

BIOPAMA Action Component

Guidelines for Applicants

Rapid Response Grants
2020

Open-ended call until 31 December 2020, 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 Rapid Response Grants. Applicants are strongly recommended to read this document in full before completing and submitting a proposal.

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1. Overview of BIOPAMA Action Component

1.1 Background

The Biodiversity and Protected Areas Management (BIOPAMA) Programme is an initiative of the **Organisation of African, Caribbean and Pacific States (OACPS) 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 **implemented jointly by the International Union for Conservation of Nature and Natural Resources (IUCN) and the Joint Research Centre of the European Commission (JRC)**, on behalf of the OACPS.

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. BIOPAMA provides funding opportunities through its Action Component.



Map of ACP Regions

1.2 Objectives of the Rapid Response Grants (RRGs)

The **purpose of the BIOPAMA Rapid Response Grants (RRGs)** is to **respond to risks and difficulties induced by the COVID-19 crisis** (reallocation of budget at the national level and reduction of budget for PAs, economic consequences for staff, health and security of staff, reduction of incomes from ecotourism, economic consequences for local community livelihoods, health and security of local communities, environmental crimes, etc...).

Applications should **respond to emergency situations requiring rapid action**, rather than proposing programmatic action on long-standing issues. Applications should address one of the main RRGs objectives described hereafter:

- **Enhanced management and governance of protected or conserved areas;**
- **Increased resilience to major shocks and recovery of the protected and conserved areas including sustainable/innovative funding planning;**
- **Maintained livelihoods and/or enhanced resilience of local communities to major shocks caused by COVID pandemic, whilst effectively contributing to protected areas management.**

1.3 Financial allocation

The overall indicative amount made available for the Rapid Response Grant Call for Proposals is up to two million euros (EUR 2 000 000).

2 Size of grants

Any grant requested under this call for proposals must be no more than the maximum amount of ≤ EUR 50 000 with **NO co-financing required**.

Technical and financial reporting will be required for all project costs.

BIOPAMA grants are based on the reimbursement of actual costs, simplified costs option (e.g. unit costs) and/or on a combination thereof.

3 Eligibility criteria

There are three sets of eligibility criteria, relating to:

- 1) **The 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”*).
- 2) **The actions** for which a grant may be awarded (see section 3.2 below).
- 3) **The 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 Eligible applicants (i.e. applicant and co-applicant(s))

The lead applicant may act individually or with co-applicant(s).

3.1.1 Lead applicant

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

- **be public or private legal entities** (e.g. a registered/incorporated company or organisation) **registered as a separate legal entity in an eligible ACP country¹**;
- **be already involved² in the management, governance and community livelihoods of the targeted ACP priority areas.**
- **be directly responsible** for the preparation and management of the grant; not acting as an intermediary;
- not be a beneficiary of any other grant funded by the European Union (including EDF funds) for the same activities.








The eligible organisations for BIOPAMA Rapid Response Grant are as follows:

¹ The ACP countries eligible to the BIOPAMA Action Component encompass 78 countries (in alphabetical order): Angola - Antigua and Barbuda - Belize - Cape Verde - Comoros - Bahamas - Barbados - Benin - Botswana - Burkina Faso - Burundi - Cameroon - Central African Republic - Chad - Congo (Brazzaville) - Congo (Kinshasa) - Cook Islands - Côte d'Ivoire - Djibouti - Dominica - Dominican Republic - Eritrea - Ethiopia - Fiji - Gabon - Gambia - Ghana - Grenada - Republic of Guinea - Guinea-Bissau - Equatorial Guinea - 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 - Solomon Islands - Samoa - Sao Tome and Principe - Senegal - Seychelles - Sierra Leone - Somalia - South Africa* - Sudan - South Sudan** - Suriname - Swaziland - Tanzania - Timor Leste - Togo - Tonga - Trinidad and Tobago - Tuvalu - Uganda - Vanuatu - Zambia - 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.

**Transboundary activities involving South Soudan are eligible.

² Organisations with no official management mandate of the protected and conserved area can apply. Support letter from management authority; co-management agreement will be requested upon selection to verify involvement in management

Applicant	Rapid Response Grant
National/Sub-national agencies, authorities, organisations	
Country-based Non-Governmental Organisations	
International Non-Governmental Organisations	 *
Regional Organisations	
Community-based organisations	
Protected and conserved Areas (including ICCAs ³) represented by its legal representative	
Small socio-professional organisations (SMEs), small profit organisations (5-10 permanent staff, annual balance or turnover <€ 2 million)	

* **Special conditions apply to OECD organisations. 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.**

3.1.1.a Conflict of interest

- BIOPAMA 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 Applicant declaration. Applicants must sign the Applicant 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 are applicable to the lead applicant. Co-applicants **must sign** the mandate included in the annexes of these guidelines. If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary(ies) in the project (together with the Coordinator).

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

³ Some protected areas might be managed by local organisations, indigenous people and local communities (ICCAs), or private organisations.

3.2.1 Definition

An **action** comprises a **set of activities**.

3.2.2 Duration

Rapid Response Grant proposals submitted in response to this call can have a **maximum duration of 12 months**.

3.2.4 Location

Actions **must take place** in **one or several of the eligible ACP countries⁴**, 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

To be eligible activities must:

- **Address emergencies* resulting from the COVID-19 pandemic and the restrictions put in place to contain it;**
- **Be consistent with the objectives of BIOPAMA RRG, which are as follows:**
 - **Enhanced management and governance of protected or conserved areas;**
 - **Increased resilience to major shocks and recovery of the protected and conserved areas** including sustainable/innovative funding planning;
 - **Maintained livelihoods and/or enhanced resilience of local communities** to major shocks caused by COVID pandemic, whilst effectively contributing to protected areas management.
- Achieve **tangible results and impacts** within one year of fund transfer in the field. These results must be tracked by clear indicators included in the project logical framework;
- **Comply with IUCN Environmental and Social Management System (see section 3.2.7).**
- 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 to avoid dependency on the support provided by the Action Component.

⁴ The ACP countries eligible to the BIOPAMA Action Component encompass 78 countries (in alphabetical order): Angola - Antigua and Barbuda - Belize - Cape Verde - Comoros - Bahamas - Barbados - Benin - Botswana - Burkina Faso - Burundi - Cameroon - Central African Republic - Chad - Congo (Brazzaville) - Congo (Kinshasa) - Cook Islands - Côte d'Ivoire - Djibouti - Dominica - Dominican Republic - Eritrea - Ethiopia - Fiji - Gabon - Gambia - Ghana - Grenada - Republic of Guinea - Guinea-Bissau - Equatorial Guinea - 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 - Solomon Islands - Samoa - Sao Tome and Principe - Senegal - Seychelles - Sierra Leone - Somalia - South Africa* - Sudan - South Sudan** - Suriname - Swaziland - Tanzania - Timor Leste - Togo - Tonga - Trinidad and Tobago - Tuvalu - Uganda - Vanuatu - Zambia - 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.

**Transboundary activities involving South Soudan are eligible.

*Emergency is assessed against the following criteria that have to be considered during the design of activities and decision process. Applications must explain how all of these criteria are met and thus qualify for funding. Those that do not meet the criteria are likely to be rejected:

1) **Urgency:** How recently has the threat emerged or worsened due to COVID-19?

The RRGs will only consider emergency situations that have arisen in the last few months or weeks, following the global onset and spread of the COVID-19 Pandemic, or if the intensity of an existing threat has suddenly worsened. Applicants are invited to provide details and evidence of emergency or recent increases in the threat profile where possible (e.g. official emergency declaration, employment termination letters, income statements, visitor records, etc...).

