

## Direct Beneficiary Grants Applications

(Date of issue of the call: **Tuesday 15<sup>th</sup> December 2023**)

### CALL FOR APPLICATIONS

#### **BENEFICIARY GRANTS FOR FARM AND FOREST PRODUCER ORGANIZATIONS TO DEVELOP FOREST and FARM BASED and END-MARKET DRIVEN INCLUSIVE BUSINESS TOWARDS CLIMATE RESILIENT LANDSCAPES AND IMPROVED LIVELIHOODS**

**With Support from Forest and Farm Facility (FFF), FAO Ghana, International Union for the Conservation of Nature (IUCN) Ghana, AgriTerra, Tropenbos Ghana, Forestry Commission of Ghana and the Ghana Federation of Forest and Farm Producers (GhaFFaP)**

#### **Background**

Ghana is one of core countries in which the Forest and Farm Facility (FFF) phase II provides support. Phase II has the goal of scaling up the role of FFPOs to achieve **Climate Resilient Landscapes and Improved Livelihoods** through four outcomes (1) More enabling policy and legal frameworks for FFPOs delivered through more FFPO-inclusive governance and cross-sectoral processes, (2) Increased entrepreneurship, access to markets and finance through gender equitable value chains delivered through new capacity to provide business incubation within FFPOs, (3) Improved delivery of landscape scale mitigation, adaptation and climate resilience for climate change through direct engagement of FFPOs and integration with inclusive livelihood approaches and (4) Improved and equitable access to social and cultural services. The achievement of gender equality in the forest and farm sectors, including FFPOs is considered the right and smart way for gender transformation. More information on the FFF can be found under the following web-page <http://www.fao.org/forest-farm-facility/en/>.

**The Ghana Federation of Forest and Farm Producers (GhaFFaP: [www.ghaffap.org](http://www.ghaffap.org) )**, a key partner of the FFF, is an umbrella federation of smallholder forest and farm producer organizations in Ghana working to promote farm forestry, community forestry and landscape scale production systems. GhaFFaP, with support from FFF, developed and launched its [Agenda 2030](#) in 2021, with strong links to the SDGs under four key strategic initiatives: GhaFFaP National Dialogue Series; GhaFFaP Sustainable Financial Transformation; GhaFFaP Green Ghana; and GhaFFaP Charcoal Producers in Forest Landscape Restoration. GhaFFaP is the main national apex partner of the FFF Ghana.

**Objective** of this call for applications is to award direct beneficiary grants for organising forest and farm producers for development of farm forestry, and landscape based production systems based and end market driven (gender and youth) inclusive businesses in the forest, transition and savanna ecological zones of Ghana.

**Expected group business initiatives could include, but not be limited to the following, under the 4 outcomes:**

**1. More enabling policy and legal frameworks for FFPOs delivered through more FFPO-inclusive governance and cross-sectoral processes**

- Initiatives that will lead to changes in policy and legal documents in favour of the interest of the FFPOs through direct FFPOs engagement
- Prepare advocacy agenda of FFPOs approved by the General Assembly or the Board (or another legitimate and elected body) considering that the initiative should strengthening the participation of women youth and Indigenous Peoples in the approval body
- Actively work towards gender equality within the FFPO and empowerment of women members for active participation and leadership positions
- Participation of FFPOs in the strengthening or establishment of new cross-sectoral, multi-stakeholder policy processes

**2. Increased entrepreneurship, access to markets and finance through gender equitable value chains delivered through new capacity to provide business incubation within FFPOs,**

- FFPOs enterprises strengthening themselves to become sustainable
- Initiatives towards the strengthening of women's economic empowerment and female leadership in enterprises
- Develop the business expertise among the staff of the FFPOs
- Develop business plans
- Develop and/or strengthening business incubation support within the FFPOs, which provides services to their members
- Undertake value addition activities

**3. Improved delivery of landscape scale mitigation, adaptation and climate resilience for climate change through direct engagement of FFPOs and integration with inclusive livelihood approaches**

