Support Fund “Joint Implementation of HREDD in Fair Trade Supply Chains” for Partners of Fairtrade Deutschland and/or Forum Fairer Handel

Full Proposal

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Aim of the Fund**

*This fund aims to support you with Human Rights and Environmental Due Diligence (HREDD) processes, which are the basis to comply with EU regulations. The following steps may guide your application:*

**Step 1:**  **Commit yourself** to respecting human rights and environmental sustainability. **Embed responsible business conduct** into policies and management systems.

**Step 2:** **Identify & assess adverse impacts** in operations, supply chains & business relationships.

**Step 3:** **Address and Remediate:** **Cease, prevent or mitigate** adverse impacts**; Provide for or cooperate in remediation** where appropriate.

**Step 4:** **Track Progress** implementation and results.

**Step 5:**  **Communicate (externally)** how impacts are addressed

**Funding Rounds 2025**

Three funding rounds are planned in 2025 according to the following schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deadline for submission of Concept Notes** | **Invitation for Full Proposal** | **Deadline for submission of Full Proposal** | **Notification on funding decision** | **Earliest starting Date of Implementation\*** |
| 24.03.2025 | 17.04.2025 | 19.05.2025 | by 04.07.2025 | 01.08.2025 |
| 16.06.2025 | 09.07.2025 | 04.08.2025 | by 15.09.2025 | 01.10.2025 |
| 15.09.2025 | 08.10.2025 | 03.11.2025 | by 17.12.2025 | 01.01.2026 |

\*Subject to signature of contracts

This template is intended for the **second application step** to the Support Fund “Joint Implementation of HREDD in Fair Trade Supply Chains” – **please only fill and send after you have been invited** to hand in a full proposal.

**Instructions**

Please kindly note the following instructions for completing the sheet (this page can be deleted before handing in the proposal):

* The **Terms & Conditions** for the Support Fund for Partners of Fairtrade Deutschland and/or Forum Fairer Handel provide necessary information regarding the application criteria. Please read them carefully before submitting your full proposal.
* When completing your proposal sheet, please do not exceed the space limits and follow the key questions in the description. **Chapter 2 Proposal** **must not exceed 6 pages** (excluding cover and explanation page, Chapter 1 Applicant Information, declarations and signature page) in total.
* Please provide information as accurately as possible and avoid repetitions when responding to the key questions to simplify the assessment of your proposal.
* Your proposal must be submitted in either **English, Spanish or French**.
* Kindly provide us with the following obligatory supporting documents as **attachments** to your completed proposal sheet or as an attachment in your email:
  + Budget in the provided template
  + If your total project budget exceeds 50.000 EUR please fill and attach the logical framework template
  + Evidence of the organisation’s legal personality and registration where applicable (if no registration can be submitted, e.g. in the commercial register, please provide brief justification and alternative evidence of legal personality) (for all applicants)
  + Brief information about organisation's accounting system (list of staff including qualifications and work experience) and accounting software used (including copy of a screenshot of software used) (producer partners only)
  + Copies of the last two annual financial statements or balance sheets, audits if available (producer partners only)
  + Bank account details (producer partners only, template provided)
  + Optional: Existing evidence of international certificates (e.g. ISO) for internal organisational, business management, quality management and accounting system.

Please submit your completed proposal sheet as **a signed PDF document as well as in MS Word format (without signatures)** to the following email address: [hredd-fund@fairtrade-deutschland.de](mailto:hredd-fund@fairtrade-deutschland.de)

Please note that the max. data volume of attachments is 180 MB. If your attachments surpass this limit, please separate them into several e-mails or send a zip-file.