2) **Time sensitivity:** Will there be a measurable conservation benefit if activities start quickly rather than in several months or years? The RRG will prioritise projects that require immediate assistance.

3) **Duration and reversibility of impact:** Does the threat have the potential to cause long-lasting negative impact to the biodiversity value of the priority area or the community livelihood? The RRG prioritises actions that will avert irreversible damage or reduce long-term negative impacts.

Note: Activities with co-benefits beyond conservation (e.g. community livelihoods, human well-being or climate change mitigation and adaptation, and/or collaboration with young professionals) **will be prioritised**.

3.2.6 Indicative examples of eligible activities:

Eligible activities can include, but are not limited, to the following:








- Maintaining or increasing patrolling, **anti-poaching operations**, training for anti-poaching control, training for wildlife tracking and monitoring, purchase of vehicles, boat for protected areas surveillance, patrolling Communication devices (e.g two-way radios, mobile phones, radar); boundaries and zoning demarcation tools (buoy, fence, signboard,); personal protective equipment for field staff such as masks, gloves, hand sanitizers. Rentals, leases⁵ are not eligible;
- **Participatory patrolling (e.g community scouts) and monitoring (community science);** mapping, navigation tools and wildlife tracking (e.g GPS, drones); remote monitoring (e.g camera traps);
- **Developing and promoting sustainable livelihoods/ alternative economic activities/ access to basic needs (food, water, fuel/energy, health - medicinal plants)/alternative basic needs resources** of local communities living in and around protected areas in priority conservation landscapes who have suffered income losses as a result of COVID-19 pandemic; small scale aquaculture, small-scale community-based sustainable agriculture, apiculture, agroforestry and animal husbandry for local consumption;
- **Involvement of young professionals and / or other vulnerable groups members such as women, indigenous people;**
- **Enhancing protected and conserved areas resilience; recovery actions;** increasing sustainable/innovative funding; enhancing communication and promoting virtual wildlife tourism experiences for sustained local income;
- **Enhancing community resilience** to major shocks such as pandemics and sharp decline of ecotourism; resilient alternative livelihood opportunities promoting coping strategies that support gender equality and empower women (e.g. securing food and water supplies for communities in 'downtimes', small-scale irrigation or drainage systems requiring minor infrastructure and civil works);
- Avoiding total or partial change of the protection status of existing PCAs into other status for economic reasons.

⁵ This is not applicable for lease payments to conservation areas that have lost their revenue for reasons directly related to the COVID-19 pandemic, which could be deemed eligible, if properly justified.

- **Training;**
- Management or governance assessments using Protected Areas Management Effectiveness tools and/or Protected Areas Governance Effectiveness tools such as IMET or PAME tools (e.g. METT, RAPPAM, Green List, EoH, or equivalent).
- **Economic and social analysis.**

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 **must 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)⁶.

As part of their application, applicants to BIOPAMA AC Rapid Response Grant **must answer a series of basic questions including ESMS issues in order to provide basic ESMS-relevant information about the activities context and impacts.**

Only Short-listed projects will be subjected to a full Environmental and Social Management System (ESMS) screening through an ESMS questionnaire. Selected applicants will be notified of this in due course and will be requested to fill in the questionnaire which will be provided with the selection notification.

IMPORTANT: Information provided by the applicant to the ESMS questions and their quality is critical for the assessment of the proposal. It is compulsory to complete the ESMS questions.

⁶ IUCN has a number of safeguards in place, structured through the ESMS. This ensures that appropriate measures are taken to avoid or minimize potential environmental and social impacts of projects while at the same time aiming to enhance the positive impacts. The ESMS is consistent with international frameworks such as the World Bank Operational Policies, GEF minimum standards on environmental and social safeguards, and IFC Performance Standards. The ESMS incorporates the following four stages: (i) screening of impacts; (ii) scoping and assessment of impacts; (iii) development of environmental management plans, and (iv) monitoring and review.

3.3 Eligible 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 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 by the BIOPAMA Rapid Response Grant (costs incurred before the official start 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;
- identifiable and verifiable;
- compliant with the national procurement rules;
- 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. Costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel and are needed for the activities.
- ✓ Vehicle, equipment and supplies for the project, provided that the purchases are made in accordance with BIOPAMA 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 the purchases are made in accordance with BIOPAMA 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 personnel⁷;
- costs leading to personal or private profit.

3.3.3 Types of costs in the budget:

Reimbursement of costs for **Rapid Response Grants** is based on the **reimbursement of actual costs, a simplified costs option and/or on a combination thereof**:

Types of costs	Reimbursement of actual costs or simplified costs option to be used in the budget (see the budget template)
1. Personnel costs (own staff)	Reimbursement of actual costs or use of UNIT COSTS option
2. Travel	Reimbursement of actual costs.. Per diems – UNIT COSTS option is possible
3. Vehicles, equipment and supplies for the project	Reimbursement of actual costs.
4. Local office costs	Reimbursement of actual costs or use of UNIT COSTS option
5. Other costs and services	Reimbursement of actual costs and use of LUMPSUM for some activities
6. Indirect costs	up to 7% of the total direct costs

The use of Simplified Cost Option (SCO) reduces the likelihood of error in the reporting and significantly alleviates the administrative burden during the project implementation. The tracing of every euro of funded expenditure to individual supporting documents is no longer required. The methods of SCO are described in Annex 7.

Shortlisted applicants will have a possibility to choose a UNIT COSTS OPTION for personnel costs, per diems and local office costs, LUMPSUM if appropriate. During the budget revision the documents or historical data, such as examples from past projects, will be requested to determine a unit value to be used in the course of the project.

Examples of documents requested if simplified costs options are used:

Cost category	Documents for the validation of rates	Documents at the reporting stage
Personnel costs	<ul style="list-style-type: none"> • Current contracts/payslips or • Examples from past projects • Calculation 	<ul style="list-style-type: none"> • Deliverables – link to the project • Time-sheets
Per diems/allowances/patrol rations	<ul style="list-style-type: none"> • National or institutional scales or • Examples from past projects • Calculation 	<ul style="list-style-type: none"> • Deliverables – link to the project

⁷ 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.

Local office costs e.g. Use of own vehicles	<ul style="list-style-type: none"> • National or institutional scales or • Examples from past projects • Calculation 	• Deliverables – link to the project
Other costs and services	<ul style="list-style-type: none"> • Activity description and a breakdown of costs 	• Deliverables

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.

Simplified costs option – unit rate method:

- ✓ 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.

Simplified costs option – lumpsum method:

- ✓ A lumpsum value is established at the budget stage based on the deliverables planned.
- ✓ A lumpsum value is fixed and cannot be changed in the course of project implementation.
- ✓ A lumpsum value is calculation based on the breakdown of costs in the budget.

Unit costs and lump sums will be determined in a such a way to allow their payment upon achievement of concrete outputs and/or results. The essential conditions triggering the payment, including the achievement of outputs and/or results, will be defined in the budget and/or description of action.

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**.

3.3.5 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.

