

**CONTRACTING ENTITY:
INTERNATIONAL COOPERATION – COOPI**

**AMAZONIA+ PROGRAMME, PROC/2024/GRA/001
PROJECT “AMAZONIA VIVA”
REGIONAL ARTICULATION FOR THE CONSERVATION
AND PROTECTION OF ITS LANDSCAPES AND
ECOSYSTEMS**

**NOTICE
FOR THE SUBMISSION OF PILOT PROJECTS**

**Demonstrative initiatives in the field of forest fire
prevention, and the fight against deforestation and forest
degradation**

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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Terms of Reference – Pilot Projects

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.

One of the Programme's outputs focuses on the development and implementation of **Pilot 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. To this end, financial and technical support is foreseen for **four pilot projects**.

Pilot Projects are understood as “demonstrative interventions of limited scope and defined duration, implemented in a priority landscape under the Amazonia Viva Programme, designed to test and validate field practices for forest use, conservation, and restoration that maintain ecological and productive functions, ensure legality, reduce deforestation and degradation pressures, and generate measurable evidence for replication and scaling.”

These projects are designed and implemented in a participatory manner with local stakeholders, ensuring the effective participation and leadership of women. They may also integrate elements related to territorial planning for **Integrated Fire Management (IFM)**, protected area management according to the local context, and must include a monitoring and evaluation plan (baseline, indicators, and lessons learned), socio-environmental safeguards, and technical-financial traceability.

Support for pilot projects will be provided through financial transfers and technical assistance, in accordance with a defined investment plan, with the objective that the beneficiary entity directly implements the project, thereby strengthening its pedagogical, technical, administrative, and internal relational capacities, and ensuring that both the formulation and implementation follow an approach oriented toward replication and scalability. The pilot projects are intended to achieve a general objective, specific objectives, results, and a set of activities designed at the territorial level and supported by the proponent's prior experience in the thematic areas covered by this call. To this end, entities must use the attached templates, which form an integral part of these Terms of Reference.

1. COOPI

COOPI – Cooperazione Internazionale is a secular and independent humanitarian organization founded in 1965 in Milan, Italy. For over 50 years, COOPI 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, by leveraging the expertise of both local and international professionals and through partnerships with public and private entities and civil society organizations. Currently, COOPI operates in 33 countries across Africa, the Middle East, Latin America, and the Caribbean, implementing over 241 humanitarian assistance projects reaching approximately 6 million people. Since 1965, COOPI has supported more than 110 million people in 72 countries worldwide. COOPI has been present in Colombia since 1999, assisting both the Colombian and migrant populations in the country. Over the years, COOPI has worked in key sectors such as Protection (GBV, Child Protection, Human Trafficking), WASH, Disaster Risk Reduction, and Livelihoods.

2. General Considerations

Integrated Fire Management (IFM), forest planning, protected area management, or other related actions are demonstrative processes designed to apply, validate, and scale innovative practices for forest conservation and responsible forest use.

These initiatives represent applied theory and practice—approaches that are not yet definitive but arise from the need to obtain, verify, or discard information, and to test or demonstrate approaches or theories in local contexts where communities and resources are active participants in the process. The projects aim to prevent deforestation and forest degradation through the implementation of participatory governance models, evidence-based land-use planning, community and institutional capacity strengthening, and the promotion of sustainable productive alternatives that ensure a balance between ecosystem protection, local community well-being, and climate resilience, while fostering strong participation and leadership of women and youth.

Examples of such interventions include:

Implementation of agroforestry systems using shade-tolerant species such as cacao, without requiring deforestation;

Development of forest management plans; Community-based ecotourism management models promoting sustainable land-use practices that reduce negative environmental impacts; Sustainable agricultural practices, such as crop rotation and silvopastoral systems, among others.

Recipients

This call is addressed to:

- Community and productive associations (cooperatives, farmers' associations, women's, youth, and producers' organizations) legally established as legal entities, interested in implementing sustainable forest management alternatives;
- Environmental authorities and territorial entities responsible for land-use planning, forest planning, and forest management;
- Organizations responsible for the management of protected areas (national parks, community reserves, biological corridors, among others);
- Local NGOs and civil society organizations with experience in conservation, sustainable development, or wildfire prevention;
- Research centers and universities that are part of the Amazonian Universities Network, established within the framework of the Amazonia Viva Project, capable of contributing technical knowledge and scientific validation to sustainable management practices, promoting their replication and scalability.

