

Call for proposals

Documentation of proven practices, tools or policies that promote resilience and help farmers¹ to address the challenges posed by climate change

1 BACKGROUND INFORMATION

The Technical Centre for Agricultural and Rural Cooperation (CTA; www.cta.int) is a joint international institution of the European Union (EU) and African, Caribbean and Pacific (ACP) Group of States. Its mission is to advance food and nutritional security, increase prosperity and encourage sound natural resource management in ACP countries. It provides access to information and knowledge, facilitates policy dialogue and strengthens the capacity of agricultural and rural development institutions and communities.

2 GRANT OBJECTIVE

One of CTA's key projects aims at promoting policies and practices for increasing productivity and resilience of agriculture to climate change. The objective of the project is to contribute towards improved food security under changing climate by promoting practices and policies that help agriculture in ACP regions to become more resilient, increasing its productivity, and encourage practices that reduce greenhouse gas (GHG) emissions where possible. This Call for Proposals is designed to contribute to the achievement of this objective by: (i) Documenting practices that farmers have used over long periods to adapt to and build resilience to climate uncertainty; and (ii) Preparing an inventory and detailed description of practices, policies and information and communication technologies (ICTs) that have been widely used or have high potential to address climate change in ACP countries.

Through a well planned communication plan, it is expected that the documentation will improve awareness of farmers, and policy-makers of opportunities to address climate change and resilience; enable farmers to co-create knowledge on climate change; and improve access to information by farmers, policy-makers and development agencies to facilitate efforts to scale-up adoption of proven adaptation practices and policies by farmers, policy-makers and development agencies.

3 DESCRIPTION OF GRANT

3.1 Outline of proposals required

CTA will support the documentation of proven practices, policies ICTs that contribute to increased productivity and resilience of agriculture under changing climate in ACP regions. The Centre is particularly interested in interventions that have the potential to contribute to cross-learning among ACP countries and could be scaled up for the benefit of farmers and stakeholders in the regions. The practices, policies and ICTs

¹ The words "farmer" or "agriculture" is used throughout this call in a generic sense and it includes crop, livestock and fisheries.

should be documented in such a way as to provide practical information that will be useful to different stakeholders- farmers, reserachers and students, extension workers, deelopment agencies, policy makers.

We are looking for proposals that provide information that is useful to any or all ACP regions or that can provide lessons for use in the different regions. Proposals should focus on one of three areas: 1) agricultural practices; 2) innovative finance and policies; or 3) ICTs that are appropriate for the intended audience. All content presented in the documentation should be original or should fully acknowledge the original source and have the copyright holder's approval for its use. The proposal may include the cost of documentation, review of case studies and synthesis and the cost of field work to collect extra information and validate the performance of the practices, policies and tools (where necessary) but should not include the cost of publication and dissemination of the information, as these will be covered by CTA through a separate budget.

CTA expects the activity under each proposal to cost not more than €20,000, with the actual budget depending on the amount of information and materials already available about the practice, policies or tools and the extent of supplementary information that has to be collected from the field. Anticipated costs should be detailed in the proposal. The contracts for successful proposals will be on a lump-sum basis, i.e. payments will be dependent on the delivery of quality written documentation as set out in the contract.

3.2 Detailed background for the Call

Recent assessments indicate that climate change is already having an impact on crop yields across several regions of the world. Although positive impacts are observed in some regions, negative impacts are more common globally. Negative impacts have been reported on all aspects of food security, abundance and distribution of freshwater and marine fish harvests, nutritional quality and safety of food, and on biodiversity and ecosystems². Climate change and variability have critical implications for agriculture, fisheries and forestry across the ACP. These regions are among the most vulnerable to climate variability and extremes, given that only a small proportion of their cultivated land is irrigated and food production is dependent mainly on rain-fed agriculture, e.g. in Africa only about 5% of agricultural land is irrigated.