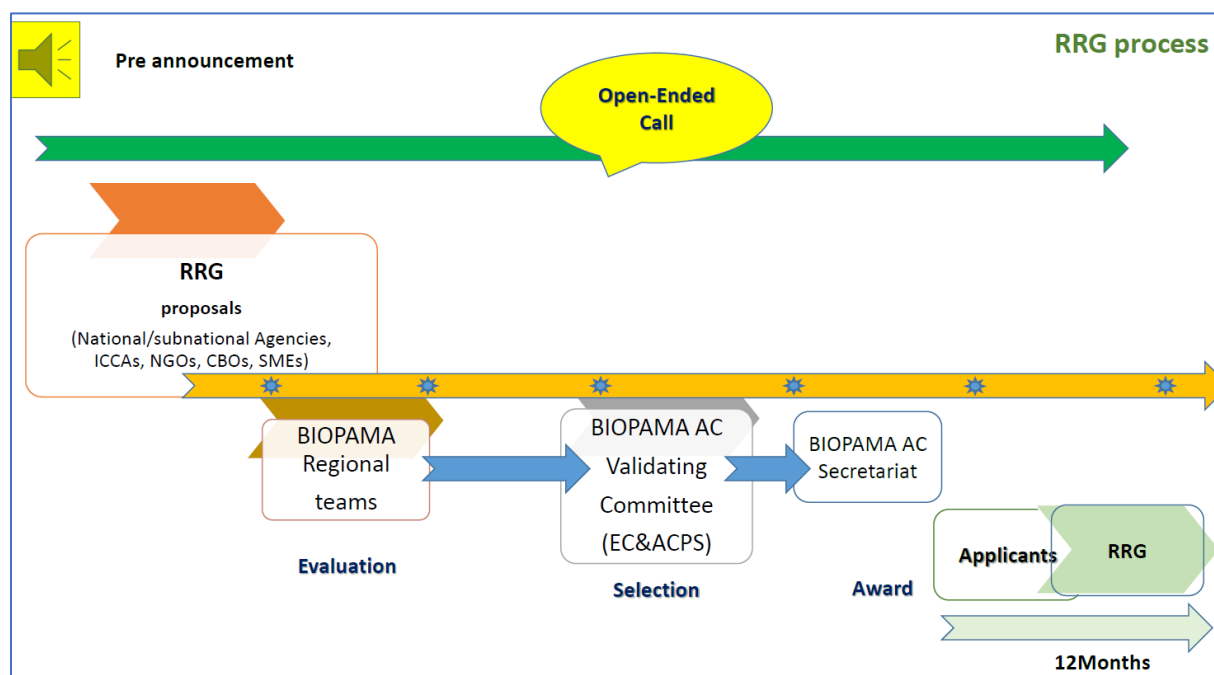
4 How to apply and the procedure to follow

The grant application process for the BIOPAMA Rapid Response Grants (≤50 000 €) is one step involving **the submission of a full proposal**.

The **call is open-ended**. Applicants can apply at any time and the call will be kept **open until 31 December 2020 (23:59 CET)**.

It is aimed that the final decision on awarding the grant will be taken within 6 weeks of the receipt of proposals.

BIOPAMA RRG Proposal Cycle



4.1 Proposal applications

Applicants must apply in either English or French.

The application must be submitted online on the [BIOPAMA AC Portal](#) using your account and login. An off-line function facilitates the application to be prepared without internet connection. Some information has to be inserted directly on the portal and forms require associated documents to be uploaded.

Hand-written proposals will not be accepted.

IMPORTANT: in case of technical difficulties related to internet or electric failure, applicants can exceptionally submit their application via email (see the list below). Evidence of the technical issue experienced will be requested to justify acceptance of an application by email.

Please note that the **Rapid Response Grant Proposal application form template and the official additional documents (BIOPAMA RRG budget, logframe, mandate, declaration, due diligence) must all be completed** for evaluation. 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.**

IMPORTANT: **Incomplete proposals will be rejected.** Any error or major discrepancy related to the points listed in the instructions in the application form, any missing document or any major inconsistency in the proposal (e.g. if the amounts in the budget worksheet are inconsistent) may lead to the rejection of the application. Clarifications will only be requested when the information provided is unclear and prevents IUCN from conducting an objective assessment.

4.2 Support / further questions

All applicants are encouraged to consult stakeholders to ensure the complementarity of proposed projects and to avoid duplication as well as to ensure effective implementation.

In case of difficulties that cannot be resolved through consulting the Frequently Asked Questions (FAQs) available on the [BIOPAMA AC portal](#), questions may be sent by email to the relevant regional focal point using the email addresses below and clearly referencing this Call for Rapid Response Grant Proposals. The BIOPAMA Action Component regional teams are available to answer any general query about the Rapid Response grant application. Questions regarding the Rapid Response Grant sent to individuals' email will not be addressed.

Caribbean BIOPAMA AC info contact: biopama.ac.info.caribbean@iucn.org

Pacific BIOPAMA AC info contact: biopama.ac.info.pacific@iucn.org

Western and Central Africa BIOPAMA AC info contact: biopama.ac.info.wca@iucn.org

Eastern and Southern Africa BIOPAMA AC info contact: biopama.ac.info.esa@iucn.org

4.3 Number of applications and grants per applicant

An organisation may submit **a maximum of two proposals per call** as a lead applicant and/or a co-applicant. Nonetheless, **any organisation will only be awarded one RRG as a lead applicant**. If two proposals from the same organisation as 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 applicant and also as a co-applicant, **provided** it can demonstrate that it has sufficient human and technical resources to successfully implement both actions.

An applicant, which has been awarded a BIOPAMA **Medium Grant or a Small Technical Grant as lead applicant cannot be awarded a BIOPAMA Rapid Response Grant**.

An applicant, which has been awarded a SOS Rapid Action Grant for the same activities in the same protected and conserved area, cannot also be awarded a BIOPAMA Rapid Response Grant.

4.4 Award criteria for BIOPAMA RRG

Applicants must demonstrate an emergency or enhanced threats situation and the capacity to manage and implement the foreseen activities successfully. Proposals should concretely describe anticipated impacts of the project and how they will address the selected main RRGs objective.

Proposals must indicate how the project will be structured, staffed, and managed.

Proposals should include a clear logical framework demonstrating how activities will lead to Outputs and Objectives (please see Annexes for additional guidance on the terminology and indicators used in the logical framework) with clear measurable indicators)

See full Evaluation grid (Annex 5).

1.Emergency	Max. 10 points
2.Technical coherence and relevance of activities	Max. 5 points
3.Technical capacity	Max. 5 points
4.Financial coherence and justification	Max. 5 points
5.Sustainability of the activities	Max. 5 points
6.Understanding of risk and response to ESMS	Max. 5 points
Total	Max. 35 points

Only RRG proposals with a final total score above the **threshold of 21 points** will be submitted to the BIOPAMA AC Validating Committee for the final award decision.

4.5 Grievance mechanism

The BIOPAMA AC Global Team, through the BIOPAMA 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
Rue Mauverney 28
1197 Gland
Switzerland

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

Useful links:

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

BIOPAMA Procurement policy: <https://action.biopama.org/wp-content/uploads/2019/12/Procurement-policy-for-BIOPAMA-grant-recipients-1.pdf>

Annexes

- 1 RRG technical application template (the budget template is available on the BIOPAMA AC portal)
- 2 Applicant declaration
- 3 Co-Applicant Mandate
- 4 Due Diligence questionnaire
- 5 Evaluation grid
- 6 Types of Simplified Costs Option

Annex 1: Rapid Response Grant application template *(Please insert here the reference number of your application)*

This application form has to be completed and uploaded on the [BIOPAMA AC portal](#). The application should be concise but address all requirements⁸.

