

GUIDELINES FOR SUBMITTING PROJECT PROPOSALS

WITHIN THE FRAMEWORK OF

Flemish Fund for Tropical Forests (FFTF)
(Vlaams Fonds voor Tropisch Bos, VFTB)

Call for proposals 2019

Financed by the Flemish Government – Agency Nature and Forests



**AGENCY
NATURE & FORESTS**

Managed by



1. Introduction

The Flemish Fund for Tropical Forests (FFTF, Vlaams Fonds voor Tropisch Bos) is supporting projects focused on conservation, sustainable management and recovery of forests and páramo in Bolivia, Ecuador, Peru and Suriname since 2003. The objective of these projects is to conserve biodiversity, support socio-economical development of the local population and to mitigate climate change as well as develop and implement adaptation mechanisms.

Through means of the Flemish government, environmental office, Flanders would like to take their international responsibility by providing funds for tropical forest conservation and páramos.

Since this year we observe an important change as to previous calls. For the first time we are introducing a procedure consisting of two phases. First of all a concept note needs to be presented. This note has to be brief and clear and focus on eligibility and selection criteria. Only the highest scoring proposals will be eligible to submit a complete project proposal. These complete proposals may be improved based on questions and comments from phase one. As an annex to this call, we also include the Assessment memorandum that will be used for the evaluation of each proposal in each phase.

The total available amount of subsidy for co-financing of projects in 2019 amounts to €304.000.

The Flemish Fund for Tropical Forests launches, through its secretary BOS+ Tropics, a new call for proposals for funding from 2020 onwards. All information (in Spanish and Dutch) will be available as of 5 March 2019 through these channels:

- the Flemish Fund for Tropical Forests' website: www.vlaamsfondstropischbos.be/en/
- by email: potential submitters from the contact list will be notified by email by BOS+ with reference to the website page.

2. Eligibility criteria

A proposal must comply to **ALL** conditions mentioned below to be eligible.

2.1 Respect the deadline

The concept note including necessary attachments must be received before **15 April 2019 23:59** (Ecuador Time, UCT-5). The timestamp on the email will count as proof.

2.2 Language

The Concept note and complete project proposal with all its attachments needs to be presented in Spanish or Dutch.

2.3 Project duration

The duration of the project is a minimum of 18 months and maximum of 24 months.

2.4 Content of proposal

- The proposals must address at least one of the following concrete activities related to natural vegetation:
 - Conservation of forest and/or páramo:
Activities that contribute to the conservation of primary/secondary forest and/or páramo,

of natural vegetation that is of social, economic and/or ecological importance at local, supra-local, regional, national and/or global level;

- Sustainable management of forest and/or *páramo*:
Responsible management, preferably by local communities, of natural vegetation that is of social, economic and/or ecological importance at local, supra-local, regional, national and/or global level;
- Recovery of forest and/or *páramo*:
Planting suitable tree and plant species (preferably native), that contribute to the recovery of natural vegetation that is of social, economic and/or ecological importance at local, supra-local, regional, national and/or global level;
- Also a demonstrable positive effect on sustainable socio-economic development needs to be present
- In addition, proposals must pay sufficient attention to one of the following transversal targets:
 - Protecting biodiversity
 - Climate change mitigation (however no support of pure studies, like the elaboration of Project Design Documents)
 - Climate change adaptation
- All these actions pursue the following Sustainable Development Goals:



2.5 Geographic scope

Projects need to be executed in one of these countries: Bolivia, Ecuador, Peru or Suriname.

