EXPERTISE FRANCE

# 2022 CALL FOR PROPOSALS

## CALL FOR PROPOSALS GUIDELINES

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# "STRENGTHENING THE ROLE OF KEY AND VULNERABLE POPULATIONS IN RELATION TO HIV, TUBERCULOSIS AND / OR MALARIA TO IMPROVE THEIR HEALTH AND WELL-BEING"

**Deadline for submission : January 24th , 2022 at 12 noon (UTC+1)**

Request access to the Cloud link to upload your proposal : **between December 8, 2021 and January 19, 2022 (no later than this)**

L'INITIATIVE
sida, tuberculose, paludisme

# 1. INTRODUCTION

L'Initiative is a funding mechanism implemented by Expertise France launched at the end of 2011, which complements the work of the Global Fund to Fights AIDS, Tuberculosis and Malaria. It provides technical assistance and catalytic financial support to Global Fund recipient countries to improve the effectiveness of its grants and strengthen the health impact of funded programs. In this way, it contributes to ensuring the effectiveness of pandemic responses and health systems.

Among eligible countries for support from L'Initiative are the 19 priority countries for Official Development Assistance from France and member countries of La Francophonie. L'Initiative's recent developments further demonstrate its catalytic effect, through building the capacity of health and civil society actors, improving institutional, political and social frameworks, and supporting innovative approaches to respond to pandemics.

L'Initiative is now a key Global Fund impact partner. L'Initiative places France and its stakeholders (research actors, civil society, public agencies, etc) in an unprecedented position in the response to AIDS, tuberculosis and malaria. L'Initiative's 2020-2022 budget is over 38.88 million Euros per year and is funded from 9% of France's contribution to the Global Fund. L'Initiative is managed by a steering committee, which includes three members from the Ministry for Europe and Foreign Affairs (MEAE), one of whom is the chair.

For 2022, L'Initiative is launching three complementary but separate calls for proposals: this call, AP-Init-2022-02, focusing on strengthening the role of key and vulnerable populations in relation to their health and their well-being, the AP-Init-2022-01 call on strengthening health systems at all levels (community and national), and finally the AP-Init-2022-03 call on operational research around the links between HIV, papillomavirus and associated cancers.

# 2. BACKGROUND

The integrated and cross-cutting approach to the three pandemics set out in AP-Init-2022-01 and AP-Init-2022-03 complements this call, which strengthens the role of key and vulnerable populations who are excluded from health systems. This approach reflects a desire to promote working with and alongside vulnerable and key populations, including young girls and women, who currently represent the majority of new HIV infections and are particularly vulnerable to malaria and tuberculosis during pregnancy.

Strengthening the role of key and vulnerable populations to improve their health and well-being is a key challenge in the response to major pandemics. The incidence, mortality and resistance rates in relation to the major pandemics are higher among these populations groups than among the general population. Against this backdrop, civil society plays a major role in empowering key and vulnerable populations to be meaningful stakeholders. When populations are at the heart of interventions, they play a significant role in improving their own health and well-being and in creating a favorable environment in terms of human rights and access to healthcare. This can involve advocacy interventions and delivering health services.

In order to overcome barriers to accessing healthcare and rights, the Global Fund, the World Health Organization and technical and financial partners recommend that governments adapt their services to the specific needs of these populations and invest in programs that enable better access to health and rights. The best way to achieve this is to involve key and vulnerable populations effectively and qualitatively in the design, implementation, monitoring and evaluation of these health services, and in policy and financing decisions that affect them. Ensuring key populations are at the heart of the process

makes it possible to develop tailor-made services, which strengthens both the quality and accessibility of these services.

The new Global Fund 2023-2028 framework[1] focuses on strengthening, supporting and ensuring effective participation of populations with a central aim of collaborating with people and communities and meeting their health needs through three complementary and mutually reinforcing objectives:

- Maximize people-centered integrated systems for health to deliver impact, resilience and sustainability.
- Maximize the engagement and leadership of most affected communities to leave no one behind.
- Maximize health equity, gender equality and human rights.

