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Contracting Authority: sequa

AL-INVEST Verde. Component 1

EU- Latin America Alliance for Sustainable Growth and Jobs

1st Call for Proposals for Innovative   
EU-LA Partnership Projects

Grant Application Form

Reference: AIV\_P922\_call1

Deadline for submission of applications

27/06/2022 at 12:00 pm (Brussels date and time)

|  |  |
| --- | --- |
| Title of the action |  |
| Location(s) of the Action |  |
| Lot of the call |  |
| Name of the lead applicant |  |
| Legal status |  |
| Nationality of the lead applicant |  |
| Name of the co-applicant (s) |  |
| Duration of the action |  |

|  |  |
| --- | --- |
| Lead applicant’s contact details for the purpose of this action | |
| **Contact person for this action** |  |
| **Contact person’s email** |  |

Addresses, phone numbers, or e-mail, must be notified in writing to the contracting authority. The contracting authority will not be held responsible in the event that it cannot contact an applicant.

**NOTICE**

If processing your reply to the call for proposals involves the recording and processing of personal data (such as names, contact details and CVs), they will be processed[[1]](#footnote-2) solely for the purposes of the management and monitoring of the calls for proposals and of the contract by the data controller without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law.

In cases where you are processing personal data in the context of participation to a grant award procedure (e.g. contact details of legal representatives of co-applicants, CVs) and/or of the implementation of a contract you shall accordingly inform the data subjects of the details of the processing and communicate the above mentioned privacy statement to them. The controller of call for proposals is sequa.

This is an open call for proposals (all documents have to be uploaded together at the same time). In the first stage an admin check will be performed and for those who passed, only the outline (Part I) will be evaluated. In a second step for those who have passed Part I the capacity and eligibility will be checked on the basis of the supporting documents provided and the signed ‘declaration by the lead applicant’ (Part II). In a third step the full application (Part III) of those who successfully passed the 1st and 2nd step will be evaluated. In step 4 a provisional selection and the verification of supporting documents takes place.

Please fill in the form below, all hints/instructions in *italics* should be deleted. Stick to the page margins, font and size, respect the page limits. Thank you

**To apply to this call for proposals organisations must register in the tool linked under** [**www.alinvest-verde.eu**](http://www.alinvest-verde.eu)

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# Outline and general concept of the action

## Overview of the action *(max 1 page)*

|  |  |
| --- | --- |
| **Title of the action** |  |
| **Objectives of the action** | <*Overall objective(s) (i.e. Impact)*>  <*Specific objective(s) (i.e. Outcome(s)*> |
| **Location of the action** |  |
| **Requested sequa contribution & Total budget** |  |
| **Duration (months)** |  |
| **Target group(s)[[2]](#footnote-3)** |  |
| **Estimated outputs** | 1.  2.  Etc. |
| **Main activities** | |
| 1.  2.  3.  Etc. | |

## Description of the action *(max 3 pages)*

### Background

*Give a brief background to the preparation of the action, in particular on the sector/country/regional context. Mention any specific analysis/study carried out to inform the design (context analysis)*

### Relevance of the action and Problems to be addressed

*Please describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals. You should relate to the expected results and outcomes referred to in the guidelines.*

*Please describe the problems including key challenges the action is striving to solve.*

### Actors and key stakeholders

*Describe the actors and key stakeholder groups*

### Objectives

*Explain the objectives, the envisaged impact and outcome of the action given in the table above*

### Activities and outputs

*Briefly outline the type of activities proposed and the outputs to be produced*

### Indicators

*Name and number, qualify and quantify the indicators intended to be achieved*

### Risks and assumptions

*Briefly outline underlying main risks and assumptions which might impede the action*

### Sustainability

*Please mention mechanisms inbuilt or activities envisaged to ensure sustainability of the action after its end*

### Cross cutting issues and value-added elements

*Explain how the Action will mainstream relevant cross-cutting issues such as youth, employment creation, women entrepreneurship, gender equality, digitisation, innovation, de-forestation and environmental sustainability.*

# Applicant and Co-applicant(s)

Please attach/upload the supporting documents like proof of registration, VAT number or equivalent, articles of association, audit reports, balance sheets accordingly for each applicant and co-applicant.

## Legal entities submitting the grant application

|  |  |
| --- | --- |
| **Applicant** | |
| Name of the applicant |  |
| EuropeAid ID (if existing) |  |
| Country and date of registration |  |
| Legal status |  |
| Address |  |
| Telephone |  |
| Website |  |
| Name of contact person |  |
| e-mail |  |

*if applicable otherwise delete or add accordingly*

|  |  |
| --- | --- |
| **Co-Applicant 1** | |
| Name of the co-applicant |  |
| EuropeAid ID (if existing) |  |
| Country and date of registration |  |
| Legal status |  |
| Address |  |
| Telephone |  |
| website |  |
| Name of contact person |  |
| e-mail |  |

|  |  |
| --- | --- |
| **Co-Applicant 2** | |
| Name of the co-applicant |  |
| EuropeAid ID (if existing) |  |
| Country and date of registration |  |
| Legal status |  |
| Address |  |
| Telephone |  |
| website |  |
| Name of contact person |  |
| e-mail |  |

