

BIOPAMA Action Component

Guidelines for applicants – Medium Grants 2022

PACIFIC

Call for proposals: 14 March 2022 – 13 April 2022.

Submission deadline for concept notes: 13 April 2022 (23:59 GMT+1)

Submission deadline for full proposals (for pre-selected concepts only): 13 June 2022 (23:59 GMT+1)

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 to apply 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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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 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/>). In the Pacific this represents 1.6 million euros allocated through 16 active and completed grants.

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 Pacific

2.1. Call objective

The objective of this call for proposals is to address priorities, identified through management and governance effectiveness assessments (for example, PAME tools including IMET, METT, RAPPAM, Green List, EoH or equivalent; or PAGE tools including SAPA, GAPA, or 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, **1,4 million EUR** is available to support this call for proposals. Of these 1.4 million EUR, 840,000 EUR is reserved for the following countries: Papua New Guinea, Timor-Leste, Samoa and Fiji. The remaining 560,000 EUR are reserved for the following countries: Cook Islands, Micronesia, Kiribati, Marshall Islands, Niue, Nauru, Palau, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

Grant size can vary from **a minimum of 200,000 EUR to a maximum of 400,000 EUR**. A 5% co-funding from the applicant is required. This means that BIOPAMA will provide up to a maximum of 95 % of the total eligible costs of the project; and the applicant is required to provide a minimum of 5% co-financing.

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:

- Two articles a year produced and published on the organisation's communication channels;
- A brief video testimonial from the beneficiaries about the project;
- A PANORAMA solution;
- A success story about the project implementation and lessons learnt;

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. In addition, applicants are required to include an amount of a maximum twelve thousand and five hundred euros (12,500 EUR) within their project budget to cover the cost of the final expenditure verification by an external review upon completion of the project.



2.3. Project duration

The duration of the project should be for a maximum of 18 months.

The start date of the project will be determined by the date of the signature of the grant contract. The performance of the contract cannot start before its entry into force. 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. No extension of the grant agreements will be possible.

2.4. Eligibility criteria

2.4.1. Eligible countries

This call for proposal is opened for countries located in the BIOPAMA **Pacific region only**. These are: Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, and Vanuatu.

Please note that any application from any country located outside of this geographical region will be automatically rejected. Calls from proposals for other BIOPAMA countries are planned, and will be published on the website: <https://action.biopama.org/>.

2.4.2. Eligible actors

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

In order to be eligible for this grant as lead applicant acting individually or with co-applicant, the applicant must:

- ☐ be registered legal entity and
- ☐ be directly responsible for the preparation and management of the grant and
- ☐ be:
 - registered protected or conserved area organisation (e.g. community management committee) or
 - community-based organisations working with local communities on area-based conservation, national non-government and non-for-profit organisations
 - a national authority, agency,
- ☐ not be a beneficiary of another active grant funded by a donor, including the European Union, for the same activities, or
- ☐ be established in an ACP country (a member of the ACP Group of States);
- ☐ be established in an EU member state, EU OCT, OECD member state², or be a regional or international organisation carrying out field projects, provided the following conditions are fulfilled:

² These organisations are eligible in the case of contracts that are implemented in a Least Developed Country (LDC) or a Highly Indebted Poor Country (HIPC), as included in the list of official development assistance (ODA) recipients. See [list](#).



- proven successful experience in the targeted ACP country/ies of cooperation on protected and conserved area issues and natural resources management;
- proven experience of actions on the field in the targeted ACP country/ies;
- proven successful experience of collaboration with national and local government and/or local civil society and local communities in the targeted ACP countries;
- formal support from the relevant national authorities;
- proven agreement and co-design of the proposal with the national and/or local government, protected or conserved area managers, local civil society, local communities.

In case of an EU member state organisation, EU OCT organisation, OECD member state organisation, or regional or international organisation satisfying the above-mentioned criteria applying for a grant, must ensure that:

- the project is based on a partnership with in-country organisation such as environment agencies and national NGOs and/or communities;
- the project is based on an equitable division of work and is based on a collaboration with the national/subnational authorities and/or the targeted protected/conserved area(s), and/or the national/local civil society, socio-professional actors and local communities;
- the project is based on clear identified priorities related to capacity building, improvement of management effectiveness and governance of the protected/conserved area(s), and sustainable natural resources management;
- the project demonstrates prior consultation and involvement of the national/subnational authorities, the targeted protected/conserved area(s), the national/local civil society and local communities in the design and development of the project.