Farmers in ACP countries have been modifying their farm practices to adapt to changing climate and have evolved approaches that increase resilience to variable and changing climatic conditions. New agricultural technologies and practices have been introduced to improve the capacity to adapt to climate change. Policies have emerged at different levels (local, national and sub-regional) that encourage the adoption of such practices, and new tools and financing mechanisms are being introduced to shield farmers from the impacts of climatic risks. However, little information is available on what has worked or has high potential to do so. This call aims at filling this gap in our knowledge. It will document practices, tools and policies that have helped farmers to continue to produce food in the face of changing climate,

² e.g. IFAD 2008, Calzadilla et al 2009, IPCC 2014, Munaang and Andrews 2014

understand the impacts of such solutions and draw lessons for scaling them up. It will gather and disseminate evidence in appropriate forms to key audiences, with a view to strengthening the capacity of farmers and stakeholders to develop, identify and adopt policies and practices that help agriculture become more resilient and productive under changing climate while also contributing to reducing emissions where possible.

Proposals may be prepared on any of the following areas:

- a. *Practices and technologies for adapting to climate change that have been successfully adopted by a large number of farmers, or over a wide area or several countries:* These may include, but is not limited to, farmer-led adaptation practices, innovative climate finance mechanisms and weather-based insurance tools that cushion farmers against climatic risks.
- b. *Conducive policies for climate-change adaptation or mitigation:* This may include policies at local or national level (enacting new policies or legislation or implementing existing ones) that have encouraged farming communities to adopt agricultural technologies that address climate risks, e.g. widespread adoption of agricultural practices that lead to more carbon sequestration, generation of positive externalities from agricultural practices etc.
- c. *Successful deployment of ICT tools and processes:* This may include the use of ICT applications and innovations to address climate change in agriculture, e.g. to gather and disseminate high-quality weather and climatic information in a cost-effective manner; for climate information services; to solve a specific problem related to climate change for farmers; to engage local communities in providing data, monitoring and early warning related to climate; to facilitate the documentation and community-based analysis of a blend of traditional and scientific knowledge for effective disaster risk reduction policies and action plans; or to facilitate bottom-up communication between farming communities and policy-makers/development agencies on specific issues related to climate change and agricultural resilience.

The call will give priority to submissions that discuss climate change from the perspectives of opportunities and solutions that have successfully addressed climate-induced challenges to food security, agricultural production and resilience or have high potential to do so.

3.3 Specific focus of call

The proposal should identify a specific practice, tool or policy that currently exists and provides a solution to the challenges of climate change or has high potential to do so. The proposal should highlight the approaches and methods that the applicant plans to use to address the following aspects of the identified practice, tool or policy:

- a. *Description:* What is the practice, tool or policy? How does it work? How long has it been in use? In what way or ways does it help farmers adapt to or address the challenges associated with climate change?

- b. *Development process*: What were the processes that led to the development of the practice, tool or policy? Was there any particular trigger that led to its development? Who are the key people or institutions that championed its development or played key roles in the early stages of its development?
- c. *Effectiveness*: How widely has it been uptaken among the farming community (e.g. number of farmers or area on which it has been applied), extent of implementation or effectiveness, in case of policies? What contributed to the high levels of adoption by farmers? If the practice, tool or policy has high potential to address the effects of climate change, what might constrain its uptake? In which biophysical and socio-economic conditions is it mostly popular with farmers? Under what conditions does it have greatest potential for uptake and to benefit farmers?
- d. *Impact*: In what way and/or to what extent has it helped farmers and the community to increase food production in the face of climate change? Does it provide special benefit to female and/or the children in farm households? Does the practice, tool or policy have actual or potential unplanned effects (positive or negative)? If so, describe them and their likely effect on uptake and sustainability.

4 WHO SHOULD APPLY?

The call is open to individuals, groups of individuals and organisations that:

- a. Have identified specific innovative practices, tools or policies that provide solutions to the challenges of climate change in agriculture and have the potential to benefit a large number of people in ACP countries.
- b. Have a demonstrated capacity to carry out high-quality written documentation that responds to the terms of the call.
- c. Are based in ACP or EU countries. If they are from non-ACP, they must demonstrate the involvement of individuals or organisations from the ACP in the activity or the relevance of the case study to ACP countries.
- d. Are in the position to conduct high-quality written documentation in a cost-effective manner.
- e. Make a strong case for how the proposed case study contributes to meeting CTA's objectives.
- f. Demonstrate the competences and experience needed to carry out a project to scale up the documented case(s) among farming communities in ACP, if required.
- g. Demonstrate the administrative competences needed to manage a grant according to CTA's rules and regulations.

