

(This Document is the Property of the Government of the Republic of Zambia)



REPUBLIC OF ZAMBIA

MINISTRY OF GREEN ECONOMY AND ENVIRONMENT

# ZAMBIA INTEGRATED FOREST LANDSCAPE PROJECT

## Subprojects Manual

Updated August 2022



## MESSAGE TO THE USER

This manual has been developed by the Ministry of Green Economy and Environment to provide general guidance to eligible organisations that are considering applying or are applying for World Bank sponsored Matching Grants under the Zambia Integrated Forest Landscape Project (ZIFLP). The manual is designed to clarify procedural issues and enhance the eligible applicant's chances of making a watertight and convincing proposal for funding under the Matching Grants Component of the Zambia Integrated Forest landscape Project.

The Manual gives background of the Zambia Integrated Forest Landscape Project, its goal and objectives. It also gives a brief description of the various components of the ZIFLP, the target beneficiaries and the catchment areas in which the project is being implemented. Subsequent sections describe the specific requirements for eligibility and the minimum requirements in the application process. The Manual also describes the evaluation and selection processes of the applicants.

The applicants are encouraged to read through these guidelines and seek additional clarifications from the Project District Focal Point Persons before making an attempt to apply for the Matching Grants.

## Contents

<b>1.0</b>	<b>Project description</b>	<b>1</b>
1.1	Background	1
1.2	ZIFLP Components	2
1.2.1	Component 1: Enabling environment	2
1.2.2	Component 2: Livelihood and low-carbon investments	2
1.2.3	Component 3: Project Management	3
1.2.4	Component 4: Contingent emergency response	4
<b>2.0</b>	<b>Type of financing and the thresholds</b>	<b>4</b>
2.1	Small Grants (US\$ 10,000 – US\$ 50,000)	4
2.2	Medium Grants (US\$ 50,001 – US\$100,000)	4
2.3	Large Grants (US\$100,001 –US\$150,000)	4
<b>3.0</b>	<b>Duration of the Project and Sub-projects</b>	<b>5</b>
<b>4.0</b>	<b>Eligibility</b>	<b>5</b>
<b>5.0</b>	<b>Detailed Investments Implementation Procedures</b>	<b>6</b>
5.1	Sub-project Preparation	6
5.1.1	Capacity building of stakeholders	6
5.1.2	Submission of Completed Application Content	9
5.1.3	Screening for Completeness	9
5.1.4	Field Appraisal	9
5.1.5	Approval	10
5.1.6	Disbursement to subproject	11
5.1.7	Sub-Project Start up	12
5.1.8	Project Implementation Plan	13
5.1.9	Sign Sub-Grant Agreement	13
5.1.10	Training the Project Management Committees	13
<b>6.0</b>	<b>Financial Management Procedures and Policies</b>	<b>13</b>
<b>7.0</b>	<b>Procurement Management</b>	<b>15</b>
7.2	District Multisectoral Teams Technical Support to Communities in Procurement	15
7.3	Procurement Steps for Community Projects	15
7.4	Procurement Procedures	16
<b>8.0</b>	<b>Actual Implementation of Subprojects</b>	<b>18</b>
8.1	Reporting on Progress	20
o		20
8.2	Sub-projects monitoring arrangement	20

8.1 Feedback and Grievance Redress Mechanism.....	22
8.2 Close out and Retention of Records.....	22
8.3 Request for Continuation of Funding.....	22
8.4 Termination of the Grant Agreement.....	22
<b>Annex 1: Applicant Eligibility Form.....</b>	<b>23</b>
<b>Annex 2: Project Proposal Form.....</b>	<b>24</b>
<b>Annex 3: Zambia Integrated Landscape Project: Sub-Project Performance Framework Template.....</b>	<b>30</b>
<b>Annex 4: Budget Details.....</b>	<b>31</b>
<b>Annex 5: Environmental and Social Management Checklist for Ziflp Sub-Projects.....</b>	<b>32</b>
Annex 6: Subprojects Reporting Template.....	39
Annex 7. Sub grant financing agreement form.....	41

## ACRONYMS

AWPB	Annual Work Plan & Budget
BioCF	Bio-Carbon Fund
CBO	Community Based Organizations
EMP	Environmental Management Plan
ESMF	Environmental and Social Management Framework
ESIA	Environmental and Social Impact Assessment
FMS	Financial Management System
FMR	Financial Monitoring Report
FNDP	Fifth National Development Plan
GC	Grants Committee
GEF	Global Environmental Facility
GRZ	Government of the Republic of Zambia
ICR	Implementation Completion Report
IDA	International Development Association
M&E	Monitoring and Evaluation
MDG	Millennium Development Goal
MNDP	Ministry of National Development Planning
MOU	Memorandum of Understanding
NGO	Non-Governmental Organization
NPM	National Project Manager
NPIU	National Project Implementation Unit
PAD	Project Appraisal Document
PDO	Project Development Objective
PPIU	Provincial Project Implementation Unit
PSU	Procurement and Supplies Unit
PSC	Project Steering Committee
REDD+	Reducing deforestation and forest degradation
SNDP	Seventh National Development Plan

## DEFINITIONS OF TERMS

Applicant	An organisation applying for the Matching Grant.
Application	The package of all necessary documents and data submitted by applicant including the project proposal.
Beneficiary	The recipient of goods or services.
Catchment Area	The geographic areas in which the project shall be implemented.
Grant	
Primary Contact:	Member of the Grant Recipient organisation who serves as the main point of contact between the Ministry of Green Economy and Environment and that organisation.
Grant Committee	The Grant Committee is a Technical Committee constituted at the Provincial level. It is composed of experts in the agriculture, forestry, livestock and Wildlife sector and stakeholders in the industry. The main purpose of the Grant Committee is to review, select and recommend sub-projects for funding. The Grant Committees shall be guided by specific guidelines and code of conduct to which all members are required to adhere to.

## 1.0 Project description

### 1.1 Background

Zambia's natural resource base is under immense pressure from various developmental sectors, including mining, energy, infrastructure, and agriculture. Some of the main drivers of deforestation emanate from these sectors. The mechanism for reducing deforestation and forest degradation (REDD+) presents an opportunity for Zambia to address deforestation in a comprehensive and integrated manner by involving identified sectors and key actors. As such, Zambia developed the National REDD+ Strategy focusing on tackling different drivers of deforestation in both the forestry and other identified key sectors in particular, agriculture, energy, mining, and infrastructure. The Vision of this Strategy is to contribute to a prosperous climate resilient economy by 2030, anchored upon sustainable management and utilization of the nation's natural resources towards improved livelihoods.

To facilitate the implementation of the National REDD+ strategy, and overall transitional arrangements from REDD+ Readiness to implementation, Government developed the Zambia Integrated Forest Landscape Project (ZIFLP) with \$32.08m funding in the Eastern Province. ZIFLP includes financing from the Global Environmental Facility (GEF) (US\$8.05M), IDA (US\$17M) and BioCF (US\$8M). ZIFLP aims to achieve, on average emission reductions of 3.5 million tCO<sub>2</sub>e/year (35 million tCO<sub>2</sub>e in total) in addition to other co-benefits. ZIFLP benefits from REDD+ readiness activities in place at the country-level that were supported by the UN-REDD Initiative.

In Eastern Province the main drivers of deforestation have been identified as agricultural expansion, fuelwood extraction and late and uncontrolled forest fires. Deforestation is driven mainly by small scale farmers through agricultural expansion for small-scale subsistence and cash crop farming, agricultural expansion, fuelwood extraction, and forest fires have a direct impact on the quality of the forest estate across Eastern Province and leads to widespread forest degradation. Fuelwood extraction, which includes firewood and charcoal production is carried out both on a part-time basis by some farmers and as an exclusive activity by commercial charcoal producers. Firewood harvesting is carried out by both farm households and commercial breweries and other industries running boilers. At least 156,000 ha of forests were estimated to have been lost in the Eastern Province between 2000 and 2014, primarily due to agricultural expansion. Fuelwood extraction was estimated to have affected 16,000 ha/year by 2016, while wildfires were estimated to affect approximately 678,000 ha of forests per year between 2000 and 2014.

ZIFLP has identified interventions that prevent deforestation and forest degradation, such as: improved land-use planning, scaling-up of climate smart agriculture, renewable energy access, and enforcement of policies, laws and regulations that protect forests and wildlife. The intervention thus serves as a scalable pilot program that can be rolled

out on a provincial basis in accordance with the 7NDP, and with sector growth targets aligned with Zambia's Vision 2030. ZIFLP covers the entire Eastern Province with a development objective of improving landscape management and increase environmental and economic benefits for targeted rural communities in the Eastern Province; and to improve the Government's capacity to respond promptly and effectively to an Eligible Crisis or Emergency".

The Project has been designed in an integrated and holistic approach addressing various sectors; forestry, wildlife, agriculture, planning in order to ensure greater impacts, reduce duplication and harmonised approach to development.

