

# Concept note template

## General project information

Date

Project name

Company

Name of contact person

Email address of contact person

Phone nr of contact person

Country of implementation

Area/region of implementation

Starting date

Ending date

Expected number of beneficiaries (m/f)

Total coffee volume targeted, and % of total Colombia volumes

Estimate of the total budget

Partners and roles

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## Project applicants

### Project lead applicant details and contact person

Name of organization

Legal form of entity

Address and contact details  
organization

General contact person of  
organization for this Application

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## Other 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  
for organization

### Project partner 2 (if applicable)

Name of organization

Legal form of entity

Address and contact details  
for organization

### Project partner 3 (if applicable)

Name of organization

Legal form of entity

Address and contact details  
for organization

Project partner 4 (if applicable)

Name of organization

Legal form of entity

Address and contact details  
for organization

Project partner 5 (if applicable)

Name of organization

Legal form of entity

Address and contact details  
for organization

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**Proven track record**

Please describe the strength of the project team, proven track record / project management and the technical capacity of the implementing organizations (max. 250 words)

Any attachments for references could be added to the submission of this concept note.

A large, empty rectangular area with a light beige background, intended for the user to provide details about the project team's strength, track record, and technical capacity.

# COMPANY COMMERCIAL AND SUSTAINABILITY STRATEGY

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## Commodity and service flows

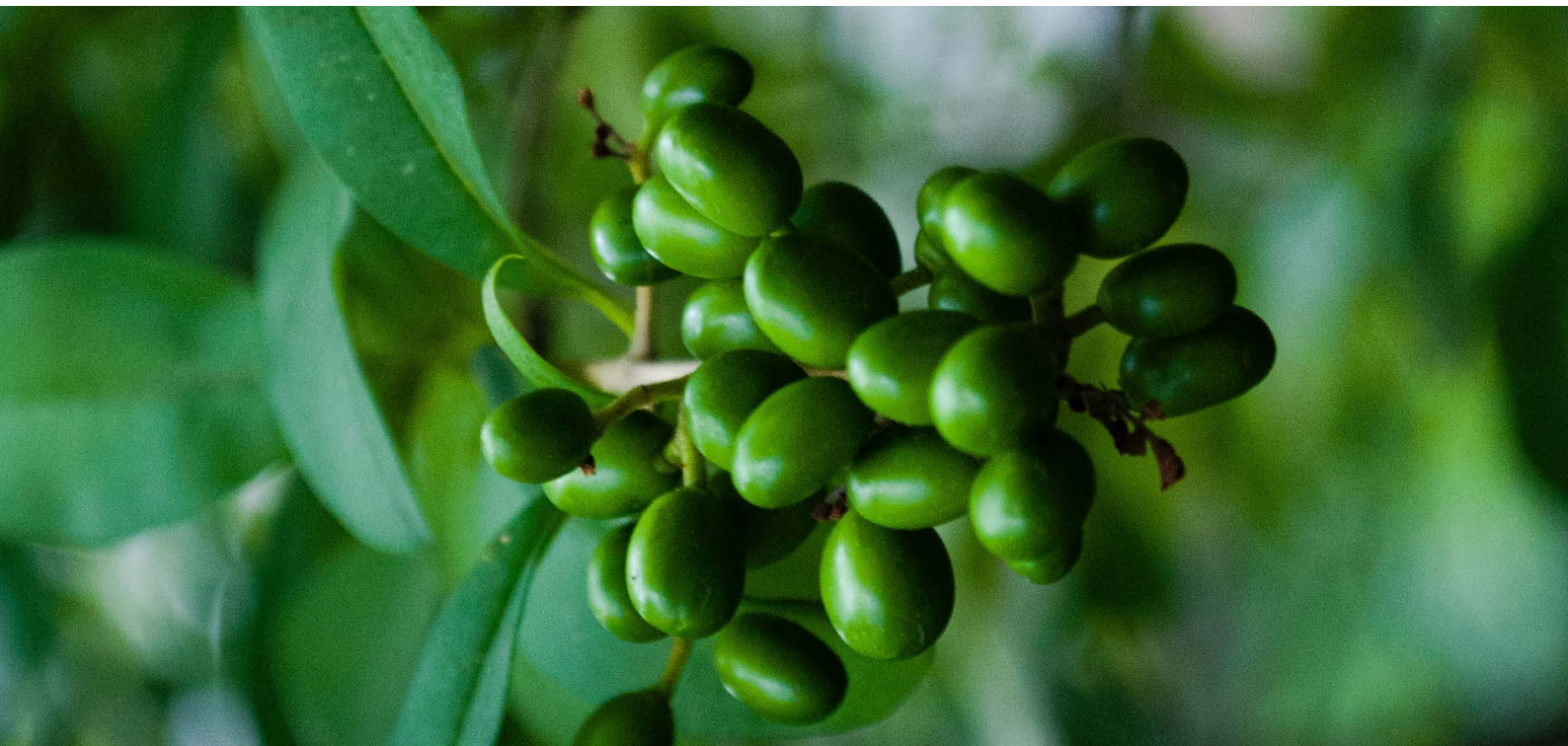
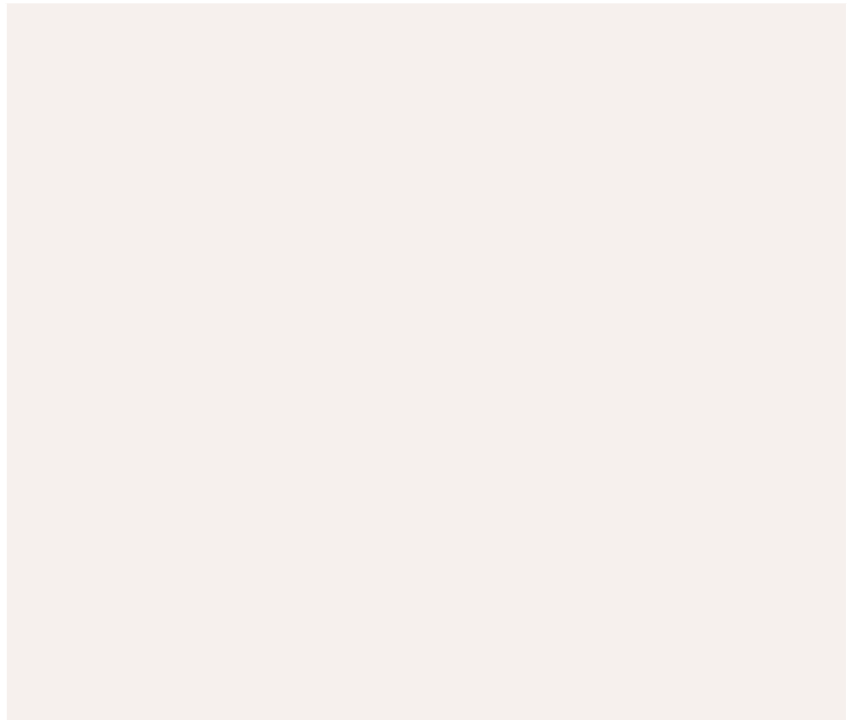
Include an annex to the concept note that visualizes the commodity and service flows in the supply chain related to this project. Include information on the different archetypes covered by the project. For explanation of the archetypes, please consult the Task Force Colombia Living Income (TCLI) report which is annexed to the Call for Proposals.

