



**PROC/2024/GRA/001 AMAZONIA+ PROGRAM,
PROC/2024/GRA/001**

**“LIVING AMAZONIA” REGIONAL INITIATIVE FOR THE
CONSERVATION AND PROTECTION OF ITS LANDSCAPES AND
ECOSYSTEMS**

**CONTRACTING AUTHORITY: COOPERAZIONE INTERNAZIONALE –
COOPI**

CALL FOR PROPOSALS

**Support to community/associative productive initiatives in
agricultural and livestock processes in the Amazon region for the
prevention and mitigation of deforestation, environmental
degradation, and forest fires.**

OCTOBER 2025

ACRONYMS

AICS – Italian Agency for Development Cooperation

COOPI – International Cooperation

CUC – Certificate of Common Utility

EP – Expertise France

UNAD – National Open and Distance University

FIAP – Foundation for the Internationalization of Public Administrations – Spanish Cooperation

RUT – Single Tax Registry

USFQ – San Francisco University of Quito

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1. Introduction

The Amazonia+ Programme, funded by the European Union and implemented by the Italian Agency for Development Cooperation (AICS), FIAP – Spanish Cooperation, and Expertise France (EF), has selected a consortium of implementing partners to support AICS, led by COOPI – Cooperazione Internazionale, together with the universities Universidad Nacional Abierta y a Distancia (UNAD, Colombia) and Universidad San Francisco de Quito (USFQ, Ecuador).

This Call for Proposals is developed within the framework of the Amazonia+ Programme and aligns with its first component, which aims to strengthen the capacities of Amazon basin countries to prevent, monitor, control, combat, and mitigate deforestation, forest degradation, wildfires, and their underlying causes.

Thus, Product 4 is oriented towards the development and implementation of projects in strategic landscapes, in collaboration with territorial administrative and political entities, as exemplary models in the Amazon region for the prevention and mitigation of deforestation, environmental degradation, and forest fires.

Within this framework, it is foreseen to provide financial and technical support to **eight (8)** community/associative productive initiatives which, through their strategic, pedagogical, technical, and coordination actions, promote alternatives to the use of fire in agriculture or livestock activities within local communities.

Support to “**Community/Associative Productive Initiatives**” will be provided through a transfer of financial resources and technical assistance, based on a defined investment plan, with the objective that the beneficiary entity directly implements the initiative, thus promoting the improvement of its pedagogical, technical, administrative, and internal coordination capacities.

The project to be financed shall consist of a general objective, a specific objective, results, and a set of activities. To this end, the organizations/associations must use the annexes established in this call for proposals, included in the present Terms of Reference.

2. COOPI

COOPI – Cooperazione Internazionale is a secular and independent humanitarian organization founded in 1965 in Milan, Italy. For over 50 years, it has been committed to breaking the cycle of poverty and supporting populations affected by conflicts, socioeconomic crises, or natural disasters on their path toward recovery and sustainable development. COOPI operates through the professionalism of local and international staff and through partnerships with public and private entities as well as civil society organizations. Currently, COOPI is present in 33 countries across Africa, the Middle East, Latin America, and the Caribbean, implementing over 241 humanitarian assistance projects that reach approximately 6 million people. Since 1965, COOPI has supported more than 110 million people in 72 countries worldwide. Since 1999, COOPI has established a presence in Colombia to assist both Colombian and migrant populations in the country. Over the years, COOPI has operated in Colombia in key sectors such as protection (GBV, child protection, trafficking in persons), WASH, disaster risk reduction, and livelihoods.

3. General Considerations

Community/Associative Productive Initiatives are understood as “processes organized and led by local communities, associative groups, or cooperatives with legal personality, which may be accompanied by foundations or non-profit organizations, and are aimed at developing sustainable economic activities that contribute to replacing or transforming traditional practices involving the use of fire in agriculture or livestock production.” These initiatives seek to foster behavioral change and strengthen capacities at the individual, household, and, above all, community levels, to ensure the proper management of risks associated with deforestation, environmental degradation, and forest fires. Through their implementation, they promote resilient, low-emission productive alternatives that positively influence environmental conditions.

Recipients

This call for proposals is addressed to civil society organizations, community associations, cooperatives, community-based organizations, and/or community-oriented non-profit foundations with a productive profile in the agricultural and/or livestock sector, legally established (legal entity), that meet the following requirements:

- a. Be a civil society organization¹ and/or a legally established community-based association that carries out territorial actions with technical, methodological, and/or pedagogical support from research centers involved in environmental conservation processes, land stewardship, and/or local or national government entities whose purpose is oriented towards **environmental**

¹ Civil Society Organizations (CSOs) include all non-state, non-profit, non-partisan, and non-violent structures through which people organize themselves to pursue common objectives and ideals—whether political, cultural, social, or economic. This category includes CSOs based on membership, advocacy, or the provision of social services, as well as community organizations, non-governmental organizations (NGOs), faith-based organizations, foundations, research centers, non-public universities, organizations promoting gender equality or defending the rights of LGBTIQ+ persons, cooperatives, professional and business associations, and non-profit media outlets. Trade unions and employers' organizations, known as social partners, constitute a specific category of civil society organizations. International organizations are not eligible under this call for proposals.

protection and conservation through processes of sustainable and resilient agriculture, environmental restoration and improvement, reduction of greenhouse gas emissions, and/or the promotion and strengthening of circular economies and community management from a community and environmental governance perspective.