## **1.2 ZIFLP Components**

### **1.2.1 Component 1: Enabling environment**

This first component will create conditions that will allow the livelihood investments of Component 2 to be successfully implemented and prepare the country for emission reductions purchases. The component will include support for two subcomponents (a) District and local planning, which will support integrated district development and local planning including land use and action planning through participatory processes; and (b) Emissions reduction framework, which will help establish the instruments needed for a future Emission Reduction Purchase Agreement (ERPA). Enabling environment interventions will be financed through grant support from the BioCF ISFL.

### **1.2.2 Component 2: Livelihood and low-carbon investments**

Component 2 will finance on-the-ground activities that improve rural livelihoods, conserve ecosystems and reduce GHG emissions. It has two subcomponents: Agriculture and forestry management, and Wildlife management. These activities will be financed by IDA, BioCF ISFL, and GEF resources. Although the subcomponents are sectoral in nature, the cross-sectoral and landscape approach of the planning activities that will underlie the activities will ensure a landscape approach is retained.

#### **A. Subcomponent 2.1: Agriculture and Forestry Management**

The objective of this subcomponent is to provide financing for interventions that increase agricultural productivity, enhance agro and forest ecosystem resilience, reduce GHG emissions, and sequester carbon using a landscape approach. This subcomponent will cover the following activities: (a) scaling up of CSA practices; (b) community forestry management; and (c) land tenure and resource rights regularization.

**CSA:** Interventions under CSA will apply a train-the-trainers approach to introduce (a) Conservation Agriculture (CA) practices and Integrated Soil Fertility Management (ISFM), (b) agroforestry, and (c) enhanced market access for smallholders and private sector engagement. In addition, the project will support community grants for livelihood interventions, including CSA and small ruminants or poultry, and for



supporting market access through agro-processing. Interventions will aim at enhancing the income and livelihood of the communities and farmer families through income-generating and value-added activities in the EP.

**Community forestry management.** The objective of forestry management is to assist local communities and their organizations to improve the management and conservation of their natural resources, create income opportunities, and generate carbon benefits. This will be accomplished by developing and implementing participatory land and resource use planning and management including fire control and prevention and providing specialized technical assistance and training to identify viable investments from the sustainable production of timber and non-timber forest products. Activities to be supported will be consistent with the land and resource use plans developed at the village and district levels. The subcomponent will finance specialized technical and extensions services, small works and equipment, operational costs, and non-consultant services (for example, workshops and study tours).

**Regularization of land and resource rights.** The subcomponent will provide analytical and TA support to expand past and ongoing efforts at documenting land rights that could underpin adoption of sustainable low-carbon land management practices and private sector engagement. Activities will feed into the National Land Titling Program and will comprise: (a) developing cost-effective systems to sustainably manage information on land rights and linking it to land use; (b) identifying new possibilities of private sector engagement based on an assessment of the extent and impact of existing arrangements; (c) documenting different types of land rights in ways that are supported by local stakeholders and provide incentives for adoption of CSA, sustainable land use, and intensification; and (d) linking land rights to key parameters of land use (crop cover, soil moisture, and soil carbon) using remotely sensed imagery.

## **B. Subcomponent 2.2: Wildlife management**

This subcomponent will have three major focus areas:

**Support for the national protected area system.** The ZIFLP will contribute resources to several specific initiatives at a national level to help ensure more sustainability for the EP protected area investments by strengthening the overall system. These investments will help strengthen the protected area system and the development of more sustainable wildlife-based national tourism.

**Community management of wildlife.** Under this part of the project, the ZIFLP seeks to promote practices which will maximize opportunities for rural communities from adjacent wildlife resources which will be positive for biodiversity conservation.

**Management of protected areas,** with a focus on two key protected areas of the EP. This includes Lukusuzi National Park (LNP) and Luambe National Park.

### **1.2.3 Component 3: Project Management**

This component will finance activities related to national and provincial level project coordination and management, including annual work planning and budgeting;

fiduciary aspects (financial management and procurement); human resource management; safeguards compliance monitoring; M&E and impact assessment studies; and communication strategy and citizen engagement. There are two subcomponents, one for the National Project Implementation Unit (NPIU) and one for the Provincial Project Implementation Unit (PPIU).

#### **1.2.4 Component 4: Contingent emergency response**

This is a zero-budget component which is included to facilitate the use of IDA funds in the event of a disaster and to be able to respond quickly to a potential Government request to reallocate some funding from existing World Bank projects to provide emergency relief..

## **2.0 Type of financing and the thresholds**

The Zambia Integrated Forest Landscape Project (ZIFLP) has three (3) grant facilities to which eligible beneficiaries can apply. The three (3) grants facilities are named and distinguished by the type and nature of the support or activities they are designed to finance. The grant for each subproject will range from US\$10,000 to US\$150, 000 and below is how they are categorized:

### **2.1 Small Grants (US\$ 10,000 – US\$ 50,000)**

This category would be for community groups /organizations who intend to start-up an investment subproject. For example, a group that has never implemented a bee keeping venture but have plans of undertaking such a sub project.

### **2.2 Medium Grants (US\$ 50,001 – US\$100,000).**

This category would cater for both start-ups and existing subprojects. The community groups/organizations should have shown a certain level of expertise to successfully implement the proposed sub project. They should also aim to combine production with a certain level of processing into finished products.

### **2.3 Large Grants (US\$100,001 –US\$150,000).**

This category would target community groups and organizations with existing sub projects. For example, one already running a bee keeping project and have plans of scaling up the sub project by increasing production and procuring appropriate pieces of equipment for sorting, processing, and packaging. The group/ organization should even have the capacity to run an out-grower scheme for raw materials.

### 3.0 Duration of the Project and Sub-projects

The Zambia Integrated Forest Landscape Project is scheduled to run for a period of up to 5 years (2018-2022) subject to the terms and conditions of the financing agreements between the Government of the Republic of Zambia and the BioCFplus Initiative for Sustainable Forest Landscapes, IDA and GEF.

The sub-projects financed under the three (3) matching grants facilities shall be expected to run for the minimum duration of six (6) months and to a maximum duration of Twenty-Four (24) months.

### 4.0 Eligibility

In general the matching grant facilities under the Zambia Integrated Forest Landscape Project are targeted at various types of low carbon and emissions reduction investments such as support to community management of natural forests, tree nurseries, tree planting activities, support to community initiatives that promote natural regeneration forests, on-farm agroforestry activities, wildlife and other types of investments that aim to reduce carbon exposure within portfolios in the Eastern Province.

The minimum eligibility criteria for all the three (3) grant facilities are as follows:

- i. The proposed subproject should benefit the ZIFLP target beneficiaries.
- ii. The proposed subproject should address the needs of the community in terms of priority.
- iii. The proposed subproject should have been identified for implementation through a community participatory approach in Agriculture, Forestry and Wildlife.
- iv. The proposed sub-projects must demonstrate clear community natural resource value increase potential, reduce degradation, increased forest cover, climate resilience and adaptation co-benefits and not contribute potentially to maladaptation (e.g., have short term benefits, but increase vulnerability over the long-term).
- v. Due consideration should be given to locating, designing, implementing, and operating the subproject in order to minimize any adverse impacts on the environment. Suitable mitigation measures should be incorporated in the Project decision that could be undertaken within the capacity of the community.
- vi. The community should demonstrate adequate capacity to execute or supervise the project. If not, acceptable arrangements should exist to appoint a capable qualified service provider.
- vii. The community should indicate willingness to contribute in-kind contribution, such as labor.

- viii. The chairperson, or its nominated representative, should be authorized legally to sign a contract for procurement purposes and should follow approved procurement procedures.
- ix. A realistic implementation plan should be prepared and approved by all concerned parties.
- x. The project will work with already existing community structures that have been formally established. In situations where these structures are non-existence or non-functional, the project will support their establishment or functioning.
- xi. The community should be a recognized entity which is registered as provided for in the laws of Zambia, particularly in the Societies Act, the NGO Act and the Companies Act (i.e. as an association, cooperative or company).

These are the general principles that will guide the Grant Committee in arriving at the decision to recommend proposed investments for financing. However, since the project is operating on a limited and predetermined budget, the funding decisions will ultimately be determined by the resource envelope available in a particular fiscal year.

## **5.0 Detailed Investments Implementation Procedures**

The sub-project cycle takes the following stages:

1. Community awareness raising and sensitization in the target area to inform the target beneficiaries of a planned activity on needs assessment to ensure as many community members as possible participate;
2. Participatory assessment of the local development needs and vulnerabilities, including mapping of local assets and public facilities (roads, boreholes, clinics, bridges, etc.) with participation of a wide range of members including vulnerable groups – community land use planning and participatory action plans;
3. Identification of priority socio-economic infrastructural subprojects for communities, wards, and districts, as well as livelihoods activities at the community level (if available and feasible, the project to also support priorities in their local development plans);
4. Preparation and submission of a sub-grant proposal by each beneficiary group/ward/district to a designated focal point/sub-committee;
5. Field verification/appraisal by designated focal point/sub-committee;
6. Once approved, implementation and monitoring of sub-projects; and
7. Completion and evaluation of the sub-projects with operation and maintenance arrangements.