If possible, also indicate volumes per archetype, and locations of the different actors in the supply chain. You may add a short description in writing.

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## Sustainable sourcing strategy

Briefly explain the company's strategy regarding sustainable sourcing and how this project adds to that (max. 250 words).



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## Living Income

Do you have data on the living income benchmark, actual farmer incomes and / or living income gap in your supply chain?

**Living income benchmark:** YES NO

*if yes please attach this information to the concept note. Several existing benchmarks for different regions can be found in the [TCLI report, page 23](#).*

**Actual farmer income:** YES NO

*if yes please attach this information to the concept note, including division in farmer segments (if available)*

**Living income gap:** YES NO

*if yes please attach this information to the concept note*

## PROBLEM STATEMENT AND OBJECTIVES

**Before filling in this section, read Annex 1 for more information on living income and the income driver thinking.**

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### Background

What are the main problems / issues that the project would need to address? Include a description of the issue, which stakeholders and archetypes are impacted.

Stakeholders can be: companies, farmer households, cooperatives, communities, etc.

Include a maximum of 3 issues. The description per issue can be maximum 100 words.

*Issue 1*

*Issue 2*

*Issue 3*

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## Key objectives

What are the key impact objectives, which groups are impacted by project implementation and how do the objectives address the issues mentioned? How are these linked to income drivers and archetype(s)?

Include a description of the impact objectives, the key income drivers in scope, which stakeholders and archetypes are impacted.

