Appendix 5: Guidelines for the submission of preproposals

Fourth Call for Proposals of the Benefit-sharing Fund

Deadline for submitting pre-proposal: 1 March 2018 at Treaty-Fund@fao.org and PGRFA-Treaty@fao.org
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### SECTION A: PRE-PROPOSAL COVER SHEET

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>Project Title:</td>
<td></td>
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<tr>
<td>Project duration:</td>
<td></td>
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<tr>
<td>Target crops:</td>
<td></td>
</tr>
<tr>
<td>Targeted developing country/ies:</td>
<td></td>
</tr>
<tr>
<td>Total requested funding (USD):</td>
<td></td>
</tr>
<tr>
<td>Total co-funding available (USD):</td>
<td></td>
</tr>
</tbody>
</table>

Please select the type of project you are applying for:

- [ ] Single country
- [ ] Multicountry

Please select to which of the main outcomes the proposal will contribute:

- [ ] Outcome 1
- [ ] Outcome 2
- [ ] Outcome 1 and 2

#### Applicant

- Name of Organization:
- Type of organization:
- Project Contact: (*name and position*)
- E-mail address:
- Telephone:
- Fax:

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1 Please note that as stated in *the text of the Fourth Call for Proposals* (3.1. Introduction) all proposals will have to contribute to the crosscutting Outcomes 3-5 of the Outcome Matrix.
SECTION B: GENERAL REQUIREMENTS

These guidelines have been prepared to support applicants in the development of their pre-proposals. They describe the requirements that all applicants should adhere to when developing their pre-proposal.

The pre-proposal should be prepared taking into account the Goal of the Fourth Call for Proposals. Pre-proposals must clearly and realistically state on the problem to be addressed and the expected outcomes and targets that will be achieved. Project outcomes and planned targets must align with the Outcome Matrix of the Fourth Call for Proposals and must be logically interlinked with the planned activities and methodology of implementation. The information provided should be focused and relevant, qualitatively and quantitatively measurable.

Attention will be given to the complementarity and diversity of partners that each pre-proposal will bring in. Where applicant organizations have relevant partnership arrangements at national, regional and international levels, they should be detailed, including how they will be utilized and leveraged in project implementation.

Pre-proposals are expected to build on their existing network of partners. It is envisaged that further consultation with communities, government and other stakeholders will be undertaken throughout the full project development and project design period of shortlisted pre-proposals.

Pre-proposals should contain no more than 8.5 pages of text (Table of contents, Section D and Annexes excluded). The maximum number of words allocated to each section is indicative. The information required can be less but not more than the number of pages indicated. All Annexes should be duly filled in as they form an integral part of the pre-proposal. Pre-proposals lacking any of the Annexes, will be excluded from the selection process.

Additional information on co-funding commitments or informal partnership agreements/letters may also be submitted with the main pre-proposal.

Please ensure that the pre-proposal and all attachments are legible and in Times New Roman font 11 and provided in both formats (pdf and word). The signature of the project coordinator is required to be included on the last page of the Submission form and could be sent as a separate file (pdf).

Following the submission of pre-proposals, applications will be assessed by a panel of experts and those selected are expected to enter a full programme development and design phase of approximately 3-4 months, during which time they will be required to further define and detail project design and implementation plans in a full project proposal, prior to finalizing grant agreements and commencing implementation.
SECTION C: PRE-PROPOSAL DESCRIPTION AND CONTENTS

1.1. Problem definition
Describe one or more concrete pressing problems related to the Goal of the Fourth Call for Proposals that the project will address. Please be as specific as possible and make sure that the identified problem is linked to the proposal outcomes and targets.

1.2. Project outcomes and related targets
All project proposals must contribute to either CFP4 Outcome 1 or Outcome 2 or address a combination of the targets under these main outcome areas. Additionally, projects must demonstrate how they will contribute to all cross cutting Outcomes 3-5 (see Outcome matrix in section 3.2. of the text of the CFP4).

This section should describe what will be done to contribute to the CFP4 outcomes and related targets. There should be a clear logic and direct linkage between the identified problem and proposal’s targets and outcomes. Please populate the Project level outcome matrix provided as Annex 1 to the Pre-proposal submission form with the outcomes that the pre-proposal intends to address and insert the specific outputs the pre-proposal plans to achieve for each target. The more targets you will achieve under each outcome, the higher the scores that experts will assign to the pre-proposal.

