



CALL FOR PROJECT PROPOSALS

PROJECT TITLE: PROJECT TO PROMOTE INTEGRATED SCHOOL FEEDING MODELS IN WEST AFRICA (PMAI-AO)

THEME OF THE CALL: PROMOTING INTEGRATED SCHOOL FOOD MODELS
.....

GUIDELINES

JUNE 2023

Financial support:



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ACRONYMS

AECID	Spanish Agency for International Development Cooperation
GA	General Assembly
CPP	Call for Project Proposals
RAAF	Regional Agency for Agriculture and Food
BOD	Board of Directors
CILSS	Permanent Inter-State Committee for Drought Control in the Sahel
SWAC	Sahel and West Africa Club
CFP	Call for proposals
ECOWAS	Economic Community Of West African States
FAQ	Frequently Asked Questions
GCNF	Global Child Nutrition Foundation
OECD	Organisation for Economic Co-operation and Development
ILO	International Labour Organisation
NGO	Non-Governmental Organisation
WFP	World Food Programme
SFPs	School Feeding Programmes
PMAI - AO	Project to Promote Integrated School Feeding Models in West Africa
PRAFNSS	Regional Support Programme for National Social Safety Nets
CAR	Central African Republic
INCL. VAT	All taxes included
USD	United States Dollars

GENERAL PRESENTATION

As part of the implementation of the Regional Agricultural Policy, Spanish Cooperation had supported ECOWAS in the operationalisation of its Regional Programme to Support National Social Safety Nets in West Africa (PRAFNSS) through a Memorandum of Understanding signed on March 28, 2014.

This support has made it possible to finance innovative projects in the field of social safety nets for food security supported and implemented by non-state actors, not-for-profit organizations (international, national and local NGOs), federations, associations and organisations of producers, breeders, agro-pastoralists and agro-industry, rural women's associations, local authorities), universities and research centres universities over the period 2015 to 2021 in the West Africa region.

At the end of the project, the evaluation identified social safety net instruments with the potential to have a greater impact. Capitalising on what has been learnt has enabled technical and methodological lessons to be drawn with a view to replicating certain promising practices.

In this context, one of the social safety net instruments identified by the stakeholders was school feeding. Therefore, ECOWAS and the Spanish Cooperation have agreed, through the signing of a memorandum of understanding on December 6, 2022, to consolidate the achievements of this phase 1 by placing emphasis on the "school feeding" instrument as recommended by the conclusions of the experience-sharing workshop on social safety nets for food and nutrition security in West Africa held in Ouagadougou from 19 to 26 November 2021.

This phase 2 will finance the Project to Promote Integrated School Feeding Models in West Africa (PMAI-AO) focusing on the need to build the capacity of Member States and regional institutions in order to create a regional reference framework for the development of school feeding programmes. The aim will be to share experiences and lessons learned in order to consolidate national policies and the regulatory, institutional and governance frameworks for school feeding programmes in the sub-region.

ECOWAS, through its Regional Agency for Agriculture and Food (RAAF), based in Lomé, and with the financial support of the Spanish Agency for International Development Cooperation (AECID), proposes to implement the Project to Promote Integrated School Feeding Models in West Africa (PMAI-AO). The project will be implemented by non-profit, non-state actors (international, national and local NGOs), federations, associations and organisations of producers, breeders, agro-pastoralists and agro-industry, rural women's associations, local authorities), universities and research centres.

To this end, ECOWAS and AECID are making available to potential applicants an overall envelope of around USD 3.5 million for the co-financing of innovative projects in the field of school feeding.

This call for project proposals is for a total of USD 3.5 million.

Projects are submitted by organisations based at national level, and the maximum amount for each project is set at USD 250,000.

The duration of the project is four (4) years, including three (3) years for the implementation of field actions in the area of school feeding and one year for the starting, evaluation and closing activities (technical and financial).

Co-financing from the applicants (or their Partners) must be at least 20% of the total budget of the proposed project. This contribution will be in the form of a "valued in kind" contribution. As a result, the activities proposed under this call for projects will only be covered up to 80% of the total budget of the project.

Projects proposed by applicants will be selected in two stages:

- The first stage will involve the evaluation and selection of the project concept note (see Appendix A);

- the second stage will involve the evaluation of the detailed proposals of the projects whose concept notes were selected in the first stage.

The applicant is also required to submit a complete administrative file before signing a funding agreement.

Final approval of selected projects is subject to certain conditions that project leaders must take into account. A period of two weeks will be allowed to take into consideration the recommended suggestions once the project leader has been notified.

Funding agreements will be signed by the ECOWAS contracting body and the organisation leading the selected project.

The Request for Proposals (RFP) will be available from **August 7th 2023** on the following websites:

ECOWAS website: www.ecowas.int Hub Rural website: www.hubrural.org CILSS website: www.cilss.bf
SWAC/OECD website: www.food-security.net
Spanish cooperation website: www.aecid.es
RAAF website: <http://www.araa.org/>

The main elements of the call for project proposals will also be published in at least one official newspaper in each of the target countries.

The guidelines for the call for project proposals will also be distributed electronically to the various players involved in school feeding development initiatives.

Proposals must be written in one of the three (3) working languages of ECOWAS: French, English and Portuguese. The call for proposals for local initiatives will be published in these three (3) languages.

The concept note and the detailed project document must be submitted to via the ARAA "Call for Proposals" platform at the following address: <https://appels.araa.org> in Word and PDF format, no later than **15 september 2023 at 11:59 pm GMT**. The Selection Committee will examine the concept notes and detailed proposals on the basis of the pre-established criteria. **Note: Any project submitted by any means other than the platform will be automatically rejected.**

Frequently Asked Questions (FAQs): the RAAF runs a frequently asked questions section aimed at all applicants seeking a better understanding of the call for proposals process and the guidelines through the MESECOPS submission platform: <https://appels.araa.org>.

Requests for information can therefore be made via the FAQ on the platform up from the "Call for Proposals" platform via the link: <https://appels.araa.org> until 15 days before the closing date of the call for proposals. After this deadline, new questions will no longer be processed.

All the answers to the questions asked by applicants and the answers provided by the RAAF will be available 08 days before the closing date of the call for proposals for local initiatives on the platform's FAQ. All the questions and the answers provided by the RAAF will be available on its website: <http://www.araa.org/>. This site will be updated regularly and applicants are encouraged to visit it from time to time. After this deadline, no further questions will be answered.

The following table summarises the basic information on this call for proposals:

Project :	Project to Promote Integrated School Feeding Models in West Africa (PMAI-AO)
Area of innovation	The innovation may be organisational, institutional, methodological or technical, or in the method of targeting beneficiaries or in the integrated approach to implementing school feeding.
General objective	Improving human capital development in West Africa and beyond
Specific objective	Improving sustainable access to a healthy and balanced food basket for children in schools
Priority issues	<input type="checkbox"/> Interventions focusing on the food basket and food sources ; <input type="checkbox"/> “Innovative” actions demonstrating strong private sector involvement in school feeding programmes; <input type="checkbox"/> Activities based on household vulnerability and food and nutrition insecurity (actions targeting pre-school children, pastoralists, displaced populations, populations in cross-border or insecure areas); <input type="checkbox"/> Food programme initiatives aimed at creating jobs for women; <input type="checkbox"/> Actions to increase knowledge and share best practice
Eligible actors	<p><u>Potential project leaders:</u></p> <input type="checkbox"/> Non-state not-for-profit stakeholders : <ul style="list-style-type: none"> o National and local NGOs, o International NGOs with an effective presence in the country or countries concerned o Federations, associations, producers, breeders, fishermen, agro-pastoralists, agro-industry organisations o Women's associations. <input type="checkbox"/> Decentralised local authorities <input type="checkbox"/> The private sector. <p>Applicant organisations must have the capacity to manage projects of this kind, have successfully implemented (with proof) a school feeding project or have supported a school feeding initiative.</p> <p><u>Partnerships:</u></p> <p><u>The above-mentioned eligible Leaders may enter into partnership with:</u></p> <input type="checkbox"/> NGOs and international associations to benefit from their technical experience. <input type="checkbox"/> National public institutions and/or local authorities.
Priority areas of intervention	The call for proposals is open to countries in the ECOWAS space, with a geographical priority for areas with high levels of poverty, food insecurity and malnutrition, areas with internally displaced persons, cross-border areas with actions targeting pre-school children, pastoralists, displaced populations, populations living in cross-border.
Financial volume	USD 3.5 million

<p>Floor / Ceiling of the grant</p>	<p>Projects:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maximum grant: USD 250,000
<p>Co-financing level</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A minimum of 20% by the applicant or its partners. This contribution will be a "valued in kind" contribution. Total co-financing must not be less than 20% of the total project budget.
<p>Grant</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 80% of the total budget is provided by the grant
<p>Duration of the action</p>	<p>The duration of the action is three (3) years</p>

COMPONENTS OF THIS CALL FOR PROPOSALS:

Section I - General conditions

Section II - Special conditions

Section III - Guidelines for responding to the call for proposals

Section IV - Criteria and Selection

Section V - Criteria and scoring of the concept note

Section VI - Criteria and scoring of the detailed proposal

Appendix

SECTION I - GENERAL CONDITIONS

1. General clauses

1.1 The aim of the initiative is to finance projects carried out by organisations whose status is specified in the Section II "*Special conditions*". These organisations must:

- demonstrate their ability to implement large-scale social safety net projects.
- show experience in implementing rural development projects

The organisations eligible to submit project proposals are specified in Section II "*Special conditions*".

1.2 As groups are encouraged, the planned activities and remuneration of each partner organisation must be explicitly stated in the various components of the project.

2. How it works

2.1 Through funding from the Spanish Cooperation, the RAAF proposes to finance the expenditure required to carry out projects designed and defined by the organisations for the maximum duration specified in Section II "*Special conditions*".

2.2 The international or regional organisations submitting the proposal must work in partnership with other national or local organisations, in order to meet the requirement for projects to be locally based, and to build local capacities.

2.3 Projects must be designed, defined and implemented in accordance with relevant local public institutions and their partners.

2.4 The applicant's minimum financial contribution to the total project budget is specified in Section II "*Special conditions*" of the call for proposals, as well as the documents that must be included in the administrative file to guarantee the said co-financing.

2.5 The eligibility of costs is described in detail in Section III "Guidelines for responding to the call for proposals" of the call for proposals. The following costs are generally considered ineligible:

- ✓ construction of buildings and renovation of infrastructure;
- ✓ acquisition of vehicles;
- ✓ costs associated with preparing and submitting the call for proposals;
- ✓ expenditure not directly related to the project;
- ✓ services rendered in the context of an intervention as operator in other projects financed by the RAAF or ECOWAS, in the course of appraisal or execution;
- ✓ expenditure for which funding was initially granted by another donor;
- ✓ debts and debt service costs;
- ✓ provisions for potential future losses or liabilities;
- ✓ interest expense;
- ✓ foreign exchange losses;
- ✓ loans to third parties.

2.6 The operations of the selected projects will be financed in instalments (2 advance payments and o final payment), the proportions of which are specified in Section II "*Specific conditions*".

2.7 Applicants are responsible for all costs associated with the preparation and submission of their offers and the RAAF will not be held responsible or liable to pay any such costs.

2.8 The expenditure taken into account by this call for project proposals will only be eligible from the date of signature of the funding agreement.

3. Presentation of proposals

3.1 There will be only one call for project proposals, unless it proves unsuccessful. The aim is to select the best proposals and to allow sufficient time for the selected operators to intervene on the ground and for the actions to generate measurable effects and feed into capitalisation exercises. The applicant is required to check and compile the checklist in Appendix I before sending the dossier to the RAAF via the platform. The checklist is an integral part of the application to be submitted to the RAAF.

3.2 Proposals will be selected by the RAAF in two stages:

- Stage 1: Evaluation of the project concept note (see Appendix A);
- Stage 2: Evaluation of the detailed proposal for applicants whose concept notes have been accepted (see Appendixes B, C, D).