In terms of L'Initiative's approach to gender, since 2016 alongside Expertise France, Ministry for Europe and Foreign Affairs (MEAE) and the Global Fund, L'Initiative has committed to ensuring a cross-cutting integration of gender and human rights in all of its activities, particularly in its calls for proposals and in the projects it funds[2]. The response to pandemics affecting key and vulnerable populations can only be sustainable through gender equality, and the respect and promotion of human rights.

## 3. AIM OF THIS CALL FOR PROPOSALS

This call for proposals will select projects that complement and / or support the Global Fund through strengthening the role of key and vulnerable populations in improving their health and their environment.
L'Initiative encourages applications that focus on:
1) Implementing adapted, gender-sensitive advocacy and empowerment approaches with a view to promoting human rights and improve access to health services.
2) Improving the quality of health services and access to them by and for key and vulnerable populations, through adapted, gender-sensitive and community-integrated approaches.
Projects must be catalytic - i.e. they should be capable of changing practices and / or policies.

### TARGET BENEFICIARIES FOR PROJECTS:

Target beneficiaries are primarily the following (projects are not required to target all of the populations mentioned below, or to specifically target multiple vulnerabilities):

**Key populations**: key populations are those who are most at-risk or affected by at least one of the three diseases and who are stakeholders involved in the response. They generally have reduced access to services and may be criminalized and / or marginalized.
The following groups are generally considered to be key populations:

- For HIV: people living with HIV, men who have sex with men, sex workers and their clients, transgender people, people who use drugs and their partners, people in prisons or detention centers, refugees, migrants, displaced or mobile populations.

[1] Global Fund Strategy Framework 2023-2028: https://www.theglobalfund.org/media/11223/strategy_globalfund2023-2028_framework_en.pdf

[2] L'Initiative has produced a webinar on gender to help technical experts incorporate gender issues into their technical assistance assignments. The webinar comprises four tools: an introduction and overview video, and three modules "Gender and pandemics", "Gender and types of support" and "Gender and assignment methodologies". This tool was designed for the Expertise Channel (Canal d'expertise) and is also useful for project development and implementation. An indicative bibliography is also available. The webinar can be accessed here: https://www.initiative5pour100.fr/en/integrating-gender-our-missions

- For tuberculosis: people living with HIV, people who use drugs, people in prisons or detention centers, refugees, migrants, displaced or mobile populations.
- For malaria: pregnant women and children under five, indigenous populations living in regions where malaria is endemic, refugees, migrants, displaced or mobile populations.

**Other vulnerable populations**: populations that are more vulnerable in a particular context and that do not fall into the categories mentioned above, including, children and adolescent girls, young girls and women and people living with disabilities.

As different vulnerable populations are not homogeneous groups, this call for proposals encourages a focus on **intersectionality** (multiple vulnerabilities), such as belonging to different key populations (e.g. sex worker and drug user), to different socio-ethnic groups, age categories, etc.

### TYPES OF ELIGIBLE ACTIVITIES (WHICH CAN BE COMBINED WITHIN THE SAME PROJECT)

- **Capacity and skills strengthening of[3] national and community actors.** Particular attention will be paid to the design of education-based activities, in particular by ensuring the analysis of initial needs, the design and monitoring of training including on the ground training, the quality of training provided, consolidation of knowledge, assessment of targeted skills and the involvement of beneficiaries at all stages and levels of the project.
- **Developing population empowerment strategies to increase the impact of policies and health and support services adapted to the needs of key and vulnerable populations.** Tailored activities focusing on gender and the empowerment of women are encouraged, so that they can take part in advocacy activities and defend their rights. This can also include the issue of self-stigma among key populations (a process which leads to populations not taking care of themselves).
- **Developing and implementing adapted and targeted advocacy plans with a view to systematically taking into account the needs of key and vulnerable populations in intervention approaches; their involvement and effective representation in coordination and decision-making mechanisms** and improvements to their environment both in terms of the provision of appropriate care and defending their human rights.
- **Human rights violations are a barrier to accessing quality health for vulnerable populations.** L'Initiative encourages applicants to assess legal frameworks, identify gaps in their implementation and encourage changes to them if necessary. **Identifying and documenting cases of human rights violations** is also encouraged through the collection and analysis of reliable and disaggregated data on the barriers and violations of rights encountered by populations in accessing health care (including cases of gender-based violence in access to healthcare). Finally, particular attention will be paid to the inclusion of combined strategies to integrate the issue of human rights and discrimination: legal training and empowerment of vulnerable populations, training of health professionals, sensitization of legislators and law enforcement officials, for example.
- **Promoting community-based approaches by and for key and vulnerable populations in order to provide them with appropriate services at community level,** by mobilizing peer educators, community health workers (CHWs), task shifting or developing outreach interventions (mobile facilities, etc.). **Implementing approaches to improve the status and remuneration of CHWs in projects is encouraged.**

