



# The International Treaty

ON PLANT GENETIC RESOURCES FOR FOOD AND AGRICULTURE

## Full Project Proposal Guidelines

Third Call for Proposals under the Benefit-sharing Fund

*Deadline for submitting full project proposal: 5<sup>th</sup> of December 2014  
at [Treaty-Fund@fao.org](mailto:Treaty-Fund@fao.org) and [PGRFA-Treaty@fao.org](mailto:PGRFA-Treaty@fao.org)*

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## PROJECT PROPOSAL COVER SHEET

Project No. \_\_\_\_\_ (For Treaty use. Do not write anything here)

Project Title: \_\_\_\_\_

Project duration: \_\_\_\_\_

Target crops: \_\_\_\_\_

Targeted developing country/ies \_\_\_\_\_

Other Contracting Party/ies involved \_\_\_\_\_

Project geographic extension (km<sup>2</sup>) \_\_\_\_\_

Total requested funding \_\_\_\_\_

Total co-funding \_\_\_\_\_

**Please select the type of project you are applying for:**

- Single-country Immediate Action Project (Window 2)
- Multi-country Immediate Action Programme (Window 2)
- Single-country Co-development and Transfer of Technology project (Window 3)
- Multi-country Co-development and Transfer of Technology project (Window 3)

**Applicant**

Name of Organization: \_\_\_\_\_

Type of organization \_\_\_\_\_

Project Contact: (name and position) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

## **GENERAL REQUIREMENTS**

These guidelines have been prepared to support applicants in the development of full project proposals. They describe the requirements that all applicants should adhere to when developing their full project proposal.

Please make sure you read these guidelines carefully before proceeding to fill in the Project Proposal Form. The full proposal should be prepared taking into account the thematic focus of the Third Call for Proposals, including in particular, the rationale, scope and expected outputs for each Window and sub-Window.

Project proposals must be clear and realistic on the problem to be addressed and objectives to be achieved. Project objectives have to fit in the thematic focus of the call and ultimately contribute to food security and poverty alleviation. Project objectives have to be logically interlinked with the planned activities, outputs and expected outcomes. The objectives and outputs have to be feasible in terms of duration and resources requested. The information to be provided in each section has to be focused and straightforward, qualitatively and quantitatively measurable in terms of what will be done, with what purpose, who will be involved in the activities to be implemented, who and how many will directly and indirectly benefit from the implementation of the project. A good full proposal will have a sound, clear and logically linked methodology of implementation and management.

The full project proposal should contain no more than fifteen (15) pages of text (Appendixes, table of contents and cover sheets excluded). The number of pages allocated to each section is a guide. The information required can be less but not more than the number of pages stipulated. All Appendixes should be duly filled in according to the provided guidelines as they form an integral part of the full project proposal. Project proposals lacking even one Appendix, will be excluded from the selection process. The Appendixes will be provided to you in separate files together with the present document.

When submitting the full project proposal, additional attachments (endorsement letters, funding commitments, certification of the status of the organization) can also be submitted with the main proposal.

Please ensure that the project proposal and all attachments are legible in Times New Roman 12 and provided in two formats (pdf and word). Make sure the signature of the project coordinator is put on the signature page.

The project proposal, if approved for funding by the Bureau of the Sixth Session of the Governing Body, will form an integral part of the contractual agreement (Letter of Agreement) that will be signed with each applicant organization of the approved projects.

## **SECTION A: EXECUTIVE SUMMARY**

### **1. Executive summary**

The executive summary should be a brief overview of the project, including the concrete problems the project is intended to address, the intervention logic, its main objectives and targeted outputs, PGRFA addressed, the geographic extension of the region/s of intervention and the targeted beneficiaries (direct and indirect).

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## SECTION B: PROJECT DESCRIPTION AND CONTENTS

### 2.1. Problem definition

Describe one or more pressing food security problems related to plant genetic resources and climate change that the project will address. Briefly refer to existing regional or national strategies or plans, if any, in which these problems are identified. Please be as specific as possible and define concrete problems for the targeted beneficiaries (e.g. drought affecting a given crop, pest and diseases affecting yields etc.) more than generic reference to climate change or food insecurity.