Successful applicants must submit a complete administrative file before signing the contract (see list of administrative documents in Appendix K). Publication notes will be written in French, English and Portuguese. The concept note and detailed project proposal must be submitted online via the ARAA's "Call for Proposals" platform, the link to which is : <https://appels.araa.org>

3.3 Proposals must be written in French, English or Portuguese unless otherwise specified in the *Special conditions*.

4. Audit, reporting, evaluation and capitalisation

4.1 The RAAF reserves the right to carry out audits and evaluations (ex-ante, mid-term or ex-post) of co-financing actions, from its own funds or from specific funding, as from the signing of the agreement and throughout the project implementation period.

4.2 Periodic technical and financial reports on the activities implemented under the Project must be submitted to the RAAF for formal verification before the next instalments of the grant are disbursed. The terms and conditions will be specified in the *Special Terms and Conditions*.

5. Currency of the funding agreement and currencies of payment

Applicants must draw up their proposal in dollars and may add conversion into the currency of the country of intervention if necessary. The budget must be drawn up inclusive of all taxes, firm and non-revisable.

6. Knowledge of the location and conditions of the call for proposals

By submitting their proposals, applicants are deemed to:

- ✓ have read and accepted the terms and conditions of the call for proposals described herein;
- ✓ have a thorough understanding of the nature and scope of the work to be carried out, local working conditions and all the challenges involved;
- ✓ have read the general and specific conditions as well as the guidelines for responding to the Call for Proposals (sections I, II and III).

7. Admission of proposals

7.1 Proposals will be opened and selected by the Selection Committee at the RAAF headquarters in Lomé. The opening of the concept notes and detailed project notes will take place after the closing date for submission. Those whose proposals have been shortlisted will be given two weeks to submit their detailed proposals, with comments being taken into account. Proposals not received by the specified deadline will be automatically eliminated.

7.2 The Selection Committee will then check the list of proposals received. The electronic version is compulsory for concept notes and detailed project notes.

8. Determining the conformity of proposals

8.1 Applicants whose proposals have not been deemed administratively compliant (with regard to the list of documents making up the application file) will be informed and given 5 days to submit the missing documents in electronic form. They must also send the missing documents in hard copy before the funding agreement is signed.

8.2 The Selection Committee may eliminate proposals from applicants who clearly do not have the human, security or financial capacity to implement a project in the country concerned.

9. Evaluation of proposals

The evaluation criteria and scoring procedures are set out in Section IV "Scoring criteria for the project concept note" and Section V "Scoring criteria for the detailed proposal".

10. RAAF's right to reject any proposal

The RAAF reserves the right to reject any proposal, to cancel the call for proposals procedure as long as ECOWAS has not awarded the grant(s), without incurring any liability whatsoever towards the applicants concerned. A letter notifying the cancellation of the call for proposals procedure will then be sent to all applicants. This letter may indicate the reasons why the call for proposals has been cancelled or the proposal rejected.

11. Approval and improvement of technical and financial files

The Selection Committee approves projects as submitted or, in some cases, approval is subject to certain conditions that applicants must take into account. In the latter case, a period of two weeks from the date of notification to the applicant will be allowed to take into account the recommendations of the selection committee.

12. Confidentiality

12.1 No information relating to the review, clarification, evaluation, comparison of proposals and recommendations for the award of the grant(s) may be disclosed to applicants or to any other person outside the review and evaluation process, and until the announcement of the award of the grant(s) to the organisation(s) selected.

12.2 Any attempt by an organisation to influence the Selection Committee during the process of reviewing, evaluating and comparing proposals will result in the rejection of that organisation's proposal.

13. Information on the selection and award process

The list of organisations whose project proposals have been selected for funding will be published on the RAAF's website (www.araa.org).

14. Signing of the funding agreement

14.1 The RAAF will send a letter to the organisation receiving the grant, informing it of the final approval of the project, followed by the draft funding agreement for approval prior to signature.

14.2 The funding agreements will be signed by the project leader and the ECOWAS contracting body.

SECTION II - SPECIAL CONDITIONS

15. Total amount of the call for project proposals

The total amount available for this call for proposals is USD 3.5 million.

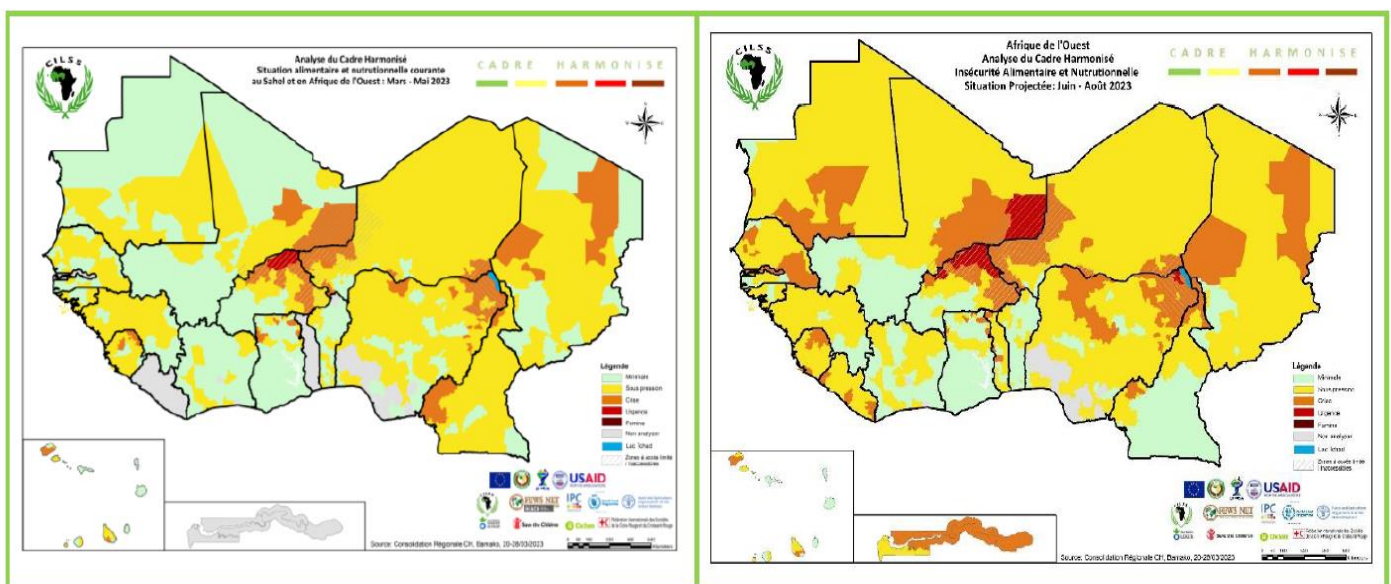
16. Thematic coverage and target populations

16.1 The purpose of the call for proposals is to support proposals for innovative actions relating to school feeding, in accordance with the guidelines set out in section III - Guidelines for responding to the call for proposals.

16.2 The target populations are pre-school and primary school children in rural areas where there are high levels of poverty, food insecurity and malnutrition, cross-border areas and areas with displaced persons who are severely affected by conflicts and climatic hazards.

17. Geographical coverage

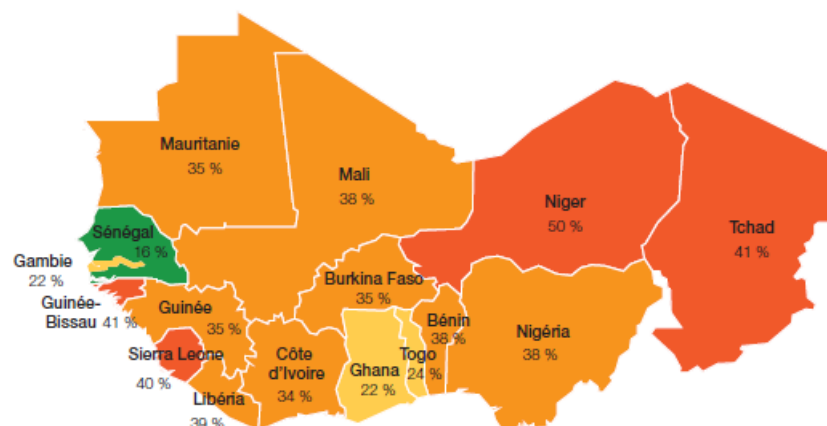
The aim of the call for proposals is to support innovative project proposals in the field of school feeding in ECOWAS countries suffering from high levels of food and nutritional insecurity due to climatic conditions. The priority intervention areas are rural areas with high levels of food vulnerability, as shown in the maps below. In this respect, the priority intervention areas are rural areas with a high level of food vulnerability, as shown on the maps below (the areas coloured orange and red are in crisis phase and emergency situation, according to data from the harmonised framework for March-May 2023 and the projection for June-August 2023):



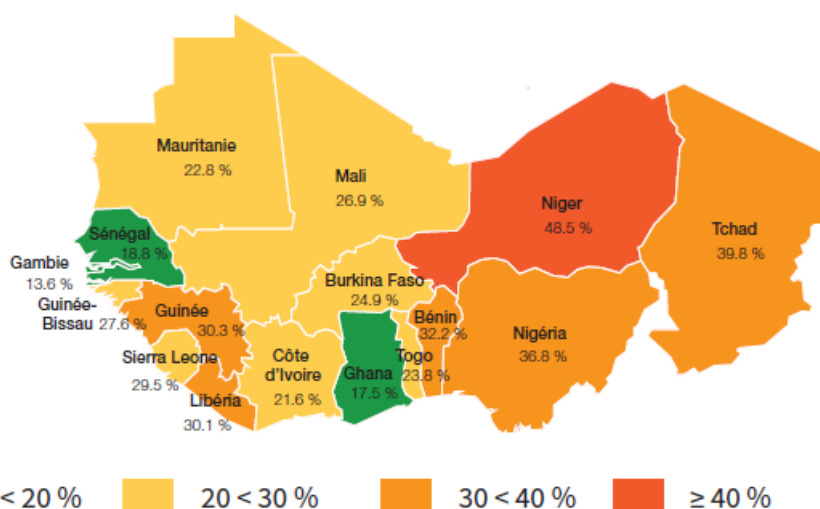
This also includes areas where malnutrition indicators (prevalence of chronic malnutrition, etc.) are at alarming levels, as illustrated on the maps below:

Enfants de moins de 5 ans souffrant de retard de croissance

2000-06



2014-19



Sources: Banque mondiale, OMS, UNICEF (2020), *Joint Child Malnutrition Estimates*, édition 2020 ; Banque mondiale, OMS, UNICEF (2016), *Rapport mondial de la nutrition 2016*. Carte : CSAO/OCDE.

On the other hand, marginalised cross-border areas with few educational or socio-cultural opportunities and incentives, areas with harmful forms of child labour, and areas where displaced populations live as a result of conflicts. populations displaced by conflicts (in the Sahel, 80% of violent events recorded in 2022 occurred in rural areas¹), as well as areas where populations return are also concerned. Lastly, landlocked areas with little or no school feeding coverage are remote areas with few basic infrastructures (health, water, education, sanitation, etc.), isolated fishing areas with limited employment opportunities and exposed to various environmental risks, including ethnic minorities.

18. Eligible actions and co-financing mechanisms

18.1. The aim of the call for proposals is to support co-financed projects. Proposals must be able to demonstrate explicitly how the co-financing requested will enable the achievements of national programmes in the field of school nutrition to be strengthened or consolidated (geographical coverage, thematic expansion, strengthening of the system, taking on new activities, innovations developed, synergy with other programmes, etc.).

¹ OECD/WAC (2023), *Urbanisation et conflits en Afrique du Nord et de l'Ouest*, Cahiers de l'Afrique de l'Ouest, OECD Publishing, Paris, <https://doi.org/10.1787/4044c408-fr>.

18.2. Consequently, in addition to the grant to be awarded by ECOWAS and AECID, the applicant is required to make a minimum contribution of 20% of the total budget of the proposed project. The contribution may come from its own resources or from a grant awarded by another partner.

18.3 The beneficiary communities can also make their own contributions, often in kind. This may involve the provision of volunteers (human resources) to support with the cooking of meals, carrying out one-off works, donating food or land for cultivation, or any other form of voluntary contribution necessary for the smooth running of the operation. These contributions must be valued.