[3] **Strengthening the capacity** of an organization aims to improve the potential of its performance. **Strengthening the skills** of an individual aims to improve their ability to put into practice procedures, knowledge and know-how to deal with a situation. To find out more, applicants are advised to look at the resources available on L'Initiative's website: https://www.initiative5pour100.fr/index.php/documents/evaluation-renforcement-de-societe-civile-vis-vis-du-fonds-mondial-202 and
Assessment - Strengthening the skills of health personnel | L'Initiative (initiative5pour100.fr)

- **Activities related to the human papillomavirus (HPV) and associated cancers,** as well as to gynecological and obstetric violence.

**Lead applicants must note:**[4]

- **Vulnerable populations must be involved throughout the project, to ensure optimal impact and lasting ownership.**
- **Projects must aim to improve understanding, perceptions and sharing of information about the particularities and specific needs of key and vulnerable populations** through promoting accessible and sustainable solutions for those that are discriminated against the most.
- **Projects must pay particular attention to consistency and synergy with interventions implemented by other country level stakeholders.**
- **Projects must focus as much as possible on the continuum of care for target populations.**
- Interventions targeting sex workers, who often experience multiple vulnerabilities but are less frequently targeted by projects, are encouraged.
- **Projects may include operational research activities (e.g. establishing a baseline, testing an innovative approach or tools, using social science methodologies to demonstrate the** relevance and effectiveness of a selected approach), but they must not constitute the main focus of a project.
- In order for proposed activities to be relevant, it is crucial for projects to include **a cross-cutting approach to gender** in their design, implementation and coordination. Projects must specifically take account of the needs of women, men, and people who do not adhere to gender norms. They must aim to bridge existing inequalities and transform the roles assigned by society to men and women, as well as the power relations between men and women, which reinforce these inequalities, particularly in terms of vulnerability to pandemics and access to care. The approach to gender must also apply to key populations, who are not homogeneous populations and have different needs depending on their gender and age, and are particularly vulnerable to violence, particularly gender-based violence. In this respect, L'Initiative strongly encourages lead **applicants to include a dedicated or general objective in their projects** that explicitly focuses on promoting women's rights and gender equality.
- In line with international conventions[5], the WHO constitution[6] and the Ministry for Europe and Foreign Affairs' policy document on human rights and development "an approach to development cooperation based on human rights", it is also crucial for projects to **take a human rights-based approach** to project design, implementation and coordination. Projects must ensure that beneficiaries play a central role in their own development[7], and that they promote the implementation of international obligations for governments to respect, protect and implement human rights. This human rights-based approach must also ensure discrimination is combatted, minorities are respected, that there is equality between women, men, and people who do not adhere to gender norms, and that populations in vulnerable situations are protected, in accordance with France's global health strategy (2017-2021).

[4]Most of the learning is drawn from cross-cutting evaluations of projects previously funded by L'Initiative. These evaluations are available here: https://www.initiative5pour100.fr/en/our-impact-0

[5]Article 25 of the Universal Declaration of Human Rights states that "Everyone has the right to a standard of living adequate for the healthand well-being of himself and of his family, including food, clothing, housing and medical care and necessary social services... »

6The WHO Constitution states that "enjoyment of the highest attainable standard of health is one of the fundamental rights of every human being".

7SDG target 16.7: "Ensure responsive, inclusive, participatory and representative decision-making at all levels".