In all cases, beneficiaries of the pilot project support must implement the action jointly and in coordination with COOPI, adopting all necessary and reasonable measures to ensure the project is carried out in accordance with the proposal description and the present Terms and Conditions. They must execute the project with the utmost care, efficiency, transparency, and diligence, in compliance with the principle of sound financial management and the best practices in this field.

Applicants must meet the following criteria:

1. To be legally established and provide documentation proving their constitution at least three (3) years prior to the date of this call.
2. In the case of a civil society organization and/or legally established community-based association, they must provide documentation certifying or demonstrating that their activities are supported technically, methodologically, and/or pedagogically by research centers engaged in environmental conservation, land protection, and/or local or national government entities. Such support must relate to at least one of the following areas: protection and conservation of the environment through sustainable and resilient agriculture; environmental restoration and enhancement; greenhouse gas reduction; promotion and strengthening of circular economies; community-based management from a perspective of community and environmental governance.
3. Possess a valid Tax Identification Number (RUT) or equivalent document, updated as of December 2024.
4. Guarantee a percentage of women in leadership or decision-making roles within the organization, certified through meeting minutes and/or an internal decision-making mechanism.
5. Have at least two (2) years of experience implementing projects related to the objectives of this call, proven through certifications that include: name of the certifying entity or individual, address, telephone number, contract reference, contractual purpose, value, and implementation period. In the absence of certifications, copies of contracts with corresponding closing reports or payment certificates may be submitted. Self-certifications will not be considered for evaluation.
6. Demonstrate specific experience in signing and executing at least one (1) legal or contractual agreement whose subject, obligations, scope, or conditions are related to any of the specific objectives or thematic areas of this call, and whose value is equal to or greater than 30% of the total budget established. Certifications must include: name of the certifying entity or individual, address, telephone number, contract reference, contractual purpose, value, and execution period. In the absence of certifications, only contracts with closing reports or payment certificates will be considered. Self-certifications will not be accepted. Consortia or temporary unions are not eligible.

Applicants should demonstrate the following characteristics:

- Active community participation and leadership, with particular attention to the inclusion and empowerment of women, youth, and traditional or indigenous authorities, fostering more horizontal and inclusive leadership that reflects territorial diversity.
- Integration of local knowledge and technical expertise, ensuring cultural relevance and economic and environmental feasibility. This should be reflected in the proposal's design, technical and pedagogical foundation, and coherence between technical, scientific, and community knowledge.
- Direct contribution to the conservation of Amazonian ecosystems and the strengthening of local governance over territory and natural resources. Initiatives should preferably align with, or contribute to, local and/or national policies for the conservation of Amazonian ecosystems.
- Projects that strengthen the social fabric, promoting equity and sustainable productive practices that reduce pressure on forests and ecosystems.

International agencies, private enterprises, and international non-governmental organizations are not eligible under this call.

Thematic Areas of Interest

Proposals must address one or more of the following thematic areas:

1. Prevention of deforestation and forest degradation through the implementation of participatory governance models.
2. Prevention of deforestation and forest degradation through the implementation of participatory governance models. (*duplicate in source, maintained for fidelity*)
3. Actions contributing to evidence-based territorial planning and the strengthening of community and institutional capacities.
4. Promotion of sustainable productive alternatives that ensure a balance between ecosystem protection, the well-being of local communities, and resilience to climate change.
5. Prevention and mitigation of fire risk in sustainable agriculture, livestock farming, agroforestry, and the transformation of agri-food systems.
6. Prevention and mitigation of fire risk in the context of sustainable forest use.
7. Verification and replication of good practices in agriculture and/or bioeconomy to prevent deforestation and/or forest fires in the development of agro-pastoral activities and natural resource management.
8. Strengthening the leadership and participation of women and youth, prioritizing actions that promote and reinforce their roles in territorial, community, productive, and environmental management processes.
9. Enhancing fire monitoring capacities through the acquisition of technologies for control, monitoring, and surveillance in the prevention of forest fires at the community level, in order to reinforce existing or planned mechanisms within a sustainable strategy.



For this purpose, the beneficiaries of the pilot projects shall carry out the action with the utmost care, efficiency, transparency, and diligence required, 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 landscapes listed below:

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

Bolivia: Amazon region of the Departments of La Paz and Santa Cruz

Colombia: Amazon region of the Departments of Amazonas, Guainía, and Putumayo

Ecuador: Amazon region of the Provinces of Morona Santiago, Orellana, and Sucumbíos

Peru: Amazon region of Loreto

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

The proposals must clearly specify the location of the territories where the pilot project actions will be carried out, as well as the placement of the working teams responsible for implementation, and the participation of communities and other local organizations.