### 2.2. Project objectives: Overall and specific objectives

This section should contain a brief description of the overall and specific objectives of the project.

- Overall Objective is the longer term goal of the project, which might be achieved by the project but will require the contribution of other actions and players as well.
- Specific objectives describe what the project is expected to achieve in terms of effects among intended beneficiaries. Specifically, this section should discuss what benefits/positive changes are expected to occur for target beneficiaries as a result of project implementation.

### 2.2. Targeted outputs, activities and related methodology of implementation

All project proposals have to contribute to the following objective: improve adaptation to climate change and enhance the food security of resource-poor farmers in selected developing countries, by strengthening the sustainable management of plant genetic resources for food and agriculture (PGRFA).

This section should describe what will actually be done to accomplish project objective. There should be a clear logic and direct linkage between the activities, targeted outputs and the outcomes. Target outputs of the project need to be aligned with the targets/indicators contained in the Logical Framework of the third funding cycle provided in Section D: Appendix 2 to these guidelines.

*Note that weakness in this section may be a major reason for failure to receive funding.*

A good methodology must be presented to demonstrate that the proposed problem solution is technically sound and to justify the budget. Activity descriptions should be as specific as possible, and include a clear specification of the methodology that will be applied, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), **where** it will be done and **how** it will be done (scientific methods, participatory approaches etc.).

### 2.4. Targeted PGRFA

This section should describe the genetic material (local varieties, genebank samples, pre-breeding materials, crop wild relatives etc.) that will be used in the implementation of the project, as well as information on the type, provenance and characteristics of the material. It should also specify the expected plant genetic resources/material for food and agriculture listed in Annex I of the International Treaty that will result from the project and

that will be made available according to the terms and conditions of the Multilateral System, as well as the expected information generated by the project that will be made publicly available within one year of the completion of the project, as per Resolution 2/2013 of the Governing Body<sup>1</sup>.

## **2.5. Target groups and beneficiaries**

This section should describe **who** and **how many** people are expected to benefit from the project implementation a) directly - population directly involved in the project and benefitting from its implementation (e.g. 50 self - help groups totalizing 2000 farmers, 20 scientists etc.) b) indirectly – the unintended beneficiaries, that will ultimately benefit as a result of the project implementation in the area (50 households with an average of 4 person/household, approximate number/estimation of the population of the village/community where the project is implemented and that will ultimately benefit).

It should also discuss how intended beneficiaries have been involved in project design, and their expected role in project implementation and evaluation. It is important that the information provided in this section is clear, quantitatively (number) and qualitatively (farmers, scientists, extension agents etc.) defined. The target groups and beneficiaries should be coherent with the overall design and rationale of the proposal.

## **2.6. Impact and impact pathways**

The analysis of the impact should be consistent and logically linked to the other elements of the project proposal, especially the targeted outputs and expected outcomes, partners involved, methodology, communication and dissemination procedures. Description of impact pathways should contain the project strategies to catalyse the widespread dissemination of results and bring about change to the target communities as well as outside the target communities. Describe the measurable change that will occur by the end of the project in the following dimensions:

### **2.6.1. Food security and poverty alleviation**

Describe the impact of the project on food security of the target groups in terms of increased availability of food, increased access and availability of improved-high quality seeds, introduction of varieties with high nutritional value, crop diversification, increased income etc. Make sure to mention how benefits in this dimension will flow towards the communities (e.g. distribution of improved seeds, establishment of genebanks, knowledge sharing and dissemination of technological innovations etc.).

### **2.6.2. Adaptation to climate change and environmental sustainability**

Describe the likelihood that project implementation enhances resilience and adaptation to climate change. Assess the envisaged outcomes in widening the options for sustaining the livelihoods of the poor and vulnerable through improved protection and sustainable management of natural resources.