# 4. ELIGIBILITY CRITERIA

**Projects that do not meet all of the eligibility criteria will be deemed ineligible and will be rejected without being assessed. A criteria checklist is attached to these guidelines.**

There are three potential types of project involvement under this call for proposals:

- The "lead applicant" is the organization that submits the letter of intent and fills in the complete proposal if they are pre-selected. Lead applicants are the sole recipients of L'Initiative grants.
- "Implementing partners" are involved in the design and implementation of the project and the lead applicant delegates a part of the budget to them.
- "Associated stakeholders" are other organizations linked to the project but that do not receive a part of the budget (other donors, beneficiaries, national institutions, etc.).

Expertise France will initially check that projects submitted meet all of the eligibility criteria below:

## 4.1. MAXIMUM NUMBER OF APPLICATIONS

For this call for projects (AP-INIT-2022-02-VP), an organization can be the lead applicant on a maximum of two projects. An organization can only submit three projects as lead applicant across all of the 2022 calls for proposals (HSS, VP, OR). There is no limit with regard to being an implementing partner or associated stakeholder.

## 4.2. DURATION

Projects must be between 24 and 36 months.

## 4.3. AMOUNT REQUESTED

The total grant amount from L'Initiative must cover at least 50% of the project budget and be between €500,000 and €3,000,000.

It is mandatory for organizations with an annual budget of over €5 million to present co-financing[8] of at least 10% of the total project budget. Including co-financing will be judged favorably for other organizations. **Annual budgets will be calculated based on the total expenditure for the last validated financial year (2020) submitted in annex 5 and the projected expenditure for the year 2021 in phase 1. The 2021 expenditure will be verified in phase 2 based on validated reports, if the project is preselected.**

## 4.4. ELIGIBLE IMPLEMENTATION COUNTRIES

Projects must be implemented exclusively in the following countries:

- Algeria
- Benin
- Burma/Myanmar
- Burkina Faso
- Burundi
- Cambodia
- Ghana
- Guinea
- Guinea-Bissau
- Haiti
- Laos
- Lebanon

[8] From internal or external (other donor) funds

- Cameroon
- Central African Republic
- Chad
- Comoros
- Congo
- Côte d'Ivoire
- Democratic Republic of Congo
- Djibouti
- Dominican Republic
- Equatorial Guinea
- Ethiopia
- Gabon
- Gambia
- Liberia
- Madagascar
- Mali
- Morocco
- Mauritius
- Mauritania
- Mozambique
- Niger
- Rwanda
- Senegal
- Sierra Leone
- Thailand
- Togo
- Tunisia
- Vietnam

## 4.5. GEOGRAPHIC COVERAGE

Projects may be implemented in one or more countries. Projects must not exceed three implementation countries unless they are backed by a network or a pre-existing regional non-governmental organization[9]. In these cases, projects must not exceed five implementing countries. Multi-country projects must be part of a clearly justified regional dynamic.

## 4.6. STATUS AND PARTNERSHIPS

Grant eligibility conditions:

- The project lead applicant must be a legal entity with a board of directors / management committee and a registered office in an eligible country or in France. International organizations[10], with the exception of regional non-state organizations, may not be the lead applicant or an implementation partner of projects. However, they can be associated stakeholders that do not receive any part of the project funding.
- Projects must be implemented in partnership with a local organization in the country of implementation. For multi-country projects, this means that at least one local organization is needed in each of the implementing countries. In these instances only, the lead applicant is not obliged to have partnerships in their country of origin.
- Organizations must not have any statutory provisions that would prevent Expertise France or any external auditor appointed by Expertise France to carry out on-the-spot checks and inspections and have relevant rights to access the project sites and premises where the project will be carried out, including access to all documents and electronic data relating to the technical and financial management of the project.

## 4.7. MANAGEMENT CAPACITY

**The lead applicant must have a sufficient management capacity to manage the requested budget.** Management capacity will be assessed, in particular, through the organization presentation, total expenditure from its latest approved financial year, its latest approved audit report, its 2022 projected

[9] Regional networks or regional platforms

[10] United Nations and associated agencies, regional state organizations

budget, and the description of the team currently in charge of the administrative and financial management of the organization.