1) General information

1.	Title:	Insert title of the action to be funded
2.	Region⁹:	Insert targeted ACP region
3.	ACP¹⁰ Country:	Insert targeted ACP country name
4.	Priority Area targeted:	Insert name
5.	Duration (12 months maximum):	Insert number of months
6.	Total funding requested:	Enter amount in Euros € (maximum 50 000 €)
7.	BIOPAMA Rapid Response Grants objective to which the project and its activities will contribute: <i>(only one can be selected)</i>	<input type="checkbox"/> Enhanced management and governance of protected or conserved areas; <input type="checkbox"/> Increased resilience to major shocks and recovery of the protected and conserved areas including sustainable/innovative funding planning; <input type="checkbox"/> Maintained livelihoods and/or enhanced resilience of local communities to major shocks caused by COVID pandemic, whilst effectively contributing to protected areas management.
8	The project addresses COVID-19 related emergency	<input type="checkbox"/> Yes <input type="checkbox"/> No

⁸ Equivalent to 10 pages maximum in a Microsoft Word document

⁹ West Africa, Central Africa, Eastern Africa, Southern Africa, Caribbean, Pacific.

¹⁰ The ACP countries eligible to the BIOPAMA Action Component encompass 78 countries (in alphabetical order): Angola - Antigua and Barbuda - Belize - Cape Verde - Comoros - Bahamas - Barbados - Benin - Botswana - Burkina Faso - Burundi - Cameroon - Central African Republic - Chad - Congo (Brazzaville) - Congo (Kinshasa) - Cook Islands - Côte d'Ivoire - Djibouti - Dominica - Dominican Republic - Eritrea - Ethiopia - Fiji - Gabon - Gambia - Ghana - Grenada - Republic of Guinea - Guinea-Bissau - Equatorial Guinea - 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 - Solomon Islands - Samoa - Sao Tome and Principe - Senegal - Seychelles - Sierra Leone - Somalia - South Africa* - Sudan - South Sudan - Suriname - Swaziland - Tanzania - Timor Leste - Togo - Tonga - Trinidad and Tobago - Tuvalu - Uganda - Vanuatu - Zambia - 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.

**Transboundary activities involving South Sudan are eligible.

Summary:

Please provide a concise description of the activities, demonstrating how they meet the objective of the BIOPAMA AC Rapid Response Grant (RRG) and how they will address the negative impacts related to COVID 19. Please note that this short description may be used BIOPAMA AC Secretariat when communicating about this project if funded (max.100 words)

2) Organisational information of Applicant

Organisation legal name: Click here to enter text	
Organisation short name / Acronym (if any): Click here to enter text	
Web site address (if any): Click here to enter text	
Mailing address: Click here to enter text	
Physical address (if different from mailing address above): Click here to enter text	
Project Lead Contact <i>(This individual will be the contact point for the BIOPAMA Regional Focal point and Secretariat)</i>	Organisation Chief Executive <i>(or other person authorised to sign contracts on behalf of your organisation)</i>
Name: Click here to enter text	Name: Click here to enter text
Email: Click here to enter email	Email: Click here to enter email
Telephone: Click here to enter number	Telephone: Click here to enter number

Organisation type of the applicant:

Select the option which applies to your organisation, see the Guidelines for Applicants for further details.

- ☐ Government Agency/Authority (at national and sub-national levels)
- ☐ International*, regional, national, local non-governmental organisation
- ☐ Community-based organisation (CBOs)
- ☐ Protected and Conserved Area authority (including ICCAs)
- ☐ SMEs

*Special conditions apply to OECD organisations

3) Lead Organisation description

Please provide a brief description of your organisation's mission statement and history, and provide a copy your founding statutes, registration certificates.

4) Organisational Information of Co-applicant(s)

Provide information on all co-applicants. Disregard if there is no co-applicant.

Co-applicant Name	Type of the organization	Role in the Rapid Response activities	Amount and % of the Rapid Response Grant

5) Other relevant grants

Please provide a brief description of other relevant grants your organisation and/or co-applicants are or have been benefiting from (this includes BIOPAMA AC grants, SOS grants and other donors grants).

Donor:	Project title and duration:	Main activities	Grant amount:

6) Background

6.1. Location

Describe the project location and insert a map with GPS coordinates and boundaries, indicating whether the area is the key landscape for conservation (where identified in ACP Countries), Key Biodiversity Area (KBAs), Marine Managed Area or other protected and conserved area, where its importance is justified by diagnostic tools or strategic documents in ACP Countries. Provide information regarding its biodiversity importance, documented threats and its socio-economic context. (Max. 300 words)

6.2. Emergency/ enhanced threat related to COVID-19 crisis

6.2.1 Describe the emergency situation in accordance with the criteria of 1/ urgency, 2/ time sensitivity, 3/ duration and reversibility of impact¹¹.

¹¹ 1) **Urgency:** How recently has the threat emerged or worsened due to COVID-19?

RRG only consider a situation of an emergency if it has arisen in the last few months or weeks, or if the intensity of an existing threat has suddenly become worse. Applicants are invited to provide details and evidence of emergency or recent increases in the threat profile where possible.

2) **Time sensitivity:** Will there be a measurable conservation benefit if activities start quickly rather than in several months or years? The RRG will prioritise projects that require immediate assistance.

3) **Duration and reversibility of impact:** Does the threat have the potential to cause long-lasting negative impact to the biodiversity value of the priority area or the community livelihood? The RRG prioritises actions that will avert irreversible damage or reduce long-term negative impacts.

(Max.300 words and provide official references)

6.2.2 Describe how will the Rapid Response Grant be used to address the emergency situation or enhanced threat?

(Max. 300 words)

7) Rapid Response objectives and approach

Select one (**and only one**) of the following 3 objectives to which the project will mainly contribute. Describe your approach and highlight main activities that will help you to achieve the objective.

5.1 Will the Rapid Response activities contribute to enhance protected or conserved area management and/or governance?

☐ YES

☐ NO

If YES, please describe activities and approach (max. 300 words).

5.2 Will the Rapid Response activities support and/or increase the resilience to major shocks and recovery of the protected and conserved areas including sustainable/innovative funding planning?

☐ YES

☐ NO

If YES, please list and detail activities and approach (max. 300 words).

5.3 Will the Rapid Response activities support to maintain community livelihoods and/or enhanced resilience of local communities to major shocks caused by COVID pandemic, whilst effectively contributing to protected areas management?

☐ YES

☐ NO

If YES, please list and detail activities and approach (max. 300 words).

8) Project stakeholders and beneficiaries

Please provide a brief description of how many people/households will benefit from the activities and highlight how indigenous people, women, young people and other vulnerable groups will benefit (max. 200 words)?

9) Organisation(s) experience and capacities

9.1 Experience

Please provide a brief description of the lead organisation', and the co-applicant(s)' if any, experience regarding the activities to be implemented as well as their existing involvement with the targeted protected and conserved area(s) (max. 200 words)

9.2 Staff Capacity

Please identify the staff involved in the implementation of Rapid Response Grant (add rows as needed). Please upload the CVs of staff to be funded by the Rapid Response Grant.

Lead organisation	
Name:	Position/role in the project:
Co-applicant	
Name:	Position/role in the project:

10) Budget

Please complete and upload the completed template for a Rapid Response Grant budget using the dedicated template.

11) Sustainability

How will the RRG activities benefits be sustained beyond the end of the project?