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<sup>1</sup>Available at: <http://www.planttreaty.org/content/resolution-22013-implementation-funding-strategy-international-treaty>

### **2.6.3. Scientific impact**

Describe what novel scientific findings related to PGRFA (e.g. identification of useful alleles, phenotyped germplasm, marker assisted selections systems, breeding, creation and dissemination of information system etc.), information exchange and technology transfer will arise from the project and how these would be applied post-project by scientists and communities as such.

### **2.6.4. Capacity development and empowerment**

Describe how the research and development capacity of the project target groups and institutions in the countries involved will be enhanced, and how increased capacity and skills will be utilised and sustained after the project is completed.

## **2.7. Relevance to national or regional priorities in its plans and programmes for PGRFA**

This section should describe how the project is located in the framework of major national development strategies, plans and programmes (biodiversity, food security, poverty alleviation etc.) and specify how the proposal supports and complements the integration of plant genetic resources components into regional, sub-regional and national action plans for adapting to climate change.

## **SECTION C: OPERATIONS**

### **3.1. Methodology of project implementation**

This section should describe the methodology of project implementation. Methodology of project implementation should be a defined combination of logically related problem definition and objectives/activities, partners and collaborative mechanisms, institutional arrangements and management processes that determine how best to deliver a project throughout the implementation process. It should be a scientifically-proven and systematic approach to project design and execution. The role of partners and their contribution to an effective project implementation should be adequately stressed. The purpose of a sound implementation methodology is to allow for efficient management through effective decision making and problem solving, while ensuring the success of specific activities, approaches and techniques.

### **3.2. Partnerships and collaboration arrangements**

This section should describe the partnership strategy for the project, by specifying the type of partners involved, the roles, capacities and expertise each partner will contribute to project implementation and demonstrate their engagement in relation to the planned activities and outputs. In case of multi-country projects the partnership arrangements should be done in the form of a “consortium” of institutions that come together to solve common problems. A typical “consortium” for multi-country projects will include local or national partners of the targeted countries working with regional or international partners that have complementary skills, know-how and understanding of the local needs.

### **3.3. Project management team**

This section should contain information on the team composition and a clear definition of who will be responsible for planning and management of project operations as well as the roles of other organizations/partners associated with the project. It should refer to the capabilities of the applicant organisation by referring to its capacity and previous track record with international prospects as well as to its connection to the local community/ies, the constituency behind the organisation and what kind of expertise the applicant institution can provide. Please make sure to point out what arrangements will be established to ensure that there will be effective coordination with other relevant programmes and activities.

### **3.4. Sustainability**

The section should point out whether there is adequate financial, human and institutional capacity to ensure sustainability of the planned results and specify how the sustainability issues have been integrated in the project design. The proposal should outline the steps to be taken before, during and after the completion of project to ensure that outcomes will benefit target groups for years thereafter.

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**SECTION D: APPENDIXES**

**APPENDIX 1: INFORMATION ON THE APPLICANT**

Please provide the information requested in the attached Appendix 1: Information on the applicant. Please be informed that the details of more than one contact person can be provided.

## APPENDIX 2: LOGICAL FRAMEWORK

Please fill in the Logical Framework provided as Appendix 2 to the project Proposal Form. All project proposals to be funded will have to contribute to achieving the same impact *to eradicate extreme poverty and hunger and to ensure environmental sustainability* and the same objective *to improve adaptation to climate change and enhance the food security of resource-poor farmers in selected developing countries, by strengthening the sustainable management of plant genetic resources for food and agriculture (PGRFA)*. The table below contains the outputs and indicators/targets that the 3<sup>rd</sup> funding cycle of the Benefit-sharing Fund is intending to support. Please align your project outputs and indicators/targets as much as possible to those given in the table below.

