

BIOPAMA Action Component

Guidelines for applicants – Small Technical Grants 2022

CARIBBEAN

Call for proposals: 03 August 2022 – 30 September 2022.

Applicants are strongly encouraged to read this guidance document in full before completing and submitting a proposal for the BIOPAMA Action Component.

Important: In 2022, every BIOPAMA AC call is tailored to a specific region, with some specific objectives, criteria and requirements. All interested parties applying for a BIOPAMA grant must ensure to check the guidelines for the calls applicable in their respective region(s). Information about all 2022 calls is available from [here](#).

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www.biopama.org

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1. Overview of the 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 European Union's Biodiversity for Life Flagship initiative (B4Life) which supports efforts to halt loss of biodiversity and ecosystem services. BIOPAMA 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 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.

The BIOPAMA Action Component is a 21 million euros grant mechanism, providing 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 countries¹.

To date, the action component has already allocated more than **10 million euros through over 110 active and completed grants** across ACP countries through four past calls for proposals (<https://action.biopama.org/>).

1.2. BIOPAMA action component objectives

The overarching objectives of the action component are to:

- 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 The 79 BIOPAMA countries are: Angola, Antigua and Barbuda, Bahamas, Barbados, Belize, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Congo – Democratic Republic of, Cook Islands, Cote d'Ivoire, Djibouti, Dominica, Dominican Republic, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Fiji, Gabon, Gambia, Ghana, Grenada, 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, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Solomon Islands, Somalia, South Africa, Sudan, South Sudan, Suriname, Tanzania, Timor Leste, Togo, Tonga, Trinidad and Tobago, Tuvalu, Uganda, Vanuatu, Zambia, Zimbabwe.



2. Overview of the present call for proposal in the Caribbean

2.1. Call objective

The objective of this call for proposals is to address priorities for action, identified through management and governance effectiveness assessments (for example, Protected Area Management Effectiveness (PAME) tools including IMET, METT, RAPPAM, Green List, EoH or equivalent; or Protected Area Governance Evaluation (PAGE) tools including SAPA, GAPA, SAGE), to improve the management and governance of protected and conserved areas, and the sustainable use of natural resources and livelihoods of surrounding local communities.

2.2. Financial allocation

In total, **876,000 EUR** is available to support this call for proposals. Of this amount, approximately 525,000 EUR is reserved for the following countries in the Caribbean: Antigua and Barbuda, Belize, Jamaica, Saint Vincent and the Grenadines and Saint Lucia.

The remaining 350,000 EUR are reserved for the following Caribbean countries: The Bahamas, Barbados, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Saint Kitts and Nevis, Suriname, and Trinidad and Tobago. Out these countries, applications from the following countries are strongly encouraged: Barbados, Dominica, Grenada, Saint Kitts and Nevis and Suriname.

Grant size can vary from **a minimum of 50,000 EUR to a maximum of 100,000 EUR**. No co-funding is necessary from the applicant.

Project budgets should be realistic and represent a reasonable level of value for money. Applicants will also need to demonstrate their capacity to oversee the financial management of the grant. The proposed project activities should be consistent with the amount requested and include a work plan. It is important to be realistic as to what can be achieved with the available amount and within the implementation period of the project.

Project proposals are requested to set aside between 5 to 10% of total project costs to monitoring, evaluation and communication activities of the project. The required communication activities include:

- With support from the BIOPAMA team as needed, produce at least two communication activities for your project (for example, social media posts, news articles, [PANORAMA](#) solutions, etc.).
- And a communication product, at the end of the grant, communicating the outcomes/strategy produced over the period of the grant.

Applicants are encouraged to read the BIOPAMA communication [guidelines](#) to learn more about the required communication activities to adequately cost these in their project budget.

These monitoring, evaluation and communication activities will take place at different levels and at different times in the grant cycle.

2.3. Project duration

The duration of the project should be maximum 12 months.

