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Call for Partnership (CFP)

Scaling Up Youth Innovation for Adaptation in IFI Projects

CFP Ref.: CFP-0006

CLOSING DATE: 6th Dec 2024

CLOSING TIME: NOT LATER THAN 5:00pm, Central European Time (CET)

PROPOSALS RECEIVED AFTER THE CLOSING DATE AND TIME SHALL NOT BE CONSIDERED.



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1. Background

1.1. Introduction to this Call for Partnership (CFP)

The Global Center on Adaptation (GCA) invites registered non-profit organizations (local and international non-government organizations, community based organizations and companies limited by guarantee) to present proposals and concept notes to support the **Scaling up Youth Innovation for Adaptation in IFI Projects – In-country YouthADAPT Challenge and Dragon’s Den event.**

1.2. Introduction to the Global Center of Adaptation

The Global Center on Adaptation (GCA) is an international organization that promotes adaptation to the impacts of climate change. It works to climate-proof development by instigating policy reforms and influencing investments made by international financial institutions (IFIs) and the private sector. The goal is to bring climate adaptation to the forefront of global efforts to address climate change and ensure that it remains prominent.

GCA’s work is guided by three core approaches. They are:

- **Knowledge:** GCA builds and accelerates the application of adaptation knowledge globally. GCA creates and manages knowledge, leads research to fill knowledge gaps, and drives innovation to develop specialized approaches.
- **Leadership:** GCA’s convening power brings together the most influential thinkers and decision-makers, while giving voice to the most vulnerable. GCA formulates policy messages to shape and move global, regional, and local adaptation agendas forward.
- **Action:** GCA works with governments, academia, community-based organizations, IFIs, national banks, and private financial institutions to shape and implement investments in a way that builds resilience for climate-vulnerable people and creates jobs. GCA supports access to financing from the Global Climate Fund.

AFRICA ADAPTATION ACCELERATION PROGRAM (AAAP)

In Africa, GCA implements its strategy through the flagship Africa Adaptation Acceleration Program (AAAP), launched in partnership with the African Development Bank (AfDB) to scale up adaptation efforts and mobilize finance for climate-resilient development across the continent. To date, GCA has integrated adaptation solutions into nearly \$10 billion of investments funded by international financial institutions (IFIs) throughout Africa. The AAAP focuses on four key pillars where investments in adaptation and resilience yield high economic returns: Food Security, Infrastructure and Nature-based Solutions, Youth Entrepreneurship and Adaptation Jobs, and Adaptation Finance.

The AAAP focuses on four areas:

- **Food Security:** with a goal of influencing at least \$10 billion in investments by 2025 to build climate-smart agriculture and resilient food systems supporting food security for at least 38 million farmers and herders in 26 African countries.
- **Infrastructure and Nature-based Solutions:** with a goal of mainstreaming innovative climate resilience solutions, including nature-based solutions, into \$12 billion worth of investments in infrastructure for water, transport, energy, and urban systems by 2025.



- **Youth Entrepreneurship and Adaptation Jobs:** with a goal of supporting one million youth with entrepreneurship skills and create five million climate adaptation jobs through IFI investments worth over \$2 billion by 2025.
- **Adaptation Finance:** with a goal of unlocking access to \$1 billion in climate adaptation finance by 2025 by designing innovative public and private financial instruments and solutions, including structuring resilience bonds and debt for-resilience swaps. This also includes influencing IFI investments for the financial sector and developing aggregation mechanisms for climate adaptation investment assets and monetization of adaptation benefits.

2. Scaling Up Youth Innovation For Adaptation in IFI Projects: In-country YouthADAPT Challenge and Dragon's Den event

2.1 Project Context & Overview

The GCA's Youth and Jobs program aims to mainstream adaptation jobs on the African continent by scaling-up youth innovation and supporting youth-led enterprises in climate adaptation and resilience with the goal of enhancing the entrepreneurial skills of 1 million youth and influencing \$2 billion worth of projects by 2025. This is done through two strategic focus areas:

1. Focus Area 1: YouthADAPT Program in scaling up youth-led innovation in adaptation through enterprise strengthening:
 - YouthADAPT Challenge.
 - In-country YouthADAPT for Investment Projects.
2. Focus Area 2: Institutionalizing adaptation curricula in Investment projects:
 - Skills Development: Adaptation capacity building via embedding curricula in universities, vocational (TVET) centers and higher institutions.