## **5.1 Sub-project Preparation**

### **5.1.1 Capacity building of stakeholders**

Beneficiary communities are informed of the opportunities available to them by the sensitization programmes, information dissemination, and the participatory planning process. Formal “Calls for Proposals” would also be made through advertisements

placed by the District Planning Officers at the various districts in the province. Proposed sub-projects must address a priority need and contribute to climate adaptation and meet eligibility criteria.

The facilitators, TSPs, NGO or District Planning Office may assist communities to fill in the Project Proposal Form, ensuring that the group understands each section of the proposal form, and is able to provide the information asked for, and understand why the information is important. The applicant refers to the Guidelines, which are given with the application form. Once the applicant completes the development of their proposals, they submit them with required documents to the district planning office and keeps one copy. The minutes of all relevant meetings are attached to the proposal. Project proposal forms will be available at the district planning office. Check sample of the Project proposal form in Annex 2.

The application content is a package consisting of related documents that when read together gives the Grant Committee and the Technical Reviewers a clear understanding of the applicant, what they want to utilise the requested resources for, their capacity to implement the planned activities and utilise the resources in the ways intended. The application package shall contain the following forms/documents:

- Eligibility form
- Project Proposal Form
- Performance Framework
- Budget template
- Procurement Plan
- Environmental and Social Management checklist
- Declaration form

These documents together constitute the application content which all applicants must address in order to be considered by the Grant Application Committee.

#### ***5.1.1.1 Eligibility Form***

The Eligibility form is the pre-requisite form that must be filled in before the applicant even develops the proposal. It provides proof that the applicant is eligible to apply for the resources. It outlines the eligibility criteria and requires applicants to provide evidence of their eligibility. The sample of the eligibility form is provided in **Annex 1**.

#### ***5.1.1.2 Project Proposal***

The concept paper is the main document in the application content. It gives the applicant an opportunity to articulate their ideas on how they wish to apply the funds being requested. The applicant has an opportunity to provide a description of the intervention they wish to undertake and the expected results. The Structure of the Project Proposal Form is attached in **Annex 2**.

#### ***5.1.1.3 Performance Framework***

The performance framework is the matrix that summarises the goals, objectives, activities, impacts outcomes and outputs for the proposed interventions. It will also show the general overview of the proposed activities and the targets to be achieved. See **Annex 3** performance framework template.

#### ***5.1.1.4 Budget template***

The budget template provides the applicant with the opportunity to cost the proposed interventions. The applicant shall ensure that the cost included in the budget template are eligible and will impact on the intended beneficiaries. The applicant should also clearly identify and indicate those costs in the budget they shall co-finance. See **Annex 4** Budget template.

#### ***5.1.1.5 Procurement Plan***

The procurement plan is the listing of all major procurements that have been planned during the life of the interventions. It provides an overview of the procurement activities that will be undertaken during the life of the intervention. It incorporates the description of the items, quantities, and specific time the item will be required and value. (a template for this is necessary for uniformity purposes)

#### ***5.1.1.6 Environmental and Social Management Checklist***

This is the document designed to assist the applicant to assess and address potential anticipated environmental and social impacts of the proposed activities and propose mitigation measure to reduce adverse impact on the natural and social environment. See **Annex 5** Environmental and Social Management Checklist.

The projects under the ZIFLP have been screened and assigned an EA Category B as they may result in potential adverse environmental impacts on human populations or environmentally important areas (including wetlands, forests, grasslands, and other natural habitats). These impacts are site-specific and can be easily addressed through mitigatory measures. This, therefore, requires that the grants recipients ensure that their projects are implemented in an environmentally sound manner.

Technical guidance will be provided to the recipients to ensure that all environmental and social concerns are thoroughly considered from the start and throughout project implementation. To facilitate this, a checklist on Environmental and Social Management Framework (ESMF) is annexed. The checklist will assist stakeholders, proponents or recipients with the identification of potential impacts based on available knowledge and field investigations.

Procedures outlined in the ESMF will be followed to plan for minimisation or mitigation of impacts. These may include a site-specific Environmental Management Plan (EMP).

#### ***5.1.1.7 Declaration form***

The declaration form is the statement by the applicant declaring that the information that has been provided is true and accurate.

### **5.1.2 Submission of Completed Application Content**

The completed application forms and the supporting documents (i.e. certified copies of the Certificate of Registration) shall be submitted by the stated deadline day in the Call for proposals. The completed application forms and supporting documents must be submitted to the designated Officer (usually District Planning Officer) at the Council. All applicants who submit their application forms must ensure that they record details in the Applicants Register to be provided at the District Offices of the Local Authority.

### **5.1.3 Screening for Completeness**

The first part of the review process is undertaken by the District Multisectoral Team (DMT) of the district in which the applications have been submitted. The Focal Point Person shall review all the submitted applications to ensure that all the sections of the application package have been completed and the required supporting documentation is attached.

All documents which are not complete and lack the relevant supporting documents shall fall out of the selection process at this stage. The DMT shall provide a summary report of the number of the applications received, the numbers rejected (citing reasons for rejection) and those forwarded to the PIU. For all the Applications deemed incomplete the DMT shall provide the details of what is missing in the application package in the report to the PIU.

### **5.1.4 Field Appraisal**

The objective of the field appraisal is to determine the technical and financial feasibility of the proposed sub-project. The field appraisal achieves the following results: -

- i. Checks that the information contained in the application is correct and that it meets all the eligibility criteria, particularly with regards to adaptation benefits. If a given criteria is not met, but the proposal is found to have merit, the appraisal team justifies why it recommends it for approval;
- ii. Ensures that the Project Management Committee (PMC) for every sub-project has the requisite members and female representation, and that the applicant has been registered as provided for in the laws of Zambia, particularly in the Societies Act, the NGO Act and the Companies Act. The PMC can either comprise executive members of the applicant (i.e. for small groupings) or nominated members to spearhead subproject related activities, in cases where the membership in such an applicant is big.

Currently, government has suspended the formation of Ward Development Committees. Hence there will be a direct link between the District Multi-Sectoral Teams (DMSTs) and individual community projects (subprojects). As such, depending on

subproject type, sector leads in the DMSTs shall be assigned and provide technical backstopping to a particular subproject.

- iii. Ensures that the proposed project is technically viable and assists, if needed, in completing the needed technical designs;
- iv. Applies a standard environmental and social screening datasheet from the ESMF, helps identify adequate mitigation measures, and agrees on the safeguard mitigation plan with the beneficiary group;
- v. Approves the scope of activities, costs, and action plan (time line);
- vi. Come to an understanding on the outputs, and a simple monitoring plan with the beneficiaries so that the results can be measured by them; and
- vii. Ensures that the project provides sustainable benefits, sustained operations, sustained maintenance and sustained beneficiary development and empowerment.

The proposals shall be submitted to the District Planning Office. Based on the subject matter of the subproject received, the DPO facilitates for a meeting with sector specific representatives to review each proposal and plan for the field appraisal. For proposals that comply with the eligibility criteria above, the meeting informs the beneficiary groups of the date of a field appraisal. The DPO requests the Project Manager or their representative to attend the field appraisal. The field appraisal is expected to take utmost 10 days in which the first 2 days will focus on reviewing the proposals and planning for the field trip. The next 5 days will focus on the actual field appraisal to physically verify and validate that the proposals meet 100% the requirements in the eligibility criteria while the last 3 days shall focus on report writing and submission to the Project Manager. During the field appraisal, if the proposal fails to comply with the criteria, the applicant is requested to provide the missing information to allow the proposal to meet the requirements of the eligibility criteria.

Field appraisal shall be done for all grant categories and shall consist of utmost three team members who are knowledgeable and have experience in the subject matter contained in the subproject proposal. The PPIU shall provide logistical and financial support for subproject appraisal activities.

### **5.1.5 Approval**

The completed project proposals will be presented to the PIU for review and recommendation for approval by the National Project Manager. The PIU will deliberate on the shortlisted applicants and award the grants accordingly. The Award of the grant by the National Project Manager can come with conditions or without conditions.

The PIU applies the eligibility criteria discussed above. It ensures that the cost estimate is reasonable for the activities envisaged and reporting and monitoring mechanisms are clearly defined in the proposal. It has to be assured that the community's capacity to manage sub-projects is sustained. It also examines the beneficiary contribution to the sub-project cost. The project also checks that the expected environmental and social screening and the proposed mitigation measures, if any, are adequate to send to ZEMA for further review and approval.



The project may reject or modify a sub-project proposal if the situation has changed dramatically since the proposal was made or if substantial time has elapsed since the design and costing. Changes to the scope and components may be suggested and subsequently agreed with the beneficiary. The project reviews the availability of resources, taking into account the on-going sub-projects, and current annual or quarterly plans.