Please describe the sustainability plan and the potential for the activities to be replicated in other sites of RRG activities (max. 300 words)

12) Environmental and Social Management System (ESMS)

Projects supported by BIOPAMA AC are screened for environmental and social risks. Please describe how the project will address potential issues regarding ESMS Standards and ESMS Principles by answering the following questions. Please note that if your project is selected, you will be requested to submit a full ESMS questionnaire in addition to answering the preliminary questions below in the case of confirmed risks.

- 1) Will the Rapid Response activities be implemented on a territory or area of an indigenous peoples?

☐ YES

Please describe the consultation held with representatives of indigenous communities and share a copy of the report or how you are planning such consultation. Explain whether assessments have been already conducted and upload a copy (max. 300 words).

☐ NO

- 2) Will the Rapid Response activities include enforcement of protected area regulations or include restricting access to resources?

☐ YES

Please explain whether assessments have been already conducted to understand potential impacts on the livelihoods of local communities and upload a copy. If impacts have been identified, explain how these will be mitigated (max. 300 words).

☐ NO

- 3) Will the Rapid Response activities avoid risks of exacerbating existing gender-related inequalities, including gender-based violence, and seize opportunities to address gender gaps or support women empowerment?

☐ YES

Please explain (max. 300 words).

☐ NO

Please explain (max. 300 words).

- 4) Will the Rapid Response Activities include any light infrastructure construction or rehabilitation (trails, access roads, towers, visitor centres etc.)?

☐ YES

Please describe (max. 300 words).

☐ NO

13) Will the Rapid Response activities use pesticides, include translocation of species, or undertake forestry activities (for example: forest restoration and plantation, including the use of non-native species)?

☐ YES

Please provide detailed justification and clarify how the project will manage any risks associated with these activities (max. 300 words).

☐ NO

11) Logframe

Please complete the logframe on line and indicate appropriate outputs and activities to deliver the project objective.

Useful terminology:

- **Overall project objective (Impact):** the overarching rationale that drives the project and its activities in its entirety, it is the broader, long-term change to which the project contributes at country, regional or sector level.
- **Specific objective (Outcome):** the main medium-term effect of the intervention focusing on behavioural and institutional changes resulting from the intervention. **Only one** specific objective will be defined.
- **Output:** represent the tangible products, goods and services delivered by the project. Outputs are numbered.
- **Activity:** action taken or work performed by the project staff through which inputs, such as funds, technical assistance and other resources are mobilized to produce specific Outputs. Activities are numbered in accordance with the Output they refer to: A.1. A. 2 etc. In general, each Activity leads to an Output. The combination of several Outputs leads to the achievement of the Specific objective.
- **Indicators** should be expressed in a SMART format. **SMART** is an acronym that stands for: Specific, Measurable, Achievable, Realistic and Time-bound.
 - **(S)pecific** – The information captured measures appropriate change. The data collected clearly and directly relates to the achievement of a specific objective. If the information collected is specific, it can tell whether the change we seek to create is happening or not.
 - **(M)easurable** – Before starting monitoring, staff must make sure that the information required can be practically collected using measurable, robust indicators.
 - **(A)tttributable** – Any changes measured must be attributable to the intervention.
 - **(R)elevant** – Monitoring results must make a contribution to selected priorities, i.e. they must fit with the Results and timescale of the project.
 - **(T)ime-bound** – Monitoring is not open-ended but allows change to be tracked at the desired frequency for a set period of time and yields information at pre-specified periods.
- **Indicators:** are quantitative and/or qualitative variables that provide a simple and reliable mean to measure the achievement of the corresponding result (output, outcome, impact). It is a measurable entity related to a specific information need, such as the status of a species, the characteristic of a species population, change in a threat.

Logical Framework (to be completed on-line via the form available on the BIOPAMA AC portal-Please use the BIOPAMA AC Indicators (see below)

Example:

Action title:	Recruitment of 8 young rangers from the village of X in the PA of Y in order to prevent wildlife poaching which started to increase due to Covid-19's impacts on the villagers' livelihood.			
Organisation:	Association of PA Y			
Overall Objective (Impact) <i>(Medium or long term impact of the action):</i>	<input type="checkbox"/> Maintained livelihoods and enhanced resilience of local communities to major shocks caused by COVID pandemic, whilst effectively contributing to protected areas management.			
Specific Objective (Outcome) <i>(medium-term effect of the project focusing on behavioural and institutional changes):</i>	<i>illegal poaching for food by the local community prevented</i>			
Outputs <i>(The direct/tangible products (infrastructure, goods and services) delivered/generated by the intervention)</i>	Indicator(s) <i>Each indicator should be defined applying the SMART approach: Specific, Measurable, Achievable, Realistic and Timely. Please use BIOPAMA AC indicators</i>	Target/baseline	Current value* <i>(* to be included in interim and final reports)</i>	Means of verification <i>Describe where, how and when the information about the indicator can be obtained and by whom.</i>
Output 1. increased surveillance	Number of rangers recruited.	8 rangers will be recruited within 2 weeks after receipt of the funds.		Summaries of the recruitment process; Copies of contracts.

Activity(ies) Recruitment of new rangers.				
	<p>Number of ranger patrols before and after activity.</p> <p>Percentage of illegal poaching before and after activity.</p>	<p>Increased number of patrols by 30%</p> <p>Reduction of 70% of poaching at the end of activity should be reached compared to situation at beginning of activity.</p>		<p>Rangers logs.</p> <p>Biodiversity surveys.</p>
	BIOPAMA AC Indicator IM7			
Output 2. <i>awareness raising of local community</i>	<p>Number of activities conducted.</p> <p>Number of people involved.</p>	<p>1 discussion is held between park authorities, rangers and villagers every month to assess situation. In total 12 discussions will take place.</p>		<p>Pictures of discussions, minutes.</p>
	<p>BIOPAMA AC Indicators:</p> <p>IGO2</p> <p>IGO6</p>			
Output 3. <i>rangers salaries ensure local households subsistence without poaching</i>	<p>Number of households, which benefit from new rangers' salaries.</p>	<p>At least 8 households (50 people) out of 10 in the village will have enough funds to access food without poaching.</p>		<p>Notes from interviews with households.</p>
	BIOPAMA AC Indicator: IM15			

BIOPAMA AC Indicators:

	EN: Common indicators for BIOPAMA AC funded project monitoring and evaluation
G O V E R N A N C E	IGO1.1 # PCAs where governance has been clarified thanks to BIOPAMA AC project. IGO1.2 Area concerned in Km2.
	IGO2.1 # PCAs where civil society, stakeholders and rights-holders with appropriate opportunities to participate in management planning, processes and actions. IGO2.2 # of stakeholders involved during the implementation of BIOPAMA AC projects. IGO2.3 # of Communities/people involved during the implementation of BIOPAMA AC projects.
	IGO3.1 # PCAs better recognising indigenous rights thanks to BIOPAMA AC project. IGO3.2 # of indigenous people concerned.
	IGO4.1 # of stakeholders involved during the implementation of BIOPAMA AC project. IGO4.2 # BIOPAMA AC projects supporting gender equity through improvement of governance arrangements. IGO4.3 # of communities/people concerned. IGO4.4 # of women concerned. IGO4.5 # of vulnerable communities concerned.
	IGO5.1 # of PCAs with gender equity improved thanks to BIOPAMA AC project. IGO5.2 # of women. IGO5.3 # of young people. IGO5.4 # of vulnerable communities concerned.

