**Preliminary Notes**

|  |
| --- |
| **Before writing this technical cooperation proposal (TC), we recommend you:** * Plan in advance how you will prepare this document, based on the mandatory prior reading of the Operations Manual[[1]](#footnote-1) and the procurement policies for Goods and Services, Hiring of Consultants, and Financial Management of the IDB[[2]](#footnote-2) and the Terms of Reference if the project refers to a call.
* **The document must be constructed following the style and guidelines outlined in this guide.**
* **The "main body" of this document should be a maximum of 15 pages**[[3]](#footnote-3), respecting the established space for each section. If it exceeds this maximum, it will be sent back to the executing agency for correction. "Annexes" are counted separately.
* Each "**paragraph of text**" must be numbered consecutively and by chapter (for example, 1.1, 1.2, 2.1, etc.). **Please "do not modify this format.”**. The font required is Times, size 11, single-spaced, justified.
* Document sections that have (\*) will be completed by the Technical Administrative Secretariat staff. The rest must be completed by the person responsible for submitting the proposal.
* Review the spelling, style, meaning, and logical order of the paragraphs in the document, as they count at the time of evaluation.
* The sections in blue font and shaded in gray throughout this document **must be "deleted"** before sending the final version, as well as this first page of "Preliminary Notes."
* This Project Document (in Word) must be accompanied by the Budget Annex (in Excel). In this Excel file, all tables used in this guide must be completed. Both documents (Word and Excel) must be submitted together.
* All amounts must be expressed in US dollars. The budget amount must match the amount in the product matrix and the Procurement Plan.
* There are two documents to be sent to FONTAGRO: **this Word document and the Excel document with all the tabs completed. Do not submit pdf documents.**
* It is recommended, before submitting the final document, to review the proposal evaluation criteria in the Operations Manual and the Terms of Reference (in the case of call for proposals projects) to verify that it meets all requirements.
* FONTAGRO has developed material on how to design projects. Access the Manual [here](https://www.fontagro.org/wp-content/uploads/2020/03/MOOCS-I-V-26-3-Final.pdf).
* It is recommended to use project documents from the year 2019 as examples, available on the FONTAGRO website. Access [here](https://www.fontagro.org/es/resultados/buscador-de-proyectos/).

Many thanks, Technical Administrative SecretariatFONTAGRO |

# Basic information

|  |  |
| --- | --- |
| Country/Region (\*):  | Regional  |
| Name of the TC: | [Indicate the “short title” (maximum 15 words)]  |
| TC number (\*): |  |
| Team Leader (\*): |  |
| Type of Technical Cooperation (\*) | Customer support (CS) |
| Date of TC Authorization (\*): |  |
| Beneficiaries (countries or entities that will participate in the technical cooperation): | [Country 1 (Institution/s)][Country 2 (Institution/s)], Etc. One detail of the institutions is presented in Annex I.  |
| Executing Agency and contact name | [Executing institution and name of the person who will sign the technical cooperation agreement with the IDB] |
| Donors providing financing (\*): |  |
| Requested Funding (in US$): | [Indicate the amount requested from FONTAGRO] |
| Local Counterpart (in US$): | [Indicate the amount of counterpart, and whether it is in-kind, cash, or a combination of both. This amount must exactly match the sum of amounts in commitment letters] |
| Total Project Cost (in US$) | [Indicate the total amount] |
| Execution Period (months): | 42 months |
| Disbursement Period (months): | 48 months |
| Required Start Date (\*):  |  |
| Types of consultants (\*):  | Firms or individual consultants |
| Preparation Unit:  | FONTAGRO |
| Unit Responsible for Disbursement (\*):  | ORP/GCM |
| TC included in Country Strategy (y/n) (\*):  | N/A |
| TC included in CPD (y/n) (\*): | N/A |
| Priority Sector GCI-9 (\*):  |  |
| IICA Priority Sector |  |
| MTP 2020-2025 |  |
| Other comments (\*): |  |

# DESCRIPTION OF TECHNICAL COOPERATION (maximum 1 page)

This section should be a maximum of one page and acts as an **Executive** **Summary**, which is recommended to be written at the end of the development of this technical cooperation (TC) proposal..

* 1. Start writing on this line and remember to maintain this style of paragraph numbering.

# ABSTRACT IN SPANISH AND ENGLISH

Add approximately 1 paragraph of 400 words each in Spanish and English.

* 1. Write the ***Resumen* paragraph in Spanish**.
	2. Write the **Abstract paragraph in English**.