18.4 In all cases, the applicant must clearly demonstrate the co-financing arrangements in the proposal. For co-funding that has already been secured, applicants must submit the agreement; for co-funding that is still in the appraisal phase, a letter of intent from the potential funding body must be submitted. The applicant's contribution must be clearly demonstrated in the proposal.

19. Eligible institutions and organisations

The applicant or one of its partners must be a legal entity governed by the law of one of the ECOWAS Member States. The following stakeholders are eligible:

- ✓ Non-state, not-for-profit stakeholders: national and local NGOs,
- ✓ International NGOs can partner with local NGOs, federations, associations and organisations of producers, breeders, agro-pastoralists, pastoralists, fishermen, agro-industry and women's associations to provide the necessary technical expertise;
- ✓ decentralised local authorities;
- ✓ the private sector

Eligible stakeholders must have successfully implemented a school feeding project or supported a school feeding initiative, and be located in the area where the action is to be implemented.

Consultancy firms and United Nations agencies are not eligible applicants. However, these organisations can be considered as partners and can be involved in the implementation of projects.

20. Minimum and maximum grant amounts

20.1. The grant awarded per project under this call for proposals may not exceed USD 250,000.

20.2 Each applicant may submit its project taking into account the budgetary limitation set out in point 20.1. However, the maximum number of projects is limited to one (1) for each applicant.

21. Duration of activities

The RAAF, through the grant from the Spanish Cooperation and the contribution from ECOWAS, proposes to contribute to the financing of expenses necessary for the implementation of projects designed and defined by the organisations for a period of thirty-six (36) months (maximum).

22. Funding arrangements

The grant will be paid in 3 instalments as follows:

- 50% on signing of the funding agreement ;
- 40% upon submission of a technical and financial report validated by the RAAF, and after

verification of the accounting documents relating to the use of the 1st advance, attesting in particular to a rate of execution of 70%. Certified copies of the original supporting accounting documents must be provided to prove the use of the first instalment.

- 10% on submission of the final implementation report and an audit certifying that the first two instalments have been used in full and that at least 10% of the project has been co-financed.

23. Assessment of project proposals

23.1 The project concept notes will be marked out of 100 points according to the criteria in the table in section V.

23.2 The detailed proposals will be marked out of 100 points according to the criteria in the table in section VI.

23.3 The process leading to the funding agreement is carried out in four phases:

- Phase 1.** Pre-qualification on the basis of the project concept notes according to the criteria presented in section IV. Only project concept notes with a total score of at least 70 points out of 100 will be admitted to the next selection phase. In addition, the selection committee reserves the right to review the minimum score for the concept notes to be retained.
- Phase 2.** Evaluation of the detailed proposals according to the criteria presented in section V. Only detailed proposals achieving a total score of at least 70 points will qualify. The proposals with the highest scores will be funded within the limits of the funds available.
- Phase 3.** Final approval of projects is subject to certain conditions that applicants must take into account.
- Phase 4.** Contractualization and information. Once the final selection has been made, a funding agreement will be signed between ECOWAS and the beneficiary organisation.

24. Reporting

24.1. Quarterly interim technical and financial reports on the activities implemented as part of the project must be sent to the RAAF.

24.2. Disbursement of the second instalment of the funding (40%) will be conditional on the submission of an interim technical and financial report. This must be validated in advance by the RAAF and must provide original proof of the use of the 1st advance of up to 70% (see funding terms and conditions).

24.3 Similarly, disbursement of the final instalment will be conditional on validation of the final report by the RAAF. This must be submitted no later than 3 months after the end of the project.

24.4 Quarterly reports (technical and financial) are submitted to the RAAF by the 10th of the quarter of the following month at the latest, in accordance with the guide to technical and accounting management and visibility in the context of RAAF calls for proposals.

25. Complete administrative documents

Before signing the funding agreement, successful applicants will be required to provide complete administrative documents.

26. Language of project submission documents

All documents relating to this call for proposals must be written in one of the official ECOWAS languages (English, French and Portuguese). Documents written in any other language will not be accepted.

27. Communication and visibility

The projects submitted should focus on communication, describing their approaches and strategies for exchanging and disseminating results in this area in order to inform all those involved in school feeding and make the RAAF/ECOWAS/Spanish Cooperation action more visible, in accordance with the guide to technical management, accounting and visibility in the context of the RAAF calls for proposals.

28. Intellectual property and Rights

All intellectual property rights, in particular copyright on any material used to carry out the activities provided for under the funding agreement, belong to AECID and ECOWAS. Specific provisions may be included in the funding agreement. Also, in the context of visibility and communication, project leaders authorise ECOWAS and all its partners to use images and photos taken in the field. They will ensure that this is communicated to the various beneficiaries of their project.

29. Conditions and rules for amending the initial agreement

In some specific cases where the implementation of the project requires modifications deemed necessary (delay in the implementation of the project, enlargement of the target population or intervention area, etc.), the agreement may be modified before the end of the project. In this case, the project organisation will send the RAAF a written request justifying the amendment to the agreement. The RAAF will respond to this request within a maximum of three weeks from the date of receipt of the written request.

SECTION III - GUIDELINES FOR RESPONDING TO THIS CALL FOR PROPOSALS

INTRODUCTION

3.1 School feeding concept

School feeding consist of providing schoolchildren with a variety of healthy, balanced meals. In many cases, school feeding programmes are used to promote enrolment and attendance, thereby improving school indicators. School feeding programmes (SFPs) are both a social safety net capable of absorbing the social shocks caused by crises, and a financially sustainable investment in human capital.

School feeding projects have proved to be successful models of community development, with multiple effects on several dimensions, well beyond education, by contributing to better nutrition, gender equality, health and nutrition, social protection, agriculture, natural resource management, etc. In order to amplify the benefits of the SFPs, other complementary interventions have been combined with these programmes, making the approach integrated. These actions focus on health (deworming) and nutrition, improving the school environment, providing access to drinking water, addressing hygiene issues and training in agricultural trades.

Many of these national programmes have relied on food staples being purchased locally, reinvesting resources in the local economy and strengthening the economic base.

3.2 Types of school feeding

There is a wide range of school feeding, classified into three main groups according to the type of food provided. These are (i) the provision of school meals, (ii) takeaway rations and (iii) a combination of the two approaches.

Meal provision: this involves preparing meals on school premises and distributing them to pupils at specific times of the day. Schoolchildren receive breakfast and/or lunch on school premises. The advantage of providing meals in this way is that they are often accompanied by a guide describing the preparation of the food and the hygiene and service conditions to be observed. In some cases, this type of meal may consist of biscuits or other high-energy foods. This second type of meal has the advantage of quickly relieving hunger and is easier to distribute than prepared meals.

Takeaway rations: this type of distribution is used because of its lower cost (lack of resources required for meal distribution, such as infrastructure, equipment, human resources, etc.). It is also used to encourage the enrolment of groups such as girls who have difficulty accessing school. Rations are also used to respond rapidly to emergency or crisis situations. However, takeaway rations may be consumed by the whole household or sold on the local market, which does not benefit the beneficiary as desired.

Combination of school meals and takeaway rations: In some countries, school meals are combined with takeaway rations for the most vulnerable schoolchildren, such as girls and orphans.

The adoption of one or other feeding formula depends on the objectives assigned to the programmes, the resources available and the context in which the programmes are implemented. During the Covid19 period, for example, takeaway rations were more widely used in most of the programmes, with various food distribution methods. In emergency and humanitarian response systems, emergency canteens provide assistance to displaced populations in countries such as Niger and CAR.

As part of the initiative called for by ECOWAS, the provision of hot meals or packed lunches has been selected as an option for proposals to be submitted for funding.

An evaluation of the effect of school feeding and complementary measures on educational results and cognitive faculties carried out by the World Bank shows positive results, summarised in the table below, justifying the need to strengthen school canteens through complementary actions.

Table 1: An evaluation of the effect of school feeding and complementary measures on educational outcomes and cognitive faculties

School feeding formula	Schooling	Attendance	Educational achievements	Cognitive faculties
School meals	+	+++	+++	+++
Takeaway rations	+	+	++	++
Enriched biscuits	+	++	+	++
Additional contributions	+	+++	+++	+++
Deworming	n.e.	+++	++	++

Source: Bundy et al (2009) "Rethinking school feeding".

Note: n.e =not evolved

+ =data from a quasi-experimental evaluation

++ =data from at least one randomised controlled trial

+++ =data from more than one randomised controlled trial

3.3 Successes and challenges in implementing school feeding programmes

Evidence on the multiple effects or impact pathways of school canteens has been documented on several dimensions, some of which are indicated below:

- **GENDER EQUALITY.**

A meta-analysis of school feeding programmes in 32 sub-Saharan African countries² showed that meals combined with takeaway rations (RTH) increased girls' enrolment by 12%. In Burkina Faso, takeaway rations have increased school enrolment of girls aged 6 to 12 by 6%³. There is also a strong correlation between education levels and a reduction in the number of early marriages.⁴

- **EDUCATION**

A systematic review of 216 education programmes in 52 low- and middle-income countries found that school feeding programmes are one of the few education interventions that can have a positive impact on school participation (enrolment, attendance, completion) and learning (cognitive scores).⁵

² Snilstveit et al. in Chapter 12, Bundy et al. (2018)

³ Bundy et al. (2018)

⁴ UNESCO (2014). *Sustainable Development Begins with Education.*

⁵ Snilstveit et al. (2015)

▪ HEALTH AND NUTRITION

A study carried out in Burkina Faso revealed that the weight of pupils receiving WFP takeaway rations was significantly higher (+0.4 standard deviations) than in the control group. Evidence suggests that feeding programmes can promote the adequacy of macronutrients and micronutrients in children's diets for better nutrition and health, reduced morbidity and increased educational capacity.

A study conducted in Ghana⁶ showed that energy, nutrient and micronutrient intakes were significantly higher and more adequate among children taking part in a school feeding programme. In addition, the prevalence of anaemia was 10% lower than in the control group.

▪ THE LOCAL ECONOMY AND AGRICULTURE

Buying local food creates stable markets with structured demand, stimulates the growth of local agriculture, the impact of rural transformation and strengthens local food systems. In Brazil, for example, 30% of all school feeding purchases come from small-scale farming. In Ghana, the preliminary results of an impact study showed a 33% increase in local sales and household income. School feeding programmes can reduce poverty by increasing household and community incomes. For families, the value of school meals is equivalent to around 10% of household income, which can translate into substantial savings.

Alongside these successes, SFPs face major challenges despite the efforts made to improve their management. Climate change, the displacement of small-holders and the lack of stable funding represent major challenges for school feeding programmes, justifying the low coverage of schools in low-income countries (10% compared with 27%, 30% and 47% in lower-middle, upper-middle and high-income countries according to GCNF,2021). In operational terms, there is scope for improving the nutritional quality of food. Poultry, for example, is served in 69% of programmes in high-income areas, but only 5% of programmes in low-income areas. The difference is even greater for fruit, which is served in 97% and 22.5% of programmes in high- and low-income environments respectively, a difference of 74.5%.

Sustainable SFPs require significant investment, and the role of the private sector appears to be crucial in establishing these types of programmes. Some examples have shown the contribution of the private sector in the process of building solid programmes based on public-private partnerships. As part of their corporate social responsibility, some companies have provided financial support to school canteens. Others, through the development of innovative technologies, have provided nutrient-enriched food to pupils. At local level, small and medium-sized enterprises can also become involved in the programme in terms of supply, local enrichment, the provision of original animal feed, etc. Generally speaking, this involvement of the private sector appears to be weak, and this is an area that needs to be explored further.

One of the recurring challenges in the management of SFPs remains the strengthening of multi-sectoral intervention and coordination mechanisms. While SFPs can achieve a number of objectives, the best way of coordinating them to optimise benefits is far from being achieved. This is why it is necessary to strengthen/encourage the creation of consultation frameworks at strategic, national or local level, so that school canteens can be a unifying instrument for the various sectoral actions to achieve greater impact.

Finally, studies have shown the positive role of school feeding in job creation, especially in the agricultural sector. However, the potential of SFPs to create more opportunities has not been fully explored.