2.6 The proposing organisation

The proposing organisation need to comply to **ALL** mentioned below criteria to be eligible for a subsidy:

- an officially accredited NGO, NPO, grassroots organisation, an executive service of the public sector, an educational or research organisation;
- operating in Bolivia, Ecuador, Peru or Suriname (meaning that HQ does not necessary have to be located in one of the countries, however all expenses need to be made in mentioned countries);
- directly responsible for the preparation and management of the project, no intermediaries allowed;

2.7 Capacity management of the executive organisation

The capacity management of the executive organisation has to be clearly mentioned to be eligible. One of these parameters must be met:

- the requester must have adequate and demonstrable experience in the execution of projects,

- directly applicable to management of natural resources (forest, páramo,...)
- the requester must demonstrate effective experience in management of funds of an equal magnitude (minimum €80 000)
- the proposal must be evaluated a minimum score of 10/15 on this criterion. The evaluation is based on following aspects:
 - quality of proposal containing clear, relevant and specific answers, and well-ordered
 - an assessment of the experience in project management
 - an assessment of the specific experience in working together with concerned population group, working in involved region
 - quality of the organisation structure, qualified personnel and available resources
 - cooperation with and knowledge of actors in region

2.8 Project budget

- The contribution of the Flemish government through the Flemish Fund for Tropical Forests for an individual project amounts to **a minimum of €80 000 and a maximum of €170 000.**
- The Flemish government's subsidy, through the Flemish Fund for Tropical Forests **cannot exceed 80% of the total project cost**, the difference (minimum of 20%) will be financed by local partners or funds other than the Flemish Fund for Tropical Forests of the Flemish government.
- A **maximum of 50% of the total subsidized budget** may be used for **costs for human resources**. This is an adjustment to previous calls where only a maximum of 40% was allowed. All costs for personnel, consultants and workers must be included in part 1 of the budget (for example the cost of facilitators of a workshop cannot be part of budget for workshops).
- A **maximum of 30% of the total subsidized budget** may be used for **investments**.
- A **maximum of 5% of the total subsidized budget** may be used for **administrative expenses** (service company, banking charges, office materials,...).

Example

Total project cost		€100 000
Percentage FFTF of total budget ($\leq 80\%$)	80%	€80 000
Percentage costs human resources subsidized by FFTF $\leq 50\%$	50%	€40 000
Percentage investment subsidized by FFTF $\leq 30\%$	30%	€24 000
Percentage administrative expenses subsidized by FFTF $\leq 5\%$	5%	€4 000

- The estimated necessary budget needs to comply to the following criteria:
 - realistic (sufficient to meet demands)
 - apparent cost-effective
 - clearly and sufficiently detailed
 - formulated in € and also in local currency applied to the following exchange rates¹:
 - 1,135 US dollar per €
 - 7,841 Bolivianos per €
 - 3,769 Peruvian Nuevo Soles per €
 - 8,454 Surinamese dollar per €
- The expenses need to be:
 - relevant to execution of the project as mentioned in detail in budget proposal;
 - demonstrate exact financial execution in accordance to the generally accepted accounting

¹ Exchange rate according to the last month average of this source <https://www.xe.com/currencyconverter/>

- principles (GAAP);
- accrued during the execution of the project (no expenses will be made outside the time-frame of the agreement);
- authenticated with evidence (both for subsidized expenses as own contributions) at disclosure.

It is important to know that the allocated subsidy will be paid out in 3 instalments: 40% in the beginning, 40% mid-term (at the moment when 70% of the first instalment is spent) and 20% upon completion and approval of the final report. The instalments may take up to 8 weeks, after submitting evidence and reports. You should bear this in mind whilst planning the project to have sufficient available funds to guarantee continuation of the project and in anticipation of the next instalment.

3. Selection criteria

In case a project is eligible, it will be assessed on the selection criteria. Combined with the previously mentioned capacity management of the organisation, the following criteria will be evaluated. Those combined selection criteria will result in a possible maximum score of 60 and will allow us to opt for the 8 best proposals. As an annex to this call, we also include the Assessment memorandum that will be used for the evaluation of each proposal.

3.1 Relevance and Impact

The extent of relevance and impact (according to impact indicators) of the intervention will be evaluated in respect of the main targets of the Fund (conservation, sustainable management and/or recovery of forest or páramo), the social needs of the target groups and the transversal goals climate and biodiversity. This criterion has a possible maximum score of 20 points and requires a minimum score of 12.

3.2 Strategic en Methodological approach

The evaluation of this criterion will be based on:

- the logic and format of the project based on the logical framework and by using SMART indicators;
- Besides those an evaluation will be made on the extent of qualitatively formulated methodologies and effectiveness in regard to the context;
- if a clear planning and allocations of tasks is present;
- the solidity of the presented approach in regard to monitoring and evaluation;
- to what extent work will be executed on an effective participation level during the various project phases.