Under focus area 1, GCA will focus on scaling local adaptation enterprises through the 'In-country YouthAdapt Challenge for investment' projects. This initiative aims to identify innovative adaptation enterprises led by young entrepreneurs to solve project adaptation needs, providing them with micro grants and incubation support to help scale their businesses. The YouthAdapt Challenge is implemented in close coordination with GCA's other programs working on evaluating adaptation investment needs and solutions that can be mainstreamed through International Financial Institution's investments.

To unlock private sector financing to help the young enterprises scale their climate adaptation business, the program will build on the skills developed during the incubation and impact generated from the initial grants to host a 'Dragon's Den' type event, providing a platform for winning enterprises to showcase their adaptation solutions to a diverse audience of investors, including commercial banks, private equity firms, venture capitalists, and other potential financiers.

2.2 Project Objective

GCA aims to establish a Subgrant Agreement with an implementing partner to provide targeted technical assistance under focus area 1, through two distinct components. The first aims at both designing and implementing an incubation program, while the second will link the youth enterprises with domestic private sector financing through the dragon's den type event:

- 1) **Component 1 – Scaling Adaptation Enterprises:** This component targets enterprise strengthening by identifying and incubating local enterprises that address climate adaptation and resilience needs in vulnerable sectors. Through technical assistance and capacity building, the partner together with GCA, will help these enterprises to become more attractive to



investors, enabling them to secure and effectively deploy financing towards adaptation and resilience initiatives as they grow.

- 2) **Component 2 – Unlocking Domestic Private Sector Financing:** This component targets organizing financial health checks of the enterprises, providing a series of workshops and training sessions focused on investor readiness, including but not limited to, pitch development, financial modeling, business valuation, and negotiation skills, and coordinating the dragon’s den type event to connect the winners with investors.

As part of the proposal, the partner must demonstrate the capability to conduct the key activities required for both components listed above.

The technical partner will work under the overall guidance of the Global Centre on Adaptation, the African Development Bank and the Project PIU. The in-country YouthADAPT challenge and incubation will be carried out within 12 Months and the Dragon Den event within 4 Months.

2.3 Project Overview

Together with GCA the partner organization will aim to implement component 1 across 10 International Finance Institution (IFI) projects with the goal of supporting 10 enterprises within each project.

A report is required at the end of the project to measure the program's impact and tell the stories of the entrepreneurs.

Component	1. Scaling Adaptation Enterprises
Description	This component targets the enterprise strengthening side by identifying and incubating local enterprises that address climate adaptation and resilience needs in vulnerable sectors identified in the project.
General Deliverables	<p>Anchored in robust analysis of adaptation needs and potential solutions, the work under this work stream will focus on:</p> <p>Adaptation Needs Assessment and Contextual Analysis:</p> <ul style="list-style-type: none"> • In collaboration with other GCA Program Teams conducting sector specific climate risk assessments, assessing climate adaptation challenges and resilience needs. • Identify priority areas where adaptation enterprises can provide scalable solutions within the IFI project. <p>Identify and Assess the Adaptation Entrepreneurship Pool:</p> <ul style="list-style-type: none"> • Conduct a market scan to identify existing and emerging climate adaptation enterprises. • Assess the scalability, innovation potential, and alignment with identified needs. • Shortlist enterprises that are best positioned to scale and deliver impactful solutions. <p>Enterprise Strengthening and Readiness Support:</p> <ul style="list-style-type: none"> • Design and implement a 6-month incubation and acceleration program focused on business development services (BDS) for youth-owned adaptation enterprises. • Provide targeted, capacity-building, and technical assistance to enhance business models and operational capacity. • Map businesses to identified project needs to ensure alignment with strategic objectives. <p>COP 30 Side Event:</p>