- Initiatives of FFPO management or direct engagement linked to increased mitigation and adaptation results in territories
- Initiatives towards strengthening the partnership with sub-national and national global climate or landscape restoration programmes

- Initiatives that channel funds to FFPOs to implement climate or landscape restoration programs
- Initiatives towards the inclusion of FFPOs in the climate and landscape level programs
- Initiatives for the capacity building of the FFPOs staff and preparation of climate risk analysis and climate resilient plans

#### 4. Improved and equitable access to social and cultural services

- Initiatives seeking that the forest and farm producers receive improved social (protection) and/or cultural services offered and/or channelled by the FFPOs
- Initiatives for the participation of FFPOs in national level social development processes that include social and cultural rights
- Interventions under this outcome should target predominantly, but not exclusively: (i) the most marginalized and poor and (ii) women, (iii) youth and (iv) Indigenous Peoples

#### FFF Grant Amount

Successful applicants will be supported with grant value ranging between **USD 10 000 to USD 100 000 (maximum limit)** to be provided directly to the beneficiary organisation in number from two to three separate instalments depending on the size of the grant, the nature of activities, the history of collaboration with the organisations and the outcome of the technical and administrative visits carried out by the FFF Country Facilitator. The grant value calculation will be evaluated based on the one proposed in the budget table by the applicant and it will be agreed by the First Committee and the Second Committee.

FFF will disburse grants to successful applicants whose proposals include an investment linked to the four (4) FFF outcomes. FFF commits to support up to 80% of the investment of the work plan. The application template must be in compliance with the investment support ceiling and the minimum beneficiary contribution for the related beneficiary group is set out at 10%, if the amount of the investments included in the work plan/application is below USD 10 000 and at 20% if the amount of the investments is above USD 10 000. The FFPO commits to match in cash the minimum contribution to the investment of the work plan. **The applicants should also clearly demonstrate specific integrated landscape value chains linking to markets and blended market financing opportunities. Applications by FFPOs with a private sector player who has capacity to provide co-financing and opportunities to upscale value addition by FFPOs are encouraged. Applications are encouraged to demonstrate tangible activities with tangible results aligned to outcome 3 (climate resilience approaches) linking to viable forest and farm value chains.** The FFPOs selected as grantees will receive essential trainings in Governance and Financial management. ***At the time of the signature, successful applicants will provide a bank statement guaranteeing the availability of the matched beneficiary contribution.***

#### Project Duration

The applications should be designed to be completed within **12 months or less**, starting from the assignment of the grants.

### Submission date and format

Applicants are requested to submit electronic applications using the format provided. Applications and application package should be sent to FAO Ghana ([FAO-GH@fao.org](mailto:FAO-GH@fao.org)) and copy the FFF National Facilitator ([elvis.kuudaar@fao.org](mailto:elvis.kuudaar@fao.org)). For the application development, follow the guidelines provided and please visit the FFF website: [www.fao.org/partnerships/forest-farm-facility](http://www.fao.org/partnerships/forest-farm-facility) and the GhaFFaP website: <https://ghaffap.org/>.

The deadline for submitting the applications to the above email addresses is **17hours GMT on Wednesday, 19<sup>th</sup> January 2024.**

## FFF Logframe and Indicators

The proposal should address the indicators by outcome and outputs in the logframe below (the logframe should be completed and attached to the proposal as an annex):

Flag relevant Outcomes Outputs	Outcomes	Outputs	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
<input checked="" type="checkbox"/>	Outcome 1		OI 1 How many changes has FFF work led to in policy/legal documents, processes or decisions that are in favour of the interest of FFPOs through direct FFPOs engagement at 1) national level?	# of changes in policies, etc. national			
			OI 2 How many cumulative changes has FFF work led to in policy/legal documents, processes or decisions that are in favour of the interest of FFPOs through direct FFPOs engagement at international levels?	# of changes in policies, etc. international			
		Output 1.1	I1 – How many of the FFPOs supported through FFF have developed a written advocacy agenda approved by their members (through a legitimate and representative process)?	# of FFPOs			
			I2 a – Within those FFPOs, what are the disaggregated percentages of women who were involved directly in the approval process for the development of those advocacy agendas?	% W and M			
			I2 b– Within those FFPOs, what are the disaggregated percentages of men who were involved directly in the approval process for the development of	% W and M			

