CALL FOR PROPOSALS 2017

National Committees for Family Farming Challenge Fund

Deadline for the submission of applications:

January 12, 2017 at 17:00 (local time in Vitoria-Gasteiz, Spain)
I. Background

The NATIONAL COMMITTEES FOR FAMILY FARMING CHALLENGE FUND (NCFF Challenge Fund) is established to strengthen and upscale the improvements in public policies achieved during the IYFF 2014 by National Committees for Family Farming.

The NCFF Challenge Fund is implemented by the WRF, in partnership with FIDA MERCOSUR-CLAEH, INADES FORMATION International and AMARC.

The Fund is co-financed by IFAD, FAO, WRF and FIDA MERCOSUR-CLAEH and it is expected that other institutions will join the initiative in the near future.

The total amount of the Fund will be distributed in 3 calls for proposals, one per year. This document presents the key guidelines for submitting proposals to this second Call 2017. This has been designed following the guidelines for the management of the NCFF Challenge Fund approved by its Selection Committee (“Guidelines for the National Committees for Family Farming Challenge Fund”)¹.

II. Call Objectives and Priorities

The global objective of the Call is to contribute to improving living conditions, income and food security for women and men family farmers.

The specific objective of the Call is to improve the national policy and institutional frameworks for the development of smallholder and family farming in selected IFAD borrowing countries.

The priorities of the Call are to support initiatives driven by existing National Committees for Family Farming (NCFF), as well as initiatives for the creation of new National Committees for Family Farming.

A National Committee for Family Farming (NCFF) is understood as a platform for dialogue between stakeholders related to family farming at country level (such a platform comprises of Farmers’ organizations, rural development associations, research centres, public institutions, and international and cooperation organizations, among others). Its main objective is to promote active policies in favour of the sustainable development of agricultural systems based on the family farming.

In those countries where there are National Sections of the Specialized Meeting of Family Farming of MERCOSUR - REAF, the initiatives submitted to the Challenge Fund should formally be supported by them. Such agreement will be expressed through its explicit mention in the minute of a meeting of the National Section.

¹ The Selection Committee approved the Guidelines document in April 2016. Amendments were introduced and approved in November 2016.
III. Financial allocation available under this Call

The overall amount made available under this Call in 2017 is 320,000 USD.

IV. Grant Modalities

There are the following two application modalities in this Call:

**MODALITY 1: Initiatives by existing National Committees for Family Farming.**
- Total allocation 280,000 USD.

**MODALITY 2: Initiatives for creation of National Committees for Family Farming.**
- Total allocation 40,000 USD.

Those proposals rejected in the first Call might be improved and presented again in this second Call.

Here are the requirements for each Grant Modality:
Modality 1: Initiatives by existing NCFF.

Modality 1
APPLICATION REQUIREMENTS
Here are the requirements that the proposals submitted must meet for applying to the Call under Modality 1. Failure to comply with one or more of these requirements will result in exclusion from the selection process.

REQUIREMENTS to be met by the APPLYING ENTITIES:

1. Be a member of the NCFF.
2. Designation by the corresponding NCFF as the applying entity.
3. Have legal personality in the implementing country.
4. The applying entities should be:
   ✓ Non-profit Civil Society Organizations.
   ✓ Legally formed National Committees for Family Farming (As legal entities formally established and entered in the corresponding register. In this case, requirements 1 and 2 are not necessary since, the NCFF itself submits the application).

Projects may be submitted by one or several entities as a consortium. In the latter case, each entity must comply with all the requirements stated above. Furthermore, they shall nominate a lead entity who will act as head and assume full responsibility for the consortium. The members of the consortium will sign a collaboration agreement for the joint undertaking of the activity to be subsidized (See Application Form, section E Documentation required).

REQUIREMENTS to be met by the PROJECTS:

1. Be initiated in the year 2017, at most three months following the resolution.
2. Have a maximum duration of 18 months.
3. Be located in one of IFAD borrowing countries^2.
4. Applying entity or entities shall contribute to the project with at least 20% of its funding, through monetary donations and/or in kind contributions.
5. The grant requested per project will be a minimum of 70,000 USD and a maximum of 100,000 USD.
6. Be aimed at obtaining specific improvements in policy, legislation, budgeting, institutional framework, institutional consultation processes, and national programs for the development of Family Farming and/or similar.
7. Be based on the promotion of representative, inclusive and democratic platforms for policy dialogue at national level.
8. The following projects will not be admitted:

   - Those which are undertaken by the applying entity or entities individually, i.e. actions which are not planned and carried out in coordination with the corresponding NCFF.

