



CALL FOR PROPOSALS

SMALL GRANTS FOR FOREST AND FARM PRODUCER ORGANIZATIONS (FFPOs) TO DEVELOP FARM FORESTRY BASED AND END MARKET DRIVEN INCLUSIVE BUSINESS TOWARDS CLIMATE RESILIENT LANDSCAPES AND IMPROVED LIVELIHOODS

With Support from Forest and Farm Facility (FFF) and FAO Liberia Country office,

Information to present proposals

Background

Liberia is one of the countries in which the Forest and Farm Facility (FFF) phase II provides support. The Phase II has the goal of scaling up the role of Forest and Farm Producer Organisations (FFPOs) to achieve **Climate Resilient Landscapes and Improved Livelihoods** through four outcomes:

- (1) More enabling policy and legal frameworks for FFPOs delivered through more FFPO-inclusive governance and cross-sectoral processes,
- (2) Increased entrepreneurship, access to markets and finance through gender equitable value chains delivered through new capacity to provide business incubation within FFPOs,
- (3) Improved delivery of landscape scale mitigation, adaptation and climate resilience for climate change through direct engagement of FFPOs and integration with inclusive livelihood approaches and
- (4) Improved and equitable access to social and cultural services.

The achievement of gender equality in the forest and farm sectors, including FFPOs is considered the right and smart way for gender transformation. More information on the FFF can be found under the following web page www.fao.org/partnerships/forest-farm-facility.

Objective of this call for proposals is to award small grants for organising forest and farm producers for development of farm forestry based and end market driven (gender) inclusive business in Nimba, Lofa and Gbarpolu Counties.

Expected group business initiatives could include, but not be limited to the following, under the 4 outcomes:

1. More enabling policy and legal frameworks for FFPOs delivered through more FFPO-inclusive governance and cross-sectoral processes
 - Initiatives that support the coordination and strengthening of the FFPOs National Federation and formalization of FFPOs on different value chains.



- Initiatives that will lead to changes in policy and legal documents in favour of the interest of the FFPOs through direct FFPOs engagement
 - Strengthen the internal governance of the FFPOs through eg developing an advocacy agenda approved by the General Assembly or the Board (or another legitimate and elected body), strengthening the effective participation of women and youth in the board of the FFPOs, etc.
 - Support FFPOs participation representation and participation in national, regional and sub-regional cross-sectoral platforms for policy dialogues.
2. Increased sustainable entrepreneurship, access to markets and finance through gender equitable value chains delivered through new capacity to provide business development capacity within FFPOs.
- Develop business plan for FFPOs to access market and financial services.
 - Support innovative initiatives for quality value addition activities around different products e.g. honey, cashew etc.
 - Develop key value chain linkages of products produced by the FFPO (with eg private sector actors).
 - Undertake entrepreneurial trainings for a successful business establishment on different value chains (honey, cashew, cocoa etc) targeting women, youth and indigenous people.
- (3) Improved delivery of landscape scale mitigation, adaptation and climate resilience for climate change through direct engagement of FFPOs and integration with inclusive livelihood approaches and
- Initiatives towards FFPO management or direct engagement linked to increased mitigation and adaptation results in territories
 - Initiative that support FFPOs peer to peer exchange event to increase exposure to climate resilient, and landscape restoration activities.
 - Initiative towards undertaking of climate-smart agriculture initiatives e.g. organic farming, agroforestry practices.
 - Support the initiative of tree planting for climate landscape restoration
 - Initiatives for the capacity building of the FFPOs staff and members on basic GIS training for map development on restoration initiatives.
 - Initiatives towards strengthening the partnership with sub-national and national and global climate or landscape restoration programmes



- (4) Improved and equitable access to social and cultural services
- Initiatives seeking that the forest and farm producers receive improved social (protection) and/or cultural services offered and/or channelled by the FFPOs
 - Initiatives for the participation of FFPOs in national level social development processes that include social and cultural rights
 - Initiatives to organize peer-to-peer learning exchanges for women, youth, and vulnerable individuals to enhance understanding of their rights and advocate for equitable access to productive resources.
 - Undertake trainings for FFPOs on communication development work through video production, radio messages focusing on the advocacy for improved social and cultural services.