Flag relevant Outcomes Outputs	Outcomes	Outputs	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
			those advocacy agendas?				
			I2 c – Within those FFPOs, what are the disaggregated percentages of youth who were involved directly in the approval process for the development of those advocacy agendas?	% Y			
			I2 d– Within those FFPOs, what are the disaggregated percentages of people of disability who were involved directly in the approval process for the development of those advocacy agendas?	% D			
			I2 e – Within those FFPOs, what are the disaggregated percentages of Indigenous Peoples who were involved directly in the approval process for the development of those advocacy agendas?	% IP			
		Output 1.2	I3 – How many strengthened or new cross sectoral, multi-stakeholder policy processes have, through FFF support achieved active participation by FFPOs at national ?	# of processes national			
			I4 – How many strengthened or new cross sectoral, multi-stakeholder policy processes have, through FFF support achieved active participation by FFPOs at regional or global levels?	# of processes regional, global			

Flag relevant Outcomes Outputs	Outcomes	Outputs	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
			I5 a – How many FFPO- representatives participated across those advocacy/policy process (disaggregated by men)?	# of W and M			
			I5 b – How many FFPO- representatives participated across those advocacy/policy process (disaggregated by women)?	# of FFPOS			
	Outcome2		OI 3 – How many FFPO enterprises, based on environmentally sustainable resource use, have been supported by FFF to provide benefits and returns to their members ?	# of FFPOs enterprises			
			OI 4 – How many FFPO enterprises supported by FFF have developed new or enhanced value addition activities?	# of FFPOs enterprises			
			OI 5 – How many of the FFPO enterprises supported by FFF are led by women?	# of FFPOs enterprises			
		Output 2.1	I6 - How many FFPOs systems for business skills needs assessment (for members) are in place?	# FFPOs systems			
			I7 - How many entrepreneurship trainings have been run since through FFPOs for their members?	# trainings			
			I8 - How many staff with business incubation expertise are there per FFPO in those supported by FFF since?	# staff			

Flag relevant Outcomes Outputs	Outcomes	Outputs	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
			I9 a- What percentage of trained business incubation staff are women ?	% W			
			I9 b- What percentage of trained business incubation staff are men ?	% M			
			I9 c - What percentage of trained business incubation staff are youth-men?	% Y			
			I9 d - What percentage of trained business incubation staff are youth- women?	% YW			
		Output 2.2	I10 a - How many FFPOs that FFF supports have a business plan that incorporates credible financial information (disaggregated by whether the FFPO is primarily men)	# FFPOs			
			I10 b - How many FFPOs that FFF supports have a business plan that incorporates credible financial information (disaggregated by whether the FFPO is primarily women)	# FFPOs, primarily W			
			I10 c - How many FFPOs that FFF supports have a business plan that incorporates credible financial information (disaggregated by whether the FFPO is primarily youth)	# FFPOs, primarily Y			
			I10 d - How many FFPOs that FFF supports have a business plan that incorporates credible financial information (disaggregated by	# FFPOs, primarily IP			



Flag relevant Outcomes Outputs	Outcomes	Outputs	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
			whether the FFPO is primarily IPs)				
			I11 a How many members have benefitted from those FFPOs that have business plans (disaggregated by men)	# members M			
			I11 b How many members have benefitted from those FFPOs that have business plans (disaggregated by women)	# members W			
			I11 c How many members have benefitted from those FFPOs that have business plans (disaggregated by youth)	# members Y			
			I11 d How many members have benefitted from those FFPOs that have business plans (disaggregated by IPs)	# members IP			
			I12 a How many FFPOs through FFF support received a minimum of 1 business or marketing or financial service from third party providers (disaggregated by men)?	# FFPOs, M			
			I12 b How many FFPOs through FFF support received a minimum of 1 business or marketing or financial service from third party providers (disaggregated by women)?	# FFPOs, W			