	<ul style="list-style-type: none"> • Develop criteria to select top 10 enterprises across the 10 projects. • Shortlist enterprises in line with criteria. • Design the COP 30 side event to announce winners.
Component	2. Unlocking Domestic Private Sector Financing
Description	This component focuses on enhancing the financial readiness of the winning enterprises and organizing the Dragon’s Den event to link them to investors.
General Deliverables	<p>Investment Facilitation:</p> <ul style="list-style-type: none"> • Organize workshops and training sessions focused on investor readiness, including but not limited to pitch development, financial modeling, business valuation, and negotiation skills. • Engage industry experts and successful entrepreneurs as trainers to deliver high-quality content. <p>Dragon’s Den Event:</p> <ul style="list-style-type: none"> • Identify Investors: Identify and engage investors whose interest align with the adaptation solutions provided by the enterprise. • Investor Matching: Organize the pitch day event to showcase to the investors the variety of adaptation businesses that are running profitable models and facilitate the closing of deals between the enterprises and investors.

2.4 Activities & Deliverables

The implementing partner will implement the following activities detailed in the table below for both components and must have the capacity to produce outputs in regional languages, namely English, French, and Arabic.

Component 1 - Scaling Adaptation Enterprises:

Adaptation Needs Assessment and Contextual Analysis	
Potential Activities	<ul style="list-style-type: none"> • Conducting market analyses to understand priority sectors for country or region. • Climate risk and hazard assessment. • Value chain and subsector analysis to understand the landscape of stakeholders and enterprises. • Adaptation business opportunity evaluation.
Outcomes /Deliverables	<p>An Adaptation needs assessment via a detailed report highlighting:</p> <ul style="list-style-type: none"> • Specific climate-related risks and vulnerabilities affecting the target area, sectors, or communities. • A prioritized list of adaptation needs that require immediate attention. • Analysis outcomes, from the identification of existing adaptation measures, their effectiveness, as well as gaps that need to be addressed. • A set of proposed adaptation solutions tailored to the identified needs. •
Identify and Assess the Adaptation Entrepreneurship Pool	



<p>Potential Activities</p>	<ul style="list-style-type: none"> • Carry out a stakeholder consultation to identify the components of “adaptation jobs” within the country context. • Evaluate gender, youth and entrepreneurial skills gaps that undermine integrating adaptation measures in businesses and provide recommendations on how to close out the gap. • Adaptation job creation strategy, potentially with the IFI project as a case study. • Provide recommendations to boost youth entrepreneurship, gender mainstreaming and job creation in climate adaptation. • Design the approach to empower youth in the country as “adaptation entrepreneurs or adaptation workers” <ul style="list-style-type: none"> ○ Business training ○ Mentorship, coaching, and entrepreneurship skills development ○ Adaptation measures and placement on the labor market within the project. • Indicators and measurement tools for adaptation jobs • Enterprise planning, such as for SMEs, for creating adaptation jobs or integrating adaptation measures to protect jobs in sector
<p>Outcomes /Deliverables</p>	<ul style="list-style-type: none"> • Labor Market Assessment reports • Validation workshop organization and validation, involving the key labor market actors and stakeholders • Comprehensive and evidence-based analysis and recommendations of the labor market needs and opportunities
<p>Enterprise Strengthening and Readiness Support</p>	
<p>Potential Activities</p>	<ul style="list-style-type: none"> • Call for beneficiaries targeted within the IFI project to submit their applications (scope determined in subsequent RFPs) • Application Evaluation and Winner Selection: Thorough, multi-faceted evaluation process, including evaluations by experienced business and climate adaptation experts • Needs Assessment: examination of the status of the selected enterprises with the intention of identifying the differences between their current state of business and where the entrepreneur would like it to be • Training: Training material will be developed, and training workshops will be delivered to the selected youth-led start-ups. The training will focus on practical skills in entrepreneurship and climate adaptation • Mentorship & Coaching: Additional support will be provided to these youth entrepreneurs via mentorship led by YouthADAPT alumni to enable them to execute their business plans, create jobs, and support the effort towards climate resilience • Grant disbursement: coordinate the disbursement of the grant to support short-term growth and link them to potential investors for longer term growth • Reporting: share weekly updates on the accelerator implementation, a monthly progress report and final narrative and impact report at the end of the project • Monitoring and Evaluation: support the overall program monitoring and evaluation based on agreed results management framework and performance indicators.
<p>Outcomes /Deliverables</p>	<ul style="list-style-type: none"> • Call for beneficiaries targeted within the IFI project to submit their applications (scope determined in subsequent RFPs): • Competition and accelerator program design



