



BTC TRADE FOR DEVELOPMENT

Belgium

Contracting authority : Belgian development agency (BTC)

Call for Proposals under the intervention :

Trade for Development Centre

Financial support for organizations involved in fair and/or sustainable products.

BEL1405411

Guidelines for Applicants

Reference : BEL1405411/AP/009

Deadline for submission of grants application files :

31 October 2016

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1 TRADE FOR DEVELOPMENT CENTRE

1.1 CONTEXT

The Trade for Development Centre (TDC), a program of the Belgian development agency (BTC), fights poverty by supporting producers and producer organisations in their economic and social development.

TDC aims to improve the market access (be it local, regional or international markets) of organisations that are committed to Fair or Sustainable Trade.

Through its financial support, TDC wants to enhance the access to markets of producer organisations engaged in Fair or Sustainable Trade through strengthening of the organisational capacities, strategic marketing & communication, as well as the technical and production skills of the producers and their organisations.

1.2 AMOUNT OF THE FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The total indicative amount available under this Call for Proposals is 500.000 EUR. The contracting authority reserves the right not to award all of the available funds.

Grant amount

Any grant application under this Call for Proposals must fall between the following minimum and maximum amounts:

- minimum amount from BTC contribution : 60.000 EUR
- maximum amount from BTC contribution : 100.000 EUR

The grantee will cofund 10% of the total project budget.

The grantee must be able to demonstrate the implementation of minimum one project with an amount equivalent of at least 50% of the total amount requested (references and proper evidence of performance¹ should be provided in the grants application form)

2 RULES APPLICABLE TO THIS CALL FOR PROPOSALS

These guidelines specify the rules of submission, selection and implementation of projects financed under this Call for Proposals.

2.1 ELIGIBILITY CRITERIA

There are three categories of eligibility criteria, which concern, respectively:

- (1) The actors:

the applicant, i.e. the entity submitting the application form (hereunder 2.1.1)

¹ For ongoing project, a letter from donor is acceptable

(2) The projects :

Projects eligible for grants (2.1.3);

(3) The costs :

The types of costs that may be included in the calculation of the grant amount (2.1.4).

2.1.1 Eligibility of applicants

Applicant

(1) To be eligible for grants, the applicant must satisfy the following conditions:

- Be a legal person ; **and**
- Be a private non-profit entity² or a private for-profit entity owned by more than 50% of cooperatives' producers; **and**
- Be established or represented³ in : Morocco, Algeria, Palestinian Territories, Senegal, South Africa, Mali, Burkina Faso, Niger, Guinea, Benin, Uganda, Rwanda, Burundi, Tanzania, Mozambique, DR Congo, Ecuador, Bolivia, Peru, Vietnam ; **and**
- Be directly responsible for the preparation and the implementation of the project and not be acting as an intermediary; **and**
- Be producing, processing and/or selling products, services, of the following list which meet "fair and/or sustainable trade conditions"⁴: rice, cocoa, coffee, medicinal and aromatic plants, fruits, vegetables, nuts, precious mineral resources or tourism ; or bringing direct support structures for these actors;
- **and**
- having a legal status since at least 2 years; **and**
- dispose to audited accounts from last year.

The applicant may only act individually (no consortium)

² "non-profit" must be understood as "**not maximising profit**". This implies that its primary aim is not to make the biggest profit with a view to generating a return on capital, but to provide a service to its members or the community, instead of paying capital to its shareholders. Therefore, any social-economy organisations, including mutual health insurance organisations, producer associations, agricultural cooperatives and MFIs are eligible. Any other structure must show that it does not aimed profit maximization

³ Establishment is determined on the basis of the organisation's articles of association, which must show that the organisation was created by an act of law of the country in question and that its registered office is situated in an eligible country. In this respect, any legal entities whose articles of association were created in another country may not be considered to be an eligible local organisation, even where registered locally or where a "memorandum of understanding" has been entered into

⁴ Please provide an up-to-date proof of:

- Membership to a national, regional or international fair trade network, or;
- certificate or proof of being in the process of getting certified, issued by any of the Fair Trade or sustainable trade certification bodies (FLO-Cert, Rainforest Alliance, UTZ, Organic, Fairmined, Oro Verde Certification, Alliance for Responsible Mining (ARM), IRMA, small-producers symbol, FairWild, Fair for Life, Ecocert, Equitable, Naturland Fair, Fair Trade Tourism, etc.), by members of the [ISEAL Alliance](#) or, by certification bodies in the environmental field.

