

**Activity cycle memorandum (Activity Appraisal Document (BEMO))
(for ODA activities)**

1.1 General information

Please refer to the [ODA Policy Data Guide](#) to help you provide the following information.

Red --> Parts which should not be published in the open data.

[Click here for more information.](#)

Application number	4000004497
Date of receipt of application	Full proposal: 15 October 2020
Short name of application	PFNL III
Full name of application	Programme d'appui à la valorisation des Produits Forestiers Non Ligneux, phase 3 (PFNL3)
Description of application	<p>The overall objective of the project is to improve the production and secure the income of the rural and peri-urban households - including internally displaced persons (IDPs), women and youth, through sustainable exploitation of Non Timber Forest Products (NTFPs) chains and improved access to markets.</p> <p>The project will contribute to three (03) outcomes :</p> <ul style="list-style-type: none"> o Outcome 1: Rural and peri-urban households-including IDPs, women and youth-increase their production and consumption of NTFPs and their resilience to climatic and security shocks around diversified and sustainable production systems (nexus humanitarian-development). o Outcome 2: Women processors, their organizations and NTFPs enterprises, through appropriate marketing for different products, improve their competitiveness and have better access to financing and markets. o Outcome 3: The government, local authorities and organizations in the NTFPs sector, through an operational and dynamic institutional and regulatory framework, facilitate the valorization, the dissemination of information and ensure sustainable management of forest resources including NTFPs.
Budget holder	OJA
Business partner	Swiss Development Agency
Business partner's number	30018913
Legal relationship	Arrangement/contribution

Commitment in foreign currency	4 500 000 CHF
Corporate rate	0.931
Commitment in EUR	4 189 500 euros
Funds centre	1702U01010023
Activity start date	1st January 2021
Activity end date	31 December 2024
Contract start date	1st January 2021
Contract end date	31 December 2024
Is this a follow-up to a previous activity? (If so, provide the number of the previous activity)	n/a
Specific undertakings (State here if the activity to be financed is the result of an undertaking by a minister, an amendment by the House of Representatives or another reason. You should also state here if the activity is a fully confidential activity and should therefore be excluded from open data).	n/a

1.2 Information for OESO-DAC

(Please refer to the [ODA Policy Data Guide](#) to help you provide the following information.)

Aid modality	Other aid	
Donor role	Silent partner	
Technical assistance	10<TA<25 Between 10% and 25% of the activity budget	
Beneficiary's country/region The beneficiary country is the (OECD/DAC) country where the target group lives and/or comes from. It is the country that ultimately benefits from the activity. This is not necessarily the country where the activity is implemented.	Country (state the country concerned below) Burkina Faso / Régions du Sud-Ouest, du Centre – Ouest, du Nord, du Centre – Nord et du Sahel	
Specified region/ countries + division of budget over those countries (in so far as this is known) Please state here the region (if relevant) and relevant beneficiary countries. Give an estimation of the part (in %) of the total budget during the full duration of the activity that can be attributed to each country. When this is (partially) unknown, you can register (part of) your activity as	Region	(no percentage)
	Country Burkina Faso	100%
	Total	100%

unspecified. This can be adjusted during the monitoring phase of the activity.		
Location within the country/ countries (be as specific as possible) When (one) country is selected for beneficiary's country/region, please state the specific location(s) here. E.g. by stating the districts and cities where the activity is taking place.	District Régions du Sud-Ouest, du Centre – Ouest, du Nord, du Centre – Nord et du Sahel	
CRS code (1 CRS code per activity)	43072 Household foodsecurity plan	
Policy markers weighted 'principal'	International RIO markers	
	Gender	Not applicable
	Climate adaptation	Not applicable
	Climate mitigation	Not applicable
		Explain your choices in section 2.1.
	VdsZEK- Voedselzekerheid; Food security	Principal
Policy markers weighted 'significant'	International RIO markers	
	Gender	Significant
	Climate adaptation	Significant
	Climate mitigation	Not applicable
		Explain your choices in section 2.1.
	MrktOnt - Market development	Significant
	GikhMV- Promotion of equality between men and women, and women empowerment	Significant
	KlmAdp- Climate change adaptation	Significant

2. APPRAISAL OF THE ACTIVITY

(For terms and concepts referred to in sections 2, 3, 4 and 5, see the [list of widely used terms](#))

2.1.1 Description policy relevance

Burkina Faso is a Sahelian country where Non-Timber Forest Products (NTFPs) in view of their diversity and their importance on the triple level of food and nutrition, economic and medicinal contribute to the improvement of the living conditions of rural households. For this reason, the public authorities adopted in 2010 a National Strategy for the Valorization and Promotion of Non-Timber Forest Products to guide and coordinate interventions in this area.

Since 2009, the Swiss Cooperation Office in Burkina Faso (BUCO) has been supporting the valorization of non-timber forest products through the Programme d'Appui à la Valorisation des Produits Forestiers Non Ligneux (PFNL). The project aims to improve the living conditions of rural households and Internal Displaced Persons (IDPs), while promoting the national anchoring of the NTFPs sector and ensuring its economic and institutional sustainability.

Following the recommendations of the study on the identification of Water, Food Security and Nutrition projects carried out in 2019, the NTFPs programme has been identified as relevant for the development of a Food Security project in collaboration with the Swiss Cooperation office in Burkina.

After an analysis of the proposed project, exchanges were initiated with the Swiss Cooperation for the Support Programme for the valorisation of non-timber forest products, NTFP. This project responds directly to the thematic results of the HGIS6, Family farming systems productivity and Peoples nutrition improved, and indirectly to the HGIS5 through the promotion of women and youth entrepreneurship through the processing and marketing of products.

In line with the NL policy priorities in the Sahel region (MARS Sahel 2019) on **Promoting climate smart food security, access to renewable energy and integrated water management**, this project aims to develop and promote local innovative instruments and agricultural techniques to counter land degradation, reforestation, in dry areas where water management is particularly critical.

In order to promote joint approach and "align with successful existing efforts in the Sahel to contribute to the much **needed scaling up** of initiatives" (MARS Sahel 2019), the Embassy of the Netherlands in Burkina would like to engage in the NTFPs programme which is:

- operating in 04 regions including 02 regions of the Liptako Gourma (North and North Central) and will be extended to the Sahel region
- an existing project of a like-minded donor, which has proven to have introduced a successful approach to improve food and nutrition security;
- a project which can be scaled up, extended to the Sahel region and avoid defragmentation
- a project which mainly contributes to a better income situation for women

By acting as a Silent Partner, this project will entail relatively little management burden in the implementation phase and our involvement could focus and be visible on other policy and strategic aspects.

The project is aligned with the policy of the Dutch government in the Sahel region (Investing in Global Prospects 2018), on Contributing to poverty reduction and inclusive and sustainable development in line with the 2030 Agenda for Sustainable Development; For that, this project has an integrated approach which will develop combined efforts in the field of nutrition, agriculture, water and climate action. The policy is reflected in the 2019-2022 multi-annual strategy for the Sahel region of the Burkina Faso.

The project is in line with the priorities of the government of Burkina Faso and will contribute to the National Plan for Economic and Social Development (PNDES) 2016-2020, and participate in the implementation of national sectoral policies and strategies:

- the agro-sylvo-pastoral sector policy (ASP) (2017)
- the national food and nutritional security policy (2013)
- the National Youth Policy (2012),
- the rural development strategy for 2025 (2016),
- the national green economy strategy (2018)
- the national strategy for the promotion and valorization of NTFPs 2011 – 2025

The program is aligned with the following sustainable development goals (SDGs):

- SDG2 ("Zero Hunger"): The food and agriculture sector provides key solutions for development and is at the heart of hunger and poverty eradication.
- SDG5 (gender equality): Gender equality is not only a fundamental human right, but also a necessary foundation for a peaceful, prosperous and sustainable world.
- SDG12 (responsible consumption and production): Establish sustainable consumption and production patterns.
- SDG13 (Measures to combat climate change): Combating global warming has become an inseparable part of achieving sustainable development.
- SDG15 (Earth Life): Preserving and restoring terrestrial ecosystems;
- SDG17 (Partnerships for Goals): Inclusive partnerships built on principles and values, a common vision and shared goals are needed.

The project's logical framework integrates the elements of the Burkina Faso multi-annual strategic plan document 2019-2022 and falls under the principal priority thematic.

Concerning the HGIS 6 « Sustainable development, food security, water and climate», the project is targeting these thematic result areas :

- family farming systems productivity improved;
- Peoples nutrition improved
- better access to the markets for these family systems.

They are in line with the policy marker : VdsZEK- Food security ; MrktOnt – Market development and GlkhMV- Promotion of equality between men and women, and women empowerment; KlmAdp- Climate change adaptation.