This criterion will have a maximum score of 25 points and a minimum of 13 is required.

4. Allocation criteria

The best scoring 8 concepts will be invited to submit a complete project proposal based on the questions and comments from phase one. The complete project proposal will be entirely evaluated based on additional allocation criteria. This will occur based on an analytical framework with additional categories and their respective scores:

4.1 Context analysis

An analysis will be made on the extent of:

- a decent knowledge of and embedding of the local, national, international context in regard to the relevant themes;

- a clear description of the above;
- a solid gender strategy;
- a correct and complete risk analysis;

This criterion will have a score out of 10 points.

4.2 Financial efficiency

An efficient employment of facilities need to be demonstrated both in regard to the beneficiaries as the covered area protected, recovered or sustainably operated.

This criterion will be measured and scored on a maximum of 15 points.

4.3 Sustainability

This criteria will be judged social-technical, institutional, financial as well as concerning sustainable use of materials and energy. We will also evaluate the quality of the exit strategy. This criterion will have a maximum score of 15.

Project proposals will need a minimum score of 50% on each of the categories mentioned above to be eligible for subsidy.

The categories that are part of the selection criteria will be judged once more and included into a total score for each proposal (maximum 100). Bearing in mind the available resources, the best scoring proposals – including possible additional criteria of the advisory group – will be evaluated for subsidy.

5. Process and timeline call FFTF 2019

The concept note of the proposal, formulated according to the included format and with the relevant attachments (logical framework, planning and budget) has to be send **electronically** to debbie.eraly@bosplus.be by **15 April 2019 at 23:59 (Ecuador time)**. The time stamp on the email counts as evidence.

Organisations who have submitted a concept note before the expiration of the deadline will receive a confirmation of receipt mail within 5 business days

The concept notes will initially be screened on eligibility conditions. If eligible, the project is evaluated on the selection criteria according the assessment memorandum phase 1 by the secretariat. These evaluations will be submitted for advice to the advisory group by 15 May 2019. Only the best 8 submissions will be invited to submit a full proposal which, based on the questions and comments of the first phase, can still be improved. This will occur at last on 30 May 2019 at which time also the submitters of the not withheld proposals will be informed.

The selected organisations get a month to submit a full project proposal, i.e. 30 June 2019.

The 8 full project proposals will be evaluated according to the full assessment memorandum (incl. Phase 2) and handed over to the advisory group by 31 August 2019. The advisory group will make a proposal based on the scores about the projects (advice to the minister) at the latest in the week of 23 September 2019.

By half September 2019 we expect to have a final selection of proposals confirmed for the Inspectorate of Finance and administration of the Flemish minister authorised for Environment and Nature. After the signature of the ministerial decisions is obtained, we will inform all concerned organisations and fulfil necessary administrative tasks (for example drawing up contracts) in order to commence the projects. The

first payment can be expected in the course of January 2020. **Projects can only start as of 1 January 2020.** Please be aware that procedures may experience unexpected (administrative) delays.

Launch calls	4-March-2019
Submission concept note	15-April-2019
Evaluation concept notes and forwarding to advisory groups	15-May-2019
Inform all submitters about non-eligible and selected proposals for 2 nd round	30-May-2019
Submission full proposals	30-June-2019
Evaluation full proposals and submission to advisory group	31-August-2019
Selection proposals during advisory group meeting	23-September-2019
Scheduled start of selected projects	1-January-2020

Format project proposal

Concept note

- Word document "Format_Concept_FFTF2019". Please follow instructions in *cursive*. Including attachments:
- Logical framework: only available in Spanish or Dutch
- Budget: only available in Spanish or Dutch

Full proposal – only for proposal reselected in the first phase

- Word document "Format_FullProposal_FFTF2019". Highlighted in red are the parts that are additional with respect to the concept note. Please follow instructions in *cursive*.
- Including attachment also Risk analysis - Excel document "Format_Risk_FFBT2019"