- (2) The potential applicant may not participate in Calls for Proposals, nor may they be the beneficiary of grants should one of the following situations be applicable to them:
- a) they are in a state of or the subject of proceedings relating to bankruptcy, winding-up, administration by the courts, arrangement with creditors, cessation of business activities, or are in any similar situation arising from proceedings of the same nature provided for in national legislation or regulations;
 - b) they have been the subject of a judgement which has the force of res judicata (i.e. against which no appeal is possible) for any offence involving their professional conduct;
 - c) they have been guilty of grave professional misconduct proven by any means, which the contracting authorities can justify;
 - d) they have not fulfilled their 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 contracting authority's country or those of the country where the contract is to be performed;
 - e) they have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity;

In section 2.6 of the grant application file ("applicant's declaration"), the applicant must declare that he does not fall under any of these situations.

- (3) If the applicant has already committed into a partnership with a Belgian organization involved in development cooperation (NGOs, universities, trade unions ...), financial support cannot be claimed for similar activities to those already funded by the Belgian organization.

2.1.2 Associates

Associates

Other organisations may be associated with the project. Associates actively participate in the project, but cannot be eligible for grants, except for daily allowances and travelling expenses. These associates do not need to satisfy the eligibility criteria mentioned in point 2.1.1.

2.1.3 Eligible projects: for what projects may an application be submitted?

Definition

A project comprises a series of activities.

Duration

The initial planned duration of a project may not exceed 12 months.

Sectors or themes

Activities funded under this call for proposals must be related to fair trade and / or sustainable: rice, cocoa, coffee, medicinal and aromatic plants, fruits, vegetables, nuts, precious mineral resources or tourism.

Geographical coverage

The projects must be implemented in at least one of the following country: Morocco, Algeria, Palestinian Territories, Senegal, South Africa, Mali, Burkina Faso, Niger, Guinea, Benin, Uganda, Rwanda, Burundi, Tanzania, Mozambique, DR Congo, Ecuador, Bolivia, Peru, Vietnam.

Types of projects

The following types of projects are eligible :

The General Objective of the project must aim to improve the market access (local, regional or international) to producers and producer organizations registered in a process of fair trade and / or sustainable trade.

Types of activity

The following types of activity are eligible :

- **Capacity-Building.** Enhancement of producer's capacities in general management and in product cycle management (production, transformation, commercialisation).
- **Product Development.** To adapt/develop products for local, regional or international markets.
- **Quality.** The implementation of systems for quality improvement and quality control.
- **Certification.** feasibility studies guiding producers prior to their affiliation with any certification program; implementation of activities allowing producers to access to certification.
- **Market studies.** Research on local, regional or European markets, including feasibility studies.
- **Company matching.** Introduction of producers to buyers, be it locally, regionally or European.
- **Development of promotional and/or communication tools** (Website, company brochures, catalogs, videos, product images,...).
- **Participation in trade fairs.** Presentation of the products in local, regional or European trade fairs.
- **Digitalization.** Use of applications and use of digital tools for better management of the organization (customer management ...) or the collection and use of market data (big data, price trends ...).
- **Environment.** Development of techniques to reduce the impact on the environment and the ecosystem.
- **Health and Security.** Technical support to the implementation of methods reducing the negative impact on the workers' health (mercury, dust, noise, etc.) **Health and security.** technical support for the implementation of methods that reduce the negative impact on workers' health (mercury, dust, noise, etc.)
- **Carbon credits Fairtrade.** Preparation of the organization to be able to sell carbon credits Fairtrade as part of the "climate" standards developed by Fairtrade International in collaboration with The Gold Standard.
- **Others.** their relevance will be assessed by the evaluation board, but they need, as all activities above, contribute to improved market access.