⁶ *Abi (2014)*

3.4 An ECOWAS vision set out in the revised Regional Programme to Support National Social Safety Nets (PRAFNSS)

In order to help countries in the region to set up sustainable social safety net systems, ECOWAS has developed a Regional Programme to support National Social Safety Nets (PRAFNSS), the overall aim of which is to help reduce the food and nutritional vulnerability of people in the ECOWAS region.

Specifically, the aim is to improve people's access to social safety net services in West Africa. These objectives will be achieved through five main outcomes:

- Social safety nets through food and nutrition security programmes and projects are being promoted in the region;
- A normative framework for the implementation of social safety nets for food and nutrition in West Africa is being put in place in the ECOWAS Member States;
- The ECOWAS Commission's operational capacities in the area of social safety nets for food and nutrition are strengthened;
- States' institutional capacities in terms of social safety nets for food and nutrition are strengthened.
- gender is taken into account.

Through the actions implemented, this call will contribute to achieving the results of the PRAFNSS.

3.5 Objectives and results of the project to promote an integrated school feeding model (PMAI-AO)

3.5.1 Objectives of the PMAI-AO

The overall objective of the project is to improve human capital development in West Africa, and more specifically to improve sustainable access to a healthy and balanced food basket for pupils in vulnerable rural areas.

3.5.2 Expected results

Five main results are expected

R1: Integrated school feeding models are promoted and strengthened

This will be achieved by supporting the establishment of school canteens in each ECOWAS country, with the aim of boosting national school feeding programmes and gathering shared knowledge. It will be based on the achievements of the school feeding projects developed as part of phase I of the project, and the contributions and recommendations of the international seminar on social safety nets. The main results expected are:

50 integrated school canteen models are being promoted and strengthened to reach a target of 20,000 pupils, 60% of whom are girls
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R2. Knowledge of good practices in nutrition, hygiene, basic sanitation and the sustainable management of natural resources are strengthened, documented and shared.

The school feeding sub-projects in the pilot phase focused on related activities linked to the management of natural resources and the introduction of agro-ecological food production techniques,

and on the dissemination of good practices, etc. These achievements will be strengthened as part of the current project. There are also plans to optimise the production of nutritious crops from vegetable gardens and the development of small-scale livestock farming, as well as training sessions in various areas such as nutrition, hygiene, food preparation and preservation, etc.

Thanks to the provision of a borehole equipped with a solar panel and pumps, this model will serve as a framework for learning and developing the know-how of these schoolchildren in the areas of sustainable management of natural resources and the production of agro-ecological and sustainable food. The main results expected are:

- **At least 90% of schools have incorporated nutrition, hygiene, basic sanitation and sustainable management of natural resources into their teaching materials;**
- **At least 4,500 people are being trained in good practice in nutrition, food preparation, hygiene, sanitation and sustainable human resources management;**
- **At least 90% of schools have integrated the sustainable water access system into their daily operations and into their agricultural parcels, enabling them to set up irrigation systems and produce food.**

R3. Economic opportunities and economic integration for women are created in communities

The project plans to develop income-generating activities for women, train and recruit "canteens mothers" and support horticultural production by women's organisations and cooperatives. There are also plans to support local producers through contractualization in order to supply canteens, which will mean strengthening both the productive and institutional capacities of producers' organisations and/or cooperatives.

The main results expected are:

- **The average monthly income of women involved in the implementation of school canteens is higher than or equal to the minimum for each country;**
- **At least 60% of all school feeding purchases must come from local farmers;**
- **The marketing rate for school garden products is 70%;**
- **At least 1,800 jobs are created (900 direct jobs and 900 indirect jobs)**

R4. ECOWAS' operational capacities are strengthened

The aim is to build the capacity of the main body responsible for implementing ECOWAS regional agricultural policy, the RAAF, which is coordinating the project.

This capacity-building programme will target several strategic areas of the agency that has been supported by AECID in recent years following phase I, namely:

- Capacity-building in terms of monitoring, capitalising on good practice and knowledge management, so that they can be used by decision-makers and to drive the regional exchange system.
- Specific support is also expected in areas linked to social protection and social safety nets, such as gender, the generation of economic opportunities, monitoring, etc.
- Finally, areas such as communication and the management of the RAAF's administrative

procedures can also be supported in order to consolidate the processes initiated previously and facilitate the dissemination of the strategic role of school feeding in the development of education, human capital and even the economic and social development of communities.

The main results expected are:

- **The monitoring and evaluation database for school feeding programmes is now operational;**
- **At least 10 studies are carried out to capitalise on and disseminate good practice;**
- **The regional school feeding exchange system is operational;**
- **The RAAF website is operational and kept up to date.**

R5. The regulatory and institutional framework and governance of school feeding programmes in the region are improved

The aim will be to draw up a regional model for the development of ECOWAS school feeding programmes. This reference framework will contain the minimum criteria to be met by a school feeding programme and how to strengthen and optimise harmonisation, convergence and synergies between the various national school feeding programmes, strategies and policies in the sub-region. This will also include specific actions to support countries in the formulation, implementation and monitoring of national school feeding programmes, which will be identified during the implementation of the project. The main results expected are:

- **A regional reference document for school canteens has been drawn up;**
- **This document is distributed in the Member States**

The table of project indicators can be found in the appendix.

3.6 Characteristics of the integrated school feeding model (PMAI-AO) to be promoted under this call for proposals

It should be remembered that the actions to be submitted by project promoters under this call for proposals are pilot initiatives whose capitalisation will make it possible to draw lessons and evidence for regional perspectives. They may also be a duplication of initiatives that are already proven and relevant. They will contribute as a priority to achieving project results R1, R2 and R3 as mentioned in point 3.5.2. The food model to be promoted is an innovative integrated model combining the strengthening of human capital and productive capacities with social inclusion, focusing on women and girls, and the sustainable management of natural resources.

It takes into account the need to improve water resources through, for example, the introduction of agricultural hydraulics (solar-powered water towers) to supply drinking water to schoolchildren, the development of agro ecological vegetable gardens and livestock to enrich canteens with animal proteins, in addition to the activities and support services linked to the canteens (dissemination of good nutritional practices, hygiene kits, organisation of local canteen supplies, strengthening of community governance and management committees, etc.)

In addition to the development of canteen models, we expect to see actions to capitalise on good practice in school feeding on the various relevant themes of school feeding, together with reports on capitalisation and good practice in the region or in other parts of the world. This capitalisation should be

based on the analysis of practical experiences, methodological and conceptual approaches to the implementation of actions in order to highlight successes, failures, potential and obstacles. It should also identify relevant experiences and lessons to be disseminated, as well as the conditions for replicating these good practices or scaling them up.

Table 2: Summary of expected actions:

N°	Type of action	Description
1	Integrated school feeding model with innovations	This model involves adding value to local production, developing value chains (processing, storage, transport), learning (farming, awareness-raising, capacity-building), developing IGAs and economic infrastructure.
2	Capitalising on best practices in school feeding	Carry out an in-depth analysis of the experiences of countries with a sound experience in school feeding and elaborate a document capitalising on initiatives (in the private or public sector) that can be scaled up.

The SF model to be designed, depending on the context, must incorporate the following characteristics:

3.6.1 Alignment with national food policies and strategy

Several countries in the region have school feeding policies/strategies that outline how SFPs should contribute to achieving the objectives and targets of different sectors. In many cases, school feeding has been integrated into social protection policies. It is important to present projects that are in line with these national reference documents and to demonstrate in practical terms how the results of the projects will help to achieve these objectives.

3.6.2 Institutional coordination

It involved the sectoral ministries concerned in the pilot phase of the project and was a success. Greater involvement of state actors and decentralised technical services in the design and implementation of initiatives is essential. It makes it possible to really move in the direction of priorities and facilitates capitalisation, appropriation and sustainability. The focal points of the Ministries of Agriculture are the direct respondents of the RAAF in the ECOWAS countries and must be involved to this end.

On the other hand, the actions must strongly involve local authorities (municipalities), local stars, prominent personalities and private structures with a view to developing actions to ensure the sustainability of the initiatives.

3.6.3 Matching beneficiaries' needs to gender considerations

Projects must meet the needs of beneficiaries. The logic of the intervention must be clearly described and adapted to the context of the intervention. Initiatives must focus on gender by designing measures and actions targeting women, such as capacity-building, awareness-raising on good nutritional practices, income-generating activities, giving them access to personal income likely to give them a degree of autonomy.

3.6.4 Operational characteristics

The proposed actions should make it possible to:

- (i) Provide food to schoolchildren every school day in fifty (50) schools in the region (the

- school or schools can be chosen from a geographical area of proximity allowing the project leader to carry out the monitoring within a radius of 25 to 30 km);
- (ii) offering school meals based on local products with high nutritional value to pupils in vulnerable areas, involving the network of local producers in supplying the canteens;
 - (iii) Develop a working partnership between small-scale producers and schools to supply the school with foodstuffs;
 - (iv) producing nutritious crops from vegetable gardens and developing small-scale livestock set up by schoolchildren with the support of the project, as well as training sessions on various subjects such as nutrition, hygiene, food cooking and preservation, etc;
 - (v) develop income-generating activities for women, in particular the "canteen mothers" who will be selected for this purpose;
 - (vi) Building the productive and institutional capacities of producer organisations and/or cooperatives, particularly women's organisations;
 - (vii) install or rehabilitate water and storage infrastructures in eligible communities. This water infrastructure will enable the development of irrigated areas for growing vegetables, primarily to supply schools. The RAAF reserves the right to allocate water infrastructures according to the relevance of the actions presented;
 - (viii) integrate awareness-raising and training initiatives for beneficiaries on farming professions, agro-ecological practices, etc.
 - (ix) develop learning opportunities for schoolchildren in the farming profession

3.6.5 Initiatives involving private sector players

Partnerships are important both to provide complementary interventions to the implementation of the programme and to test innovative ideas. For example, some companies supply gas or support the production of biochar to offset the intensive use of firewood and charcoal for cooking, with a view to reducing the over-exploitation of forest resources, which also endangers women's health. Opportunities can be explored through partnerships with local companies involved in food enrichment or processing, or supplying canteens with foodstuffs.

3.6.6 Initiatives that develop synergies with existing programmes

The introduction of several other coordinated programmes or complementary services, including hygiene, deworming, anaemia screening, nutrition and sanitation, has had a significant impact on the SFPs. It is therefore recommended that the initiatives to be implemented develop complementarities with national programmes or those of other non-state actors.

3.7 Taking environmental issues into account

The proposed actions should significantly reduce the risks associated with poor practices that have an impact on the availability and sustainability of natural resources. As mitigation measures, the project aims to develop awareness-raising and training initiatives on good practice in food production, product storage, renewable energy sources and the installation of hydraulic systems, improved kitchens, etc.

3.8 Target populations

The food models to be implemented target the most vulnerable communities and households in areas with high levels of poverty, food insecurity and malnutrition, cross-border areas and areas affected by conflict. Specifically:

- ✓ Vulnerable agricultural producers, who are often physically distant from markets or poorly connected, particularly due to inadequate road infrastructure,
- ✓ Agro-pastoralists or pastoralists whose livestock capital is continuously threatened by recurrent climatic hazards, and who have few opportunities to diversify their income;
- ✓ the rural working poor. These are populations and households made up mainly of young people, faced with the lack and precariousness of employment. These populations run the risk of being exploited by criminal and terrorist networks;
- ✓ **NB:** for areas affected by insecurity and conflict, applicants must clearly explain how the activities can be carried out in these contexts.

3.9 Beneficiaries

Given the multiplier effects of school feeding programmes, different beneficiary groups have been identified, as follows:

- ✓ - The project will benefit approximately 20,000 schoolchildren, 60% of them girls;
- ✓ - The main target groups at national and community level are local authorities, canteen management committees, provincial education departments and national ministries for the sectors in which school meals are provided (education and/or agriculture, social action, gender promotion, or other).
- ✓ - At another level, the target groups at regional level are the staff of the regional institutions involved in the project.