# Background, Justification y Objective of the TC (Maximum 3 pages)

* In this section, highlight the **background** that supports the presentation of this initiative. Use only the most important and outstanding validated scientific references, and use numerals as footnotes[[4]](#footnote-4). The background describes a problem or improvement opportunity that makes this proposal important. Use quantitative indicators. Here, it is essential to perform a gap analysis. Use about 4 to 5 paragraphs..
* After the previously indicated background, describe the "justification" for the importance of this project. Justify why the project implementation is an improvement opportunity. You could describe the challenge, the group of technologies or innovations needed, and/or the disciplines required to develop the former. Use 4 to 5 paragraphs.
* Subsequently, define clearly and concisely what the **main objective** of this project is. The writing of the objective should be a short sentence, clearly expressing the quantitative indicator that will be measured to show the change the project generated, based on the previous justification. It is recommended to review projects from the previous year on our website to get examples of how to write a main objective.
* Along with the main goal, describe the **specific objectives**. These will be the project components detailed in the next section. Please limit them to no more than 3 specific objectives, **with an additional one (the fourth) exclusively focused on Knowledge Management, Communication, and Transfer.**
* Clearly and quantitatively identify the **direct beneficiaries (must be more than 2,000)**, indirect beneficiaries (other secondary agents who will benefit from the project), and potential beneficiaries (those that would be reached if the initiative is scaled to a national and/or regional level).
* Indicate the potential impact (2 or 3 paragraphs) of the initiative in a quantitative manner. Consider providing a quantitative ex ante impact analysis. Consult with economists or specialists from your institution.
* Describe the business model of the technology that will be validated. Use up to 4 paragraphs for this purpose.
* The quality of the written text will also be evaluated, which is recommended to be brief and concise, based on the use of quantitative indicators (productive, socio-economic, environmental, etc.) whenever possible. Writing style is important. Consider requesting a professional editor to review this document before submission. The quality of the text and content will impact the final evaluation by the panel. Each of these paragraphs should be written respecting the numbering, font type, and size.

\*\*\*\*\*\*\*

* 1. Write the first paragraph here
	2. Write the following paragraphs using this numbering style
	3. Xxxxxx
	4. Xxxxxxx
	5. xxxxxxxx

The paragraphs below are mandatory. DO NOT delete or overwrite them. Only adjust the yellow-highlighted sections.

* 1. **The project is consistent with the strategic themes of the FONTAGRO Medium-Term Plan (MTP)**, especially with the strategic themes of [indicate the strategic themes of the current MTP to which the project is linked].
	2. **Alignment with IDB and FONTAGRO:** The TC aligns with the Institutional Strategy 2024-2030 of the IDB “Transformation for Greater Scale and Impact” (Document CA-631), acknowledging the challenges in LAC and sharing the vision, strategic objectives, and guiding principles, as well as the sector frameworks for Agriculture and Natural Resource Management, and Food Security of the Division of Environment, Rural Development, and Disaster Risk Management (CSD/RND), within the Climate Change and Sustainability sector of the IDB (CSD/CSD). Additionally, this TC is based on the priorities of the Medium-Term Plan (MTP) 2020-2025 of FONTAGRO, in its three strategies: Strategy I: Networked, resilient and sustainable farms; Strategy II: Sustainable productive systems, agroecosystems, and territories; and Strategy III: Food, nutrition, and health.
	3. **Alignment with Sustainable Development Goals (SDGs):** This TC collaborates in promoting solutions that support the following SDGs [select the sustainable development goals affected by this project].

# Description of Components, activities, and BUDGET (maximum 5 pages)

The first step to develop this section is to build the Logical Framework (LF) or the proposed Theory of Change for the proposal. For this, we recommend that you read in detail the Manual for the Design of Regional Technical Cooperation Projects of FONTAGRO 🡺 <https://www.fontagro.org/es/publicaciones/manual-para-el-diseno-de-proyectos-de-cooperacion-tecnica-regional/> A model of the Logical Framework is in the complementary Excel document.

Having established the aforementioned roadmap (logical framework or Theory of Change), you must then '**construct the project's architecture as outlined below**.' The components should align with the specific objectives established earlier. **It is advisable to limit the project to no more than 4 components, with the fourth one dedicated explicitly to 'Knowledge Management, Transfer, and Communication.'**

Project architecture:

**COMPONENT 1. [TITLE**: write the title, which must match “Exactly” the specific objective indicated earlier].

For each component, you must 'obligatorily' describe: the objective of the component, the general methodology, the country where the activities will take place, the organizations that will carry it out, and the expected results and products. The writing should be clear and concise. Use short and clear titles. If there are complex technical terms in the description, a footnote should be added to briefly explain the term and provide the corresponding bibliographic citation.