## Economic and financial capacity

*Please complete the following table of financial data based on your annual accounts. The data in the table must be inserted for each applicant and co-applicant. Add tables when necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial data of** *<name>* | **2018** | **2019** | **2020** | **Average** |
| Annual turnover[[3]](#footnote-4) | **€** | **€** | **€** | **€** |
| Current ratio assets/liabilities |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial data of** *<name>* | **2018** | **2019** | **2020** | **Average** |
| Annual turnover[[4]](#footnote-5) | **€** | **€** | **€** | **€** |
| Current ratio assets/liabilities |  |  |  |  |

## Staff resources

*Please provide the following personnel statistics for the current year and the two previous years.*

*The data in the table must be* ***inserted for each applicant and co-applicant****. Add tables when necessary.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Annual manpower** | **2020** | | **2021** | | **2022** | |
| *<name lead>* | Overall | Technical experts | Overall | Technical experts | Overall | Technical experts |
| Permanent staff |  |  |  |  |  |  |
| Other staff [[5]](#footnote-6) |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Annual manpower** | **2020** | | **2021** | | **2022** | |
| *<name co-applicant>* | Overall | Technical experts | Overall | Technical experts | Overall | Technical experts |
| Permanent staff |  |  |  |  |  |  |
| Other staff [[6]](#footnote-7) |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

## Fields of specialisation

*Please indicate the specialisms relevant to this action of each legal entity. Show the relevant specialism(s) of each legal entity by placing a tick (✓) in the box corresponding to those specialisms in which the legal entity has significant experience. [Maximum 10 specialisms]*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Applicant** | **Co-applicant 1** | **Co-applicant 2** |
| Sustainable agricultural value chains and the agri-food industry |  |  |  |
| Transition towards low carbon, resource efficient and circular economy |  |  |  |
| Project Management |  |  |  |
| *Add specialisms relevant to this action (Max 10)* |  |  |  |

## Experience

Please complete a table using the format below to summarise the major relevant projects carried out over the past 5 years by the legal entity or entities applying for the grant. The number of references to be provided **must not exceed 10**.

Previous experience which caused breach of contract and termination by a contracting authority shall not be used as reference.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of legal entity** |  | **Project title** |  |
| **Country** |  | **Overall value** |  |
| **Name of client/donor** |  | **Proportion supplied by legal entity (%)** |  |
| **Partners/members of consortium** |  | **Dates** |  |
| **Detailed description of project, service or supply** | | **Impact achieved / Outputs produced** | |
|  | |  | |

## Declaration by the lead applicant

**The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, and in the context of the present application, representing any co-applicant(s) in the proposed action, hereby declares that:**

1. the lead applicant has the sources of financing and professional competence and qualifications specified in Section 2 of the guidelines for applicants;
2. the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s), if any, and is not acting as an intermediary;
3. The lead applicant and the co-applicant(s) are not in any of the situations excluding them from participating in contracts which are listed in Section 5 of the sequa award guide (attached to this call for proposals). The lead applicant and each co-applicant entity are in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the guidelines for applicants;
4. **the lead applicant and each co-applicant(s) are eligible in accordance with the criteria set out under Sections 2.1.1 and 2.1.2 of the guidelines for applicants;**
5. if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G);

We acknowledge that if we participate in spite of being in any of the situations listed in Section 5 of the sequa award guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the grant being awarded and that this information may be published on the sequa website in accordance with the management guide in force. We are aware that, for the purposes of safeguarding the sequa’s and EU’s financial interests, our personal data may be transferred to the EU internal audit services, to the EU early detection and exclusion system, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Signed on behalf of the lead applicant

|  |  |
| --- | --- |
| **Name:** |  |
| **Organisation:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date and place:** |  |

## Mandates by co-applicants

The co-applicant authorises the lead applicant <*indicate the name of the organisation*> to submit on its behalf the present application form and to sign on its behalf the standard grant contract (Annex G of the guidelines for applicants) with sequa (contracting authority), as well as, to be represented by the lead applicant in all matters concerning this grant contract.

The co-applicant <*indicate the name of the organisation*> are not in any of the situations excluding them from participating in contracts which are listed in Section 5 of the sequa award guide (attached to the call for proposals).

The co-applicant is in a position to deliver immediately, upon request, the supporting documents stipulated under Sections 2.1.1 and 2.2.2 of the guidelines for applicants.