Flag relevant Outcomes Outputs	Outcomes	Outputs	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
			I12 c How many FFPOs through FFF support received a minimum of 1 business or marketing or financial service from third party providers (disaggregated by youth)?	# FFPOs, Y			
			I12 d How many FFPOs through FFF support received a minimum of 1 business or marketing or financial service from third party providers (disaggregated by IPs)?	# FFPOs, IP			
	Outcome 3		OI6 How many hectares (ha) of forest and farm land managed by FFPOs that are supported by FFF have contributed to either landscape protection, restoration or sustainable forest and farm management to improve climate change mitigation or adaptation?	# ha			
			OI7 a How many people have benefitted from that protection, restoration of sustainable forest and farm management (including on-farm agroforestry systems) through FFF activity (disaggregated by men)?	# people, M			
			OI7 b How many people have benefitted from that protection, restoration of sustainable forest and farm management (including on-farm agroforestry systems) through FFF activity	# people, W			

Flag relevant Outcomes Outputs	Outcomes	Outputs	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
			(disaggregated by women)?				
			OI7 c How many people have benefitted from that protection, restoration of sustainable forest and farm management (including on-farm agroforestry systems) through FFF activity (disaggregated by youth)?	# people, Y			
			OI8 a How many people have been directly supported to cope with the impacts of climate change (disaggregated by men) ?	# people, M			
			OI8 b How many people have been directly supported to cope with the impacts of climate change (disaggregated by women)?	# people, W			
			OI8 c How many people have been directly supported to cope with the impacts of climate change (disaggregated by youth)?	# people, Y			
		Output 3.1	I13 How many partnerships with climate or landscape restoration programmes have been developed by FFF that may involve a blend of national or international finance?	# partnerships			
		Output 3.2	I14 - How many FFPOs have developed climate resilience plans and / or responsive practices on the ground?	# FFPOs			

Flag relevant Outcomes Outputs	Outcomes	Outputs	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
			I15 a - How many FFPOs staff received training in climate change adaptation or mitigation or resilient practices (disaggregated by men)?	# FFPO staff, M			
			I15 b - How many FFPOs staff received training in climate change adaptation or mitigation or resilient practices (disaggregated by women)?	# FFPO staff, W			
			I15 c - How many FFPOs staff received training in climate change adaptation or mitigation or resilient practices (disaggregated by people of disability)?	# FFPO staff, D			
	Outcome 4		OI9 a - How many forest and farm producers have received improved social or cultural services (disaggregated by men)?	# producer, M			
			OI9 b - How many forest and farm producers have received improved social or cultural services (disaggregated by women)?	# FFPO staff, W			
			OI9 c - How many forest and farm producers have received improved social or cultural services (disaggregated by youth)?	# FFPO staff, Y			
			OI9 d - How many forest and farm producers have received improved social or cultural services (disaggregated by Indigenous peoples)?	# FFPO staff, IP			

Flag relevant Outcomes Outputs	Outcomes	Outputs	M&L Indicators	Unit	Baseline	Progress against Baseline	Target
		Output 4.1	I16 - How many FFPOs have conducted a needs assessment related to social and cultural services needed by their members?	# FFPO			
			I17 - How many new or improved social and cultural services have been offered by the FFPOs through FFF support?	# social & cultural services			
		Output 4.2	I18 - How many FFPOs representatives have participated in national level social development processes that include developing social and cultural rights (e.g. SDG working groups, planning, monitoring and evaluation meetings)?	# FFPOs			

## FFF Direct Beneficiary Grants Application Form

**(The main application must not exceed 4 pages A4 size with Time New Roman font size 11 – but Outcome/activity/budget tables, list of participants and recommendation letter may be added as annexes in addition to the 4 page main application)**