- b. Be legally established with a date of incorporation equal to or greater than three (3) years prior to the publication date of this call for proposals.
- c. Have a valid Tax Registration Certificate (RUT) or an equivalent document in the respective country, updated as of December 2024.
- d. Have a percentage of women in leadership or decision-making positions within the organization, who directly participate in the implementation of the productive initiative.
- e. Have at least two (2) years of experience in the implementation of projects related to the objectives of this call for proposals, verifiable through certifications indicating: the name of the contracting entity or individual issuing the certification, address, telephone number, contract number, contractual purpose, amount, and implementation period; or, alternatively, copies of the contracts with their corresponding final reports or closing statements. (In cases where certifications are not available, only contracts accompanied by final reports or certificates of completion and closure will be considered). Self-certifications will not be accepted for evaluation purposes.
- f. Have specific experience in the conclusion and implementation of at least one (1) contract or legal agreement whose purpose and/or obligations and/or scope and/or conditions are related to one or more of the specific objectives or sectors of this call for proposals, and whose value is equal to or greater than thirty percent (30%) of the official budget established in this call.

To substantiate such specific experience, certifications must include: the name of the contracting entity or individual issuing the certification, address, telephone number, contract number, contractual purpose, amount, and implementation period; or, alternatively, copies of the contracts with their corresponding final reports or closing statements. (In cases where certifications are not available, only contracts accompanied by final reports or certificates of completion and closure will be considered). Self-certifications will not be accepted for evaluation purposes. Consortia or temporary unions are not eligible.

These processes must be characterized by:

- i. Active participation and community leadership, with particular attention to the inclusion and empowerment of women, youth, and traditional or Indigenous communities, resulting in more horizontal and inclusive leadership structures, reflecting the diversity of the territories, and clearly described in the submitted proposal.
- ii. Integration of local knowledge and technical expertise, ensuring cultural relevance and economic and environmental feasibility, as demonstrated in the proposal design, its technical and pedagogical foundation, and the coherence between technical, scientific, and community-based knowledge.
- iii. Direct contribution to the conservation of Amazonian ecosystems and the strengthening of local governance over the territory and its natural resources. The initiatives are expected to be aligned, as far as possible, with local and/or national policies for the conservation of Amazonian ecosystems and/or to contribute to their formulation.

iv. These community/associative productive initiatives must aim to strengthen the social fabric, promote equity, and consolidate sustainable productive practices that reduce pressure on forests and ecosystems.

Le agenzie e gli organismi internazionali non saranno eleggibili nell'ambito di questa convocazione, così come non saranno eleggibili centri o istituzioni internazionali di ricerca.

Thematic Areas of Interest

Proposals must be oriented towards one or more of the following thematic areas:

1. Prevention and mitigation of fire risk in sustainable agriculture, livestock farming, agroforestry, and the conversion of agri-food systems.
2. Prevention and mitigation of fire risk in the context of the sustainable use of forest resources.
3. Good agricultural and/or livestock practices to prevent deforestation and/or forest fires in the development of agricultural activities and the management of natural resources.
4. Strengthening women's leadership and participation, giving priority to actions that promote and consolidate women's leadership within the territories.
5. Enhancing fire monitoring capacities through the acquisition of technology for control, monitoring, and surveillance aimed at preventing forest fires at the community level, in order to reinforce existing or planned mechanisms within a sustainable strategy.
6. Development of sustainable practices as alternatives to the use of fire in the agricultural and livestock sectors.
7. Capacity building for the implementation of forest fire prevention measures, particularly in small-scale agricultural and livestock sectors.

In all cases, beneficiaries of the support must carry out the action adopting all necessary and reasonable measures to ensure that it is implemented in accordance with the action description presented in these Terms of Reference.

To this end, they shall implement the action with the utmost care, efficiency, transparency, and diligence, in accordance with the principle of sound financial management and the best practices in this field.

Geographical Coverage

The proposed actions must be implemented in one or more of the following landscapes:

1. Northern Landscape in Cuyabeno and the Yasuní Biosphere Reserve, Ecuador;
2. MAP Landscape in the Protected Areas of Manuripi (Bolivia) and Alto Purús (Peru);
3. Eastern Landscape in the Indigenous Reserves of Vaupés (Colombia); and
4. Central Landscape in the Trinational Corridor of Colombia, Peru, and Brazil.

Bolivia: Amazon region of the departments of *La Paz, Beni, and Pando*

Colombia: Amazon region of the departments of *Amazonas, Guainía, and Putumayo*

Ecuador: Amazon region of the provinces of *Orellana, Sucumbíos, Morona Santiago, and Pastaza*

Peru: Amazon region of *Loreto, Ucayali, and Madre de Dios*

This call for proposals does **not establish a minimum number of municipalities, beneficiaries, or institutions** to be included in the pilot project.

Implementation Period

The project must be implemented within a maximum period of **six (6) months**.

4. Objectives

General Objective

To provide financial and technical support for the implementation of **Community/Associative Productive Initiatives** in order to promote **alternatives to the use of fire** in agricultural and livestock activities within Amazonian territories.

Specific Objectives

- To support community/associative productive initiatives aimed at increasing the participation of local communities in the proper management of risks related to **deforestation, environmental degradation, and integrated fire management**.
- To support initiatives that promote **women's participation** in local responses for integrated fire management.