I have read and approved the contents of the proposal submitted to the contracting authority. I undertake to comply with the principles of good partnership practice.

|  |  |
| --- | --- |
| **Name:** |  |
| **Organisation:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date and place:** |  |

# Detailed application form *(max 15 pages excl. Logframe & Budget)*

## Intervention logic and Indicators

*Please provide some details on the intervention logic, explaining how the activities will lead to the outputs, then the outputs to the outcome(s) and finally the outcome(s) to the expected impact. Provide some details on the achievement of indicators. The logframe has to be inserted in Chapter 3.8.*

## Target groups and final beneficiaries

*Define and describe the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs and improve their situation.*

## Detailed description of activities

*Identify and describe in detail each activity (or work package) to be undertaken to produce results, justifying the choice of activities and specifying the role of each co-applicant(s) and if applicable of contractors/service providers in the activities. Please demonstrate coherence and consistency of project design.*

*This description per activity may be done in table format, e.g.*

|  |  |
| --- | --- |
| *Activity 1.1 Title* | |
| *Objective or Reason* |  |
| *Details* | * *Xx* * *Xx* * *Xx* * *xx* |
| *Deliverables* |  |
| *Leading Organisation* | *Xxx and role of co-applicants if applicable* |
| *Contractors / service providers* | *If applicable* |

## Deliverables

*Please list in bullet points any outputs including studies, publications envisaged for the action.*

## Indicative Plan of Action

*The action plan for the first 12 months of implementation should give an overview of the sequence of implementation of each activity. The action plan for each of the subsequent quarters may be more general. The activities should match those mentioned in the detailed description (Chapter 3.3.). The duration must be between 20 and 30 months. Add or delete lines as applicable.*

The duration of the action will be ***number* months**.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year 1** | **Months** | | | | | | | | | | | |  |
| Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 9 | 9 | 10 | 11 | 12 | Lead |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Following half years** | **Quarters** (i.e. 3 month periods) | | | | | |  |
| Activity | 5th Q. | 6th Q. | 7th Q | 8th Q | 9th Q | 10th Q | Lead |
|  |  |  |  |  |  |  |  |
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## Implementation approach / methodology

3.6.1 Methods of implementation

3.6.2 Organisational structure, the team proposed and project governance

3.6.3 Planned monitoring arrangements and subsequent follow up

3.6.4 Intended cooperation with relevant other projects

## Sustainability of the action

*Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc.*

## Logical Framework

The Logical framework (logframe) matrix should evolve during the Action (i.e. the projects). In addition to a monitoring system at programme level, the logframe should serve the implementing partners as orientation for monitoring. The logframe can be revised as necessary in consultation with the contracting authority.

|  | **Results chain** | **Indicator** | **Baseline**  *(value & reference year)* | **Target**  *(value & reference year)* | **Current value\*** | **Source of Data** | **Assumptions** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Impact (Overall objective)** | *The broader, long-term change to which the action contributes at country, regional or sector level, in the political, social, economic and environmental global context which will stem from interventions of all relevant actors and stakeholders.* | *Quantitative and/or qualitative variable that provides a simple and reliable mean to measure the achievement of the corresponding result*  *To be presented, when relevant, disaggregated by sex, age, urban/rural, disability, etc.* | *The value of the indicator(s) prior to the intervention against which progress can be assessed or comparisons made.*  *(Ideally, to be drawn from the partner's strategy)* | *The intended final value of the indicator(s).*  *(Ideally, to be drawn from the partner's strategy )* | *Leave it blank for the application*  *(\* to be updated in interim and final reports)* | *Ideally to be drawn from the partner's strategy.* | *Not applicable* |
| **Outcome (s) (Specific objective(s))** | *The main medium-term effect of the intervention focusing on behavioural and institutional changes resulting from the intervention*  *(It is good practice to have one specific objective only, however for large Actions, other short term outcomes can be included here)* | *(see definition above)* | *The value of the indicator(s) prior to the intervention against which progress can be assessed or comparisons made.* | *The intended final value of the indicator(s).* | *(same as above)* | *Sources of information and methods used to collect and report (including who and when/how frequently).* | *Factors outside project management's control that may influence on the impact-outcome(s).* |
| **Outputs / Results** | *The direct/tangible products (infrastructure, goods and services) delivered/generated by the intervention*  *(\*Outputs should in principle be linked to corresponding outcomes through clear numbering)* | *(same as above)* | *(same as above)* | *(same as above)* | *(same as above)* | *(same as above)* | *Factors outside project management's control that may influence on the other outcome(s)/output linkage.* |

## Budget, amount requested, expected sources of funding and budget division

Please fill in the **separate excel template (Annex B)**. There is no need to paste it in here extra.

1. Please refer to: <https://www.sequa.de/en/privacy-statement/> [↑](#footnote-ref-2)
2. **Target groups** are groups/entities who will directly benefit from the action at the action purpose level. [↑](#footnote-ref-3)
3. The gross inflow of economic benefits (cash, receivables, other assets) arising from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year. [↑](#footnote-ref-4)
4. The gross inflow of economic benefits (cash, receivables, other assets) arising from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year. [↑](#footnote-ref-5)
5. Other staff not directlyemployed by the tenderer on a permanent basis (i.e. under fixed-term contracts). [↑](#footnote-ref-6)
6. Other staff not directlyemployed by the tenderer on a permanent basis (i.e. under fixed-term contracts). [↑](#footnote-ref-7)