On this priority thematic HGIS 6, in order to get systemic changes and for the actors of these changes to be accompanied in these orientations, the implementation of the project will be based on three key interventions:

1. Improvement and diversification of production systems
2. Strengthening marketing and market development
3. Enabling environment for the development of the NTFPs sub-sector

This project aims to achieve as a main results:

- an increase of NTFPs consumption in program households of at least 20%
- an increase of NTFPs production of 2.62% in the intervention areas
- a growth rate of 20% for the supported NTFPs enterprises

The program will reach 400,000 people, 70% of whom will be women and 50% young people; support 600 individual and collective enterprises regrouping 28,000 members, 55% of whom are women and 30% young people, and will thus create about 2,000 jobs; More than 400 organizations and associations will benefit from the program's actions; Create 50 nutritious gardens that will benefit 2,500 households in the North, Center-North and Sahel regions; Enable the creation of 20 nutritious gardens that will benefit 20 schools; Implement 10 nutritious gardens that will benefit 22,500 people in terms of food resource intake; Create a nutritious garden per site to improve the diet of inmates and to generate financial income to help cover the operating expenses of the Correctiveprisons.

	Assessment
<p>Task</p> <p>In addition, assess the extent to which this intervention is relevant to policy.</p> <p>State how this intervention scores on the cross-cutting themes of gender, climate adaptation and climate mitigation. Ensure that this is in accordance with the policy markers selected in section 1.2.</p>	<p>The main objective of the project is to improve the production of Non-Timber Forest Products (NTFPs). For that, the project will contribute to the creation of nutritious garden and the development of facilities for the conservation and the local markets. It will then contribute to the Netherlands priorities in the Sahel by promoting climate smart food security.</p> <p>The program will reach 400,000 people, 70% of whom will be women, because, gender mainstreaming is one of the current strengths of the programme. The foundations for</p>

this is that the exploitation and valorization of NTFPs is an activity traditionally devolved to women. The project will then strengthen the capacity of young women in order to increase the capacity of storage, product processing and sales activities.

Concerning the adaptation to climate change, the project has developed a transversal approach for the specific themes climate change, environment, at its outcome 1.2. by promoting climate smart techniques during the creation of nutritious gardens. It will contribute to an ecological and sustainable farming system while protecting the environment from the land degradation.

2.2 Problem analysis and lessons learned

2.2.1 Description

Briefly describe the following points and give reasons why they apply (insofar as relevant):

- the problem the proposed activity addresses;
- the extent to which unequal gender relations and climate change are part of the problem;
- the extent to which the activity helps to solve the problem.

According to studies, since ancestral times, NTFPs have been commonly used in regions of Burkina as a source of food supplements (leaves, fruits, flowers, etc.), medicines and to maintain human and animal health (leaves, bark, essence, tannin, etc.), etc. Today, they are used as ingredients in medicinal and food preparations (confectionery, drinks...).

An inventory made by different institutions and authors (Nacoulma, 1996; Lamien, 2004; PNGT2, 2006; SP/CONEDD, 2008) indicates that 70% of Burkina Faso's national territory, or approximately 19,048,352 ha, contains a wide variety of NTFPs. You can find there at least: 52 woody species providing edible fruits and seeds, 16 woody species providing edible leaves, 13 woody species providing gums and resins, 2 woody species providing sap and latex, 6 woody species providing tubers, of rhizomes and roots for various uses, 24 woody species providing bark and stems for various uses, 21 species of edible fungi, 7 species of straw, 76 woody species providing woody fodder, several species providing honey, 2 species of edible insects.

Since 2009, Burkina Faso, with the support of Swiss Cooperation, has been implementing a programme to enhance the value of NTFPs in the South-West, Centre-West, North and Centre-North regions. After a pilot phase (2009-2012) and a first phase (2013- 2016) executed by the FAO, a second phase has been implemented with the international NGO TREE AID as an executing agency, under the technical supervision of the Ministry of Environment, Green Economy and Climate Change (MEEVCC).

The Phase 2 of the programme (2017-2020) aimed to contribute to the diversification of food, nutritional and income sources through the promotion and enhancement of NTFPs while preserving their production potential.

The main lessons learned from the previous programme interventions can be grouped in the points below:

- The value of increasing the capacities of producer organisations around nutritious gardens (equipment, water resources, training) and in the processing of NTFPs in order to guarantee their quality, which is essential for healthy consumption and good marketing.
- Few partnerships and commercial-scale actions have been established in recent years for the benefit of certain actors (conservation/processing, nurserymen, etc.). It is therefore

important to build a commercial and marketing strategy, to interest private actors in investing in the shea, balanite, moringa, etc. sectors.

- The current organisation of the supply system of the processing units does not guarantee the conditions (efficient, flexible and agile) for success in the availability of raw materials. A connection and networking between collectors and processors must be established based on reliable and viable business models. The programme will therefore ensure a better organisation and structuring of the actors of the relevant sectors selected.
- Product diversification: with a view to reducing risks for processors, maximising profit, and ensuring economic sustainability, the programme could diversify product offers with increasing quantities of certified/labelled products based on market identification.
- Taking into account the Humanitarian Nexus - Development as an approach to better reach internally displaced persons (IDPs) and their hosts through appropriate actions of production and valorisation of NTFPs that can contribute to improve their living conditions.

The NTFPs producers reside in rural or peri-urban areas and are involved in the collection of raw products. They are mainly women, whose activity covers the needs of family consumption. Unfortunately, the low technicality of the actors leads to a low competitiveness of the products on the markets. This weakness leads, by ricochet, a lower added value of the products, which hardly benefits the direct actors (producers, processors, traders) and consequently makes them lose opportunities to make their investments and activities profitable. More the techniques of production and harvesting were contributing to the destruction of some vegetal species, pollution and deterioration of the environment which can lead to the decrease of the quality and the quantity of the products.

Thus, the third phase of the PFNL Project has the overall objective: "rural and peri-urban households - including internally displaced persons (IDPs), women and youth - improve their production and secure their income through sustainable exploitation of NTFP value chains and improved access to markets". Achieving this objective will contribute to improving the living conditions of rural households and IDPs while promoting the national anchoring of NTFP value chains and ensuring its economic and institutional sustainability.

The program implementation strategy will be based on five complementary approaches: (i) capacity building and institutional development of households as economic agents for the production and valorization of NTFPs and their local organizations; (ii) development of regional facilities for processing, conservation and marketing of NTFPs; (iii) consideration of the Humanitarian-Development Nexus (HD); (iv) market development; and (v) support for an enabling policy environment.

To deploy this strategy, the executing agency TREE AID will draw on its national team with its expertise and previous experience in managing multi-stakeholder projects. Depending on the nature and specificities of the activities to be carried out, it will either develop synergies of actions, or call on public or private service providers on the basis of contractual documents (one-off contracts, implementation protocols) adapted to each circumstance. Its monitoring, evaluation and capitalization system will make it possible to measure progress towards the targets set overtime.

A system for monitoring and evaluating the program is planned. It includes, among others, the Review Committee in which the Technical and Financial Partners participate, joint field visits by, the executing agency and the government technical supervision of the program, external evaluations and management audits.

2.2.2 Appraisal

Assess the project's contextual analysis in the table below. If certain criteria do not apply, explain why.

Task	Appraisal (Yes/No, plus reasons):
Assess the quality of the contextual analysis.	
The proposal and the contextual risks (see section 4) have been agreed with the mission(s) concerned.	Yes, the proposal is based on an evaluation of the two previous phases of the project. This evaluation pointed out the strength, the weakness, the opportunities and made