5. Number of Supported Initiatives and Budget

A total of **eight (8) Community/Associative Productive Initiatives** will be supported. For the technical and financial support of these initiatives, the Project has a total budget of **EUR 72,000**. Each proposal selected for funding may have a **maximum budget of EUR 9,000**.



The total eligible budget per proposal **may not exceed EUR 9,000**. The inclusion of co-financing resources in the proposal is **not mandatory**. However, applicants may choose to contribute an additional percentage as co-financing, thereby increasing the total project budget (**EUR 9,000 + co-financing**).

Co-financing may be provided in cash or in kind. *In-kind contributions* are understood as the free provision of goods or services. Such contributions may also include the monetary value of volunteer work performed by the applicant's members or affiliates.

Counterpart resources must not originate from other projects funded by the European Union. They may consist of cash or in-kind contributions. Under no circumstances will a community/associative productive initiative already financed under the Amazonia+ Programme or any other EU-funded project be eligible for support.

The value of volunteer work may be declared based on unit costs defined for similar functions and will be assessed by COOPI according to these unit costs, if deemed necessary or appropriate by the applicant. In all cases, the values of other forms of co-financing will be based on the estimates provided by the applicant.

Payment requests shall be made in euros (EUR), and the transfer of funds will be executed in the local currency of the country where the applicant's action is implemented. For financial reporting purposes, the FIFO exchange rate (First In, First Out) will be applied, that is, according to the order in which the funds received are used for reporting.

Bank charges may be considered indirect costs.

5.1 Eligible Costs and Non-Eligible Activities

Eligible Costs

The various types of eligible activities for the implementation of Community/Associative Productive Initiatives include:

- Technical design of works for the maintenance, improvement, or repair of the structures where the organization/association carries out its activities, provided that these do not constitute new constructions and strategically contribute to the replication and/or scaling-up processes of the practice forming the pilot project.
- Acquisition of equipment, tools, supplies, and/or materials to strengthen the organization's response capacity in the appropriate management of deforestation, environmental degradation, and forest fire risks within the proposed pilot project.
- Acquisition, installation, and operation of equipment for the replication and scaling-up of practices at the territorial level.
- Procurement of materials to improve the organization's/association's technical capacity in addressing environmental risks related to its productive and economic practices (e.g. biosecurity materials, signage, territorial identification elements, among others).
- Technical training to strengthen the organization's capacity to respond to deforestation, environmental degradation, and forest fire risks.

Only **eligible costs** will be considered for financial support. The proposed budget will serve as an estimate of these costs.

The following costs are considered **eligible**:

- Costs for the acquisition of equipment and supplies specifically dedicated to achieving the objectives outlined in these Terms of Reference;
- Costs of consumable goods specifically dedicated to the action;
- Costs of service, supply, and works contracts executed during the implementation of the pilot project, provided that they are included in the submitted budget.

To be considered eligible, costs must:

- Be included in the total estimated budget of the action;
- Be necessary and justified for the implementation of the action;
- Be identifiable and verifiable through appropriate control mechanisms;
- Comply with the fiscal regulations in force in the country where the action is implemented;
- Be reasonable, justified, and consistent with the principles of sound financial management, in particular cost-effectiveness and efficiency;
- Be incurred during the implementation period of the action.

In particular:

- Costs related to services and works must correspond to activities carried out during the implementation period;
- Costs related to supplies must refer to goods delivered and installed during the implementation period.

Non Eligible

- Expenses related to the signing of a contract, placing of an order, or committing to an expenditure during the implementation period, for future service delivery, works execution, or supply of goods after the end of the implementation period, are not eligible.
- Expenses for the purchase of land or buildings are not eligible.
- The award of a grant will always be subject to the condition that the preliminary checks carried out prior to the signature of the Grant Contract do not reveal any issues or the need for budget adjustments. This verification may result in requests for clarification and/or recommendations for modification by COOPI. Following such corrections, the total grant amount may under no circumstances be increased.
- Costs incurred before the signing of the contract or after the completion of the implementation period are not eligible.

The following budget lines are considered eligible under this Call for Proposals:

Human Resources: A maximum of 10% of the total action budget may be allocated under the “Human Resources” budget line. Personnel may be contracted either through employment contracts or service contracts.

Travel: A maximum of 5% of the action’s resources may be allocated to transport and mobility expenses of personnel directly involved in the implementation of the action.

Eligible Action Activities: This budget line shall cover all costs necessary for the execution of the activities described in the action, such as the purchase of equipment, machinery, tools, and materials required for the development of the initiative. This category must represent at least 80% of the total action budget.

Eligible Indirect Costs (Administrative Expenses): Indirect costs, or administrative expenses incurred during the implementation of the project’s activities, may be included in the budget up to a maximum of 5% of the total value of the action.

These administrative costs will be accepted provided that they are not related to any costs already included under another budget line of the Grant Contract.

Indirect costs will not be subject to financial audit; however, they must be properly documented for the accounting process of the beneficiary entity.

Contingency Reserve: No funds are foreseen under this budget line.

Note: The total of all budget lines must equal 100%.

5.2 Process for the Legalization and Execution of Eligible Costs

Disbursements under this type of project support, consisting of productive initiatives, will be made in **three payments**, according to the following modalities:

First payment: 40% of the total project budget, upon submission of the work plan and detailed implementation schedule, within ten (10) days following the signing of the contract with the beneficiary entity.

