

**Application for PILOT PROJECT PROPOSALS**

**ON**

**DEVELOPMENT OF CLIMATE RESILIENT VALUE CHAINS OF BIODIVERSITY PRODUCTS AND SERVICES IN AFRICA’S FOREST BIODIVERSITY HOTSPOTS**

**CALL FOR PROPOSALS**

# 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\_AFF2025.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 15 August 2025**. 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@cifor-icraf.org, f.babalola@cifor-icraf.org, d.dali@cifor-icraf.org with a copy to exec.sec@afforum.org
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# 2.0 PERSONAL DETAILS

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| **Name of Organisation:** |  |
| **Name (s) of contact person (s) for the organisation:** |  |
| **Address:** |  |
| **Registration details:** |  |
| **Your Telephone number:** |  |
| **Your Mobile number:** |  |
| **Your 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 biodiversity hotspot, 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 livelihood outcomes, conservation of forests, 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. Enhancement of the value of forest products and services from forest biodiversity hotspots through strengthened value chain processes that are socially inclusive, and support livelihood outcomes. The products could include but not limited to those that contribute to food security, health, industry, culture.
3. Improvement of landscape management in forest biodiversity hotspots to support the sustainable supply of raw materials for the value chains, for enhanced socio-economic development. This could include but not limited to agroforestry and multifunctional landscape management initiatives.

**(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 ideally should not cover salary of permanent staff of the organisation (but can accommodate that up to a maximum of 07%) but could support needed labour /manpower up to a maximum of 13% of the budget. The grant might cover a well justified administrative cost up to a maximum of 3%. **(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’S 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@cifor-icraf.org, f.babalola@cifor-icraf.org, d.dali@cifor-icraf.org with a copy to exec.sec@afforum.org to reach them **on or before 15 August, 2025**.