The start date of the project will be determined by the date of the signature of the grant contract. No activities or expenses can be incurred before the contract enters into force, or after the end date of the contract. Project results and activities need to be clear and attainable within the timeframe of the grant.

Projects must end on, or before 30 September 2024.

2.4. Eligibility criteria

2.4.1. Eligible countries

This call for proposal is opened for the following countries located in the **Caribbean only**: Antigua and Barbuda, Bahamas, Belize, Barbados, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Suriname, Trinidad and Tobago, Saint Vincent and the Grenadines.

Calls for proposals targeting countries in other BIOPAMA regions² (i.e. Central Africa, Western Africa, Eastern Africa, Southern Africa, and Pacific) were opened earlier in 2022. Applications to this call for proposals, for Caribbean countries, from any country located outside of this geographical region will be automatically rejected.

2.4.2. Eligible actors

This call for proposals is opened to all stakeholders working in and around protected and conserved areas.

An organisation is allowed to apply to up to two proposals as lead and/co-applicant, but will only be awarded one (as lead and/or co-applicant).

In order to be eligible for this grant, the applicant, and co-applicant³ where relevant, must:

- be a registered legal entity and
- be directly responsible for the preparation and management of the grant, not acting as an intermediary and

² These include: Burundi, Central African Republic, Cameroon, Congo – Democratic Republic of, Congo, Gabon, Equatorial Guinea, Sao Tome and Principe, Chad, Benin, Burkina Faso, Cote d'Ivoire, Cape Verde, Ghana, Guinea, Gambia, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone, Togo, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Sudan, Somalia, South Sudan, Tanzania, Uganda, Angola, Botswana, Comoros, Lesotho, Madagascar, Mozambique, Mauritius, Malawi, Namibia, Eswatini, Seychelles, South Africa, Zambia, Zimbabwe, Cook Islands, Fiji, Micronesia (Federated States of), Kiribati, Marshall Islands, Niue, Nauru, Palau, Papua New Guinea, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu, Samoa. Please note some funding restrictions may apply to some of these countries or stakeholders in these countries – check the relevant regional guidelines for more information.

³ 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 sign the mandate included as annex 3 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).



- be non-profit-making and
- be:
 - targeting protected and/or conserved area/s.
 - a national civil society organisation, national NGO, non-profit organisation, national authority, agency established in the targeted eligible country(ies)
 - not be a beneficiary of another active grant funded by a donor, including the European Union, for the same activities, or
 - an EU member state organisation, EU OCT organisation, OECD member state organisation⁴, or regional or international organisation, provided the following conditions are fulfilled:
 - proven successful experience in the targeted eligible country/ies of cooperation on protected and conserved area issues and natural resources management;
 - proven experience of actions on the field in the targeted eligible country/ies;
 - proven successful experience of collaboration with national and local government and/or local civil society and local communities in the targeted eligible countries;
 - formal support from the relevant national authorities;
 - proven agreement and co-design of the proposal with the national and/or local government, PCA managers, local civil society, local communities.
 - **This type of stakeholder may not apply as lead applicant alone. They may only apply as lead applicant with a national organisation as co-applicant; or as co-applicant.**

In addition:

- applicants cannot have a conflict of interest in applying for this call. A conflict of interest may arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest.
- applicants cannot be current employees of IUCN, JRC and of an organisation hosting a BIOPAMA regional observatory, or close relatives (i.e. immediate family) of IUCN/JRC/RO employees.
- applicants can submit a maximum of two applications as the lead and/or co-applicant⁵.
- applicants may not participate in this call for proposals if they are in any of the exclusion situations listed in the applicant declaration.

2.4.3. Eligible activities

To be eligible, activities must:

- address clearly formulated priorities identified through the use of a quantitative diagnostic tool⁶ (i.e. a protected area management or governance assessment –

⁴ natural or legal persons established in a member state of OECD are eligible only in the case of contracts exclusively implemented in a Least Developed Country (LDC) or a Highly Indebted Poor Country (HIPC).