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 SPREP, or close relatives (i.e. immediate family) of IUCN/JRC/SPREP employees.
- applicants can submit a maximum of two applications as the lead organization³.
- applicants may not participate to this call for proposals if they are in any of the exclusion situations listed in the applicant declaration.
- Grantees of the BIOPAMA 2018 medium grants, as lead applicants, may only apply to this medium grant call as co-applicants.

Important: a stakeholder may apply to up to two medium grants as lead applicant, but can only be awarded one grant.

³ 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.



2.4.3. Eligible activities

To be eligible, activities must:

- ☐ be located in one or more recognised protected or conserved areas⁴, key biodiversity areas, community managed areas (e.g. CCAs or LMMAs) or sites committed to being designated as a future protected area(s). Proposals from Timor-Leste, Papua New Guinea, Fiji and Samoa will be given a preference.
- ☐ address clear priorities (needed actions) identified through a quantitative diagnostic tool⁵ (i.e. protected area management effectiveness or governance evaluation – PAME/PAGE). **Note that any application not supported by a quantitative diagnostic tool will be automatically rejected.**
- ☐ Be focused on protected and conserved areas management and governance, community.
- ☐ be consistent with the BIOPAMA action component objectives.
- ☐ implement activities that result in measurable impacts to the site(s)
- ☐ comply with the IUCN ESMS, which includes having the full, prior and informed consent of customary owners⁶.
- ☐ enable sharing of project data and information with the project observatory, as relevant. This will be included in the grant contract.

Examples of eligible activities include:

- ☐ Protected and/or conserved area planning and management activities
- ☐ Activities aimed at strengthening equitable governance
- ☐ Law enforcement activities, including wildlife trafficking controls
- ☐ Activities aimed at strengthening the institutional and legal framework/s in place
- ☐ Activities focusing on mitigating threats, including trial invasive species control
- ☐ Activities focusing on climate change mitigation, resilience and adaptation strategies in priority areas
- ☐ Activities aiming at improving sustainable livelihoods of local communities and/or vulnerable peoples
- ☐ Activities aimed at supporting the designation of new protected areas.

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

2.4.4. Ineligible activities

The following types of activities are not eligible:

- ☐ Purchases of land or involuntary resettlement of people,
- ☐ Activities on indigenous peoples' lands and territories without having obtained their free, prior and informed consent,
- ☐ 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

⁴ Please check the protected/conserved areas WDPAID in the World Database on Protected Areas (<https://www.protectedplanet.net/en>).

⁵ A non-exhaustive list of PAME/PAGE evaluations include: METT, IMET, Green List, RAPPAM, EoH, SAPA, GAPA, SAGE.

⁶ <https://www.iucn.org/resources/project-management-tools/environmental-and-social-management-system>



project activities,

- ❑ Activities that include the procurement, handling, storage and use of unlawful pesticides (under the national law),
- ❑ Activities duplicating work previously funded by BIOPAMA or other grants
- ❑ Financial support to third parties through sub-grants.

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), local office costs, supplies (not office related), equipment and maintenance, 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 – simplified cost option and real cost

Reimbursement of costs for this Medium 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 (see annexes):

- ☐ 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 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.

2.5.4. Expenditure verification

All BIOPAMA AC Medium Grants are required to undergo an expenditure verification of the final financial report by an auditor selected by the IUCN following the completion of the project. Applicants are required to allocate an amount of maximum twelve thousand and five hundred euros (EUR 12 500) within their project budget to cover the cost of this expenditure verification. IUCN will withhold these funds from the grantees budget, and pay the auditors directly.

The grantees must comply with the requests from the auditor and be able to provide documented evidence supporting the expenditures of their project activities throughout its implementation. Should these supporting documents not be available for the final expenditure request, a project may be required to refund the money already claimed.

3. How to apply

3.1. Process

How to apply:

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

⁷ [e3a2_guidelines SCO Annex K_en.docx \(live.com\)](#)

- 1) Applicants need to create an account;
- 2) Applicants can fill in their concept notes 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 (concept and full proposal), 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 medium 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. This means that the concept note and full proposal, as well as any supporting documents may be written and submitted in English.

Concept and full 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 from 28 February 2022. Interested parties are invited to start working on their concept note as early as possible in February so as to have a complete (or near-complete) concept by the call launch date.