1.3. Targeted PGRFA
This section should describe the PGRFA (local varieties, genebank samples, pre-breeding materials, crop wild relatives, underutilized species etc.) that will be targeted in the implementation of the proposal. Please specify the importance of the targeted PGRFA to local needs and describe their relevance at global level.

1.4. Beneficiaries
This section should describe who and how many people are expected to benefit from project implementation a) directly - population directly benefitting from the implementation (e.g. 50 self - help groups totaling 2000 farmers, 20 scientists etc.) b) indirectly –beneficiaries that will ultimately benefit as a result of the project implementation. Special attention should be paid to involving women in both, design and implementation phases of the proposal. It is expected that the main beneficiaries of projects supported through CFP4 will be vulnerable local and indigenous communities and farmers in the targeted countries.

Information should also be provided on how direct beneficiaries have or will be involved in project design, and their expected role in project implementation, monitoring and evaluation. It is important that the information provided in this section is clear and quantitatively (number) and qualitatively (farmers, scientists, extension agents etc.) defined.

1.5. Partnerships and collaboration arrangements
This section should describe the partnership strategy for the pre-proposal, by specifying the type of partners involved, the roles, capacities and expertise each partner will contribute to project implementation and demonstrate their engagement in relation to the planned activities and targets. Special attention should be paid in engaging a diversity of national, non-governmental and governmental institutions in the design and execution of the proposals.

In case of multi-country projects the partnership arrangements should be done in the form of a “consortium” of institutions that come together to solve common problems. A typical “consortium” for multi-country projects will include local or national partners of the targeted countries working with a broad range of national, regional or international institutions that have complementary skills, know-how and understanding of the local needs.
1.6. Potential development impact and impact pathways

All projects supported through the CFP 4 will have to contribute to the achievement of the Goal of the CFP 4 and produce meaningful impact on food and nutrition security and contribute to building resilient farming systems for vulnerable and marginalized communities in developing world.

It is expected that the projects funded through the CFP 4 fill in the existing gaps in the seed value chains, contribute to the diversification of agricultural systems and make an innovative use of targeted PGRFA. In addition, all projects will have to build capacities and know-how of local and national institutions, including of the vulnerable target communities, to better conserve, manage, study and exchange PGRFA.

The analysis of the impact should be consistent and logically linked to the other elements of the pre-proposal, especially the outcomes and planned targets, partners involved, methodology, communication and dissemination plans. In addition, all pre-proposals should contain clear impact pathways and describe project strategies to catalyse the widespread dissemination of results and bring about change to the target communities as well as outside the target communities.

1.7. Relevance to national plans and policies related to PGRFA

This section should describe how the project pre-proposal is located in the framework of major national plans and policies related to agrobiodiversity and climate change and specify how the pre-proposal supports and complements the integration of plant genetic resources components into national action plans and policies for adapting to climate change.

1.8. Contribution to the implementation of the International Treaty

In order to build complementarities and synergies within the Treaty community all proposals are expected to bring an added value and contribute to the enhancement of relevant mechanisms and policies of the Treaty. The proposals that innovate, by exploring methodologies, institutional arrangements or consultation processes that bring an added value in the context of Treaty implementation will be highly scored by the experts.
SECTION D: QUESTIONS FOR THE APPLICANTS

The Governing Body, at its Third Session, decided that plant genetic resources for food and agriculture listed in Annex I of the Treaty, resulting from projects funded by the Benefit-sharing Fund, shall be made available according to the terms and conditions of the Multilateral System, and information generated by projects funded through the Benefit-sharing Fund shall be made publicly available within one year of the completion of the project.

Please read carefully and answer all the questions below:

1. Does your proposed project focus on either on-farm conservation or sustainable use of PGRFA, or both? □ yes □ no

2. Does your proposed project focus on climate change adaptation and/or enhancing food security through the management of PGRFA? □ yes □ no

3. Does your proposed project benefit – or have the potential to benefit – farmers and/or local farming communities that conserve and/or sustainably use PGRFA? □ yes □ no

4. Are the organizations participating in the project willing to make available plant genetic resources for food and agriculture listed in Annex I of the Treaty resulting from the project, according to the terms and conditions of the Multilateral System? □ yes □ no

5. Are the organizations participating in the project willing to make the information generated in the framework of your project publicly available, within one year of the completion of the project activities? □ yes □ no

6. Is your proposal focusing on either Outcome 1 or Outcome 2 or address a combination of the targets of these main outcome areas and contribute to all the cross cutting outcomes (3-5)? □ yes □ no
ANNEX 1: PROJECT LEVEL OUTCOME MATRIX

ANNEX 2: TENTATIVE BUDGET