

BEST

VOLUNTARY SCHEME
FOR **B**IODIVERSITY AND
ECOSYSTEM **S**ERVICES
IN **T**ERRITORIES OF
EUROPEAN OVERSEAS



LIFE4BEST Call for proposals

Information Session on Full Proposal development



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www.life4best.org



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Agenda

1. Introduction: Timeline and Procedures
2. Stages 1 & 2: Project Presentation & Applicant
3. Stage 3: Full Proposal
 - Project Description
 - Logical Framework
4. Stage 4: Budget
5. Stage 5: Supporting Documents
6. Evaluation
7. Conclusion



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Introduction

Congratulations for your preselection!

Timeline

- ❖ The deadline for the submission of a full proposal is:

11 March 2021, 23h59 (CET)

The full proposal stage

- ❖ You need to develop and improve your proposal during this second stage
- ❖ Please read the Guidelines for applicants again
- ❖ The individual recommendations annexed to your notification letter should be taken into account and used to build your full proposal.

	Dates*
Notification of the preselection	11/12/2020
Deadline for requesting any clarifications	25/02/2021
Submission Deadline	11/03/2021
Results Notification	May 2021
Contract Signature	July 2021

* Provisional dates



Introduction

Procedures

Only through the LIFE4BEST portal: <https://www.life4best.org/en/home/>

➤ Alike the for the first stage, the applicants need to:

- 1) fill in the required parts online
- 2) upload the completed documents and save the application at each step

! Submitted applications cannot be modified



Make sure that all required information and documents have been entered and uploaded successfully

- A draft application can be saved
- Templates can be filled offline first

Documents

- ❖ LIFE4BEST Full Proposal Template
- ❖ LIFE4BEST Logical Framework Template
- ❖ LIFE4BEST Budget Template
- ❖ LIFE4BEST ESMS Questionnaire*
- ❖ Financial Identification Form
- All useful documents are available [online](#)
- ❖ + CVs and other supporting documents to be uploaded too

**Stages 1 & 2
Project Presentation
& Applicant**

Stages 1 & 2

- ❖ There are 5 stages to complete in total
- ❖ Stage 1 info on 'Project Presentation' & Stage 2 'Applicant' are coming from your Concept Note application
- ❖ Please review the data provided earlier on and **correct it if (and only if) required**

Please verify information contained in step 1 & 2 and only make modifications if strictly necessary.



Concept Note

Full Proposal

DRAFT



Download all

1

Project presentation

2

Applicant

3

Full Proposal

4

Budget

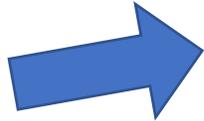
5

Supporting Documents

Stage 3
Full Proposal
Project Description

Stage 3 – Full Proposal

! Project Description



- The template follows the logic of the evaluation grid
 - ❖ Relevance and effectiveness
 - ❖ Design and methodology
 - ❖ Partnership and synergies
 - ❖ Added value and sustainability

Please select the relevant SDGs and Aichi Targets

Upload PDF project description
Electronic or scanned signature by the authorised representative (PDF only)

DOWNLOAD FULL PROPOSAL TEMPLATE

Upload Logical framework

DOWNLOAD LOGICAL FRAMEWORK

DOWNLOAD LIST OF INDICATORS

Next slides

Sustainable Development Goals (SDGs)

- SDG 1: No poverty
- SDG 2: Zero hunger
- SDG 3: Good health and well-being

Aichi Biodiversity Targets

- Target 1: Awareness increased
- Target 2: Biodiversity values integrated
- Target 3: Incentives reformed

Full Proposal Description

! Relevance and effectiveness

- ❖ Think about the bigger picture and the political coherence

1. Relevance and effectiveness

1.1 LIFE4BEST objectives

Explain how the project objective will **concretely contribute to the main and complementary BEST objective(s)**
Maximum 300 words

1.2 Expected results and impacts

Highlight tangible expected impacts during the lifetime of the project; ensure that expected results are defined using the SMART approach: Specific, Measurable, Achievable, Realistic and Timely
Maximum 300 words

1.3 Political relevance

Highlight in a concise manner the relevance of the project with the BEST regional ecosystem profiles and Investment Strategies (when available), Key Biodiversity Areas and with the national and local policies and strategies, as well as with the [European Strategy for the Outermost regions](#).
Maximum 200 words

Probability of occurrence
 Probability that the risk might occur

High	Risk Medium 2	Risk High 3	Risk Extreme 3
Medium	Risk Low 1	Risk Medium 2	Risk High 3
Low	Risk Low 1	Risk Low 1	Risk Medium 2
	Low	Medium	High

Impact of the risk on the project
 What is the level to which the risk might impact the project?

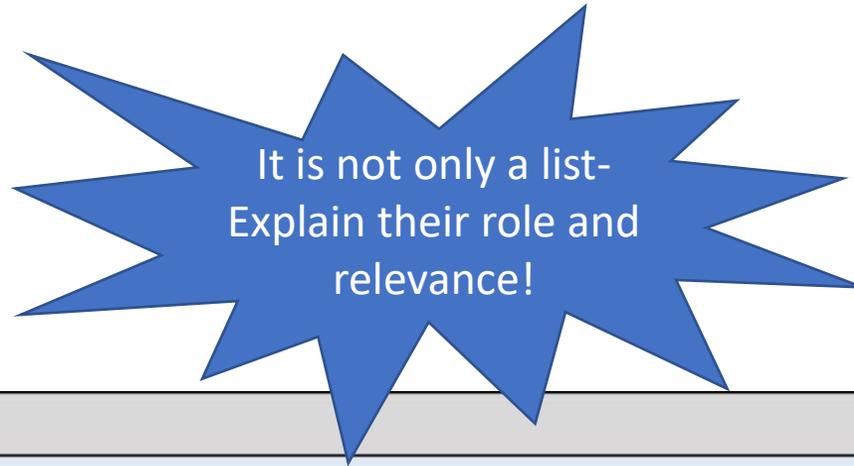
Risks

- ❖ External factors that may impact the implementation of your project and its results
- ❖ You should plan mitigation measures

Full Proposal Description

! Partnership and synergies

❖ You should already consult and involve the relevant stakeholders



3. Partnership and synergies
<p>3.1 Stakeholders</p> <p><i>Present the stakeholders involved, their roles, activities and expected contribution with the modalities of collaboration during the project implementation.</i></p> <p>Maximum 300 words</p>
<p>3.2 Capacity building and local partnership(s)</p> <p><i>Describe how the project will contribute to local capacity building, to share experiences and develop collaborations.</i></p> <p>Maximum 200 words</p>
<p>3.3 Cooperation, synergy intra/inter-territorial</p> <p><i>Describe the synergies and complementarities with other projects in the same region or any other OCTs, ORs, or ACP countries, in particular with the ones benefiting from a European support (such as BEST2.0+ or BIOPAMA) that will contribute to territorial cooperation, coherence or the global reach.</i></p> <p>Maximum 200 words</p>

Full Proposal Description

Added value and sustainability

- ❖ Think already about the next steps and the follow up of your project
- ❖ Data will be public and you have to take care of making them available and accessible as well as ensuring the uptake by decision-makers