After writing the above, outline the activities to be carried out within each component, using this format:

**Activity 1.1. [Title]. Description of the activity and its methodology. Identification of expected results and product/s.**

In each activity, you must 'obligatorily' describe the objective, general methodology, the country where the activities will take place, the organizations that will carry them out, and the expected results and products. The writing should be clear and concise. Use short and clear titles. If there are complex technical terms in the description, a footnote should be included to briefly describe the term and provide the corresponding bibliographic citation

For each activity indicate the product that will be obtained as follows:

**Product 1. [Product title, which must match the products in the 'summary' section of the product matrix.** The products must be "obligatorily" selected from the "Compendium" found in the attached Excel document. Do not use other products that are not listed there. Remember that FONTAGRO finances regional public goods and knowledge products. The methodology should present a suitable experimental and evaluation design (where there is a control group and a treated group, with necessary repetitions, if applicable). This way, the results can be analyzed at the end of the research. Please consult specialists in experimental design or evaluation if needed

The products must be numbered sequentially and written in a brief, clear, and concise manner.

You must create a "Product Matrix (PM)" whose format is presented in this document and also in the Excel document to facilitate its construction. The PM has two sections (see Annex III). The procedures for its design are:

* + 1. In the first section, indicate on each line the expected result, unit of measurement, baseline, baseline year, quantity expected in the project, quantity expected per year, total at project completion, and finally the means of verification..
		2. In the second section, these steps must be followed:

1. Write down the "products" to obtain, as detailed in the TC document.

2. Select the "Subject" according to the options in the PM database. The options are available in the Excel file "Budget Annex" under the name "**Compendium**."

3. Choose from the "**Compendium**" the indicators per product. They are available in the column labeled "Indicator or Background Indicator" [2]. In case the available "Background Indicators" do not correspond to the research, new ones can be manually registered with prior authorization from the TAS.

4. Once the indicator has been selected in the previous step, complete the columns to the left of the PM with the data corresponding to the "Standard Product Indicator" (column [3]) and "Product Group" (column [4]).

[This text must remain exactly the same. The tables are found in the Excel document "Budget Annex." The quarterly progress schedule is constructed by marking with an "X" the quarter in which the activity will take place.]

* 1. The total amount of the operation is US$XXXXX, of which FONTAGRO will finance a total of US$XXXXX from its own funds. The remaining funds, US$XXXXX, correspond to the in-kind counterpart contributions from the participating institutions.

**Consolidated Budget (in US$)**

[Please provide the consolidated budget of the project found in the attached Excel document.] [Take into account the expense categories and the maximum amounts allowed per category, as established in the FONTAGRO Operations Manual. Remember that in the case of counterpart funding, the information in the commitment letters must match exactly with this budget].[IMPORTANT: Before completing this table, verify that the expense categories have not changed. Check against the latest Operations Manual published on the Internet]

|  |  |  |  |
| --- | --- | --- | --- |
| Resources funded by:  | FONTAGRO  |  COUNTERPART | TOTAL  |
|  Institution 1(include the name of each institution)  |  Institution 2  | Subtotal  |  Institution 1  |  Institution 2  |  Subtotal  |
| 01. Consultants |  |  |  |  |  |  |  |
| 02. Goods and services |  |  |  |  |  |  |  |
| 03. Materials and supplies |  |  |  |  |  |  |  |
| 04. Travel and per diem |  |  |  |  |  |  |  |
| 05. Knowledge management |  |  |  |  |  |  |  |
| 06. Administrative Expenses |  |  |  |  |  |  |  |
| 07. Contingencies |  |  |  |  |  |  |  |
| 08. External Audit |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

**Table of Maximum Allowable Amounts(en US$)**

(insert the complete table, found in the Excel Annex)

# Executing Agency and Execution Structure

This section should have a maximum of three to five pages. Only the shaded yellow section should be completed with relevant information about the platform institutions.