Implementation Period

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

3. Objective

General Objective

To provide financial and technical support for the implementation of pilot projects on sustainable forest management, Integrated Fire Management (IFM), forest planning, protected area management, or other actions contributing to the prevention of deforestation and forest degradation in the Amazonian landscapes of interest to the *Amazonia Viva* initiative.

Specific Objectives

- To promote the replication and/or scaling-up of good practices at the territorial level.
- To strengthen technical, administrative, and financial capacities for the implementation of actions that contribute to the mitigation of environmental risks.

4. Number of Grants and Budget

A total of four (4) pilot projects will be supported. For the technical and financial support of these pilot projects, the Programme has a total budget of EUR 40,000, with an individual support amount of EUR 10,000 per project.

The grant will cover 95% of the total budget. The remaining 5% may be co-financed by the applicant. The eligible budget may not exceed EUR 10,000. Including co-financing is not mandatory.

However, if the applicant wishes, an additional percentage may be contributed as co-financing, thereby increasing the project's total budget (EUR 10,000 + co-financing).

Co-financing may be in cash or in kind. In-kind contributions are understood as the free provision of goods or services. Such contributions may also include the value of volunteer work, estimated based on unit costs, if deemed necessary or appropriate.

Counterpart resources must not originate from other projects financed with European Union support, and the proposed project cannot be financed by any other initiative or process under the Amazonia+ Programme.

The value of other forms of co-financing will be based on the estimates provided by the applicant.

Disbursement requests shall be made in euros, and the transfer of funds will be made in the local currency of the country where the applicant entity carries out its action. For reporting purposes, the FIFO (First In, First Out) exchange rate will be applied, i.e., based on the order of expenditure of the received resources.

Bank fees may be considered indirect costs.

4.1 Eligible Cost Items and Non-Eligible Activities

Eligible

The types of activities eligible for funding under the pilot projects include:

- Technical design of works for the maintenance, improvement, or repair of the structures where the organization/association implements its actions, provided they do not constitute new constructions and strategically contribute to the replication and/or scaling-up of the practices forming the pilot project.
- Procurement of equipment, supplies, tools, and/or materials aimed at strengthening the response capacity for managing deforestation, environmental degradation, and forest fire risks within the framework of the proposed pilot project.
- Acquisition, installation, and commissioning of equipment for the replication and scaling-up of practices at the territorial level.
- Materials necessary to improve the organization's/association's technical capacities to respond to environmental risks related to its productive and economic activities (e.g., biosafety materials, signage, identification elements in the territory, among others).
- Technical training to strengthen response capacities to deforestation, environmental degradation, and forest fires.

Only “**eligible costs**” will be considered for financial support. The budget will also serve as a cost estimate.

The following costs are considered **eligible**:

- Costs for acquiring equipment and supplies specifically dedicated to achieving the objectives established in the Terms of Reference.
- Costs of consumable goods specifically dedicated to the action.
- Costs related to contracts for services, supplies, and works during the implementation of the pilot project, provided they are included in the submitted budget.

To be eligible, costs must:

- Be included in the estimated total budget of the action.
- Be necessary and justified for the implementation of the action.
- Be identifiable and verifiable through appropriate control measures.
- Comply with applicable tax legislation in the country of implementation.
- Be reasonable, justified, and consistent with the principles of sound financial management, particularly economy and efficiency.
- Be incurred during the implementation period of the action.

Specifically:

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

Non-Eligible Costs:

- Expenses related to the signing of a contract, the transmission of an order, or the assumption of a financial commitment during the implementation period.
- Expenses related to the future provision of services, execution of works, or delivery of supplies after the end of the implementation period.
- Expenses for the purchase of land or buildings.

In all cases, the granting of financial support for the pilot project shall be subject to the results of the pre-contractual verification process, which must not reveal issues or requirements necessitating budget modifications. Such verification may result in requests for clarification or recommendations from COOPI regarding the necessary adjustments. Following these corrections, the amount of the grant may in no case be increased.

The following budget lines are considered eligible under this Call:

Human Resources: Up to a maximum of 10% of the total action budget. Personnel may be contracted under a salary or a service contract.

Travel: Up to a maximum of 5% of the total action resources may be allocated to transportation and mobility expenses of the personnel involved in the action.

