CALL FOR EXPRESSIONS OF INTEREST (EOI)

2024/01/SBCC

Source of funding: [Central African Forest Initiative Trust Fund (CAFI)](http://mptf.undp.org/factsheet/fund/AFI00)

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## Expression of Interest Form

#### SECTION 1: GENERAL INFORMATION

|  |  |  |
| --- | --- | --- |
| **Name of implementing organization -**  **lead partner** |  | |
| **Contact Person**  **and Details** |  | |
| **Name(s) of pre-**  **identified partner(s)** |  | |
| **Total amount requested** | Estimated budget requested XXX USD | |
| **Operator/consortium capabilities** | | |
| *Name of implementing organization - lead partner* | | |
| Portfolio value and number of programmes managed by the operator over the last 5 years. | |  |
| *Implementing organization's* in-house technical capabilities (number of employees and areas of expertise). | |  |
| Presence in the Congo Basin and number of staff (management, programming, operations) of the implementing organization. | |  |
| Description of capacities and procedures for recruiting local executing agencies/staff to contribute to project management. | |  |
| Description of the implementing organization's ability to manage its own project implementation procedures flexibly, rigorously and efficiently (examples of projects, existence of a procedures manual for managing in-house activities and recruiting external firms, etc.).  *For INGOs and research institutes, provide:*  - *Financial audits or financial statements for the last 3 years;* Indicate the existence of an accounting and contracting department at head office that can provide support and guidance in managing field projects. | |  |
| *Name of partner organization* ***- complete the section below for the lead partner for each partner******organization.*** | | |

#### SECTION 2: EXPERIENCE OF THE IMPLEMENTING ORGANIZATION AND ITS PARTNERS

To justify their experience and the results they have fulfilled, lead organizations are invited to present a list of the programmes and initiatives they have developed in connection with agricultural development support for producers, indicating for each:

✔ Name of initiative, geographical location, and duration

✔ Amount of funding and sources of funding,

✔ A brief description of the programme, including the scale and innovative approaches promoted,

✔ The results achieved include, but are not limited to, the following:

* Scale: number of beneficiaries, including percentages of women and indigenous beneficiaries, number of jobs created, etc.
* Examples of communications: types of communications used with evidence-based justification for use, number of beneficiaries reached with each communication, etc.
* Observed change (number of improved cookstoves distributed, number of households using improved cookstoves, etc.)
* Any others.

***Additional support documentation to be provided:***

▪ External evaluations of relevant projects attesting to successful completion and fulfilment (hyperlinks or provided in documents sent).

#### SECTION 3: IMPLEMENTATION APPROACH

Understanding the Issues

(2 pages maximum) - Describe (i) the understanding of the issues and problems, (ii) the specific context of the area or field of intervention, (iii) the relevant past initiatives and lessons learned on which and (iv) the specific barriers to be addressed in relation to the project and relevant to guiding the strategic choices to be made.

Proposed Strategy

* 1. Strategic choices

(2 pages maximum) - In connection with the previous section, highlight and justify the major preliminary strategic choices made, in line with the objectives and principles of CAFI (available in the [CAFI fund's Terms of Reference](https://www.cafi.org/sites/default/files/2023-04/CAFI%20Terms%20of%20Reference%20ENG%202023%2003%20FINAL.pdf)). These can be presented in the form of a list. Overall, this section should underscore the significance of strategic communication in driving social and behavioural change. It should include:

* + - overall approach and role of strategic communications in achieving social and behavioural change.
    - social and behavioural objectives of communication, limits of communication campaigns in addressing deep-rooted social norms, references to case studies and/or examples of successful SBCC initiatives.
    - objectives, examples of tailoring messages, facilitating two-way communication, and implementing measurement systems.
    - Target beneficiaries for objectives (for example: SMEs producing and distributing cookstoves, heads of household, etc.)
    - Types of communication to beneficiaries (for example: workshops, radio spots, digital communications, etc.)
    - Strategy(ies) for sustaining achievements (sustainable social and behavioural change) beyond the project.
  1. Preliminary project structure

Submissions should include a preliminary proposal for dividing the project into outputs and activities, in accordance with the guidelines of the CAFI fund (see box below).