Stakeholders can be: companies, farmer households, cooperatives, communities, etc.

Include a maximum of 3 impact objectives. The description per objective can be maximum 100 words.

*Key impact objective 1*

*Key impact objective 2*

*Key impact objective 3*

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## Include activities to address the objectives mentioned, and how this addresses the key objectives.

What are the key activities, which stakeholders are impacted by project implementation and how do the activities address the key impact objectives mentioned?

Include a description on the key activities, which stakeholders and archetypes are impacted.

Include a maximum of 8 key activities. The description per activity can be maximum 100 words.

*Key activity 1*

*Key activity 2*



*Key activity 3*

Blank area for notes related to Key activity 3.

*Key activity 4*

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*Key activity 5*

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*Key activity 6*

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*Key activity 7*

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*Key activity 8*

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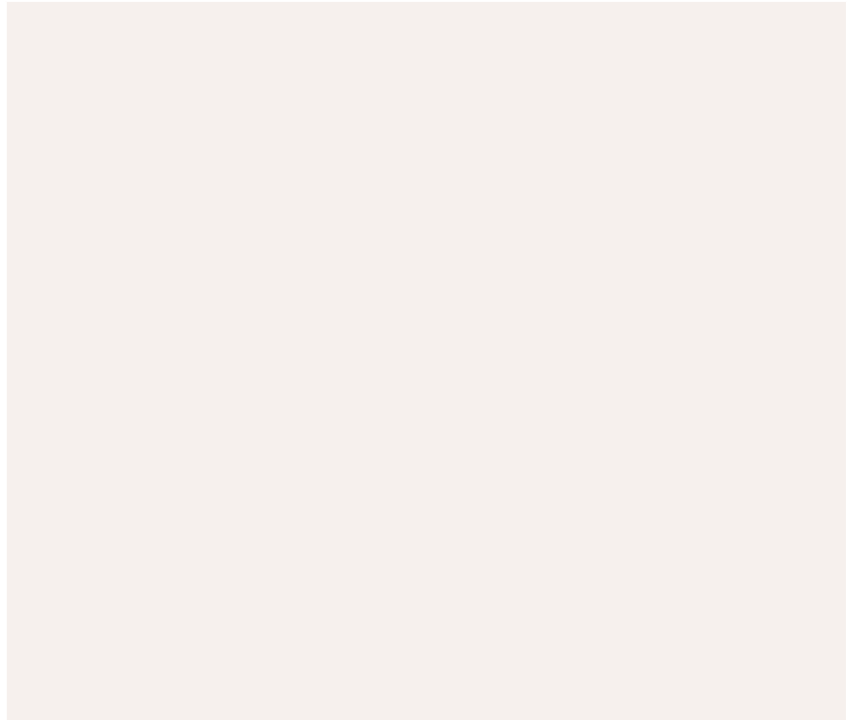
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**Please note that the following will be requested during the full proposal phase:**

- Detailed budget linked to proposed project activities
- GANTT chart on project planning and activities
- Detailed project KPIs
- Information on project auditability, monitoring, evaluation and learning

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**Explain how the proposed approach and activities link to the Program ToC Annex 2 (max. 250 words).**