Eligible Activities: All items necessary for the execution of the described actions — such as thematic experts, workshops, visibility materials, studies and/or research, equipment, machinery, construction, tools, and materials — up to at least 80% of the total action budget.

Eligible Indirect Costs (Administrative Costs): Indirect or administrative costs incurred in the execution of project activities may be accepted in the budget up to a maximum of 5% of the total project value, provided they are not already included under other budget lines of the Grant Contract. These costs will not be subject to audit but must be properly documented for the accounting process of the beneficiary organization.

Contingency Reserve: No funds are foreseen for contingencies.

Note: All budget lines must total 100% of the project budget.

4.2 Legalization and Execution Process of Eligible Costs

Payments under this support modality for pilot projects will be made in **three (3) instalments**:

- **First payment:** 40% of the project amount, upon submission of the work plan and detailed schedule, within 10 days of signing the contract with the beneficiary.
- **Second payment:** 40% of the project amount, upon submission of a narrative report and a financial report demonstrating full execution of the first disbursement, using the formats provided by COOPI. The date of this payment will be established in the contract signed with the beneficiary but shall occur between the 2nd and 4th month of implementation.
- **Third payment:** 20% of the project budget, upon submission of the second narrative and financial reports, demonstrating the achievement of the objectives and activities foreseen, subject to COOPI's approval.

The level of detail of the reports must correspond to the description and budget of the action. COOPI will, in any case, request monthly narrative and financial reports in accordance with the schedule agreed upon with the beneficiary.

4.3 VAT Exemption

VAT exemption shall apply according to the conditions and regulations in force in each country. The Amazonia+ Programme will provide the CUC / Certificate of Public Utility document for project management in Colombia.

Beneficiaries in Colombia must carry out the necessary procedures with suppliers using the CUC, so that VAT exemption is applied prior to contracting services or issuing invoices. In the remaining countries, beneficiaries must verify whether current legislation allows VAT exemption.

Indirect costs are **not subject to audit verification**, but it is recommended that they be properly recorded, executed, and collected in accordance with the beneficiary's internal procedures.

4.4 Accounting (Supporting Documents, Financial Reports, Tax Obligations, Bookkeeping, Other)

The beneficiary must keep the original accounting documents for a period of five (5) years after the project's completion, and in any case until the conclusion of any audits, verifications, appeals, disputes, or ongoing legal actions.

The beneficiary shall maintain accurate and systematic accounts, using a double-entry bookkeeping system, in accordance with internal procedures and the guidelines provided by COOPI. Accounting: a) may be integrated into the beneficiary's regular

accounting system or constitute a complementary record; b) must be carried out according to the accounting policies and standards applicable in the country; c) must allow the tracking, identification, and easy verification of income and expenditure related to the action.

The beneficiary must submit to COOPI financial execution reports each time a payment request is made, as established in the grant agreement.

The beneficiary must comply with all tax obligations arising from the contract (VAT declaration, withholding taxes, income declarations, etc.). Any penalties incurred due to non-compliance with deadlines shall be borne by the beneficiary.

COOPI International will carry out the review and supervision of the accounting and financial information related to project funds, and all supporting documents will be subject to audit under the Amazonia Viva project. COOPI will produce reports according to internal requirements, helping to minimise the risk of ineligible costs through a rigorous review and analysis of all supporting documentation.

Verification visits will also be conducted during the implementation of the grant, upon prior agreement with the beneficiary organization/association.

Access to documents and their storage must be straightforward to facilitate examination, and the beneficiary must inform COOPI of their exact location. All supporting documentation may be reviewed in original format, including certified electronic copies, and shall form an integral part of the agreed documentation for payment management.

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

- a) Accounting records (digital or manual) from the accounting system, such as general ledger, subsidiary ledgers, payroll records, fixed asset register, and other relevant accounting information.
- b) Evidence of recruitment procedures, bids, 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, etc.
- e) Evidence of works execution, such as acceptance or completion certificates.
- f) Evidence of purchases, such as invoices and receipts.

4.5 Bank Account Management

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

6. Visibility

Beneficiaries of the pilot project support must take all necessary measures to ensure visibility that the project has been funded by the European Union under the Amazonia Viva project. COOPI will provide the technical guidance for this purpose.

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

Both the beneficiary and COOPI shall grant each other the right, upon prior notification, to use the documents, knowledge, and experiences derived from the intervention in any form, in order to allow their widest dissemination, provided such dissemination is non-commercial. The source of the shared knowledge and/or experiences must always be acknowledged.