3.10 Selecting schools

The project is designed to support vulnerable communities in the beneficiary areas. Indicators for selecting beneficiary areas will be based on criteria of poverty, food insecurity, malnutrition and population displacement. The following criteria will be taken into account when selecting schools:

- schools in disaster areas; areas for displaced people
- child trafficking zones, proximity to borders;
- schools with high drop-out rates;
- schools with inadequate infrastructure and a shortage of qualified teachers;
- schools with low access rates (attendance);
- schools with a strong gender disparity;

Without being eliminatory, the following two criteria are an asset and deserve attention in the choice of schools:

- the existence of restaurants or networks of local producers able to supply schools with local products;
- schools with an operational management committee and parents' committee

3.11 Eligible costs

Only "eligible costs" can be financed by the grant. The types of eligible and ineligible costs are set out below. Eligible costs must be actual costs supported by original supporting documents.

To be eligible for the purposes of the call for proposals, costs must comply with the conditions set out in the General and Specific Conditions described above and relating to the eligible themes set out in the section (Section III).

It cannot be recommended that a grant be awarded if the audit prior to the signing of the agreement reveals problems that require the budget to be amended (e.g. calculation errors, costs that appear competitive but are deemed unrealistic). The RAAF may then request clarifications, corrections, modifications or reductions. Consequently, it is in the applicant's interest to provide a budget that is both realistic and cost-effective.

In addition, expenditure not directly related to the project, services rendered in the context of an intervention as operator in other projects financed by the RAAF or ECOWAS, under appraisal or implementation, as well as expenditure for which funding was initially granted by another donor, are not eligible.

Only "eligible costs" can be taken into account in the grant. These costs are detailed below:

3.12 Eligible direct costs

- ✓ Salaries of staff assigned to the action (including experts' fees);
- ✓ Equipment required for the project;
- ✓ Communication and Visibility
- ✓ Purchase of foodstuffs, equipment, etc.);
- ✓ Training and capacity building for beneficiaries;

The daily cost of the food to be supplied is USD 0.20 per pupil per school day for a total of 1,600 pupils per country. The budget should also make provision for other related activities to achieve results R2 and R3. The table of indicators in appendix L should be used (see the indicators produced).

3.13 Costs eligible for co-financing as "valued in kind"

- ✓ Additional human resources assigned to the project;
- ✓ Provision of buildings or offices for the project;
- ✓ Provision of vehicles or motorbikes for the project;
- ✓ Provision of equipment not purchased by the project;
- ✓ setting up physical infrastructures for food storage and preparation;
- ✓ Supply of energy for cooking.

3.14 Contingencies

A contingency reserve, corresponding to a maximum of 5% of the eligible direct costs of the activities, may be included in the project budget. It may only be used with the written agreement of the RAAF.

3.15 Costs not eligible for grant

The following costs are considered "ineligible":

- ✓ Construction of buildings;
- ✓ Purchase of vehicles;
- ✓ Costs associated with preparing and submitting the call for proposals;
- ✓ Expenses not directly related to the project;
- ✓ Services provided as part of an intervention as operator in other projects financed by the RAAF or ECOWAS, under appraisal or implementation

SECTION IV - ELIGIBILITY CRITERIA

Before scoring the concept notes, the eligibility criteria below will be applied. (Table 1).

TABLE 1: ELIGIBILITY CRITERIA

Criteria	Indicators
<ul style="list-style-type: none"> Type of applicant 	<ul style="list-style-type: none"> Correspondence with one of the types of development operators eligible to submit project proposals under point 19.
<ul style="list-style-type: none"> Creation of a consortium responsible for implementing the project 	<ul style="list-style-type: none"> Presence of an organisation with experience in implementing social safety net programmes Project leader governed by the law of one of the ECOWAS Member States The project leader may also be an international organisation with a local partner, with actions to be implemented in the planned countries.
<ul style="list-style-type: none"> Quality of the commitment of those involved in the project 	<ul style="list-style-type: none"> Minimum level of co-financing from the project leader and partners (20%) The nature of the co-financing (and the convertibility of co-financing in kind into explicit monetary value) with documents certified by an audit firm Takes part in development initiatives in the target area
<ul style="list-style-type: none"> Budget and duration of proposals 	<ul style="list-style-type: none"> Grant budget (80% of total), maximum of USD 250,000 Duration: 36 months
<ul style="list-style-type: none"> Match between objectives and national policies 	<ul style="list-style-type: none"> School feeding policies and strategies Involvement of national actors Consideration of eligible activities (types of activities listed)
<ul style="list-style-type: none"> Administrative and management organisation 	<ul style="list-style-type: none"> Legal recognition With accounting software and a management guide

• Table 2: Specific rating criteria

Criteria	Indicators
<ul style="list-style-type: none"> Relevance of the proposal to the objective of the CPP 	<ul style="list-style-type: none"> Presentation and justification of the levers for action to initiate/support the development of school feeding
<ul style="list-style-type: none"> Creation of the Actor responsible for implementing the project 	<ul style="list-style-type: none"> Previous experiences of collaboration Operating procedures (formulation of the proposal, governance, distribution of the budget, ownership of the references and capitalisation products generated)
<ul style="list-style-type: none"> Experience of development operators who are members of the consortium (NGOs, 	<ul style="list-style-type: none"> Experience in supporting those involved in school feeding;

associations)	<ul style="list-style-type: none"> • Experience in multi-stakeholder project management; • Experience in capitalisation
<ul style="list-style-type: none"> • Experience of other consortium members 	<ul style="list-style-type: none"> • Prior knowledge of school feeding issues and of the obstacles and levers to the adoption of good practices and innovations in the integrated feeding approach; • Participation in national and sub-regional networks on social safety nets, social protection and community development
<ul style="list-style-type: none"> • Technical and methodological quality of the proposal 	<ul style="list-style-type: none"> • Match between the activities offered and the expectations of beneficiaries; • Explanation of the innovative nature of the proposal (particularly in terms of systems, methods, models and mechanisms) for developing an integrated approach to school feeding; • Relevance of proposed synergies with existing projects/programmes; • Consistency between the area of intervention considered and the objectives and results of the proposal; • Robustness of the internal monitoring and evaluation system; • Explanation of the proposed internal project capitalisation approach and system.
<ul style="list-style-type: none"> • Taking account of cross-functional issues 	<ul style="list-style-type: none"> • Gender equity; • Essential needs for adapting to climate change; • Consideration of environmental aspects.
<ul style="list-style-type: none"> • Ability to scale up and continue actions already underway 	<ul style="list-style-type: none"> • Explanation of how the actions undertaken by the project will be continued at the end of the funding period; • Demonstrate the ability to mobilise technical and financial resources after the project; • Explanation of the project's contribution to possible scaling up at the end of the project
<ul style="list-style-type: none"> • Match between stated objectives and activities and identified resources 	<ul style="list-style-type: none"> • Consistency between objectives, results and activities, and the budget; • Time needed to achieve the effects and impact announced.
<ul style="list-style-type: none"> • Complementarities and synergies with other initiatives in areas close to those targeted by the project 	<ul style="list-style-type: none"> • Complementarities and possible synergies with the actions of other donors and development operators in developing an integrated approach to school feeding

SECTION V - CRITERIA AND SCORING OF THE CONCEPT NOTE

TABLE 3: SCORING GRID FOR THE PROJECT CONCEPT NOTE

Headings	Rating	Weighting	Maximum score
1. Project coherence	1 to 5 points	Subtotal	40
1.1 Clear presentation of the problem and link between the defined problem and the needs of the region, beneficiaries and target groups	5	2	10
1.2 Clear definition of the objectives and expected results of the action and their link with the objectives of the call for proposals	5	2	10
1.3 Consistency of the proposed activities with the aim of the proposal and the objective of the CPP	5	1	5
1.4 Appropriateness of the partnerships envisaged to implement the project	5	1	5
1.5 Innovative nature of the proposal	5	2	10
2. Approach and management	1 to 5 points	Subtotal	40
2.1 Consistency between expected results, planned activities and proposed methodologies	5	1	5
2.2 The applicant's experience in supporting social safety net stakeholders, in particular school feeding (coordination, financial management and monitoring-evaluation) and capitalisation	5	2	10
2.3 Relevance and level of horizontality of the proposed operation of the consortium	5	1	5
2.4 Experience of collaboration between consortium partners	5	1	5
2.5 Expertise of the applicant and its partners in school feeding issues	5	3	15

3. Results and impact	1 to 5 points	Subtotal	20
3.1 Accuracy and feasibility of expected medium-term results	5	1	5
3.2 Long-term impact on target groups and final beneficiaries	5	1	5
3.3 Expected level of sustainability of the processes generated	5	1	5
3.4 Ability to change scale	5	1	5
Total score	-	-	- 100

Evaluation of concept notes

The project concept note will be given a score between 20 and 100 in accordance with the above evaluation grid. The evaluation criteria are divided into headings and sub-headings. For each sub-heading, a score between 1 and 5 is given, according to the following scale: 1 = very poor; 2 = poor; 3 = average; 4 = good; 5 = very good. Only project briefs with a minimum score of 70 points will be shortlisted.

SECTION VI - CRITERIA AND SCORING OF THE DETAILED PROPOSAL

TABLE 4: SCORING GRID FOR DETAILED PROPOSALS

HEADING	Rating	Weighting	Max Score
1. Relevance of the project	1 to 5 points	Subtotal	25
1.1 Are the issues addressed clearly presented? Has the link between the issues and activities proposed, and the beneficiaries and target group(s), been adequately explained?	5	1	5
<i>1.1.1 Has the link between the issues and activities proposed, and the needs, been adequately explained?</i>	2	1	2
<i>1.1.2 Has the link between the problem and the proposed activities, and the needs of the final beneficiaries and target group(s) been adequately explained?</i>	3	1	3
1.2 Are the objectives of the action and the levers for action to initiate/sustain the development of the project, in relation to the needs of the final beneficiaries and the target group(s), well defined?	5	1	5

1.3 Is the innovative nature of the proposal relevant to the priority issues? Is it well presented?	5	1	5
<i>1.3.1 Is the innovative nature of the proposal relevant to the priority issues?</i>	2	1	2
<i>1.3.2 Is the innovative nature of the proposal well presented?</i>	3	1	3
1.4 Does the consortium set up meet the needs of the action (scale of intervention, functions and skills of the various actors involved)?	5	1	5
1.5 Is the value chain considered consistent with the objectives and expected results of the action?	2	1	2
1.6 Are cross-cutting issues addressed, such as the essential need to adapt to climate change, gender equity, the role of young people in the desired changes and environmental protection?	2	1	2
1.7 Are the predicted effects and impacts consistent with the duration of the project?	1	1	1
2. Methodology	1 to 5 points	Subtotal	20
2.1 Does the general structure of the project reflect the analysis of the basic problems?	5	1	5
2.2 Is the action plan clear and achievable? Are the proposed activities appropriate, practical and consistent with the objectives and expected results?	5	1	5
<i>2.2.1 Is the action plan clear and achievable?</i>	1	1	1
<i>2.2.2 Are the activities proposed appropriate, practical and consistent with the objectives?</i>	2	1	2
<i>2.2.3 Are the proposed activities appropriate, practical and consistent with the expected results?</i>	2	1	2
2.3 Is the level of involvement and participation of national partners and stakeholders in the activities satisfactory?	5	1	5
2.4 Is the project's internal monitoring and evaluation system satisfactory?	3	1	3
2.5 Are the proposed approach and system for capitalising on the project's internal resources clearly explained and relevant?	2	1	2

3. Operational and financial capacity	1 to 5 points	Subtotal	25
3.1 Does the applicant have sufficient experience in managing multi-stakeholder projects?	5	1	5
3.2 Do the applicant and its partners have sufficient technical expertise in social safety net projects or specifically in school feeding?	5	2	10
3.3 Do the applicant and its partners have sufficient financial management capacity?	5	1	5
3.4 Do the applicant and its partners have sufficient experience of capitalisation?	5	1	5
4. Impact / Sustainability	1 to 5 points	Subtotal	15
4.1 Is the action likely to have a tangible impact on the final beneficiaries and target groups?	5	1	5
4.2 Are the possibilities and procedures for continuing the actions undertaken and the results obtained by the project at the end of the funding period sufficiently explained?	2	1	2
<i>4.2.1 At institutional level, will there be structures or organisations to enable activities to continue?</i>	<i>1</i>	<i>1</i>	<i>1</i>
<i>4.2.2 Will there be local ownership of the project results?</i>	<i>1</i>	<i>1</i>	<i>1</i>
4.3 Will the project have multiplier effects? (In particular, the possibility of repeating and extending the results of the project and disseminating information).	5	1	5
<i>4.3.1 Is there scope for repeating and extending the results of the project?</i>	<i>1</i>	<i>1</i>	<i>1</i>
<i>4.3.2 Is there any way of disseminating the references and information generated?</i>	<i>1</i>	<i>2</i>	<i>2</i>
<i>4.3.3 At policy level (if applicable), what will be the structural impact of the project? Will it contribute to improving the legal framework, enforcing regulations, etc.?</i>	<i>1</i>	<i>2</i>	<i>2</i>
4.4. Are complementarities and possible synergies with the actions of other donors and development operators in the field of integrated school feeding possible and envisaged?	3	1	3

5. Budget and cost-effectiveness	1 to 5 points	Subtotal	15
5.1 Is the relationship between resources (human and technical) and expected results satisfactory?	5	1	5
5.2 Are the resources (human and technical) proposed necessary to implement the project?	5	2	10
Total score			100

Evaluation of detailed proposals

- 1) The detailed proposal will be given a score between 38 and 100 in accordance with the evaluation grid above.
- 2) The evaluation criteria are divided into headings and sub-headings. For each sub-heading, a score between 1 and 5 is given, according to the following scale: 1 = very poor; 2 = poor; 3 = average; 4 = good; 5 = very good.
- 3) Only detailed proposals with a minimum score of 70 points will be shortlisted.
- 4) A ranking of the detailed proposals will be established on the basis of the score obtained, in descending order of ranking, and according to the country where the action is proposed.
- 5) The best proposal ranked by country will be selected.