A two-step application process:

In this medium grant call for proposals, applicants will first be required to submit a concept note. Upon review and validation of the concepts, successful concept note applicants will be invited to submit a full application.

At the concept stage, applicants are requested to submit:

- ☐ The concept technical proposal (template available in Annex and on the AC website),
- ☐ The full assessment report⁸⁹ that cannot be more than ten years old,
- ☐ The applicant and co-applicant signed declarations,
- ☐ 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, in the form of six questions to answer directly online on the portal.

At the full proposal stage, applicants are requested to submit:

- ☐ The full technical proposal
- ☐ The budget,
- ☐ The logical framework,
- ☐ The letter of support from the responsible national authority and customary owner representative body (if relevant)

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

⁹ Example: A METT4 excel spreadsheet duly completed is sufficient to be considered as a full assessment report.



- ☐ The applicant and co-applicant signed declarations,
- ☐ The specific ESMS tools they have been requested to develop, and the plan to develop these during the first three months of the project implementation.

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 concept note applications to this call for proposals is **13 April 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.

For successful concept notes applicants, the deadline to submit a full proposal is **13 June 2022**. Note that successful concept note applicants will be informed on email and invited to submit a full proposal by the above deadline. Please do not submit a full proposal if you have not been explicitly invited to do so.

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.pacific@iucn.org between 14 March to 13 April 2022, during the submission period.

4. Evaluations of concept note 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 end of the Call for Proposals.

The evaluation process of the concept note applications is detailed below. The evaluation process of the full proposals is detailed in the next section.

4.1. Administrative check

During the administrative check, the following will be assessed:

- ☐ If the deadline has been met. Otherwise, the concept note will be automatically rejected.



- If the diagnostic tool has been provided. Otherwise, the concept note will be automatically rejected.
- If the concept note 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 Form.

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action (technical review).

4.2. Concept note technical review

Concept note content:

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

From a financial aspect, lead applicants should provide an estimate of the requested BIOPAMA contribution. Activities outlined in the concept note may not be modified in the full application. The BIOPAMA contribution may not vary from the initial estimate by more than 20%. A detailed budget will be requested in the full application stage.

Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note. Clarifications will only be requested when the information provided is not sufficient to conduct an objective assessment. Lead applicants must verify that their concept note is complete using the checklist for concepts. Incomplete concept notes will be rejected.

Concept note review:

Concept notes will be assessed using the evaluation criteria in the evaluation grid below.

Criteria	Maximum score	Awarded score	Assessor comments
Project activities are well designed and clearly address an identified need or needs in a PAME / PAGE assessment	40		
Project support the BIOPAMA Action Component objectives?	10		
Has the project clearly identified the long-term positive impacts of the activities?	10		
Is the estimated budget is realistic and represents reasonable value for money?	15		
Organisation has sufficient capacity and demonstrated experience to successfully oversee the grant	25		
TOTAL Threshold 60	100		



Concept notes are ranked against the final awarded score. The threshold is 60. **Concept notes with a score of 60 or higher will be notified and invited to submit a full proposal, provided the due diligence and ESMS review (see next sections) have been successful.**

The concepts will be reviewed by experts of the regional advisory committee and IUCN staff and EU Delegations. The evaluation grid will be completed by three experts (RAC members and IUCN staff) to ensure a fair review of the concepts.

All applicants will be informed in writing by the BIOPAMA team about the results of their application. Only pre-selected lead applicants will subsequently be invited to submit full proposals.

4.3. Due diligence

The due diligence aims to evaluate the capacity of the applicant to manage BIOPAMA funds. At the concept stage, 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.

At the concept stage, applicants will be required to answer five ESMS preliminary questions to help identify any potential environmental and/or social risk of the project. If the project is pre-selected and risk(s) have been identified, the applicant will be requested to submit a dedicated Environmental and Social Management System (ESMS) questionnaire in the full proposal stage.

5. Evaluations of full proposals and selection criteria

5.1. Full proposal technical review

Full proposals submitted before the submission deadline, along with a detailed budget and logical framework, will be assessed by the IUCN team and RAC using the evaluation criteria in the evaluation grid below.