* When describing the participating institutions, provide a brief, clear, and concise description of each, indicating whether it is an executing agency (executing organization), co-executor, or associate organization. For each institution, you should write a paragraph describing evidence of legal representation (if public or private), a track record in the project's research area, the capacity to implement and manage TC effectively, previous collaborations with FONTAGRO or other development agencies, etc.
* To assess the organization of the platform and select those who will act as co-executors and those from associated organizations, it will be necessary to have evidence of the following points: a) legal capacity to manage regional technical cooperation, b) administrative and financial capacity[[5]](#footnote-5), and c) technical capacity to implement the expected activities. For example, the executing agency ("executing organization") will be the one with legal and administrative capacity to sign an agreement with the IDB, as the representative and administrator of FONTAGRO; at the same time, co-executing organizations must have legal and administrative capacity to sign co-execution agreements with the executing agency. This latter requirement is mandatory for financial disbursements to the project. Additionally, both the executing organization and co-executor will be subject to external audit upon completion of the project.
* The Procurement Plan in Annex VII must be completed in accordance with the policies of the Bank GN-2349 and GN-2950[[6]](#footnote-6). This template will provide information on the anticipated contracts and their applicable monitoring and procurement methods for each one. The template is available in the Excel file.
* In **Annex VIII**, the Commitment Letters by institution are presented, along with the counterpart contributions. It is mandatory for the commitment letters to meet certain requirements, which should be communicated to the organizations for their proper preparation. Failure to submit the commitment letters could impact the evaluation of your project. The requirements are as follows:
	+ 1. Commitment letters are prepared on the official letterhead of each institution and must be signed by the highest authority.
		2. They must be addressed to the Technical Administrative Secretariat (TAS) of FONTAGRO.
		3. The total amount of counterpart funds must be distributed exactly and exclusively among the expense categories cited in the Operations Manual. These amounts per category should be used to prepare the consolidated budget..
		4. It should be indicated whether the counterpart contribution is in kind, in cash, or a combination of both.
		5. The letter of commitment should not exceed one page..
		6. A screenshot of the letter will be placed as an image in this document, in Annex VIII.
* From here onwards, only complete what is shaded in yellow, based on the guidelines seen previously. If you wish, you can consult another project from the 2019 call on the Internet to facilitate this elaboration. The rest of the text in black "should not be modified."
	1. **Executing agency.** The executing agency (EA) is XXXXXX (acronym). [add key information about the executing institution]
	2. The EA will be responsible for implementing the activities described previously, along with the co-executing and associated organizations mentioned in Annex I. The EA will manage the funds granted by the Bank, acting as the Administrator of FONTAGRO, and will transfer the necessary funds to the co-executing organizations so that they also fulfill the activities outlined in their annual work plan. The administrative and financial management of the project will be carried out by the EA following the policies of the Bank and the Operations Manual of FONTAGRO.
	3. The EA will be responsible for monitoring and overseeing the financial and administrative aspects of the project. This institution will be in charge of implementing the financial plan for the entire project. The lead researcher from the EA will participate annually in FONTAGRO's Technical Follow-up Workshops, where they will present the annual technical progress of the work plan carried out by the platform.
	4. The Executing Agency (EA) will manage the project funds and transfer the necessary funds to the Co-Executing Agency (Co-EA) for the latter to fulfill the activities outlined in its annual work plan and in accordance with the provisions of the respective Co-Execution Agreement. During the Project's execution, and to address any operational needs that may arise, the EA may, upon the Co-EA's request and subject to the Secretariat's non-objection, act as the administrator and executor of the Co-EA's funds. The EA will assume responsibility for the administrative and financial management of these resources, while the Co-EA retains technical responsibility for the execution and technical implementation of the project, as outlined in the corresponding Co-Execution Agreement and the provisions of this Agreement.
	5. **Procurement.** The EA must manage the procurement of goods and services for the co-executing organizations, adhering to the Procurement Policy for Goods and Works financed by the Inter-American Development Bank (GN-2349-15). For the hiring of consultants, the Policy for the Selection and Hiring of Consultants financed by the Inter-American Development Bank (GN-2350-15) will be applied. In cases where the executing agency transfers resources from the Inter-American Development Bank to the co-executing organizations, it must oversee and ensure the application of the aforementioned Procurement Policies.