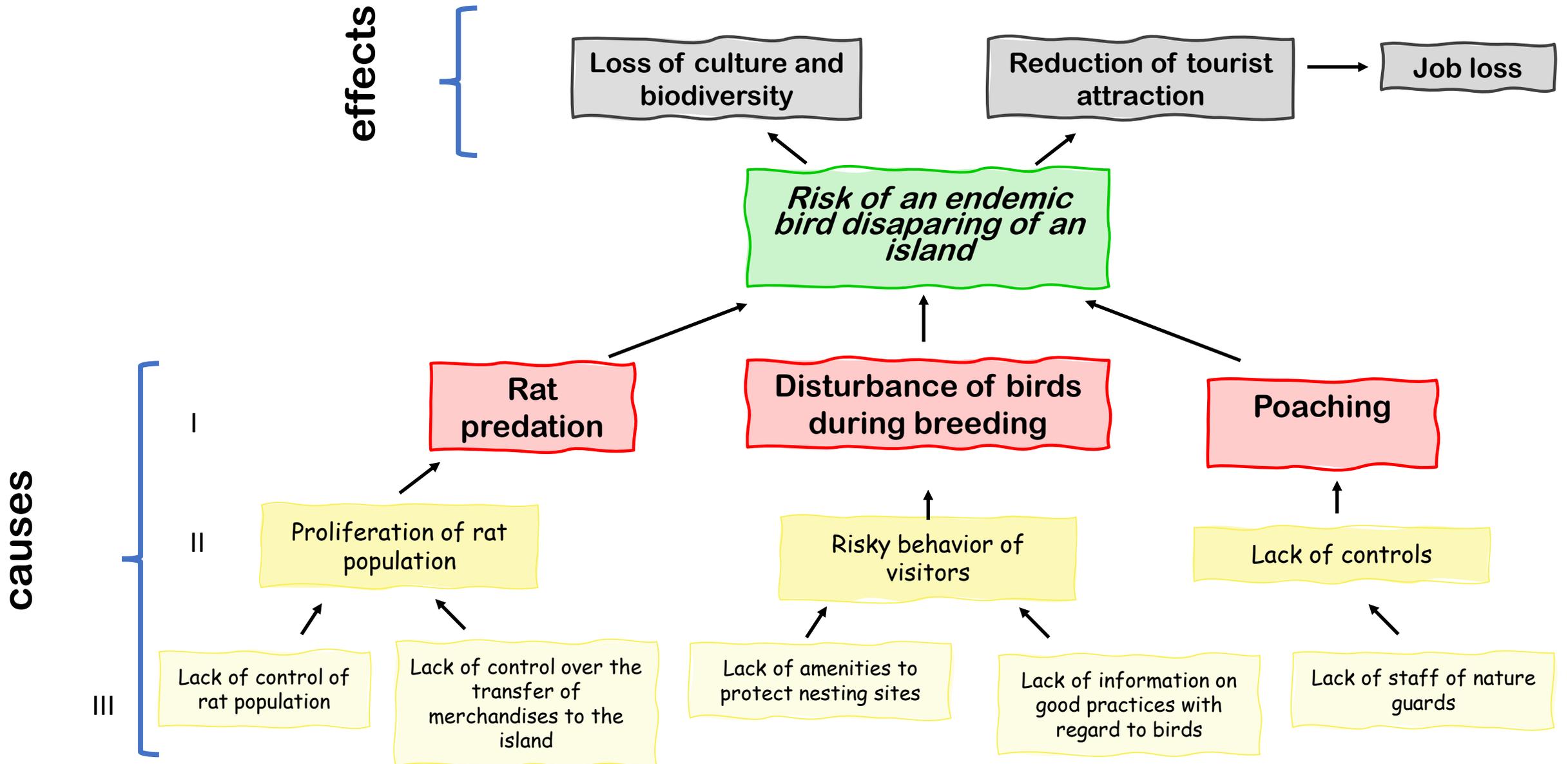
5. Added value and sustainability
<p>5.1 Sustainability and replicability</p> <p><i>Describe how the project will maintain its benefits after the project has been completed and the envisaged replicability measures.</i></p> <p>Maximum 200 words</p>
<p>5.2 Communication and visibility</p> <p><i>List the communication and dissemination activities that will be implemented: How will the project engage with the targeted audience(s)? What are the key messages? What are the expected results?</i></p> <p>Maximum 300 words</p>
<p>5.3 Gender equality and equal opportunities</p> <p><i>Highlight how the project will take into account gender equality and equal opportunities, the needs and rights of people with disabilities, youth, minorities and indigenous peoples.</i></p> <p>Maximum 200 words</p>

Stage 3
Full Proposal
Logical Framework

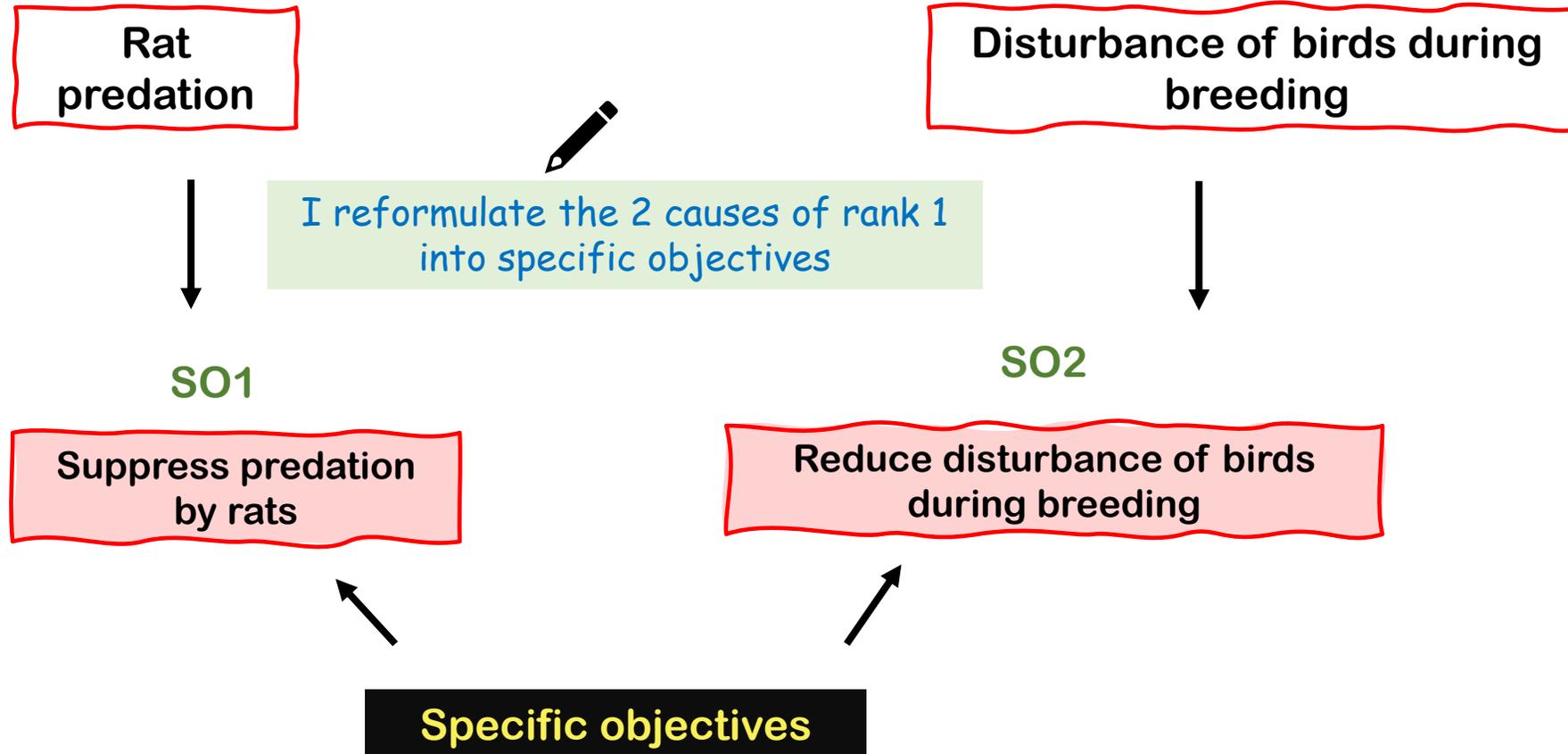
Logical framework – initial questioning

1. What problem will my project solve?
2. What are the causes and consequences of this problem?
3. What specific causes will my project tackle?
4. What are the expected results?
5. What activities will be implemented?

