Call for Proposals (CfP)

Application Form

Country/Region

Title

Modality of the Austrian Development Cooperation (ADC)

Contents

**Formats for Proposal Submission**

1. Project Document including annexes
2. Information on the Applicant
3. Capability Statement of the Applicant
4. Formats for reference projects

# 1. Project Description

The project description consists of the project document including the following annexes

Annex No. 1) Logframe matrix

Annex No. 2) Time schedule

Annex No. 3a) Summary project budget

Annex No. 3b) Detailed project budget

Annex No. 4) Environmental, Gender and Social Standards (EGSS) Checklist

# [2](http://www.entwicklung.at/en/funding/country-regional-programmes/2). Information on the Applicant

For a consortium, this form must be completed **separately** for **each partner** applying for a grant under this Call for Proposals.

## 2.1 General information about the Applicant

|  |  |
| --- | --- |
| **Applicant’s name (corresponding with attached registration documents):** |  |
| **Contact data:** **Physical address, website:** |  |
| Founding date: |  |
| **Membership in larger networks or platforms:** |  |
| **Persons authorized to officially represent the Applicant;other staff:** | List of permanent staff

| Name | Function | Since |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 |

The applicant confirms the accuracy and completeness of the information above. He/She agrees to the conclusion of a funding agreement in accordance with the General Terms and Conditions of the Austrian Development Agency (ADA) for Development Cooperation Funding in the current version (AVB) in case the application is approved.

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**Processing of personal data**

During initiation and performance of grant agreements, for audit purposes and to fulfil its statutory mandate, ADA may process personal data of natural persons that are collected by ADA or transferred or disclosed to ADA by the grant applicants or third parties under their instruction, e.g., personal data of employees, legal representatives, agents or other partners of the grant applicants or such third parties.

By signing and submitting this grant application, each grant applicant acknowledges:

* to have taken note of ADA’s **Privacy Notice** <https://www.entwicklung.at/en/media-centre/privacy-notice> (’ADA Privacy Notice’);
* to ensure that each direct or indirect **transfer or disclosure** of personal data to ADA during the initiation or performance of a grant agreement (or to prove the grant funds are used properly and for the agreed purposes) are **lawful** pursuant to applicable data protection law;
* to ensure that all persons, whose personal data are transferred or disclosed to ADA, were promptly and demonstrably **provided** the **ADA Privacy Notice**; and

that if a grant agreement is concluded and in accordance with its terms, ADA **publishes**, in particular on the ADA website, information about the supported measure as well as reports created during implementation of the measure.

## Place/date \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 2.2 Attachments

* Applicant’s statutes, by-laws or similar which must include clear indication of their compatibility with § 3 (2) of the Austrian Development Cooperation Act.
* Official registration (e.g. extract of register of associations, trade register extract etc.)
* Organigram, ownership structure
* The ADA Financial Health Form completed and signed by an external/internal auditor or tax consultant, including the documents (attachments) required in the Form.
* Proof of creditworthiness / financial soundness according to a recognized rating system (e.g. by Creditreform, Kreditschutzverband 1870, Bisnode, Crif, Dun & Bradstreet, Schufa, Moody´s, Fitch, DBRS).

# 3. Capability Statement of the Applicant

(Maximum one page; for a consortium, as a whole maximum three pages in A4 format, the term “Applicant” refers to all partners in a consortium)

## 3.1 Institutional profile of the Applicant

Description of the Applicant’s main development objectives, programme priorities and key methodological approaches.

What is the Applicant’s experience in the thematic areas of the Call for Proposals (in particular in the livelihood improvement and natural resource rehabilitation sector as well as on women empowerment)?

## 3.2 The Applicant’s experience in project management

## 3.3 Description of the Applicant’s available resources

Description of the available human and material resources that the Applicant can draw on for the successful project implementation incl. description of any existing structure in the partner country with clearly defined tasks with respect to the planning and implementation including Environmental, Gender and Social Impact Management (EGSIM), risk and project cycle management of the proposed project.

Applicants must demonstrate the involvement of highly qualified experts with well-founded knowledge in the thematic areas of this Call for Proposals as key staff for the project implementation[[1]](#footnote-2);

# 4. Format for reference projects

**Annex 4.1 Overview of reference projects according to eligibility criteria** (please tick where appropriate)**:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref #** | Project Title | *Criterion 1:**Livelihood improvements and natural resource management in Ethiopia* | *Criterion 2:* *Budget >3 Mio Euro* | *Criterion 3:* *Capacity development component* | *Criterion 4:* *Showcase for cross-cutting issues*  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

**Annex 4.2: Format for detailed description of reference projects** (a detailed project description must be included for each of the selected *three* reference projects; maximum one page description per project)**:**

|  |  |  |
| --- | --- | --- |
| **Reference #1** | **Project title**  | **x** |
| *Legal entity’s name* | *Country/-ies* | *Total project budget in EUR* | *Share of project budget managed by legal entity (in EUR and %)* | *Number of staff deployed to the project* | *Main Beneficiary/-ies* | *Funding source/s* | *Project duration (Day/Mth/Year for start/end)* | *Other consortium members, if applicable* |
|  |  |  |  |  |  |  |  |  |
| *Detailed project description incl. description of achieved results* | *Main activities*  |
|  |  |

1. In support of their capability statement, Applicants may submit curricula vitae of proposed experts in the Europass CV format:<https://europass.cedefop.europa.eu/documents/curriculum-vitae>; not more than one CV may be presented for each of the proposed positions. [↑](#footnote-ref-2)