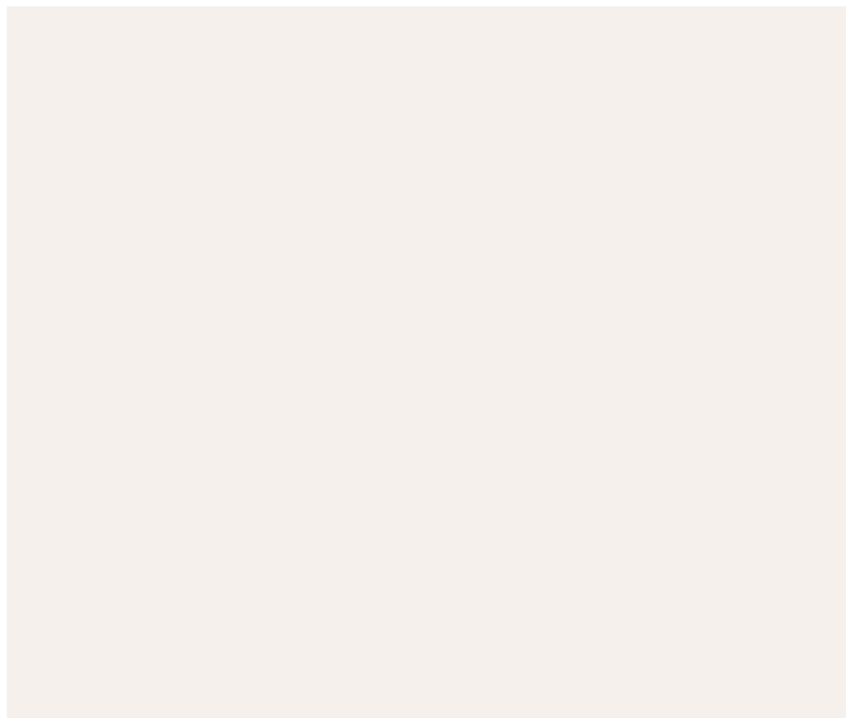


## **SELECTION CRITERIA**

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### **Contribution to Program's targets**

Please describe how the project contributes to the Program's targets as described in the call for proposals document (max. 250 words).

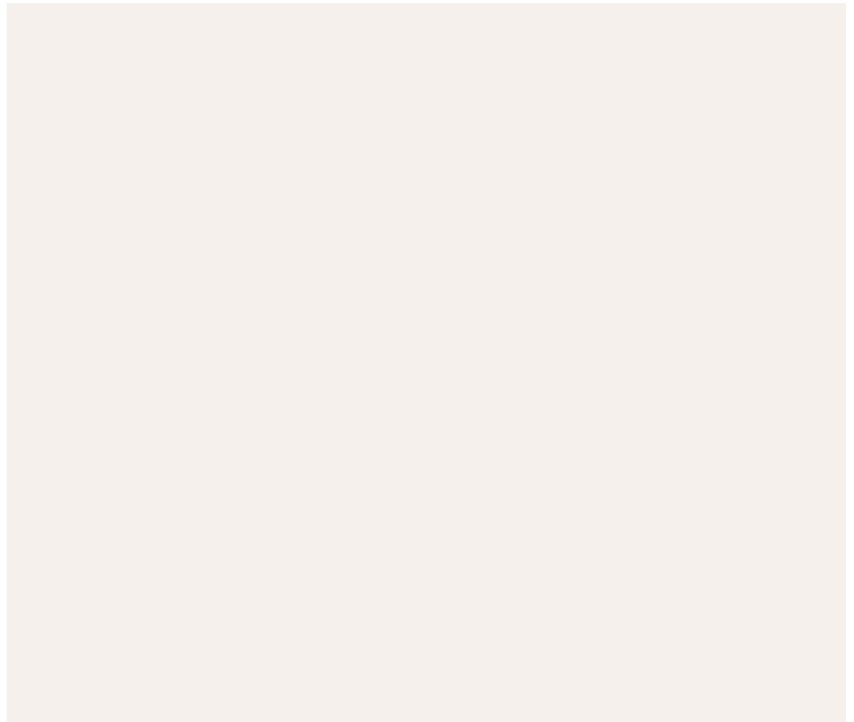




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## **Traceability at farm level - clear link with Swiss market**

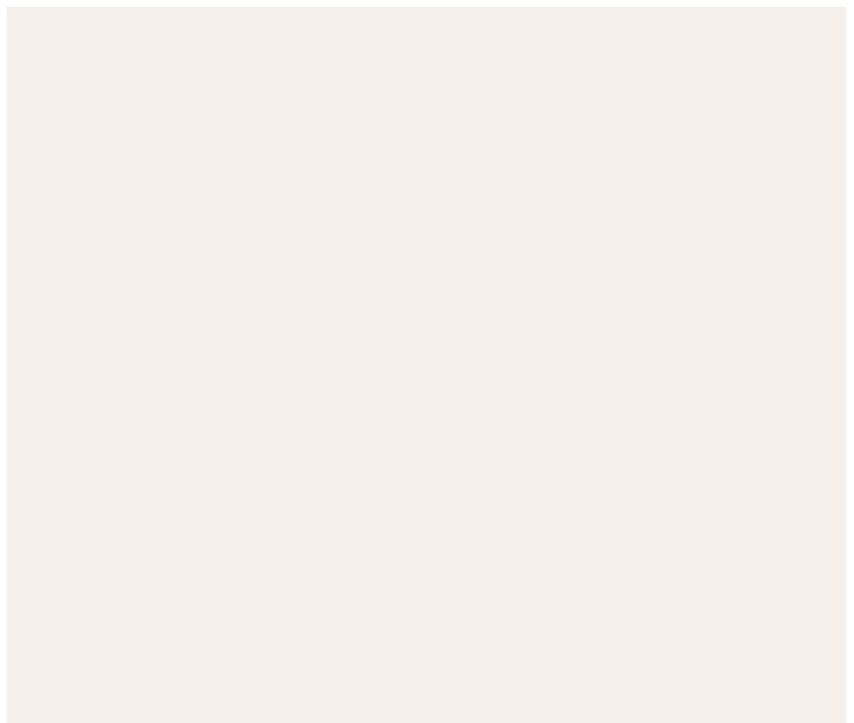
Please describe how the project links to the Swiss coffee market? And how will you measure that coffee from this project reaches the Swiss market (max. 250 words).