5 PROPOSAL SPECIFICATIONS

5.1 Template and content of the proposal

Proposals and all documents must be in either **French** or **English**. The proposal must be addressed to CTA, and submitted by e-mail to cc-call@cta.int

The subject line should contain the following text (without the quotation marks): “Call for proposals: Climate Change & Resilience. Do not open before **October 14th 2014 at 23:59 hours**”. All the required documents should be attached in PDF format.

CTA will send an e-mail to confirm receipt of the proposal. The acknowledgement will include a registration number that must be used as the reference in all subsequent communications.

The required documents must contain the following:

5.1.1 Administrative information

- a. An application letter, duly signed, expressing the applicant’s interest in participating in the Call, and confirming that the applicant (and their partners):
 - has received and studied the grant guidelines, and accepts all their instructions and conditions;
 - is not in a situation that might impair the execution of the contract; specifically that the applicant is not insolvent, bankrupt, being wound up or in a similar situation;
 - has abided by all tax and social security regulations in their home country;
 - has not been convicted in any country of a criminal or civil offence, fraud, corruption or money laundering.
- b. Document(s) to establish the nationality of the applicant (for individuals) or legal establishment of the location of the organisation. These must be not more than 360 days old, if not previously sent to CTA.

5.1.2 Technical information

- a. Profile of the applicant and a paragraph explaining why the applicant/organisation is best placed to implement the proposed activity or activities (maximum of two pages). This should cover: areas of expertise; references to similar projects carried out in the recent past; number of employees, including permanent staff and other employees (where applicable) in the last three years; main areas of professional competence; resources available to provide the services provided; and annual turnover figures for the last three years (where applicable).
- b. An overview of the proposed action: This will consist of two to three pages of text outlining the practice, tool or policy being proposed for in-depth documentation. Please specify the expected length of the documentation.
- c. Proposed team for the documentation of the practice, tool or policy: profiles (two pages maximum) indicating the competencies and suitability for the activities proposed; succinct CVs of the members of the team, indicating at least their nationality, their education, field of expertise, professional

experience and language skills; information on which tasks will be assigned to which members of the team; and the total number of person-days that will be provided by each expert.

- d. A proposed execution schedule with indication of the main milestones. The documentation of the proposed practice, tool or policy should be completed no later than **30 June 2015**.

5.1.3 Financial information

- a A budget, with an indication of the funding requested from CTA and for what the CTA funds would be used. Please provide budget information as per the following template:

Table 1 : budget (Euro)

Activity number Item	units	cost	Total	Budget narrative (<i>explains how the budget line has been calculated, giving details on the elements entering into the calculation</i>)
A. Personnel				
A.1 Staff time to prepare documentation				Figures have to be justified using Table 2 below.
B. Other direct costs				<i>(To be reimbursed as per invoices of service providers)</i>
B.1 Travel (if/where necessary)				To collect extra information about practice/tool/policy if necessary
B.2 Interview/surveys (if necessary)				e.g. to determine extent of use of tool/practice
B.1 Printing of documented case study				
C. Project management costs				*5%
TOTAL				
Requested support from CTA				
Sources of funding for remaining sums				

- b The grant will be paid as follows:
- i. Up to 30% of total on signature of the contract for the documentation and upon submission of a draft table of contents;
 - ii. Up to 50% on delivery of the first complete draft;
 - iii. Up to 20% on approval of the final draft of the documentation by CTA.
- c An overview of the co-funding contributed by the applicant and/or third parties (in cash or kind). CTA requires co-funding for its competitive grants. For this call, co-funding has to meet a minimum of 10% of the project costs; greater levels of co-funding are encouraged. Co-funding can come from the applicant organisation or from third parties. Contributions of staff time towards the project or any in-kind contribution can be considered as co-funding, but these have to be quantified and verifiable.

CTA is exempted from value added tax, in accordance with Article 15, paragraph 19 of Directive 77/388/EEC and by virtue of the Headquarters Agreement, concluded on 7 August 1984 by and between the Kingdom of the Netherlands and CTA.

