**Conscious Food Systems Alliance:**

**Call for Proposals for Conscious Food Incubator 2023**

Application Form

## Instructions

* Applications should be submitted using the Application Form. Applications submitted in a different format will not be considered.
* Before completing the Application Form, please read the ‘Guidelines for Applicants’.
* Please complete all sections of the Application Form in English using font size 10.
* Provide your information in the boxes labelled ‘Type here’. Follow the guidelines provided in grey with each question including max word count. Note: these can be erased before submitting the Application Form. The instructions page can also be erased.
* The maximum length of applications should be 15 pages (excluding attachments). Applications that exceed the maximum number of pages will not be considered.
* All required documents and annexes must be submitted together with a signed Application Form before the deadline (e-signature is acceptable). Documents submitted after the deadline or incomplete applications will not be considered; all questions are mandatory.
* Once completed, submit your Application Form via email to cofsa[@undp.org,](mailto:xxx@undp.org) together with all the supporting documents (see list below). Please include “Conscious Food Incubator 2023 + name of applicant in the subject line.
* Please ensure the total size of the email and attachments does not exceed 10 MB. UNDP will not be responsible for any application emails that fail to be sent/received.
* The deadline for submissions of Applications is 18 August 2023 at 12:00 PM CEST.
* Submissions received after the deadline will not be considered. You will receive an email confirmation of the receipt of your application.

## Attachments to Include with the Application

* Application Form, including;
  + Signed “Acceptance of Terms and Conditions” (see below form).
  + ANNEX 1 – signed Declaration to confirm the Applicant is not included in the UNDP Vendor Ineligibility List. This will be required for lead applicant AND all partners, if applicable.
* Extract from Public Registry or relevant registration documents for your organisation issued by the appropriate authority (e.g. Incorporation Certificate). This may differ depending on the type of entity applying. UNDP may request additional documentation.
* CVs of team members (PDF or Word)
* UNDP may request Applicants to submit additional documents.