FFF Grant Amount

Successful applicants will be supported with a total maximum amount between 15,000 USD and 40,000 USD, agreed by the FFF/FAO national & international team **and** will be provided directly to the beneficiary organisation in three separate instalments depending on the size of the grant, the nature of activities, the history of collaboration with the organisations and the outcome of the technical and administrative visits carried out by the FFF Country Facilitator. Note that the grants are focused on building capacities and don't include funding for investments.

In addition, the applicants will need to clearly demonstrate specific integrated landscape value chains linking to markets and financing opportunities. Applications by FFPOs developing credible business plans in collaboration with a private sector player who has capacity to provide co-financing and opportunities to upscale value addition by FFPOs are encouraged. Applications are encouraged to demonstrate activities with tangible results aligned to outcome 3 (climate resilience approaches) linking to viable forest and farm value chains. The selected FFPOs will receive essential trainings in Governance and Financial management.

Project Duration

The proposals should be designed to be completed within 12 months.

Selection of proposals

The proposals will be evaluated and ranked by a Selection Committee and it is envisaged to notify the successful applicants. Proposals from women's groups or proposals including a clear gender transformative approach will receive special attention.



Submission date and format

Applicants are requested to submit electronic proposals using the format provided and attaching supportive documents. Proposals and application package should be sent at Email: FAO-LR@fao.org and copy the FFF National Facilitator marvees.weah@fao.org

For the proposal development, follow the guidelines provided, please visit our website:
| <https://www.fao.org/forest-farm-facility/en/>.

The deadline for submitting the proposals to FAO is **April 7, 2024 by 5:00 pm.**

FFF Logframe and Indicators

The proposal should address the indicators by outcome and outputs in the logframe below (the logframe should be completed and attached to the proposal as an annex):

Flag relevant Outcome s Outputs	Outcome s	Output s	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
<input checked="" type="checkbox"/>	Outcome 1		OI 1 How many changes has FFF work led to in policy/legal documents, processes or decisions that are in favour of the interest of FFPOs through direct FFPOs engagement at 1) national level?	# of changes in policies, etc. national			
			OI 2 How many cumulative changes has FFF work led to in policy/legal documents, processes or decisions that are in favour of the interest of FFPOs through direct FFPOs engagement at international levels?	# of changes in policies, etc. international			
		Output 1.1	I1 – How many of the FFPOs supported through FFF have developed a written advocacy agenda approved by their members (through a legitimate and representative process)?	# of FFPOs			



Flag relevant Outcome s Outputs	Outcome s	Output s	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
			I2 a – Within those FFPOs, what are the disaggregated percentages of women who were involved directly in the approval process for the development of those advocacy agendas?	% W and M			
			I2 b– Within those FFPOs, what are the disaggregated percentages of men who were involved directly in the approval process for the development of those advocacy agendas?	% W and M			
			I2 c – Within those FFPOs, what are the disaggregated percentages of youth who were involved directly in the approval process for the development of those advocacy agendas?	% Y			
			I2 d– Within those FFPOs, what are the disaggregated percentages of people of disability who were involved directly in the approval process for the development of those advocacy agendas?	% D			



Flag relevant Outcome s Outputs	Outcome s	Output s	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
			I2 e – Within those FFPOs, what are the disaggregated percentages of Indigenous Peoples who were involved directly in the approval process for the development of those advocacy agendas?	% IP			
		Output 1.2	I3 – How many strengthened or new cross sectoral, multi-stakeholder policy processes have, through FFF support achieved active participation by FFPOs at national ?	# of processes national			
			I4 – How many strengthened or new cross sectoral, multi-stakeholder policy processes have, through FFF support achieved active participation by FFPOs at regional or global levels?	# of processes regional, global			
			I5 a – How many FFPO-representatives participated across those advocacy/policy process (disaggregated by men)?	# of W and M			
			I5 b – How many FFPO-representatives participated across those advocacy/policy	# of FFPOS			

Flag relevant Outcome s Outputs	Outcome s	Output s	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
			process (disaggregated by women)?				
	Outcome 2		OI 3 – How many FFPO enterprises, based on environmentally sustainable resource use, have been supported by FFF to provide benefits and returns to their members ?	# of FFPOs enterprises			
			OI 4 – How many FFPO enterprises supported by FFF have developed new or enhanced value addition activities?	# of FFPOs enterprises			
			OI 5 – How many of the FFPO enterprises supported by FFF are led by women?	# of FFPOs enterprises			
		Output 2.1	I6 - How many FFPOs systems for business skills needs assessment (for members) are in place?	# FFPOs systems			
			I7 - How many entrepreneurship trainings have been run since through FFPOs for their members?	# trainings			
			I8 - How many staff with business incubation expertise are there per FFPO in those	# staff			