**CAFI Fund guidelines for project structuring**

Within the framework of the CAFI fund, projects are broken down into outputs and activities directly linked to the impacts and outcomes sought by the CAFI fund, as described in its [Terms of Reference](https://www.cafi.org/sites/default/files/2023-04/CAFI%20Terms%20of%20Reference%20ENG%202023%2003%20FINAL.pdf). The impacts and outcomes are not fixed by the projects themselves, but it should be emphasized that an Output may respond to one or more of the CAFI Outcomes.

**Outputs:** Outputs are the concrete elements that the project will achieve during or at the end of its execution. They must be SMART (**Specific, Measurable, Achievable, Realistic** and **Time-bound) and can, if necessary, be broken down into sub-products.**

For example, an output might be 'a monthly workshop from X month/year – X month/year on cookstove use in X province, reaching X number of households'. Conversely, an output such as 'villagers informed of benefits to using improved cookstoves' **is not SMART and therefore not acceptable.**

**Activities:** Activities are operational steps which, when taken together, will lead to the desired output, including increasing capacity for social and behavioural change for relevant stakeholders.

Synergies

Implementing organizations may be aware of relevant initiatives or projects that support the same outcomes, outputs, and activities. In this section the implementing organization can list relevant initiatives and explain how coherence/ complementarity between them will be ensured. In addition to consulting the stakeholders in charge of the initiatives listed during the project document development phase, it is expected that concrete, appropriate and effective proposals would be identified to foster synergies between the projects funded by CAFI (or others) to maximise the impact.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** | **Description** | **Implementation period** | **Relevant strategies for creating synergies** |
|  |  |  |  |

#### SECTION 4: IMPACT

Potential for Social and Behavioural Change

Please explain how best available technologies and practices have been considered and will be applied to implementing social and behavioural change. If applicable, specify the innovations/modifications/adjustments made based on best practices in the region and/or in other projects or programmes. These could include shifts in messaging through marketing, mobilisation, media, advocacy tactics; uptake of positive behavioural change; reduction of consumer demand for less sustainable products and consumables, etc.

If available, provide references from literature, studies, reports or past experiences on the potential for social and behavioural change of the technology(ies) and practices proposed.

If available, provide information from literature, studies, reports or past experiences on the efficiency of the technology(ies) and practices proposed in effecting sustainable social and behavioural change.

Replicability and scalability

In this section explain the degree to which CAFI can achieve sustainable impact (social and behavioural change) beyond a one-off project or programme investment. Proposals should demonstrate potential for scaling up or replication through concrete plans or examples if available.

Co-benefits

In this section, reference the ability of the project to enable the achievement of one or more of the [United Nations](https://sdgs.un.org/goals) [Sustainable Development Goals](https://sdgs.un.org/goals).

Budget and Co-Financing

This section lists financial needs of the project. For each output, the bidder will be able to estimate a budget requirement based on experience or proxies. This estimate is given as an indication to inform decision-makers and will be reviewed during the project document preparation phase.

|  |  |  |
| --- | --- | --- |
| **Outputs** | **Financial Instrument** | **Amount in USD** |
| Output 1… |  |  |
| Output 2… |  |  |

The ability of implementing organizations to raise co-financing is an important selection criterion and should be indicated in this section. Note that for co-financing, the CAFI policy on co-financing, adopted in December 2022, including obligations on the coordination, and reporting of actions, applies.

|  |  |
| --- | --- |
| **Requested CAFI Funding** | Amount |
| **Co-financing** | Amount |
| **Total CAFI + Co-financing** | Amount |

#### SECTION 5: PROPOSED IMPLEMENTATION ARRANGEMENTS

Prospective institutional arrangements and partnerships

In this section, the implementing organization should describe the proposed arrangements for carrying out the project, in particular:

* + - Whether the implementing organization plans to establish a Project Management Unit within an institution or within the organization or project. It should be noted that the reinforcement of relevant existing PMUs is an asset, as projects could be operational more quickly.
    - An explanation of how transaction costs will be minimised and consistency between projects ensured.
    - The planned strategy for identifying communications channels (established partnerships, approaches).