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## **Scalability**

Please describe how the project will be scaled or describe the potential for scaling (max. 250 words).



# FINANCE AND COST-EFFECTIVENESS CRITERIA

Total budget in EUR:

Private sector contribution in EUR:

Requested co-financing in EUR:

Any other contributions in EUR:

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## Exit strategy

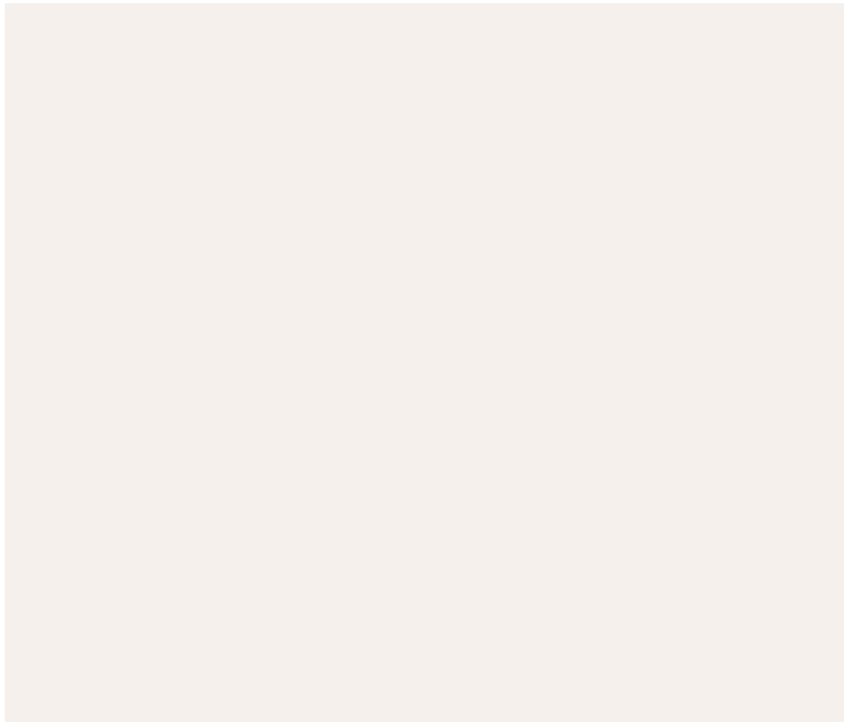
Please describe how of the proposed project will continue after co-funding has ended (max. 250 words).

# THE LIVING INCOME APPROACH

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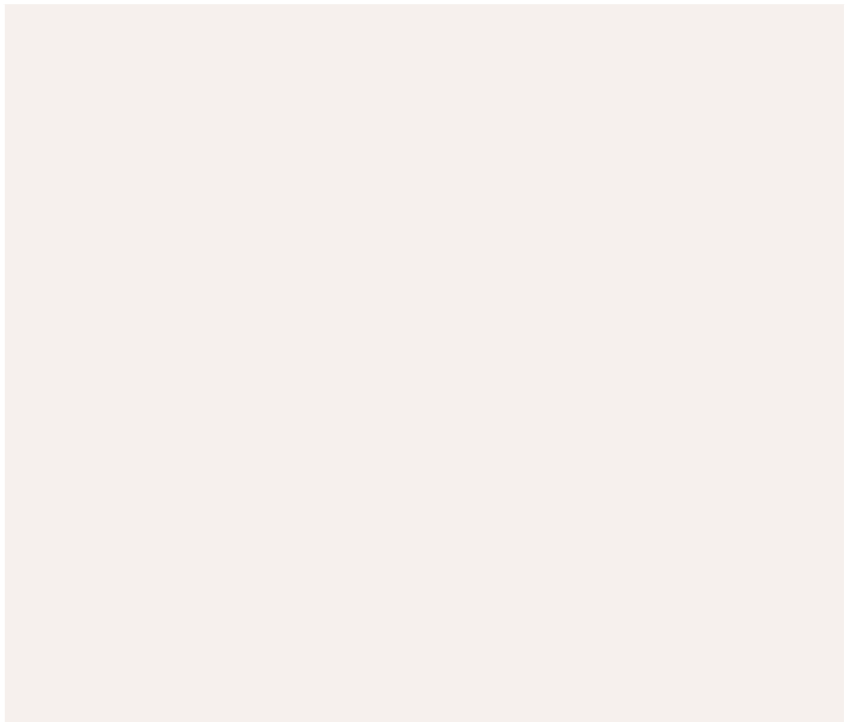
## Living Income tools