The average annual cost of the project[11] must not exceed 70% of the lead applicant's annual budget. This annual budget will be calculated based on the total expenditure of the last approved financial year (2020) and the projected expenditure for the year 2021, submitted in annex 5.

For example, if an organization has a total expenditure in the last approved financial year of 1 million Euros, the total project amount must not exceed 700,000 Euros on average per year, i.e. a total of 1.4 million Euros over 24 months or 2.1 million Euros over 36 months.

**In phase 2 of the call for proposals**: there will be a specific focus on the proportion of the applicant's annual budget already funded by L'Initiative.

### 4.8. COMPLETE APPLICATIONS

All the documents and information requested in **section 8** must be submitted. Incomplete applications will be rejected outright. Missing documents will not be requested retrospectively from lead applicants.

### 4.9. RENEWAL OF PROJECTS

If a project is the continuation or expansion of a project previously funded by L'Initiative, the application must include a one-page (max) note presenting **the results and lessons learned, the changes envisaged in terms of results from the previous phase, as well as any available studies carried out in the context of the project**. If the project is preselected, full documents, in particular the final evaluation, will be requested.

## 5. ELIGIBILITY OF COSTS

**Eligible** direct costs:

- The cost of project staff should correspond to actual (gross) salaries plus employer contributions and other costs included in the remuneration package. They must not exceed the salaries and costs normally incurred by the beneficiary organization or, where applicable, their partners, unless there is a prior justification indicating that the additional cost is essential for implementation of the project.
- Travel and subsistence costs for staff and other persons involved in the project, provided that what has been selected is financially sound and represents value for money. Per diems: the per diem rate per night must be at most equal to the rate set by the French Ministry of the Economy and Finance (available here: http://www.economie.gouv.fr/dgfip/mission_taux_chancellerie/frais ), with the exception of the per diem for national staff and participants, which is set in agreement with Expertise France. Transport: travel must be in economy class, unless prior authorization is given by Expertise France in writing.
- The cost of purchasing or leasing equipment and supplies (new or used) specifically for the purposes of the project, provided they are consistent with market costs.

[11] Calculated on the basis of the total project budget, not the proportion requested from L'Initiative.

- Service provision costs, as long as they correspond to market averages, are justified in relation to project needs.
- The cost of consumable goods.
- Direct costs required for successful project implementation (e.g. dissemination of information, translations, printing, insurance, etc.), including the cost of financial services (in particular the cost of transfers and financial guarantees) set out in the budget.
- The purchase of vehicles essential to the implementation of activities and for the project to operate effectively.
- Costs relating to prevention, diagnosis and patient care activities at community level provided that they are not already fully covered by the Global Fund or by the government.
- Health products, only in the context of pilot or innovative activities aimed at scale-up or that sit under an operational research component.
- Monitoring, evaluation and learning costs (human resources and activities), which must represent between 5% and 10% of the overall project budget, including at a minimum the cost of a mid-term evaluation for projects that are requesting a budget from L'Initiative greater than or equal to 1 million Euros and whose duration is 36 months.
- The budget can include a contingency allowance of up to 5% and operating costs of up to 7%.
- Projects with a substantial advocacy component can include a budget to reinforce their advocacy role. Moreover are considered as eligible the costs aiming at protecting advocates (lawyer fees + care costs + accommodation costs) and costs for learning from advocacy interventions throughout the project.

**Ineligible costs:**

- Salaries of civil servants or other salaries already funded by other programs, including by the Global Fund.
- Operating costs of *Country Coordinating Mechanisms* (CCMs).
- Building construction costs, excluding reasonable costs for refurbishment or upgrading work necessary to implement particular activities.
- Organizational costs, other than administrative costs (7% maximum).
- Debts and provisions for losses or debts.
- Interest on debts.
- Costs already funded under a different framework.
- Purchasing land or buildings.
- Exchange rate losses.
- Loans to third parties.
- Transport costs and living expenses for staff from the Ministry for Europe and Foreign Affairs.
- Unauthorized regranting or sub-granting. However, implementing projects in partnership with other organizations, which involves the transferal of funds is possible as long as:
    - the partnerships are set out in the various call for proposals documents (in particular the action plan, budget and risk management table).
    - the projected costs relating to the interventions they are involved in are detailed in the same way as the other projected project costs.