	6. **Financial management and internal control system.** Financial Management and Internal Control System. The EA must maintain internal controls aimed at ensuring that: i) Project resources are used for the agreed-upon purposes, with special attention to the principles of economy and efficiency; ii) Project transactions, decisions, and activities are duly authorized and executed in accordance with applicable regulations and rules; and iii) transactions are appropriately documented and recorded so that timely and reliable reports can be produced. Financial management will be governed by what is established in the Financial Management Guide for Projects financed by the IDB (OP-273-12) and the FONTAGRO Operations Manual.
	7. **Reasonable assurance on project expenditure execution report.** The EA must contract an Independent Auditing Firm (IAF) at the beginning of the project to perform a "Reasonable Assurance of Expenditure Execution" review for the project, based on specific terms of reference provided by the Technical Administrative Secretariat (TAS) and the list of authorized firms for the EA’s host country approved by the Bank. The Reasonable Assurance of Expenditure Execution review will cover the total amount of the operation (including FONTAGRO financing and the local counterpart contribution). Throughout the project’s term, annual financial reports on Reasonable Assurance of Expenditures (cumulative as of December 31 of each year) must be submitted in the formats established by FONTAGRO. At the end of the project, the EA will submit to the Bank, through the TAS, a Final Financial Report on Reasonable Assurance of Expenditure Execution. This Reasonable Assurance will be contracted at the expense of the contribution and in accordance with the Bank’s policy OP-273-12. The final Reasonable Assurance must be submitted to the Bank no later than 90 days after the disbursement period closing date of the contribution. These reports must be submitted to the Bank through the TAS.
	8. **Project technical reports.** During the project’s disbursement period, the EA must submit to the Bank, through FONTAGRO's Technical Administrative Secretariat (TAS), the agreed-upon deliverables and any other requested reports. For the agreed-upon deliverables, they must be accompanied by an official endorsement letter from the submitting organization. This endorsement letter signifies an internal peer review by the participating institution, ensuring that the process was conducted with transparency and scientific-technical rigor. During the project’s disbursement period, annual technical progress reports (as of December each year), referred to as ATFRs (Annual Technical Follow-up Reports), must be submitted using the formats established by FONTAGRO. At the end of the project, the EA must present to the Bank, through the TAS, all deliverables committed in the product matrix of each initiative cited in the annexes, a Final Technical Report detailing the most significant results and achievements of the project, and a database of associated technical indicators.
	9. **Summary of monitoring and reporting organization.** The EA will carry out the supervision and monitoring of the CT during its validity. Monitoring and supervision of the project will allow tracking the evolution of the scope of the products established in the product matrix of the previous section. Monitoring, supervision, and reporting will be conducted in accordance with the policies of the Bank and the guidelines approved by FONTAGRO.
	10. **Disbursements.** In compliance with FONTAGRO's regulations, the technical execution period of the project will be 36 months, and the disbursement period will be 42 months. The first disbursement will be made once the procedures established in the FONTAGRO Operations Manual are fulfilled. Subsequent disbursements will be made semi-annually once at least 80% of the expenses incurred have been justified to the Bank against the available funds balance from previous advances. Disbursements may be authorized as the committed products from the immediate previous period are delivered. Before submitting the products to the TAS, they must have undergone an internal peer review process and be accompanied by an official note certifying that such a process has been carried out with transparency and scientific-technical robustness.
	11. **Exchange rate.** For the purposes stipulated in Article 9 of the General Rules, the applicable exchange rate will be the one indicated in sub-paragraph (b)(ii) of said Article. For these purposes, the agreed exchange rate will be the exchange rate in effect on the date when the Executing Agency or any other individual or legal entity authorized to incur expenses makes the respective payments to the contractor, supplier, or beneficiary.
	12. During the execution of the Project, new entities may also participate, provided that the Executing Agency obtains the written no-objection from FONTAGRO and confirms that the new entity has the legal and financial capacity to participate in the Project. The new entity may participate in the Project as: (i) Co-Executing Organization, in which case the EA must enter into a Co-Execution Agreement with the new entity in accordance with the established provisions, including the activities and responsibilities that the new entity will assume during the execution of the Project and, if applicable, provisions to ensure its contribution to the Project; or (ii) Associated Organization, in which case the EA must communicate in writing to the new entity the main terms and conditions of the Agreement, and, if applicable, instructions to ensure its contribution to the Project. The EA undertakes to carry out the necessary actions within its reach so that the new entities comply with the provisions of the Agreement.
	13. FONTAGRO, as a regional cooperation mechanism, encourages operations to be carried out through regional platforms, with the aim that the benefits derived from it have a positive impact on all participating countries. On this occasion, the regional platform and therefore the benefits it generates will be extended to the institutions and countries described below:

**As co-executing organizations:**

* + 1. **Institution 1 (acronym)** from [Country] is a public/private mixed entity... Follow the description of each institution briefly, clearly, and concisely, indicating the strengths of its participation in the project and specifically the role it will play.
		2. **Institution 2 (acronym)** from [Country] as previous

**As Associated organizations:**

* + 1. **Institution 3 (acronym)** from [Country] is a public entity xxxxxxx. As previous
		2. **Institution 4 (acronym)** from [Country] is a public entity xxxxxxx. As previous

Next, you should professionally and technically supplement the following sections. It is recommended to review documents from projects selected in the previous year, which are available on our website (Initiatives/Search projects by year):

* 1. **Economic, environmental, and social impact assessment:** [Specify the ex ante economic, environmental, and social impact that could be generated once the project activities are implemented. In case of foreseeing any negative environmental impact, describe appropriate mitigation measures. Also, describe the expected social impacts of project implementation, such as improvement in quality of life, direct and indirect effects on health, and others.]
	2. **Knowledge management plan:** Please review our instructions on this topic in the 'Resources' section of our Website.
	3. **Technical Capacity of the Platform.** Briefly and concisely describe what is requested in the Operations Manual for this section, indicating how the institutions and their representatives will complement each other. This should describe Annex IV. Schedule and Annex V. Evidence of legal representation and track record of participating institutions.
	4. **Contribution to human resources development:** [highlight the training and information dissemination activities that will take place within the framework of the TC.]
	5. **Management mechanism and budget:** [emphasize the internal management mechanism and financial-administrative monitoring among participants.]
	6. **Sustainability Plan:** [specify the actions that will be taken from the beginning to ensure that the project can continue its activities once FONTAGRO's support is completed, thereby ensuring that its results and impacts are realized and consolidated].
	7. **Regional public goods:** [Indicate in advance the agreement reached by the members of the platform for the management and use of the products resulting from the project (whether protected or not, appropriated or not). For further details, refer to the clauses in FONTAGRO's Operations Manual. All products covered will be considered regional public goods and will therefore have a dedicated space with its own webpage hosted on the FONTAGRO website].
	8. **Validated scientific evidence base.** The project must demonstrate that its subject is based on scientific evidence previously validated by the organizations participating in the platform or by others. References to scientific literature or international databases used for the proposal's development should be mentioned.
	9. **Evidence of market potential.** The project should describe the market potential of the proposed innovation, outlining, for example, the value for users with quantitative, technical, and economic indicators.
	10. **Scaling strategy.** The project must describe a strategy for scaling the innovation once the funding from the call is completed. The project should consider factors affecting the scaling process, such as the minimum scale that makes the innovation profitable, data generation and access, connectivity infrastructure, country regulations, among other factors that are key to this process.
	11. **Intellectual property plan.** The project will follow the intellectual property guidelines set forth in Section V of the current FONTAGRO Operations Manual.

# Important risks

This section should be limited to half a page. It is essential to identify key risks for the execution of the TC and the achievement of its objectives, along with proposed strategies to mitigate these risks. It is advisable to delve beyond common issues in most projects and consider aspects such as the potential need to stagger certain components and activities or any special arrangements required for execution (e.g., if a new law, decree, or multilateral participation is necessary).

# Exceptions to the Bank’s policies

No exceptions to the Bank's policies are identified.

# Environmental Safeguards

[This section is completed by the FONTAGRO Technical Administrative Secretariat (TAS)]. All TCs must have an ESG classification. This element will be prepared by ESG and will describe the identified or potentially negative social and/or environmental impacts of the technical cooperation and the strategy for how these will be adequately addressed and defined by PR-1006.

# Required Annexes

* 1. Annex I. Participant organizations
	2. Annex II. Logical Framework
	3. Annex III. Product Matrix
	4. Annex IV. Schedule
	5. Annex V. Evidence of legal representation and track record of participating institutions
	6. Annex VI. Brief Curriculum Vitae
	7. Annex VII. Procurement Plan
	8. Annex VIII. Commitment Letters for local counterpart contributions

## Annex I. Data of participating organizations

**Executing Agency**

[Full name, acronym, and contact information of the Organization responsible for Project execution, with whom the Agreement would be signed. Specify the name of the person who would sign the Agreement].

|  |
| --- |
| Organization: Name and Surname:Position:Address:Country:Phone: Email: |

|  |  |
| --- | --- |
| **Researcher**  | **Assistant** |
| Organization: Name and Surname:Position:Address:Country:Phone:Email: | Organization:Name and Surname:Position:Address:Country:Phone:Email: |

**Administrator**

[Name and contact information of the person in charge of the financial administration of the Project].

|  |
| --- |
| Organization:Name and Surname:Position: Address:CountryPhone: Email: |