Flag relevant Outcome s Outputs	Outcome s	Output s	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
			supported by FFF since?				
			I9 a- What percentage of trained business incubation staff are women ?	% W			
			I9 b- What percentage of trained business incubation staff are men ?	% M			
			I9 c - What percentage of trained business incubation staff are youth-men?	% Y			
			I9 d - What percentage of trained business incubation staff are youth-women?	% YW			
		Output 2.2	I10 a - How many FFPOs that FFF supports have a business plan that incorporates credible financial information (disaggregated by whether the FFPO is primarily men)	# FFPOs			
			I10 b - How many FFPOs that FFF supports have a business plan that incorporates credible financial information (disaggregated by whether the FFPO is	# FFPOs, primarily W			



Flag relevant Outcome s Outputs	Outcome s	Output s	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
			primarily women)				
			I10 c - How many FFPOs that FFF supports have a business plan that incorporates credible financial information (disaggregated by whether the FFPO is primarily youth)	# FFPOs, primarily Y			
			I10 d - How many FFPOs that FFF supports have a business plan that incorporates credible financial information (disaggregated by whether the FFPO is primarily IPs)	# FFPOs, primarily IP			
			I11 a How many members have benefitted from those FFPOs that have business plans (disaggregated by men)	# members M			
			I11 b How many members have benefitted from those FFPOs that have business plans (disaggregated by women)	# members W			
			I11 c How many members have benefitted	# members Y			



Flag relevant Outcome s Outputs	Outcome s	Output s	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
			from those FFPOs that have business plans (disaggregated by youth)				
			I11 d How many members have benefitted from those FFPOs that have business plans (disaggregated by IPs)	# members IP			
			I12 a How many FFPOs through FFF support received a minimum of 1 business or marketing or financial service from third party providers (disaggregate by men)?	# FFPOs, M			
			I12 b How many FFPOs through FFF support received a minimum of 1 business or marketing or financial service from third party providers (disaggregated by women)?	# FFPOs, W			
			I12 c How many FFPOs through FFF support received a minimum of 1 business or marketing or financial service from third party providers	# FFPOs, Y			



Flag relevant Outcome s Outputs	Outcome s	Output s	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
			(disaggregated by youth)?				
			I12 d How many FFPOs through FFF support received a minimum of 1 business or marketing or financial service from third party providers (disaggregated by IPs)?	# FFPOs, IP			
	Outcome 3		O16 How many hectares (ha) of forest and farm land managed by FFPOs that are supported by FFF have contributed to either landscape protection, restoration or sustainable forest and farm management to improve climate change mitigation or adaptation?	# ha			
			O17 a How many people have benefitted from that protection, restoration of sustainable forest and farm management (including on-farm agroforestry systems) through FFF activity (disaggregated by men)?	# people, M			



Flag relevant Outcome s Outputs	Outcome s	Output s	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
			O17 b How many people have benefitted from that protection, restoration of sustainable forest and farm management (including on-farm agroforestry systems) through FFF activity (disaggregated by women)?	# people, W			
			O17 c How many people have benefitted from that protection, restoration of sustainable forest and farm management (including on-farm agroforestry systems) through FFF activity (disaggregated by youth)?	# people, Y			
			O18 a How many people have been directly supported to cope with the impacts of climate change (disaggregated by men) ?	# people, M			
			O18 b How many people have been directly supported to cope with the impacts of climate change (disaggregated by women)?	# people, W			



Flag relevant Outcome s Outputs	Outcome s	Output s	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
			O18 c How many people have been directly supported to cope with the impacts of climate change (disaggregated by youth)?	# people, Y			
		Output 3.1	I13 How many partnerships with climate or landscape restoration programmes have been developed by FFF that may involve a blend of national or international finance?	# partnerships			
		Output 3.2	I14 - How many FFPOs have developed climate resilience plans and / or responsive practices on the ground?	# FFPOs			
			I15 a - How many FFPOs staff received training in climate change adaptation or mitigation or resilient practices (disaggregated by men)?	# FFPO staff, M			
			I15 b- How many FFPOs staff received training in climate change adaptation or mitigation or resilient practices (disaggregated by women)?	# FFPO staff, W			



