



Food and Agriculture  
Organization of the  
United Nations



The International Treaty  
ON PLANT GENETIC RESOURCES  
FOR FOOD AND AGRICULTURE

## **FOURTH CALL FOR PROPOSALS** **Benefit-sharing Fund of the** **International Treaty on Plant Genetic Resources for Food and Agriculture**

-----

### **Frequently Asked Questions**

#### ***1. What type of projects is funded through the Benefit-sharing Fund?***

The CFP 4 programme will aim to support both multi-country projects and single-country projects, to maximize impact within Contracting Parties of the International Treaty. Funding will be provided to selected applicants within developing countries that are Contracting Parties to the Treaty. The CFP4 programme will fund interventions across all FAO Regions where there are developing countries within.

Applicants preparing single-country projects for consideration are requested to submit pre-proposals for funding up to 250 000 US\$ and those aiming to prepare multi-country projects are asked to submit pre-proposals for funding up to 450 000 US\$. The duration of all projects is expected to be between 18 months and 4 years.

#### ***2. Who can apply for funding under the Benefit-sharing Fund?***

Any governmental or non-governmental organization, including genebanks and research institutions, farmers and farmers' organizations, and regional and international organizations, based in developing countries that are Contracting Parties to the International Treaty, may apply for grants under the Benefit-sharing Fund.

For a complete list of Contracting Parties to the Treaty, please visit <http://www.fao.org/plant-treaty/countries/en/>. For a complete list of eligible countries to apply for funding under the Benefit-sharing Fund, refer to [Appendix 3](#) of the Fourth Call for proposals, available also at <http://www.fao.org/plant-treaty/areas-of-work/benefit-sharing-fund/fourthcall/en/>. This list was prepared based on a complete list of developing countries derived from the most recent World Bank's and OECD classification of economies, as requested by the Governing Body at its Third Session.

#### ***3. How to submit project proposals to the Treaty Secretariat?***

Pre-proposals should be submitted through the national authorities of an eligible Contracting Party to the International Treaty, i.e. through the National Focal Points or through the Permanent Representatives to FAO. For some Contracting Parties, other official channels of communication are considered and indicated, where relevant, in [Appendix 4](#) to the Call for Proposals. Pre-proposals submitted directly by applicants to the Secretariat of the Treaty will not be considered by the Bureau.

The list of National Focal Points to the Treaty is included in [Appendix 4](#) to the Call for Proposals and is also available at <http://www.fao.org/plant-treaty/countries/national-focal-points/en/>. The list of National Focal Points is updated regularly and any change regarding the national authorities will be highlighted for an easy reference in the website.

For a complete list of Permanent Representatives to FAO, please visit <http://adintersys.fao.org/Bluebook/>. The list is also available as [Appendix 4](#) to the Call for Proposals.



It is recommended that applicants send the pre-proposals sufficiently in advance so that these reach the Treaty Secretariat through the national authorities before 1 March 2017, 24:00h Rome time.

***4. Can one country submit both single country and multicountry pre-proposals or are they mutually exclusive?***

Single country and multicountry proposals are not mutually exclusive. Therefore, one country may submit different single country and multicountry pre-proposals.

***5. Can one institution submit more than one pre-proposal benefitting the same Contracting Party?***

No institution may submit more than one pre-proposal benefitting a particular Contracting Party. This implies that an applicant may submit several pre-proposals, however each of the pre-proposals submitted by the same applicant must benefit different Contracting Parties.

***6. What is the deadline for the submission of project proposals, how long will the selection process take, and when will the project implementation phase begin?***

The Fund follows a process of calling for pre-proposals and selecting from among them the applicants that will be invited to submit full project proposals. The deadline for submission of pre-proposals is 1 March 2017 at 24:00 hrs (Rome time).

Below are the main steps and indicative dates of the selection process:

1. Submission of pre-proposals: 1 March 2018;
2. Invitations to submit full project proposals sent out by the Secretariat. Deadline: 1 May 2018;
3. Submission of full project proposals: 1 July 2018
4. Announcement of projects to be funded. Deadline: 1 September 2018.

Upon the announcement of projects to be funded, additional time (about two months) has to be allowed for the signature of project agreements and fund disbursement, before the project implementation can begin.

***7. What format has to be used for the project proposals, and how should they be submitted?***

The Treaty Secretariat has prepared a pre-proposal submission form, containing guidelines for the submission of pre-proposals that is available in [Appendix 5](#) of the Call for Proposals.

The submission form asks for basic information on the applicant organization and information about the proposed project, including partner institutions, definition of the problems to be addressed, targeted PGRFA, methodologies applied, outcomes and expected outputs. Through the form, applicants are also to include an indicative budget, and to respond to a set of screening questions.

***8. According to what criteria will the projects be selected?***

In order to be eligible for funding, proposed projects must: contribute to the objectives of the Treaty; fall within the priorities established by the Governing Body (information exchange, technology transfer and capacity-building; managing and conserving PGRFA on farm; and the sustainable use of PGRFA); benefit Contracting Parties that are developing countries; be presented through the Contracting Party or Parties concerned; be submitted on or before the deadline set for submissions; adhere to the guidelines for submission; and not reproduce the same or a very similar wording as has already been used in another submitted pre-proposal.



Providing a pre-proposal meets all the above criteria, it will be assessed by independent experts against the following screening criteria: project relevance; beneficiaries; collaboration and project team; methodology; feasibility; potential impact; and budget.