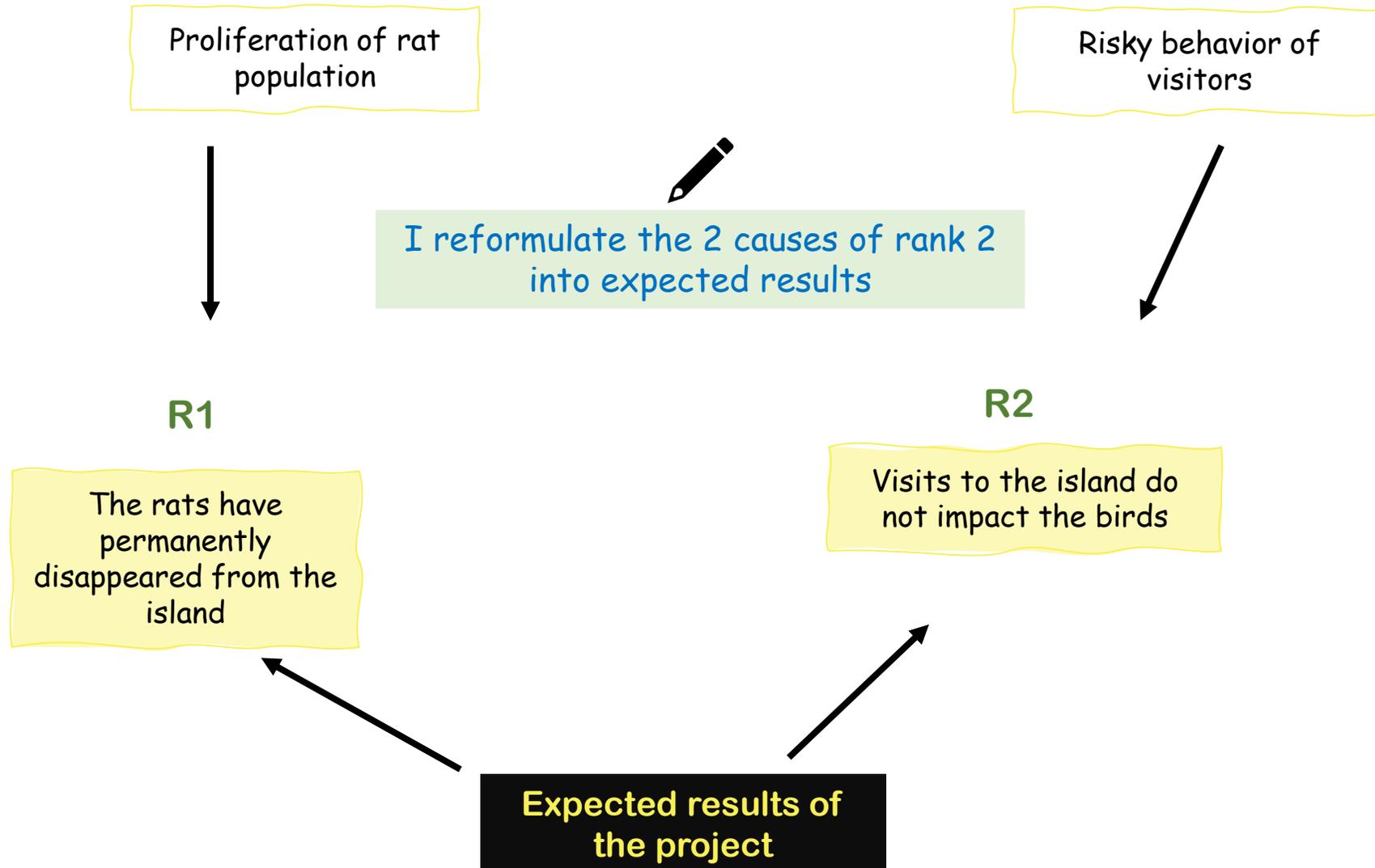
Problem tree



What are the specific objectives of my project?

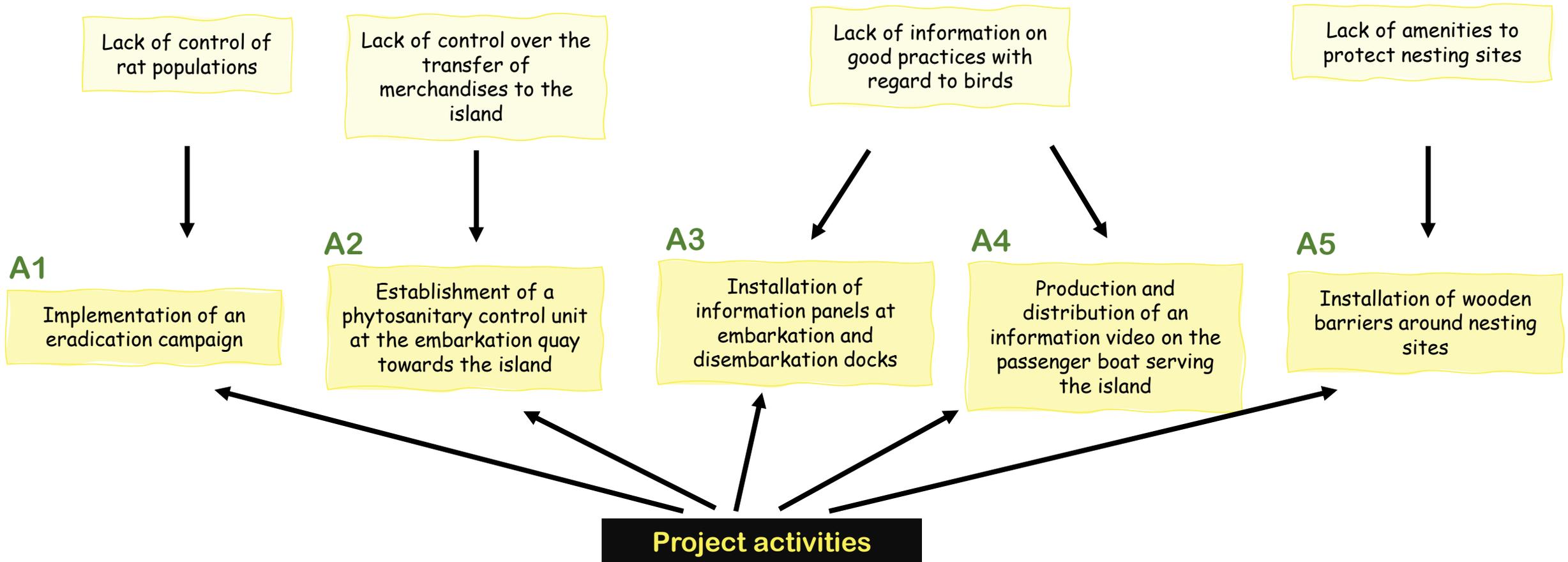


What are the expected results of my project?



What activities will be put in place to achieve the results?

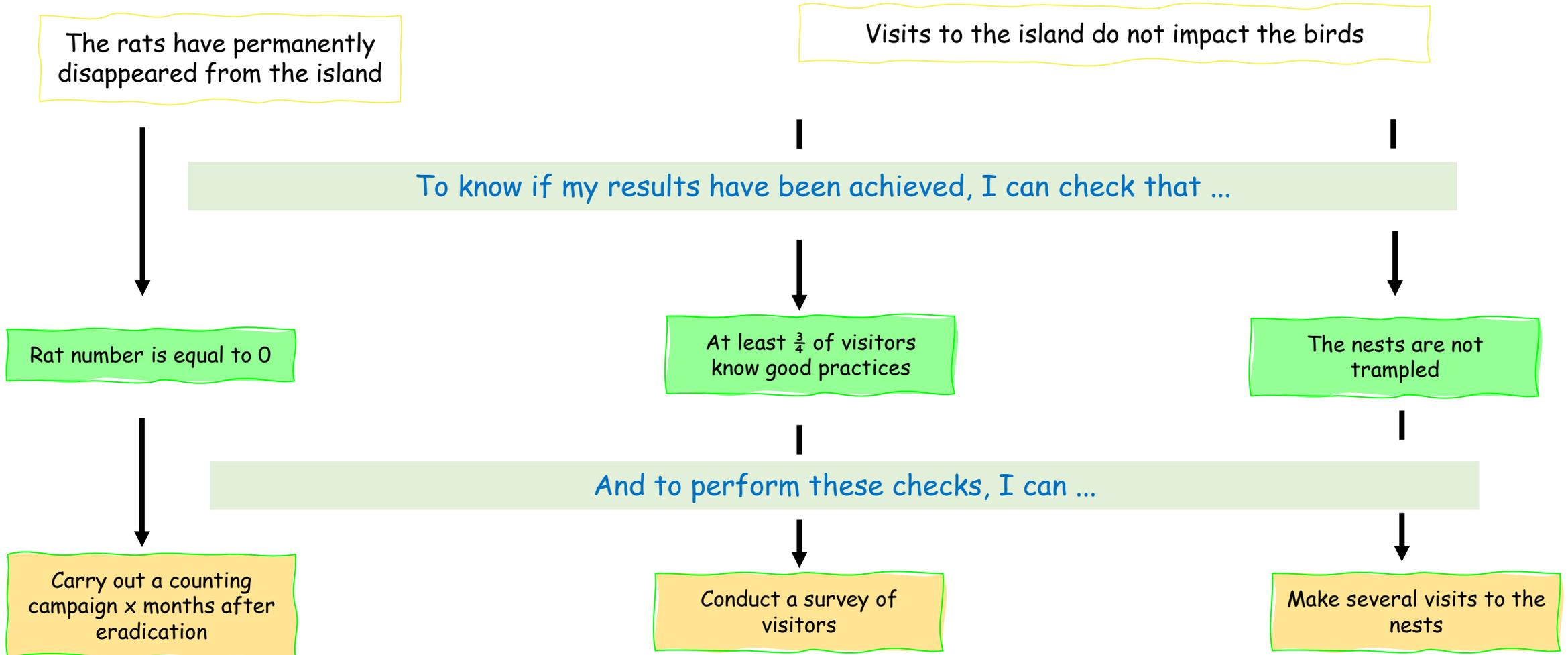
I reformulate the causes of rank 3 into activities