⁵ The maximum amount received through BIOPAMA Action Component should not exceed € 500 000 per applicant per region. All the exceptions will be subject to review case by case.

⁶ A non-exhaustive list of PAME/PAGE evaluations include: METT (including national variations), IMET, Green List, RAPPAM, EoH, SAPA, GAPA, SAGE.



PAME/PAGE) in terms of protected and conserved areas management and governance, sustainable use of natural resources and livelihoods of surrounding local communities.

- be consistent with the BIOPAMA action component objectives (see section 1.2)
- enable sharing of project data and information with the relevant BIOPAMA regional observatory, as relevant. This will be included in the grant contract.

Applicants are strongly encouraged to align the activities of their project (and logical framework) with the BIOPAMA AC indicators as feasible (see annexes).

2.4.4. Ineligible activities

The following types of activities are not eligible:

- Financial support to third parties through sub-grants,
- Purchases of land or involuntary resettlement of people,
- Activities on indigenous peoples' lands and territories without having obtained their free, prior and informed consent, or activities on land contested by local communities or indigenous people,
- Removal or alteration of any physical cultural property (e.g. sites with archeological, paleontological, historical, religious or unique natural values),
- Activities that may affect vulnerable groups within local communities, indigenous people or where these stakeholders have not provided their full consent to the project activities,
- Activities that include the procurement, handling, storage and use of unlawful pesticides,
- Activities duplicating work previously funded by BIOPAMA.

2.5. Costs

Only eligible costs will be reimbursed by the grant.

2.5.1. Eligible costs

Eligible costs must be necessary for the project implementation. They must be reasonable, justified and consistent with the principles of sound financial management and must be generated during the project duration period (costs incurred before the official start date or after the official end date of the project are not eligible). Costs incurred during the period of the project must be identifiable and verifiable, and compliant with the requirements of the relevant tax and social legislations.

Eligible costs include personnel costs (salaries, social charges, employer costs), subcontracting (external services), supplies (not office related), travel (international travel, local travel, accommodation, subsistence), meetings & workshops (venue costs, catering, speakers' fees).

Grantees will need to adhere to the Procurement Policy and Procedure for BIOPAMA grant recipients, available [here](#). Applicants must be fully aware of these and willing to comply, before submitting an application.



Eligible indirect costs incurred as a result of the project implementation 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.

2.5.2. Ineligible costs

Ineligible costs include debts and debt service charges (interest), provisions for losses or potential future liabilities, credit to third parties, in-kind contributions, exchange rate losses and purchases of land and buildings. Costs declared by the beneficiary and financed by another programme are also ineligible.

2.5.3. Cost options – real cost or combined cost option

Reimbursement of costs for this Small Technical Grant is based on the actual costs incurred by the beneficiary/ies, a simplified costs option or 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:

- A unit value is established at the budgeting stage (before the start of the project).
- 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 (already validated at the budgeting stage) for the calculation of the cost based on related inputs and relevant quantitative and qualitative information⁷.

Recommendation to award a grant is subject to the condition that verifications preceding the signing of the grant contract does not reveal any significant issues requiring changes to the budget (for example, arithmetical errors, inaccuracies, unrealistic costs or ineligible costs). The verifications may generate clarification requests and revisions by the applicant to address any errors. It is not possible to increase the grant amount as a result of these corrections.

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

⁷ [e3a2_guidelines_SCO_Annex_K_en.docx \(live.com\)](#)

3. How to apply

3.1. Process

How to apply:

Applications can be submitted **only** through the BIOPAMA Action Component online [portal](#).

- 1) Applicants need to create an account;
- 2) Applicants can fill in their proposal template offline and then upload the application that can be saved as a draft;
- 3) Once the application is completed, applicants can submit the final version and click on the “submit” link.

Please note that once submitted, applications cannot be modified in any way even though all the information submitted and uploaded files are available for consultation and download.

