

## TEMPLATE FOR CONCEPT NOTE CALL FOR PROPOSALS BEYOND CHOCOLATE

### Project Applicant

#### Project Applicant Details & Contact Persons

Name of organization:

Legal form of entity:

Address and contact details of  
organization:

General contact person of  
organization for this Application:

Additional partners in the project application, please only fill if applicable

#### Project partner 1 (if applicable)

Name of organization:

Legal form of entity:

Address and contact details of  
organization:

#### Project partner 2 (if applicable)

Name of organization:

Legal form of entity:

Address and contact details of  
organization:

#### Project partner 3 (if applicable)

Name of organization:

Legal form of entity:

Address and contact details of  
organization:

**Project partner 4 (if applicable)**

Name of organization:

Legal form of entity:

Address and contact details of organization:

**Project partner 5 (if applicable)**

Name of organization:

Legal form of entity:

Address and contact details of organization:

**Project partner 6 (if applicable)**

Name of organization:

Legal form of entity:

Address and contact details of organization:

**Project partner 7 (if applicable)**

Name of organization:

Legal form of entity:

Address and contact details of organization:

**Project partner 8 (if applicable)**

Name of organization:

Legal form of entity:

Address and contact details of organization:

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**Proven track record team**

Please describe the strength of the project team, proven track record/project management and the technical capacity of the implementing organisation(s) (any attachments for references could be added to the submission of this Concept Note:

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**Project Design****Project design****Key impact goal(s) of the project**

*Please describe the key impact objective(s) of the project:*

**Key outcome(s)**

*Please describe the high-level changes / outcomes that you would like to achieve with the implementation of this project:*

**Key output(s)**

*Please describe the results and expected key outputs from your project activities:*

**High level key activities**

*Please describe the activities on a high-level that you are planning to implement:*

## Selection Criteria

### Contribution to Beyond Chocolate targets

*Please describe how the project contributes to the Beyond Chocolate targets as described in the prospectus:*

### Traceability at farm level – clear link with the Belgian market

*Please describe how the project strengthens supply chain traceability at farm level and create linkages from source to the Belgian cocoa and chocolate market:*

### Scalability

*Please describe how the project will be scaled or describe the potential for scaling:*

### Additionality

*Please describe the additionality of the project with taking the eight criteria as defined by The Donor Committee for Enterprise Development (DCEd)<sup>1</sup> into account.*

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1. [https://www.enterprise-development.org/wp-content/uploads/DCED\\_Demonstrating-Additionality\\_final.pdf](https://www.enterprise-development.org/wp-content/uploads/DCED_Demonstrating-Additionality_final.pdf)

### Finance and cost-effectiveness criteria

Please describe the total budget:

Please describe the private sector financial contribution:

Please describe the requested co-financing from IDH:

Please describe any other financial contributions:

Please describe the Return on Investment (in terms of numbers of results / outcomes):

### IDH Co-funding exit strategy

*Please describe how of the proposed project will continue after IDH co-funding has ended:*

### Project geography

*Please describe the countries and if possible, regions and farm level/ cooperatives of the project:*

**Auditability and monitoring, evaluating and learning**

Please add a Theory of Change as attachment to this Concept Note to describe how the sustainability targets will be achieved.

Theory of Change added?

**YES                      NO**

Please describe the high-level Key Performance Indicators (KPIs) to measure how you will determine your success of the project (Please note that more detailed KPIs will be requested during the full proposal phase):

Are you willing to share the learnings of the project?

**YES                      NO**

**Ground for exclusion**

Do you guarantee that any of the project applicant shall guarantee the absence of unacceptable activities or behaviour, undertaken by the project or within its sphere of control, included but not restricted to?

- Slavery, forced labour
- Sexual harassment
- Unlawful activities or behaviour
- Bribery and corruption
- Fraud

**YES                      NO**

Should any of the above appear or occur or should there be any strong suspicions of the above before or during the implementation of the project, the Program Management team shall be entitled to terminate the project agreement without the risk of incurring liability for damages or compensation.

Do you confirm that any of the project applicants are not in one of the situations as listed below?

- 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 subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they, or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- they have been guilty of grave professional misconduct proven by any means which the IDH can justify;
- 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 Belgium or those of the country where the contract is to be performed;
- they, or persons having powers of representation, decision making or control over them, have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity, where such illegal activity is detrimental to the Belgian government's financial interests.

YES

NO

**Additional comments:**

## Submission of Concept Note

This Concept Note can be submitted to the Program Management Team members: Els Haelterman ([haelterman@idhtrade.org](mailto:haelterman@idhtrade.org)) and Mark de Waard ([dewaard@idhtrade.org](mailto:dewaard@idhtrade.org)).

Any question related to this Call for Proposal could also be addressed to the Program Management Team.

The deadline for submission is 1 February 2020.