The project and its intervention logic are described

Project description	Indicators	Verification sources
General objectives Contribute to the protection of an endemic bird		
Specific objective A: Suppress predation by rats		
<u>Result 1</u> The rats have permanently disappeared from the island		
Activity 1.1 Implementation of an eradication campaign		
Activity 1.2 Establishment of a phytosanitary control unit at the embarkation quay towards the island		
Specific objective B: Reduce disturbance of birds during breeding		
<u>Result 2</u> Visits to the island do not impact the birds		
Activity 2.1 Installation of information panels at embarkation and disembarkation docks		
Activity 2.2 Production and distribution of an information video on the passenger boat serving the island		
Activity 2.3 Installation of wooden barriers around nesting sites		

How do I know and show that my results have been achieved?



NB: the implementation of verifications must be planned and budgeted if necessary in the project

Logical Framework

- ❖ A Logframe is a tool useful at all stages of the project cycle. It consists of a matrix presenting the causal relationships between the different levels of objectives
- ❖ Logframe template: please read spreadsheet 1 ‘Guidance notes’

Intervention logic

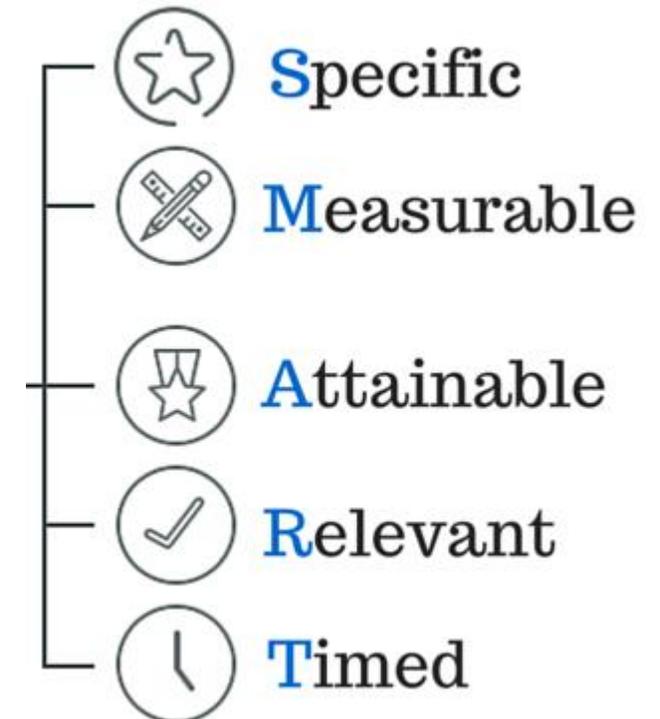
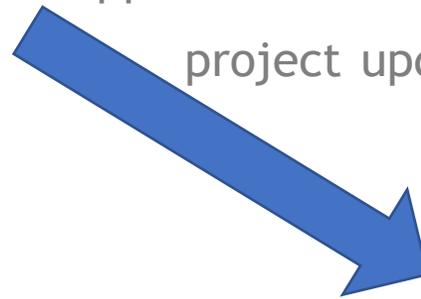
Organisation:						Project Reference:	
Impact (Overall Objective) <i>Medium or long term impact to which the project will contribute</i>							
Outcome (Specific Objective) <i>Behavioural and institutional changes resulting from the project</i>	Indicator(s)** <i>Each indicator should be defined applying the SMART approach: Specific, Measurable, Achievable, Realistic and Timely</i>	Baseline <i>The value of the indicator(s) prior to the intervention (including reference year)</i>	Targets <i>The intended final value of the indicator(s)</i>	Current Value <i>The latest available value of the indicator(s) at the time of reporting</i>	Means of verification <i>Indicate where, how and when the information about the indicator can be obtained and by whom</i>		
				To be included/updated during the reporting phase			
Outputs* <i>Tangible results delivered by the project</i>	Indicator(s)** (description)	Baseline	Targets	Current Value	Means of verification		
Result 1:				To be included/updated during the reporting phase			
Result 2:				To be included/updated during the reporting phase			
Result 3:				To be included/updated during the reporting phase			

The diagram illustrates the intervention logic flow. A central green oval labeled 'Activities' has three arrows pointing left to 'Result 1', 'Result 2', and 'Result 3'. From 'Result 1', an arrow points to the 'Outputs*' row. From 'Result 2', an arrow points to the 'Outcome (Specific Objective)' row. From 'Result 3', an arrow points to the 'Impact (Overall Objective)' row. Additionally, a large green arrow on the left side of the table points upwards from the Results section towards the Outcome and Impact sections.

Logical Framework

Indicators

- ❖ For each targeted result, you will have to define at least one indicator and its associated verification mean
- ❖ The indicator should allow to measure if and to what extent the targeted result has been reached
- ❖ Indicators definition should follow the **SMART** approach
- ❖ In the periodic and final **reporting** of the project update about the indicators will be requested to assess progress



Logical Framework

Indicators

- ❖ A non-exhaustive list is available in **Guidelines on indicators**
- ❖ It should serve as a basis for the definition of your project indicators and can be adapted to your specificities
- ❖ Your logframe should include **BEST** indicators as a minimum basis
- ❖ Your logframe can include additional and more specific indicators

Conservation of biodiversity, sustainable use of ecosystem services, climate change	Capacity building and visibility
<p>Biodiversity</p> <p>Species</p> <ul style="list-style-type: none"> # species with an updated assessment/inventory thanks to the project # new species assessed # endangered species benefiting from protection measures <ul style="list-style-type: none"> • # endangered endemic species benefiting from protection measures <p><u>Habitats and ecosystems</u></p> <p>Total area (in km²) assessed</p> <ul style="list-style-type: none"> • Total area (in km²) newly assessed ○ Total marine and coastal areas (in km²) ○ Total terrestrial and freshwater areas (in km²) • Total area (in km²) with an updated assessment ○ Total marine and coastal areas (in km²) ○ Total terrestrial and freshwater areas (in km²) <p>Total area (in km²) under new or improved conservation status</p> <ul style="list-style-type: none"> • Total marine and coastal area (in km²) • Total terrestrial and freshwater area (in km²) <p>Total restored area (in km²)</p> <ul style="list-style-type: none"> • Total marine and coastal area (in km²) • Total terrestrial and freshwater area (in km²) <p>Total area (in km²) under sustainable management</p> <ul style="list-style-type: none"> • Total marine and coastal area (in km²) • Total terrestrial and freshwater area (in km²) <p>Threats</p> <ul style="list-style-type: none"> # invasive alien species impacted by new or enhanced prevention and control measures <ul style="list-style-type: none"> • # IAS animals impacted • # IAS plants impacted <p>Total area (in km²) covered by IAS-related activities</p> <p>Sustainable use of natural resources and ecosystem-based services</p> <p>Area (in km²) of agriculture, forestry, and aquaculture/fishery under sustainable management</p>	<p>Local empowerment</p> <ul style="list-style-type: none"> # people involved in the project implementation <ul style="list-style-type: none"> • # jobs supported and new positions created ○ # youth¹ employed ○ # women employed ○ # persons with disabilities employed • # volunteers involved <ul style="list-style-type: none"> ○ # youth/students involved ○ # women involved ○ # persons with disabilities employed <p>Sustainability</p> <p><u>Continuation</u></p> <ul style="list-style-type: none"> # activities lasting beyond the end of the grant with external additional funding # activities lasting beyond the end of the grant without additional funding <p><u>Collaborations</u></p> <ul style="list-style-type: none"> # collaborations initiated or strengthened within the territory <ul style="list-style-type: none"> • # collaborations initiated within the territory • # collaborations strengthened within the territory # regional collaborations initiated or strengthened <ul style="list-style-type: none"> • # regional collaborations initiated • # regional collaborations strengthened <p><u>Policy and legislative changes</u></p> <ul style="list-style-type: none"> # new policy and legislative acts proposed by the project # new policy and legislative acts adopted/being adopted <p>Outreach and awareness raising</p> <ul style="list-style-type: none"> # education and awareness-raising events organised # people with improved scientific and technical knowledge thanks to trainings <ul style="list-style-type: none"> • # youth satisfied by the training • # women satisfied • # persons with disabilities satisfied # people reached/sensitised by awareness activities # interventions in the media and social networks # people reached by interventions in the media and social networks # publications <ul style="list-style-type: none"> • # scientific publications and academic reports • # mainstream publications (brochures, posters, flyers, etc.)