5.2 What is out of scope?

Proposals that discuss *exclusively* problems and challenges of climate change without identifying opportunities for solutions will not be considered.

5.3 Budget expectations

CTA expects the proposed budget to be cost-effective and to provide good value for money. CTA can accommodate proposals with requests for support towards the documentation of practices, tools and policies up to maximum of €20,000.

Individuals and organisations can submit multiple proposals for different practices, tools and policies, but not more than two proposals may be funded per individual or organisation.

6 RULES AND GUIDELINES

6.1 Eligibility

- a. Participation in this call is open equally to any legal person from the ACP states and the member states of the European Union contributing to the European Development Fund; from official EU candidate countries and member states of the European Economic Area; from least developed countries (LDCs) according to the Organisation for Economic Co-operation and Development Development Assistance Committee (OECD/DAC); from any other country covered by a European Commission decision establishing reciprocal access to external aid (as the region covered by this proposal includes LDCs, this automatically includes all OECD/DAC members); and to international organisations wherever they have their seat.
- b. Subcontracting is permitted. If the applicant intends to subcontract one or more parts of the services to be provided, they must indicate clearly in their submission the names of the subcontractors as well as the nature and amount of services to be subcontracted; no more than 50% of the services to be provided can be subcontracted.

6.2 Procedure

6.2.1 Step 1 Submission of the proposal

Proposals must be sent by e-mail to cc-call@cta.int. **E-mails must arrive at the latest by 14 October, 2014 at 23:59 hours.** Proposals received after this deadline will be rejected.

6.2.2 Step 2 Review process

Proposals will be reviewed by an evaluation committee (see section 6.4 for evaluation criteria).

Contracts will be awarded to the applicants:

- who meet the eligibility rules;
- whose submission is compliant with the administrative requirements; and
- whose financial proposal, in terms of the support requested from CTA, is not more than €20,000.

Within the limits of the available budget, and keeping in mind CTA's objective to have a well-balanced portfolio of activities, grants will be awarded to the highest-scoring proposals. Available funds will be allocated starting with the highest-scoring project. If the available budget for a borderline proposal is less than 100% but more than 80% of the financial support requested by the applicant, CTA will contact the applicant to determine whether it is possible to execute the project with the funds available.

Applicants whose proposals are accepted will be notified in writing after the closing date for electronic submission of this Call.

Pursuant to the submission form, CTA may ask the successful applicant to provide documents to substantiate the proposal, notably documents relating to the legal status of the applicant; additional technical information; and references of similar activities executed. If the applicant does not provide such proof within 14 days, the award will be null and void, and CTA may then award a contract to another applicant or cancel the Call for Proposals procedure.

Unsuccessful applicants will be informed that their submissions were not accepted.

The contract awarding notice will be published on the CTA website (www.cta.int).

6.2.3 Step 3 Signing of the contract

Contracts will be drawn up by CTA, according to its relevant terms and conditions. The successful applicant must sign, date and return the contract to CTA within 14 days of receipt thereof. If the successful applicant does not comply with this obligation, the decision to award the contract may be reversed. In such a case, CTA may award the contract to another applicant.

6.2.4 Step 4 Implementation of the proposal

Once successful applicants have signed the contract they will be expected to implement the documentation of the case studies as contained in their proposal.

6.3 Expected product and follow-up

- a. Each winning proposal is expected to produce a **detailed written documentation** providing details, including data, to show how the chosen practice, tool or policy has provided solutions that help farmers address the challenges of climate change and/or promote agricultural resilience. Winners may work with CTA during the documentation process if/when required.

- b. All written case studies will be published by CTA in collaboration with those implementing the proposal into a book and disseminated among various stakeholders.
- c. CTA may also commission additional communication products, such as video or multimedia productions, for selected case studies that it deems to be of particular significance.

6.4 Evaluation criteria

6.4.1 Administrative verification

The administrative verification includes:

- Verification of the applicant’s eligibility
- Verification of compliance with the administrative requirements, in particular:
 - The proposal submission date
 - The language(s) of the submission;
 - The completeness of the submission (e.g. methodology, CV of experts, schedule of activities).

Proposals that do not meet these criteria will be rejected immediately.