**Co-executing agency**

[Full name(s) and contact information of the Co-executing Organization(s) of the project, and names of the principal researchers involved. Add "only" one table per organization].

|  |
| --- |
| Organization: Contact: Position or title: Address:Country:Phone:Email:  |

**Associated Organizations**

[Full name(s) and contact information of the Associated Organization(s) of the project, and names of the principal researchers involved. Add "only" one table per Organization].

|  |
| --- |
| Organization: Contact: Position or title: Address:Country:Phone:Email:  |

## Annex II. Logical Framework

(copy the model from the Excel Annex Document)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Results | Product | Objectively Verifiable Indicators (OVI) | Means of Verification (MV) | Assumptions |
| GENERAL OBJECTIVE (END) | [Description] |
| SPECIFIC OBJECTIVES (PURPOSE): | [Description] |
| COMPONENT 1: [Description] |  |  |  |  |  |
| Activity 1.1. [Description]  |  |  |  |  |  |
| Activity 1.2 [Description] |  |  |  |  |  |
| COMPONENT 2 [Description] |  |  |  |  |  |
| Activity 2.1. [Description] |  |  |  |  |  |
| Activity 2.2 [Description] |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Annex III. Product Matrix

(copy the model from the Excel Annex Document)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Result** | **Unite of Measurement** | **Base-line** | **Base-line Year** | **P** | **Year 1** | **Year 2** | **Year 3** | **End** | **Means of Verification**  |
| **Expected results** |
| [enter the specific objectives that will be the future components of the project] |  |  |  | P |  |  |  | 0 |  |
|  |  |  |  | P |  |  |  | 0 |  |

|  |  |
| --- | --- |
| **Components** | **Financial Progress:** *Cost per year and Total Cost in $[11]* |
| Product | Topic | Standard Product Group  | Standard Product Indicator | Baseline Indicator | Base-line Year  | Base-line | P | Year 1 | Year 2 | Year 3 | End | Means of Verification | Year 1 | Year 2 | Year 3 | Total Cost |
| Indicator | Measure-ment unit  | Indicator | Measurement unit  |
|   | [1] | [2]  | [3]  | [4] | [5] | [6] | [7] | [8] | [9] | [10] |
| **COMPONENT 1.**  |  |
| Product Activity 1.1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Product Activity 1.2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **COMPONENT 2.**  |  |
| Product Activity 2.1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Product Activity 2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Product Activity 2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **COMPONENT 3.** |  |
| Product Activity 3.1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Product Activity 3.2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Product Activity 3.3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |  | **Other Costs** |  |
|   |   |   |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total Cost** |  |
|  |  |  |  |  |  |  |

Notes: **[1] Topic:** Select from the database among: Sustainable Energy and Climate Change, Biodiversity, Food Security, and Agriculture.

**[2] Standard Product Group:** Select from the database. For example: Engineering Designs, Safeguards, Project Studies and Proposals, Implementation and management plant, Monitoring and Evaluation Plan, Procurement Plan, Climatological Studies, among others. **[3] Standard Product Indicator:** Select from the database. For example, "Feasibility Study, Trained Individuals, Generated Information System, etc." **[4] Baseline Indicator:** This indicator is provided by the database. However, a new one can be created if necessary. **[5] Baseline Year:** the year of the indicator's baseline**.** **[6] Baseline**: Value of the indicator's baseline. **[7] P**: Planned products (original) – **P(a):** Planned products (annual): carried out by the TAS and updated at the beginning of the current year, according to the progress achieved until the last reporting period – **A:** Achieved Products: recorded by the TAS, only based on what was delivered in the reporting period. **[8] Year:** 1, 2 y 3: record the expected quantity per indicator. **[9] End:** enter the total value resulting from the sum of annual values.. **[10] Means of Verification**: Describe the means of verification that will allow confirming the achievement of the product. For example, Unit Executive's Report, Final Document, Workshop Attendance List, etc. **[11] Cost:** Enter the cost per year and the total cost.

## Annex IV. Schedule

(copy the model from the Excel Annex Document)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Component | Activity | Year I  | Year II  | Year III  | Site  | Institution  |
|   |   | TRIM I | TRIM II | TRIM III | TRIM IV | TRIM I | TRIM II | TRIM III | TRIM IV | TRIM I | TRIM II | TRIM III | TRIM IV |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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## Annex V. Legal representation and trajectory of participating institutions.