¹ Defined by the UN as ≥15 and ≤ 24 years old.

Logical Framework and Full Proposal Template

Full Proposal design and methodology

Information provided in the Logframe and the full proposal should be **linked and coherent**, in particular the expected results and impacts (1.2), the project schedule (2.2) and the activities (2.1):

Your calendar should be realistic and anticipate potential issues (weather conditions, holidays, etc.)

2.1 Activities

Present, list and detail the activities and their relevance to reach the expected results. Present also the feasibility, in line with budget and timeline.

Maximum 400 words

Expected result 1:	
Activity 1.1:	
Activity 1.2:	
Activity 1.3:	
Expected result 2:	
Activity 2.1:	

Add/delete as many lines as necessary



**Stage 4
Budget**

Stage 4 - Budget

Content

- ❖ Key points: eligibility of costs and templates
- ❖ Cost categories and justification
- ❖ Simplified cost options

Upload Budget

DOWNLOAD BUDGET TEMPLATE 

+ ADD DOCUMENT

A key element of your proposal

- ❖ **Planning tool:** activities and objectives are budgeted
- ❖ **Control tool:** costs control
- ❖ **Tool of financial compliance:** main cost categories = expenditure ceilings
- ❖ **The budget is the basis of the financial report:** costs actually incurred will be compared with budgeted costs

- ❖ It must be **clear, transparent, easy to understand and realistic**
- ❖ The amount cannot vary more than 20% from your initial estimate in the concept note

Stage 4 - Budget

Eligibility of costs

- ❖ Costs are incurred during the implementation of the project: neither prior the effective start date of the contract, nor after its end date
- ❖ The costs are stated in the budget of the project
- ❖ They are necessary for the implementation of the project: costs not directly linked to the project will not be reimbursed
- ❖ They are identifiable and verifiable: costs must be recorded in the accounts of the beneficiary and make reference to the project
- ❖ They comply with the requirements of the tax and social legislation: all taxes and social charges must be paid
- ❖ They are reasonable, justified and comply with the norms of sound financial management: excessive and reckless costs are not allowed

Non-eligible costs

- ❖ In-kind contributions and non financial resources (such as equipment, goods and services) granted to the beneficiary by a third party free of charge
- ❖ Exchange losses
- ❖ Grants to third parties

Stage 4 - Budget

Currency conversion

- ❖ The financial reports must be in EURO
- ❖ To convert the costs incurred in the currency of your books:
 - Go to the website:
http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm
 - Extract csv file with the rates from local currency to euro for the period of the report
 - Calculate the average rate and apply to the costs

Stage 4 - Budget

LIFE4BEST Template

Guidance notes

1. Budget

2. Budget EXAMPLE

3. Justification

4. SCO HR Calculation

Instructions-simplified optio

- ❖ Read the Guidance notes
- ❖ 2 spreadsheets to fill in the excel document:
 - Calculation spreadsheet '1. Budget'
 - '3. Justification' spreadsheet

Mathematical checks

- ❖ The total budget in the full proposal must be equal to the total budget in the budget template
- ❖ Use the formulae in the budget calculation spreadsheet; **do not change formulae** in the template
- ❖ Do not leave empty cells if you have costs
- ❖ Do not add columns

	A	B	C	D
	Costs	# of units	Unit value (in EUR)	Total Cost (in EUR)
1				
2	1. Human Resources			
3	1.1 Project Manager (Beneficiary A)	12	500	= B3*C3
4	1.2 Project Officer (Beneficiary B)	12	600	7200
5	Subtotal Human Resources			=D3+D4
6				

Stage 4 - Budget

Cost categories

Costs	Type of costs : (a) simplified costs option ¹² ; (b) real costs	Unit ¹⁵	# of units	Unit value (EUR)	Total cost (EUR) ⁶	# of units	Unit value (EUR)	Total cost (EUR) ⁶
1. Human resources ⁷								
Salaries (gross salary including social security charges and other related costs)	indicate (a) or (b)							
1.1.1 Technical								
1.1.1.1. Partner A.					-			-
1.1.1.1. Partner B.					-			-
1.1.1.2. Partner A.					-			-
1.1.1.2. Partner B.					-			-
1.1.2 Administrative/ support staff	indicate (a) or (b)							
1.1.2.1. Partner A.					-			-
1.1.2.2. Partner B.					-			-
Sub-total Human Resources					-			-
2. Travel								
2.1 International travel (flights, trains)		Flight/train			-			-
2.2 Local travel – use of own vehicles	indicate (a) or (b)	Km			-			-
2.3 Per diems for missions/travel ⁸	indicate (a) or (b)							
2.3.1 Abroad (staff assigned to the Action)		Per diem			-			-
2.3.2 Local (staff assigned to the Action)		Per diem			-			-
2.3.3 Participants seminars/conferences		Per diem			-			-
Sub-total travel					-			-
3. Equipment and supplies for the project⁹								
3.1 Rent of vehicles					-			-
3.2 Furniture, computer equipment					-			-
3.3 Machines, tools, supplies, etc.					-			-
3.4 Spare parts/equipment for machines, tools					-			-
3.5 Other (please specify)					-			-
Sub-total Equipment and supplies for the project					-			-
4. Local office ¹⁰	indicate (a) or (b)							
4.1 Vehicle costs		Km			-			-
4.2 Office rent		Per month			-			-
4.3 Consumables – office supplies		Per month			-			-
4.4 Other services (tel/fax, electricity/heating, maintenance)		Per month			-			-
Sub-total Local office costs					-			-
5. Other costs, services ¹⁴								
5.1 Publications ¹¹					-			-
5.2 Studies, research ¹¹					-			-
5.3 Translation, interpreters.					-			-
5.4 Costs of conferences/seminars ¹²					-			-
5.5 Visibility actions/communication. ¹³					-			-
Sub-total Other costs, services					-			-
6. Sub-total direct eligible costs of the action (1 to 5)					-			-
7. Indirect costs (maximum 7 % of "6 total direct eligible costs of the action")				7.00%	-		7.00%	-
8. Total eligible costs of the action (6+7)					-			-

Stage 4 - Budget

Human resources



- ❖ Budget in hours
- ❖ Each cost = separate line; sequential numbering for each budget line
- ❖ State which partner is responsible for each cost
- ❖ Indicate option (a) simplified costs or (b) reimbursement of real costs
- ❖ State the % of time dedicated to the project for the personnel working part-time for the project
- ❖ The % must be applied to the number of units and NOT to unit value
- ❖ External parties (service providers, consultants, etc.) cannot be included in this cost category

Costs	Type of costs : (a) simplified cost option ⁵ ; (b) real costs	Unit ¹⁵	# of units	Unit value (EUR)	Total cost (EUR) ⁶
1. Human resources⁷ - Simplified Cost Option is allowed					
Salaries (gross salary including social security charges and other related costs)	indicate (a) or (b)				
1.1.1 Technical - budget in hours					
1.1.1.1. Partner A. Project officer - 50%	(a)	hour	860.00	€ 25.00	€ 21,500.00
1.1.1.1. Partner B. Communications assistant - 20%	(a)	hour	430.00	€ 20.00	€ 8,600.00
1.1.1.2. Partner A.					€ -
1.1.1.2. Partner B.					€ -
1.1.2 Administrative/ support staff - budget in hours	indicate (a) or (b)				
1.1.2.1. Partner A. Admin and finance - 20%	(a)	hour	172.00	€ 18.00	€ 3,096.00
1.1.2.2. Partner B.					€ -
Sub-total Human Resources					€ 33,196.00

Stage 4 - Budget

Travel

- ❖ = Costs of travel and subsistence (accommodation, meals and ancillary costs during travel) when there is one night minimum away on a mission
- ❖ Actually incurred costs or per diem
- ❖ Per diem: based on the internal rules of the beneficiary and within the maximum rates of the EU
- ❖ Keep the justifications (boarding passes, signed list of attendees, etc.)