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| **APPLICANT INFORMATION** | |  |  |
| NAME OF THE LEAD APPLICANT  *(The legal entity)* | Type here | | |
| ADDRESS *(Street, city, state/province, postal code)* | Type here | TELEPHONE | Type here |
| WEBSITE | Type here |
| TYPE OF ENTITY & LEGAL FORM *(e.g. CSO, NGO, Research Institute, University)* | Type here | LEGAL REGISTRATION NUMBER | Type here |
| COUNTRY OF REGISTRATION  *Proposals can be submitted by applicants in any location.* | Type here | YEAR OF REGISTRATION | Type here |
| NAME & TITLE OF CONTACT PERSON  *Individual submitting proposal on behalf of the organization* | Type here | TELEPHONE | Type here |
| E-MAIL | Type here |
| LIST ANY PARTNER ORGANISATIONS | Type here | | |
| AS THE LEAD APPLICANT, WHICH BEST APPLIES TO YOUR ORGANIZATION? | CSO or NGO *(please specify if national or international)*  Academia or educational institution  Association or Partnership  Other - please specify | | |
| PROVIDE A BRIEF DISCUSSION OF YOUR ORGANIZATION  *(max. 100 words)* | Type here | | |
| **INTERVENTION OVERVIEW** | | | |
| INTERVENTION TITLE | Type here | | |
| TIME FRAME FOR IMPLEMENTATION *[max 6 months, between September 2023-March 2024]* | Start : Month/Year  End: Month/Year  *Implementation should be complete by March 2024.* | | |
| COUNTR(IES) OF IMPLEMENTATION  *Interventions can target stakeholders at local, regional and/or global levels, they can focus on one country or have multi-country focus (e.g. through online delivery options).* | Type here | | |
| **CONTEXT OF THE PROPOSED INTERVENTION** *(max. 200-300 words)*   * Please provide details of the context in which the proposed intervention will be implemented, including any project it is part of. | | | |
| Type here | | | |
| **SUMMARY OF THE PROPOSED INTERVENTION**  *(max. 300-500 words)* | | | |
| Type here  *[GUIDELINES:*  *Please state the problem/challenge your intervention aims to address. Describe the proposed solution and the expected outcome in the targeted country(ies).*  *The proposed solution should include a consciousness approach or practice which can help strengthen the inner capacities for food systems transformation.*  *Present the key features of the intervention including an explanation of the mechanisms, structures and stakeholders involved.*  *Explain the benefits and advantages of the proposed intervention – how it can help transform food systems towards regeneration.]* | | | |
| **COFSA AREA(S) OF INTERVENTION** *(max 250-300 words)*   * Which CoFSA Area(s) of intervention does this intervention contribute to and how? * What hypotheses is your intervention testing? | | | |
| Type here  *[GUIDELINES:*  *Please specify which of the CoFSA focus area(s) this intervention contributes to\*:*   * ***Sustainable Landscapes***   + *Conscious Farming and Local Community Development,*   + *Revitalizing and Strengthening Traditional Wisdom,* * ***Food Systems Policy and Pathways***   + *Food Policy Reform*   + *Multi-stakeholder Dialogues,* * ***Supply Chain Transformation***   + *Cultural Transformation of Organizations*   + *Conscious Consumption*   *\*Interventions may contribute to multiple areas and/or be crosscutting in nature.]* | | | |
| * **TARGET GROUPS:** Which population group(s) will you be working with? | | | |
| Type here  *[GUIDELINES:* *e.g. consumers, companies, governments, development agencies, academia, global and local NGOs, local communities, and farmers and food producers]* | | | |
| **CONSCIOUSNESS-BASED APPROACHES** *(max 250-300 words)*   * What kind of consciousness approaches will you be testing / developing through the intervention? | | | |
| Type here  *[GUIDELINES: Consciousness approaches can leverage certain practices which actively support the cultivation of inner capacities. They include a vast range of:*   * *Contemplative practices, often rooted in a variety of wisdom-based traditions, such as mindfulness or nature connection;* * *Psychological and cognitive-behavioural based practices, such as self-reflection;* * *Transformative spaces and communication practices through dialogues, group discussions and facilitation practices, such as deep listening and Non-violent Communication; and communities of practice to deepen understanding and application of the learning;* * *Transformative educational and leadership practices, such as experiential learning, and arts-based learning.*   *See the CoFSA Rationale Action for Report for more information on consciousness-based approaches (available to download* [*here*](https://consciousfoodsystems.org/rationale-for-action/)*).]* | | | |
| *Please specify:*   * + How are they adapted to the local context and target groups? *(max 100-150 words)* | | Type here | |
| *Please specify:*   * + How they are innovative compared to current practice? *(max 100-150 words)* | | Type here | |
| **COFSA PRINCIPLES FOR CULTIVATING INNER CAPACITIES:** Please describe how the intervention is aligned with the CoFSA principles *(max 300-400 words)* | | | |
| Type here  *[GUIDELINES: CoFSA’s principle of cultivating inner capacities emphasizes the need for context-specific and culturally relevant interventions, founded on respect and equity, as well as awareness of power dynamics. These interventions should be supported by a diversity of evidence and knowledge.*  *For further detail on the CoFSA Principles for Cultivating Inner Capacities see the CoFSA Rationale for Action Report - Annex I (available to download* [*here*](https://consciousfoodsystems.org/rationale-for-action/)*).]* | | | |
| **EXPECTED IMPACT(S):** Please describe the expected results and potential impact(s) of the proposed interventions (e.g. behavioral, social, cultural, environmental, economic) *(max 200-350 words)* | | | |
| Type here  *[GUIDELINES: What are the objectives and expected impact(s) of the intervention? What Inner Capacities do you want to build? How may this support behaviors change, achievement of the project objectives and support transformation towards regenerative food systems?]* | | | |
| **SCALE UP & REPLICATION** *(max 150 words)*   * What is the potential for scale-up and replication of your solution? | | | |
| Type here  *[GUIDELINES:*  *Potential for scale-up (i.e., building on existing approach, adaptable at minimum cost, addressing bigger need in market)*  *Potential replicability (i.e., easy to duplicate, adaptable to different regions and countries, applicable in other sectors) ]* | | | |
| **MONITORING, EVALUATION & LEARNING**:*(max 200-300 words)*  Interventions should use the **CoFSA Monitoring, Evaluation & Learning (MEL) Framework** to document progress and learnings [here](https://drive.google.com/drive/folders/1LQ30Tt9WpL-gnKuhi9bYRPkM59JuHhGl?usp=share_link).  Please specify here specific indicators or questions you wish to focus on and the information collection methods you will be using.  Please also explain the potential of the intervention in terms of advancing learning on conscious food systems. | | | |
| Type here | | | |
| **RISK ANALYSIS**  Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks. | | | |
| |  |  |  | | --- | --- | --- | | Risk | Risk rating\* (High/Medium/Low) | Mitigation measures | | Type here |  |  | | ... |  |  | | ... |  |  |   *\*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.* | | | |