### 5.1.6 Disbursement to subproject

Once approved, the sub-project dossier is communicated to the DMT and the applicant. The project then generates approval letters and the National Project Manager shall sign the grant agreement on behalf of GRZ. The PIU reports approved sub-projects to the National Technical Advisory Committee comprising of Directors from line Ministries. The approval is sent to the beneficiary group with copies to the DMT. The notification letter shall also communicate the next steps in the Process and set timelines when those steps must be completed. Thereafter, the first disbursement (advance) shall be authorized directly into the bank account of the beneficiary group. The disbursement of these funds shall be done in three (3) batches as stipulated in the grant agreement.

The PIU shall in the same vein inform those applicants who were shortlisted and were not successful of the. In cases where the National Project Manager grants a Conditional Award, the DMT shall work with the applicant to address the conditionality prior to grant signing.

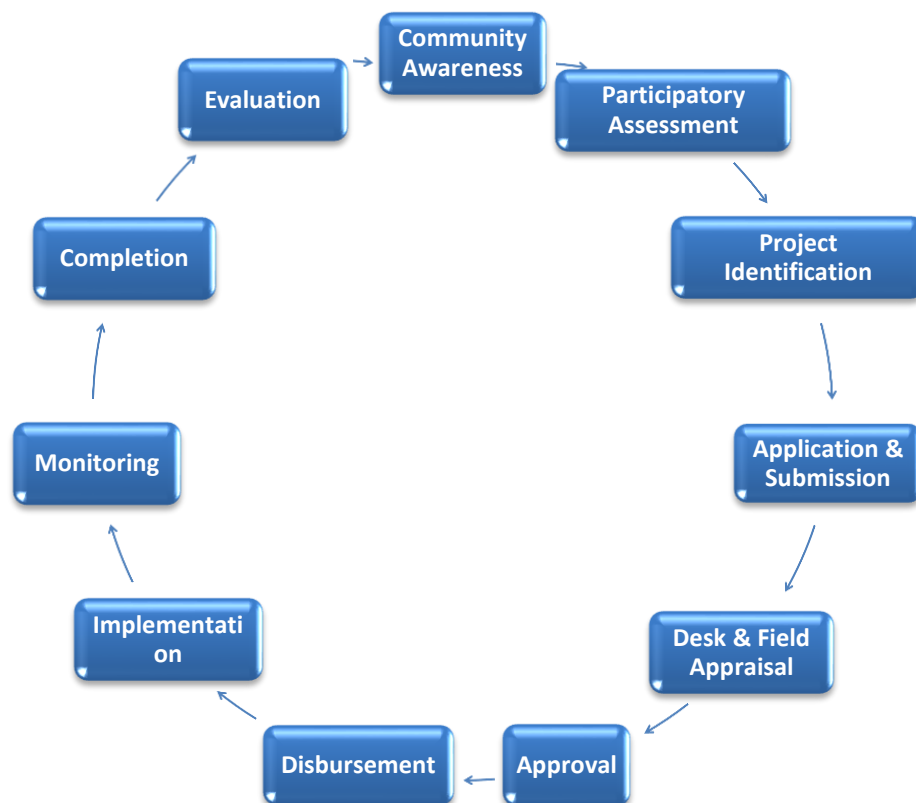


Figure 1: summary of ZIFLP subproject granting process.

### 5.1.7. Sub-Project Start up

For all sub-projects, the DPO with the PIU will organize and facilitate a project start up meeting where key stakeholders such as traditional leaders, civic and political leaders, facilitators and participating NGOs, relevant line department government staff and technical assistance would be invited.

The beneficiary group is reminded about funding and disbursement schedules; roles and responsibilities of different stakeholders during implementation; environmental and social mitigation measures; reporting and supervision procedures; and how and where to go for technical assistance. For small sub-projects, this briefing may be combined with the project appraisal.

The Sub Project Start Up meeting highlights the following: -

- Confirms and agrees that the sub-project activities remain a priority and that the community has contributed to the activities as agreed;
- Roles and responsibilities of PIU, facilitators, and beneficiaries;
- The project's conditions and obligations;
- Responsibilities of the beneficiary group for (a) sub-project implementation, (b) monitoring process, and (c) maintenance;
- Sub-project Implementation plan including timelines;
- Training beneficiary groups on project management, operations and technical details starts; and
- Expected outcomes and indicators by which the progress and performance of the sub-grant will be monitored are reiterated and agreed.

**The composition of the Sub-Project Management Committee** will be reconfirmed, if needed, during the meeting. The PMC has the delegated authority to organize, plan, implement, account for funds, manage and sustain the projects. In particular: -

- Project planning and preparation;
- Management and supervision of project implementation including management of contractors;
- Inform all sub-project beneficiaries about project progress and financial status;
- Management of project funds;
- Procurement of goods and services;
- Preparation of financial and monthly progress reports;
- Ensure long term management and maintenance issues are addressed; and
- Ensure sustainability of operations and management.

The sub project management committee may choose to designate specific beneficiary members to be responsible for adaptation planning, as well as maintenance.

### **5.1.8. Project Implementation Plan**

The project implementation plan may be reiterated. The average duration of sub-projects is likely to be approximately eighteen (18) months. Some infrastructure sub-projects may take about two (2) years, while community-level livelihoods sub-projects should take at least one calendar year.

### **5.1.9. Sign Sub-Grant Agreement**

The Project Manager signs on behalf of the project/Government and the either the chairperson or a nominated representative sign on behalf of the sub project group. Three copies of the Sub-Grant Agreement are signed.

- 1 copy for the beneficiary group
- 1 copy for PPIU
- 1 copy for DPO.

### **5.1.10. Training the Project Management Committees**

The PPIU and the District Facilitation Team ensure that the PMC members understand their roles, and the basics of project management. Financial and procurement management are discussed.

The training schedule may include: -

- Opening and managing a bank account;
- Disbursement of funds and how to account for funds;
- How to maintain a Cash book;
- How to manage the budget;
- Procurement – how to carry out shopping, maintain invoices/receipts, etcetera;
- How to hire skilled labour and unskilled labour;
- Specific technical training relevant to the sub-project;
- Monitoring and Evaluation and Reporting obligations; and
- Simple Record keeping.

All approved sub-projects should have a public board showing the date and amount of the approved sub-grant and the name of the beneficiaries. In addition, beneficiaries would be encouraged to account for expenses and results in a publicly accessible site (for example, blackboard).

## **6.0 Financial Management Procedures and Policies**

At the time of sub-project approval, the PMC opens a non-interest-bearing current bank account. The bank account will be solely for the use of the sub-project. There shall be five (5) signatories: PIU -Project Manager (solely for the purpose of closing the account in the event of a problem) and four members of the PMC. There must be two signatures on each cheque, including the Chairperson and/or Secretary and/or Treasurer. The second signature on each cheque may be any of the other committee signatories.

Funds shall be disbursed directly by the project to sub-project bank accounts in tranches according to what is contained in the Sub-Grant Agreement and commensurate with the progress of the sub-projects. The first tranche of disbursements is transferred to the beneficiaries' committee bank account at the time of Sub-Grant Agreement signature. The District Council Finance Department is responsible for the financial management oversight of the sub-projects at district level. For other community sub- projects, the PMC is responsible for the management of project funds through the elected treasurer.

For all sub-projects, funding to the sub-project is made in three tranches. Any variation from this standard shall be authorised by the Project Manager following a request and justification by the project proponent/sub-grantee. The PPIU disburses the agreed percentage of the sub-project budget advance to the sub-project bank account once the sub-project bank account is opened and a copy of the sub-Grant Agreement, signed by all parties concerned, and has been received by the project.

Disbursements of subsequent tranches are made against agreed physical accomplishments unless there are some other compelling reasons to deviate from this arrangement. The monitoring teams determine whether the achievements of results present the best value for money and will recommend (or not) further disbursements. Thus, the second disbursement could be reduced or accelerated based on the observed progress.

Project committees should notify the PIU (through the DPO) that they require further disbursements before the funds from the previous allocation are finished. The project committee will qualify to request for their next funding disbursement upon attaining 80% delivery on the previous funds received. The application for further disbursement should be accompanied by a report template (included in the original sub-grant agreement) showing the physical status of the sub-project, the targets achieved on the indicators of progress, and the expenditures incurred. Details of expenditure (including copies of bank statement, receipts and etc) should be kept with the committee's treasurer for potential audit purposes and internal community fiduciary control.

If the PIU monitoring team is satisfied that the expected results have been achieved, physical progress is satisfactory and that the fiduciary and safeguard guidelines have been followed, the PIU recommends to the Secretariat that the next disbursement be made. Where necessary, the PIU and/or the district monitoring team will estimate a final allocation so that the correct amount to complete the sub-project may be disbursed.

Beneficiary communities (ward and community groups) follow the simple accounting guidelines presented in financial management procedures. The financial records may include, as relevant: petty cash balance report; cash book; bank statements and reconciliation; paid cheque stubs; payment vouchers; original receipts; cash sales signed by the suppliers; quotations and pro-forma invoices (if applicable); delivery and goods received notes; and stores management records (if applicable).The Ward and Community group PMC maintain these financial records internally and report these to the beneficiaries in a transparent manner. The financial records are also available for inspection by monitoring teams.