Second payment: 40% of the total project budget, upon submission of a narrative report and a financial report accounting for the full execution of the funds disbursed under the first payment, using the templates provided by COOPI for this purpose. The date of this disbursement shall be established in the contract signed with the beneficiary; however, in any case, it shall take place between the second and fourth month of implementation.

Third payment: 20% of the total project budget, upon submission of the second narrative and financial reports demonstrating the achievement of the objectives and activities established in the action.

The level of detail of these reports shall correspond to that of the action description and budget. In all cases, COOPI will request **monthly narrative and financial progress reports**, in line with the implementation schedule agreed with the beneficiary organization.

5.3 VAT Exemption

VAT exemption will apply in accordance with the conditions and legislation of each country.

In all cases, the *Amazonía+ Programme* will provide the **CUC / Certificate of Public Utility** for the corresponding management of projects to be implemented in Colombia. Beneficiaries in Colombia must complete the necessary procedures with their suppliers using the CUC, so that, **prior to contracting services or issuing any invoice**, suppliers duly apply the VAT exemption process. In other countries, beneficiaries must verify whether the applicable national legislation allows them to benefit from VAT exemption. Indirect costs are **not subject to financial audit** within the framework of the action's implementation; however, their execution, recording, and accounting registration are recommended for internal control purposes, following the beneficiary's own accounting procedures.

5.4 Accounting (Supporting Documents, Financial Reporting, Fiscal Obligations, Bookkeeping, Other Requirements)

The beneficiary must retain the original accounting and supporting documents for a period of five (5) years following the closure of the Project, or in any case until the completion of any ongoing review, verification, appeal, litigation, or related administrative procedure.

The beneficiary shall maintain accurate and systematic accounting records using an appropriate double-entry bookkeeping system. The accounting may be integrated into the beneficiary's existing accounting system or established as a complementary system and shall be kept in accordance with the accounting policies, standards, and bookkeeping regulations applicable in the respective country. In all cases, it must allow for the easy tracking, identification, and verification of all income and expenditure related to the initiative.

The beneficiary shall submit and deliver to COOPI the financial execution reports whenever a disbursement request is made, in accordance with the provisions set out in the Grant Contract.

The beneficiary of the support shall comply with all fiscal obligations (VAT declaration, withholding tax, income tax declaration, etc.) arising from the signature of the contract. Any fines or penalties resulting from late or incorrect filing shall be borne exclusively by the beneficiary.

COOPI – Cooperazione Internazionale will carry out the review and supervision of all accounting and financial information related to the project resources. All supporting documentation generated within the framework of these grants shall be subject to financial audit and verification under the Amazonía Viva Project. COOPI shall issue reports in compliance with its internal requirements, contributing to the mitigation of risks of ineligible costs and expenses through the rigorous examination and analysis of all project documents. COOPI may also carry out on-site verification visits during the implementation of the grant, subject to prior agreement with the beneficiary entity.

Access to such documentation and its proper filing must be ensured in order to facilitate review and verification. The beneficiary must inform COOPI of the exact location of all accounting and supporting records. All supporting documentation shall be available for inspection in original format (including electronic originals) or certified copies.

In addition to the narrative and financial reports, the beneficiary must maintain the following records for review by COOPI:

- a) Accounting records (electronic or manual) from the accounting system, including general ledger, subsidiary ledgers, payroll records, fixed asset registers, and other relevant accounting information.
- b) Evidence of recruitment procedures, calls for tenders, and evaluation reports for staff selection, where applicable.
- c) Evidence of commitments, such as contracts and purchase orders.
- d) Evidence of service delivery, such as approved reports, timesheets, and attendance records.
- e) Evidence of works execution, such as certificates of completion or delivery.
- f) Evidence of purchases, such as invoices and receipts.

Failure to comply with any of these obligations shall entitle COOPI to suspend the signed contract, delay or withhold payments, terminate the contract, or reduce the grant amount. Therefore, strict adherence to the provisions of this section is strongly recommended.

5.5 Bank Account Management

- The bank account must be an active current account in the name of the organization.
- Accounts in the name of individuals will not be accepted.
- The account must have at least two registered signatories of the organization: the legal representative and the treasurer.

6. Visibility

Beneficiaries of the pilot project support must take all necessary measures to ensure visibility of the fact that the project is funded by the European Union within the framework of the Amazonía Viva Project. COOPI will provide the technical guidelines to be followed in this regard.

Ownership, titles, and intellectual and industrial property rights related to the results of the action, as well as any reports or other documents produced, shall belong to the parties that have developed/produced them and to COOPI.

Both the beneficiary and COOPI grant each other the right to use the documents, knowledge, and experiences generated by the intervention, upon prior notification, in any form and for the purpose of ensuring the widest possible dissemination, provided such dissemination is non-commercial. The source of the disseminated knowledge and/or experience must always be acknowledged.

If the publication of any document is foreseen among the activities financed under the pilot project, the beneficiary must inform COOPI in advance in order to allow for the review and approval of logo use, in line with the requirements set by the European Union.

7. Ethical Requirements

The applicant must not be involved in any conflict of interest and must not have any equivalent relationship with other applicants or parties involved in the actions.

If the applicant or any of its members attempts to obtain confidential information through unlawful arrangements with other applicants, or by seeking to influence the Evaluation Committee or any member of the COOPI team during the review, clarification, evaluation, or comparison of applications, they will be excluded from the process.