APPENDICES

Appendix A.	Project concept note form	<i>Erreur ! Signet non défini.</i>
Appendix B.	Detailed propopsal form	<i>Erreur ! Signet non défini.</i>
Appendix C.	Budget Model	<i>Erreur ! Signet non défini.5</i>
Appendix D.	Action logical framework	<i>Erreur ! Signet non défini.</i>
Appendix E.	Applicant and Project Data	<i>Erreur ! Signet non défini.</i>
Appendix F.	Applicant Information Sheet	<i>Erreur ! Signet non défini.</i>
Appendix G.	Information sheet for each project partner	<i>Erreur ! Signet non défini.</i>
Appendix H.	Partnership Statement	<i>Erreur ! Signet non défini.</i>
Appendix I.	Checklist prior to submission of proposals	<i>Erreur ! Signet non défini.4</i>
Appendix J.	Declaration of integrity, eligibility and environmental and social commitment	<i>Erreur ! Signet non défini.</i>
Appendix K.	Complete administrative documents	<i>Erreur ! Signet non défini.</i>
Appendix L.	Table of project indicators and targets	<i>Erreur ! Signet non défini.</i>

Appendix A. Project concept note form

Deadline for receipt of applications:

WARNING

Please complete this form carefully, to make it easier for the assessors to use.

Your concept note will only be assessed if your proposal is deemed eligible.

The project concept note must include:

- Single succinct proposal document, the content of which must follow the outline presented in this model (0)
- Cover page of the concept note signed by the person authorised to request co-funding for the organisation.
- Completed information sheet(s) relating to the project partner(s) (sheet model)
- Partnership statement
- Checklist of documents to be sent

Format and content of the concept note

The concept note must follow the canvas below (the font and size must be Arial 10). Any concept note that does not meet these requirements will be rejected without being assessed.

Please provide the following information using the questions below.

1. Summary of the action. (1 page)

1.1 Brief description of the proposed action

2. Relevance: (1 page)

2.1- How relevant is your proposal to the country's needs and constraints in terms of school feeding?

2.2- Who are the final beneficiaries and target groups considered, and according to what criteria?

2.3- Which partners are involved in the proposal, with what objectives and on the basis of what joint experience(s)?

2.4- What are the objectives and expected results (effects and impact)?

2.5- What is the added value of the action: what does the action contribute in relation to the various school feeding development initiatives currently being implemented in the region?

3. Methodology and Sustainability: (1.5 pages)

3.1 What are the project's main activities?

3.2 What are the main methodologies used to implement the action?

3.3 What functions do your organisation and the partners in the consortium have in mind?

3.4 How does the consortium operate (formulation and implementation of the project)?

3.5 How will the project achieve its sustainability objective?

3.6 Will the project have a multiplier effect?

4. Operational capacity and expertise: (1 page)

4.1 What experience does your organisation have in managing multi-stakeholder projects (coordination, financial management, monitoring-evaluation and capitalisation)?

4.2 What experience do your organisation and your partners have in developing social safety net or school feeding projects?

5. Budget

6. Logical Framework

Appendix B. Detailed proposal form

Deadline for receipt of applications:

WARNING

Please complete this form carefully, to make it easier for the assessors to use.

Verification of the eligibility of the detailed proposal will only be carried out for proposals that have been provisionally selected following evaluation of the concept notes. This verification will be based on the documents required by the RAAF, as listed below.

Any detailed proposal that does not meet these requirements will be rejected without being evaluated.

The detailed proposal file must include:

- A single detailed proposal document, the content of which must follow the outline presented in this model (0);
- Proposal budget;
- Logical framework of the proposal;
- Cover page of the detailed proposal signed by the person authorised to request funding for the organisation;
- Applicant information sheet completed and signed by the person authorised to request funding for the organisation
- Completed information sheet(s) relating to the project partner(s)
- Partnership statement;
- Declaration of integrity, eligibility and environmental and social commitment duly signed by the project leader;
- Checklist of documents to be sent

Format and content of the detailed proposal

The detailed project proposal must follow the canvas below (the font and size must be **Arial 10**). Any detailed project proposal that does not meet these requirements will be rejected without being assessed.

Please provide the following information using the questions below.

1. Description

1.1 Title

1.2 Location(s)

Country, target territory

1.3 Duration (in months)

1.4 Cost of action (project) and amount of grant requested (in US dollars)

1.5 Number of beneficiary pupils (Girls / Boys)

- Total eligible costs of the action	- Amount of grant requested	- % of the grant requested in relation to the total eligible costs of the action (project)
- (A)	- (B)	- $(C) = (A/B) \times 100$
- US\$	- US\$	- %

1.6 Presentation of the consortium of partners formed to support and implement the action
(Maximum 2 pages⁷)

Please provide the following information:

1.6.1. Presentation of the applicant:

- Experience in multi-actor project management (particularly in terms of coordination, financial management and monitoring-evaluation)
- Experience in capitalisation
- Ongoing activities relating to the implementation of school feeding or social safety net interventions for food and nutritional security

1.6.2. Presentation of the other consortium partners:

- Experience in supporting poor and vulnerable populations
- Knowledge of resilience, agriculture and rural development issues
- Ongoing activities relating to the implementation of school feeding or food and nutrition safety net interventions

1.6.3. Previous experience of collaboration between consortium members

1.7 Objectives (Maximum 1/2 page)

Please describe the overall objective(s) that the action contributes to achieving and the specific objective(s) that the action aims to achieve.

1.8 Justification (Maximum 4 pages)

Please provide the information requested by answering the following questions:

- 1.8.1 Relevance of the action to the objectives and priorities of the call for project proposals.
- 1.8.2 Nature of the problem to be solved; identification of needs and constraints in integrated school feeding.
- 1.8.3 Identification of levers for action and justification of the proposed combination of actions.
- 1.8.4 Description of the target groups and final beneficiaries and an estimate of their number.
- 1.8.5 Reasons for choosing the target group(s) and final beneficiaries, and identification of their specific needs and constraints. How does the action contribute to satisfying and removing them?

⁷ Footnotes of a purely explanatory nature will not be reproduced in the application forms.

1.8.6 Justification of the value chain/link considered.

1.9 Detailed description of results and activities (Maximum 8 pages)

Please include the title and a detailed description of each result and each activity planned to produce the results, giving reasons for the choice of these activities and specifying, where appropriate, the role of each partner in these activities. In this respect, the detailed description of activities should not repeat the action plan (see Section 1.11).

1.10 Methodology (Maximum 4 pages)

Detailed description of the following elements:

- 1.10.1 Method of implementation and reasons for choosing the proposed methodology;
- 1.10.2 If the action is an extension of an existing action, please explain how it builds on the results of that action;
- 1.10.3 If the action is part of a wider programme, please describe how the action fits into this programme and how coordination is ensured;
- 1.10.4 Please outline potential synergies with national and regional school feeding policies and strategies. To what extent will the project contribute to decisions and discussions on the design and implementation of national and regional programmes?
- 1.10.5 What organisational, institutional, methodological or technical innovation(s) is/are proposed by the project?
- 1.10.6 Monitoring and evaluation system considered (internal and/or external);
- 1.10.7 Presentation of the proposed capitalisation approach and system, and the capitalisation experiences of the applicants and partners;
- 1.10.8 Description of the involvement and role of each of the consortium members in the action, and the reasons for each of their roles;
- 1.10.9 Description of the involvement and role of other actors (target groups, local authorities, etc.) in the action and the reasons for each actor's role;
- 1.10.11 Proposed human resources for implementing the action (by function - it is not necessary to specify names of persons);
- 1.10.11 Main resources proposed for implementing the action (equipment, materials, etc.).

1.11 Duration and multi-year action plan

The action will last ___ months.

Note: Applicants are advised to allow for a safety margin in the action plan. This should not include detailed descriptions of the activities, but just their titles, taking into account the coding used to link each activity to the elements of the logical framework (GO, SO, R, Project activities).

The action plan must be drawn up in accordance with the following model:

Annual work plan and budget for year 1(30% of the budget)

Activities Logical framework	Year 1 activities	Annual output	Tasks/milestones	Weight of tasks/milestones	Budget USD	Timeline				Manager	Comment	
						T 1	T 2	T 3	T 4			
Act. 1.1.1.	Act. 1.1.1.1.											
Act. 1.1.1.	Act. 1.1.1.1.											

Annual work plan and budget for year 2 (40% of the budget)

Activities Logical Framework	Year 1 activities	Annual output	Tasks/milestones	Weight of tasks/milestones	Budget USD	Timeline				Manager	Comment	
						T 1	T 2	T 3	T 4			
Act. 1.1.1.	Act. 1.1.1.1.											
Act. 1.1.1.	Act. 1.1.1.1.											

Annual work plan and budget for year 3 (30% of the budget)

Activities Logical Framework	Year 1 activities	Annual output	Tasks/milestones	Weight of tasks/milestones	Budget USD	Timeline				Manager	Comment	
						T 1	T 2	T 3	T 4			
Act. 1.1.1.	Act. 1.1.1.1.											
Act. 1.1.1.	Act. 1.1.1.1.											

2. Achieved results

2.1 Expected impact on target groups/beneficiaries (Maximum 2 pages)

Please indicate how the project will improve:

2.1.1 The situation of target groups/beneficiaries.

2.1.2 The technical and management capacities of the target groups and/or partner(s).

2.2 Concrete results (Maximum 1 page)

Please be specific and quantify the expected results as far as possible. In particular, please indicate any planned publications.

2.3 Multiplier effects (Maximum 1 page)

Please describe i) any synergies with other local initiatives and actions by stakeholders involved in pastoral development in the target countries, ii) how the actions undertaken by the project will be continued at the end of the funding, and iii) how the results of the project can be replicated and extended (scaled up).

2.4 Sustainability (Maximum 3 pages)

Please distinguish between three aspects:

2.4.1 Financial and economic aspect: how will the activities and/or any management structure(s) set up be financed at the end of the grant?

2.4.2 Institutional aspect: will there be structures in place to allow activities to continue after the action has ended? How can we ensure local "ownership" of the results of the action?

2.4.3 Possible political aspect: what structural impact will the action have? For example, will it lead to improved legislation, regulations, methods, etc.?

2.5 Logical framework

Please complete Appendix D.

3. Budget for the action

Please complete Appendix C.

4. Expected sources of funding

Please specify the sources of funding (the applicant's own resources and those of its partners, or other providers of funds), indicating those that have already been secured and those that are planned.