	<ul style="list-style-type: none"> ○ Call for applications ○ Criteria for the selection process ○ Flyers ○ Brochures ○ Social media cards ○ Content for the website ○ Content for curriculum ● Application Evaluation and Winner Selection: <ul style="list-style-type: none"> ○ Digital platform to include the following: <ul style="list-style-type: none"> ▪ Application submission ▪ Initial screening & evaluation tool ▪ Final Jury evaluation tool ○ Define selection criteria ○ Define eligibility criteria ○ Perform due diligence according to the selection and eligibility criteria ○ List of short-listed youth-led enterprises ○ Jury selection, orientation, and organization ● Needs Assessment: <ul style="list-style-type: none"> ○ Develop Gap Analysis Process & Questionnaire ○ Prepare Gap Analysis Report ● Training: <ul style="list-style-type: none"> ○ Document with the curriculum developed ○ Learning materials developed ● Mentorship & Coaching: <ul style="list-style-type: none"> ○ Mentorship planning, schedule, and connections ○ Monitoring ● Grant disbursement: <ul style="list-style-type: none"> ○ Grant disbursement schedule developed ○ Quarterly reports on the Grants disbursement and management ● Reporting: <ul style="list-style-type: none"> ○ Weekly updates on the accelerator implementation ○ Monthly progress report ○ Final narrative at the end of the project ● Monitoring and Evaluation: <ul style="list-style-type: none"> ○ Requisite methodology creation ○ Framework generation ○ Indicator generation ○ Tracking and reporting ● Evaluation reporting
COP 30 Side Event	
Potential Activities	<ul style="list-style-type: none"> ● Develop criteria to select top 10 enterprises across the 10 different projects ● Shortlist enterprises in line with criteria ● Design the COP 30 side-event to announce winners ● Prepare materials (speeches, reports, templates) to be used for the COP event ● Coordinate with logistics team to deliver a successful event
Outcomes /Deliverables	<ul style="list-style-type: none"> ● Top 10 winners selected ● Winning enterprises announced

Component 2 - Unlocking Domestic Private Sector Financing:



Investment Facilitation	
Potential Activities	<p>Financial Health Assessment</p> <ul style="list-style-type: none"> To effectively identify the financial needs of the enterprises, the implementing partner will conduct a financial health check to determine the business capital requirements and ascertain the enterprise ability to absorb more funds. This process will shape the guidance needed for an outstanding pitch preparation <p>Investor Readiness Training</p> <ul style="list-style-type: none"> Organize a series of workshops and training sessions focused on investor readiness, including but not limited to, pitch development, financial modeling, business valuation, and negotiation skills. Engage industry experts and successful entrepreneurs as trainers to deliver high-quality content. Provide one-on-one mentorship and coaching to entrepreneurs to refine their business pitches and strategies. <p>Dragon’s Den Execution</p> <ul style="list-style-type: none"> Develop marketing and promotional materials to attract and inform potential investors about the participating ventures. Coordinate logistics for the pitch day, including venue selection/online platform, technical setup, and scheduling. Facilitate structured pitch sessions where entrepreneurs present their business cases to investors. Provide a platform for one-on-one meetings between entrepreneurs and investors for deeper discussions. Offer support services during the event, such as legal, financial, and advisory, to assist in the negotiation and deal-making process. Collect feedback from both enterprises and investors to assess the effectiveness of the Dragon’s Den event. <p>Reporting and Evaluation</p> <ul style="list-style-type: none"> Track and document outcomes, including deals made and partnerships formed. Compile a comprehensive report detailing the dragon’s den outcomes, key learnings, and areas for improvement. <p>Evaluate the success of the initiative against set objectives and provide recommendations for future events.</p>
Outcomes /Deliverables	<p>Investor Readiness Training</p> <ul style="list-style-type: none"> Organize a series of workshops and training sessions focused on investor readiness, including but not limited to pitch development, financial modeling, business valuation, and negotiation skills. Engage industry experts and successful entrepreneurs as trainers to deliver high-quality content. Provide one-on-one mentorship and coaching to entrepreneurs to refine their business pitches and strategies. <p>Dragon’s Den Event Execution</p> <ul style="list-style-type: none"> Develop marketing and promotional materials to attract and inform potential investors about the participating ventures. Coordinate logistics for the pitch day, including venue selection/online platform, technical setup, and scheduling.



