

Application for PILOT PROJECT PROPOSALS

ON

SUSTAINABLE LAND MANAGEMENT FOR LIVELIHOOD IMPROVEMENT AND STABILITY OF ECOSYSTEMS IN THE CONTEXT OF CHANGING CLIMATE IN AFRICA

CALL FOR PROPOSALS

MAY 2022

# INSTRUCTIONS

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| Please read all the instructions carefully and complete all sections. 1. The filled application form must be submitted in Microsoft Word and should be completed in **Arial font, size 11, and should be single-spaced**. Applicants should save their file using the following format: **name of organisation\_AFF2022.doc.**
2. Incomplete applications will not be reviewed.
3. All applicants should review the eligibility criteria specified in the call for applications. All applicants will be assessed on merit.
4. In addition to this application form, a complete package should include a **partnership support letter** from a local partnering organisation.
5. Applicants must ensure that scanned copies of any documents are legible
6. For your application to be considered, it must reach the AFF Secretariat on or before 07 June 2022. Any application submitted later than this date will **NOT** be considered
7. Please submit your application to the AFF Secretariat by e-mail through the following e-mail addresses: d.mutta@cgiar.org, d.dayamba@cgiar.org and m.ojoyi@cgiar.org with a copy to exec.sec@afforum.org
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# 2.0 PERSONAL DETAILS

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| --- | --- |
| **Name of Organisation:** |  |
| **Names of contact person for the organisation:** |  |
| **Address:** |  |
| **Registration details:** |  |
| **Telephone number:** |  |
| **Mobile number:** |  |
| **Email address:** |  |
| **Country:** |  |

# 3.0 DETAILS OF YOUR PILOT PROJECT PROPOSAL

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| **Title of the project:**  |  |

**Outline of your Project**

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| 1. **Project proposal description.**

Describe the project including introduction, background, rationale, and approach to the project. The description should clearly elaborate the location of the proposed project activities including the forest types and target beneficiaries and stakeholders. (**Maximum 2 pages)** |
| TYPE HERE |
| 1. Proposed objectives, methodology, expected results

List clearly defined objectives, methodology on the targeted tasks that can be completed within the grant period and explaining how the supported pilot activities will contribute in achieving the overall outputs as well as how the results will contribute to conservation of forests, livelihood outcomes, resilience and adaptation capacity of local communities and different gender groups. **(Maximum 3 pages)** |
| TYPE HERE |
| 1. **Significance.** Provide a brief description of the contribution of your proposed pilot project to the following themes
2. Land use management policies and practices that explicitly incorporate biodiversity and ecosystem services, and conservation needs that enable land users to maximise the economic, social and ecological benefits from the land.
3. Viable alternative sources of livelihood that are compatible with containing forest cover loss in different forest types while simultaneously promoting economic and social empowerment of stakeholders, especially women and youth.
4. Gender sensitive forest-based measures and policies that improve the adaptation and resilience to adverse effects of climate change on forests and on people who depend on them.

**(maximum 2 pages)** |
| TYPE HERE |
| 1. **Estimated Budget: List cost estimates for your project explaining the major items included.** The funding should mainly invest in field activities with potential to benefit local communities. The funding should mainly invest in field activities with potential to benefit local communities. The funding should not cover salary of permanent staff of the organisation, however a maximum of 13% of the budget could cover administrative costs. The rest of the budget should cover all field activities and required inputs.**(maximum 2 pages)**
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| TYPE HERE |
| 1. **Detailed work plan including list of activities and time they will be implemented (maximum 2 pages)**
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| TYPE HERE |

**4.0 YOUR ORGANISATION PROFILE**

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| A profile of the organisation including CVs of the people to participate in the implementation of the pilot project with the name of a potential local partner indicating his/her willingness to partner from inception to completion. |
| **DESCRIPTION OF THE ORGANISATION:** Mandate, organisation and governance structure **(maximum 1 page)** |
| TYPE HERE |
| **PROFILE OF PERSONS** to participate in the pilot project. Include list of names of people, their designation in the organisation, their qualifications, experience, and specified role they will play in the project **(maximum 2 pages)** |
| TYPE HERE |
| **POTENTIAL LOCAL PARTNER.** Briefly describe at least one local partner, their role and provide a reference letter from them indicating their willingness to partner from conception to completion of the pilot project**. (maximum 1 page)** |
| TYPE HERE |
| **PROJECTS EXPERIENCE**. List the projects that your organisation has managed during the last five years. Include dates of implementation, stakeholders involved, the objectives and a brief on the achievements for each. **(maximum 2 pages)** |
| TYPE HERE |
| **CONFERENCE PRESENTATIONS** |  |
| **PROFESSIONAL MEMBERSHIPS** |  |
| **AWARDS, HONOURS, AND GRANTS RECEIVED** |  |

# 5.0 REFERENCE LETTER

**Please include the following document**

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| --- | --- |
|  | Letter of reference from at least one local partner (provide your referee’s detailed information below) |
| **Referees’ Details** | **Name** |  |
| **Title** |  |
| **Affiliation** |  |
| **Address** |  |
| **Telephone** |  |
|  | **Email**  |  |

# 6.0 SUBMITTING YOUR APPLICATION TO AFF

1. Email the completed form together with other supporting documents to d.mutta@cgiar.org, d.dayamba@cgiar.org and m.ojoyi@cgiar.org with a copy to exec.sec@afforum.org to reach them on or before 07 June, 2022.