### IDENTIFICATION

a) Name of Organization: \_\_\_(Enter name)\_\_\_\_\_

b) Postal Address: (Enter postal address)\_\_\_\_\_

c) Contact Person: \_(Enter name and surname of contact person)\_\_\_\_\_

Email: \_\_\_(Enter email of the contact person)\_\_\_\_\_

Mobile no: \_ Enter mobile number of the contact  
person)\_\_\_\_\_

d) Registration status/No. (CBO, CFA, farmer group, NGO, Coop, etc):

\_(Enter the registration status or registration number of the  
organization)\_\_\_\_\_

(if registered, attach copy of registration, if not request a supporting letter from the Ministerial focal point)

f) Location of project (Ecological zone, region, district, project site)\_(Specify the name of the ecological  
zone, region, district, project site)\_\_\_\_\_

g) Registered bank account in the name of the organization (provide the bank details)

\_\_\_\_\_

h) Indicate if the organization is bankrupted or liquidated and if the organization affairs are administered by  
the courts \_\_\_\_\_

i) Indicate the organization willingness and ability to contribute cash with a minimum of 10% to the investments in the budget (state the cash contribution value) \_\_\_\_\_

## **2. APPLICATION**

a) Title: \_\_\_\_\_

  
  

\_\_\_\_\_

b) Executive Summary (1/2 page)

### **1. Background on the organization**

- a. Short history (1 paragraph)
- b. Main objectives and mandates (1 paragraph)
- c. Brief description of the members and leaders. Indicate estimated numbers, women and youth (1 paragraph)
- d. Organizational structure, rotation cycle of board if applicable, Management and Staffing of the organization (1 paragraph)
- e. Track record of the applicant organization (describe very briefly the past experience in doing equivalent work, and achievements (1 paragraph)
- f. Link to apex producer organization

**2. Justification for the proposed direct beneficiary grant** (in 2-3 paragraphs, describe the challenges being faced, the priorities and needs and the general rationale)

3. **Overall objective of the direct beneficiary grant** (Describe what you hope to achieve, with whom and where) and identify clearly to which FFF outcome and indicators is linked (1 paragraph)
  
4. **Approach for gender equality and women’s economic empowerment**
  
5. **Description of approach for youth and Indigenous Peoples (if applicable)**
  
6. **Impact of Profitability of Members**
  
7. **Location and outreach of producers’ participants:** please provide the specific location (villages, townships) where the direct beneficiary grant activities would take place and the estimated outreach (in numbers) in terms of members, producers and stakeholders (1 paragraph)
  
8. **List and explain the expected outputs and identify clearly to which FFF outcome and indicators are linked. Provide clear tangibles the organization intends to achieve and reach within the timeframe** (1 paragraph)
  
9. **Expected outputs, activities and budget** (Describe the main elements of what you will bring about (the outputs), with a more detailed description under each of precisely what the applicant organization proposes to do to bring that about (the activities))

*Example*

Output 1				
No.	Output			
1	<i>Inventory report of potential local products in six focal communities on which a business could be developed</i>			
Activities				
No.	Example of Activities	Budget (GHS)	Estimated duration	Month to start the



			(number of months (i.e.3)	activity (i.e. August)
1.1	<i>Hire a business or agricultural development specialist</i>	50	3	
1.2	<i>Carry out field visits and interviews in all six communities</i>	100	2	
1.3	<i>Assess potential products based on their costs in terms of labor and capital, income generation potential, social and environmental impacts, and other relevant criteria</i>	60	2	

Output 2				
No.	Output			
2				
Activities				
No.	Activities	Budget (GHS)	Estimated duration (number of months (i.e. 3)	Month to start the activity (i.e. May)
2.1				
2.2				
2.3				

**10. List of names of potential producer participants**

No.	Name	Job/Organization

**Recommendation letter:** please provide a letter of recommendation from an external party (i.e. from an Apex organization, government or other relevant technical/regulatory institutions).