Design Summary	Indicators/Targets	Data sources <sup>2</sup>	Assumptions
<p><b>Impact:</b></p> <p>To contribute to the achievement of Millennium Development Goals 1 and 7:</p> <ul style="list-style-type: none"> <li>• <i>To eradicate extreme poverty and hunger</i></li> <li>• <i>Ensure environmental sustainability</i></li> </ul>			
<p><b>Overall outcome:</b></p> <p>To improve adaptation to climate change and enhance the food security of resource-poor farmers in selected developing countries, by strengthening the sustainable management of plant genetic resources for food and agriculture (PGRFA).</p>			

<sup>2</sup> Data on baselines will be provided by the selected executing entities. Baselines for the indicators can only be established after the final selection of projects. The executing entities will carry out site-specific studies (e.g. vulnerability assessments and household surveys) to establish the baselines.

<p><b>Outputs:</b></p> <p>1) Locally adapted varieties or other genetic material successfully conserved and used</p>	<p>1.1) # (number) of new varieties and other genetic material from gene banks and breeding programmes analyzed, phenotyped, introduced, tested and disseminated on the basis of promising properties;</p> <p>1.2) # of useful alleles discovered and exploited in the development of new varieties;</p> <p>1.3) # of useful breeding populations developed;</p> <p>1.4) # of new varieties developed through participatory breeding methods;</p> <p>1.5) # of community conservation initiatives established to ensure the long-term survival of locally adapted varieties;</p> <p>1.6) # of local varieties rescued and conserved on-farm;</p> <p>1.7) # of local varieties documented, evaluated and characterized (including analyzed and phenotyped) for potentially useful traits;</p> <p>1.8) # of seed production and dissemination initiatives established, and X units of planting material multiplied and distributed;</p> <p>1.9) # of PGRFA listed in <i>Annex 1</i> of the Treaty that result from projects, made available according to the terms and conditions of the Multilateral System</p>		

<p>2) Technologies for conservation and sustainable use of PGRFA co-developed by and/or transferred to selected developing country PGRFA institutions</p> <p>3) Information created, disseminated and accessed by lead institutions on scientific, technical and environmental matters related to plant genetic resources for food and agriculture, including genotypic and phenotypic data;</p>	<p>2.1) # of technologies (e.g. marker assisted selection systems, methods and techniques for genetic improvement and conservation, bioinformatics, etc.) co-developed and transferred;</p> <p>2.2) # of PGRFA institutions in developing countries benefiting from improved access to technologies and knowledge associated to adapted genetic material;</p> <p>2.3) # of seed production, seed quality determination and dissemination systems developed;</p> <p>2.4) # of seeds tested or distributed</p> <p>2.5) # of marker assisted selection systems introduced and disseminated;</p> <p>2.6) # of methods and techniques for adapted seed quality testing systems developed and put in place;</p> <p>3.1) technologies transferred, co-developed and deployed to support use of bioinformatics for exchange of information on plant genetic resources for food and agriculture;</p> <p>3.2) specialized tools made available, transferred and deployed for integrated data analysis and interpretation of germplasm, genomic and phenotypic data;</p> <p>3.3) “passport” information and associated genomic/genotypic (organism, biochemical, molecular) information systematized and disseminated;</p>		
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<p>4) Increased capacity of resource-poor farmers to conserve and manage PGRFA in specific areas vulnerable to climate change</p> <p>5) Increased capacity of PGRFA institutions and researches to conserve and manage PGRFA</p>	<p>3.4) mechanisms to enrich genebank data with phenotypic data put in place;</p> <p>3.5) standards and protocols for genotypic, phenotypic, environmental and meta data developed and disseminated;</p> <p>4.1) # of resource-poor farmers (disaggregated by gender) directly benefitting from supported activities for on-farm conservation and management of PGRFA;</p> <p>4.2) # of resource-poor farmers (disaggregated by gender) trained and involved in the development of new varieties and other relevant technologies for climate change adaptation and strengthening food security;</p> <p>4.3) # of community conservation systems developed (e.g. community seed banks);</p> <p>4.4) links with rural communities facing environmental changes strengthened;</p> <p>5.1) # of capacity development activities (e.g. training workshops, knowledge exchange sessions, etc.) organized;</p> <p>5.2) links established with national, regional and international genebanks;</p> <p>5.3) links forged with research and development institutions regionally/ globally;</p> <p>5.4) the capacity of # number of local and national institutions strengthened to conserve, manage, improve</p>		
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	<p>and disseminate plant genetic resources;</p> <p>5.5) the capacity of # number of lead developing country institutions, # number of scientists and # number of stakeholders strengthened in the use of information management systems;</p> <p>5.6) # number of fellowships granted to a young generation of researchers.</p>		
<b>Secondary outputs</b>			
<p>6) Evidence-based plans and priorities to help resource-poor farmers adapt to climate change, developed by consortia of PGRFA institutions as building blocks for future policy development and investment</p>	<p>6.1) # of new evidence-based studies analyzing the negative consequences of climate change on food security developed and disseminated;</p> <p>6.2) a better understanding of likely future environmental conditions, and information systems to keep local communities apprised of the possible negative consequences of climate change available and disseminated;</p> <p>6.3) strategies developed for the diversification of local agricultural and food systems through the use of a wider range of locally adapted crops and varieties;</p> <p>6.4) information relevant to policy setting disseminated to policy-makers;</p> <p>6.5) needs of farmers and agricultural stakeholders identified and integrated in the development of international/regional data repositories, and other components of the Global Information System under article 17 of the Treaty;</p> <p>6.6) # of lessons on technology transfer models learned and explored for further replication by all partners,</p>		