Districts implementing sub-projects follow normal district accounting procedures and record all financial transactions for audit purposes in the normal way. The project organises randomised and independent technical and financial audits of District, Ward and community sub-project accounts on a regular basis (at least yearly). These technical audits will be used to update technical guidelines and operational procedures based on lessons learnt. Auditing may also be undertaken by external auditors appointed by the Auditor General.

## 7.0 Procurement Management

### 7.1. Procurement at the Beneficiary Group level

Procurement processes at the beneficiary group level are managed by the sub-project management committees with support from project facilitators, technical advisors, NGOs or local consultants and district team members. All beneficiary groups receive procurement training at the Project Launch meeting. Beneficiary level procurement will be up to the value of US\$20,000.00 and contracts will be entered into between the beneficiary community and the respective contractors. The methods of procurements for community driven projects will be through simplified bidding involving comparison of minimum of 3 competitive quotations.

Under Demand Driven Interventions, the beneficiary community is responsible for the procurement activities under a subproject.

The Local Authorities (community representatives) have the responsibility to provide the necessary support so that the *procurement function by communities* is carried out in an acceptable manner.

### 7.2. District Multisectoral Teams Technical Support to Communities in Procurement

- Definition/Review of Specifications/ Technical Designs (Standard Designs/Specifications)
- Preparation of Cost Estimate
- Preparation of Request for Quotations (RFQs) for procurements beyond the community thresholds of over USD 20,000.
- Review of Technical Information in Bid Submissions / Quotations
- Supervision of Works and Acceptance of Works/Goods before Payment
- Identification of Suppliers / Contractors
- Drawing up contracts with contractors
- Supervision of works by contractors to ensure they are done according to agreed standard before contractors are paid.

### 7.3. Procurement Steps for Community Projects

**Step 1- Approved Community Project** with complete Specifications/Drawings/BOQ's and Terms of Reference whichever is applicable.

**Step 2- Procurement Training for the Community-** focus on preparation of enquiry, simplified evaluation reports, Record Keeping and contract management. Training to be conducted by the local authority.

**Step 3- Preparation of Procurement Plan-** which outlines the dates when each activity will be undertaken e.g. Description, Quantity, estimated cost, procurement method, issuance of RFQ, Evaluation and Award of Contract. This will be facilitated by the Local Authority.

**Step 4- Issuance of RFQ-** this may be through shopping by requesting for quotations from identified suppliers/contractors or through Local advertising on the notice board of the local authorities. The RFQ should contain the evaluation criteria and all the necessary specifications and BOQ's.

**Step 5- Evaluation-** with support from the local authority, the project management team of the community project will evaluate the quotations received and decide on the company to be awarded the contract. Three community members who should include the Chairperson, Secretary, Treasurer Sign off the evaluation report. Evaluation report is checked and endorsed by the local authority.

**Step 6- Issuance of Purchase Order-** The community issues purchase order to the supplier and processes payment upon delivery of the goods, services or works in line with the agreed terms and conditions.

**Step 7- Contract Management** -with support from the local authority, the community monitors the implementation of contracts to ensure timely delivery and quality of work.

**Step 8- Closure of Contract-** filling of all documentation relating to the procurement will be done at end of the contract and file will be submitted to the local authority for final inspection of the goods or works delivered.

#### **7.4. Procurement Procedures**

The procurement procedures fall into four groups that correspond to the activities of the supported Participatory Adaptation activities:

##### **Procedures for Community-Driven Sub-projects**

Demand-driven community based sub-projects require procurements such as small works, labor, goods, vouchers and consultants. Most of the goods, works and consultants will be procured at the community level by community groups and facilitators using procedures outlined in this manual. To facilitate the procurement process, the District/PPU may post a list of approved sub-projects with the types of goods and services that may be required in a place where potential contractors and suppliers are likely to visit. Such local advertising would help improve transparency and increase competition. Potential candidates would be encouraged to express their interest either directly to the communities or to the regional or local project authorities, who could keep a roster of interested bidders who have the experience and track record to participate in actual bidding. An established and up-to-date record of potential

contractors and suppliers would help the community and farmer groups to identify qualified interested bidders.

When a subproject has been approved, the community or farmer group could opt for one of the following methods of procurement:

- **Local shopping:** sending an invitation to bid to a minimum of three bidders that they have selected themselves or acquiring quotes from three different providers (in case of goods). The contract is awarded to the lowest evaluated bidder on the basis of criteria mentioned in the invitation.

### Box 1: Procurement of Works for Community Based Sub-projects

#### **Direct Labor:**

As the works are not complex in nature and are small in size and value, they may be implemented utilizing self-help direct labor, engaging qualified and skilled tradesmen and women. The Project Management Committee asks skilled workers to quote on the basis of a concise description of the works, drawings, specifications, and physical inspection of the proposed works. Potential bidders are given at least one week to submit their quotation. The Committee opens the bids in a public forum and the name of the bidders, and the price is read out. The Committee evaluates and awards the work on the basis of qualification, experience, and the least cost. The workers hired will require supervision by a qualified and experienced technical person.

#### **Lump sum fixed price contracts.**

Some works may be procured on the basis of quotations obtained from three qualified domestic contractors in response to a written invitation. The invitation shall include a detailed description of the works, including basic specifications, the required completion date, a basic form of agreement acceptable to the NPCU, and relevant drawings, where applicable. The award shall be to the contractor who offers the lowest price quotation for the required work, and has the experience and resources to complete the contract successfully.

- **Local bidding:** placing a specific notice at the local or village level adopting the local practices for disseminating official announcements (e.g., local notice boards, district council, etc.); at least 15 days should be allowed to prepare and submit bids; a date, time and place for the public bid opening coinciding with that for the deadline for bid submission should be indicated.
- **Direct contracting:** the community representatives will select a contractor familiar to the community and the type of sub-project in case a competitive method cannot be used or is not practical and agree on a price with him/her and award the contract for this negotiated price.

**Table 1: Process of community-based procurement for local shopping**

Level	Task/Action	Responsible body	Timing
Regional / District	General advertisement on the opportunities to bid.	DPU staff	Before the meeting of the committee approving the first subprojects, and then annually.
Regional / District	Establishing a roster of potential contractors and suppliers.	PPU/District administration staff responsible for Project implementation.	After the first advertisement, and then maintained current at all times.
Local/ Village	Advertising community procurement using local notice boards.	The committee of the community or farmer group.	Immediately after notification of approval of their subproject.
Local/ Village	Delivery of bidding documents to interested bidders.	The committee of the community.	Within two days from the show of interest by potential bidders.
Local/ Village	Bid opening and evaluation.	The committee of the community.	Bid opening at the announced time and place; bid evaluation within a week of the opening.
Local/ Village	Decision on the award and announcing it.	The committee of the community.	Within 10 days of the bid opening. Award announced to all bidders; bid evaluation form and award decision sent to the regional authorities.
Local/ Village	Signing of the contract.	The committee of the community.	Within five working days of announcing of the award.

## 8.0 Implementation of Subprojects

The Sub-Project Management Committee implements the sub-project following the agreements made in the Grant Agreement between the beneficiary group and the



Secretariat. The Grant Agreement covers the conditions related to purchase of goods, services, and community contribution. Sub-projects are implemented by the PMC either using direct implementation, where the beneficiary group procures materials and hires own or specialized labor, or, for more complex sub-projects, using contractors.

The following tasks may be involved with sub-project implementation: -

- **Hiring of Technical Experts and/or Skilled Labor** – Technical experts or supervisors may be contracted by the PIU's procurement unit to be available on site when necessary. For soft adaptation sub-projects such as conservation agriculture training, technical experts may be engaged for the training and extension. The Technical Experts are responsible for the overall execution of the sub-project activities in conjunction with the PMC, ensuring the technical soundness of the sub-project. In cases where it may be difficult for a beneficiary community to identify relevant technical expertise, or where the same technical expertise is required for more than one sub-project in the same locality, they may request the PIU to assist them in identifying and contracting the relevant technical expertise using acceptable procurement procedures. *Government civil servants and/or members of the NGO directly assisting the community cannot be paid under sub-projects, as they are funded through separate sources.*
- **Transport** – the PMC may charge transport costs to the sub-project, including hiring vehicles or boats to transport materials, and bus/boat fares and meals for PMC members to purchase materials or carry out bank transactions. The PMC takes into account the availability of transport, distances, number of trips, volume of materials per trip, comparison of cost per ton per km, and makes appropriate decisions.
- **Payments for labor** – the PMC can hire both unskilled and skilled labor. Unskilled labor from within the community or beneficiary group should be value added and paid at the prevailing rate.
- **Meetings** – sitting allowances would not be eligible expenditure. However, the sub-projects may reimburse participants the cost incurred on transport and meals.
- **Financial Management** – the treasurer is trained in keeping all records including the cashbook, petty cash records, labor schedules, and financial reporting to justify expenditure and access the next allocations.
- **Management of technical issues** – the trained PMC is involved in the implementation and monitoring of sub-projects to ensure that projects are carried out in accordance with government and standard specifications and designs.
- **Environmental and Social Safeguards** - Safeguard issues should be mainstreamed in the project processes and facilitated by the trained facilitators or by the safeguards expert in the PIU. Beneficiaries would be trained at field appraisal and again at Sub Project Start on environmental and social safeguards and mitigation measures. The community would implement the environmental and social mitigation plan as agreed in the Sub-Project Agreement. The PIU Safeguards Specialist will monitor the implementation of the Environmental and

Social Mitigation Plan.

