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| Appendix 5: Submission form for pre-proposals |
| Fourth Call for Proposals of the Benefit-sharing Fund |



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| *Deadline for submitting pre-proposals: 1 March 2018**at* *Treaty-Fund@fao.org* *and* *PGRFA-Treaty@fao.org* |

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# SECTION A: PRE-PROPOSAL COVER SHEET

Project Title:

Project duration:

Target crops:

Targeted developing country/ies

Total requested funding (USD)

Total co-funding available (USD)

**Please select the type of project you are applying for:**

[ ]  Single country

[ ]  Multicountry

**Please select to which of the main outcomes the proposal contributes to**[[1]](#footnote-1)**:**

[ ]  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:

# 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-proposal 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* separate signature page 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 ( max 400 words)

1.2. Project outcomes and related targets ( max 600 words)

1.3. Targeted PGRFA ( max 200 words)

1.4. Beneficiaries ( max 300 words)

1.5. Partnerships and collaboration arrangements ( max 500 words)

1.6. Potential development impact and impact pathways ( max 600 words)

1.7. Relevance to national plans and policies related to PGRFA ( max 400 words)

1.8. Contribution to the implementation of the International Treaty ( max 400 words)

# 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: yes no

|  |  |  |
| --- | --- | --- |
| 1. Does your proposed project focus on either on-farm conservation or sustainable use of PGRFA, or both? | [ ]  | [ ]  |
| 2. Does your proposed project focus on climate change adaptation and/or enhancing food security through the management of PGRFA? | [ ]  | [ ]  |
| 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? | [ ]  | [ ]  |
| 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? | [ ]  | [ ]  |
| 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? | [ ]  | [ ]  |
| 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)?  | [ ]  | [ ]  |

**ANNEX 1:** **Project level outcome matrix**

Applicants are required to insert their anticipated project outputs under each of the relevant targets of the Outcome Matrix table below, demonstrating how their project will contribute to the Outcome areas of the CFP4 programme. Multiple project outputs under each relevant target is acceptable.

All projects must have a focus on either Outcome 1 or Outcome 2, or address a combination of the targets under these two outcome areas. All projects must contribute to the cross-cutting Outcomes 3-5.

**Projects addressing Outcome 1**

* Must contribute to Target 1.1 and at least two other Outcome 1 targets
* Must contribute to every cross-cutting target with the exception of 3.2 and 3.3
* Contributions towards targets 3.2 and 3.3 will be well regarded

**Projects addressing Outcome 2**

* Must contribute to at least three of the Outcome 2 targets
* Must contribute to every cross-cutting target with the exception of 3.2 and 3.3
* Contributions towards targets 3.2 and 3.3 will be well regarded

**Projects addressing Outcomes 1&2**

* Must contribute to Target 1.1 and at least two other Outcome 1 or 2 targets
* Must contribute to every cross-cutting target with the exception of 3.2 and 3.3
* Contributions towards 3.2 and 3.3 will be highly regarded

An explanatory guide to the matrix is provided in Appendix 1 of the Call.

|  |  |
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| Goal | Farmers around the world use and conserve adapted varieties leading to increased productivity and on-farm incomes, increased availability of diverse nutrient-rich food, reduced adverse impacts to the environment, & enhanced resilience to production shocks. Biodiversity for food security is safe-guarded for the future.  |
| **MAIN TARGET AREAS** |
| Outcome 1 | Farmers supported to maintain and conserve agrobiodiversity in areas vulnerable to climate change and food insecurity |
| Target 1.1 | X number of farmers supported to sustainably use and conserve PGRFA |
|  |
| Target 1.2 | X number of locally adapted varieties are re-introduced, conserved, disseminated or bred with farmers’ participation  |
|  |
| Target 1.3 | Seed systems enhanced to promote use of adapted varieties |
|  |
| Target 1.4 | Local agricultural systems are diversified for enhanced resilience |
|  |
| Outcome 2: | Research and development is strengthened in the developing world and accelerated to produce climate ready crops |
| Target 2.1 | X PGRFA characterized, phenotyped, evaluated, documented, pre-bred, for traits of importance to adaptation and resilience  |
|  |
| Target 2.2 | X PGRFA packages and tools (germplasm, information, know-how and technologies) are co-developed and transferred |
|  |
| Target 2.3 | X national institutions are supported to strengthen PGRFA information systems and contribute to GLIS |
|  |
| Target 2.4 | X researchers, extension agents, national focal points, government workers and technicians trained through targeted capacity building |
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| Target 2.5 | X young scientists, particularly women, supported to ensure a new generation of scientists have the knowledge and skills to take forward Treaty implementation |
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| **CROSS CUTTING OUTCOMES AND TARGETS** |
| Outcome 3  | The enabling environment for Treaty implementation is strengthened with increased funding available for the sustainability of project interventions |
| Target 3.1 | Each project has strategies in place for securing resources to scale up project interventions |
|  |
| Target 3.2 | X million $US co-funding mobilized to support the Treaty implementation through the Benefit-sharing Fund interventions |
|  |
| Target 3.3 | X plans and policies strengthened or developed to support national implementation of the Treaty |
|  |
| Outcome 4 | Enhanced equity and inclusion in the implementation of the programme |
| Target 4.1 | All projects explicitly integrate a gender focus in their design, implementation, monitoring and reporting to ensure women are recognized as major knowledge holders of PGRFA and play a crucial role in planned activities |
|  |
| Target 4.2 | Each project uses a needs and vulnerability assessment to identify and respond to the needs and interests of marginalized groups in project interventions |
|  |
| Outcome 5:  | Partnerships and collaboration strengthened and leveraged across the seed value chain, and within and across Contracting Parties of the Treaty |
| Target 5.1 | The program results in a strong consortia of Treaty stakeholders collaborating to enhance implementation and visibility of Treaty activities |
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**ANNEX 2: TENTATIVE BUDGET**

Fill in the below pre-proposal budget.

The applicant institutions submitting full project proposals, will be requested to submit a more detailed budget in a subsequent moment. Specific guidelines and formats will be provided accordingly.

|  |  |
| --- | --- |
| **CATEGORY** | **TOTAL COST (US$)** |
| **Staff** |  |
| **Travel** |  |
| **Training and workshops** |  |
|  **Farmers and rural communities** |  |
|  **Other stakeholders** |  |
| **Materials and equipment** |  |
| **Field Activities** |  |
| **Other**  |  |
| **SUBTOTAL** |  |
| **INDIRECT COSTS (X%)** |  |
| **TOTAL REQUESTED FUNDING** |  |
| **In-kind resources** |  |
| **Counterpart funding from elsewhere** |  |
| **TOTAL CO-FUNDING** |  |

By signing this submission form for pre-proposals, the applicant confirms that all the above statements are true to the best of his/her knowledge. Any deliberately untruthful response will lead to the automatic exclusion from the further screening and appraisal processes, and may lead to the denial of awarded grants from the Benefit-sharing Fund.

**Signature of contact person: Date and location:**

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1. Please note that as stated in [the text of the Fourth Call for Proposals](http://www.fao.org/fileadmin/user_upload/faoweb/plant-treaty/cfp4/cfp_4_2017_0_en.pdf) (3.1. Introduction) all proposals will have to contribute to the cross cutting Outcomes 3-5 of the Outcome Matrix. [↑](#footnote-ref-1)