If the publication of a document is foreseen among the activities financed through the pilot project, the beneficiary must promptly inform COOPI for review and approval of logo use, in accordance with the requirements established 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 illicit 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, the applicant will be excluded from the

process.

The applicant and its personnel must safeguard human rights. In particular, and in accordance with applicable legislation, applicants awarded contracts must respect environmental law and core labour standards, including the elimination of forced or compulsory labour and the prohibition of child labour.

A zero-tolerance policy applies to all unlawful conduct that could compromise the applicant's professional integrity.

Accordingly, physical punishment, threats of physical abuse, sexual exploitation, harassment, verbal abuse, or any other form of intimidation within beneficiary teams or toward participants and indirect beneficiaries are strictly prohibited.

The applicant must comply with all applicable laws and regulations, as well as codes of conduct relating to the fight against corruption and extortion.

COOPI reserves the right to suspend or cancel financial support if corruption of any kind is detected at any stage of the procedure or during the implementation of the contract.

For the purposes of this clause, "corruption" means any offer, gift, or payment to any person of bribes, gratuities, or commissions as an incentive or reward for performing or refraining from performing acts related to the award or execution of the pilot project grant contract.

If the award or execution of a pilot project results in unusual commercial expenses, the contract will be terminated. "Unusual commercial expenses" means any commission not mentioned in the main contract or not arising from a validly formalised agreement linked to the main contract; any commission not corresponding to a legitimate and actually provided service; or any commission paid to a company appearing to be a fictitious entity.

COOPI reserves the right to suspend or cancel the procedure if breaches of obligations, irregularities, or frauds occur during the award process. If, after contract award, substantial breaches, irregularities, or frauds are identified, COOPI may refuse to sign the contract.

8. Process Phases

The following phases are foreseen for the selection of pilot projects:

8.1 Submission of Projects

- Applicants must submit their application using the annexes forming an integral part of this Call for Proposals, completing all sections and pages in the order in which they appear.
- Proposals must be submitted EXCLUSIVELY by e-mail, with all required attachments, to the following addresses: **coord.amazonia.colombia@coopi.org**, **admin.amazonia@coopi.org**, and **coopiamazoniaviva@gmail.com**
- The e-mail subject line must read: **Pilot Project (Name of Applicant) – Amazonia Viva Programme.**
- The application form and attachments must be sent in PDF, Word, and Excel formats.
- Files may be sent separately or in a single compressed (ZIP) file; submissions via download or access links (e.g., WeTransfer, Google Drive) will not be accepted. Such applications will not be evaluated.
- Any discrepancy in the application (e.g. inconsistent amounts across sections) may result in the rejection of the application and its non-evaluation by COOPI.
- Clarifications will be requested only if the information provided is unclear and prevents COOPI from objectively evaluating the documentation.
- Handwritten applications will not be accepted.
- Incomplete applications will be rejected and not evaluated.
- To ensure equal treatment, COOPI cannot provide prior opinions on the eligibility of actions.
- Individual replies to questions will not be provided. 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 Evaluation and Selection

- Applications will be reviewed and evaluated by COOPI in order of receipt, and the process will be carried out with full respect and review of the established criteria.
- Proposals submitted after the deadline will not be evaluated.

- Proposals that fail to pass the administrative and financial eligibility review defined in these Terms of Reference will also not be evaluated.

8.2.1 Evaluation Criteria

1. Financial and Administrative (Enabling)

1.1 The proposal must include the RUT, the Chamber of Commerce registration, and/or the official document in each country certifying the formal and legal existence of the applicant as a legal entity. In the case of community councils or indigenous reserves, the official constitution document approved by the competent authority must be submitted.

1.2 The proposal must include a **Certificate of Existence and Legal Representation**, or an equivalent document, issued **no more than 30 days prior** to submission.

1.3 The Statutes or Internal Regulations of the organization/association must 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
		Country	
	Points marked with "Yes" are required in order to continue the verification process.	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

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
		Receive “Yes” to advance in the evaluation process.	
	The proposal for the implementation of the pilot project must be submitted using Annex 1 provided for this purpose.		Compliant / Non-Compliant

PROPOSAL	Clear and achievable general and specific objectives in line with the proposal submitted.	Annex 1	Compliant / Non-Compliant
	Coherence and consistency of the proposal among all annexes.		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

- For the support of pilot projects, a contract will be signed between COOPI and the beneficiary organization.
- The date of signature of the contract will be considered as the start date.
- The beneficiary will submit the final report to COOPI within 15 days of completion as defined in the contract.
- No guarantees will be required for the execution of the contract, but a commitment document for the proper use of resources will be signed, provided by COOPI to the beneficiaries.
- During the first month of execution of the pilot projects, COOPI will carry out a characterization process of the beneficiary organizations through an online form.