Example:

Costs	Type of costs : (a) simplified cost option ⁵ ; (b) real costs	Unit ¹⁵	# of units	Unit value (EUR)	Total cost (EUR) ⁶
2.Travel					
2.1. International travel (flights, trains)		Flight/train	4.00	€ 500.00	€ 2,000.00
2.2. Local travel - use of own vehicles Simplified Cost Option is allowed	(a)	Km	1,000.00	€ 0.33	€ 330.00
2.3.Per diems for missions/travel ⁸ Simplified Cost Option is allowed	indicate (a) or (b)				
2.3.1. Abroad (staff assigned to the Action)	(a)	Per diem	10.00	€ 75.00	€ 750.00
2.3.2. Local (staff assigned to the Action)	(a)	Per diem	10.00	€ 50.00	€ 500.00
2.3.3. Participants seminars/conferences	(a)	Per diem	40.00	€ 75.00	€ 3,000.00
Sub-total travel					€ 6,580.00

Stage 4 - Budget

Please read the Procurement Policy and Procedures for LIFE4BEST Grant Recipients available online

Equipment and supplies

- ❖ Necessary small equipment, supplies and consumables purchased exclusively for the implementation of the project

Example:

Costs	Type of costs : (a) simplified cost option ⁵ ; (b) real costs	Unit ¹⁵	# of units	Unit value (EUR)	Total cost (EUR) ⁶
3. Equipment and supplies for the project⁹					
3.1 Rent of vehicles					€ -
3.2 Furniture, computer equipment	(b)	computer	1.00	€ 750.00	€ 750.00
3.3 Machines, tools, supplies, etc.	(b)	camera trap	10.00	€ 150.00	€ 1,500.00
3.4 Spare parts/equipment for machines, tools					€ -
3.5 Other (please specify)					€ -
Sub-total Equipment and supplies for the project					€ 2,250.00

Stage 4 - Budget

Local office

- ❖ Indicate option (a) simplified costs or (b) reimbursement of real costs
- ❖ Time period for which office costs will be incurred
- ❖ You can budget for a cost share based on a clear and justified rationale; for example, the number of employees working on the project compared to the total number of employees of the organisation
- ❖ There can be no duplication of indirect costs and office costs budgeted directly
- ❖ Vehicle costs refer to use of own vehicles and a logbook is mandatory

Example:

Costs	Type of costs : (a) simplified costs option ⁵ ; (b) real costs	Unit ¹⁵	# of units	Unit value (EUR)	Total cost (EUR) ⁶
4. Local office¹⁰	indicate (a) or (b)				
4.1 Vehicle costs		Km			€ -
4.2 Office rent	(b)	Per month	12.00	€ 100.00	€ 1,200.00
4.3 Consumables - office supplies		Per month			€ -
4.3.1 Consumables - office supplies - printer toner	(b)	Per month	1	€ 35.00	€ 35.00
4.4 Other services (tel/fax, electricity/heating, maintenance)		Per month			€ -
4.4.1 Other services - electricity	(b)	Per month	12.00	€ 20.00	€ 240.00
Sub-total Local office costs					€ 1,475.00

Stage 4 - Budget

Other costs and services

- ❖ For external parties (e.g. service providers)
- ❖ Sub-contracting cannot cover the core project activities

Example:

Costs	Type of costs : (a) simplified cost option ⁶ ; (b) real costs	Unit ¹⁵	# of units	Unit value (EUR)	Total cost (EUR) ⁶
5. Other costs, services ¹⁰					
5.1 Publications ¹¹	(b)	per publication	2.00	€ 1,500.00	€ 3,000.00
5.2 Studies, research ¹¹	(b)	per study	1.00	€ 2,500.00	€ 2,500.00
5.3 Translation, interpreters.					€ -
5.4 Costs of conferences/seminars ¹²	(b)	per event	2.00	€ 2,500.00	€ 5,000.00
5.5 Visibility actions/communication. ¹³					€ -
Sub-total Other costs, services					€ 10,500.00

Stage 4 - Budget

Administrative costs

- ❖ Administrative costs = indirect costs
- ❖ Cannot be identified as project specific directly linked to the activities
- ❖ Usually of administrative, technical and logistical nature
- ❖ Transversal for the functioning of various activities/projects
- ❖ Funded at a flat rate of **7% maximum**
- ❖ Simplification: no document is required for reporting

You have to **explain the % and type of costs** covered in the '3. Justification' spreadsheet

Including indirect costs in the budget + using the flat rate is **not possible** 

Unit selection and Justification

- ❖ Important to choose the appropriate unit
 - ❖ The '3. Justification' spreadsheet must be filled in
- Example:

Costs	Clarification of budget lines	Justification of estimated costs
1.1.1 Project Officer 50%	Evaluation of species population Y (Activities 2.1 and 2.6), reintroduction of species Z (Activities 3.1 and 3.3) and awareness raising (Activities 6.1 and 6.2)	Calculation: gross salary € XX + social charges: 12 months x 50% = 6 months at monthly cost of € XX

Stage 4 - Budget

Type of costs

For some categories, you can choose between real costs, a simplified cost option or a combination thereof

Simplified Cost Option (SCO)

- ❖ Categories: **human resources + travel** (locally + per diem) + **local office**
- ❖ SCO = **unit cost**
- ❖ Rates are established during the full proposal stage, validated before the signature of the contract and **cannot change afterwards**

Advantages of SCO	Disadvantages of SCO
Reduces workload of administrative and financial personnel	Increases workload at the budget development stage, budget negotiation and approval
Simplifies reporting and audit, namely in terms of supporting documents requirements	Reduces flexibility
Reduces the risk of ineligibility	Increases the risk of loss for the beneficiary in case the budget is exceeded

Please read the instructions in the 5th spreadsheet

Stage 4 - Budget

Simplified Cost Option (SCO)

- ❖ The use of SCO requires an in-depth **verification** of the data provided by the applicants (historical/current data to validate)
- ❖ The use of formulae for the budget must be clear
- ❖ Once assessed and approved by the Secretariat, the unit value cannot be changed
- ❖ The costs reported using this system can be checked by the auditors only in terms of the number of units, correct application of methodology and work performed (outputs)
- ❖ The beneficiary must keep the documents

Stage 4 - Budget

Unit cost (SCO) for human resources - example

Approved budget

- ❖ A park ranger assistant was budgeted for twelve hours

Cost	Unit	# of units	Unit value (€)	Total cost (€)
Park Ranger Assistant	hour	12	20	240

Reporting template

- ❖ If timesheets show that a park ranger assistant worked for 10 hours during the reporting period, you must report ten units at the agreed unit price of €20

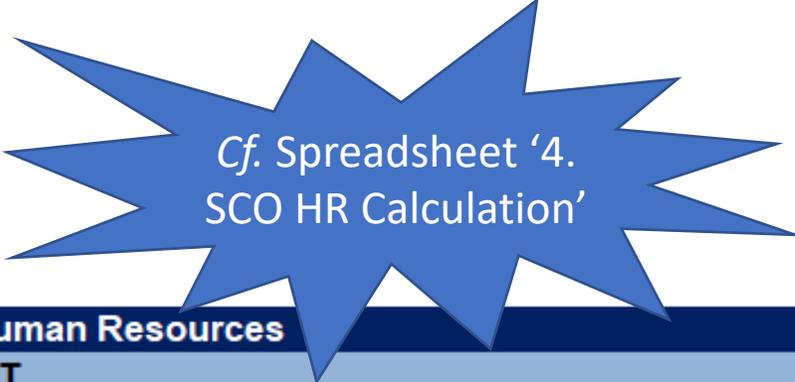
Cost	Unit	# of units	Unit value (€)	Total cost (€)
Park Ranger Assistant	hour	10	20	200

Changes in the unit cost

- ❖ The changes in the unit cost do not affect the reporting
- ❖ If the actual hourly cost of a park ranger assistant is €18, you will still use the agreed rate of €20
- ❖ Conversely, if the unit cost is found to be higher than the agreed rate, you are still obliged to use the fixed rate and absorb the loss

Stage 4 - Budget

Unit cost (SCO) for human resources

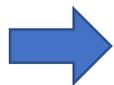


Simplified Cost Option: Human Resources

UNIT COST

Period (in hours 8 hrs x 215 days during 12 months)	Position	Gross salary in national currency 12 months	(1) Social charges and other employer costs in € <insert description>	(2) Social charges and other employer costs in € <insert description>	(3) Social charges and other employer costs in € <insert descriptio n>	Total costs employer in €	Total* (number of units months, days, hours) worked during the period 12 months	Unit rate
1720								€