The applicant and its staff must uphold and protect human rights. In particular, and in accordance with applicable legislation, applicants awarded contracts must comply with environmental legislation and core labour standards, including the elimination of forced and compulsory labour and the prohibition of child labour.

A zero-tolerance policy applies to any unlawful conduct that may compromise the applicant's professional integrity. Therefore, abuse, physical punishment, threats of physical abuse, sexual exploitation, harassment, verbal abuse, and other forms of intimidation are strictly prohibited within beneficiary teams and towards project participants or indirect beneficiaries.

The applicant must comply with all applicable laws, regulations, and codes relating to the fight against corruption and bribery. COOPI reserves the right to suspend or cancel the financial support if corruption of any kind is discovered at any stage of the procedure or during contract implementation.

For the purpose of this provision, "corruption" means any offer, payment, or delivery of bribes, gifts, gratuities, or commissions to any person as an incentive or reward to perform or refrain from performing acts related to the award or execution of the pilot project support contract.

If the award or execution of a pilot project gives rise to unusual commercial expenses, the contract shall be terminated. "Unusual commercial expenses" refers to:

- any commission not mentioned in the main contract or not resulting from a validly formalized agreement related to the main contract;
- any commission not corresponding to a legitimate and effectively rendered service;
- any commission paid to a company appearing to be a shell or fictitious entity.

COOPI reserves the right to suspend or cancel the procedure if breaches of obligations, irregularities, or fraud are detected during the award process. If, after the contract award, it is found that substantial violations of obligations, irregularities, or fraud occurred during the process, COOPI may refuse to enter into the contract.

8. Process Phases

The following phases are foreseen for the selection of community/associative productive initiative proposals.

8.1 Submission of Project Proposals

- Applicants must submit their proposals using the annexes that form an integral part of the present call for proposals, completing all sections and pages in the order in which they appear.
- Proposals must be submitted EXCLUSIVELY by e-mail, including all the attachments required in these terms, and sent to: **coord.amazonia.colombia@coopi.org**, **admin.amazonia@coopi.org**, and **coopiamazoniaviva@gmail.com**
- The e-mail subject line must indicate: **Community/Associative Productive Initiative Project (Name of the Applicant) – Amazonia Viva Programme.**
- The application form and annexes must be submitted in PDF, Word, and Excel formats.
- They may be sent separately or as a single compressed (ZIP) file; however, submissions sent via download or access links (e.g., WeTransfer or Drive) will not be accepted. In such cases, the application will not be evaluated.
- Any inconsistency in the application (for example, amounts that are not coherent across sections) may result in the rejection of the application and its exclusion from evaluation by COOPI.
- Clarifications will be requested only if the information provided is unclear and prevents COOPI from carrying out an objective assessment of all documentation.
- Handwritten applications will not be accepted.
- Incomplete applications will be rejected and not evaluated.
- To ensure equal treatment of all applicants, COOPI will not provide prior opinions on the eligibility of any proposed action.
- No individual replies will be given to applicants. All questions and answers, as well as any other important announcements to applicants during the evaluation process, will be communicated in writing to all applicants.

8.2 Phases of the Process

- Applications will be reviewed and evaluated by COOPI in the order in which they are received, and the process will be carried out in full respect and review of the established criteria.
- Proposals submitted after the deadline will not be evaluated.
- Proposals that do not pass the review of the administrative and financial criteria defined in these Terms of Reference will also not be evaluated.

8.2.1 Evaluation and Selection

A. Financial and Administrative (Eligibility Criteria)

1.1 The proposal must include the RUT, the Chamber of Commerce registration, and/or the document that, in each country, certifies the formal and legal existence of the applicant as a legal entity. In the case of submissions from Community Councils or Indigenous Reserves, the founding document approved by the competent authority must be attached.

1.2 A Certificate of Legal Existence and Representation, or an equivalent document, issued no more than 30 days prior, must be attached.

1.3 The Statutes or Internal Regulations of the organization/association must also be attached to the proposal.

CRITERIA	DESCRIPTION	REQUIRED DOCUMENTATION	EVALUATION RANGES
ADMINISTRATIVE CRITERIA	In this phase, it will be verified whether the requested information has been correctly received, evaluating each criterion with a "Yes" or "No". Applicants must meet all the points marked with a "Yes" in order to continue the evaluation process.	RUT or equivalent document certifying registration for compliance with tax obligations according to the legislation of the respective country.	Compliant / Non-Compliant
		Certificate of the Chamber of Commerce or equivalent document certifying that the entity meets the legal formalities to operate in the country.	Compliant / Non-Compliant

		In the case of community councils or indigenous reserves: submit the constitution document approved by the competent authority.	Compliant / Non-Compliant
		Certificate of existence or legal representation, or equivalent document, issued no more than 30 days prior.	Compliant / Non-Compliant
	Compliance of the candidate with the profiles targeted by the call will be verified.	Statute or regulations of the organization/association to verify that the applicant fits the profiles targeted by the call.	Compliant / Non-Compliant
FINANCIAL CRITERIA	The objective of the financial verification is to validate whether the applicants have the necessary financial capacity, in order to establish the minimum conditions required for the possibility of contracting, by measuring their financial reality, their capacity to assume commitments in carrying out their social purpose, and their ability to promptly comply with the established obligations.	Bank certification with an active account in the name of the organization/association.	Compliant / Non-Compliant

