**Annex III**

**CALL FOR ‘Scaling up adaptation pilots in Timor Leste’ PROPOSALS**

**RFP21-014**

**Application**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CONCEPT NOTE – GRANT APPLICATION** | | | | | |
| **Organisational Details** | | | | | |
| Legal Name of Applicant Organisation: | |  | | | |
| Office Phone: | |  | | Mobile Phone: |  |
| Fax: | |  | | Email: |  |
| Physical Address (registered): | |  | | | |
| Please indicate which of the following categories the applicant falls under:  a) Governmental entity  b) Legally registered Non-Governmental Organisation entity  c) Education organisations or affiliate  d) For-profit organisation, association or small business  e) Others – please specify | | | | | |
| Authorised Person Contact Details  *The authorised person is the person who is authorised by the applicant organisation to sign a Grant contract.* | | | | | |
| First Name: |  | | | Last Name: |  |
| Job Title: |  | | | | |
| Organisation: |  | | | | |
| Phone: |  | | | Mobile Phone: |  |
| Fax: |  | | | Email: |  |
| Address: |  | | | | |
| Applicant Organisation Profile  *Please provide a brief (1 page maximum) overview of your organisation, including when it was established, what its core business is, a short description of its governance structure (an annotated organisational profile or organogram may be attached) and financial management system or processes.* | | | | | |
|  | | | | | |
| Financial management | | | | | |
| |  |  | | --- | --- | | Is your organisation willing and able to provide annual financial records, accounts, and audit reports for verification by SPC? | Yes No  ☐ ☐ | | Does your organisation have the financial management structure to manage the grants? | Yes No  ☐ ☐ | | Does your organisation have established procurement and financial policies which govern Financial and Procurement activities? (If yes please attach copies) | Yes No  ☐ ☐ | |  |  | | | | | | |
| **Partner(s) in the implementation of the project:** including co-applicant if any | | | | | |
| **Description of Activities** | | | | | |
|  | | | | | |
| Describe the sector that the applicant wants to work in:  Aquaculture, Agriculture, Fuel efficiency, Shoreline protection, including but not limited to mangrove restoration and expansion (tree planting and seedling nursery) | | |  | | |
| **Title of Action** | | |  | | |
| **Location of Action** | | |  | | |
| **List and describe actual action/activities /work that the applicant intends to implement under the sector selected** | | |  | | |
| **Description of the context**  *baseline, results to date, other project’ or program’s results, stakeholders [max 1000 words]* | | |  | | |
| **Approximate Value of Action** | | |  | | |
| **Total duration of action**  **(Provide timeline for each activity if more than 1 stated above)** | | | |  |  |  | | --- | --- | --- | |  | ***2020*** | ***2021*** | | ***Action/Activity 1*** |  |  | | ***Action/Activity 2*** |  |  | | ***…*** |  |  | |  |  |  | | | |
| **Target Group** | | |  | | |
| **Final Beneficiaries** | | |  | | |
| **Key stakeholders of the project** | | |  | | |
| **Implementation Schedule – Describe a broad timeline for the Project** | | |  | | |
| **Describe and define the needs and constrains of the target and beneficiary group and how the action will address these needs** | | |  | | |
| Describe the proposed approach the applicant will take to achieve the action/activities defined below | | |  | | |
| **Describe the expected final results** | | |  | | |
| **Alignment with PACRES objective and outcomes**  *Please indicate how the proposed project aligns with PACRES objective and outcomes and builds upon other PACRES activities in the country, as appropriate* | | |  | | |
| **Sustainability / Exit strategy**  *How will this project continue or what type of follow-up will be given to this project?* | | |  | | |
| **Project Risks** | | | | | |
| Describe and rank the four most significant risks that could negatively impact the project. Risks are potential future events that have the potential to negatively impact your ability to achieve the project results and could include financial, environmental or social risks. | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Risk | What is the **likelihood** (high, medium or low) that the risk will occur? | If the risk occurs, what would the **impact** (high, medium or low) on the project be? | Mitigation strategy – how will you manage the risk? | |  |  |  |  | |  |  |  |  | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Proposal budget | | | | |
| **Project costs** | | | | |
| **1) Construction Costs (if applicable)** | | **(A)** | **(B)** | **(A+B)** |
| **SPC Funding Request** | **Applicant contribution** | **Total Costs** |
| *Mobilization / Demobilization* | | $ | $ | $ |
| *Construction (e.g. Buildings/Services/Fees/Wages)* | | $ | $ | $ |
| *Construction Supervisor* | | $ | $ | $ |
| *Consultants/Contractors (e.g. Surveys, Designs, Testing, Architectural)* | | $ | $ | $ |
| *Purchase/Acquisition of materials and equipment* | | $ | $ | $ |
| *Other (provide description):* | | $ | $ | $ |
| ***Sub-Total Construction Costs*** | | **$** | **$** | **$** |
| **2) Non-Construction Costs** | | **SPC Funding Request** | **Applicant-contribution** | **Total Costs** |
| *Staffing costs* | | $ | $ | $ |
| *Office support (office consumables etc)* | |  |  |  |
| *Capacity building / training* | |  |  |  |
| *Travel* | |  |  |  |
| *Other (provide description):* | | $ | $ | $ |
| ***Sub-Total Non-Construction Costs*** | | $ | $ | $ |
|  | | **SPC Funding Request** | **Applicant contribution** | **Total Costs** |
| **3) Project Costs (1 + 2)** | | **$** | **$** | **$** |
| **4) Total** | |  |  | **$** |
| SPC Funding Request | | | | |
| Total funding requested from SPC | EUR | | | |
| List of other donors and their contribution | | | | |
|  | | | | |