Appendix C. Budget model

(To be denominated in Incl. VAT and in US dollars, any amount entered in "grant requested" must be exclusive of tax and customs duties)

Project title:

.....

Budget (US\$) (1)	Year 1				Year 2				Total Years 1 + 2 (2)	Applicant's contribution to co-funding	Grant requested
Costs	Unit	Quantities	Cost per unit	Total	Unit	Quantities	Unit cost	Total			
1. Human resources											
1.1 Salaries (gross amounts including social security charges and other related costs, local staff)											
1.1.1 Technical aspects	Per month				Per month						
1.1.2 Administrative/support staff	Per month				Per month						
1.2 Salaries (gross amounts including social security charges and other related costs, expatriate/international staff)	Per month				Per month						
1.3 Per diem for missions/travel (3)											
1.3.1 Abroad (project staff)	Per diem				Per diem						
1.3.2 On-site (project staff)	Per diem				Per diem						
1.3.3 Seminar/conference participants	Per diem				Per diem						
Human resources subtotal											
2. Travel											
2.1. Local or regional routes (West Africa)	Per				Per						

NOTA BENE:

- 1) The description of the items must be sufficiently detailed and must show each of their main components. The number of units and the unit rate must be specified for each component based on the information provided. Where relevant, unit costs may be based on average costs.
- 2) This is the total for all the years of the project. This total includes the grant and the co-funding share.
- 3) Indicate the countries where per diems are incurred and the applicable rates. Per diems cover accommodation, meals, transport costs within the place of assignment and out-of-pocket expenses.
- 4) Acquisition or rental costs.
- 5) To be detailed. Lump sums are not accepted.
- 6) Communication and visibility activities should be planned and budgeted for at each stage of project implementation.
- 7) This is a lump sum covering the indirect costs of the action, for which the beneficiary of the grant does not have to provide supporting documents. These include, for example, additional indirect personnel costs. The amount of these administrative costs requested from the grant must not exceed a maximum of 7% of the total grant requested.

NB: The applicant is solely responsible for the accuracy of the financial information provided in these tables.

Appendix D. Action logical framework

	Intervention logic	Objectively verifiable indicators	Base value	Target value	Sources and means of verification	Assumptions
General objective	<i>What is the overall objective to which the action will contribute? (One general objective)</i>	<i>What are the key indicators linked to this general objective?</i>			<i>What are the sources of information for these indicators?</i>	
Specific objective	<i>What specific objective should the action achieve as a contribution to the general objective?</i>	<i>What indicators show in detail that the objective of the action has been achieved?</i>			<i>What sources of information exist and can be gathered? What are the methods for obtaining this information?</i>	<i>What factors and conditions beyond the Beneficiary's control are necessary to achieve this objective? (External conditions) What risks need to be taken into account?</i>
Expected results (maximum 3)	<i>Are the results the achievements that will enable the specific objective to be reached? What are the expected results? (List these results by number)</i>	<i>What indicators can be used to check and measure whether the action is achieving the expected results?</i>			<i>What are the sources of information for these indicators?</i>	<i>What external conditions need to be met to achieve the expected results within the expected timeframe?</i>
Activities to be developed (maximum 5 per activity)	<i>What are the key activities to be implemented, and in what order, in order to produce the expected results? (Group activities by results)</i>	Resources: <i>What resources are required to implement these activities, e.g. personnel, equipment, training, studies, supplies, operational facilities, etc. ? ?</i>			<i>What are the sources of information on the progress of the action? Cost: How much will it cost? their nature? (Details in the action budget)</i>	<i>What preconditions are required before the action can begin? What conditions outside the direct control of the Beneficiary must be met in order to implement the planned activities?</i>

Appendix E. Applicant and the Project Data

(Cover page for the Concept Note and Detailed Proposal)

Applicant	
Acronym	
Nationality	
Legal status	
Address	
Telephone number	
Fax number	
E-mail address	
Website	
Project contact	
Project contact e-mail address	
Project title	
Topics covered	
Consortium partners, if any	
Location (country, region(s), town(s))	
Total project cost	
Contribution requested from ECOWAS	
Contribution from other potential partners	
Co-funding rate (%)	
Project duration	

Appendix F. Applicant information sheet

The applicant confirms that all partners involved in this proposal have participated in the preparation of the project proposal, have agreed to their participation and to the implementation of the action.

Specify the total number of partners involved in the project:

Full name of organisation:	
Acronym:	
Postal address: (where all correspondence concerning this project should be sent)	
Location of registered office: (if different from postal address)	
Telephone :	
Fax :	
E-mail address :	
Website :	

Purpose of the organisation :	
Area(s) of intervention :	
Sector(s) of intervention :	
Membership of groups, networks and platforms :	
Organization's main publications	
Contact person(s) for this project :	
Technical referent: (name, telephone number and e-mail address)	
Financial referent: (name, telephone number and e-mail address)	
Administrative referent: (name, telephone number and e-mail address)	
Surname, first name and position of the person responsible for the co-funding application file⁸	
Full name of executive director: (or equivalent)	

⁸Attach to the administrative file the list of persons authorised to sign contracts and any other official document on behalf of the association.

Appendix G. Information sheet for each project partner

The applicant confirms that all the partners involved in this proposal have been consulted and have agreed to participate.

Full name of organisation :	
Acronym :	
Postal address:	
Location of registered office: (if different from postal address) :	
Telephone :	
Fax :	
E-mail address :	
Website :	
Contact person(s) for this project :	
Full name of executive director: (or equivalent)	
Date of creation :	
Legal status: (Please attach the registration certificate or equivalent to the technical file. If the structure is informal, please specify here).	
Chairperson's full name: (or equivalent)	
Number of members of the Board of Directors (BOD):	
List of Board members :	
Purpose of the organisation :	
Main areas of intervention :	
The association's human resources :	
Total annual budget in US dollars :	
Main donors :	
Membership of networks, federations, groupings, etc. :	
History and nature of cooperation with the partner(s): institutional and contractual links	
Role and involvement in the preparation of the proposed project :	
Role and involvement in implementing the proposed project	
Experience of similar actions in relation to its role in the implementation of the proposed action:	

Appendix H. Partnership statement

Please note: This statement must be provided by each of the partners.

Title of action :	
Organisation:	
Name :	
Function :	

A partnership is a substantive relationship between two or more organisations involving shared responsibility for the action funded by the contracting body. In order to facilitate the smooth running of the action, the RAAF requires all partners to acknowledge this by accepting the principles of good partnership set out below.

1. All partners must have read the grant application form (Concept Note and Detailed Proposal) before submitting it to the call for proposals and understood what their role in the action will be.
2. The applicant and its partners must consult each other regularly and keep each other informed of the progress of the project.
3. All partners must receive copies of the narrative and financial reports submitted to the RAAF.
4. Changes to the parts of the action in which they are involved (e.g. activities, partners, etc.) must be agreed by the partners concerned before being proposed to the RAAF. If no agreement can be reached between partners, the applicant must indicate this when submitting modifications for approval.

I, the undersigned, in my capacity as responsible person within the partner organisation, certify that I have read the contents of this statement and that I undertake to comply with the principles of good partnership.

Date and place:

Name:

Function:

Signature:

Appendix I. Checklist before submitting proposals

BEFORE SENDING YOUR CONCEPT NOTE, PLEASE CHECK THAT EACH OF THE FOLLOWING ELEMENTS IN YOUR APPLICATION IS COMPLETE AND MEETS THE CRITERIA BELOW	TO BE COMPLETED BY THE APPLICANT		TO BE COMPLETED BY THE RAAF	
	YES	NO	YES	NO
1. The Concept Note form, published under this call for project proposals, has been used to draft the Concept Note.				
2. The proposal is typed and is in French, English or Portuguese.				
3. The electronic version of the Concept Note shall be sent by e-mail to the addresses indicated in this call for project proposals document				
4. The project will be carried out in one of the following countries: Burkina Faso, Mali, Niger.				
5. The applicant meets the definition criteria for a pastoral sector management structure				
6. The consortium of actors formed meets the eligibility criteria for indicated consortia.				
7. The applicant and each of the partners have completed and signed the partnership statement (appendix H).				
8. The grant requested corresponds to the amounts indicated in the thematic coverage in US\$ (excluding taxes and customs duties).				
9. The financial contribution of the applicant and/or its partners is equal to or greater than 10% of the total budget of the proposal.				

BEFORE SENDING YOUR DETAILED PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING ELEMENTS IN YOUR APPLICATION IS COMPLETE AND MEETS THE CRITERIA BELOW	TO BE COMPLETED BY THE APPLICANT		TO BE COMPLETED BY THE RAAF	
	YES	NO	YES	NO
1. The detailed proposal form published under this call for project proposals has been used to draw up the detailed proposal.				
2. The proposal is typed and is in French, English or Portuguese.				
3. The electronic version of the detailed proposal must be sent by e-mail to the addresses indicated in this call for project proposals document				
4. The applicant and each of the local partners have completed and signed the information sheets (Appendices F and G).				
5. The grant requested corresponds to the amounts indicated in the thematic coverage in US\$ (excluding taxes and customs duties).				
6. The financial contribution of the applicant and/or its partners is equal to or greater than 10% of the total budget of the proposal.				

Appendix J. Declaration of integrity, eligibility and environmental and social commitment

(Text not to be modified)

Title of the call for project proposals:

To: The Executive Director of the RAAF..... (the "**Project Owner**")

1. We acknowledge and accept that the donor ("Spanish Cooperation") only finances the Project Owner's local initiatives on its own terms, which are determined by the funding agreement between it and the Project Owner. Consequently, there can be no legal link between the Spanish Cooperation and our structure, our group and our subcontractors. The project owner retains sole responsibility for the preparation and implementation of the contract award process and its subsequent execution.

2. We certify that we are not, and that none of the members of our consortium and our subcontractors are, in any of the following cases:

2.1) be in a state of, or have been the subject of, bankruptcy, liquidation, judicial settlement, safeguard or cessation of activity proceedings, or be in any similar situation resulting from proceedings of the same nature;

2.2) have been convicted within the last five years by a judgement that has the force of res judicata in the country where the project is carried out of one of the acts referred to in articles 6.1 to 6.4 below or for any offence committed in connection with the award or performance of a contract⁹;

2.3) be included on the lists of financial sanctions adopted by the United Nations and/or Switzerland, in particular to combat the financing of terrorism and violations of international peace and security;

2.4) in professional matters, have been guilty of serious misconduct in the past five years in connection with the award or performance of a contract;

2.5) not having fulfilled our obligations relating to the payment of social security contributions or our obligations relating to the payment of taxes in accordance with the legal provisions of the country where we are established or those of the country of the project owner;

2.6) have been convicted within the last five years by a judgment that has the force of res judicata for one of the acts referred to in articles 6.1 to 6.4 below or for any offence committed in connection with the award or performance of a contract financed by Spanish Cooperation;

2.7) be subject to an exclusion order issued by the World Bank, as of 30 May 2012, and as such be on the list published at <http://www.worldbank.org/debar>¹⁰;

(2.8) has been guilty of misrepresentation in providing information required as part of the Contract award process.

3. We certify that we are not, and that none of the members of our consortium and our subcontractors are, in one of the following situations of conflict of interest:

3.1) shareholder controlling the project owner or subsidiary controlled by the project owner, unless the resulting conflict has been brought to the attention of the Spanish Cooperation and resolved to its satisfaction.

3.2) have a business or family relationship with a member of the project owner's services involved in the selection process or the control of the resulting contract, unless the conflict arising from this has

⁹ In the event of such a conviction, you may attach to this Declaration of Integrity any additional information that will enable you to consider that the conviction is not relevant in the context of the contract financed by the European Union.

¹⁰ In the event of such a decision to exclude, you may attach to this Declaration of Integrity any additional information that will enable you to consider that this decision to exclude is not relevant in the context of the contract financed by the European Union.

been brought to the attention of the Spanish Cooperation and resolved to its satisfaction;

3.3) control or be controlled by another applicant, be placed under the control of the same company as another applicant, receive subsidies from another applicant or award subsidies to another applicant directly or indirectly, have the same legal representative as another applicant, directly or indirectly have contacts with another applicant enabling us to have and give access to information contained in our respective applications, to influence them, or to influence the project owner's decisions;

3.4) be engaged for a consultancy assignment which, by its nature, is likely to prove incompatible with our assignments on behalf of the project owner;

3.5) in the case of a procedure for the award of a works or supply contract:

- i. to have prepared ourselves or to have been associated with a consultant who has prepared specifications, plans, calculations and other documents used as part of the competitive application process in question;
- ii. be ourselves, or one of the firms with which we are affiliated, engaged, or to be engaged, by the project owner to carry out supervision or control of the works under the Contract.