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| **BUDGET** | |
| GRANT REQUESTED  *[up to $20,000 USD]* | US$ \_\_\_\_ (\_\_%) |
| CO-FUNDING PROVIDED BY THE PROPONENT (USD $)  *[Applicant’s in-kind or cash contribution to the total intervention costs, if any. Co-funding is not mandatory.]* | US$ \_\_\_\_ (\_\_%) |
| BREAKDOWN OF EXPENDITURE | |
| *[GUIDELINES: please provide a detailed breakdown of costs for personnel and other costs, include description]*   * *Personnel* * *Other costs – please specify (e.g. communications, travel, equipment, training, etc)*  |  |  |  |  | | --- | --- | --- | --- | | Item | Unit cost (US$) | Number of units | Total | | Type here |  |  |  | | *...* |  |  |  | | *...* |  |  |  | | *...* |  |  |  | | *...* |  |  |  | | TOTAL US $ | | |  | | |

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| **INTERVENTION MANAGEMENT** | |  |  |
| INTERVENTION MANAGEMENT *(max 150 words)* | Type here  *[GUIDELINES: Briefly describe how the intervention will be managed. Explain, why your team is uniquely qualified to develop the proposed solution – Provide evidence of your organization’s relevant expertise (At a minimum, Applicants will need to have at least 2 years of experience in the relevant sector), track record and organizational capacity.]* | | |
| ROLES & RESPONSIBILITIES. *[Please provide details of the Project team(s) responsible for implementing and publicly presenting the intervention. Please attach CVs of all relevant team members.]* | | | |
| NAME | | ROLE & RESPONSIBILITY | GENDER |
| 1. ... | | .... | .... |
| 1. ... | | ... | ... |
| 1. ... | | ... | ... |

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| **INTERVENTION PLAN** |  |  |
| *[GUIDELINES: Please describe the planned activities required to develop and implement your conscious food intervention.*  *The required outputs/deliverables will be the (i) submission of a final report based on the template provided in the CoFSA Monitoring, Evaluation & Learning Framework, and (ii) a short case study presenting your story of change (2-5 pages).]*   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Activity | Description of Activity and Outputs | Sept 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Jan 2024 | Feb 2024 | March 2024 | | Deliverable 1 | Final Intervention Design & Workplan |  |  |  |  |  |  |  | | Activity 1 | Type here |  |  |  |  |  |  |  | | Activity 2 | Type here |  |  |  |  |  |  |  | | Activity 3 | Type here |  |  |  |  |  |  |  | | Activity 4 | Type here |  |  |  |  |  |  |  | | ... |  |  |  |  |  |  |  |  | | Deliverable 2 | Final report (MEL framework) |  |  |  |  |  |  |  | | | |

## Acceptance of Terms & Conditions

By signing this form, the Applicant accepts the following terms and conditions:

The Applicant declares that he/she is bounded by the process and rules of the competition that were specified in the Guidelines for Applicants for the ***Call for Proposals for Conscious Food Incubator*** and shall accept the outcome of the process without any deviation or reservation.

The Applicant shall bear all costs related to the preparation and submission of the proposal regardless of whether his/her proposal is selected or not. He/she accepts that the UNDP will in no case be held responsible or liable for those costs regardless of the outcome of the process.

The Applicant accepts that the UNDP determines the level of responsiveness to the ***Call for Proposals for Conscious Food Incubator*** exclusively on the contents of the written, submitted, and signed Application Forms and Annexes.

The Applicant accepts that information relating to the examination and evaluation of the Applications, and selection of Grantees and signature of Grant Agreement shall not be disclosed to any person not officially concerned with such processes.

Signature: …………………………………………………

Name: …..…………………………………………………

Date: ….…………………………………………………

## Annex 1 – Declaration

Date:

United Nations Development Programme

Bureau for Programme and Policy Support

304 East 45th Street, FF-16th floor,

New York, NY 10017 USA

Assignment: Call for Proposals for Conscious Food Incubator

Reference: COFSA Incubator 2023

Dear Sir/Madam,

I declare that ..................................................................................... is not in the UN Security Council 1267/1989, UN Procurement Division List or Other UN Ineligibility List.

Yours sincerely,

Signature: …………………………………………………

Name: …………………………………………………

Date: …………………………………………………