for your project and is the project within the maximum duration stated in the Guidelines for Applicants?	<input type="checkbox"/>
Have you completed the logical framework?	<input type="checkbox"/>
Have you checked that your budget is complete, correctly adds up and that you have included the correct final total on the top page of the application? Is the requested BIOPAMA contribution within the maximum allowed?	<input type="checkbox"/>
Is the budget is in balance, presented in the format requested, and stated in €.	<input type="checkbox"/>
Has the Applicant Declaration been signed by a suitably authorised individual? (clear electronic or scanned signatures are acceptable)	<input type="checkbox"/>
Have you included a 1-page CV for all the individuals involved in the implementation of the project?	<input type="checkbox"/>
Have you included a copy of the stakeholders' consultation report or any supporting document?	<input type="checkbox"/>
Have you included your organisation's latest activity report?	<input type="checkbox"/>