Flag relevant Outcome s Outputs	Outcome s	Output s	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
			I15 c - How many FFPOs staff received training in climate change adaptation or mitigation or resilient practices (disaggregated by people of disability)?	# FFPO staff, D			
	Outcome 4		O19 a - How many forest and farm producers have received improved social or cultural services (disaggregated by men)?	# producer, M			
			O19 b - How many forest and farm producers have received improved social or cultural services (disaggregated by women)?	# FFPO staff, W			
			O19 c - How many forest and farm producers have received improved social or cultural services (disaggregated by youth)?	# FFPO staff, Y			
			O19 d - How many forest and farm producers have received improved social or cultural services (disaggregated by Indigenous peoples)?	# FFPO staff, IP			



Flag relevant Outcome s Outputs	Outcome s	Output s	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
		Output 4.1	I16 - How many FFPOs have conducted a needs assessment related to social and cultural services needed by their members?	# FFPO			
			I17 - How many new or improved social and cultural services have been offered by the FFPOs through FFF support?	# social & cultural services			
		Output 4.2	I18 - How many FFPOs representatives have participated in national level social development processes that include developing social and cultural rights (e.g. SDG working groups, planning, monitoring and evaluation meetings)?	# FFPOs			



Annex 1

ELIGIBILITY AND CRITERIA TO ALLOCATE FFF GRANTS TO STAKEHOLDERS

Eligibility

The applicant:

1. Must be located in Liberia, particularly in the three FFF priority counties for the approved 2023 workplan (Nimba, Lofa, and Gbarpolu counties).
2. Must be a member-based forest and farm producer organization
3. Organization must have a bank account registered in the name of the organization
4. Applicants must be POs focusing on integrating either agricultural landscapes and forestry, farm forestry or Community Forestry User Groups

Selection criteria

1. Impact of the proposed grant in terms of the FFF mandate and the four outcomes. The proposal should address clearly at least one of the outcomes and help to the delivery of the indicators.
2. High involvement of FFPOs in the formulation of the application. Including provision of background information on similar projects implemented by the Group/Organization.
3. The financial value for money offered by the proposal including co-financing contributions from the applicants own financial resources
4. Quality of the application in terms of:
 - Design: logical structure, technical soundness, feasibility;
 - Competence and capacity of the applicant(s) to undertake the proposed activities;
 - Complementarity and coordination with existing and/or foreseen development programmes supported from internal or external sources;
 - Sustainability;
 - Incorporation of training and learning processes.
5. Address the FFF cross-cutting issues: Gender equality, youth and Indigenous Peoples

Priority will be given to:

1. Clear approach for gender transformation
2. Clear demonstration of women, youths, and/or marginalized and/or indigenous groups participation in the initiative
3. Proposals with outcomes relevant to improvement of forest and farm contribution to food security and household incomes.
4. Proposals which demonstrate sustainable forest and farm management practices



Annex 2

APPLICATION FORM FOR FFF GRANTS

Template for Proposals

(The proposal must not exceed 4 pages A4 size with Time New Roman font size 11 – but list of participants and recommendation letter may be longer and is in addition to that 4 pages)

IDENTIFICATION

a) Name of Organization: _____

b) Postal Address: _____

c) Contact Person: _____

Email: _____

Mobile no: _____

d) Registration status/No. _____

(attach copy of registration)

f) Location of project (county, sub-county, project site) _____

2. PROPOSAL

a) Title: _____

b) Executive Summary (1/2 page)

1. Background on the organization

- Short history (1 paragraph)
- Main objectives and mandates (1 paragraph)
- Brief description of the members and leaders. Indicate estimated numbers, women and youth (1 paragraph)
- Organizational structure, Management and Staffing of the organization (1 paragraph)
- Track record of the applicant organization (describe very briefly the past experience in doing equivalent work, and achievements (1 paragraph)
- Link to apex producer organizations

2. Justification for the proposed grant (in 2-3 paragraphs, describe the challenges being faced, the priorities and needs and the general rationale)

3. Overall objective of the grant/loan (Describe what you hope to achieve, with whom and where) and identify clearly to which FFF outcome and indicators is linked (1 paragraph)

4. Description of approach for gender equality, youth and Indigenous Peoples (if applicable)

5. Product description and potential markets

6. Location and outreach of producers

participants: please provide the specific location (villages, townships) where the grant/loan activities would take place and the estimated outreach (in numbers) in terms of members, producers and stakeholders (1 paragraph)