Please describe which tools are available in your company to measure actual income and living income gap closure in the target population? (max. 250 words)



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Please describe which (IDH) tools you would need to successfully measure actual income and living income gaps in the target population? What is the support that you require? (max. 250 words)



## GROUND FOR EXCLUSION

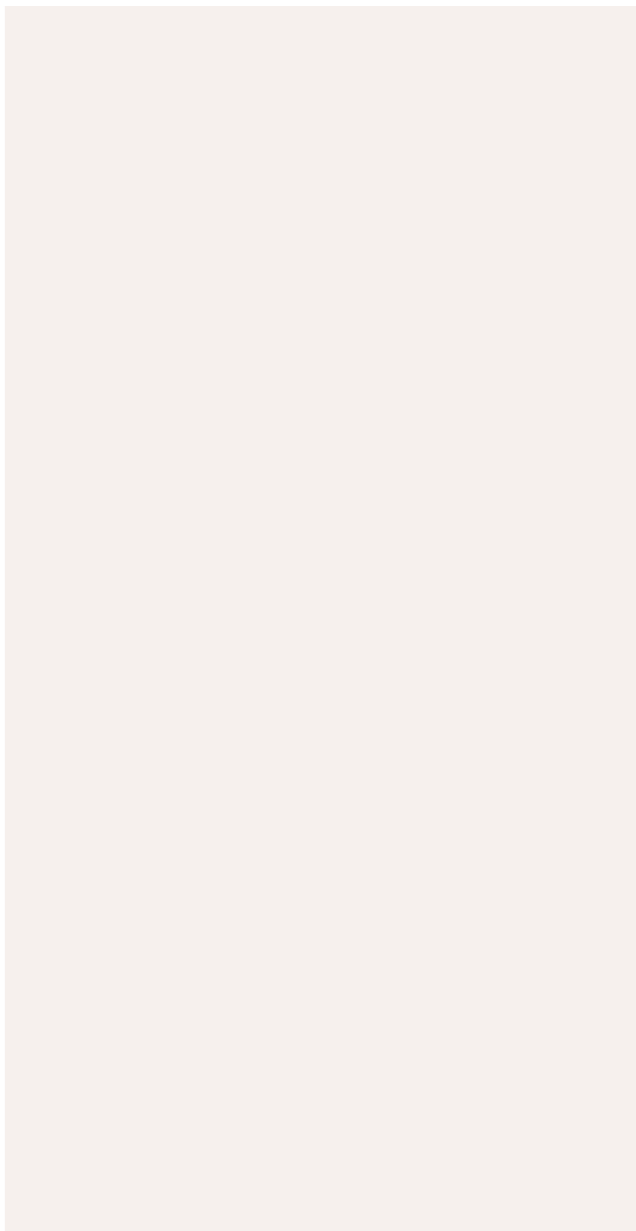
Do you guarantee that any of the project applicant shall guarantee the absence of unacceptable activities or behaviour, undertaken by the project or within its sphere of control, included but not restricted to?

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

YES NO

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### Any additional comments / information



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 Switzerland 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 Swiss government's financial interests.

YES NO

## SUBMISSION OF CONCEPT NOTE

This Concept Note can be submitted to the Program Management Team members: Tessa Meulensteen ([meulensteen@idhtrade.org](mailto:meulensteen@idhtrade.org)) and Marlies Huijssoon ([huijssoon@idhtrade.org](mailto:huijssoon@idhtrade.org)). Any question related to this Call for Proposal could also be addressed to the Program Management Team. The deadline for submission is April 22, 2022.

## ANNEXES

Annex 1: Living Income formula, income drivers and smart mix of solutions

Annex 2: Program ToC