	<ul style="list-style-type: none">• Facilitate structured pitch sessions where entrepreneurs present their business cases to investors.• Provide a platform for one-on-one meetings between entrepreneurs and investors for deeper discussions.• Offer support services during the event, such as legal, financial, and advisory, to assist in the negotiation and deal-making process.• Collect feedback from both enterprises and investors to assess the effectiveness of the event. <p>Reporting and Evaluation</p> <ul style="list-style-type: none">• Track and document outcomes, including deals made and partnerships formed.• Compile a comprehensive report detailing the dragon's den outcomes, key learnings, and areas for improvement. <p>Evaluate the success of the initiative against set objectives and provide recommendations for future events.</p>
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2.5 Alignment with GCA Values and Commitment & Experience in Partnership Engagement

- Demonstrated support of the core values of GCA and its commitment to climate action and adaptation
- Active engagement in partnerships and initiatives with, inter alia, United Nations, intergovernmental, national, subnational, industry or sectoral, non-governmental and other related organizations in support of climate, environmental and/or social causes
- Demonstrated support of the principles of sustainable development, including inclusion and social and environmental corporate responsibility
- Compliance with recognized environmental and social standards

3. Submission Guidelines

3.1 How to Apply

- Only **registered non-profit organizations (INGO, NGO, CBO, Company Limited by Guarantee)** are eligible to receive a sub-grant from GCA.
- The organizations responding to this call **must meet the minimum eligibility criteria** and demonstrate their capacity to **implement all the technical criteria**.
- The Proposal and all supporting documents must be **submitted as a PDF**, no later than **6th Dec 2024, 5:00pm, Central European Time (CET)** to subgrants@gca.org and cc'd to aramide.abe@gca.org and gloria.gowal@gca.org. The proposal **must include**:
 - **Annex 1**: Proposal template addressing the details outlined in this call.
 - **Annex 1a**: Integrated Workplan and Logical Framework template.
 - **Annex 2**: Completed Partner Information Document & Minimum Required Documents.
 - **Annex 2a**: Budget and Financial Reporting Template.
- **Important to note:**
 - All registered non-profit organizations are encouraged to respond to this Call and complete the templates in as much detail as possible.
 - Responses to **Annex 1** will be considered even if there is a lack of detail or if the form is incomplete.
 - Responses to **Annex 2** will be considered even if some details are lacking, if justified.
 - The template serves as a tool for interested organizations to showcase their technical expertise and experience in response to the call.
 - Organizations need only meet the minimum eligibility criteria to be considered.



- Proposals received **after the closing** date and time **will not be considered**. Organizations will be notified once a decision about the Sub-Grant is made.
- For all questions or requests for additional information contact aramide.abe@gca.org and gloria.gowal@gca.org, cc'd to subgrants@gca.org **up until the 22nd of November**. The email subject heading should be clearly marked with the following information: **In-Country YouthADAPT CFP**.
 - If an interested organization has concerns about completing the template, please reach out.
- The Proposal and all supporting documents must be drafted **in English**.
- GCA reserves the right to decline disclosure of the specificity of decision derived by GCA mission due to reasons related to confidentiality.
- GCA reserves the right to accept or reject any submissions, and to annul the selection process and reject all submissions at any time, without thereby incurring any liability to the affected Implementing Partners.