6.4.2 Proposal evaluation

The evaluation of each technical proposal will be carried out in accordance with the following weighting and awarding criteria:

Table 2: Score card for evaluation

Criteria	Maximum score
Financial and operational capacity of the applicant	
Appropriateness of proposal in light of the applicant’s areas of competence	10
Demonstrated experience of delivering well-written documentation similar to the requested in the call (last 5 years)	10
Use of ACP resources for the proposed activities	5
Sub-total	25
Relevance to CTA programmatic priorities	
Fit with overall climate change and resilience activities of CTA and with the scope of the call	10
Ability of proposed practice, tool or policy to provide opportunities for addressing climate change and agricultural resilience	10
Sub-total	20
Methodology (coherence, logical soundness of proposed methods) and presentation	

Draft outline proposed for the full documentation of the case study	10
Makes clear proposals on the method to document the practice, tool or policy (see section 3.3)	15
Proposal is well-drafted and well-structured with a clear time line	10
Sub-total	35
Budget and cost-effectiveness of the proposal	
Cost-effectiveness of the proposal	10
Percentage of co-funding contributed by applicant directly (in cash or kind) or through third parties	10
Sub-Total	20
GRAND TOTAL	100

No other criterion will be used in assessing the proposals and no change will be made in the weighting.

Applications whose mark does not reach 70% will be rejected.

7 LENGTH OF PROPOSALS

CTA expects each proposal to be concise and about **10 pages**. Table 3 is provided for guidance only

Table 3: Suggested length of proposal (for guidance only)

No	Description	Remarks
	Application letter	Max one page (see section 5.1.1)
	Title of proposal	Max 2–3 lines
	Summary: Describe the basic idea of the proposal, in a format suitable for general readership	Max one page
	Relevance and contribution to CTA’s programmatic priorities	Max half page
	Regional focus of practice/tool/policy	Max 5 lines
	Target geographical area – country or countries, district, etc	Max 5 lines
	Details of the practice/tool/policy, including proposed methodological approach to document the following: <i>(a) What it is and how it contributes to solving the challenges of climate change; (b) Development process; (c) Effectiveness; and (d) Impact</i>	Maximum 3 pages (See section 3.3)
	Proposed outline of the full documentation of the case study	Max one page
	Potential for scaling up of the proven practice/tool/policy	Max half page
	Budget	Max one page
	Other supporting documents	See section 5.1

8 CONFIDENTIALITY

The evaluation procedure is confidential. The decisions of the evaluation committee

are collegial and its deliberations are conducted behind closed doors. The members of the evaluation committee are bound by the obligation of confidentiality. The evaluation reports and written minutes in particular are intended mostly for internal use and any confidential information contained therein will not be communicated to the applicants or to any other party.

9 COPYRIGHT AND OTHER INTELLECTUAL PROPERTY RIGHTS

With the exception of CTA's rights further specified below, the Grantee retains all copyright, rights in the nature of copyright and all other intellectual property rights throughout the world (present and future, and including without limitation all renewals, extensions, revivals and restorations thereof and accrued rights of action in respect thereof) on the results of the activities co-financed by CTA. However, CTA will without limitation and free of charge be entitled to produce, publish, adapt and promote any books, papers or other materials based on information written or facilitated under this project, and any translation, adaptation or abridgement of the books, papers or other materials in any form and in any language.

CTA will use reasonable endeavours to ensure that the authors are identified as the authors of the papers whenever the books, papers and other materials are published in their entirety by CTA. Subject to this, the authors irrevocably and unconditionally waive the moral rights they may have in any territory of the world.

10 WARRANTIES

By providing any submission materials, the applicant warrants that they have the right to provide the information submitted.

11 CANCELLATION OF THE CALL FOR PROPOSALS PROCEDURE

If the call for proposals is cancelled, the applicants will be informed accordingly. CTA will under no circumstances be held liable for damages, irrespective of their nature, including, without restriction, damages for loss of earnings, irrespective of their connection with the cancellation of an invitation to participate in the call for proposals procedure.

Furthermore, the launch of a call for proposals in no way requires CTA or any of the other organisations involved to implement the activity, programme or project announced or to contract the services.