7. List and explain the expected outputs and identify clearly to which FFF outcome and indicators are linked (1 paragraph)

8. Expected outputs, activities and budget (Describe the main elements of what you will bring about (the outputs), with a more detailed description under each of precisely what the applicant organization proposes to do to bring that about (the activities))

Example

Output 1				
Nr.	Output			
1	Inventory report of potential local products in six focal communities on which a business could be developed			
Activities				
Nr.	Activities	Budget	Estimated duration (number of months (i.e.3))	Month to start the activity (i.e. August)
1.1	Hire a business or agricultural development specialist	50	3	August
1.2	Carry out field visits and interviews in all six communities	100	2	September
1.3	Assess potential products based on their costs in terms of labor and capital, income generation potential, social and environmental impacts, and other relevant criteria	60	2	September

Output 2	
Nr.	Output
2	
Activities	

Nr.	Activities	Budget	Estimated duration (number of months (i.e. 3))	Month to start the activity (i.e. May)
2.1				
2.2				
2.3				

9. List of names of I producer/FFPO participants that are engaged in this proposal

Nr.	Name	Job/Organization

Recommendation letter: please provide a letter of recommendation from an external party (ie. from an Apex organization, institution, etc)

Rejection Criteria

The following criteria for rejection will be used for screening applications and can be used by applicants as a checklist before submitting their applications:

1. Submission time and means

- Submitted after the deadline;
- Submitted by means other than those stipulated in the *Guidelines for Preparation and Submission of Applications*;
- More than one application submitted by the same applicant, either as an individual agribusiness or as a jointly-submitting group.

2. Format and completeness of the application

- The application is handwritten;

- b. The application is not formulated using the prescribed form;
- c. The application is incomplete, not all the items in the prescribed form have been completed;
- d. The required supporting documents and attachments are not complete;
- e. No signature in the designated place of the applicant if individual, or of the applicant's legal representative if an organization.

3. *Eligibility of Applicant*

- a. The applicant is bankrupt, being liquidated or have its affairs administered by the courts;
- b. The applicant is not located in Liberia nor in either of the FFF Priority Landscapes.
- c. The applicant is not a registered member-based forest and farm producer organization or in exceptional circumstances a non-profit-making organization registered as local community-based organisation (CBO) dealing with forest and farm products in Liberia
- d. The applicant does not address nor has an impact on one or more of the Forest and Farm Facility (FFF) outcomes
- e. The applicant does not have a bank account registered in the name of the organization
- f. The applicant is not a Producer Organizations focusing on integrating either agricultural landscapes and forestry, farm forestry or Community Forestry User Groups
- g. The applicant has been suspended or disabled by FAO, any other UN organization, EU or World Bank
- h. The applicant does not have in place an organization structure and qualified staff to carry out the activities
- i. The applicant does not have in place internal controls procedures consistent with standard practice and ensure transparency and accountability
- j. The applicant does not have good financial management procedures and record keeping and a has regular/ annual external audits
- k. The applicant does not have transparent and standard procurement procedures for goods and services
- l. The applicant does not have in place any procedures and processes against fraud, exploitation and good non-discriminatory working environment

4. Eligibility of the Investment

- m. The support requested exceeds the investment support ceiling;
- n. The contribution requested exceeds the maximum;
- o. The specified contribution by the beneficiary is not acquired specifically for the proposed investment or is part of previous investment or assets of the applicant;
- p. The implementation period exceeds one year;
- q. The impact of the application submitted does not contribute to achieve the results of the FFF. The application does not clearly address one or more of the four outcomes to contribute to the delivery of the indicators;
- r. The expected results to requested amount are not financially adequate nor duly calculated, including the partners of the producers and the investments made by the organization for the implementation of the application;
- s. The quality of the application does not comply with the selection criteria in terms of
- t. Design: technical and administrative feasibility (objectives, results, products and activities)
 - a. Competence and capacity of the producer organization to carry out the proposed activities;
 - b. Complementarity and coordination with development programmes and other initiatives supported by sources internal or external funding and technical assistance;
 - c. Sustainability over time (e.g. assessed through the generation of services for persons/families who are members of the proposing organization);
 - d. Incorporation of training and learning processes;
 - e. Address at least one of the FFF's cross-cutting themes: gender equity, youth and indigenous peoples.