(copy the model from the Excel Annex Document)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Institution /Country** | **Legal Representative** | **Project Manager** | **Role** | **Dedication to the project in %**  | **Main tasks to be performed** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Annex VI. Brief Curriculum Vitae

[Only the BRIEF CV should be included, in the form of a biography, of the leader of the institution participating in the project. **NO photos should be included**. Half a page per specialist is allowed. **Create a LinkedIn page** and copy the link in case the evaluators wish to see a detailed CV.

|  |
| --- |
| Name and Surname |

## Annex VII. Procurement Plan

(copy the model from the Excel Annex Document)

|  |
| --- |
| **ACQUISITIONS PLAN FOR NON-REIMBURSABLE TECHNICAL COOPERATIONS** |
| **Country:** | **Executing Agency (EA):** | **Public or Private Sector:** |
| **Project Number:** | **Project Name:** |
| **Plan Period:** |
| **Maximum amount for ex post review of acquisitions:** | **Goods and services (amount in U$S):\_\_\_\_\_\_\_** | **Consultants (amount in U$S):\_\_\_\_\_\_\_\_\_** |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Item Nº**  | **Ref. POA** | **Description of acquisitions (1)** | **Estimated cost of the Acquisition (US$)** | **Procurement Method(2)** | **Review of Acquisitions  (3)** | **Funding Source and Percentage** | **Estimated Date of Procurement Announcement or Start of Contracting** | **JEP Technical Review(4)** | **Comments** |
| **IBD/MIF %** | **Local / Other %** |
|  |  | **Consultants:**  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Subtotal**  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Goods and services:** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Subtotal**  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Total** | The total must match the amount requested from FONTAGRO | **Prepared by:** | **Date:** |  |
| **(1)** It is recommended to group acquisitions that are similar in nature, such as computer equipment, furniture, publications, tickets, etc. If there are groups of similar individual contracts to be executed in different periods, they can be grouped under a single category with an explanation in the comments column indicating the average individual value and the period during which they would be executed. For example, in an export promotion project that includes travel to participate in fairs, an item would be added stating 'Airfare for Fairs,' the estimated total value being $5,000, and an explanation in the Comments column: 'This is a grouping of approximately 4 tickets to participate in regional fairs during the year X and X1.' |
| **(2)** **Goods and Works**: **PT**: Public Tender; **PC**: Price Comparison; **DC**: Direct Contracting. |
| (2) **Consultancy firms**: SCQ: Selection Based on Consultants' Qualifications; QCBS: Quality and Cost-Based Selection; LCS: Lowest Cost Selection; SBFB: Selection Based on Fixed Budget. SSS: Single-Source Selection; QBS: Quality-Based Selection |
| **(2) Individual Consultants**: **ICQ**: Selection Based on Individual Consultant Qualifications; SSS: Single-Source Selection. |
| **(2) National system**: **NS:** For Public Sector CTNR when the national system is approved for the associated acquisition method. |
| (3) **Ex-ante / Ex-post / NS Review**. In general, depending on institutional capacity and the level of risk associated with acquisitions, the standard modality is ex-post review. For critical or complex processes, an ex-ante review may be established. In cases where the national system is approved for the associated acquisition method, supervision is done through the national system. |
| (4) **Technical review**: This column will be used for the JEP to define those acquisitions that are considered “critical” or “complex” and require ex-ante review of the terms of reference, technical specifications, reports, products, or others. |

## Annex VIII. Commitment Letters for local counterpart contribution

**[Include institutional commitment letters. One commitment letter per institution should be added. These letters should be only ONE page long.] A template can be found at** [**https://www.fontagro.org/es/documentos-institucionales/normativa/**](https://www.fontagro.org/es/documentos-institucionales/normativa/)

1. Link: <http://www.fontagro.org/que-es-fontagro/manual-de-operacion> [↑](#footnote-ref-1)
2. [http://www.iadb.org/es/proyectos/adquisiciones-de-proyectos,8148.html](http://www.iadb.org/es/proyectos/adquisiciones-de-proyectos%2C8148.html) [↑](#footnote-ref-2)
3. Remember that two pages are one sheet [↑](#footnote-ref-3)
4. Place the bibliographic references here. [↑](#footnote-ref-4)
5. The executing organization and co-executors must have a new and unique bank account to receive project funds. This is mandatory. [↑](#footnote-ref-5)
6. [http://www.iadb.org/es/proyectos/adquisiciones-de-proyectos,8148.html](http://www.iadb.org/es/proyectos/adquisiciones-de-proyectos%2C8148.html) [↑](#footnote-ref-6)