^2 https://www.ifad.org/who/governance/list/all
- Those which are not included in the objectives and work plan established by the NCFF.
- When the NCFF is still implementing funds from past Calls.

The ACTIVITIES which can be financed are:

- Advocacy actions and policy dialog (meetings with authorities, popular legislative initiatives, meetings with relevant stakeholders, etc.).
- Carry out studies on regulatory and institutional frameworks and matters of priority for family farming in the country.
- Organization of multilateral meetings, seminars, forums for policy dialogue between the principal family farming stakeholders.
- Creation of advocacy instruments and materials (reform proposals, proposals of law, policy, or programmes in favour of family farming).
- Internal NCFF meetings to plan together, reach agreement on requests and actions, organize activities, elect NCFF positions etc.
- Development of communication campaigns and the necessary materials for them.
- Systematization and spreading of knowledge acquired and lessons learnt.

COSTS which can be financed are:

- Consultation services and technical assistance: technical secretary of committee, technical and professional services required to carry out the project’s activities.
- Trips, accommodation and food: travelling costs, accommodation and food costs of participants in meetings, workshops, seminars, forums for political dialog.
- Publications (written or audiovisual material).
- External audit (final external audit report at the end of the Project will be required).
- Administrative costs (a maximum of 8% of the grant requested).

Modality 1

PROPOSALS EVALUATION CRITERIA

Those applications meeting all the requirements mentioned above will be evaluated in accordance with the following criteria:

- Representativeness and democratic functioning of the NCFF.
- Past experiences of the NCFF and results obtained.
- Technical and institutional capacity of the applying entities to manage the project.
- Inclusivity of the proposed policy process (CSOs, Farmers Organizations, Public Entities, Academia...).
- Clear and achievable policy or institutional change objectives.
- Expected impact on smallholder and family farming.
- Linkages with IFAD country programs and on-going policy dialog activities.
- Inclusion of gender equality and rural youth issues in the objectives of the proposal.
- Co-funding mobilization capacities.
At the end of the document you can find the Evaluation Table that will be used for the assessment of the proposals.

Modality 2: Initiatives for creation of NCFF.

Modality 2

APPLICATION REQUIREMENTS

Here are the requirements that the proposals submitted must meet for applying to the Call under Modality 2. Failure to comply with one or more of these requirements will result in exclusion from the selection process.

REQUIREMENTS to be met by the APPLYING ENTITIES:

1. Have legal personality in the implementing country.
2. The applying entities should be:
   - Non-profit Civil Society Organizations.

Projects may be submitted by one or several entities as a consortium. In the latter case, each entity must comply with all the requirements stated above. Furthermore, they shall nominate a lead entity who will act as head and assume full responsibility for the consortium. The members of the consortium will sign a collaboration agreement for the joint undertaking of the activity to be subsidized (See Application Form, section E Documentation required).

REQUIREMENTS to be met by the PROJECTS:

1. Be initiated in the year 2017, at most three months following the resolution.
2. Have a maximum duration of 12 months.
3. Be located in one of IFAD borrowing countries\(^3\).
4. Entities shall contribute to the project with at least 15% of its funding, through monetary donations and/or in kind contributions.
5. The grant requested per project will be a maximum of 20,000 USD.
6. Be focused on the promotion of national representative and democratic platforms, to boost policy dialogue aiming at the improvement of policy and institutional frameworks for the development of family farming\(^4\).
7. Projects will not be admitted when funds from past Calls are still being implemented in the country.

The ACTIVITIES which can be financed are:

- Preparatory activities for the creation and launch of the NC – contact visits, preliminary reflection meetings, constitutive assembly.
- Internal NCFF meetings to plan together, reach agreement on demands and actions, organize activities, elect NCFF positions etc.
- Carry out studies on regulatory and institutional frameworks and matters of priority for family farming in the country.
- Organization of multilateral meetings, seminars, forums for political dialog between the principal family farming stakeholders.