	<p>recommendation which lead to the formulation of this third phase of the project. This evaluation pointed out also the risks and mitigation measures that has been taking into account.</p>
<p>The proposal is based on a careful and thorough contextual analysis (including a gender analysis) that results in a logical problem definition and objective.</p>	<p>Yes, The project is based on the analysis of the context of Burkina concerning the NTFPs sector and is taking into account the lessons learned from the previous phases or the programme which started in 2009. The logic of intervention is clear and the interventions are specified in relation to the results. The programme itself has been gender-sensitive since its pilot phase in 2009. Gender promotion will therefore be a key element of its intervention. This will be done through a specified targeting of 55% of women and at least 30% of young people. All activities will have to allow for gender monitoring. In the case of a shared-cost inter-vention, the female and youth target group will benefit through a reduction in their contribution share.</p>
<p>Based on the problem formulated, the proposal explains in a logical manner why the intervention is aimed at the specified geographical location.</p>	<p>Yes, the geographical sites of the project suits well the logic of intervention and the project objectives. For its implementation, the programme will intervene in five (5) regions, four of which were already covered in phases 1 and 2, namely the North-Central, Central-West, North and South-West regions, and the Sahel region which is a new region taken into account in the phase 3. With regard to intervention in the South-West region, the programme will work towards a gradual phasing out over two years of implementation. The intervention zones have been identified according to potential and needs and with the support of the forestry services in order to be secured and enriched (through reforestation actions). These sites are used for the production of NTFPs for the populations of the localities concerned. These sites are also beneficiaries for the drafting and adoption of local land charter with local management rules in order to make them more secure.</p>
<p>The proposal justifies the choice of target group and the target group's gender-specific interests and needs.</p>	<p>Yes, the NTFPs producers reside in rural or peri-urban areas and are involved in the collection of raw products. They are mainly women, whose activity covers the needs of family consumption. The targeted areas of intervention covered insecure places where we can notice IDPs. Then the target public directly benefiting from the programme consists of (i) households in rural and peri-urban areas and Internally Displaced Persons (IDPs), (ii) socio-professional organisations and their umbrella organisations working in the field of NTFPs, (iii) individual or organised market gardeners producing NTFPs, (iv) small and medium-sized enterprises (SMEs) and small and medium-sized industries</p>

	(SMIs) processing NTFPs, (v) schools, CSPSs, maisons d'Arrêt et de Correction (MACs).
The proposal sets out which relevant actors were involved in formulating the proposal and what influence they had on its content.	Yes, The implementation of the programme is based on a "multi-actor" approach at both strategic and operational levels. The third phase of the program is based on a participative evaluation study which lead to the formulation of the project with the participation of the implementing partners (Government, NGOs, Collectivities...)
A stakeholder analysis (incl. women and young people) has been carried out and the results incorporated into the proposal.	Yes, The project describes the targets groups and set out the results by households, with a reference to the gender and the youth
Insights and lessons learned from the following sources have been used in formulating the proposal: <ul style="list-style-type: none"> • previous or comparable activities • published evaluations • relevant publications (academic, online, etc.). 	Yes, The proposal is based on the analysis of the implementation of the project since 2009. The lessons learned from the two previous phases of the project feed the formulation of the proposal.
In the case of technological solutions: <ul style="list-style-type: none"> • the added value and risks associated with the solution(s) have been considered carefully • the most efficient technology has been chosen • the technology has been developed with the users to reach a diverse user group • an analysis of the local digital ecosystem (strengthening existing system, no duplication and not standalone). 	NA

2.3 Cooperation, harmonisation and added value

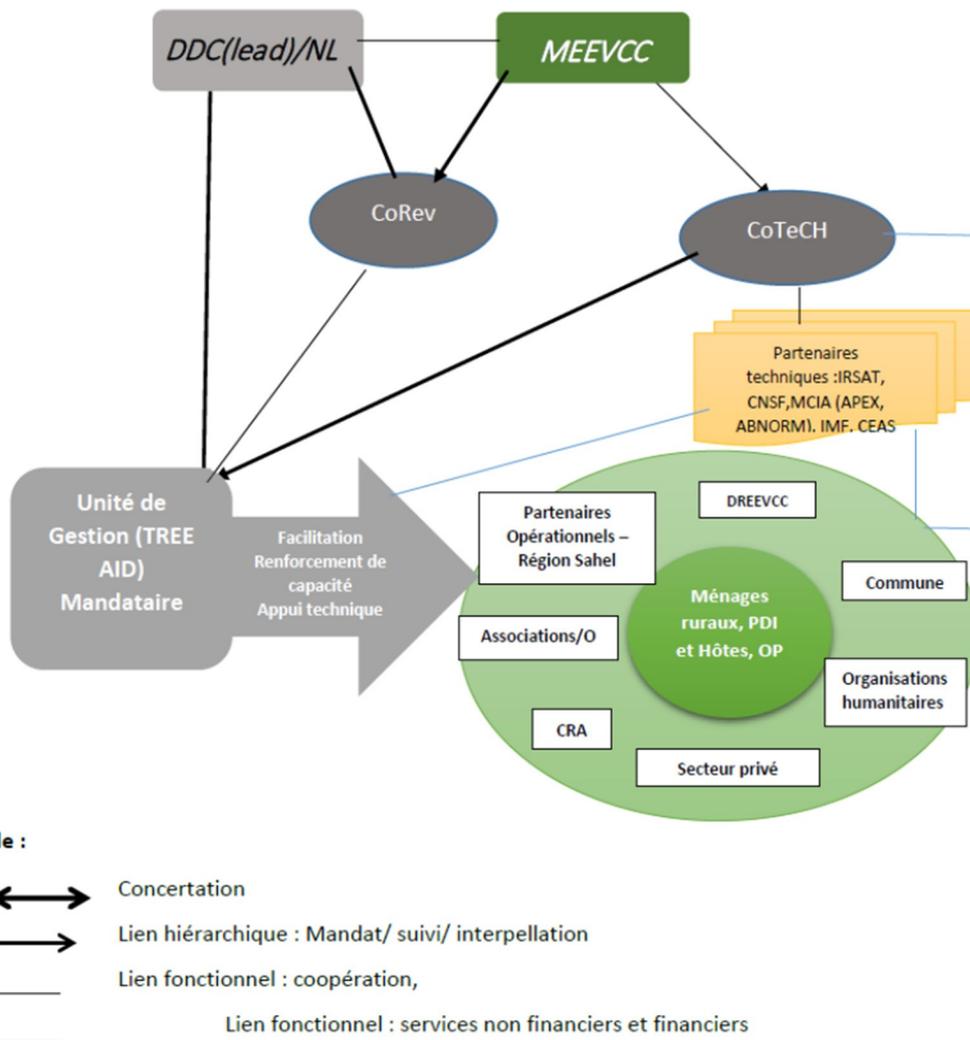
Task	Description
<p>Briefly describe:</p> <ul style="list-style-type: none"> • whether the proposed activity involves cooperation with, for example, Dutch organisations, other donors, local organisations or other parties; • how this cooperation contributes to harmonisation, complementarity, joint financing, delegated cooperation (silent partnership) and multidonor financing; • the added value of the activity in relation to other activities by donors, NGOs and local authorities. 	<p>The programme falls under category 2 of projects under the provisions of Decree No. 2018-0092/PRES/PM/MINEFID on the general regulation of projects and programmes executed in Burkina Faso. It will be managed by the NGO TREE AID as a management unit mandated by the DDC as Lead Partner of the Technical and Financial Partners. TREE AID will set up a permanent programme coordination team headed by a Programme Manager. The permanent coordination team will be supported by a non-permanent team (backstopping team) and will work harmoniously with all partners involved in the implementation of the programme.</p> <p>The Management Unit will be supported by a Technical Committee (CoTech) to achieve the objectives of the programme.</p> <p>The Review Committee (CoRev) of the budget programme 089 "Green Economy and Climate Change" from the Ministry of environment will ensure the strategic orientations and the steering of the programme.</p>

The Annual Review of the Technical and Financial Partners will enable them to inquire about the state of implementation of the programme and the improvements to be made.

The programme will be based on the commodity chain approach and on the sustainability criteria recommended by the Market Analysis and Development (MA&D) approach. This approach will contribute to harmonization and synergies with similar approaches of other Swiss Cooperation programmes, and activities by donors.

A silent partnership arrangement on delegated cooperation between the Swiss Federal Department of Foreign Affairs and the Embassy of the Kingdom of the Netherlands in Ouagadougou will be signed in support to the Project.

Figure 3: Organisation et mécanisme de pilotage du programme



From a methodological and operational point of view, the implementation of the programme will be based on the commodity chain approach (in order to respond to the concerns of stakeholders in all the links of the selected products) and on the sustainability criteria recommended by the Market

Analysis and Development (MA&D) approach or other approaches such as contract farming, business models, business takeover bids, etc. These different approaches are presented in Annex 1 of the proposal.

In the choice of actions and methods of intervention, the Contractor shall take into account the possibilities of synergy and complementarity with other Swiss Cooperation programmes, in particular the Programme for the Enhancement of Agro-Pastoral Potential in the East (VALPAPE), the Programme to Support Decentralization and Citizen Action (DEPAC), the Training and Professional Integration Programme (FAFPA) and other partners in the regions of intervention. This will take into account feedback on certain themes such as digitalization, the professional integration of young people and humanitarian action, particularly for operations in the red zones of the Sahel and Centre-North regions.

In the specific field of NTFP development, synergies can be developed with the Local Governance of Forest Resources Project (PGLRF) called Weoog-Paani, funded by Swedish cooperation and the Participatory Natural Resource Management Project (Neertamba Project) funded by IFAD and the GEF.