3.2 Process Overview

- After the deadline, all submissions will undergo an evaluation process.
- The most suitable partner will be selected based on the evaluation outcomes.
- The selected partner will be contacted to conduct a due diligence assessment through in-depth meetings.

4. Selection Criteria & Evaluation

The evaluation's purpose is to assess the organization's eligibility, the organizational capacities and the technical expertise of respondents. The evaluation consists of two sets of selection criteria:

- (1) **Minimum Eligibility Criteria**
- (2) **Technical Expertise**

The first section specifies the minimum eligibility criteria that an organization must meet to qualify for the call. This set of criteria is evaluated on a pass/fail basis. Only organizations that pass this initial assessment will proceed to the next stage.

The technical expertise is evaluated based on the relevance and depth of experience and expertise in relation to the criteria outlined in the call, specifically how well these align with achieving the expected results.

4.1. Selection Criteria

GCA is looking for an experienced partner to implement the outlined project. The below selection criteria will be applied to select the most suitable partner to enter into a Sub-Grant Agreement with GCA.

Name	Description	Score
EC	Minimum Eligibility Criteria	Pass/Fail
EC1	Evidence of registered not-for-profit entity status with a legal presence and registration	
EC2	Expertise in conducting climate related assessments, developing curriculum for youth-led entrepreneurs and running incubation centers	
EC3	Experience in work in locations of interest to GCA (i.e., Africa, South Asia, Small Island Developing States)	



EC4	Working presence in Africa	
EC5	Organization must have a minimum of 7 years' of experience	
TC	Technical Expertise <i>Relevance of experience and staff expertise to achieve expected results</i>	Max Score: 100
TC1	Relevance of technical experience	40
TC.1.1	<u>Adaptation Needs Assessment and Contextual Analysis:</u> Quality and depth of climate adaptation needs assessments and contextual analysis. Ability to identify priority areas for scalable adaptation solutions.	10
TC.1.2	<u>Adaptation Entrepreneurship Pool Identification:</u> Effectiveness in market scanning, assessing enterprises' scalability, and shortlisting potential candidates.	10
T.C.1.3	<u>Investment Scaling and Readiness Support:</u> Quality of incubation/acceleration programs, mentorship, capacity-building, and alignment with requirements.	10
T.C.1.4	<u>Investment Facilitation:</u> Ability to organize effective workshops, provide investor readiness training, and engage industry experts.	10
TC2	Relevance of staff expertise	50
TC.2.1	5 years in private sector development, focusing on youth enterprise and incubator programs	10
TC.2.2.	5 years of sub-grant management experience.	10
TC.2.3	5 years of business development experience	10
TC.2.4	5 years in incubator/accelerator programs with a focus on business development and personnel coaching	10
TC.2.5	6 years of experience in knowledge management and publications, management of social media, web multimedia content maintenance, review/ preparation of strategic communications plans;	10
TC3	Alignment with GCA values and mission	10
TC. 3.1	Alignment to GCA values & commitments	5
TC. 3.2	Experience with partnerships engagement	5
	<i>Scoring for Criteria is based on maximum points. Grading for each criterion under technical expertise will be conducted using the following scale: 0 = not included, 2 = scarcely included, 4 insufficient, 6 good enough, 8 good, 10 excellent to above expectations</i>	

4.2 Exclusionary Criteria

GCA will not engage with any entity whose public image is severely compromised by past activity or advocacy in one of the categories below, or in other areas which may be deemed, at any given time, to reflect negatively on GCA or the grant authority through:

Name	Description	Score
EXC	Exclusionary Criteria	Pass/Fail



EXC1	Systematic failure to demonstrate support of the core values of GCA and its commitment to climate action and adaptation.	
EXC2	The organization is not involved in illicit behavior, including organized crime, trafficking, corruption, terrorism or violations of internationally agreed sanctions.	