\(^3\) [https://www.ifad.org/who/governance/list/all](https://www.ifad.org/who/governance/list/all)

\(^4\) [http://www.familyfarmingcampaign.net/es/recursos/documentos](http://www.familyfarmingcampaign.net/es/recursos/documentos) (Ver Guía de Comités Nacionales de la Agricultura Familiar)
- Creation of advocacy instruments and materials (reform proposals, proposals of law, policy, or programmes in favour of family farming).
- Advocacy actions and policy dialogue (meetings with authorities, popular legislative initiatives, meetings with relevant stakeholders, etc.).
- Development of communication campaigns and the necessary materials for them.
- Systematization and spreading of knowledge acquired and lessons learnt.

COSTS which can be financed are:

- Consultation services and technical assistance: technical secretary of committee, technical and professional services required to carry out the project's activities.
- Trips, accommodation and food: travelling costs, accommodation and food costs of participants in meetings, workshops, seminars, forums for political dialog.
- Publications (written or audiovisual material).
- External audit (final external audit report at the end of the Project will be required).
- Administrative costs (a maximum of 8% of the grant requested).

Modality 2

PROPOSALS EVALUATION CRITERIA

Those applications meeting all the requirements mentioned above will be evaluated in accordance with the following criteria:

- NCFF creation process based on representativeness and democratic functioning.
- Technical and institutional capacity of the applying entity or entities to manage the project.
- Inclusivity of the proposed policy process (CSOs, Farmers Organizations, Public Entities, Academia...).
- Change objectives in the national policy and institutional frameworks for the development of smallholder and family farming.
- Linkages with IFAD country programs and on-going policy dialog activities.
- Co-funding mobilization capacities.

Besides, while in Africa and America there are a considerable number of National Committees, in Asia-Pacific this number is much lower. Therefore, proposals for the creation of new committees in this region will be a priority in this Call.

At the end of the document you can find the Evaluation Table that will be used for the assessment of the proposals.
V. Submission of applications

Application Form:

Applications shall be submitted following the Application Form attached.

Applications can be completed in English, Spanish or French.

Where and how to submit applications:

The application form, along with the supporting documentation, should be sent via email to the following specific email address:

challengefund@ruralforum.net

You will receive a confirmation that your application has been received.

Deadline for submission of applications:

The deadline for the submission of applications is January 12, 2017 at 17:00 (local time in Vitoria-Gasteiz, Spain).

Applications received after the submission period has closed will not be accepted.

VI. Selection procedure

1st Stage- Preselection:

Proposals received will undergo a first stage of examination by the WRF, FIDA-MERCOSUR CLAEH and INADES Formation.

Those proposals which do not meet the application compulsory requirements set out in this Call will be automatically rejected.

Proposals still under consideration will be analyzed in accordance with the evaluation criteria set out in the Evaluation Tables.

These proposals should receive a minimum score of 70 points to advance in the 2nd Stage. If the proposal receives less than 70 points, it will be discarded.

2nd Stage- Selection Committee:

The results of the 1st stage will be presented to the ad hoc Selection Committee, who will be in charge of the final selection of the proposals to grant.

The Selection Committee will be made up of 3 representatives selected by the World Consultative Committee, WCC and a representative from the WRF.

IFAD and FAO will be observers on the Selection Committee.

The proposals with at least 70 points and which receive the highest scores will be selected until the sum available for the Call is reached. The amount granted might defer from the amount requested in the proposal and be cut down, according to the Challenge Fund priorities and criteria.

VII. Notification of resolution

The applying entities will be informed in writing via email of the decision made in relation to their application. All of the participating Committees will be informed of what proposals have been approved and the amounts granted.
## EVALUATION TABLE - MODALITY 1: INITIATIVES BY EXISTING NCFF