A silent partnership arrangement on delegated cooperation between the Swiss Federal Department of Foreign Affairs and the Embassy of the Kingdom of the Netherlands in Ouagadougou will be signed in support to the Project. This support takes the form of :

- the payment of financial provisions for the implementation of the programme activities, in accordance with the agreed modalities, including the respect of financial orthodoxy in such a situation ;
- support for the development of political, legal and institutional management instruments through advocacy with political decision-makers, the provision of strategic advice and specific expertise on subjects of interest;
- monitoring the implementation of activities through field visits jointly organised between the two TFPs, the executing agency and the government supervision of the programme,
- participation in the annual sessions of the Review Committee.
- the organisation of external management audit missions, external evaluation missions.

2.4 Channel and aid modality (including alignment)

Task	Description
<p>Briefly describe:</p> <ul style="list-style-type: none"> • whether the aid modality selected is appropriate and why; • whether the degree of (financial and policy) alignment is substantiated; see the MACS risk analysis; • whether the aid modality/channel has been chosen on the basis of a consideration of the available options; • whether there is any contribution or co-participation from the recipients, and explain the level of co-participation. 	<p>The funding is a Delegated Cooperation Arrangement between the Swiss Federal Department of Foreign Affairs (Lead Donor) and the Embassy of the Kingdom of the Netherlands in Ouagadougou. However, this is a program that will be implemented in close collaboration with decentralized government, non-government actors and NGOs.</p> <p>The Lead Donor has designated the NGO TREE AID (executive agency) as an implementing partner of the Programme d’Appui à la Valorisation des Produits Forestiers Non Ligneux, phase 3 (PFNL 3); The Lead Donor will enter into an Arrangement with the Burkina Faso Government.</p>

2.5 Monitoring (for details, see the MEL guidelines)

Task	Description
<p>Briefly describe:</p> <ul style="list-style-type: none"> • whether there is sufficient time and capacity available for monitoring and learning; 	<p>During the 2nd phase, the project’s team set up a mechanism to identify all the effects produced by the interventions. For Phase 3, this mechanism will also be updated and consolidated to take into account all the actors</p>

<ul style="list-style-type: none"> • whether the relevant BZ Theories of Change and results frameworks have been communicated to the implementing organisation and whether these align with BZ standard indicators; • whether the Theory of Change/intervention logic/logframe for the activity has been set out in sufficient detail in terms of inputs, outputs, outcomes, assumptions and context variables; • how the implementing organisation will organise the monitoring and whether the implementing organisation will deliver a separate MEL plan. 	<p>involved in the implementation of the Project as well as the evolution of its objectives and expected results. The mechanism for monitoring and evaluating the effects, in the form of studies and periodic surveys, will also be set up. It will take into account the standard indicators for Food security and nutrition.</p> <p>Project monitoring and evaluations are based on the main indicators defined in the logical framework, the frequency of collection, sources of verification and the collector. A monitoring-evaluation system has been set up involving the various actors such as the central and decentralised directorates of the Ministry of Environment, local authorities, local partner associations who will ensure close monitoring of beneficiaries, humanitarian NGOs and local relays in areas of high risk of insecurity, SMEs, project beneficiaries, etc.</p> <p>A database management system adapted to the characteristics of the project (in particular the diversity of actors, activities, beneficiaries and information seekers) will be designed.</p>
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2.6 Evaluation ([click here for the quick reference guide](#)) (for details, see the MEL guidelines)

Task	Description
<p>Describe briefly:</p> <ul style="list-style-type: none"> • For activities: <ul style="list-style-type: none"> - worth EUR 5 million or more'; or - of strategic importance; or - involving political risks/interests; or - for which evaluation has been agreed with parliament <ul style="list-style-type: none"> • whether the implementing organisation has been informed about the MANDATORY FINAL EVALUATION and the procedure BZ follows in this regard; • whether it has been agreed to include specific questions in the final evaluation. State the questions here. • For all other activities, briefly describe: <ul style="list-style-type: none"> • whether an evaluation or mid-term review will take place and, if so, when. • whether sufficient budget has been set aside and whether there 	<p>According to Paragraph V – Reporting, of the Delegated Cooperation Arrangement between the Swiss Federal Department of Foreign Affairs and the Embassy of the Kingdom of the Netherlands Embassy, the following planning report has been agreed:</p> <ol style="list-style-type: none"> 1. Within 2 weeks before the Annual Donor Meeting, the Lead Donor will submit to the Co-Donor for information a copy the following documentation : <ul style="list-style-type: none"> • the annual progress report, • the annual financial statement, • the audit report of the preceding fiscal year, • the work plan and budget for the subsequent fiscal year. <p>Within the same time deadline, the Lead Donor will submit to the Co-Donor for information:</p> <ul style="list-style-type: none"> • Lead Donor’s assessment of the above mentioned documentation • Lead Donor’s draft agenda for the Annual Steering Meeting highlighting key issues and strategic

<p>is a timetable to ensure the evaluation procedure starts on time;</p> <ul style="list-style-type: none"> • who is going to organise the evaluation - this can be BZ or the implementing organisation that hires an evaluator; • whether it has been agreed to include specific evaluation questions in the final evaluation. 	<p>matters which the Lead Donor plans to discuss with the TREE AID.</p> <p>The above-mentioned provisions will apply correspondingly to the final report, the final financial statement and the final audit report from TREE AID.</p> <ol style="list-style-type: none"> 2. The Lead Donor will further submit to the Co-Donor for information, as soon as it is available, a copy of the agreed minutes from the Annual Steering Meeting. 3. Tree Aid has 2 weeks to take into account the Committee's consolidated comments. The final approved reports are due by 30 March each year. 4. If a review or evaluation of the Programme is carried out, the following will be submitted to the Co-Donor for information: <ul style="list-style-type: none"> • prior to the review/evaluation a copy of the draft Terms of Reference, • a copy the review/evaluation report, • any comments by the TREE AID to the report, • the Lead Donor's assessment of the report and suggestions to any follow-up actions. <p><i>Every year on 30 March, at the latest, the Lead Donor will submit to the Co-Donor a financial statement showing, as per the end of the previous fiscal year, funds received from the Co-Donor, funds disbursed to TREE AID, and implementing partners, each Donor's contribution to the disbursements and the balance of the Contribution carried over to the following year</i></p>
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The programme must be developed in the context of a deteriorating security situation in Burkina Faso. Since 2017, the country has been hit by the Sahelian crisis from the northern (Mali) and north-western (Niger) regions and the emergence of violent radicalism. Between 2015 and 2019, Burkina Faso recorded a jump in attacks against civilians, from 8 to 726. Kidnappings for the same period rose from 2 to 106. The scale of the crisis is such that the number of people killed as a result of attacks in Burkina Faso has overtaken Mali. Burkina Faso now has almost 1 million internally displaced persons (IDPs) as of June 2020. With a growing number of IDPs, the NTFP programme has become crucial as it responds to this crisis by providing support to those affected by population movements (hosts and IDPs).

The conflict-sensitive project management approach (CSPM) will be used to increase awareness of the actions taken by the programme with a view to mitigating the potential observed conflicts.

The program will start in a volatile period, a few months after general and presidential elections which will take place in November 2020. Also the security situation in the country continues to deteriorate, with about one third of the country not under full control of the government. In these areas, mainly in the North and East of the country, the government is absent in the rural areas and only present in the bigger cities. Also the number of IDPs in the country reaches almost the figure of 1 million persons, mostly women and children and mostly in these northern and Eastern provinces. The impact of this delocalization of the population is big in the receiving areas where the governmental services provided are not sufficient to also address the needs of the IDPs.

The insecurity, including the presence of either or not governmental incited armed groups, in these areas also hampers agricultural activities and in some areas the population is too afraid to go out in the field with the livestock or to work on the agricultural fields. This puts at risk the already fragile food situation in these areas. The climate change, leading to less predictable rain patterns, does not help neither. In many areas land ownership disputes create tensions which sometimes can be solved by local leadership. However in other cases such disputes lead to local unrest and sometimes violence.

So, the situation is dire and staying idle will also generate significant food security and general security risks as, for example, food shortages can easily lead to unrest.

Mitigation measures are taken at the organizational level, and in the field; by working mostly through local, existing structures and in close cooperation with the local government and with local organisations. These structures are best informed about the security situation and can- and will be requested to do so- provide timely warnings to "foreigners" in the area. In the field the existing structures will monitor the developments of the program and potential risks (perceived unequal participation; other changes in the general atmospheres etc.)