Financial support to third parties

Applicants may not offer to support third parties financially (sub-granting).

Visibility

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by the Belgian cooperation, the Belgian development agency and the TDC program.

Number of requests and Grant Agreements per applicant

The applicant may not submit more than 1 application per lot under this Call for Proposals.

The applicant may not be awarded more than 1 Grant Agreement under this Call for Proposals.

2.1.4 Eligibility of costs: what costs may be included?

Eligible costs

Only “eligible costs” may be covered by grants. The types of eligible and ineligible costs are indicated below. The budget is both an estimate of costs and an overall cap on “eligible costs”.

BTC’s contribution is based on a combination of:

- direct costs actually borne by the beneficiary-contractor;

To be eligible for the purposes of the Call for Proposals, the costs must comply with the conditions provided for in Article 4 of the Grant Agreement template (see Annex D of these guidelines).

- Overheads : these are maximum 7% of the total grant amount

The overheads are calculated on the basis of actual expenditure incurred and eligible. Once accepted, the overheads are lump sums and do not need to be justified. Eligible and ineligible costs like overheads are listed in Article 4.1 of the Grant Agreement (Annex D of these guidelines).

Investments in equipment shall not exceed 20% of the eligible costs.

Ineligible costs

The following costs shall not be eligible:

- debts and debt charges (interest)
- provisions for possible future losses or debts;
- costs declared by the beneficiary-contractor and financed by another project awarded a grant or covered by another donor;
- the purchase of land or buildings, unless these purchases are indispensable to the direct implementation of the project, in which case property rights must be transferred to the final beneficiaries at the latest at the end of the project;
- currency exchange losses;
- loans to third parties;
- National government staff salary costs;

- In kind-contributions⁵.

2.2 PRESENTATION OF APPLICATION AND PROCEDURES TO BE FOLLOWED

For open Calls for Proposals the applicant shall send the complete grant application file all in one go, i.e. the application form along with the required annexes.

2.2.1 Grant application file

Applications must be submitted in accordance with the instructions on concept notes and supplementary application forms contained in the grant application file annexed to these guidelines (Annex A).

Applicants must submit their request in French, English or Spanish.

Any error or major inconsistency concerning the points mentioned in the instructions for the preparation of concept notes or any major inconsistency in the application form (for example, if the amounts mentioned in the budget calculation sheets do not correspond) may result in the rejection of the application.

Clarifications will only be requested where the information provided is not clear and therefore prevents the contracting authority from carrying out an objective evaluation.

Handwritten applications will not be accepted.

It should be noted that only the application form and published annexes which need to be completed (budget, logical framework) will be evaluated. It is therefore very important that these documents contain ALL the relevant information regarding the project.

2.2.2 Where and how to send applications

Applications must be submitted electronically. The grants application form must be complete and contain all the annexes (budget, logical framework, certificates, audited accounts, etc.):

E-mail address : callforproposals@btcctb.org

Applicants must ensure that their grant application file is complete. Incomplete applications may be rejected. Emails with size exceeding 5Mo will automatically be rejected by the system.

2.2.3 Deadline for the submission of the application

The deadline for submission of applications is the 31 October 2016 at 23:59 (GMT+2, Brussels time), as evidenced by the inbox of the E-mail address mentioned above. All applications submitted after the deadline date and time will be automatically rejected.

2.2.4 Further information on applications

⁵ By «kind-contributions», we mean goods or services provided for free of charge by a third party to the grantee. Kind-contributions involve no cost to the grantee, they do not constitute eligible costs.

Applicants may send their questions by e-mail, at the latest 21 days before the deadline date for the submission of applications, to the address or one of the addresses set out below, making sure that they clearly indicate the Call for Proposals reference:

E-mail address : callforproposals@btcctb.org

The contracting authority will not be obliged to provide clarification on questions received after this date.

Questions will be answered at the latest 11 days before the deadline date for the submission of applications.

In order to ensure the equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of project or specific activities.

Questions that may be of interest to other applicants, and answers to these questions will be sent to all applicants.