#### **Applicant Information – Producer Partner #1**

|  |  |
| --- | --- |
| Organisation information | |
| Organisation name |  |
| Address |  |
| Year of establishment |  |
| Type of registration and registration number |  |
| Since when is the sourcing partnership with the trading partners established? |  |
| No. of employees / % men and women |  |
| No. of affiliated small-scale farmers / % men and women |  |
| No. of affiliated farmers under 35 years of age / % men and women |  |
| Name of contact person, position in organisation, phone number and email address |  |

|  |  |  |
| --- | --- | --- |
| Commercial information | | |
| Main activities (e.g. production, processing, export) |  | |
| Main commodities |  | |
| House brand (if applicable) |  | |
| Annual production capacity (in tons) (if applicable) |  | |
| Main markets (countries) |  | |
|  | Domestic % | Export % |
| Sales proportion |  |  |
|  | 2022 | 2023 |
| Annual revenue (in USD or EUR) |  |  |
| Export revenue (in USD or EUR) |  |  |

[please copy and paste this table if your consortium should be made up of more than 1 producer partner]

### Short description of the organisation (max. ½ page)

* Please provide a short profile of your organisation including the management structure.

### Previous experience in project implementation (max. ½ page) (if applicable)

* Please provide information on previous projects that you implemented. Please indicate the amount, duration, scope and source of project funding for each project.

### Previous funding from GIZ or other German / European institutional funding (if applicable)

* Please state if your organisation has ever received funding from GIZ or other German or European state institutions incl. information on the relevant project, country, year and current status of funding (completed, ongoing).

# Applicant Information – Commercial Partner in European Market #1

|  |  |
| --- | --- |
| Organisation information | |
| Organisation name |  |
| Address |  |
| Year of establishment |  |
| Type of registration and registration number |  |
| Is the company an affiliate part of or owns another company? If yes, please provide details |  |
| Fairtrade certification, Fairtrade license contract or FFH membership: Since DATE |  |
| No. of employees / % women and men |  |
| Name of contact person, position in organisation, phone number and email address |  |

|  |  |  |
| --- | --- | --- |
| Commercial information | | |
| Main activities (e.g. trading, processing, sales in Europe) |  | |
| In which countries are you active? |  | |
| Main commodities |  | |
| House brand (if applicable) |  | |
| Annual production capacity or sales volume (in tons) of the commodity/ies that is / are targeted in this application |  | |
|  | 2022 | 2023 |
| Annual revenue (in USD or EUR) |  |  |

[please copy and paste this table if your consortium should be made of more than 1 commercial partner]

### Short description of the organisation (max. ½ page)

* Please provide a short profile of your organisation including management structure.

### Previous experience in project implementation (max. ½ page) (if applicable)

* Please provide information on previous projects that you implemented. Please indicate the amount, duration, scope and source of project funding for each project.

### Previous funding from GIZ or other German / European institutional funding (if applicable)

* Please state if your organisation has ever received funding from GIZ or other German or European state institutions incl. information on the relevant project, country, year and current status of funding (completed, ongoing).

2. Proposal

### 2.1 Project Summary

|  |  |
| --- | --- |
| Project Title |  |
| Project Aim in one Sentence (Overall impact of your project) |  |
| Main Project Activities in Bullet Points |  |
| Country and Region of Implementation |  |
| Commodity |  |
| Planned Project Period from - to |  |
| Total Planned Project Budget (in EUR and local currency) |  |
| Own Contribution of Applicants (minimum 25%) divided by Applicant and Cash/in-kind |  |
| No. of small-scale farmers to be reached with the proposed project (% men / women / young people below the age of 35 years) |  |

### 2.2 Problem Description, Needs Assessment, HREDD Context (up to 1½ pages)

*Please describe the* ***problem(s) and risk(s) for compliance with EU regulations and/or the German Supply Chain Act that you have identified in your supply chain and wish to solve with this project.*** *(If nothing has changed since handing in your concept note, you are welcome to copy paste).*

*What are the* ***identified needs of small-scale farmers or other rights-holders*** *(women, men, youth separately if applicable) of each producer partner that you have identified? (If nothing has changed since handing in your concept note, you are welcome to copy paste).*

***Please check the HREDD steps on the cover page and explain, if any of these steps have already been implemented and if yes, which of them. If applicable, do this separately for the different partners of the consortium. Please explain how this project fits into your HREDD process.***