G O V E R N A N C E	<p>IGO6.1 # of PCAS with improved accessibility to information on governance and management thanks to BIOPAMA AC project.</p> <p>IGO6.2 Area covered in Km2.</p> <p>IGO6.3 # of people concerned.</p>
	<p>IGO7.1 # of PCAs with improved accessibility to info on decision-making body and regulation thanks to BIOPAMA AC project.</p> <p>IGO7.2 Area covered in Km2.</p> <p>IGO7.3 # of communities</p> <p>IGO7.4 # of people concerned.</p>
	<p>IGO8 # of PCAs with improved grievance management thanks to BIOPAMA AC project.</p>
	<p>IGO9.1 # of PCAs with improved participatory planning and decision-making thanks to BIOPAMA AC project.</p> <p>IGO9.2 Area covered in Km2.</p> <p>IGO9.3 # of communities.</p> <p>IGO9.4 # of people concerned.</p>
	<p>IGO10.1 # of PCAs with improved legal customary compliance mechanisms thanks to BIOPAMA AC project.</p> <p>IGO10.2 Area concerned in Km2</p> <p>IGO10.3 # of communities concerned</p> <p>IGO10.4 # of indigenous people concerned</p>
	<p>IM1.1 # of PCAs with improved WDPA info and info sharing with RO and RIS thanks to BIOPAMA AC project.</p> <p>IM1.2 Area covered in Km2.</p>

M A N A G E M E N T	<p>IM2.1 # of PCAs with new or improved management plan building on diagnostic tools thanks to BIOPAMA AC project.</p> <p>IM2.2 Area covered in Km2.</p> <p>IM2.3 # of new diagnostic tools developed thanks to the BIOPAMA AC project.</p> <p>IM2.4 Area concerned in Km2</p>
	<p>IM3.1 # of PCAs with improved data on natural values and ecosystem services thanks to BIOPAMA AC project.</p> <p>IM3.2 Area covered in Km2.</p>
	<p>IM4.1 # of PCAs with improved monitoring system thanks to BIOPAMA AC project.</p> <p>IM4.2 Area concerned in Km2</p>
	<p>IM5.1 # of PCAs with improved connectivity thanks to BIOPAMA AC project.</p> <p>IM5.2 Area covered in Km2</p>
	<p>IM6.1 # of PCAs with improved native species status thanks to BIOPAMA AC project.</p> <p>IM6.2 # of endangered species benefiting of targeted actions thanks to BIOPAMA AC project.</p> <p>IM6.3 # of endangered species with improved status thanks to BIOPAMA AC project.</p>
	<p>IM7.1 # of PCAs with improved threat management, enhanced response, mitigation or eradication thanks to BIOPAMA AC project. (the threat has to be specified: CC, illegal hunting, IAS; etc...)</p> <p>IM7.2 Measure in figures of the reduction of threat.</p> <p>IM7.3 Area covered in Km2.</p>
	<p>IM8.1 # of PCAs with improved regulation enforcement thanks to BIOPAMA AC project.</p> <p>IM8.2 Area concerned in Km2.</p> <p>IM8.3 Measure in figures of the improvement (i.e reduction of illegal activities).</p> <p>IM8.4 # of endangered species concerned (+ Red list status).</p>
	<p>IM9.1 # of PCAs with enhanced efforts for maintaining ecological attributes and processes thanks to BIOPAMA AC project.</p> <p>IM9.2 Area covered in Km2.</p>

M A N A G E M E N T	<p>IM10.1 # of PCAs with improved and sustainable access and visitors' management.</p> <p>IM10.2 Area concerned in Km2.</p>
	<p>IM11.1 # of PCAs benefiting of training efforts thanks to BIOPAMA AC project.</p> <p>IM11.2 # of staff trained thanks to BIOPAMA AC project.</p> <p>IM11.3 # of communities trained thank to BIOPAMA AC project.</p>
	<p>IM12.1 # of PCAs with enhanced Climate-change mitigation measures thanks to BIOPAMA AC project.</p> <p>IM12.2 Area covered in Km2.</p>
	<p>IM13.1 # of PCAs with governance and socio-economic assessments thanks to BIOPAMA AC project.</p> <p>IM13.2 # of communities/people informed and involved on governance or socio-economic assessment thanks to BIOPAMA AC project.</p>
	<p>IM14.1 # of PCAs better engaged in socio-economic benefits thanks to BIOPAMA AC project.</p> <p>IM14.2 # of communities concerned.</p> <p>IM14.3 # of people concerned.</p> <p>IM14.4 # of women concerned.</p> <p>IM14.5 # of vulnerable communities concerned.</p>
	<p>IM15.1 # of PCAs with enhanced benefits for local communities thanks to BIOPAMA AC project.</p> <p>IM15.2 # of communities benefiting of enhanced socio-economic benefits from PCAs thanks to BIOPAMA AC project.</p> <p>IM15.3 # of indigenous people benefiting of enhanced socio-economic benefits from PCAs thanks to BIOPAMA AC project.</p> <p>IM15.4 # of women benefiting of enhanced socio-economic benefits from PCAs thanks to BIOPAMA AC project.</p> <p>IM15.5 # of young people benefiting of enhanced socio-economic benefits from PCAs thanks to BIOPAMA AC project.</p> <p>IM15.6 Assessment of these benefits in EUR.</p>

12) Action timeline

Please number the activities and results consistently with previous sections.¹² Add rows as needed.

Results	Activities	Year 1 (max 12 months)			
		Q1	Q2	Q3	Q4
R. 1	A.1.1				
	A.1.2				
	A.1.3				
R. 2	A.2.1.				
	A.2.2				
	A.2.3				

¹² Note on timeline: Q1 does not correspond necessarily to the period January-March but refers instead to the first quarter of the project implementation following its signature.

Checklist before submission:

Please make sure that you have carefully completed all the steps below and submitted all documents together with your proposal.

	Check if complete
Did you carefully read the guidelines and follow the guidance in this form?	<input type="checkbox"/>
Has the proposal been signed by an authorised person? (electronic or scanned signature are acceptable)	<input type="checkbox"/>
Are the starting and the ending dates of the project and the project duration in line with the guidelines?	<input type="checkbox"/>
Did you add the signed declaration of the applicant, and mandate of any co-applicant/s?	<input type="checkbox"/>
Did you upload your founding statutes, including registration certificate or constitution?	<input type="checkbox"/>
Did you complete, sign and upload the Due Diligence Questionnaire with supporting documents?	<input type="checkbox"/>
Have you verified that your budget does not exceed the maximum grant amount as defined in the guidelines?	<input type="checkbox"/>
Have you uploaded your budget on the portal and made sure that the amount mentioned in this document is in line with the budget table?	<input type="checkbox"/>
Have you included the CV(s) of the persons to be involved in the Rapid Response activities?	<input type="checkbox"/>
Have you verified that you have the needed support and authorisation that would be required by the legal framework of your country¹³?	<input type="checkbox"/>
Have you completed on-line the logical framework using the BIOPAMA AC indicators?	<input type="checkbox"/>
Have you completed the activity timeline?	<input type="checkbox"/>

¹³ For organisation that are not officially in charge of the management of the targeted protected and conserved area, you will be requested to provide evidence of the support of its management authority (e.g letter of support). As the respect of national legal framework and regulation is compulsory. When they are needed, you will be requested to provide copy of the legal authorisation (for activities dealing for instance with protected species).