**All lead applicants must read the tab "2.1 Budget notice" in annex 2.**

**We draw your attention to the following two areas in particular:**

- For projects requesting a budget from L'Initiative that is greater than or equal to 1 million Euros for a duration of 36 months, a mid-term evaluation must be planned and budgeted (human resource and activity costs) under the costs for monitoring, evaluation and learning.
- A final evaluation may be carried out by external consultants appointed by L'Initiative for certain projects (costs covered by L'Initiative).

## 6. ASSESSMENT CRITERIA

**Phase 1 assessment criteria:**

- Compliance of project objectives with the call for proposals.
- Selection of project beneficiaries relevant and coherent with their needs.
- Relevance of the proposed approach and intervention methods.
- Clear process of capacity and skills strengthening.
- The project takes a cross-cutting approach to gender.
- There is a strong logic of strengthening and complementarity with Global Fund grants.
- Geographic relevance and coherence, particularly for multi-country projects.
- Relevance of the partnership: selection of local organizations working in the implementation country or countries; and involvement of implementing partners in the design of the project and implementing activities.
- Budget consistency.

An assessment criteria grid for letters of intent that shows the weighting of each criterion is available on the L'Initiative website: https://www.initiative5pour100.fr/en/appel-propositions

**In addition, the following areas will determine whether projects are funded in phase 2 (more detail on these areas will be given to pre-selected applicants at the end of phase 1 - they are provided here for information only):**

- **Context**: quality of the analysis and response to identified needs (geographic relevance, added value, alignment with National Strategic Plans, complementarity with existing interventions, etc.).
- **Complementarity and alignment with Global Fund grants.** Letters of support from the CCM(s) of the relevant countries will be judged favorably.
- **Strong linkages and involvement of implementing partners and associated stakeholders.** Relevance of activity distribution by sector of intervention, the expertise and management capacity of the lead applicant and implementing partners.
- **Intervention logic:**
  - Relevance of the project objectives (general and specific).
  - Consistency of activities with expected outcomes.
  - Selection and involvement of beneficiaries, gender balance.
- **Skills and capacity building:** based on a structured methodology (needs analysis, baseline and expected targets, educational approach (e.g. articulation of theory to practice), training plan, learning assessments, transferal of knowledge into practice).
- **Robust project monitoring and evaluation system:** robustness and structure of the logical framework, quality of indicators, dedicated human and material resources for monitoring and evaluation,

monitoring and evaluation plan, inclusion of a mid-term evaluation if required by level of funding and project length, a systematic learning process from the outset and throughout the project to facilitate the scale up of good practices and sharing of results. Methodological resources will be made available by L'Initiative to support future applicants.

- **Exit strategy: sustainability of project outcomes beyond the funded activities**. Clear plans for financial and institutional sustainability must be articulated.
- **Cross-cutting approach that is sensitive to gender and human rights** and takes into account the specific needs of women, men, and people who do not adhere to gender norms, to address inequalities and transform the roles attributed by society, which increase vulnerabilities to pandemics and access to healthcare.
- **Budget**: general consistency with planned activities, distribution between lead applicant and implementing partners, eligibility of costs, precision of calculations.
- **Inclusion of technical expertise to strengthen the organizational and/or technical capacity[12] of the lead applicant and / or partner organizations will be judged favorably -** the needs identified must be described and justified in the project proposal.
- **An analysis of the potential impact of the project on the environment will be judged favorably.** Inclusion of operational approaches and solutions that are environmentally sound and sustainable (e.g. procurement and supply management and waste management) will be judged favorably.

## 7. Project selection

**The project selection process has two phases.**

During phase 1, projects will be pre-selected based on the letters of intent. During phase 2, only the preselected projects lead applicant will receive the standard submission documents for complete projects. These complete project proposals will be assessed and then presented to the Preselection Committee in October 2022.