<table>
<thead>
<tr>
<th>Existing NCFF criteria (MODALITY 1)</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Financial and technical capacity of the applying entity or entities</td>
<td>20</td>
</tr>
<tr>
<td>1.1. The applying entity or entities’ previous experience in managing projects of a similar size and type. Past experiences and results obtained by the NCFF.</td>
<td>10</td>
</tr>
<tr>
<td>1.2. Human and material resources available to the applying entity or entities for the correct implementation of the project.</td>
<td>5</td>
</tr>
<tr>
<td>1.3. Co-funding capacity additional to the 20% required.</td>
<td>5</td>
</tr>
<tr>
<td>2. Representativeness and functioning of the NCFF</td>
<td>26</td>
</tr>
<tr>
<td>2.1. The NCFF includes a wide representation from the main family farming stakeholders in the country, with particular emphasis on the most important Family Farming organizations.</td>
<td>14</td>
</tr>
<tr>
<td>2.2. The NCFF has a medium-term Work plan, which includes the committee's main objectives for the improvement of public policies in favour of family farming, as well as the priority areas of work.</td>
<td>6</td>
</tr>
<tr>
<td>2.3. The NCFF has an internal operations manual. It has a permanent coordination team, elected democratically and periodically among its members, formed by more than one organization, and which at least consists of the roles of president, secretary and treasurer (or similar).</td>
<td>6</td>
</tr>
<tr>
<td>3. Efficacy, impact and viability of the proposal</td>
<td>36</td>
</tr>
<tr>
<td>3.1. The proposal presents clear and specific change objectives in public policies and institutional frameworks for improving small-scale and family farming in the country.</td>
<td>12</td>
</tr>
<tr>
<td>3.2. There is coherency between the proposal objectives, the expected results and the activities and resources foreseen for their attainment.</td>
<td>12</td>
</tr>
<tr>
<td>3.3. The proposal has specific, measurable and verifiable indicators for the follow-up and evaluation of the project.</td>
<td>7</td>
</tr>
<tr>
<td>3.4. The budget is sufficiently detailed (in accordance with the breakdown details indicated on the Form) and it is consistent with the activities planned and with the human and material resources needed.</td>
<td>5</td>
</tr>
<tr>
<td>4. Linkages with IFAD country programs and on-going policy dialog activities</td>
<td>10</td>
</tr>
<tr>
<td>5. Inclusion of gender equality in the proposal objectives</td>
<td>4</td>
</tr>
<tr>
<td>6. Inclusion of issues concerning rural youth in the proposal objectives</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Maximum Score</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
### EVALUATION TABLE - MODALITY 2: INITIATIVES FOR CREATION OF NCFF

<table>
<thead>
<tr>
<th>Creation of NCFF criteria (MODALITY 2)</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Financial and technical capacity of the applying entity or entities</strong></td>
<td>20</td>
</tr>
<tr>
<td>1.1. The applying entity or entities' previous experience in managing projects of a similar size and type.</td>
<td>10</td>
</tr>
<tr>
<td>1.2. Human and material resources available to the applying entity or entities for the correct implementation of the project.</td>
<td>5</td>
</tr>
<tr>
<td>1.3. Co-funding capacity additional to the 15% required.</td>
<td>5</td>
</tr>
<tr>
<td><strong>2. Representativeness and functioning of the NCFF in creation</strong></td>
<td>40</td>
</tr>
<tr>
<td>2.1. The NCFF in creation aims at including a wide representation from the main family farming stakeholders in the country, with particular emphasis on the most important Family Farming organizations.</td>
<td>15</td>
</tr>
<tr>
<td>2.2. The NCFF in creation has (or plans to have) a permanent coordination team, formed by more than one organization, and which at least consists of the roles of president, secretary and treasurer (or similar).</td>
<td>15</td>
</tr>
<tr>
<td>2.3. The NCFF in creation has (or plans to have) a document which includes the committee's main objectives for the improvement of public policies in favour of family farming, as well as the priority areas of work.</td>
<td>10</td>
</tr>
<tr>
<td><strong>3. Efficacy, impact and viability of the proposal</strong></td>
<td>30</td>
</tr>
<tr>
<td>3.1. The proposal presents clear objectives for the strengthening of the NCFF in creation as a representative, inclusive, democratic and permanent platform for policy dialog.</td>
<td>10</td>
</tr>
<tr>
<td>3.2. There is coherence between the proposal objectives, the expected results and the activities and resources foreseen for their attainment.</td>
<td>10</td>
</tr>
<tr>
<td>3.3. The proposal has specific, measurable and verifiable indicators for the follow-up and evaluation of the project.</td>
<td>5</td>
</tr>
<tr>
<td>3.4. The budget is sufficiently detailed (in accordance with the breakdown details indicated on the Form) and it is consistent with the activities planned and with the human and material resources needed.</td>
<td>5</td>
</tr>
<tr>
<td><strong>4. Linkages with IFAD country programs and on-going policy dialog activities</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Maximum Score</strong></td>
<td>100</td>
</tr>
</tbody>
</table>