Applicants who already have a user profile can use the existing one to apply for this grant. New users must create an account to apply for this grant. Please note that the function allowing users to submit the application for this small technical grant will be enabled on the day of the launch of the call, and disabled after the call deadline.

Languages:

Applicants may submit proposals in English or French. This means that the proposal, as well as any supporting documents may be written and submitted in either of these two languages.

Proposal templates:

The application templates and a copy of these guidelines can be downloaded from the Action Component website. All the necessary information for the call and associated templates will be available from the website on 03 August 2022.

A one-step application process:

In this small technical grant call for proposals, applicants are required to submit the full proposal as well as all supported documents all at once and before the call closing deadline. More specifically, applicants are requested to submit:

- The technical proposal (template available in Annex and on the AC website),
- The full assessment report⁸ that cannot be more than five years old,
- The applicant and co-applicant signed declarations,
- The letter of support from relevant national authorities,
- The due diligence questionnaire, and necessary supporting documents to the due diligence (template available in Annex and on the AC website),
- The simplified ESMS questionnaire (the questions are in the online technical application).
- The budget,
- The logical framework.

⁸ Information contained in the full assessment report will be treated confidentially as required.



All the templates are available in the annexes of these guidelines and on the [AC website](#). Failure to provide any of the above-mentioned documents will result in the invalidation and immediate rejection of the proposal.

3.2. Deadlines

The deadline to submit applications to this call for proposals is **30 September 2022** at 23.59 GMT+1.

All submitted applications that are incomplete upon receipt will not be eligible for funding. Once the deadline for the call expires, all incomplete applications within the system that have been saved but not submitted will be automatically rejected.

3.3. Advisory service for applicants

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 biopama.ac.info.caribbean@iucn.org between 03 August 2022 to 27 September 2022, during the submission period.

4. Evaluations of applications and selection criteria

The review process and the final decision on awarding the grant are expected to take a maximum of 4 months following the deadline of the Call for Proposals. It is therefore expected that the contract with the successful applicant will be signed approximately 4 months after the closing of the Call for Proposals.

The evaluation process of the applications is detailed below.

4.1. Administrative check

During the administrative check, the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in section 2.4 of this document. This includes also an assessment of the eligibility of the action. If any requested information is incorrect or missing, the proposal will be rejected on that sole basis and will not be evaluated further.
- The eligibility verification will be performed based on the supporting documents submitted with the Due Diligence and Financial Capacity Questionnaire.

The applications that pass these checks will be evaluated on the relevance and design of the proposed actions (technical review).



4.2. Technical proposal review

Applicants have to complete all sections of the template. Activities must be clearly articulated and capacity demonstrated to manage and implement successful projects.

Technical proposals will be assessed using the evaluation criteria in the evaluation grid below.

Criteria	Maximum score	Awarded score	Assessor comments
Is the rationale for the project clearly explained? If relevant, is it supported by identified priorities through the result of a PAME/PAGE evaluation or management plan?	10		
Are the foreseen activities relevant and tangible enough to achieve the overall objective of the project? Is the intervention logic coherent?	20		
Does the project clearly demonstrate it is addressing the objectives of this call?	10		
Are realistic measures planned to ensure that the positive outcomes of the action will be sustained in the medium and long term?	10		
Have the potential risks for implementation mitigation measures been clearly identified?	10		
Is the estimated budget within the requirements?	10		
Does the applicant demonstrate sufficient experience and capacity to carry out the proposed project?	10		
Are the planned activities feasible in the timeframe of the project and budget?	10		
TOTAL Threshold 65	90		

Proposals are ranked against the final awarded score. The threshold is 65. **Proposals with a score of 65 or higher will be notified and invited to address some comments in their proposals as necessary, provided the due diligence and ESMS review (see next sections) have been successful.**

Proposals will be reviewed by the IUCN BIOPAMA team and experts of the regional advisory committee, supported by the relevant European Union delegations. The evaluation grid will be completed by a minimum three persons to ensure a fair review of the proposals.