**Other Key Information**

|  |
| --- |
|  |

*Submit an updated copy of your business registration certificate, valid business/ enterprise license, and enterprise tax registration*

*Also, submit professionally prepared financial reports for the last 12 months (2020). Please be assured that this will be kept strictly confidential by SPC.*

I hereby certify that the above and attached is true and accurate.

.............................................

Signature of CEO/ Managing Director/General Manager/Manager

Date: ....................................

**Annex IV**

**CALL FOR ‘Scaling up adaptation pilots in Timor Leste’ PROPOSALS**

**RFP21-014**

**SER Screening Questionnaire**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SER Screening Questionnaire** | | **Risk Description** | | **Risk assessment**  to be completed only if the answer is “Yes” under the risk description column | **Score** | |
| **Yes, No, n/a, TBD** | **If no answer, please shortly justify**  **If Yes answer, describe potential issues, specify activities causing the risk identified.**  **characterise the identified risk or impacts (likelihood, intensity, duration, reversibility)**  Indicate the risk localization (local/national/global) | **Where applicable, identify the remedial actions that would mitigate the identified risk** | **Characterize the risk level:**  **Low (L), Medium (M) high (H)** | |
| **1. Labour and Working Conditions** | Will the project present unsafe, indecent or unhealthy working conditions for stakeholders involved? |  |  |  |  | |
| Is there potential for the project to apply adverse discriminatory practices based on religious, racial, gender, disability or political considerations? |  |  |  |  | |
| **2. Climate change** | Could the project adversely contribute to climate change by generating greenhouse gas emissions including through deforestation or forest degradation? |  |  |  |  | |
| Could the project negatively affect the resilience to climate change? |  |  |  |  | |
| **3. Resource Efficiency and Pollution Prevention** | Will the project generate hazardous waste?  Is the project likely to lead to environmental damages due to an uncontrolled management of waste? |  |  |  |  | |
| Is the project likely to lead to pollutants release? Are chemicals (including pesticides) likely to be used during the project? |  |  |  |  | |  |  |  |
| **4. Human Rights** | Is the project likely to negatively impact on the human rights of the affected populations? (e.g. their rights to water, work, health, to a healthy environment, etc.)? |  |  |  |  | |
| Is the project likely to create less favourable treatment of, or discrimination against, any person or group? |  |  |  |  | |
| **5. Impacts on Affected communities** | Any risk that populations perceive they did not receive enough opportunities to raise their concerns regarding the project? |  |  |  |  | |
| Is there a risk that the project would create or exacerbate conflicts with or within affected populations? |  |  |  |  | |
| Is the project likely to increase community exposure to disease (water borne, water based, water related and vector borne diseases as well as communicable diseases)? |  |  |  |  | |
| **6. Gender** | Is there a likelihood that the project would have adverse impacts on gender equality, and/or the situation of women and girls? |  |  |  |  | |
| Have community groups/leaders raised gender equality concerns regarding the project during the stakeholder engagement process? |  |  |  |  | |
| Would the project potentially limit women’s ability to access or use natural resources upon which they depend for a livelihood? |  |  |  |  | |
| **7. Resettlement** | Could the project involve the physical relocation of people? (encompassing displacement as well as planned relocation) |  |  |  |  | |
| **8. Use of natural resources** | Could the project lead to adverse impacts on biodiversity or natural habitat? |  |  |  |  | |
| Is the project likely to negatively impact a protected area? |  |  |  |  | |
| Is the project likely to introduce invasive alien species to the project area? |  |  |  |  | |
| Is the project likely to restrict People’s access to natural resources and their means of livelihoods? |  |  |  |  | |
| is the project likely to favor unsustainable exploitation of a renewable resource |  |  |  |  | |
| **9. Peoples right and tenure** | Is the project likely to negatively affect Peoples or communities rights: rights of affected populations, including procedural rights such as the right to be consulted or to have access to information, or substantive rights (real or personal) such as the right of access to natural resources or benefit-sharing related to these natural resources (carbon rights, benefits from access to genetic resources ...). |  |  |  |  | |
| Could the project require the relocation of Peoples from their homes or lands subject to traditional ownership or customary use? |  |  |  |  | |
| **10. Cultural heritage** | Is the project likely to negatively affect cultural heritage? |  |  |  |  | |
| Is the project likely to negatively affect a legally protected cultural heritage area? |  |  |  |  | |
| Risk categorization process | | | * If only L on the right hand column, then the project is Low risk > no further assessment is required * If one or more M then the project is Medium risk > further assessment is required to formulate alternatives * If one of more H, > topic assessment is compulsory , including for the assessment of credible alternatives (NB: the project may have to be categorized as Medium or High risk depending on the outcome of the ESIA) | | |  |