RESULT OF CONSULTATION IN THE EARLY DETECTION AND EXCLUSION SYSTEM (EDES) – List of restrictive measures	This corresponds to the verification that COOPI will carry out in the list of persons or entities excluded from contracts financed with EU funds, due to significant breaches of main contractual obligations, fraud, corruption, or other improper conduct.	Online consultation carried out by COOPI.	Compliant / Non-Compliant
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B. Technical Criteria

The evaluation will consider:

1. Relevance, clarity, coherence, and consistency of the proposal with respect to the objectives of the Amazonia+ Programme **(30 points)**.
2. Documentation demonstrating the applicants' previous and specific experience in the areas related to the objectives of this call **(10 points)**.
3. Work plan **(10 points)**.
4. Proposed activity schedule for the implementation of the initiative **(10 points)**.
5. Budget presented and coherence between included costs, activities, and the work plan **(40 points)**.

CRITERIA	DESCRIPTION	REQUIRED DOCUMENTATION	EVALUATION RANGES
PREVIOUS EXPERIENCE	It will be evaluated whether the applicants have at least two (2) years of experience in the implementation of projects related to the purpose of the call.	To accredit experience, applicants must provide certificates issued by the contracting authority or, failing that, copies of contracts together with settlement acts or certificates of balance and clearance. Self-certifications are not accepted. Each criterion will be evaluated with a "Yes" or "No", and applicants must obtain a "Yes" in all points to proceed in the evaluation process.	Compliant / Non-Compliant

SPECIFIC EXPERIENCE	The specific experience of the applicant will be evaluated. The applicant must have signed and executed at least one (1) contract or legal agreement whose purpose, obligations, scope, or conditions are aligned with this call. The contract value must be equal to or greater than thirty percent (30%) of the established official budget.	To accredit experience, applicants must provide certificates issued by the contracting authority or, failing that, copies of contracts together with settlement acts or certificates of balance and clearance. Self-certifications are not accepted. Each criterion will be evaluated with a "Yes" or "No", and applicants must obtain a "Yes" to proceed.	Compliant / Non-Compliant
PROPOSAL	The proposal for the implementation of the pilot project must be submitted using Annex 1 provided for this purpose.	Annex 1	Compliant / Non-Compliant
	Clear and achievable general and specific objectives in line with the proposal submitted.		Compliant / Non-Compliant
WORK PLAN	Presentation of the work plan for the implementation of the pilot project using	Annex 2	Compliant / Non-Compliant
SCHEDULE	Presentation of the detailed schedule for the implementation of the pilot project using Annex 3 provided for this purpose.	Annex 3	Compliant / Non-Compliant
BUDGET	Inclusion of a budget consistent with the project and aligned with the amount of support estimated by Amazonia Viva.	Annex 4	Compliant / Non-Compliant

8.3 Notification of the Contracting Entity's Decision

COOPI's decision on each application will be communicated by e-mail.

8.4 Contracting

Following the decision to award a grant, a contract will be proposed to the beneficiary. By signing the application, applicants, in the event that they are awarded a grant, declare that they accept the terms and conditions of the contract as established in the grant contract template.

- For the support of community/associative productive initiatives, a contract will be signed between COOPI and the beneficiary entity.
- Once both parties have duly signed the contract, that date will be considered the start date.
- The beneficiary shall submit the final report to COOPI no later than 15 days after the completion of the project's implementation.
- The presentation of performance guarantees will not be required; however, the signing of a Commitment to the Proper Use of Resources document, provided by COOPI to the beneficiaries, will be mandatory.
- During the first month of implementation of the community/associative productive initiatives, COOPI will carry out a characterization process of the beneficiary organizations through an online form.

9. Timeline

All proposals received **before the opening** or **after the closing** of the call will **not be considered**. Applications must be submitted **in Spanish**.

Below are the indicative timelines for the selection and allocation process of resources to support projects under the Amazonia Viva Project:

Indicative Calendar of the Process – Community / Associative Productive Initiatives		
ACTIVITY	DATE	TIME

Launch of the call for the support of community / associative productive initiatives	Tuesday, 14 October 2025**	9am
Information meeting (virtual)	Tuesday, 21 October 2025**	10.00am*
Deadline for submitting clarification requests to COOPI via email	Friday, 24 October 2025**	5.00pm*
COOPI's responses to clarifications – via email	Tuesday, 28 October 2025**	5.00pm*
Deadline for submission of community / associative productive initiatives	Friday, 21 November 2025**	5.00pm*
Notification of award (following evaluation according to the established criteria)	Friday, 12 December 2025**	5.00pm*
Contract signing	15–20 January 2026	5.00pm*
Characterization of organizations / associations	15–20 January 2027	
Joint definition of the procurement plan	From January to August 2026	
Project implementation	From January to August 2026	

All times refer to the time zone of the Contracting Entity's country (Colombia).