Risk	Risk assessment (L/M/H)	Impact	Influence on results of activity	Mitigating measures
Administrative institutions not taking into account the approach and the	Moderate, The project is align with the policies and will	Moderate More explanation and collaboration with institutions is needed ; they may	Limited participation and approval of the project	Close involvement in monitoring and implementation of the activities by the members of the Technical Committee and increasing efforts of

interventions of the project in its policy development due to the independent structuring of the project	collaborate with State institutions	be some delays in the project implementation due to administrative changes		collaboration with State institutions; the project will collaborate with different state and local government structures, community organisations, to facilitate the improvement of the business environment and to strengthen the governance links necessary for the sustainable development of the NTFPs sector
Market Risk: Falling prices for some products such as shea butter	Low The programme is based on the development of local market	Moderate Only product for exportation could be impacted and the project aims to diversify the financial services in support to the market development	The contraction in global demand is likely to undermine the programme's efforts to market non-timber forest products.	<ul style="list-style-type: none"> - Diversification of NTFP markets - Set up/consolidate the market information system - Quality/origin of products - Marketing support - Increasing the level of processing and preservation of products
Drop out of the NTFP value chain activities upon withdrawal from the Programme	Low, actors in the areas of disengagement could stop carrying out activities, which would compromise the desired sustainability effect.	Low, the beneficial nature of the NTFPs activities is a key factor in their mobilisation	Non sustainability of the project	Withdrawal strategy developed in collaboration with the Ministry in charge of environment; Communication for development (valorization of local knowledge)
Poor coordination between operational partners: misunderstandings and demotivation	Moderate The project is based on the synergy of intervention	Moderate, Less or slow involvement of some stakeholders; some delays in the project activities implementation	Partial and limited results of the project, Various business support initiatives are uncoordinated	Partners involved in Technical and review committees ; participatory planning and implementation of the activities; Pedagogy in the planning phase and project start-up towards

of the various stakeholders	s among actors			other projects and programmes - Use of SDC's good practices in donor co-ordination
Socio-cultural gender burdens	Low, Existing policies, institutions and actions are developed by the government and NGOs	Weak, Existence of prioritisation and operationalisation tools for women's economic emancipation (WEE)	The monopolisation of profitable activities by men can contribute to increasing gender inequalities in the area of NTFP development (gender)	Taking into account cross-cutting themes (gender, digital, climate change, green economy, communication for development) and raising awareness
Risks of procurement corruption with subcontractors ; namely receipt of bribes by the staff	Moderate, See delegated cooperation arrangement, traffic of influence, conflicts of interests	Severe, See delegated cooperation arrangement Breach of contracts, delays in the project's implementation	Partial and limited execution of the project by the subcontractors; breach of contracts and delays in the project's results	Strict application of the Switzerland's foreign policy strategy for 2020–23, Code of Conduct for Contractual Partners of the Federal Department of Foreign Affairs (FDFA) and Tree Aid procedures manual; reimbursement, investigations should be conducted. https://www.eda.admin.ch/content/dam/eda/en/documents/publications/SchweizerischeAussenpolitik/Aussenpolitische-Strategie-2020-23_EN.pdf
Risks of fraud with subcontractors ; material and personal (e.g. with inflated factures)	Moderate, Favouritism on contracting	Severe, See dele-gated cooperation ar-range-ment-Breach of contracts, delays in the project's implementation	Partial and limited execution of the project by the subcontractors; breach of contracts and delays in the project's results	Strict application of the Switzerland's foreign policy strategy for 2020–23, Code of Conduct for Contractual Partners of the Federal Department of Foreign Affairs (FDFA) and Tree Aid procedures manual; reimbursement, investigations should be conducted.

				https://www.eda.admin.ch/content/dam/eda/en/documents/publications/SchweizerischeAussenpolitik/Aussenpolitische-Strategie-2020-23_EN.pdf
Risk of breach of contract for the team	Moderate, The personnel of the project will be strengthened by new recruitment and benefit from the staff in similar projects for a synergic of actions	Severe, The project is implemented in red zone; they may face some difficulties to recruit staff willing to work and travel in these areas	Temporary or lasting interruption of activities due to staff departure	Competitive offer of working conditions for the project team's members.

Table 1 Programme risk : The risk assessment is performed and ranked by the Embassy. The risks related to this programme are believed to be acceptable and appropriate mitigating measures are defined.

Based on the Arrangement on delegated cooperation between the Swiss Federal Department of Foreign Affairs (Lead Donor), and the Embassy of the Kingdom of the Netherlands, the Lead Donor has designated the NGO TREE AID (Executive Agency) as an implementing partner of the Programme d'Appui à la Valorisation des Produits Forestiers Non Ligneux, phase 3 (PFNL 3).

As an implementing partner, Tree Aid NGO is bound by the Switzerland's foreign policy strategy for 2020–23, and the Code of Conduct for Contractual Partners of the Federal Department of Foreign Affairs (FDFA). It has the obligation to contribute to the promotion of some values (combating hardship and poverty, respecting human rights, democracy, peaceful coexistence, the preservation of natural resources, gender equality) and to act in accordance with them, as well as with the legal order. This applies both to professional contexts and to private matters that have an influence on the professional domain.

The Code of Conduct outlines the attitude and the behaviour that the FDFA expects from its contractual partners (providers of goods and services, consultants, contractors, organisations responsible for implementing projects and/or recipients of contributions, etc.) in Switzerland as well as abroad. In signing their contract, partners take on the commitment to observe the Code of Conduct, to ensure observance by their personnel and their subcontractors, and to behave accordingly. Any action violating the Code of Conduct may entail an enquiry and the imposition of measures relating to non-compliance with contractual obligations, or of other measures.

The risks relating to the implementing organisation could be mitigate by a strict application of FDFA policies and procedures, Code of conduct and by the signature of local partnerships agreements.

Table 2 Implementing organisation risk :The risk assessment is performed and ranked by the Embassy. The risks related to this programme are believed to be acceptable and appropriate mitigating measures are defined.

information about procedures and information flows.
The program does not touch upon politically sensitive topics. Together with the SDC, the Embassy will assess how the program can be presented on social media without putting additional risks on the persons and organisations involved.

See Partnership assessment of Tree Aid.

Tree Aid is bound by the SDC Code of Conduct.

According to the Delegated Cooperation Arrangement, "Tree Aid will take appropriate measures to prevent illegal practices and/or improper behavior (such as fraud, violation of the fundamental principles of procurement rules, sexual exploitation and abuse, harassment, sexual harassment, other forms of misbehavior and/or any irregularity). In the event that Tree Aid determines that there are credible allegations of illegal practice and/or improper behavior, it will take swift and appropriate action to stop, investigate and prosecute in accordance with applicable Tree Aid regulations and applicable law any person suspected of such practice".

through providing all stakeholders with equal

1. Implementation and agreements

1.1 Budget

The budget covers period of the project over a period of 4 years. The Summary Budget Table, summarizes the budget by cost categories and by year. The amount of the provisional budget for the project is CHF 9.5 million, of which CHF 5 million is financed by Switzerland and CHF 4 500 000 by Dutch Cooperation, making a total of five billion seven hundred million (5,700,000,000) CFA francs.

PRINCIPALES RUBRIQUES	SOUS RUBRIQUES	BUDGET CFA	% BUDGET TOTAL	% BUDGET PRINCIPAL RUBRIQUES	AN 1	AN 2	AN 3	AN 4
Fonds administrés		4,104,000,000	72%	100%	1,758,163,579	1,532,696,256	536,236,075	276,904,091
	Outcome 1	1,850,079,255	32%	45%	1,010,829,240	639,865,005	131,860,005	67,525,005
	Outcome 2	1,251,561,440	22%	30%	434,158,802	608,475,030	152,591,159	56,336,449
	Outcome 3	573,719,305	10%	14%	167,995,536	175,176,220	164,644,911	65,902,637
	Visibilité et communication	62,500,000	1%	2%	32,500,000	10,000,000	10,000,000	10,000,000
	Appui aux partenaires opérationnels (terrain)	366,140,000	6%	9%	112,680,000	99,180,000	77,140,000	77,140,000
Fonctionnement et gestion		1,596,000,000	28%	100%	465,919,441	380,647,520	366,482,520	382,950,520
	Salaires/équipement/ fonctionnement	1,423,952,702	25%	89%	406,650,676	339,100,676	339,100,676	339,100,676
	Consultants et missions	172,047,298	3%	11%	59,268,766	41,546,844	27,381,844	43,849,844
BUDGET TOTAL		5,700,000,000	100%		2,224,083,020	1,913,343,775	902,718,594	659,854,611