- **Reporting** – the PMC compiles a monthly report to present to the beneficiary group. The monthly report contains both the physical and financial progress. Annex 6 shows a guideline of the monthly subproject report format.

## 8.1 Reporting on Progress

○

It is mandatory that all sub-projects submit regular progress reports on the implementation of the planned activities. The progress reports shall be in an agreed format (Annex 6) and shall communicate the following:

- Achieved targets vs planned targets.
- Reasons for deviation/variance between planned vs. what has been achieved.
- Challenges experienced during implementation.
- Income and Expenditure statement.
- Bank Reconciliations.
- Paid and unpaid balances.

## 8.2. Sub-projects monitoring arrangements.

Monitoring arrangements will be put in place at different levels: -

- Community level: community/ward level, sub-committees will routinely conduct participatory monitoring, and will submit a simple monitoring form to the District Planning Sub-Committee;
- District-level: District Planning Sub-Committees, consisting of technical officers from line ministries, will review the community monitoring forms and conduct quarterly site visits to verify subprojects progress, fiduciary and safeguards compliance;
- Provincial level: The Provincial Project Implementing Unit will review and consolidate the district-level reports, and will be responsible for tracking key results indicators in the province;
- *Third Party Monitoring.* The project will apply third-party monitoring to ensure the project's various investments are technically, financially, socially, and environmentally compliant. This will be done through ongoing: (i) financial audits, and (ii) technical audits.

The PIU, NGOs, and the District Planning Office (with relevant technical staff) are responsible for monitoring sub-projects.

The objectives of monitoring are:-

- To review the contribution of the sub-project to the increased adaptation capacity, available information and decision-making processes of the beneficiary groups;

- To monitor progress in achieving the expected results, including impact on women beneficiaries;
- To review project organization and implementation;
- To assess physical progress and quality;
- To assist the beneficiary group to solve implementation problems and constraints; and
- To provide on the Job Training and to agree any further training needs in the beneficiary group.

Depending on its size, each sub-project should be monitored at least 2-3 times, coinciding with the payment tranches: at initial appraisal/approval, intermediary output, and completion stages, either by the DPSC, DPO or PIU. The PIU will prepare an annual activity plan and budget for the Secretariat's approval, against which monthly (and later quarterly) disbursements are made to cover the costs of monitoring. The following items are monitored: -

- i. Immediate and/or likely future impact on climate adaptation capacity and processes
- ii. Sub-project achievements vis-à-vis the agreed targets, evaluated through participatory score cards;
- iii. Percentage physical completion at critical project delivery stages, and financial completion (% funds disbursed);
- iv. Technical quality of sub-project – ensuring the designs and specifications for the project and sector norms are being adhered to;
- v. Quality of consultant or facilitators' inputs (where relevant) and technical supervision;
- vi. Any required revisions to sub-project components and design, changes to contracts;
- vii. Project committee organization, commitment, participation and contribution;
- viii. Safeguards compliance – ensure that the agreed environmental and social management plans are being implemented and monitored;
- ix. Financial management;
- x. Procurement management and adherence to guidelines (i.e. no procurement of prohibited pesticides).
- xi. Number and types of complaints received and resolved. A draft stand-alone FGRM has been developed that be referred. The ESMF contains a description of the Project FGRM.

At the end of the visit, the PPIU will prepare and submit comprehensive reports to the NPIU. The PMC should, in turn, discuss sub-project implementation with the direct beneficiaries on a regular basis, and keep agreed records on the impact achieved, number and types of beneficiaries, physical completion of the sub-project, funds received and expended, and the balance of funds remaining. The information must be displayed in an appropriate site for wider public consumption and scrutiny.

## **8.1 Feedback and Grievance Redress Mechanism**

It is a requirement by the World Bank that all projects funded by the bank have a Feedback Grievance Redress Mechanism (FGRM) or complaint handling policy in place. Feedback Grievance Redress Mechanisms are essential for the successful implementation of projects. The FGRM will ensure that community members or any stakeholders are able to raise their concerns regarding project-related activities, including the application of relevant social and environmental safeguards and mitigation measures. For details refer to the ZIFLP FGRM manual.

## **8.2 Close out and Retention of Records**

At closeout of the Grant agreement the Grantee is expected to provide a Grant completion Report and a Closeout Plan that will describe the closeout activities and the disposal of assets. The plan shall be reviewed and approved by the PIU and it shall form the basis of the closeout.

After the Close out of the Grant the Grantee shall be expected to return the implementation documents and related records up to August 2022.

## **8.3 Request for Continuation of Funding**

All projects that perform well based on the monitoring reports and assessments shall have an opportunity to apply for the continuation of funding at the end of implementation period subject to funds availability. This is designed to give the opportunity to Grantees whose initiatives have had a significant impact on the target population an opportunity to scale up. The request for funding shall follow the same grant cycle as the new grant except that PIU shall not conduct an in-depth organisational Capacity Assessment as in the case of new applicants. The Request for Continuation of Funding shall be made on separate and different forms from those of new applicants.

## **8.4 Termination of the Grant Agreement**

During implementation, the Project Manager can terminate the Grant Agreement if the Grantee is judged to have breached any of the provisions of the Agreement. The Grantee may be required to refund all or part of the funds they have received from the Zambia Integrated Forest Landscape Project.

**Annex 1: Applicant Eligibility Form**

**SECTION A: GENERAL INFORMATION ABOUT THE APPLICANT**

<b>Applicant Name:</b>	
<b>District(s) of Operation:</b>	
<b>Principle Contact's Name &amp; Details:</b>	Name:..... Designation/Position:..... Phone No..... Email:..... Business Address:..... .....
<b>Number of Employees/Membership</b>	<input type="checkbox"/> Employees _____ <input type="checkbox"/> Members _____
<b>Organisation Type</b> ( <i>tick that which best describes your organisation</i> )	<input type="checkbox"/> Private Company <input type="checkbox"/> Non-Governmental Organisation (NGO) <input type="checkbox"/> Community Based Organisation (CBO) <input type="checkbox"/> College/University <input type="checkbox"/> Cooperative/Farmers Group
<b>Certificate of Registration Number</b> (a certified copy must be attached):	
<b>Issuing Government Agency</b> ( <i>e.g. PACRA/RoS</i> ):	
<b>Date of Issue:</b>	
<b>Place of Issue:</b>	

**SECTION B: TYPE OF INVESTMENT AND CO-FINANCE**

<b>Title of Proposed Intervention:</b>	
<b>Category/Grant facility Applied for:</b>	<input type="checkbox"/> Small Grant Facility (\$10, 000 - \$50, 000) <input type="checkbox"/> Medium Grant Facility (\$50, 001 - \$100, 000) <input type="checkbox"/> Large Grant Facility (\$100, 001 - \$150, 000)
<b>Catchment Areas for the Proposed Intervention:</b>	
<b>Targeted Primary Beneficiaries:</b>	<b>Total</b> _____ <b>Male</b> _____ <b>Female</b> _____
<b>Total Cost of the Proposed Investment:</b>	ZMK _____
<b>Proposed Co-Financing (Matching Funds):</b>	ZMK _____
<b>Percentage of Proposed Co-Financing:</b>	_____ %
<b>Nature of Co-financing</b> ( <i>tick appropriate</i> ):	<input type="checkbox"/> Building Materials <input type="checkbox"/> Cash <input type="checkbox"/> Human Resources <input type="checkbox"/> Equipment/Machinery <input type="checkbox"/> Other (specify) _____

## Annex 2: Project Proposal Form

Fill in this form only after you have read the Project guidelines, and sub project eligibility guidelines. You are also strongly advised to consult the District Planning Office, at the district/municipal council. Please fill in this form completely with the assistance of District Planning Sub-Committee, as applicable. Send the completed form to the District Council with a copy to the Project Implementation Unit. The Community should keep a copy of this project proposal for future reference.