All applicants will be informed in writing by the BIOPAMA team about the results of their application.

4.3. Due diligence

The due diligence aims to evaluate the capacity of the applicant to manage BIOPAMA funds. The applicant is requested to complete and submit the full due diligence and financial capacity questionnaire, as well as submit all the required supporting documentation.

4.4. Environmental and social management system (ESMS)

BIOPAMA funded projects must comply with the IUCN's environmental and social management system which provides a systematic procedure to check projects for potential adverse environmental and social impacts to assure that negative impacts are avoided or minimized to the extent possible while positive impacts are stimulated.

Applicants will be required to answer six ESMS preliminary questions to help identify any potential environmental and/or social risk of the project. If the project is awarded for funding and some risk(s)⁹ have been identified, the applicant will be requested to submit a dedicated Environmental and Social Management System (ESMS) with their first technical report.

4.5. Contract signature

Successful applicants will be informed about the selection of their project for funding. The applicant may be asked to address any of the issues raised during the project evaluation, for example of the proposed activities or on the budget. Once key issues have been addressed, the applicant will be asked to sign a grant agreement.

Applicants of unsuccessful proposals will also be contacted, with an explanation about the scoring. Applicants are encouraged to contact the BIOPAMA regional team if they have any additional questions about the selection decision.

If the applicant is not satisfied with the response, a grievance may be submitted to the BIOPAMA secretariat at: BiopamaGrantSecretariat@iucn.org and biopama.ac.info.caribbean@iucn.org up to one month after having been informed about the decision.

5. Reminder – indicative timeline of this small technical grant call

The table below summarises the key deadlines.

Activities	Deadline	Time (GMT+1)
Call launch	03 August 2022	
Deadline for requesting any clarifications from the BIOPAMA teams	27 September 2022	23:59
Deadline for proposal submission	30 September 2022	23:59
Internal and expert concept review	15 November 2022*	

⁹ BIOPAMA will not fund with red-flat activities. These activities are described in section 2.4.4.



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Notification of applicants of successful and unsuccessful concepts	From 15 December 2022*	
Signature of grant agreements	From February 2023*	

* These dates are indicative of the proposed time frame for completion.

6. Annexes

Important:

1. Applicants should download the templates of the different supporting documents from the call page as updated versions of the templates may be published and supersede the documents in these annexes. All the templates can be downloaded [here](#).
2. This STG call for proposals is opened only for Caribbean member countries of the OACPS (except Cuba). Calls for proposals opened to other regions are also opened – please check the action component portal: <https://action.biopama.org/>.

SUPPORTING DOCUMENTS AND TEMPLATES

1. STG technical proposal template
2. STG applicant declaration
3. STG co-applicant declaration
4. STG due diligence questionnaire
5. STG budget template
6. STG logical framework template



6.1 STG technical template

BIOPAMA STG technical template (Please insert here the reference number of your application)

The application should be short but informative enough¹⁰.

This technical application form should be completed and submitted on the [BIOPAMA AC portal](#).

1) General information

1.	Title:	Insert project title
2.	Region¹¹:	Insert targeted ACP region
3.	ACP¹² Country:	Insert targeted ACP name
4.	Priority Area targeted:	Insert name
5.	Duration (12 months maximum):	Insert number of months months
6.	Total funding requested:	Enter amount in Euros €
7.	BIOPAMA Action Component objective(s) the project and its activities will contribute to: <i>(more than one can be selected)</i>	<input type="checkbox"/> Enhance the management and governance of priority protected areas by addressing existing limitations; <input type="checkbox"/> Enforce the legal framework required to achieve effective biodiversity conservation in PAs; <input type="checkbox"/> Support local communities' initiatives aiming to enhance the livelihoods of local people whilst effectively contributing to protected areas management.
8.	Supporting document provided: <i>(please select the relevant option. The document will need to be uploaded on the BIOPAMA AC portal to support the application)</i>	<input type="checkbox"/> Quantified management and governance assessment tools (including IMET, PAME tools – e.g. METT, RAPPAM, Green List, EoH, or equivalent) covering the network of sites the project will focus on.