9. Schedule

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 deadlines for the selection process and allocation of resources to support pilot projects within the framework of the Amazonia Viva project::

PROVISIONAL CALENDAR FOR THE PILOT PROJECTS PROCESS		
ACTIVITY	DATE	TIME
Launch of the call for support to Pilot Projects	Tuesday, October 14, 2025 **	9am
Information meeting (virtual)	Tuesday, October 21, 2025 **	10.00am*
Deadline for requesting clarifications from COOPI via email	Friday, October 24, 2025**	5.00pm*
COOPI responses to clarifications – via email	Tuesday, October 28, 2025 **	5.00pm*
Deadline for submission of pilot projects	Friday, November 21, 2025 **	5.00pm*
Notification of award (after evaluation according to the established criteria)	Friday, December 12, 2025 **	5.00pm*
Contract signing	Friday, December 12, 2025 **	5.00pm*

Characterization of organizations/associations by COOPI	January 15–20, 2026	
Planning of procurement plan	January 15–20, 2027	
Implementation of pilot projects	From January to August 2026	
Accompanying actions by COOPI	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 Pilot Projects

Pilot Projects			
Item	Description	Yes	No
I	Annex i – application form for support to pilot projects		
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 Pilot Projects

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.
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).

¹ “Final beneficiaries” are those who, in the long term, will benefit from the Action in society or in the sector as a whole.

GENERAL INFORMATION

1.1.1. Description (Maximum two pages)

Provide the following information:

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

1.1.2. Project Description (Maximum 3 pages)

Describe the Pilot Project including all the information requested below, referring to the general and specific objectives and 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 is not about repeating the logical framework or the detailed schedule, but about demonstrating the coherence and consistency of the project design.*

With the project, the following will be achieved

(general objective): “ ”.

In particular (specific objective): “ ”.

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.

1.1.3. 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 pilot project will be implemented and why the proposed methodology is relevant.*

1.1.4. Project monitoring and follow-up actions (maximum ½ page) *Briefly describe how the organization will carry out monitoring, control, and supervision activities to ensure that the project objectives are achieved within the established timeframes.*

1.1.5. Territorial, differential and population-based approach of the intervention *Highlight how the project will take into account differential aspects related to the territory and its characteristics, as well as the participation of women, indigenous communities, Afro-descendants, and youth.*

1.1.6. Environmental and innovation aspects (maximum ½ page) *Highlight how the pilot project relates to the areas of interest established in the terms of reference of this call.*

- 1.1.7. Coordination and synergies with other actors in the territory (public and private) (maximum ½ page)** *Highlight the actors who will participate in the implementation of the pilot project and the role they will play during the process.*
- 1.1.8. Organizational structure, proposed team, and implementation roles (maximum ½ page)** *Include a table describing the structure of the team responsible for implementing the pilot project, as well as the roles and functions of each member.*
- 1.1.9. 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 fund projects longer than 6 months.*

Paste here, as an image, the project activity schedule (**Annex III – detailed schedule**).

1.1.10. Budget, Amount requested from COOPI

Complete **Annex IV** – Budget in whole numbers without decimals.

Please note that:

1. *Each budget line must be detailed and broken down into its main components.*
2. *The number of units and cost per unit for each component must be specified.*
3. *The number of units and cost per unit for each component must be expressed in euros.*
4. *Unit costs and expenses must be rounded to the nearest euro, without decimals.*
5. *Indicate separately purchase and rental costs, if applicable in the pilot project.*
6. *Detail the type of costs and services.*
7. *Prepare a monthly projection based on the project's activity schedule, indicating in which periods the resources will be used. Fund transfers will be made based on this projection, according to the delivery of products and project milestones.*
8. *Transfers will be made in three tranches: first: 40%, second: 40%, third: 20%.*

NOTE: The accuracy of the financial information contained 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 this section, describe the long-term change that the project could generate.		
Specific Objective	In this section, describe the direct impact that the project will generate		
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. Pilot Project Schedule

ANNEX III. Pilot Project Schedule	
1. Name of the Organization	
2. Title of the Pilot Project	

[illegible]

ANNEX IV. Pilot Project Budget		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.