1.1.1 Breakdown of costs

	Année 1	Année 2	Année 3	Année 4	Total
Fonction/désignation	Coûts	Coûts	Coûts	Coûts	Coûts
Outcome 1 : Amélioration/ diversification des systèmes de production : Les ménages ruraux et périurbains-y compris les personnes déplacées internes, les femmes et les jeunes- accroissent leur production, leur consommation en PFNL et leur résilience aux chocs exogènes autour des systèmes de production diversifiés et durables (nexus humanitaire – développement).					
Résultats attendus (sous effet) 1.1 : les ménages ruraux et péri-urbains incluant les femmes et les jeunes à travers leurs organisations, les écoles, CSPS et MAC consolident leurs systèmes de production et leur consommation des PFNL					
Output 1.1 : Les capacités techniques et organisationnelles des exploitants de PFNL (ménages et leurs organisations + écoles, CSPS, MAC,) sont renforcées	73 160 000	21 550 000	3 910 000	0	98 620 000
Output 1.2 : Les espaces de production (site de production, parc de conservation des espèces pourvoyeuses PFNL, etc.) des PFNL sont accrus	42 995 000	188 145 000	54 275 000	34 275 000	319 690 000
Output 1.3 : La gestion du potentiel forestier pourvoyeur de PFNL est améliorée	153 000 000	173 800 000	6 000 000	0	332 800 000

Output 1.4 : La situation alimentaire et nutritionnelle des ménages vulnérables est améliorée	244 539 235	163 110 000	13 725 000	0	421 374 235
Résultats attendus (sous effet) 1.2 : des PDI et leurs hôtes, résilients, dans les régions du Nord, du Centre-Nord et du Sahel développement les activités de production et de valorisation de jardins nutritifs					
Output 1.5 : une assistance humanitaire appropriée est apportée aux PDI et à leurs hôtes dans les zones ciblées	31 600 005	22 000 005	22 000 005	22 000 005	97 600 020
Output 1.6 : la production des jardins nutritifs incluant des produits maraîchers et leur consommation sont réalisées par les PDI et leurs hôtes dans les zones ciblées.	462 340 000	54 610 000	4 500 000	0	521 450 000
Output 1.7 : la transformation et la commercialisation des produits des JN promues par les PDI et leurs hôtes sont assurées	0	4 500 000	16 200 000	0	20 700 000
Output 1.8 : des actions d'atténuation des impacts négatifs liés à la présence des PDI et à leurs activités sont réalisées	3 195 000	12 150 000	11 250 000	11 250 000	37 845 000
Outcome 2 : Marketing et développement des marchés : Les transformatrices, leurs organisations et les entreprises PFNL, grâce à des concepts de marketing appropriés pour les différents produits, améliorent leur compétitivité et ont un meilleur accès aux financements et aux marchés.					
Résultat attendu (Sous effet attendu) 2.1 : La disponibilité de la matière première et autres intrants et le développement de savoir-faire, de services (conseils, infos, marketing, recherche, gestion des risques), pouvoir de négociation, sensibilité au genre augmentent l'accès aux marchés, la production, la productivité et les marges des organisations de producteurs et les entreprises PFNL					
Output 2.1 : Les entreprises intervenants dans la valorisation des PFNL ont amélioré le marketing de leurs produits	33 052 333,33	72 783 083,2	57 524 916,6	27 275 166,6	190 635 500
Output 2.2 : Les entreprises intervenant dans la valorisation des PFNL ont intensifié la mise en marché de leurs produits	227 331 029	188 167 907	35 121 282	29 061 282	479 681 500
Output 2.3 : Les entreprises intervenants dans la valorisation des PFNL et leurs organisations ont améliorées la transformation et la qualité des PFNL	151 025 440	291 363 600	46 944 960	0	489 334 000
Résultat attendu (Sous effet attendu) 2.2 : le développement de partenariats durables entre acteurs de la finance et acteurs du sous-secteur des PFNL est facilité					
Output 2.4 : Les bases d'un partenariat durable entre les acteurs du domaine des PFNL et les PSF sont mis en place	22 750 000	0	0	0	22 750 000
Output 2.5 : Des produits, services et outils financiers adaptés aux besoins du domaine PFNL sont développés et offerts aux acteurs	0	51 160 440	9 250 000	0	60 410 440
Output 2.6 : Les prestataires de services financiers (Banques et SFD) ont institutionnalisés les produits et outils financiers développés.	0	5 000 000	3 750 000	0	8 750 000
Outcome 3 : Environnement favorable et développement du secteur PFNL : le gouvernement, les autorités locales et les organisations du secteur des PFNL, à travers un dispositif institutionnel fonctionnel et dynamique, vulgarisent des informations et assure une gestion durable des ressources forestières dont les PFNL.					
Résultat attendu (Sous effet attendu) 3.1 : les acteurs du domaine des PFNL renforcent leur organisation et leur structuration ainsi que le dialogue avec l'ensemble des parties prenantes					

Output 3.1.: Les acteurs sont structurés à l'échelle régionale et nationale par filière PFNL retenue	76 305 000	39 000 000	3 250 000	0	118 555 000
Output 3.2 : Les performances professionnelles et de dialogue des filières sont accrues	0	35 400 000	65 100 000	25 600 000	126 100 000
Résultat (Sous effet attendu) 3.2 : le dispositif institutionnel, politique et réglementaire des PFNL est renforcé					
Output 3.3. Les textes réglementaires adéquats pour la prise en compte des PFNL dans les marchés institutionnels et la gestion décentralisée des ressources forestières sont adoptés	6 888 636,36	25 513 218,2	29 240 909,09	2 088 636,36	61 731 400
Output 3.4 Des mesures pour la prise en compte de la valorisation des PFNL dans les Plans Communaux de Développement (PCD) et PAIC sont adoptées et mises en œuvre	20 945 400	23 100 000	16 688 000	1 750 000	62 483 400
Output 3.5 : Les capacités des structures impliquées dans la mise en œuvre du Programme sont renforcées en matière de promotion des PFNL	4 071 500	9 268 002	9 268 002	4 634 001	27 241 505
Output 3.6 : un mécanisme de collecte et de suivi des données statistiques en matière de PFNL est mis en œuvre	17 289 000	10 830 000	10 830 000	10 830 000	49 779 000
Output 3.7 : Les capacités des structures impliquées dans la mise en œuvre du Programme sont renforcées	42 496 000	34 065 000	30 268 000	21 000 000	127 829 000
Actions de visibilité et communication	32 500 000	10 000 000	10 000 000	10 000 000	62 500 000
APPUI INSTITUTIONNEL DES PARTENAIRES OPERATIONNELS					
Chargé de Projet	34.020.000,00	34.020.000,00	26.460.000,00	26.460.000,00	120.960.000,00
Comptable	21.600.000,00	21.600.000,00	16.800.000,00	16.800.000,00	76.800.000,00
Acquisition des moyens de déplacement pour l'équipe de suivi terrain	13.500.000,00	0	0	0	13.500.000,00
frais de fonctionnement et d'entretien des motos	8.640.000,00	8.640.000,00	6.720.000,00	6.720.000,00	30.720.000,00
Contribution aux frais de gestion du partenaire	4.320.000,00	4.320.000,00	3.360.000,00	3.360.000,00	15.360.000,00
Rencontre régionales de planification et bilan des acteurs terrain	30.600.000,00	30.600.000,00	23.800.000,00	23.800.000,00	108.800.000,00
Fonds de projet administrés	1.758.163.578,55	1.532.696.255,57	536.236.074,81	276.904.091,08	4.104.000.000,00
TOTAL - Fonds de projet administrés	1.758.163.578,55	1.532.696.255,57	536.236.074,81	276.904.091,08	4.104.000.000,00
GRAND TOTAL (XOF)	2.224.083.020,02	1.913.343.775,07	902.718.594,32	659.854.610,59	5.700.000.000,00
GRAND TOTAL (CHF)	3.706.805,03	3.188.906,29	1.504.530,99	1.099.757,68	9.500.000,00

1.1.2 Financing

The aim of this section is to provide better insight into the activity's financing. Indicate the total costs and envisaged inputs of the activity. Use the overview below. If there are multiple donors, state each donor's contribution.