*Provisional time; ** Provisional date *

10. Checklist for the Evaluation of Community / Associative Productive Initiatives

Community / Associative Productive Initiatives			
Item	Description	Yes	No
I	Annex i – application form for support to Community / Associative Productive Initiatives		
II	Annex ii – logical framework		
III	Annex iii – detailed schedule		
IV	Annex iv – budget in round figures, without decimals		
V	Tax registration or equivalent legal document		
VI	Certificate of existence or legal representation, or equivalent document, issued no more than 30 days prior to the proposal submission deadline		
VII	Certificate of previous experience		
VIII	Certificate of specific experience		

ANNEXES

Annex 1. Application Form for Support to Community / Associative Productive Initiatives

Project Title		
Country and municipalities where the project will be implemented	Country	Municipalities
Name of the applicant organization		
Contact details of the applicant organization for this project		
Telephone number (landline and mobile, including country code):		
Contact person for this project:		
E-mail of the contact person:		
Address:		
Organization website (optional):		

Any change of address, telephone number, or email address must be communicated to COOPI in writing. COOPI will not be responsible for any inability to contact a candidate.

PROJECT SUMMARY

INSTRUCTIONS FOR COMPLETING THE DOCUMENT

Complete the following box (maximum one page).

Project Title	
Country, Department and Municipalities where the project will be implemented	
Total project duration (in months): (maximum 6 months)	
Amount requested for support (calculated in euros):	
Counterpart contribution (in euros):	
Project objectives:	General objective: long-term change that could be generated by the project (1). Specific objectives: direct effect that the project aims to produce (maximum 2).
Final beneficiaries ¹	“Final beneficiaries” are those who, in the long term, will benefit from the project in society or in the sector as a whole. Specify type of beneficiary and quantity. Indicate: 1. Number of people 2. Number of families 3. Number of men 4. Number of women 5. Number of boys 6. Number of girls
Actions with local educational institutions to promote capacities for environmental protection	If yes, please provide details.

² The “final beneficiaries” are those who, in the long term, will benefit from the Action within society or the sector as a whole.

Expected results	Concrete results expected to be achieved through the project.
Main activities per result	Indicate the main activities planned to achieve the results (maximum 2).

GENERAL INFORMATION

1.1.1. Description (Maximum two pages)

Provide the following information:

- Context and background leading to the preparation of the project: *Focus on explaining the reasons or problems that have led to the presentation of this project and how the organization or proponent intends to address these issues.*
- Objectives of the Action, as mentioned in the Project Summary: *Focus on explaining the objectives that the proponent aims to achieve through this project. Remember that an objective expresses the ultimate purpose of the project and answers the question "Why is it being implemented?" It must be general enough to encompass the entire project. It is recommended to follow the following formula when drafting the objective: Infinitive verb + what is to be achieved + with whom/where + for what general purpose.*

1.1.2. Project Description (Maximum 3 pages)

Describe the Action including all the information requested below, referring to the overall and specific objectives and the expected results:

- Explain the specific expected results, indicating how the project will improve the situation of the final beneficiaries, as well as the technical and managerial capacities of the target groups.
- This section is not intended to repeat the logical framework or the detailed schedule, but rather to demonstrate the coherence and consistency of the project design.

The project aims to achieve the following overall objective: " ".

In particular, the specific objective is: " ".

To achieve the above objectives, the following conditions must occur:

The results that will allow the achievement of the specific objective focus on:

Result No. 1:

Result No. 2:

Result No. 1: “describe here.”

Indicate one by one the strategic and specific activities (sub-activities) that your organization will carry out to achieve this result:

R1.A1: describe the strategic activity here

- Describe the sub-activity here

R1.A2: describe the strategic activity here

- Describe the sub-activity here

Result No. 2: “describe here.”

The strategic and specific activities (sub-activities) for achieving this result are:

R2.A1: describe the strategic activity here

- Describe the sub-activity here

R2.A2: describe the strategic activity here

- Describe the sub-activity here

It is possible to include as many results, activities, and sub-activities as the pilot project requires; the proposed format is only an example and can be adapted to the conditions of your project.

1.1.1. Methodology (maximum 1 page)

- **What is the project implementation method and what are the reasons for the proposed methodology?** *Focus on briefly describing how the project will be carried out, the approach to be used, and the reasons why the proposed methodology is relevant.*

1.1.2. Project Monitoring and Follow-up Actions (maximum ½ page) *Briefly describe how the organization will carry out monitoring, control, and supervision activities to ensure the achievement of the project objectives within the established timeframe.*

1.1.3. Territorial, Differential, and Population Approach of the Intervention *Highlight how the project will take into account differential aspects in terms of territory and its characteristics, as well as the participation of women, Indigenous communities, Afro-descendant populations, and youth.*

1.1.4. Actions in Local Educational Institutions. *For this process, it is important to develop territorial actions involving the participation of boys, girls, and adolescents, as well as other members of the educational community, in order to promote capacities in environmental care and protection, risk mitigation of deforestation, and integrated fire management. Describe how the project will address these related aspects.*

1.1.5. Environmental and Innovation Aspects (maximum ½ page) *Highlight how the project is related to the lines of interest established in the terms of reference of this call.*

1.1.6. Coordination and Synergies with Other Territorial Actors (Public and Private) (maximum 1/2 page) *Highlight the actors who will participate in the implementation of the project and the role they will play throughout the process.*

1.1.7. Organizational Structure, Proposed Team, and Roles in Implementation (maximum 1/2 page) *Include a table describing the structure of the team responsible for project implementation, as well as the roles and functions of each member.*

1.1.8. Duration and Indicative Action Plan for Project Implementation (maximum 2 pages)

The duration of the project will be < # > months. Please note that this call will not finance projects lasting more than 6 months.