Example								
1720	Project Coordinator	€ 50,000.00	10,000.00	5,000.00	-	65,000.00	1,762.00	€ 36.89
							Unit = Here, total number of hours worked during the period (12 months)	Unit rate (hourly)



You need to provide a work contract, 2/3 payslips, the job description and calculation of an hourly rate to the Secretariat for approval (next slide)



Stage 4 - Budget

Human resources (category 1)

Verification ex-ante for SCO		Reporting/audit: what will be checked	
Justification of the unit costs budgeted in the justification spreadsheet	Documentation	For SCO	For actual costs
<ul style="list-style-type: none"> ❖ Describe qualifications, experience, competencies required and assignments ❖ Specify the number of employees, full time/part time, allocated time (number of months, days, hours) ❖ Make sure gross salaries are based on the official/institutional scales ❖ Describe social charges and other salary related costs borne by the employer ❖ Make sure social charges are properly calculated 	<ul style="list-style-type: none"> ❖ Example of current employment contract pour for a similar position ❖ Official salary scales (published or according to institutional HR policy) ❖ 3 payslips of the last year for a similar function ❖ Public information/internal data, guidelines showing how the social charges are calculated 	<ul style="list-style-type: none"> ❖ Employment contract ❖ Time-sheets ❖ Evidence of work done 	<ul style="list-style-type: none"> ❖ Employment contract ❖ Payslips ❖ Proofs of salary payment ❖ Reconciliation of the salary charged to the project to the time worked ❖ Time-sheets ❖ Evidence of work done

Stage 4 - Budget

Local Travel – use of a vehicle (subcategory 2.2)

Example

❖ Budget: The number of km to cover with the vehicle owned by the organisation

Unit cost = €0.40/km x number of units 1000 km = total cost €400

❖ Report: Logbook shows 1100 km effectively covered

The costs are calculated as €0.40/km x 1100 km = €440

Verification ex-ante for SCO		Reporting/audit: what will be checked	
Justification of the unit costs budgeted in the justification spreadsheet	Documentation	For SCO	For actual costs
<ul style="list-style-type: none"> ❖ Describe the need to use own vehicle ❖ Specify the number of travels or frequency (by month for instance) and the number of km ❖ Specify rates per km 	<ul style="list-style-type: none"> ❖ Published official rates ❖ Institutional policies and regulations 	<ul style="list-style-type: none"> ❖ Evidence of work performed ❖ Logbook 	<ul style="list-style-type: none"> ❖ Evidence of work performed ❖ Logbook ❖ Invoices and/or receipts ❖ Proof of payment

Stage 4 - Budget

Local Travel – per diem (subcategory 2.3)

Verification ex-ante for SCO		Reporting / audit: what will be checked	
Justification of the unit costs budgeted in the justification spreadsheet	Documentation	For SCO	For actual costs
<ul style="list-style-type: none"> ❖ Describe the need for per diems ❖ Specify location, periods and the number of planned diems ❖ Specify the rates: officially published rates or institutional policy 	<ul style="list-style-type: none"> ❖ Published rates ❖ or ❖ Institutional policy ❖ Historical data - financial reports for past projects 	<ul style="list-style-type: none"> ❖ Evidence of work performed ❖ Proofs of payment 	<ul style="list-style-type: none"> ❖ Evidence of work performed, such as materials of workshops, publications, agendas ❖ Signed list of participants clearly stating the number of participants ❖ Invoices/receipts. ❖ Proofs of payment

Local office - Simplified Cost Option

- ❖ The following supporting documents will be required:
 - ❖ (a) rental contract
 - ❖ (b) invoices for utilities
 - ❖ (c) invoices for supplies
 - ❖ (d) calculation for the cost share

Do not forget Comms activities as you will have to support visibility efforts

➤ Guidance is available [online](#)

Communication during your project implementation

As LIFE4BEST Grantee, you are required to help us communicate your project. You must provide the Secretariat with a number of communication outputs during the lifespan of your project.

DURING THE PROJECT IMPLEMENTATION

1. We will ask you for **information about your project and its results** for our communication activities. You are kindly asked to provide us with this information. It could be: images and/or of your project, updates on the results of the activities, potential articles on the inspiring places and people who contributed to this work.
2. **At least 1 article** produced and published on your communication channels.
3. **One “LIFE4BEST” article**. This is an opportunity to raise awareness of your project, its value and its challenges ([see Annex 2](#)).
4. **At least one brief video testimonial** from beneficiaries of your project. ([Check the “videos” section for details](#)).
5. **At least one social media post** in each of your social media channels (when available) with each article published about your project. ([Check the “social media” section for details](#)).

2. Your communication requirements



Remember to consult with your focal point before finalizing and publishing any of these articles and any type of content.

Communication during your project implementation (cont.)

Life4BEST



2. Your communication requirements

WITHIN THE LAST TWO MONTHS BEFORE THE END OF THE PROJECT

1. **One PANORAMA full solution** published on PANORAMA.SOLUTIONS (learn more about it [here](#)).
2. **One success story:** focused on the lessons learnt through the project implementation, the results and impact of the project and the way forward for the respective protected area, its community etc. to be promoted on the LIFE4BEST Public Website and Protected planet newsletter.
3. **At least one brief video testimonial** from beneficiaries of your project.



The communication activities from your project description and milestones are complementary to these requirements. You have to implement your communication activities and also comply with the requirements of these guidelines.



Remember to :

1. Consult with your focal point before finalizing and publishing any of these articles and type of content.
2. Do not forget to always send us the links of the articles, news, posts, etc. published about your project.

Communication during your project implementation

GO BEYOND THE COMMUNICATION REQUIREMENTS

There is always more you can do, beyond the requirements, however useful for the visibility of your project:

If you have more news that is exciting and inspirational stories, share them! We strongly encourage you to promote your project beyond the articles required to fulfil your communication requirements. We repost and share high-quality content on our channels, so remember to:

- ✓ **Tag our accounts** @IUCN_PA, @LIFEprogramme, @OFBiodiversite, @AFD_en and include the #LIFE4BEST hashtag, if posting on social media.
- ✓ **Send us a copy**, if publishing on other channels.
- ✓ **Get in touch with us** for validating your communication products and activities

Using the LIFE4BEST, EU-LIFE, OFB and AFD logos

THE LOGOS In any of your communication, you must acknowledge the financial contribution of LIFE4BEST financers.

The logos of LIFE4BEST, together with the EU LIFE programme, the OFB, the AFD logo must be clearly displayed and should enjoy equal prominence and size as other logos (for example of your organisation) in all communication activities, materials or equipment of the project.

These materials and activities include, but are not limited to brochures, roll up banners, leaflets, PowerPoint presentations, horizontal banners, social media posts, commemorative plaques, publications and reports, videos, vehicles, equipment, hardware, supplies and uniforms.



 You can use the **Black and White version of the logos** if colour printing is not available for some printed materials.

 When used in **digital materials, the logos must include the hyperlinks:**
 LIFE4BEST - www.life4best.org
 EU - LIFE <https://ec.europa.eu/easme/en/life>
 OFB - www.ofb.gouv.fr
 AFD - www.afd.fr/en



5. Branding your project: logo usage and credit



You must not crop, change or alter the logos in any way.

These logos must NOT BE USED on your stationary, letterhead or business cards.