Annex 2 Applicant declaration (to be signed and uploaded)

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present BIOPAMA call for Rapid Response Grant proposals, hereby declares that:

- the applicant is eligible in accordance with the criteria set out in the Guidelines for Applicants;
- the applicant has provided the Managing Authority and the Protected Area Regulatory Authority with all the necessary information on the planned activities in good time and has not received any objections to date;
- the applicant certifies the legal statues of the applicant as reported in the application;
- the applicant undertakes to comply with good practices of non –abusive use, care and maintenance of the equipment, infrastructures funded by the project;
- the applicant is directly responsible for the preparation, management and implementation of the activities, and is not acting as an intermediary;
- the applicant will comply with the obligation to share data and information with the BIOPAMA RIS and the relevant regional observatory (RRIS),
- The applicant is not in any of the situations excluding them from participating in contracts which are listed hereafter:
 - (1) being 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) has been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
 - (3) has been guilty of grave professional misconduct proven by any means which the Beneficiary can justify;
 - (4) has 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 Beneficiary or those of the country where the contract is to be performed;
 - (5) has 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) is being 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 it 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 participates in spite of being in any of these situations, it 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 accepts the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants;
- The applicant is aware that, for the purposes of safeguarding the financial interests of the EU, his 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 Authorised representative (Block capital)	
Position	
Signature + Stamp	
Date	

Annex 3 Co-applicant mandate (to be signed and uploaded)

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 4 Due diligence questionnaire (to be completed and uploaded)

Due Diligence and Financial Capacity Questionnaire

In order that IUCN may ascertain the organisations capacity to administer funds received, you are kindly requested to complete all questions contained within this due diligence and financial capacity questionnaire. All information submitted will be treated confidentially and will not be disclosed to any third parties, unless required by law.

If your organisation is a public body, please ignore questions marked with an asterisk (*).

1. ORGANISATION INFORMATION

a. Official name of organisation

b. Type of organisation:

Please tick most appropriate option in each column below:

- | | |
|---|---|
| <input type="checkbox"/> For profit | <input type="checkbox"/> Incorporated company |
| <input type="checkbox"/> Not-for-profit / NGO | <input type="checkbox"/> Limited liability company |
| <input type="checkbox"/> Government agency | <input type="checkbox"/> Sole proprietary company |
| | <input type="checkbox"/> Partnership |
| | <input type="checkbox"/> Registered charity |
| | <input type="checkbox"/> Community network |
| | <input type="checkbox"/> Other (please specify below) |

c. Founding documents:

- i. In what country is your organisation constituted by an appropriate instrument of national law? Please provide a copy of statutes or similar founding document, for example a decree for public bodies.

Country	Title of founding document

- ii. Please confirm that you are able to operate in the country/-ies of the project and provide supporting documentation (e.g., MoU or letter of endorsement from a relevant government agency).¹⁴

Country	Title of founding document

d. Ownership details (applicable to "For Profit" organisations only).

Please indicate name of owners and percentage (%) ownership below:

2. GOVERNANCE*

¹⁴ Please note that if you expect to be working with IUCN on other projects than the current one, you may wish to add countries not relating to this project, and the relevant documentation, in order to avoid having to update this form each time.

a. Governing body:

Please indicate whether the organisation is governed by:

- ☐ Board of Directors
 ☐ Executive Committee
☐ Other
 ☐ No governing body
 (please specify below)

b. Is the governing body responsible for financial oversight of the organisation?

- ☐ Yes
 ☐ No

3. LEGAL*

Regulatory filings:

Is the organisation currently fully compliant and up-to-date with all tax, registration, and social security obligations?

- ☐ Yes
 ☐ No

If no, please provide details below:

NOTE: If the proposed contract is with one of the following IUCN offices, please provide certification of tax and social security compliance:

ORMACC – Regional Office for Mexico, Central America, and the Caribbean
 SUR – Regional Office for South America

4. FINANCIAL

a. Audit:

Does the organisation have an annual audit performed by an independent external auditor or by an internal auditor for public bodies?

- ☐ Yes
 ☐ No

If yes, please provide a copy of the latest auditor's annual report and management letter. *If the audit report does not relate to the most recent financial year, please explain why.*

If you do not have an independent annual audit, or if your independent audit report does not include your financial statements:

i. Does the organisation prepare annual financial statements?

- ☐ Yes
 ☐ No

If no, please provide an explanation below:

ii. Please provide a copy of the organisation's annual financial statements covering the past two years.

b. Financial principles and systems:

i. What computerized accounting software system does the organisation use?

ii. Does the organisation's accounting system separately record and track income and expenditure for each individual project, grant, or contract?

- ☐ Yes
 ☐ No

iii. Does the organisation have written policies for the following – please provide copies or web link:

Accounting	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Procurement	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Code of conduct, ethics, bribery, and corruption (including coverage of conflict of interest)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

c. Debt:*

Does the organization have any debt relating to:

Bank loans	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Bank overdraft	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Other debt	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If yes, please provide details below:

--

d. Insurance:*

Please tick the insurance policies and the level of coverage the organisation has below:

Third-party liability	<input type="checkbox"/>	Amount
Office building	<input type="checkbox"/>	Amount
Vehicles	<input type="checkbox"/>	Amount
Other insurance	<input type="checkbox"/>	Please provide details:

e. Bank accounts and funds control:*

i. Does the organisation have any bank accounts held in the name of individuals (instead of the name of the organisation)?

☐ Yes ☐ No

If yes, please provide details below:

--

ii. Are at least two authorized bank signatories required on all payments above a certain value, as determined by organisational policy?

☐ Yes ☐ No

Please provide details below, including of any alternative bank and/or payment controls:

--

iii. Will any grant funds be kept outside a bank account?

☐ Yes ☐ No

If yes, please explain the amount of cash to be kept and the name and position/title of the person responsible for safeguarding cash.

--

f. Financial capacity:

i. State below the operating budget for the past two financial years, and the estimate for the current year, in your organisation's reporting currency.

This year		
Last year		
Two years ago		

ii. Has your organisation received funding from governments or multilateral institutions in the past two years?*

☐ Yes ☐ No

iii. What percentage of the organisation's annual income is provided by grant funding?*

- | | |
|---------------------------------|---------------------------------|
| <input type="checkbox"/> 0-50% | <input type="checkbox"/> 76-95% |
| <input type="checkbox"/> 51-75% | <input type="checkbox"/> >95% |

iv. Please list your main donors for the past two years:* (amounts and for how long)

5. MANAGEMENT and PERSONNEL

a. Financial personnel:

Are the organisation's financial transactions recorded into the company's financial system and overseen by:

- | | |
|--|--|
| <input type="checkbox"/> Qualified full-time finance personnel | <input type="checkbox"/> Non-finance personnel |
| <input type="checkbox"/> Qualified part-time finance personnel | <input type="checkbox"/> Other than staff (external) |

b. Please indicate the total number of full-time staff employed by the organisation.

- | | |
|-------------------------------|------------------------------|
| <input type="checkbox"/> >50 | <input type="checkbox"/> 1-5 |
| <input type="checkbox"/> 6-50 | <input type="checkbox"/> 0 |

c. Personnel time management recordkeeping:

Does the organisation have a staff timesheet record-keeping system?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If yes, please provide a copy of your organisation's timesheet form.

6. INTERNAL CONTROLS and RECORD- KEEPING

a. Do you have established prior approval procedures for major purchases?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

b. Do you keep invoices and vouchers for all payments made out of grants funds?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

c. Will your organisation be able to keep accounting records, including invoices, vouchers, and timesheets, for at least ten years after the final financial report is submitted?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

d. Briefly describe your organisation's system for filing and keeping supporting documentation.

e. Does your organisation have adequate segregation of duties?

i. Does the person who makes entries into the accounting system also prepare the payments?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

ii. Does the person who makes entries into the accounting system also approve the payments, and is he or she a bank account signatory?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

iii. Is the person who manages a procurement process sometimes also the recipient of the goods/services?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If your answer is Yes to any of the above, please provide an explanation of how your organisation mitigates the associated risks.