4. If we are a public entity or a public company, we certify that we enjoy legal and financial autonomy and that we are managed in accordance with the rules of commercial law.

5. We undertake to inform the project owner without delay, who will inform the Spanish cooperation, of any change in the situation with regard to points 2 to 4 above.

6. In connection with the award and performance of the Contract:

6.1) We have not committed and will not commit any unfair manoeuvre (act or omission) intended to deliberately deceive another person, to intentionally conceal information, to surprise or vitiate his consent or to make him circumvent legal or regulatory obligations and/or violate his internal rules in order to obtain an illegitimate benefit.

6.2) We have not committed and will not commit any unfair manoeuvre (action or omission) contrary to our legal or regulatory obligations and/or our internal rules in order to obtain an illegitimate benefit.

6.3) We have not promised, offered or granted, and we will not promise, offer or grant, directly or indirectly, to (i) any person holding a legislative, executive, administrative or judicial office within the State of the project owner, whether appointed or elected, on a permanent basis or not, whether remunerated or not, and regardless of his or her position as such, (ii) any other person holding a public office, including for a public body or public company, or who provides a public service, or (iii) any other person defined as a public official in the State of the project owner, an undue advantage of any kind, for himself or for another person or entity, in order that he performs or refrains from performing an act in the exercise of his official duties.

6.4) We have not promised, offered or granted, and will not promise, offer or grant, directly or indirectly, to any person who directs or works for a private sector entity, in any capacity whatsoever, an undue advantage of any kind, for himself or herself or for another person or entity, in order that he or she performs or refrains from performing any act in breach of his or her legal, contractual or professional obligations.

6.5) We have not committed and will not commit any act likely to influence the process of awarding the Contract to the detriment of the project owner and, in particular, any anti-competitive practice the object or effect of which is to prevent, restrict or distort competition, in particular by tending to limit access to the Contract or the free exercise of competition by other companies.

6.6) We, or one of the members of our consortium, or one of the subcontractors will not acquire or supply equipment and will not operate in sectors under embargo by the United Nations or the European Union.

6.7) We undertake to respect and to ensure that all our subcontractors respect the environmental and social standards recognised by the international community, including the fundamental conventions of the International Labour Organisation (ILO) and the international conventions for the protection of the environment, in accordance with the laws and regulations applicable in the country where the Contract is carried out. We also undertake to implement the environmental and social risk mitigation measures defined in the environmental and social management plan or, where applicable, in the environmental and social impact statement provided by the project owner.

7. We, the members of our consortium and our subcontractors authorise the Spanish Cooperation to examine the documents and accounting records relating to the award and performance of the Contract and to submit them for verification to auditors appointed by the Spanish Cooperation.

Name _____ As a _____

Signature _____

Duly authorised to sign the application for and on behalf of¹¹ _____

As of _____

¹¹ In the case of a consortium, enter the name of the consortium. The person signing the application on behalf of the applicant shall attach to the application the Power of Attorney given by the applicant.

Appendix K. Complete administrative file

For provisionally selected proposals, before the grants are signed, the RAAF will request that a Full Administrative File be sent to verify the eligibility of the applicant. This file must be sent in hard copy to the following address:

**To the Executive Director,
Regional Agency for Agriculture and Food (RAAF),
83, rue des Pâtures (SUPER TACO)
Tel. +228 22 33 82 82 / 22 21 40 02 / 22 21 40 03 - 01 BP 1816 Lomé-Togo**

The file will be submitted in one (1) paper copy comprising:

- Copy of the articles of association certified as true copies of the original;
- Copy of the declaration of registration and copy of the publication in the Journal Officiel [or equivalent according to the legislation in force in the country where the organisation is based];
- A dated list of the members of the governing bodies, the executive committee and the principal officers, together with their contact details, showing the date of the most recent elections;
- Organisation chart dated and signed by the manager;
- Latest minutes of the General Assembly or at least the agenda of the last General Assembly and the main resolutions, as well as any document demonstrating the activities undertaken and completed and the proven associative or operational life;
- Balance sheets and operating accounts for the last three financial years (with appendices and explanatory notes), approved by the GA, showing the origin (public or private) of the financial resources. This information must then be updated every year.
- Provisional budget for the current financial year, showing the list of public funding approved by the body responsible for drawing up and approving the organisation's accounts (indicating if possible whether it has already been received, has been applied for or is to be applied for);
- Documents proving the sources of co-funding for the action already obtained;
- Other administrative documents deemed necessary may be requested by the contracting body.

NOTA BENE:

It is not necessary to send this administrative file at the same time as the concept note or detailed project proposal.

Appendix L. Table of project indicators and targets

	Results chain	Indicators	Reference points (2021)	Targets 2025	Sources and means of verification	Assumptions
General Objective	GO. Contributing to improve the development of human capital in West Africa	I.GO.1. Index of improvement in the human capital of beneficiary children	<p>Niger (0.32)</p> <p>Mali (0.32)</p> <p>Liberia (0.32)</p> <p>Nigeria (0.36)</p> <p>Sierra Leone (0.36)</p> <p>Guinea (0.37)</p> <p>Ivory Coast (0.38)</p> <p>Burkina Faso (0.38)</p> <p>Benin (0.40)</p> <p>Senegal (0.42)</p> <p>Gambia (0.42)</p> <p>Togo (0.43)</p> <p>Ghana (0.45)</p>	<p>Index improvement in all countries in the sub-region</p> <p>(2026)</p>	<p>The World Bank's Human Capital Index</p> <p>file:///Users/Juan/Downloads/9781464815522.pdf</p>	N/A

		(2020)			
	I.GO.2 Gross enrolment ratios for boys and girls by country primary education	82.7% (Senegal) 124% F and 128% M (Togo) 109% F and 118% M Benin 117% F and 115%H Ghana 97% F and 103% M Ivory Coast 143% F and 138% M Sierra Leone 92% F and 109% M Guinea 88% female and 77% male Senegal 45% F and 42.3% M Gambia (2020)	To be determined (2026)	UNESCO Institute for Statistics http://uis.unesco.org/fr/country/bj	
	I.GO.3 % of GDP spent on education	Benin 3% (2019) Gambia 2.9% (2019) Guinea 1.8 (2019) Guinea Bissau 2.9% (2019) Liberia 2.3% (2019) Senegal 5.3% (2019) Sierra Leone 7.4% (2019)	Increase of at least 20% in the budget compared with the reference value (2026)		

			<p>Togo 5% (2019)</p> <p>Burkina Faso 5.8% (2019)</p> <p>Mali 3.4% (2019)</p> <p>Niger 3.5% (2019)</p> <p>Cape Verde 4.7% (2019)</p> <p>Ivory Coast 3.7% (2019)</p> <p>Ghana 4% (2018)</p> <p>Nigeria (not available)</p>			
		I.GO.4 Literacy rate (15 to 24 years old) by gender	<p>Benin 69.8% (M)51.9% (F)</p> <p>Gambia 61.8%(M)41.6%(F)</p> <p>Guinea 69.6%(M) 43.5%(F)</p> <p>Guinea Bissau 71.3%(M) 49.8%(F)</p> <p>Liberia 65%(M)45.6%(F)</p> <p>Senegal 75.6%(M)63.3%(F)</p> <p>Sierra Leone 70.6%(M)63.7%(F)</p> <p>Togo 92.1%(M)84%(F)</p> <p>Burkina Faso 63.9%(M)54.5(F)</p> <p>Mali 57.8%(M)43.3%(F)</p> <p>Niger 51.1%(M)55.6%(F)</p>	<p>Increase of at least 20% in the rate compared with the reference value (2026)</p>		

			<p>Cape Verde 97.6%(M) 98.7%(W)</p> <p>Ivory Coast 92.8%(M)76.4%(W)</p> <p>Ghana 92.8%(M)92.2%(F)</p> <p>Nigeria 81.6%(M)68.3%(F)</p> <p>(2020)</p>			
Specific objective	SO: Improve sustainable access to a healthy and balanced food basket for children in schools	I.SO.1. Population (number) in phase 3-5 of famine, emergency, crisis and under-pressure of food and nutrition insecurity in need of assistance in the sub-region.	<p>23.7 million</p> <p>Phase 3-5 of the CH)</p> <p>(nov 2021)</p> <p>17.1 million phase 3</p> <p>0.9 million Phase 4</p> <p>(May 2021)</p>	<p>10% population reduction in phase 3-5 within 5 years</p> <p>(2023)</p>	<p>Quarterly analysis of the harmonised framework</p> <p>Technical consultation on the REGIONAL MECHANISM FOR PREVENTING AND MANAGING FOOD CRISES (PREGEC)</p>	<p>Available financial resources to avoid stock-outs</p> <p>Government commitment and political will</p> <p>Stabilisation of the security situation</p> <p>Institutional stability</p>
		I.SO.2. Average amount invested per pupil/year to ensure annual food supplies	<p>34 USD/year</p> <p>(2021)</p>	<p>To be determined</p> <p>(2026)</p>	<p>Capitalisation reports and research</p>	<p>No epidemics</p>
Results	R1. Integrated school feeding models promoted and strengthened	I.R1.1. Number of pilot projects tested and promoted	0		Annual project report	The ration is accepted

			(2021)	50 schools		by the beneficiaries.
		I.R1.2. Number of children receiving healthy and nutritious meals in schools (broken down by gender)	0 (2021)	20,000 including 12,000 girls (2026)		Complementary programmes are implemented by partner organisations.
R2. Knowledge of good practices in feeding, hygiene, basic sanitation and the sustainable management of natural resources is increased.	I.R2.1. % of schools that have incorporated feeding, hygiene, basic sanitation practices and sustainable management of natural resources into their teaching materials (broken down by thematic area)	0 (2021)	90% (54/60) (2026)	Field project reports Field monitoring reports	Community involvement	
	I.R2.2 Number of people made aware of good practices in nutrition, food cooking, hygiene, basic sanitation, sustainable management of natural resources, etc. (broken down by gender and thematic area)	0 (2021)	To be determined (2026)	Monitoring reports on hydraulic developments	Provision of demonstration plots for the project	
	I.R2.3. Number of schools integrating the sustainable water access system into their daily operations and agricultural plots	0 (2021)	48/60 (2026)			
R3. Economic opportunities in communities and economic integration of women are created	I.R3.1. Women's average income in the implementation of school canteens (broken down by country)	0 (2021)	To be determined	Field project reports Field monitoring reports	Involvement of communities and local authorities Financial resources	

		I.R3.2 % of all school feeding purchases from local farmers	0 (2021)	At least 60%. (2026)	Annual project report	available
		I.R3.3. Marketing rate for school garden products				
		I.R3.4. Total number of direct and indirect jobs created by the project in local communities (broken down by gender and category)	0 (2021)	To be determined (2026)		
R4. ECOWAS's operational capacities are strengthened		I.R4.1 Progress status of the monitoring-evaluation database	N/A (2021)	Fully operational (2026)	Annual project report	Institutional stability Resources needed to co-finance actions
		I.R4.2 Number of capitalisation and dissemination studies (broken down by theme)	0 (2021)	To be determined (2026)		
		I.R4.3. Status of the school feeding exchange mechanism	N/A (2021)	Functional mechanism		
		I.R.4.4. Website status	N/A (2021)	Functional website		

	R5. The regulatory and institutional framework and governance of school feeding programmes in the region are strengthened	I.R5.1. Standards development status, regional reference system for school canteens	N/A (2021)	Standards, regional reference system for school canteens drawn up	Annual project report	High-level political involvement of countries and the region
		I.R5.2. Number of countries with operational school feeding strategies/policies (law and national programme) :	To be determined (2021)	The 15 ECOWAS countries (2026)		