Paste here, in image format, the project activity timeline (**Annex III – Detailed Work Plan**).

2.1.1 Budget and Amount Requested from COOPI

Completare l'Allegato IV – Budget in numeri interi senza decimali

Tenere presente che: Complete Annex IV – Budget using whole numbers (no decimals).

Please take into account the following guidelines:

1. *Each budget line must be detailed and broken down into its main components.*
2. *The number of units and the cost per unit must be specified for each component.*
3. *The budget must be expressed in **euros (€)**.*
4. *All unit costs and expenses must be rounded to the nearest euro, without decimals.*
5. *Purchase and rental costs must be indicated separately, if applicable in the pilot project.*
6. *Clearly specify the type of costs and services included in each line item.*
7. *Prepare a monthly projection based on the activity timeline, indicating the periods during which resources will be used. Fund transfers will be made according to this projection and based on the delivery of outputs (milestones) established in the project.*
8. *Fund transfers will be made in three tranches: **First tranche: 40%, Second tranche: 40% , Third tranche: 20%***

Note: The accuracy of the financial information provided in this document is the sole responsibility of the beneficiary.

Applicant's Declaration

The undersigned, authorized by the applicant, in the context of this application, declares that:

1. I represent the organization: _____
2. I have participated in the preparation of the proposal and do not act as an intermediary.
3. I am willing to immediately present, upon request, the supporting documents required in the terms of reference and any other document that may be requested in case of selection.
4. I have read and adequately understood the provisions set out in these terms of reference.
5. I am aware that personal data will be used by **COOPI – Cooperazione Internazionale for technical and financial monitoring purposes**, as well as for audit processes and other relevant activities within the framework of the Amazonia Viva project implementation.

Signed on behalf of the Applicant

Name and Surname	
Signature	
Role/Position	
Date	
Telephone	
E-mail	

ANNEX II. LOGICAL FRAMEWORK			
1. Name of the organization			
2. Project title			
		Description	
General Objective		In questa sezione, descrivi il cambiamento a lungo termine che il progetto potrebbe generare	
Specific Objective		In questa sezione, descrivi l'impatto diretto che il progetto genererà	
Result 1	In this section, describe the expected demonstrable results to be achieved through this third-party financial support proposal.	Indicator	Sources and means of verification
Result 2	Include all the results you wish to achieve through your proposal.	Indicator	Sources and means of verification
		Description	
Activities/ Result 1	Identify the main activities to achieve the results.		
Activities/ Result 2			

ANNEX III. Schedule

ANNEX III. Schedule																												
1. Name of the Organization																												
2. Titolo del Progetto																												
Activity	Description																											
		Description																										
		Mese 1				Month 1				Mese 3				Month 1				Mese 5				Month 1				Observations		
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4			
Activities/ Result 1																												

[illegible]

Annex IV. Budget of the Action		ENTIRE PROJECT				Source of Funding			
Budget Code	Expenses	Unit	# of Units	Cost per Unit (Euro)	Total Cost (Euro)	Contribution Productive/Community Initiative Dret II	Applicant's Cash Contribution	Applicant's In-kind Contribution	%
1.	1. Human Resources (MAXIMUM 10% OF TOTAL ACTION COST)								
1.1	Technical staff	Per month			€ 0				
1.2	Administrative and support staff	Per month			€ 0				
1.3	Travel expenses				€ 0				
Subtotal	Subtotal Human Resources				€ 0	€ 0	€ 0	€ 0	0
2.	2. Travel (MAXIMUM 5% OF TOTAL ACTION BUDGET)								
2.1	2.1 Local transport MAXIMO	Unit			€ 0				
2.2	2.2 Inter-municipal transport	Unit			€ 0				
Subtotal	Subtotal Travels				€ 0	€ 0	€ 0	€ 0	0
3.	3. ACTIVITIES TO BE FUNDED (MAXIMUM 80% OF TOTAL ACTION BUDGET)				€ 0				
3.1.	Activity 1				€ 0				
3.1.	Sub-activity 1.1								
3.1.	Sub-activity 1.2								
3.1.	Activity 2				€ 0				
3.1.	Sub-activity 2.1								
3.1.	Sub-activity 2.2								
3.1.	Activity 3				€ 0				
3.1.	Sub-activity 3.1				€ 0				
3.1.	Sub-activity 3.2								

	Other Subtotal				€ 0	€ 0	€ 0	€ 0	0
	4. Subtotal of eligible direct costs of the Action (1–3)				€ 0	€ 0	€ 0	€ 0	
5.	5. Indirect or administrative costs (maximum 5% of item 4, total eligible costs of the Action)				€ 0				0
	6. Total eligible costs (4+5)				€ 0	€ 0	€ 0	€ 0	
	% Contributions				0%	0%	0%	0%	

1. Budget items must be described in sufficient detail and broken down into their main components. The number of units and cost per unit must be specified for each component, following the given instructions.

2. The budget must be expressed in euros. Costs and unit prices must be rounded to the nearest euro.

3. If staff do not work full-time on the action, the percentage must be indicated next to the description of the item and reflected in the number of units (not in the unit cost).

4. Purchase and rental costs must be indicated separately.

5. Specify the type of costs and services. Lump sums are not accepted.

6. Ensure the project does not exceed the maximum budget financed under this call.

NOTE: The accuracy of the financial information contained in this document is the sole responsibility of the Beneficiary.