In addition to the screening criteria listed above, further criteria will be applied at the full proposal stage. These will include a more detailed assessment of the likelihood of project success, and an assessment of the proposed measures for monitoring and evaluating progress and impact.

For more information on eligibility and screening criteria of pre-proposals, refer to [Appendix 2](#) of the Call for Proposals.

### ***9. What other criteria will be used in the screening of pre-proposals?***

In addition to the eligibility criteria mentioned in [Appendix 2](#) of the Call for Proposals, the following pre-proposals will be excluded from the competitive process of the Benefit-sharing Fund:

- Applications that do not adhere to the guidelines and the instructions contained in the submission form will not be considered;
- No institution may submit more than one pre-proposal benefitting a particular Contracting Party;
- Pre-proposals that reproduce the same (or a very similar) wording already used in another submitted pre-proposal will not be considered.<sup>1</sup>

### ***10. Will proposals submitted under the previous Call for Proposals of the Treaty be considered for this round?***

Pre-proposals submitted within the previous project cycles will not automatically form part of this fourth round of the project cycle. However, those applicants are welcome to submit a pre-proposals according to the adopted priorities, submissions forms and the rationale and goal of the Call for Proposals 2017.

### ***11. Should proposals have complementary sources of funding?***

Although co-funding is not mandatory, projects must identify actual and potential additional funds from other funding sources that will support the implementation of the project. An applicant can submit a pre-proposal related to an on-going project, specifying how the proposal will complement activities already carried out or underway.

### ***12. Can applicants receive support in developing their project proposals?***

Yes, a Helpdesk function is available to support applicants to the Fourth Call for Proposals. Specifically, the Helpdesk will:

- provide technical assistance by email and over the phone, regarding the preparation of pre-proposals and full proposals, in Arabic, English, French and Spanish; and
- conduct support workshops focussing on the preparation of full project proposals, for applicants invited to prepare full proposals from regions and Contracting Parties that have so far been under-represented among the recipients of support from the Benefit-sharing Fund.

---

<sup>1</sup> Please refer to [IT/GB-2/07 Report](#) for the list of the eligibility criteria.



Food and Agriculture  
Organization of the  
United Nations



The International Treaty  
ON PLANT GENETIC RESOURCES  
FOR FOOD AND AGRICULTURE

The Helpdesk can be contacted either by E-mail ([Treaty-Fund@fao.org](mailto:Treaty-Fund@fao.org)) or over the phone: (0039) 06 570 52731

***13. Who will screen the pre-proposals? What will happen if a pre-proposal is selected?***

An Independent Panel of Experts will be responsible for the screening of pre-proposals. The Bureau of the Eighth Session of the Governing Body will finalize the screening of pre-proposals and will invite those approved to develop full project proposals.

***14. When and how will the funds for project implementation be disbursed?***

It may take up to about nine months from the opening of the call for proposals until full project proposals will be approved for funding, and from that moment another two months until project agreements are signed and the first disbursements made.

It is important to note that the grants will not be disbursed as a whole at the beginning of the project implementation phase. Instead, they will be disbursed in tranche payments. The first payment (30%) will be made upon receipt by the Secretary of the signed project agreement. Subsequent disbursements are conditional on receipt and approval by the Secretary of the financial and results reports progress reports.

The last payment will also be conditional on the inclusion of PGRFA in the Multilateral System and Approval of the Financial Report.

***15. What kind of provisions are contained in the project agreement?***

The project agreement follows the structure and content of the FAO template for Letters of Agreements. It consists of an introductory part where general terms and conditions are established and an annex that integrates the project proposal. In addition to the general provisions of the FAO template, however, the project agreements contain some additional provisions that are specifically tailored to the needs of the Benefit-sharing Fund.

These specific provisions include the agreement (a) to make all PGRFA listed in *Annex I* of the Treaty that are within the scope of the project available according to the terms and conditions of the Multilateral System of Access and Benefit-sharing; and (b) to make all information generated by the project publicly available within one year from the date of completion of the project.

***16. How will the monitoring and evaluation process work?***

The monitoring and evaluation process follows the Interim Procedures for Reporting, Monitoring and Evaluation, which were adopted by the Governing Body at its Fourth Session. Full project proposals are to include a concrete monitoring and reporting plan, and project agreements will provide a detailed reporting schedule to which the payment schedule is linked. Executing entities develop the monitoring products during the project implementation phase, in line with the reporting schedule. In addition, the Secretary of the Treaty may arrange backstopping missions in cooperation with multilateral agencies, including to capture the views of stakeholders and identify solutions to obstacles in project implementation.



Food and Agriculture  
Organization of the  
United Nations



**The International Treaty**  
ON PLANT GENETIC RESOURCES  
FOR FOOD AND AGRICULTURE

Furthermore, a terminal independent evaluation of the project portfolio is conducted at the end of the project cycle. Executing entities are to collaborate with the evaluation team during the evaluation mission, which shall be based on visits to the locations of a sample of projects and other mechanisms, such as interviews, questionnaires, and focus group discussions.

For more information on the monitoring and evaluation process, please refer to the Interim Procedures for Reporting, Monitoring and Evaluation, contained in Annex 1 of [Resolution 3/2011](#).

***If you have further questions regarding the application process under the Fourth Call for Proposals, you can address them directly to the Helpdesk:***

E-mail: [Treaty-Fund@fao.org](mailto:Treaty-Fund@fao.org)

Tel: (0039) 06 570 52731

***For additional information, please consult the training manual on the International Treaty's Funding Strategy and the Benefit-sharing Fund <http://www.fao.org/plant-treaty/training/educational-modules/en/>***