<p>7) Awareness on the International Treaty and value of PGRFA to meet future challenges is raised at the national, regional and international levels</p>	<p>including at national, regional and international levels.</p> <p>7.1) Awareness-raising, training materials and other information products ( video, brochures, booklets, fact sheets, videos, websites, flash and PowerPoint presentations etc) created to support national, regional and subregional awareness-raising strategies;</p> <p>7.2) # of participants participating in awareness raising sessions;</p> <p>7.3) access to information on PGRFA and it value to meet climate change challenges enhanced and made available</p>		
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### **APPENDIX 3: WORK PLAN (Gantt Chart)**

Please fill in the attached Gantt Chart. The Gantt Chart is a common way to present work plans, and a useful management tool that will allow analysing and planning the project activities. It should indicate the sequence of all major activities, including targeted beginning and ending dates for each step. The Workplan should show a logical flow of steps, indicating that all the things that must happen have been carefully thought through from the beginning to the end of the project. When developing your Gantt Chart, please take into consideration that the contractual agreements with the applicant institutions that will be selected for funding will be signed between February – March. The first disbursement of funds will occur upon the signature of these agreements.

### **APPENDIX 4: PROJECT BUDGET**

Fill in the attached project budget. It is structured in two parts. The first part *Project management costs* is meant to convey the overall allocation of resources from the requested funding to the skeleton Staff that will be involved in the overall management, monitoring and evaluation of the project.

You should indicate the title and number of staff involved, the level and area of work of each of them, estimated time (number of person-month) and cost (USD/person month). Costs should be calculated by multiplying quantities by unit costs rather than adding a series of lump sums. The profiles of the staff in the budget lines are indicative. You should name the staff involved according to the project specificities and needs.

The second part is intended to convey the relationship between the targeted outputs and the corresponding budget allocation. Make sure to estimate how much funding will be allocated to different categories (e.g. staff, travel, training and workshops etc.) contributing to the achievement of each targeted output.

The applicant institutions submitting project proposals that will be approved for funding, will be requested to submit a more detailed budget in a subsequent moment. Specific guidelines and formats will be provided accordingly.

### **APPENDIX 5: DISBURSEMENT INFORMATION**

Please provide the requested bank account information in Appendix 4 to these guidelines. In case your proposal will be selected for funding, this information is needed for contractual and administrative purposes. This information will not be publicly available and will only be used for the purpose of disbursing the funds to the applicant organization.