7. RELATIONSHIPS

- a. Is the organisation a member of IUCN?
- ☐ Yes ☐ No
- b. Has the organisation previously worked with IUCN?
- ☐ Yes ☐ No

If yes, please provide details below:

Checklist – Additional Documentation Requested

To assist in ensuring that your due diligence submission is complete, the following checklist of additional documents that you may be required to provide is shown below for your benefit. Please check those boxes that apply regarding additional documents that will be submitted to accompany your completed Due Diligence and Financial Capacity Questionnaire.

- ☐ 1(c)(i) Articles of Incorporation, Constitution, Statutes, Government Decree, as appropriate, etc.
- ☐ 1(c)(ii) Organisation in-country registration certificate (if applicable)
- ☐ 3 Certification of tax and social security compliance (if required)
- ☐ 4(a) Audit report and annual financial statements
- ☐ 4(b)(iii) Accounting, procurement, and code of conduct policies
- ☐ 5(c) Timesheet form

BIOPAMA Secretariat may request additional documents/information based on the nature of the action and the answers you have provided above.

CERTIFICATION STATEMENT:

"I, the undersigned, hereby certify that I am authorised to represent the organisation, and that all facts and information provided in this Due Diligence and Financial Capacity document are true and correct without omission, error, or mis-statement.

I understand and agree that, should the information provided in this Due Diligence and Financial Capacity document subsequently change, IUCN shall be informed in writing of any such change.

I further understand and accept that IUCN may at its sole discretion amend or terminate any grant or funding agreement awarded to the applicant if any information contained in this document is false or inaccurate."

(Signature)

Name:

Position:

Date:

(Organisation Stamp)

Annex 5 Rapid Response Grant Evaluation Grid

Grid completed by:	Insert assessor name
Date the grid was completed:	Click here to enter a date.
Title of the Rapid Response action:	Insert action title
Region	Insert targeted ACP region
ACP(s) ¹⁵	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 on the basis of the ESMS questions</i>	<input type="checkbox"/> LOW – <input type="checkbox"/> MEDIUM – <input type="checkbox"/> HIGH

Criteria	Maximum score	Awarded score	Assessor Comments
<p>BIOPAMA AC RRG Criteria for allocation of scores are the following:</p> <ol style="list-style-type: none"> 1. RRG activities must directly address an emergency situation or a situation of enhanced threats due to the COVID-19 pandemic; 2. The proposed approach and RRG activities must be adequate, relevant regarding the issue(s) to address, the targeted main RRGs objective and demonstrate a high likelihood to improve the situation. The project should include a proper logical framework with indicators allowing for the monitoring of progress, the lessons learned and the transfer of data and information to the RIS, Regional Observatories. 3. The applicant must demonstrate experience, proven capacity to implement proposed RRG activities and successfully manage a project; 4. The budget is adequate regarding the proposed activities; 5. The benefits from the RRG activities can be sustained and/or replicated beyond the end of the project and are supported by a clear sustainability plan; 6. The RRG activities reflect a good understanding of risks and necessary safeguards. <p>For each criterion, the regional team will score the details and assessment of the RRG activities against the criteria from 1 to 5 (1 – Poor, 2 – Fair, 3 – Good, 4 – Very good, 5 – Outstanding); comment on the scores. 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 clear and comprehensive.</p> <p>A minimum score of 3 is required for all criteria for the proposal to be considered for funding.</p>			

¹⁵ The ACP countries eligible to the BIOPAMA Action Component encompass 78 countries (in alphabetical order): Angola - Antigua and Barbuda - Belize - Cape Verde - Comoros - Bahamas - Barbados - Benin - Botswana - Burkina Faso - Burundi - Cameroon - Central African Republic - Chad - Congo (Brazzaville) - Congo (Kinshasa) - Cook Islands - Côte d'Ivoire - Djibouti - Dominica - Dominican Republic - Eritrea - Ethiopia - Fiji - Gabon - Gambia - Ghana - Grenada - Republic of Guinea - Guinea-Bissau - Equatorial Guinea - 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 - Solomon Islands - Samoa - Sao Tome and Principe - Senegal - Seychelles - Sierra Leone - Somalia - South Africa* - Sudan - South Sudan** - Suriname - Swaziland - Tanzania - Timor Leste - Togo - Tonga - Trinidad and Tobago - Tuvalu - Uganda - Vanuatu - Zambia - 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.

**Transboundary activities involving South Sudan are eligible.

Criteria	Maximum score	Awarded score	Assessor Comments
The project addresses a clearly demonstrated emergency situation or enhanced threat situation resulting from COVID-19 pandemic.	Yes No		<u>If no: not eligible</u>
1. The emergency situation described requires an immediate assistance that will help averting irreversible damage or reduce long-term negative impacts to the biodiversity value of the priority area or the community livelihood.	10 points		<u>Comment:</u>
2. The proposed RRG approach and activities are adequate and relevant regarding the issue(s) to address and the selected main RRGs' objective. <i>Please review the main objective selected by the applicant and score it.</i> Reminder: the three main objective are the following: <ul style="list-style-type: none"> - Enhanced management and governance of protected or conserved areas; - Increased resilience to major shocks and recovery of the protected and conserved areas including sustainable/innovative funding planning; - Maintained livelihoods and/or enhanced resilience of local communities to major shocks caused by COVID pandemic, whilst effectively contributing to protected areas management. 			
	5 points		<u>Comment:</u>
3. The applicant (and co-applicant(s)) demonstrates experience and capacity for implementing the RRG activities and successfully managing the activities.	5 points		<u>Comment:</u>
4. The budget is adequate. The costs are in line with market prices	5 points		<u>Comment:</u>

Criteria	Maximum score	Awarded score	Assessor Comments
and the ratio between the estimated costs and the expected results is satisfactory.			
5. The benefits of the RRG activities can be sustained and/or replicated beyond the end of the project and are supported by a clear sustainability approach.	5 points		<u>Comment:</u>
6. The risks social and socio-economic safeguards have been identified in a satisfactory manner, and an appropriate response has been outlined where a risk or safeguard has been triggered. RRG has identified all the relevant stakeholders, and will have appropriate community participation, including the empowerment of disadvantage groups (women, youth, indigenous people and other).	5 points		<u>Comment:</u>
TOTAL	35 Points		Threshold 21 points
<p>Recommendation for funding : <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Final conclusions:</p>			

Annex 6: Types of SCO

- **unit costs:** these cover all or certain specific categories of eligible costs which can be clearly identified and are expressed in amounts per unit.

Example: unit cost per working month for personnel costs based on internal policies and average (payroll) costs; unit costs for small local transportation or other expenses in rural areas (often in expense categories with many small value items and/or with poor documentation) , per diems, local office costs, purchases of supplies/materials, etc.

- **lump sums:** these cover in global terms all or certain specific categories of eligible costs which can be clearly identified.

Example: global cost of an activity, such as a series of anti-poaching patrols, the organisation of a workshop, community meetings and other events, etc.

- **flat-rate financing:** this covers specific categories of eligible costs which can be clearly identified and are expressed as a percentage of other eligible costs.

Example: local office costs and related expenses (maintenance, security, a shared car etc.) charged as a percentage of staff costs, indirect costs, etc.

➔ a combination of these forms