**FILLING IN OF THIS FORM DOES NOT GUARANTEE THAT YOUR PROJECT PROPOSAL WILL BE FUNDED.**

### Section A: Background Information

1. Date of Proposal: .....
2. Name of Project: .....
  - 2.1 Main Project Objective: .....  
.....
  - 2.2 Specific objectives: .....  
.....
  - 2.3 Expected Results: .....  
.....
- 3 Project Type (Soft/hard) .....
- 4 Name of Community making Proposal: .....
  - 4.2 Name and Position of Contact Person: .....
    - 4.2.1 Address: ..... Contact Phone  
Number: .....  
.....
- 5 Location: Village..... Zone..... Ward:.....  
District:.....
- 6 Project size (Hectare/Kilometer/Number): .....
- 7 Direct Beneficiaries (Total)
  - No. of People: ..... No. of Households: .....
  - No. Females.....No. of female vulnerable Households .....
  - No. of Males: .....No. of other vulnerable household: .....

**Section B: Project Objectives and Expected Results**

How will the intended activities promote the ZIFL Project Development Objective, specifically to directly reduce greenhouse gas emissions?

.....

.....

.....

.....

.....

.....

.....

.....

**Section C. Existing Community Organizations**

Are there existing community organizations involved in similar activities as the Proposed Sub project?

Yes ( ) No ( )

2. If yes, list these organizations and their focus:

S/N	Name of Organization	Area of Focus

**Section D. Social Economic information**

1. How many people in this community earn less than 10 kwacha per month?

Number of people.....

2. Name the main sources of income available to this community?

- I. ....
- II. ....
- III. ....
- IV. ....
- V. ....

**Section E: Project Proposal Planning Process**

Has the community held meetings to discuss this proposal? Yes ( ) No ( )<sup>[1]</sup>

If yes, summarize the meetings that were held to discuss this proposal in the table below and attach minutes for these meetings and signed attendance lists.

Date	Name of Facilitator	Purpose of Meeting	Attendance	
			Male	female

**Section F. Summary of Proposed Project**

In the table below, describe exactly what actions the community intends to undertake to reduce Carbon emissions. This is what will become the project. List the different activities that will be provided by the project and for each activity/service.



Proposed Project	Activities to be supported by proposed project.	Expected Benefits to be provided by the activities for the community.	Expected benefits for vulnerable groups.

**Section G. Project Location and Design**

1. Is the location of the activities always accessible?

.....  
 .....

2. If not, which months of the year is the location not accessible?

.....  
 .....  
 .....

3. State any special considerations or requirements for reaching the location.

.....  
 .....  
 .....

4. Add a map and/or scheme showing the location and technical design of the proposed activity.  
*(This can be drawn by hand during facilitation or can be completed during the field appraisal with support from a GIS officer in the district)*

**Section H. Preliminary Environmental and Social Screening**

The pre-approved Screening Checklist in Annex 5 from the ESMF will be used to undertake a preliminary Environmental and Social screening.

**Section I. Sustainability of Benefits**

1. Describe how the community will ensure that the activities and services provided by the project proposed will continue and be managed after the activities are completed

.....  
 .....  
 .....

2. Describe the measures that the community will/has in put in place to ensure that the intended benefits (outcome) of the project will be maintained?

.....  
 .....  
 .....

3. Is there a management or maintenance committee established? Yes/No<sup>[2]</sup>

4. Are any user fees to be collected by the community? Yes/No.

If yes, what are the user fees to be used for?

.....  
 .....

**Section J. Full Names and Signatures of elected Project Committee representing the Community applying for the Project.**

We, the beneficiaries of the above-mentioned sub-project, do hereby agree and commit that we will undertake the regular repair and maintenance works after the completion of the sub-project.

Position	Names	M	F	SIGNATURE
Chairperson of Committee				
Deputy Chairperson				
Secretary of Committee				

<b>Deputy Secretary</b>				
<b>Treasurer of Committee</b>				
<b>Deputy Treasurer</b>				
<b>Committee Members (4)</b>				

**Section K. Names and Signatures of the Maintenance Committee**

	<b>NAMES</b>	<b>M</b>	<b>F</b>	<b>SIGNATURE</b>
<b>Chairperson of Committee</b>				
<b>Secretary of Committee</b>				
<b>Treasurer of Committee</b>				

<b>Committee Members (4)</b>				

**Annex 3: Zambia Integrated Landscape Project: Sub-Project Performance Framework Template**

District	
Applicant's Name	
Grant Window/Facility	
Project Goal, Objective, Impacts, Outcomes, Outputs and Activities	
1. Goal:	
2. Objectives:	
3. Impact Indicators	
4. Outcome Indicators	

No .	Activity Description	Indicat or Formul ation	(If applicab le) Baseline Value	Targets for Year 1				Targets for Year 2				Com ment s
				Q1	Q 2	Q 3	Qu 4	Q1	Q2	Q3	Q 4	
1												
2												
3												
4												
5												
6												
7												

#### Annex 4: Budget Details

#	Cost item description	UoM	Qty	Unit Cost	Applicants' contribution	GRZ/ World Bank
	<b>Total Applicants contribution</b>					
	<b>Total GRZ/World Bank Contribution</b>					
	<b>Percentage of marching contribution</b>					
	<b>Total Budget</b>					

## Annex 5: Environmental and Social Management Checklist for ZIFLP Sub-Projects

<b>Sub-Project Title</b>				
<b>Sub-Project location</b>				
<b>Community Representative Name &amp; Address</b>				
<b>District Representatives Name &amp; Address</b>				
<b>Proposed Site Selection:</b>				
Rate the sensitivity of the proposed site in the following table according to the given criteria. Higher ratings do not necessarily mean that a site is unsuitable. They do indicate a real risk of causing undesirable adverse environmental and social effects, and that more substantial environmental and/or social planning may be required to adequately avoid, mitigate or manage potential effects				
Issues	Site Sensitivity			Rating
	Low	Medium	High	
<b>Natural habitats</b>	No natural habitats present of any kind	No critical natural habitats; other natural habitats occur	Critical natural habitats present	
<b>Water quality and water resource availability and use</b>	Water flows exceed any existing demand; low intensity of water use; potential water use conflicts expected to be low; no potential water quality issues	Medium intensity of water use; multiple water users; water quality issues are important	Intensive water use; multiple water users; potential for conflicts is high; water quality issues are important	
<b>Natural hazards vulnerability, floods, soil stability/erosion</b>	Flat terrain; no potential stability/erosion problems; no known volcanic/seismic/flood risks	Medium slopes; some erosion potential; medium risks from volcanic/seismic/flood/ hurricanes	Mountainous terrain; steep slopes; unstable soils; high erosion potential; volcanic, seismic or flood risks	
<b>Cultural property</b>	No known or suspected cultural heritage sites	Suspected cultural heritage sites; known heritage sites in broader area of influence	Known heritage sites in project area	
<b>Involuntary resettlement</b>	Low population density; dispersed population; legal tenure is well-defined; well-defined water rights	Medium population density; mixed ownership and land tenure; well-defined water rights	High population density; major towns and villages; low-income families and/or illegal ownership of land; communal properties; unclear water rights	

		Yes	No	ESMF Guidance
<b>Type of activity – Will the sub-projects:</b>				
1	Involve food processing?			
2	Build or rehabilitate any structures or buildings?			
3	Support agricultural activities?			
4	Be located in or near an area where there is an important historical, archaeological or cultural heritage site?			
5	Be located within or adjacent to any areas that are or may be protected by government (e.g. national park, forest reserve, world or national heritage site) or local tradition, or that might be a natural habitat?			
<i>If the answer to any of questions 1-5 is “Yes”, please use the indicated Resource Sheets or sections(s) of the ESMF for guidance on how to avoid or minimize typical impacts and risks</i>				
		Yes	No	ESMF Guidance
<b>Environment – Will the sub-projects:</b>				
6	Risk causing the contamination of drinking water?			
7	Cause poor water drainage and increase the risk of water-related diseases such as malaria or bilharzia?			
8	Harvest or exploit a significant amount of natural resources such as trees, soil or water?			
9	Be located within or nearby environmentally sensitive areas (e.g. intact natural forests, mangroves, wetlands) or threatened species?			
10	Create a risk of increased soil degradation or erosion?			
11	Produce, or increase the production of, solid or liquid wastes (e.g. water, medical, domestic or construction wastes)?			
12	Affect the quantity or quality of surface waters (e.g. rivers, streams, wetlands), or groundwater (e.g. wells)?			
13	Result in the production of solid or liquid waste, or result in an increase in waste production, during construction or operation?			
<i>If the answer to any of questions 6-13 is “Yes”, please include an Environmental and Social Management Plan (ESMP) with the sub-projects’ application.</i>				
		Yes	No	ESMF Guidance
<b>C Land acquisition and access to resources – Will the sub-projects:</b>				
14	Require that land (public or private) be acquired (temporarily or permanently) for its development?			
15	Use land that is currently occupied or regularly used for productive purposes (e.g. gardening, farming, pasture, fishing locations, forests)			
16	Displace individuals, families or businesses?			
17	Result in the temporary or permanent loss of crops, fruit trees or household infrastructure such as granaries, outside toilets and kitchens?			
18	Result in the involuntary restriction of access by people to legally designated parks and protected areas?			
<i>If the answer to any of the questions 14-18 is “Yes”, prepare a Resettlement Action Plan (RAP)</i>				
		Yes	No	ESMF Guidance
<b>D Pesticides and agricultural chemicals – Will the sub-projects:</b>				
19	Involve the use of pesticides or other agricultural chemicals, or increase existing use?			
<i>If the answer to question 19 is “Yes”, please consult the ESMF and PMP.</i>				