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the contracting authority with the help, where applicable, of external evaluators. All actions submitted by the applicants will be evaluated according to the stages and criteria described below.

If the examination of the application shows that the proposed action does not satisfy the eligibility criteria described in point 2.1.4, the request will be rejected on this sole basis.

The following elements will be examined:

Opening :

- Compliance with the submission deadline. If the deadline date is not observed, the application will be automatically rejected.

Administrative and eligibility checks :

- The application satisfies all the criteria specified in the guidelines.
- If any of the information is missing or incorrect, the application may be rejected on this sole basis and it will not be evaluated.

Evaluation

The applications satisfying the conditions of the first administrative and eligibility check will be evaluated for the relevance and design of the proposed project.

The evaluation criteria may be broken down into selection and award criteria.

The evaluation criteria aim to ensure that the applicants:

- have stable and sufficient sources of financing to maintain their activity for the duration of the proposed action and, if necessary, to participate in its financing;
- have the management capacity and professional skills and qualifications required to successfully carry out the proposed project.

The evaluation criteria also help evaluate the quality of the applications against the objectives and priorities set, and to award grants to projects that maximise the overall effectiveness of the Call for Proposals. They help in selecting applications which assure the contracting authority that their

objectives and priorities will be observed. They concern the relevance of the project and its consistency with the Call for Proposal's objectives, its quality, its intended effect, the sustainability of the project and its cost-effectiveness.

Provisional selection

After evaluation, a table will be drawn up, containing all the applications ranked according to their score and subject to the funds available. A reserve list will additionally be drawn up following the same criteria, to be used if more funds become available during the validity period of this list.

Following the preliminary selection, BTC reserves the right to organize field visits (Due Diligence) to confirm the admissibility of the application form or to collect additional information for jury's decision.

2.4 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.4.1 Content of the decision

The applicant will be notified in writing of the decision taken by the contracting authority concerning its application and, in case of rejection, the grounds for this negative decision.

If an applicant feels that it has been adversely affected by an error or mistake allegedly committed in an award procedure, or believes that the procedure has been vitiated by an instance of maladministration, it may file a complaint with the contracting authority.

In this case, the complaint will be sent to the person who made the disputed decision, who will endeavour to deal with the complaint and give a reply with 15 working days. Alternatively or in case the reply is deemed unsatisfactory by the applicant, this latter may contact the competent Operations Manager at BTC's head office, via the mailbox complaints@btcctb.org.

See <http://www.btcctb.org/fr/gestion-plaintes>

Complaints relating to issues of integrity (fraud, corruption, etc.) should be sent to the Integrity Office through the Internet address www.btcctbintegrity.org.

The purpose of the complaint cannot be to request a second evaluation of the Proposals without any other grounds than that the applicant disagrees with the award decision.

2.4.2 Indicative timetable

	Date
Deadline for clarification requests to TDC	10/10/2016
Last date on which clarifications are given by the contracting authority	21/10/2016
Submission deadline grant application file	31/10/2016
Notification of applicants concerning the evaluation of application forms	15/11/2016
Clarifications requested by the Evaluation Committee	30/11/2016

This indicative timetable may be updated by the contracting authority during the procedure.

2.5 IMPLEMENTATION CONDITIONS FOLLOWING THE GRANT AWARD DECISION OF THE CONTRACTING AUTHORITY

Following the grant award decision, beneficiary-contractors will be offered an agreement based on the contracting authority's Grant Agreement template (Annex D of these guidelines). By signing the supplementary application form (Annex A of these guidelines), applicants accept the contractual conditions of the Grant Agreement template, should the grants be awarded to them.

2.5.1 *Implementation contracts*

Where the implementation of an action requires public procurement by the beneficiary-contractor(s), contracts must be awarded in accordance with the Grant Agreement template in Annex VIII

3 LIST OF ANNEXES

DOCUMENTS TO BE FILLED OUT

ANNEXE A : GRANT APPLICATION FILE

ANNEXE B : BUDGET

ANNEXE C : LOGICAL FRAMEWORK

INFORMATION DOCUMENTS

ANNEXE D : GRANT AGREEMENT TEMPLATE