4.3 Evaluation:

After assessing whether organizations meet the minimum eligibility criteria, the organization with the highest score in the technical evaluation **will be considered** for the sub-grant. The scoring allows GCA to identify the most suitable partner.

A preliminary capacity assessment will be conducted based on the information provided in **Annex 2**. This assessment aims to identify organizational and programmatic risks and **will not impact** the evaluation scoring or partner selection.

The insights gained from this assessment **will inform the comprehensive due diligence assessment that the selected partner will undergo.**



Annexes

Annex 1: Partner Proposal Template

This template provides a tool for interested partners to respond to the Call for Partnership. Interested Partners are encouraged complete the template in as much detail as possible. Partners are **not** excluded due to a lack of detail or an incomplete form.

The full proposal will not exceed 12 pages excluding annexes.

- **Eligibility**
 - Outline your organizations alignment with the eligibility criteria stated in the call.
- **Project Interest & Organizational profile**
 - Provide a brief, strategic overview of the organizations capacity and competencies to meet GCA's specific requirements and implement the required activities.
 - Prospective partners should provide evidence of having worked on similar projects in Africa and should be able to demonstrate experience in delivering the required activities described in the sections above.
- **Experience with Project Activities and Deliverables as Outlined in call**
 - Provide a clear and concise overview of the activities needed to achieve the results outlined above, for the Dragon's Den event, focusing on innovation and value addition to ensure alignment with our strategic objectives.
 - The proposal should set out in detail how the partner intends to carry out the activities in each component, including suggestions for more innovative design and improvement of the approach and the planned methodology and work plan.
- **Project Personnel Experience**
 - Provide a detailed outline of the project team's qualifications, emphasizing how their expertise and experience align with the skills outlined in the selection criteria.
 - Highlight relevant experience in managing similar projects, demonstrating the team's capacity to deliver on project objectives effectively.

- **Detailed Budget**

Please provide a tentative detailed budget in the provided template in **Annex 2a**. The budget will not be considered for evaluation but will be the basis for discussion while setting up the sub-grant agreement. Please note that the budget should be in **Euros**.

- **Integrated Workplan & Logical Framework**

Please provide a workplan & logical framework as outlined in the template in **Annex 1a**.



Annex 2: Partner Information Document

Please complete the following information to the best of your ability. GCA will use this information to perform a preliminary capacity assessment.

Section 1. Organizational Overview	
Name of prospective partner	
Call Ref. Number	
Type of Registration (INGO, NGO, CBO, Company Limited by Guarantee)	
Registration (Please provide proof of registration)	Certificate No.
	Date of first Registration
	Expiry Date
Official Address	Postal Address
	Website/s
	E-Mail
	Telephone
Number of staff (Female and Male)	
Number of interns & volunteers (Female, Male)	
Name, position, email and mobile number of secondary contact of organization	
Geographical coverage	<i>Country, province, district</i>
Is your organization affiliated to any political, ethnic, or religious group, or armed group?	Y/N
	<i>If yes, explain</i>

Section 2: Share project donors, interventions and target population, outreach and program area implemented in the past 3 years					
Name of Donor	Role of Donor	Program Intervention	Program location (State/District/County)	Target Group	Outreach - # of beneficiaries



Section 3: Governance

Name your current Board members

Name	Sex M/F	Position on the Board	Date of joining	Profession	Contact (mobile and email)

Section 4: Senior Management Team Composition

Please provide names and qualifications of your senior management team

Name	Sex M/F/Prefer not to say	Position	Years in Position	Key Qualifications	Contact (mobile and email)



Please attach an organogram					

Section 5: Funding sources in the past 3 years				
Please provide a list of all your funders in the table below				
Name of Funder/Donor	Contact Person and Email Address	Year when funding started	Funding Period (Years)	Amount of Funding (Indicate Currency)
Please attach audited financial statements and project audits for the previous 3 years.				