### 2.3 Detailed Project Description (up to 3 pages)

**A) Project Outcome(s), Output(s), and Activities[[1]](#footnote-2)**

***Please state between one and three envisioned outcomes of your project, the outputs (direct results of your activities) that are needed to achieve these outcomes, and the planned activities, that you will implement to achieve these outputs and outcomes.***

***If your total project budget exceeds 50.000 EUR please use the logical framework template provided and attach it to the proposal, instead of filling paragraphs A and B.***

**B) Key Performance Indicators**

*Please suggest between one and three indicators per project outcome to measure progress or impact.* ***Please note that the indicators should be outcome oriented, i.e. they should measure the change that you wish to achieve with the activities and not only measure the implementation of activities (e.g. do not measure how many trainings you have conducted but rather measure how many participants have gained knowledge or new skills in your trainings). Please approach us if you feel insecure about the setting of suitable indicators.***

**C) Project Participants**

*Please describe all groups of project participants, that are directly affected by the proposed activities (number of people addressed, segregated by gender and age groups (18-35 years / 35 years and older), occupations e.g. farmers / workers / management / local politicians / journalists etc.).*

*Please explain how rights-holders were involved in the development of the proposal.*

*How will your project activities address women and young farmers in particular?*

**D) Project Partners**

*Please briefly describe the collaboration between the consortium partners in the implementation of this project (roles, responsibilities, modes of working together, e.g. is there a regular meeting schedule, will you install a steering committee etc.). Please also state if other parties will participate in the project implementation.*

*How does the European commercial partner contribute to addressing the stated needs and reaching the stated project objective(s)?*

*Please explain if you wish for the Fairtrade Producer Network to support project implementation. If yes, please specify your concrete needs. Please note that Producer Network support would have to be budgeted in your budget proposal and discussed with the respective network.*

**E) Please attach your planned project budget (excel template provided)**

**F) Do you see any innovative element in your project concept, e.g. mode of delivery of activities?** *(this is NOT a necessary requirement for eligibility!)*

**G) Timeframe for project activities**

*Please provide a rough timeline for your planned project activities (table or timeline format).*

### 2.4 Risk analysis (max. ½ page)

*Have the consortium members jointly or separately conducted* ***a full human rights / environmental due diligence risk assessment*** *in the last years?*

*Yes if yes, in which year No*

***Risks to project implementation****: Please describe* ***risks*** *(external factors, e.g. political developments, natural hazards) and potential* ***challenges*** *(e.g. weaknesses within the project like lack of interest from participants, bad time management etc.) that may jeopardise the successful implementation of the project. Please indicate possible* ***countermeasures*** *and* ***who will be responsible for monitoring*** *those risks and challenges.*

**Declarations**

We hereby confirm that this proposal was developed jointly and is in line with all parties’ needs and priorities. Local rights-holders participated in the development of the proposal and the proposal documents were made available in local language(s) to participating rights-holders before finalization.

We also confirm that we will make the corresponding financial and in-kind contributions to the project as stated in the proposal and budget and that all provided information above is complete and correct.

We hereby declare that our organisation has not broken the law, no allegations of corruption or breaches of social compliance such as child labor, forced labor, sexual harassment or other have been raised, nor have any relevant investigations been conducted that involve our organisation and, to our knowledge, the executive staff members/management.

Applicant 1 NAME

|  |
| --- |
| Date and place, signature |

Applicant 2 NAME

|  |
| --- |
| Date and place, signature |

Applicant 3 NAME *– please delete or add applicants as needed*

|  |
| --- |
| Date and place, signature |

1. **Outcomes**: Changes in behaviour, attitudes, perceptions, knowledge, skills, or changes in quality of production or processes as a result of your project. **Outputs**: Tangible deliverables from the project’s activities, e.g. xy persons reached, xy trainings conducted, xy equipment installed. [↑](#footnote-ref-2)