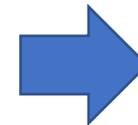


Stage 5
Supporting
Documents

Stage 5 – Supporting documents

ESMS Questionnaire if applicable (PDF only)	DOWNLOAD ESMS QUESTIONNAIRE TEMPLATE
ESMS Questionnaire supporting documents if applicable (PDF only)	
Financial Identification Form	DOWNLOAD FIF TEMPLATE
! Legal framework ! Supporting documents such as authorisations, certifications, etc.	
List of team members CVs	+ ADD CV
Supporting documents	+ ADD DOCUMENT

Compulsory if mentioned as such in your notification letter



Submit your proposal

Stage 5 – Supporting documents

ESMS Questionnaire

- ❖ Projects presenting a (medium or high) risk regarding environmental or social safeguards must complete the ESMS questionnaire
- ❖ The related applicants were notified in their preselection letter

Instructions:

- To be completed by the applicant: please answer all the questions, except when instructed to skip to a question or to the next section
- When answering a “Yes / No” question, please tick the box
- When a box is provided for more details, please type your answer in the box. Please give as much details as you feel is appropriate (you may be asked to provide additional details if necessary)
- If you have any difficulty answering any questions, please contact your Regional Focal Point

Potential Impacts Related to ESMS Standards		
Involuntary Resettlement and Access Restrictions		
<p>1. Does the project include activities that might restrict peoples' access to land or natural resources and as such might impact livelihoods?</p> <p><i>Potential activities include:</i></p> <ul style="list-style-type: none"> - designating new Protected Areas or enlarging the boundaries of existing ones; - developing Protected Area management plans that include use restrictions; - assessing impact of resource use to as an input for defining changes of management plans - improving enforcement of Protected Area regulations (e.g. training guards, providing monitoring and/or enforcement equipment, providing training/tools for improving management or anti-poaching effectiveness); - constructing physical barriers that prevent people accessing certain places; - changing how specific natural resources are managed – to a management system that is more restrictive on how the resources are used; <p><i>If you answered Yes to Questions 1, please answer the questions in the rows below. If you answered No, please skip to Section B2.</i></p>	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<p>Reviewer comment</p> <p>Standard Triggered? <input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> TBD</p> <p>Comment:</p> <p>If possible indicate probability (unlikely, likely, almost certain) and magnitude (minor, moderate, major) of the identified impacts.</p> <p>Are further assessments required to better understand the impacts and identify mitigation measures? What specific topics are to be assessed?</p> <p>Have measures for avoiding impacts already been considered? Are they sufficient?</p> <p>Action(s) required:</p>
<p>2. Explain whether assessments have been undertaken to understand potential impacts on the livelihood of local communities.</p> <p><i>Please specify the groups affected by restrictions (including women and ethnic/indigenous groups) and provide details about impacts.</i></p>		



Evaluation

Evaluation

- ❖ The proposals are ranked according to the final score awarded.
- ❖ Only the applications with a score of **at least 65** can be selected - Final decision done by the EC on the basis of the available budget and the regional ranking lists
- ❖ Applicants will be informed in writing about the results



Criteria	Maximum Score	Awarded Score	Assessor Comments
1) Relevance and effectiveness (max 30 points)			
! 1.1 Does the project clearly articulate and explain how the project is not only consistent with the objectives of the LIFE4BEST Programme but will as well concretely contribute to them?	10		
! 1.2 Does the project clearly articulate how the tangible and measurable impacts will be achieved during the time life of the project?	10		
! 1.3 How the project is using the BEST regional ecosystem profiles and Investment Strategy (when available)? Is it implemented in Key Biodiversity Areas? Does it explain its added-value for supporting local, national, regional strategies?	10		
2) Design and methodology (max 20 points)			
2.1 Is the approach realistic and result oriented?	5		
2.2 Are the activities well defined and appropriate for achieving the expected results?	5		
2.3 Does the project clearly identify any risks and provide solutions to mitigate/overcome them?	5		
2.4 Does the project logical framework contain objectively verifiable and appropriate indicators for measuring the achievement of the results (at the impact, outcome, output levels)?	5		
3) Partnership and synergies (max 15 points)			
! 3.1 Have all of the relevant stakeholders not only been clearly identified but given a proper role in the project in order to maximise the capacities of each organisation? Does it foster inter-territorial cooperation and synergies?	10		
3.2 Does the project support capacity building, experience sharing, and/or enable, foster local partnerships? Does the project enable complementarity with other projects?	5		
4) Budget and financial coherence (max 15 points)			
4.1 Are the activities appropriately reflected in the budget?	5		
! 4.2 Is the ratio between the estimated costs and the expected results satisfactory?	10		
5) Added value and sustainability (max 15 points)			
5.1 Is there a clear approach for ensuring the sustainability of the project activities beyond the end of the project and promoting replication? Is there an exit plan?	5		
5.2 Does it include relevant dissemination and communication activities?	5		
5.3 Does the project integrate elements such as promotion of gender equality and equal opportunities, people with disabilities and youth participation, rights of minorities?	5		
Maximum TOTAL (threshold 65)	100		



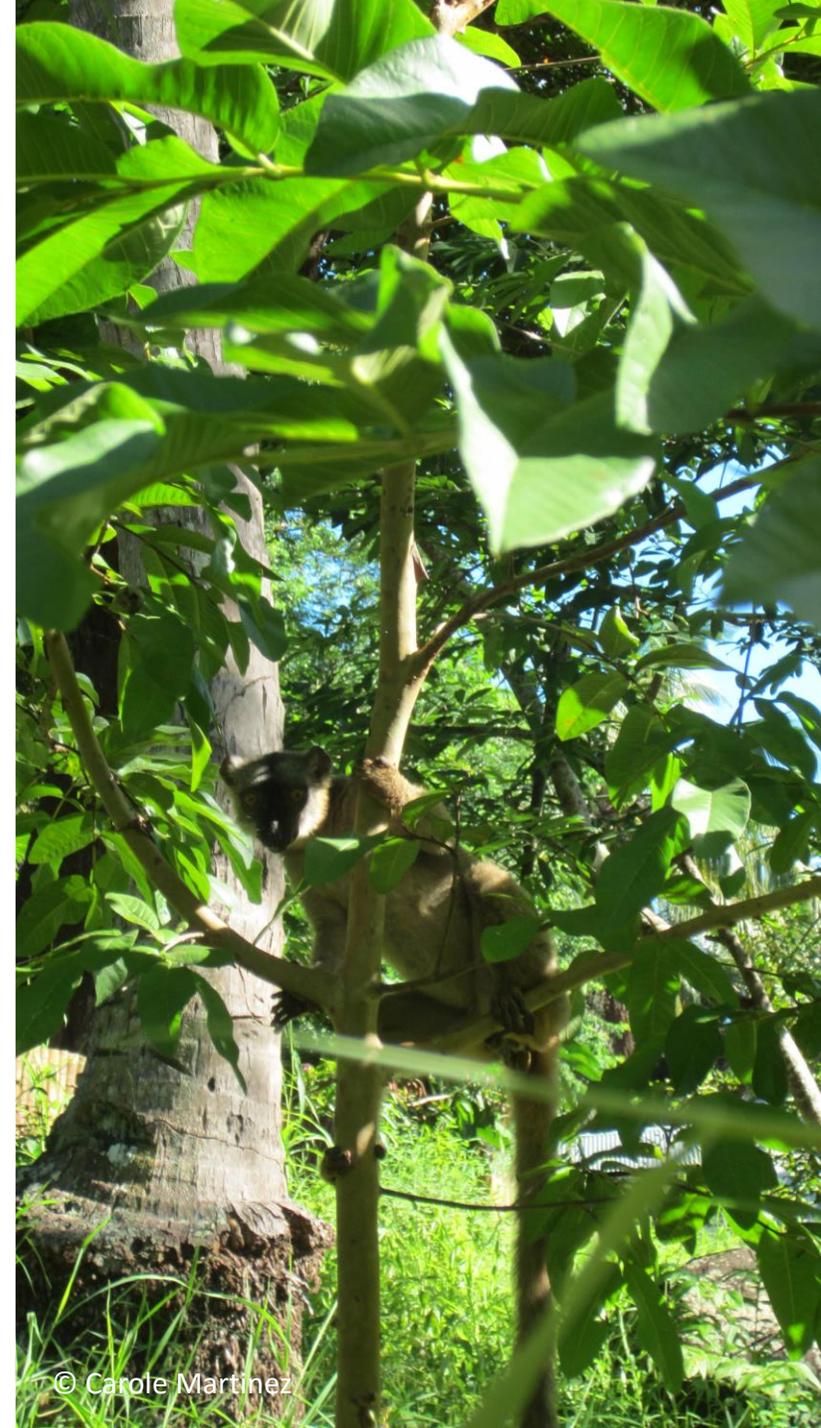
Conclusion

7 / Conclusion

- ❖ Consult the Frequently Asked Questions (FAQs)
- ❖ Clarifications can be asked no later than 10 days before the submission deadline

DO NOT HESITATE TO CONTACT YOUR
REGIONAL FOCAL POINT

Do you have any questions?



BEST

VOLUNTARY SCHEME
FOR BIODIVERSITY AND
ECOSYSTEM SERVICES
IN TERRITORIES OF
EUROPEAN OVERSEAS



GOOD LUCK!



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