Criteria	Maximum score	Awarded score	Assessor comments
Is overall proposal in line with what was proposed in the concept note?	10		
Have the recommendations from the concept stage	10		



been sufficiently addressed in the full proposal?			
Are the budget, logical framework, project activities and timeline adequate and coherent with proposal?	20		
Have all the stakeholders been identified, and their role and contributions to the project activities been clearly defined?	10		
Have ESMS recommendations been considered in the planning?	10		
Does the project include an effective monitoring system with objectively verifiable indicators and credible baselines?	10		
Has the project planned relevant communication and outreach activities?	10		
TOTAL Threshold 55	80		

Proposals are ranked according to their final score awarded. The threshold is 55. Proposals with a total score equal to or higher than this threshold will be recommended for funding, within the limit of the total budget available for this call for proposals. Proposals with a score lower than this threshold will not be selected for funding.

5.2. 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 full 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, up to one month after having been informed about the decision.

6. Reminder – indicative timeline of this medium grant call

The table below summarises the key deadlines.



Activities	Deadline	Time (GMT+1)
Call launch	14 March 2022	
Deadline for requesting any clarifications from the BIOPAMA teams	13 April 2022	23:59
Deadline for concept submission	13 April 2022	23:59
Internal and expert concept review	27 April 2022	
Notification of applicants of successful and unsuccessful concepts	5 May 2022	
Deadline for full proposals submissions	13 June 2022	23:59
Internal and expert full proposal review	22th June 2022	
Notification of applicants of successful and unsuccessful full proposals	From 06 July 2022	
Signature of grant agreements	From 03 August 2022	

7. 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. At the concept stage, applicants should only complete and submit the supporting documents associated to the concept stage. **Only applicants invited to submit a full proposal (based on concept review), will be required to submit all supporting documents associated to the full proposal stage.**

SUPPORTING DOCUMENTS TEMPLATES AT CONCEPT STAGE:

1. Technical concept template
2. Due diligence questionnaire template
3. Concept applicant declaration template
4. Concept co-applicant declaration template

SUPPORTING DOCUMENTS TEMPLATES AT FULL PROPOSAL STAGE:

1. Full proposal technical template
2. Full proposal applicant declaration template
3. Full proposal co-applicant declaration template
4. Budget template
5. Logical framework template



7.1 Concept – technical concept template

BIOPAMA – 2022 Medium Grant call Pacific – CONCEPT TEMPLATE

Instructions: please complete this concept document – the concept should provide a clear description of your project idea. The concept should be 5 pages long at max (including this page). If the concept gets selected after the first review process, you will have the opportunity to develop a full proposal.

1.	CONCEPT TITLE	
2.	REGION	
3.	ACP COUNTRY	
4.	PRIORITY AREA TARGETED	
5.	FORESEEN DURATION (# MONTHS)	
6.	FORESEEN GRANT AMOUNT REQUESTED (IN EUR)	
7.	BIOPAMA ACTION COMPONENT OBJECTIVES TO WHICH THE PROJECT AND ACTIVITIES WILL CONTRIBUTE TO (SELECT ALL THAT APPLY)	<input type="checkbox"/> Enhance the management and governance of priority areas by addressing existing limitations; <input type="checkbox"/> Enforce the legal framework required to achieve effective biodiversity conservation in protected areas; <input type="checkbox"/> Support local communities' initiatives aiming to enhance the livelihoods of local people whilst effectively contributing to protected areas' management.
8.	SUPPORTING DIAGNOSTIC TOOL*	

****Providing a copy of the diagnostic tool selected to support the concept application is a requirement. Failure to do so will result in the disqualification of the concept proposal.***

Supporting diagnostic tools include: METT, IMET, EOH, RAPPAM, GREEN LIST, SAGE, SAPA, SAPA etc.



1. Context

Please provide some contextual information about the targeted priority area and the stakeholder groups interacting with it.

2. Rationale for the proposed project

Please explain why is this project needed – reference the assessment results and identified priorities, and explain how the identified priorities will be address through the project. Please also explain how this solution will contribute to solving the problem. Your solution must be clear, concise and sustainable.

3. Project goal

Please describe your project overall goal in one or two sentences.



4. Project objectives, activities and expected results

Please describe the project objectives (key areas of work needed to achieve the overall project goal). Depending on the project size and approach, between three and seven objectives should be identified and clearly formulated (these will form the basis of your log frame development during the full proposal stage). For each objective, list a series of key activities that will be implemented. Reflect and ensure that each identified objective and associated activities contribute to the purpose of the project, and that they are logical and sustainable.

5. Long-term impact

Please outline what would be different in this area after the successful completion of the project i.e. what will the long-term impact/s of what you are planning to do be?