Section 6: Policies & Procedures				
Please provide a list of all your policies and procedures in the table below.				
Policy/Document	Requirements	Policy Holder	Last Updated	Next Updated
Finance Policy				
Anti-Fraud & Anti-Corruption Policy				
PSEAH Policy				
Code of Conduct				



HR Policy				
Salary Scale and Fringe Benefits/Terms and Conditions of Employment				
Procurement Policy/Manual				
Cost Allocation Policy				
Internal Control Framework				
Risk Management & Risk Registration				
Monitoring & Evaluation				
Authorization Matrix				
Program Planning and Implementation Procedure/Policy				
Audited financial statement for past 3 years				
Project audits for the previous 3 years				
Organogram				
Partnership Policy				
Add other policies as necessary				
<i>Please attach copies of the policies listed above</i>				



Annex 2a: Budget & Financial Reporting Template

Annex 2a - Budget & Financial Reporting Template

Partner Name:
Project Start Date:
Project End Date:

Sub-award Value:

Exchange rate:



Report Start Date
Report End Date
Indirect Cost

0

Budget Line	Budget	Notes	Unit	Qty	LoE	Unit Cost (EURO)	# Units	Budget (EURO)	Budget %	Prior Actual (EURO)	Current Actual (EURO)	Cumulative Actual (EURO)	Variance (EURO)	Realized %	Explanation of Variances
1	Direct Personnel Costs							-	0%	-	-	-	-	0%	
1.1.1	Position 1		Months	1	0%	1	1	-	0%			-	-	0%	
1.1.2	Position 2		Months	1	0%	1	1	-	0%			-	-	0%	
1.1.3	Position3		Months	1	0%	1	1	-	0%			-	-	0%	
2	Consultants							-	0%	-	-	-	-	0%	
2.1.1	Line 1		Days	-	0%	1	1	-	0%			-	-	0%	
2.1.2	Line 2		Days	-	0%	1	1	-	0%			-	-	0%	
2.1.3	Line 3		Days	-	0%	1	1	-	0%			-	-	0%	
3	Transportation / Travel Costs							-	0%	-	-	-	-	0%	
3.1.1	Line 1			-	0%	1	1	-	0%			-	-	0%	
3.1.2	Line 2			-	0%	1	1	-	0%			-	-	0%	
3.1.3	Line 3			-	0%	1	1	-	0%			-	-	0%	
4	Direct Project Activities							-	0%	-	-	-	-	0%	
4.1.1	Line 1			-	100%			-	0%			-	-	0%	
4.1.2	Line 2			-	100%			-	0%			-	-	0%	
4.1.3	Line 3			-	100%			-	0%			-	-	0%	
4.1.4	Line 4			-	100%			-	0%			-	-	0%	
4.1.5	Line 5			-	100%			-	0%			-	-	0%	
4.1.6	Line 6			-	100%			-	0%			-	-	0%	
4.1.7	Line 7			-	100%			-	0%			-	-	0%	
4.1.8	Line 8			-	100%			-	0%			-	-	0%	
4.1.9	Line 9			-	100%			-	0%			-	-	0%	
4.1.10	Line 10			-	100%			-	0%			-	-	0%	
5	Procurement of goods							-	0%	-	-	-	-	0%	
5.1.1	Line 1			-	100%			-	0%			-	-	0%	
5.1.2	Line 2			-				-	0%			-	-	0%	
5.1.3	Line 3			-				-	0%			-	-	0%	
6	General Administration							-	0%	-	-	-	-	0%	
6.1.1	Line 1			-	100%			-	0%			-	-	0%	
6.1.2	Line 2			-	100%			-	0%			-	-	0%	
6.1.3	Line 3			-				-	0%			-	-	0%	
	Total Direct Costs							-	0%	-	-	-	#	0%	
	Indirect costs (% of total direct costs for Event -1)							-	0%	-	-	-	-	0%	
	TOTAL BUDGET							-	0%	-	-	-	#	0%	