### Rejection Criteria

The following criteria for rejection will be used for screening applications and can be used by applicants as a checklist before submitting their applications:

**1. Submission time and means**

- Submitted after the deadline;
- Submitted by means other than those stipulated in the *Guidelines for Preparation and Submission of Applications*;
- More than one application submitted by the same applicant, either as an individual agribusiness or as a jointly-submitting group.

## 2. *Format and completeness of the application*

- a. The application is handwritten;
- b. The application is not formulated using the prescribed form;
- c. The application is incomplete, not all the items in the prescribed form have been completed;
- d. The required supporting documents and attachments are not complete;
- e. No signature in the designated place of the applicant if individual, or of the applicant's legal representative if an organization.

## 3. *Eligibility of Applicant*

- a. The applicant is bankrupt, being liquidated or have its affairs administered by the courts;
- b. The applicant is not located in Ghana
- c. The applicant is not a registered member-based forest and farm producer organization or in exceptional circumstances a non-profit-making organization registered as local community-based organisation (CBO) dealing with forest and farm products in Ghana
- d. The applicant does not address nor has an impact on one or more of the Forest and Farm Facility (FFF) outcomes
- e. The applicant does not have a bank account registered in the name of the organization
- f. The applicant is not a Producer Organizations focusing on integrating either agricultural landscapes and forestry, farm forestry or Community Forestry User Groups
- g. The applicant has been suspended or disabled by FAO, any other UN organization, EU or World Bank
- h. The applicant does not have in place an organization structure and qualified staff to carry out the activities
- i. The applicant does not have in place internal controls procedures consistent with standard practice and ensure transparency and accountability
- j. The applicant does not have good financial management procedures and record keeping and a has regular/ annual external audits
- k. The applicant does not have transparent and standard procurement procedures for goods and services
- l. The applicant does not have in place any procedures and processes against fraud, exploitation and good non-discriminatory working environment

## 4. *Eligibility of the Investment*

- m. The support requested exceeds the investment support ceiling;
- n. The contribution requested exceeds the maximum;
- o. The specified contribution by the beneficiary is not acquired specifically for the proposed investment or is part of previous investment or assets of the applicant;
- p. The business plan does not include the contribution of 10 to 20% to the total budget of the proposal
- q. The implementation period exceeds one year;
- r. The investment involves or leads to harmful or exploitative forms of labour and violates basic principles of non-discrimination, equal opportunities, occupational safety and health, and/or child labour prevention contrary to applicable national employment and labour laws and FAO's Environmental and Social Standards (ESS)<sup>1</sup>;
- s. The investment has an adverse impact on the environment and sustainability of natural resources<sup>2</sup> and/or does not include a clear analysis of environmental risks and mitigation measures consistent with applicable national rules and regulations;
- t. The impact of the application submitted does not contribute to achieve the results of the FFF. The application does not clearly address one or more of the four outcomes to contribute to the delivery of the indicators;
- u. The expected results to requested amount are not financially adequate nor duly calculated, including the partners of the producers and the investments made by the organization for the implementation of the application;
- v. The quality of the application does not comply with the selection criteria in terms of
- w. Design: technical and administrative feasibility (objectives, results, products and activities)
  - a. Competence and capacity of the producer organization to carry out the proposed activities;
  - b. Complementarity and coordination with development programmes and other initiatives supported by sources internal or external funding and technical assistance;
  - c. Sustainability over time (e.g. assessed through the generation of services for persons/families who are members of the proposing organization);
  - d. Incorporation of training and learning processes;

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<sup>1</sup> Particularly ESS 7 – Decent work. FAO, 2015: [Environmental and Social Management Guidelines](#)

<sup>2</sup> This applies if the investment includes technologies and practices that do not meet FAO's Environmental and Social Standards as outlined in [Environmental and Social Management Guidelines](#), FAO, 2015.



Food and Agriculture  
Organization of the  
United Nations



- e. Address at least one of the FFF's cross-cutting themes: gender equity, youth and indigenous peoples.