6. Relevance to the BIOPAMA action component objectives

Please refer to your selection in question 7 (page 1) of this document, and explain how your project will contribute to the BIOPAMA AC objectives selected.



7. Budget requirements Please provide an accurate estimate of your total budget. Note: you will be asked to complete a detailed budget in the full proposal stage if your concept is pre-selected.	
Estimated total project budget* (EUR)	
Estimated total personnel costs (EUR)	
Travel (EUR)	
Equipment and supplies (EUR)	
Other costs and services (EUR)	

*The total project budget should be the sum of personnel costs, travel, equipment and supplies, and other costs and services.



7.2 Concept – due diligence questionnaire template

BIOPAMA – 2022 Medium Grant call Pacific – CONCEPT TEMPLATE

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 (please specify below) |

--

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)¹⁰

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

¹⁰ 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

☐

Yes

☐

No

Procurement

☐

Yes

☐

No

Code of conduct, ethics, bribery & corruption
(including coverage of conflict of interest)

☐

Yes

☐

No

c. Debt:*

Does the organization have any debt relating to:

Bank loans

☐

Yes

☐

No

Bank overdraft

☐

Yes

☐

No

Other debt

☐

Yes

☐

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
<input type="checkbox"/>	<input type="text"/>



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:

- | | |
|--|--|
| <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"/> >20 | <input type="checkbox"/> 1-5 |
| <input type="checkbox"/> 6-20 | <input type="checkbox"/> 0 |

c. Personnel time management recordkeeping:

Does the organisation have a staff timesheet recordkeeping 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 RECORDS 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 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	



7.3 Concept – applicant declaration template

BIOPAMA – 2022 Medium Grant call – CONCEPT

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 Medium 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 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 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	
-------------	--



7.4 Concept – co-applicant declaration template

BIOPAMA – 2022 Medium Grant call – CONCEPT

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)



7.5 Full proposal – technical full proposal template

BIOPAMA – 2022 Medium Grant call Pacific – FULL PROPOSAL TECHNICAL TEMPLATE

0.	PROJECT_ID	
----	------------	--

RELEVANCE AND EFFECTIVENESS
1. Expected results and impacts Highlight tangible expected impacts during the lifetime of the project; ensure that expected results are defined using the SMART approach: Specific, Measurable, Achievable, Realistic and Timely. <i>Maximum 300 words</i>
DESIGN AND METHODOLOGY
2. Activities Detail the list of activities for each expected result.
3. Project schedule



Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Expected Result 1														
Activity 1.1 example														
Activity 1.2 example														
Activity 1.3 example														
Expected Result 2														
Activity 2.1														
Activity 2.2														
Activity 2.3														
Expected Result 3														
Activity 3.1														
Activity 3.2														
Activity 3.3														
[Add further lines when necessary]														

4. Risks

Provide a list of identified risks linked to the project activities and mitigation measures

Risk description	Probability of Occurrence (H/M/L)*	Impact on the project (H/M/L)*	Mitigation action(s)
[Add further lines when necessary]			



5. Logical framework Complete and submit the logical framework (Excel document) for your project.
PARTERSHIP AND SYNERGIES
6. Stakeholders Present the stakeholders involved, role and expected contribution with the modalities of collaboration during the project implementation. <i>Maximum 300 words</i>
7. Capacity building and local partnerships Describe how the project will contribute to local capacity building, to share experiences and develop collaborations. <i>Maximum 200 words</i>
BUDGET
8. Complete and submit the project's budget using the budget template (Excel document)
ADDED VALUE AND SUSTAINABILITY



9. Sustainability and replicability

Describe how the project will maintain its benefits after the project has been completed and the envisaged replicability measures. *Maximum 200 words*

10. Communication and visibility

List the communication and dissemination activities that will be implemented: How will the project engage with the targeted audience(s)? What are the key messages? What are the expected results? Please refer to the BIOPAMA communication [guidelines](#) to read about the communication recommendations and obligations. *Maximum 300 words*



7.6 Full proposal – applicant declaration template

BIOPAMA – 2022 Medium Grant call – CONCEPT

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 Medium 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 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 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



7.7 Full proposal – co-applicant declaration template

BIOPAMA – 2022 Medium Grant call – FULL PROPOSAL

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)



7.8 Full proposal – budget template

The budget template will be made available on the action component website, once the window to submit concepts to this call for proposal closes.



7.9 Full proposal – logical framework template

The logical framework template will be made available on the action component website, once the window to submit concepts to this call for proposal closes.