Total budget		9'500'000CHF
Implementing organisation's and partners' own contribution		
Firm commitments by other donors (itemise by donor)	5'000'000CHF	
Dutch contribution	4'500'000CHF	
Still to be financed		0
Soft commitments by other donors		0
Uncovered balance		0
Evaluation costs If you are planning to carry out an evaluation on the activity, provide an estimate for these costs.		0

	2021		2022		2023		2024		March 2025
	February	August	February	August	February	August	February	August	After approval of the final reports
Lead donneur CHF	975'475	975'475	839'186	839'186	395'929	395'929	289'410	233'020	56'390
Co-donor (CHF)	877'928	877'922	755'267	755'267	356'337	356'336	260'469	35'474	225'000
Total CHF	1'853'403	1'853'397	1'594'453	1'594'453	752'266	752'265	549'879	268'494	281'390

Semi Annual breakdown of the Budget (Tentative)

1.1.3 Other contributions

Task	Description
State what other – non-financial – contributions are relevant to implementation of the activity, such as deployment of volunteers, availability of buildings, materials, etc.	N/A

1.1.4 Budgetary risks

Task	Description
If there is an uncovered balance, state how this will affect implementation of the activity (e.g. proportional reduction in outputs or omission of regions) and how this will affect the decision whether to fund this activity.	N/A

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1.1.5 Statement on the budget presented

The budget presented does/does not satisfy the following requirements:

Budget is arithmetically correct	YES
Overheads are proportional to the outputs to be delivered. Please note: What is included? What is recharged? Are costs entered twice (e.g. as indirect costs and in the administrative cost allowance)?	YES
Are the other amounts/rates in the budget acceptable in relation to the activity?	YES
Is the budget suitable as a management tool (linking of outputs – budget)	YES
Implementation is conditional on budget being amended*	NEE

*** Specify the requirements that the budget must satisfy and the date by which the budget must be amended.**

Task	Description
Briefly describe any anomalies that were identified when assessing the budget and any changes made to the budget as a result.	The budget had been assessed by SDA. There weren't any anomalies identified. Also OUA-CU and BAM-CU assessed the budget in 2020.

1.2 Prepayments

1.2.1 Earmarking multi-donor activities

Task	Description
Is the Dutch contribution to the programme earmarked (i.e. reserved for a specific purpose)? If so, specify the reasons why. Are other donors' contributions earmarked? If so, explain how this will affect reporting.	N/A

1.2.2 Prepayment/no prepayment

Task	Description
Using the prepayment decision tree , assess whether the payments need to be entered as prepayments and give reasons for this. Give the outcome of this assessment along with a brief explanation in this section. <i>In the case of lump sum funding, assess this against the applicable criteria and give the reasons for your choice.</i>	Prepayment Description The payments must be accounted for as prepayments and will be in 6 months periods, based on liquidity plan and payment request. Normally 12 months would be acceptable, but SDA has a standard payment schedule of 6 months.

1.2.3 Grant with a repayment obligation, loans, equity investment or guarantee

Task	Description
<p>Does the Dutch contribution take the form of a grant with a repayment obligation, a loan, an equity investment or a guarantee (either in whole or in part)?</p> <p>Are there revolving funds? What will happen to any residual funds?</p> <p>If so, briefly set out the consequences for accounting and how correct processing in the financial records will be ensured.</p>	N/A

1.2.4 Accounting for prepayments

Task	Description
<p>Set out the reporting obligations on the basis of which the prepayment can be closed, such as an audit report (if applicable) or a financial statement issued by the organisation itself.</p>	<p>Prepayments should be accounted for on the basis of an approved annual narrative, financial and audit reports. Because EKN is a silent partner, the (dis)approved reports by SDA are our basis for registering reporting obligations and settling prepayments.</p>

1. Chargé(e) de Programme :	GBL		
2. Objet du contrat :	Mise en œuvre de la troisième phase du Programme d'appui à la valorisation des Produits Forestiers Non Ligneux (PFNL 3)		
3. Montant du contrat :	5'700'000'000 (+/-2%)		F CFA
4. Durée du contrat	Du	01/01/2021	au 31/12/2024
5. Rapports	Échéance		
- Rapports intermédiaires d'activités (RIA)	- Rapports intermédiaires d'activités Du 01. 01. 21 au 30. 06. 21 au plus tard le 30. 08. 21 Du 01. 01. 22 au 30. 06. 22 au plus tard le 30. 08. 22 Du 01. 01. 23 au 30. 06. 23 au plus tard le 30. 08. 23 Du 01. 01. 24 au 31. 06. 24 au plus tard le 30. 08. 24		
- Rapports financiers intermédiaires (RFI)	- Rapports financiers intermédiaires Du 01. 01. 21 au 30. 06. 21 au plus tard le 30. 08. 21 Du 01. 01. 22 au 30. 06. 22 au plus tard le 30. 08. 22 Du 01. 01. 23 au 30. 06. 23 au plus tard le 30. 08. 23 Du 01. 01. 24 au 31. 06. 24 au plus tard le 30. 08. 24		
- Rapports financiers d'audit	Du 01.01.21 au 31.12.21 au plus tard le 30. 03. 22 Du 01.01.22 au 31.12.22 au plus tard le 30. 03. 23 Du 01.01.23 au 31.12.23 au plus tard le 30. 03. 24		

- Rapports annuels et finaux d'activités (RFA)	- Rapports annuels et finaux d'activités Du 01. 01. 21 au 31. 12. 21 au plus tard le 28. 02. 22 Du 01. 01. 22 au 31. 12. 22 au plus tard le 28. 02. 23 Du 01. 01. 23 au 31. 12. 23 au plus tard le 28. 02. 24 Du 01. 01. 24 au 31. 12. 24 au plus tard le 28. 02. 25
- Rapports financiers finaux (RFF)	- Rapports financiers annuels finaux Du 01. 01. 21 au 31. 12. 21 au plus tard le 28. 02. 22 Du 01. 01. 22 au 31. 12. 22 au plus tard le 28. 02. 23 Du 01. 01. 23 au 31. 12. 23 au plus tard le 28. 02. 24 Du 01. 01. 24 au 31. 12. 24 au plus tard le 28. 02. 25
- Rapports financiers d'audit	- Rapports financiers d'audit Du 01.01.24 au 31.12.24 au plus tard le 30. 03. 25
- Autres (à préciser)	

Planning des rapports entre la SDC et ONG Tree Aid.

According to Paragraph V – Reporting, of the Delegated Cooperation Arrangement between the Swiss Federal Department of Foreign Affairs and the Embassy of the Kingdom of the Netherlands Embassy

1. Within 2 weeks before the Annual Donor Meeting, the Lead Donor will submit to the Co-Donor for information a copy the following documentation :

- the annual progress report,
- the annual financial statement,
- the audit report of the preceding fiscal year,
- the work plan and budget for the subsequent fiscal year.

Within the same time deadline , the Lead Donor will submit to the Co-Donor for information:

- Lead Donor's assessment of the above mentioned documentation
- Lead Donor's draft agenda for the Annual Steering Meeting highlighting key issues and strategic matters which the Lead Donor plans to discuss with the TREE AID.

The above-mentioned provisions will apply correspondingly to the final report, the final financial statement and the final audit report from TREE AID.

2. The Lead Donor will further submit to the Co-Donor for information, as soon as it is available, a copy of the agreed minutes from the Annual Steering Meeting.

3. Tree Aid has 2 weeks to take into account the Committee's consolidated comments. The final approved reports are due by 30 March each year.

4. If a review or evaluation of the Programme is carried out, the following will be submitted to the Co-Donor for information:

- prior to the review/evaluation a copy of the draft Terms of Reference,
- a copy the review/evaluation report,
- any comments by the TREE AID to the report,
- the Lead Donor's assessment of the report and suggestions to any follow-up actions.

5. *Every year on 30 March, at the latest, the Lead Donor will submit to the Co-donor a financial statement showing, as per the end of the previous fiscal year, funds received from the Co-Donor, funds disbursed to TREE AID, and implementing partners, each Donor's contribution to the disbursements and the balance of the Contribution carried over to the following year. The financial statement will be in CHF. Further, the Lead Donor will submit to the Co-Donor a copy of any (dis)approved audit report pertaining to the bank account mentioned in Paragraph IV, Section 2 above. The, by lead donor, approved audit and financial reports will be shared, so the co-donor can use these documents to settle any advance payments. The co-donor will not assess any report and has to accept the approved report from the lead donor.*

1.2.5 Payment schedule

Use the [payment schedule decision tree \(click here for the quick reference guide\)](#) to determine the required payment frequency for this activity. Give the outcome of this assessment along with a brief explanation in this section.

According to the planning of the narrative and the financial reports, the payment should be made by semester. See Paragraph IV of the delegated cooperation arrangement:

"1. Disbursements from the Co-Donor to the Lead Donor will be made semi-annually depending on the progress, performance to date and liquidity needs of the Programme the coming period of six months. Upon receiving disbursement requests from TREE AID, the Lead Donor will submit written disbursement requests to the Co-Donor. Such requests from the Lead Donor will include an updated financial status and a brief statement of progress according to the annual plan."

The table below sets out an indicative payment schedule for the Netherlands Cooperation (Co-Donor).