[12] Gender approach, monitoring and evaluation, governance, financial management, etc.

The Selection Committee[13] is comprised of members representing the following organizations:

- Ministry for Europe and Foreign Affairs
- Ministry for Solidarity and Health
- French Development Agency (AFD)
- Aviesan (The French National Alliance for Life Sciences and Health)
- French Red Cross
- Representatives from Coordination Sud's health commission (French civil society)

The Global Fund to Fight AIDS, Tuberculosis and Malaria is also invited to participate in the Preselection Committee.

Committee decisions are discretionary and cannot be appealed.

The grant agreement for each project selected by the L'Initiative Preselection Committee must be signed and project implementation must start within 12 months of the selection notification date. Funding for projects that do not meet these conditions will be withdrawn.

## 8. Proposals: documents to provide

**The templates listed below are available in French and English on the L'Initiative website: https://www.initiative5pour100.fr/en/appel-propositions.**

Proposals must be written in French or English and include the following documents:

1. **Letter of intent** (using the template provided in annex 1)
2. **Simplified budget** in Euros (in line with the template provided in annex 2 - Tab 2.2 Budget)
3. **Administrative form** (in line with the template provided in annex 3)
4. A **copy of the lead applicant's statutes** (in French or English)
5. Budget **for last approved financial year** (2020) and projected 2021 budget. The annual budget should be calculated based on the total expenditure for the last approved financial year (2020) and projected expenditure for the year 2021 (which will be verified in phase 2 based on approved accounts, if the project is preselected).
6. The **estimated budget** of the lead application organization for the year 2022
7. **Latest annual activity report**
8. **Latest approved audit report**
9. **Letters of commitment** for each partner organization involved in implementing the project. Please note that these will be required if your project is pre-selected.

## 9. How to submit proposals

All proposal documents must be uploaded to the Expertise France Cloud by **12 noon on 24 January 2022 (Paris time - UTC + 1)** (date and time of upload as proof).

Lead applicants must **request a Cloud access link between December 8, 2021 and January 19**, 2022 by sending an email entitled "link request + call for projects number + chosen theme (*HSS or VP*)" to the following address: i5pc-ap@expertisefrance.fr. An email containing the link and the access codes will be sent in response as quickly as possible. The link will give applicants access to an individual space on the

[13] The composition of this committee may be subject to change.

Cloud, to which only the applicant and L'Initiative administrators will have access. This is where proposal files should be uploaded. **Access link requests sent after January 19th will not be accepted.**

**Only one access link will be created and sent to the applicant per project, and it will only be sent upon request.**

The Cloud will be open for downloading proposal files **until January 24th, 2022 at 12 noon (UTC + 1)**.

We highly recommended that you upload the proposal documents to the Cloud as early as possible before the deadline of noon on January 24, 2022 to allow the time required for uploading, which may vary depending on the size of the documents and the quality of your internet connection.

Uploaded files **must be** named as follows:

- 1. Letter of intent_*call number_initials of the lead applicant*
- 2. Budget_*call number_ initials of the lead applicant*
- 3. Administrative_form_*call number_initials of the lead applicant*
- 4. Statutes_*call number_ initials of the lead applicant*
- 5. Financial year (*insert 2020 or 2021*) _*call number_ initials of the lead applicant*
- 6. 2022 budget_*call number_ initials of the lead* applicant
- 7. Activity report (*insert year*) _*call number_initials of the lead applicant*
- 8. Audit report *(insert year*) _*call number_initials of the lead applicant*
- 9. Partner letter (*insert partner's name*) _*call number_initials of the lead applicant* (*If several documents, number 9a. 9b. 9c. etc*)

## 10. Questions

All questions relating to this call for proposals must be sent to i5pc-ap@expertisefrance.fr, by email only, no later **than January 17th , 2022 at 12 noon (UTC + 1)**.
Answers to the questions received within the allotted time will be gradually posted on L'Initiative's website ( https://www.initiative5pour100.fr/en/actualites ).
It is each organization's responsibility to check for responses posted on the L'Initiative website.