¹⁰ Equivalent to 10 pages maximum in a word document

¹¹ West Africa, Central Africa, Eastern Africa, Southern Africa, Caribbean, Pacific.

¹² 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.



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

Government Agency/Authority/Organisation (at national and sub-national levels) managing protected and conserved areas

Don't forget to upload the constitution or mandate of the organisation detailing the role in the management or governance of the network of protected and conserved areas selected.

Protected and Conserved Area (including ICCAs)

Don't forget to upload the constitution or mandate of the organisation detailing the role in the management or governance of the network of protected and conserved areas selected.

Organisation in charge of transboundary conservation areas

Don't forget to upload the constitution or mandate of the organisation detailing the role in the management or governance of the network of protected and conserved areas selected.

NGOs and organisations involved in protected and conserved area management and/or governance at the national, sub-national or site level.

Don't forget to upload the constitution or mandate of the organisation detailing the role in the management or governance of the network of protected and conserved areas selected.

Organisation's history and mission statement: (provide a brief description of your organisation's history and, mission statement, please add a copy your status)

Please indicate here relevant web link(s) where your organisation is registered and presented.

3) Organisational Information of Co-applicant(s)



Delete this part if there is no co-applicant.

- **Co-applicant 1**

Organisation Name: [Click here](#) to enter text.

Short description of the organisation: (relevant to the project). Indicate in which information system the organisation is registered and presented.

Role in the project:

Amount and % of the total project budget:

4) Overall objective of the project

Please describe in this section the overall objective of your project.

5) Activities and approach

Please indicate how the project will be implemented, detailing the various activities of the project. Please justify the activities you will develop in your project, in the context of the supporting documents provided.

6) Expected results

What results do you want to achieve? Please describe the expected results and what they will be used for?

7) Stakeholder involvement

Please provide details on the project stakeholder involvement.

Was there any information and consultation before the submission of this Small Technical Grant? Will they be informed and involved during the implementation of the Small Technical Grant? How will local communities benefit from the Small Technical Grant?



8) Financial coherence

Please complete and submit the Small Technical Grant budget template, with any necessary quotes (as relevant). The budget should include a justification for each budget line and supporting documents (quotes) must be uploaded. The budget template is available on the action component website.

Please make sure to respect market prices and upload here the quote(s) supporting the information in your budget.

Warning: Without justification and quote that are critical supporting documents, the proposal will be considered as incomplete and thus rejected.

Please specify how you will comply with the national procurement regulations and BIOPAMA II procurement policy.

If you have to go through a tender, please indicate if you have already completed it. If yes, indicate what is the legal framework applicable for procurement in your country and the legal text reference (hyperlink) and upload the document supporting the selection process. If not please indicate how you plan to implement it during the lifetime of the STG.

9) Capacity

Please explain how you will manage the activities (roles and responsibilities within the implementing team, procurement etc.).

Don't forget to complete and upload the Due Diligence and Financial Capacity Questionnaire.

Details of the individuals that will be involved in the investment implementation

Name	Organisation	Current position/job title



From Knowledge to Action for a Protected Planet

Please upload here the short 1-page CV for each individual involved in the technical implementation of the project (administrative and support staff do not need to be included, additional rows can be added to the table if required).

10) Sustainability

Please indicate measures that you will put in place to ensure the results of the Small Technical Grant will be sustained in the future?

11) Timeline of the action

Please complete only the relevant number of months and delete the unnecessary columns.