**Conclusion:**

- Risk Categorization (tick the relevant answer in the right hand box): - Low - Medium - High

**Recommendations for next steps:**

- Is further assessment needed (Please specify if it is a topic or full Environmental and Social Impact Assessment, as well as in which areas or on which topic(s) any such further assessment should be conducted):

|  |  |
| --- | --- |
| Topics/areas to be further assessed | Type of Assessment |
|  |  |
|  |  |
|  |  |
|  |  |

I, undersigned, Mr/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby certify that I have answered this Questionnaire truthfully and to the best of my knowledge.

Signature:

**Annex V**

**CALL FOR ‘Scaling up adaptation pilots in Timor Leste’ PROPOSALS**

**RFP21-014**

**Applicant Declaration**

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present PACRES call for Grant proposals, representing any co‐ applicant(s) in the proposed action, hereby declares that:

* the applicant and each co‐applicant (if any) are eligible in accordance with the criteria set out in the Guidelines for Applicants;
* the applicant has sufficient financial capacity to carry out the proposed action or work programme;
* the applicant certifies the legal statues of the applicant and of the co‐applicant(s) as reported in the application;
* the applicant undertakes to comply with the principles of good partnership practice;
* the applicant is directly responsible for the preparation, management and implementation of the action with the co‐applicant(s), if any, and is not acting as an intermediary;
* The applicant and the co‐applicant(s) are not in any of the situations excluding them from participating in contracts which are listed hereafter:

(1) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(2) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;

(3) they have been guilty of grave professional misconduct proven by any means which the applicant can justify;

(4) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the applicant or those of the country where the contract is to be performed;

(5) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

The authorised signatory of the third party must certify that he is not in one of the situations listed above and signed on behalf of the third party.

Furthermore, it is recognised and accepted that if the applicant and co‐applicant(s) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures;

* the applicant and the co‐applicant(s) are aware that, for the purposes of safeguarding the financial interests of the EU, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti‐Fraud Office.
* The applicant is fully aware of the obligation to inform without delay the SPC PACRES coordinator to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application.

Signed on behalf of the applicant

|  |  |
| --- | --- |
| Name of the Organisation |  |
| Address |  |
| Contact details |  |
| Name of the Responsible Person (Block capital) |  |
| Position |  |
| Signature + Stamp |  |
| Date |  |

**Annex VI**

**CALL FOR ‘Scaling up adaptation pilots in Timor Leste’ PROPOSALS**

**RFP21-014**

**Document Checklist**

I ……………………………………………………………………………………………. (insert name),

of ………………………………………………………………………………………….. (insert Enterprise name)

confirm that the following application is made for support under PACRES.

I confirm that I have read the guidelines for the completion and submission of this application, and are aware of the eligibility and evaluation criteria.

I hereby submit the documents listed below for consideration:

*(Please tick in the appropriate box where documents have been submitted)*

|  |  |
| --- | --- |
|  | Completed Concept Note |
|  | SER Screening Questionnaire |
|  | Applicant Declaration |
|  | Enterprise Registration Certificate |
|  | Enterprise Tax Registration |
|  | 2019 and 2020 Financial Accounts |
|  | List any additional Support Documents provided: |

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name and sign Date

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_