The implementing organization should explain how the institutional arrangements envisaged are appropriate and allow for rapid and effective (results-oriented) project implementation.

Operational timetable

Describe in a table the main stages and estimated duration of the process envisaged, from the selection of the implementing organization to the operationalization and closure of the project in the field. As an indication, the stages will include (i) preparation of the project document, (ii) recruitment and establishment of the project management unit, (iii) recruitment of technical assistance, (iv) identification of the projects and communications channels, (v) signature of funding agreements between the implementing organization and any local partners, (vi) investment in field activities, etc.

In this section, implementing organizations may indicate what strategy it would envisage to ensure rapid operationalization of activities in the field, in order to anticipate the risks of delays that may arise.

Internal policies of the Implementing Organization and Risk Management/ Safeguards

Provide a summary of the implementing organization's policies, procedures and, if applicable, experience in integrating into projects: i) gender and indigenous issues, ii) human rights and non-discrimination, iii) conflict prevention and resolution, iv) monitoring, evaluation and learning, v) corruption and conflict of interest, as well as 'do no harm' approaches.

## Appendix 3: Questionnaire to be completed by NUNO Lead Partners concerning eligibility for access to CAFI funding

This annex aims to clarify the accreditation process for Non-UN Implementing Agencies (NUNO) to directly access CAFI funds. For additional information, please consult CAFI’s webpage on “[Accessing CAFI funds](https://www.cafi.org/accessing-cafi-funds)”.

While **accreditation is not required for a NUNO to submit an expression of interest**, it is mandatory for access to CAFI funds (preparatory grant, project funding). Consequently, the information below must be completed:

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| 1. Does the Implementing Organization have a **current and valid legal registration document in countries where the project(s) is located**, or evidence that such registration is possible? |  |  |
| 2. Has the Implementing Organization already been accredited for access to funding from CAFI for the implementation of projects in other countries in the sub-region? |
| 3. Has the Implementing Organization already undergone a [HACT](https://unsdg.un.org/resources/terms-reference-micro-assessment-hact-framework) (Harmonized Approach to Cash Transfers) [micro-assessment](https://unsdg.un.org/resources/terms-reference-micro-assessment-hact-framework)? |
| 4 Is the Implementing Organization accredited for at least one of the following funds: Green Climate Fund, Global Environment Facility, Adaptation Fund, Global Fund, or proof of EU pillar assessments and other EC donor assessments? |
| 5. Does the Implementing Organization have one or more internal policies for managing environmental and social safeguards? |  |  |

In addition to this questionnaire, please attach the following to your application:

For all NUNOs

* A **current and valid legal registration document in CAFI countries**, or evidence that demonstrates that such registration is possible, as well as legal status in the country of origin - ***Necessary;***
* **A reference from the UN or a donor** attesting to satisfactory management of the financial programme over the past three years **- *Optional but recommended;***

For NUNOs not accredited by CAFI

* **An assessment of the implementing organization's capacity to prevent, address and respond to sexual exploitation, abuse and harassment (SEAH)**, in line with the UN [Protocol on Allegations of Sexual Exploitation and](https://www.un.org/en/pdfs/UN%20Protocol%20on%20SEA%20Allegations%20involving%20Implementing%20Partners%20-%20English_Final.pdf) [Abuse Involving Implementing Partners](https://www.un.org/en/pdfs/UN%20Protocol%20on%20SEA%20Allegations%20involving%20Implementing%20Partners%20-%20English_Final.pdf) - ***Necessary***, using [the form provided by CAFI.](https://drive.google.com/file/d/1tXo-qJvrPfZGtg3Tk6_Mc60zsRrg5pNZ/view)

For NUNOs not accredited with CAFI who answered yes to question 3

* A copy of the **most recent HACT micro-assessment** - ***Necessary***,

For NUNOs not accredited with CAFI who answered **yes** to question 5

* Internal policy document(s) for managing environmental and social safeguards - ***Necessary****.*