Date of payment	Co-donor - Embassy of the Kingdom of the Netherlands (CHF)
15/02/2021	877'928
01/08/2021	877'922
15/02/2022	755'267
01/08/2022	755'267
15/02/2023	356'337
01/08/2023	356'336
15/02/2024	260'469
01/08/2024	35'474
After approval of the final reports	225'000
TOTAL	4'500'000

1.3 Monitoring

On the basis of the annual reports (I, F and A), our participation, in the steering committee (annually), and field visits.

Programme monitoring and evaluations will be based on the main indicators defined in the logical framework, the frequency of collection, sources of verification and the collector.

A monitoring-evaluation system has been set up involving the various actors such as the central and decentralised directorates of the Ministry in charge of environment, local authorities, local partner

associations in the field who will ensure close monitoring of beneficiaries, humanitarian NGOs and local relays in areas of high risk of insecurity, SMEs, programme beneficiaries, etc.

Activities	Responsibilities	Periodicity
Permanent monitoring	UdG	Permanent
Regular monitoring	DGEVCC	Two quarterly releases
Half-yearly activity report	UdG	Biannual
Annual progress report of the programme	UdG	Annual
Impact monitoring report	UdG	1 to 2 years depending on the nature of the indicator
Technical Committee Session	DGEVCC	Two ordinary sessions per year
Budgetary Programme Review Committee Session 089	SG/MEEVCC	Two ordinary sessions per year
Monitoring - control	DGESS et DGEP	Twice a year
Assessment and planning meetings	UdG	Twice a year
Annual Reviews	DDC + NL	Once a year
Mid-term evaluation	DDC + NL	Halfway through the course
Audit	DDC + NL	Once a year
End of programme report	UdG	At the end of the project

According to the Delegated Cooperation Arrangement, the Donors will meet once a year (the Annual Donor Meeting) no later than one month before the Annual Steering Meeting (Technical meeting), tentatively, in order to discuss the progress of the Programme and the cooperation between the Donors.

1.3.1 Substantive and financial reports

Task	Description
<p>Use the activity analysis decision tree (click here for the quick reference guide) to determine the required reporting information for this activity. Give the outcome and a brief explanation in this section.</p> <p>Task</p> <p>Set out any issues requiring special attention in terms of monitoring.</p>	<p>The UdG will prepare periodic operational and financial reports (half-yearly and annual) to be sent to SDC for review by the TFPs. The physical implementation reports will be sent to DGESS for capitalisation and the financial implementation reports to the DAF of the MEEVCC.</p> <p>The procedures and standards used will be those of the Swiss Agency for Development and Cooperation (SDC) and the Dutch Cooperation. The monitoring-evaluation system will provide information on outputs, expected impacts and the evolution of the context (risks and opportunities).</p> <p>A final-term review and capitalisation of experiences and good practices is planned at the end of the programme.</p>

** Recipients of grants up to EUR 125,000 that fall under the Uniform Grant Framework (USK) must submit activity completion statements (P statements) rather than narrative reports.*

In the event of additional criteria: specify what conditions must be set (e.g. greater payment frequency, substantive criteria, etc.). Indicate whether there is another way of gaining insight into the activity's implementation (e.g. participating in the board or the donor committee).

1.3.2 Audit opinions

<u>Task</u>	Description
<p>Use the type of audit opinion decision tree (click here for the quick reference guide) to determine whether an audit opinion is required for the activity. Briefly give the reasons in this section, along with the outcome of the decision tree. Will the auditor provide additional reports? Check the risks you set out in the risk section above. It may be desirable to have the audit opinion accompanied by an additional auditor's report on the risks set out above. You should ask your Control Unit for advice.</p> <p>If the organisation itself also makes prepayments you should ask the organisation's auditor to report on effective monitoring that the organisation carries out on prepayments.</p>	<p>An audit of the programme will be carried out annually commissioned by the SDC. The Lead Donor will inform the Co-Donor of the approval of the audit and which contribution of the co-Donor has been accounted for.</p>

1.3.3 Annual plans and other reports

<u>Task</u>	Description
<p>State whether any other reports (annual plans, management assertions) are required in addition to the above narrative and financial reports.</p>	<p>There will be a mid-term and a final end evaluation</p>

1.3.4 Reporting obligations

Set out the reporting requirements in the table below, to ensure they are accurately incorporated in the decision/agreement. Use the [activity analysis decision tree \(click here for the quick reference guide\)](#) to determine the required reporting information for this activity

Type	Any specific requirements*	Period	Submission
Annual plan	Plan of activities and budget	01/2021 – 12/2021 01/2022 – 12/2022 01/2023 – 12/2023 01/2024 – 12/2024	Proposal 1/10/2021 1/10/2022 1/10/2023
IATI publication*	<i>No the organization is not reporting on IATI (Delegated Cooperation Arrangement).</i>		
Narrative report** Rapport d'avancement comportant :			
1. Updates on progress		01/2021-06/2021 01/2022-06/2022 01/2023-06/2023 01/2024-06/2024	30/08/2021 30/80/2022 30/08/2023 30/08/2024
	For information	01/2021-12/2021	30/03/2021

2. An annual analytical narrative progress overview, 3. A final analytical narrative progress overview		01/2022-12/2022 01/2023-12/2023 01/2024-12/2024 01/2021-12/2024 (Entire project duration)	30/03/2022 30/03/2023 30/03/2024 30/03/2025 30/03/2025
Financial report	<i>The reports will be approved by SDA, EKN as silent partner follows their decision.</i>	Midterm 01/2021 - 06/2021 01/2022 - 06/2022 01/2023 - 06/2023 01/2024 - 06/2024 Annual 01/2021 - 12/2021 01/2022 - 12/2022 01/2023 - 12/2023 01/2024 - 12/2024	30/08/2021 30/08/2022 30/08/2023 30/08/2024 30/03/2022 30/03/2023 30/03/2024 30/03/2025
Final financial report	<i>The reports will be approved by SDA, EKN as silent partner follows their decision.</i>	01/2021 - 12/2024	01/05/2025
Audit	<i>The reports will be approved by SDA, EKN as silent partner follows their decision. The amount accounted for in the approved report is EKN base for settling the prepayments.</i>	01/2021 - 12/2021 01/2022 - 12/2022 01/2023 - 12/2023 01/2024 - 12/2024	01/05/2022 01/05/2023 01/05/2024 01/05/2025
Evaluation report **** Mid term Evaluation Final Evaluation		01/2021 - 06/2022 01/2021 - 12/2024	01/09/2022 01/05/2025

* An IATI publication in accordance with the IATI standard, as set out in the BZ publication guidelines.³ The IATI Standard recommends data to be updated at least once a quarter. The ministry appreciates it if IATI data are regularly kept up to date. Legally, partners are required to update their IATI publication at least once a year, in order to allow for the annual assessment of the progress of the activities.

If applicable: describe any specific requirements or documents that should be added to the IATI publication (e.g. short narrative reports, Theory of Change, program documents, evaluation report, ...), certain results or standard indicators.

** Narrative report: reports on the contributions by third parties (inputs), outputs, outcome, sustainability and the spending of the Dutch contribution in accordance with the latest approved budget. If the partner provides a full IATI publication on the activity, the narrative report can be limited to those elements that cannot be availed in public, or cannot be expressed in the IATI standard. Please indicate whether the narrative report is submitted as a document in IATI or by email.

*** See also the results given in section 5.3.1; if any additional criteria are desirable, insert them here. Please indicate whether the final narrative report is submitted as a document in IATI or by email.

**** Only include evaluation report as a reporting obligation if responsibility for carrying out the evaluation falls to the business partner. In that case, BZ must approve the ToR in advance.

² <https://www.government.nl/documents/publications/2015/12/01/open-data-and-development-cooperation>

Evaluations costs should be part of the activity budget. Please indicate whether the evaluation report is submitted as a document in IATI or by email.

Mid-terms and final evaluation are required. They are included in the cost of the project. The evaluations and audits will be performed by the SDC according the Delegated Cooperation Arrangement provisions (See paragraph 4). Within 2 weeks before the Annual Donor Meeting, the Lead Donor will submit to the Co-Donor for information a copy the following documentation :

- the annual progress report,
- the annual financial statement,
- the audit report of the preceding fiscal year,
- the work plan and budget for the subsequent fiscal year.

<u>Task</u>	Description
In case a waiver is given for an IATI narrative report for activities worth EUR 250,000 or more (click here for the quick reference guide), explain why. Also describe what has been agreed with the organisation in terms of implementation and what needs to be included in the contribution agreement or grant decision in this regard.	A waiver for IATI reporting has been given, as SDA and Tree aid are not working with IATI reporting. It is not an obligation from the Swiss government and EKN is only a silent partner. Furthermore it is a phase III of the cooperation between SDA and Tree aid.