Activity/Month	1	2	3	4	5	6	7	8	9	10	11	12



Submission Checklist

Please ensure that you have done all of the following prior to submitting your BIOPAMA Small Technical Grant

	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 completed and uploaded the Due Diligence and Financial Capacity Questionnaire and supporting documents?	<input type="checkbox"/>
Have you completed and uploaded the appropriated Small Technical Grant budget table and is the requested BIOPAMA contribution within the maximum allowed (\leq €100,000)?	<input type="checkbox"/>
Have you explained the rationale of the budget lines and uploaded appropriate supporting documents?	<input type="checkbox"/>
Have you checked that the budget is in balance, and costs in line with the market price and stated in EUR (€).	<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 provided the letter of support from the relevant national authority?	<input type="checkbox"/>
Has the Co-Applicant Declaration been signed by suitably authorised individual? (clear electronic or scanned signatures are acceptable)	<input type="checkbox"/>
Have you included a one- page CV for all the individuals involved in the implementation of the Small Technical Grant?	<input type="checkbox"/>
Have you included your organisation's legal status and latest activity report?	<input type="checkbox"/>
Have you included the logframe with key indicators?	<input type="checkbox"/>



6.2 STG applicant declaration

BIOPAMA – 2022 Small Technical Grant call

Supporting document: Applicant declaration

(Please insert here the reference number of your application)

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present BIOPAMA call for 2022 Small Technical Grants, 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 statuses 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 accepts and 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) have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
 - (3) have been guilty of grave professional misconduct proven by any means which the Beneficiary can justify;
 - (4) 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 Beneficiary or those of the country where the contract is to be performed;
 - (5) 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) 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 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 participates in spite of being in any of these situations, he 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 Responsible Person (Block capital)	
Position	
Signature + Stamp	
Date	



6.3 STG co-applicant declaration

BIOPAMA – 2022 Small Technical Grant call

Supporting document: Co-applicant declaration

(Please insert here the reference number of your application)

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)



6.4 STG due diligence questionnaire

BIOPAMA – 2022 Small Technical Grant call

Supporting document: Due diligence and financial capacity questionnaire

Please complete 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. IUCN will use this document to ascertain your capacity to administer BIOPAMA funds.

Please add the required supporting documents as annex to this document. A checklist for these is included at the end of the questionnaire.

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 <i>(please specify below)</i> |

c. Founding documents:

- i. In what country/countries is your organisation constituted by an appropriate instrument of national law? Please provide 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 action and provide supporting documentation (e.g. MoU or letter of endorsement from a relevant government agency)¹³

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*

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

¹³ Please note that if you expect to be working with IUCN on other actions than the current one, you may wish to add countries not relating to this action, and the relevant documentation, in order to avoid having to update the form each time.



4. FINANCIAL

a. Audit:

Does the organisation have an annual audit performed by an independent external auditor or by 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 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 & 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	Amount



Office building	Amount
Vehicles	Amount
Other insurance	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 2 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 multi-lateral institutions in the past two years?*

Yes No

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

0-30% 51-75%
 31-50% 76-100%

iv. Please list your main donors for the past two years:*(amounts, name of donors and duration of project.)

5. MANAGEMENT and PERSONNEL

a. Financial personnel:



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

- Qualified full-time finance personnel Non-finance personnel
 Qualified part-time finance personnel Other than staff (external)

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

- >20 1-5
 6-20 0

c. Personnel time management recordkeeping:

Does the organisation have a staff timesheet recordkeeping system?

- Yes No

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

6. INTERNAL CONTROLS and RECORDS KEEPING

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

- Yes No

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

- Yes 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?

- Yes 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?

- Yes 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?

- Yes No

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

- Yes 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 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.

IUCN 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.”

Name	
Position	
Date	
Signature and organisation’s stamp	



6.5 STG budget template

The budget template will be made available on the action component website once the call opens. Please check the call page at: <https://action.biopama.org/>.



6.6 STG logical framework template

The logical framework template will be made available on the action component website once the call opens. Please check the call page at: <https://action.biopama.org/>.