## ZIFLP SUB-PROJECT SCREENING CHECKLIST FOR ENVIRONMENTAL AND SOCIAL ISSUES

1. Project Information: Name and Contact Details:			
<b>Project Name</b>	Location: (province/district/village)		
	If other, explain:		
<b>FSD District Focal Point</b>			
<b>Name of reviewer:</b>		<b>Date of screening:</b>	

Subproject Details: Attach location map (longitude – latitude coordinates (GPS reading) if available):	
Type of activity: <i>What will be done, who will do it, what are the objectives and outcomes</i>	
Estimated Cost:	
Proposed Date of Commencement of Work:	
Expected Completion of Work	
Technical Drawing/Specifications Reviewed:	Yes/No – refer to Application Portfolio

2. Physical Data:	Comments
Subproject Site area in ha	
Existing landuse in area	
Extension of or changes to existing land use	
Any existing property to transfer to subproject	
Any plans for construction, movement of earth, changes in land cover	
Number of households involved or affected by subproject	

3. Preliminary Environmental Information:	Yes/No	Refer to Process Framework	Comments



Is there adjacent/nearby critical natural habitat?			
Are there activities in Forest Reserve, National Park?			
Is there activity adjacent to Forest Reserve, National Park?			
What is the land currently being used for? (e.g. agriculture, gardening, etc.)			List the key resources.
Will the proposed activities have any impact on any ecosystem services, biodiversity issues or natural habitats?			
Will there be water resource impacts?			
Will there be soil impacts?			
Will the subproject require use of pesticides?			If Yes, refer to Pest Management Plan
Are there any new or changing forest or park management planning or activities?		✓	

<b>4. Preliminary Social and Land Information:</b>	<b>Yes/No</b>	<b>Refer to Process Framework</b>	<b>Comments</b>
Has there been litigation or complaints of any environmental nature directed against the proponent or subproject?		✓	
Will the subproject require the acquisition of land?		1.0	
What is the status of the land holding (customary, lease, community lands, etc)?		✓	
Is there evidence of land tenure status of farmers and/or occupants (affidavit, other documentation)?		✓	
Are there outstanding land disputes?		✓	
Has there been proper consultation with stakeholders?		✓	
Is there a grievance process identified for PAPs and is this easily accessible to these groups/individuals?		✓	
Will there be any changes to livelihoods?		✓	
What are the main issues associated with farmer benefits and community benefits?		✓	
Will any restoration or compensation be required with "admitted" farmers?		✓	
Will the project potentially involve an influx of workers to the project location?		If yes, refer to WB guidance on labour influx	

Any cultural heritage/sacred sites in project area?		✓	
Will there be restrictions or loss of access to using natural resources in any traditional areas including medicinal plants or those of economic value for		✓	

5. Social equity and participation	Comments
Who will participate in the project activities?	
Who are the vulnerable groups amongst the stakeholders? (e.g. landless/land-poor, elderly etc.)	
What is the gendered nature of the resource use and access in the project area?	
Identify constraints that may limit participation from specific groups or individuals	
How would current resource allocation change under the project?	
What are potential social risks that may be triggered by project activities? (short-medium-long term)	

## 5. Impact identification and classification:

When considering the location of a subproject, rate the sensitivity of the proposed site in the following table according to the given criteria. Higher ratings do not necessarily mean that a site is unsuitable. They indicate a real risk of causing undesirable adverse environmental and social effects, and that more substantial environmental and/or social planning may be required to adequately avoid, mitigate or manage potential effects. The following table should be used as a reference.

Issues	Site Sensitivity			Rating (L,M,H)
	Low	Medium	High	
<b>Natural habitats</b>	No natural habitats present of any kind	No critical natural habitats: other natural habitats occur	Critical natural habitats present; within declared protected areas	<b>If High Refer to ZEMA</b>
<b>Water resource availability and use</b>	Water flows exceed any existing demand; low intensity of water use; potential water use conflicts expected to be low; no potential water quality issues	Water flows balanced with existing demand	Water demands exceed existing flows	
<b>Water use</b>	Low intensity of water use; potential water uses conflicts expected to be low	Medium intensity of water use; multiple water users; moderate potential water uses conflicts	Intensive water use; multiple water users; potential for conflicts is high	
<b>Water quality</b>	No potential water quality issues	Water quality issues are important	Water quality issues are critical	<b>If High Refer to ZEMA</b>

<b>Natural hazards vulnerability, floods, soil stability/ erosion</b>	Flat terrain; no potential stability/ erosion problems; no known flood risks	Medium slopes; some erosion potential; medium risks from floods	Mountainous terrain; steep slopes; unstable soils; high erosion potential; flood risks	
<b>Land and Farming Tenure</b>	No conflicts, disagreements around use of land, tenant farmer rights and location of admitted farms and farmers transparent	Process of land regularization and rights to natural resources being worked out with clear communication and grievance process in place	Land conflicts historically unresolved, admitted farmers being evicted, tenant farmers losing rights and no transparency or grievance redress available	<b>If Medium or High Refer to Process Framework</b>

**6. Environmental and Social assessment comments based on site visit:**

Summary Observations

**Determination of screening category based on findings of the screening: A\_\_\_\_\_B\_\_\_\_C\_**

- Requires an EIA
- Requires preparation of additional E&S information
- Does not require further environmental or social due diligence

**Prepared by:**

**Date:**



## Annex 6: Subprojects Reporting Template

Map of subproject Area

Executive Summary

1.0 Introduction

2.0 Subproject Objectives

3.0 Approved activities for the reporting period

4.0 Implementation Progress

- *Include the variance explanation where applicable*
- *Add activity photos as well*

5.0 Procurement and Financial Management Progress

5.1 Procurement Status (Overview)

5.2 Financial Management Status (Overview)

6.0 Challenges, Recommendations lessons learnt and Conclusion

6.1 Challenges

6.2 Recommendations

6.3 Lessons learnt

6.4 Conclusion

7.0 Planned Activities for the next month

**7.1.1.1 FOR OFFICIAL USE ONLY**

**Desk Appraisal by Review Authority:**

**Completeness of Sub-Projects Application:**

Does the sub-project application document contain, as appropriate, the following information?

Subproject sector & Project Name: _____	Yes	No	N/A
1. Description of the proposed project and where it is located			
2. Reasons for proposing the project including community priorities?			
3. Does the description and reasons for proposing the project match the PDOs and criteria of emissions reduction?			
4. The estimated cost (budget) of undertaking the project			
5. Information about how the site was chosen, and what alternatives were considered			
6. A map or drawing showing the location and boundary of the project including any land required temporarily during construction			
7. Any land that needs to be acquired, as well as who owns it, lives on it or has rights to use it			
8. A work program for implementing the project			
9. Information about measures included in the sub-projects plan to avoid or minimize adverse environmental and social impacts			
10. Details of any permits required for the project			
11. Are sustainability measures included?			
12. Is the proposed project feasible in relation to PDO and emissions reduction?			
13. Is the proposed project viable, including return on investment and impact on intended beneficiaries?			

**The sub-project can be considered for approval.** The application is complete, all significant environmental and social issues are resolved, and no further sub-project planning is required. Note: The proposed sub-projects must demonstrate clear community natural resource value increase potential, reduce degradation, increased forest cover, climate resilience and adaptation co-benefits and not contribute potentially to maladaptation (e.g. have short term benefits, but increase vulnerability over the long-term) see eligibility requirements.

**CERTIFICATION**

We certify that we have thoroughly examined all the potential adverse effects of this sub-projects. To the best of our knowledge, the sub-projects plan as described in the application and associated planning reports (e.g. ESMP, RAP, PMP), if any, will be adequate to avoid or minimize all adverse environmental and social impacts.

**Community Representative (signature):** .....

**Extension Team Representative (signature):** .....

**Date:** .....

To be customized for individual sub-projects

Community, Ward, District Grant Agreement  
MNINISTRY OF NATIONAL DEVELOPMENT PLANNING  
AND .....SUB-PROJECT COMMITTEE  
FINANCING AGREEMENT

---

**SECTION 1 : PROJECT DETAILS**

<b>Project No.:</b>	<b>Project Title:</b>	
<b>Province:</b>	<b>District:</b>	<b>Sector:</b>
<b>Project Start date:</b>	<b>Project End Date:</b>	
<b>Project Budget:</b>	ZIFLP Contribution:	ZMW
	Local Community:	ZMW
	Total Budget:	ZMW

APPROVED

.....DATE.....BY THE PIU

1. This **Financing Agreement** is between the Zambia Integrated Forest Landscape Project for the Republic of Zambia (herein referred to as “the Government”) on the one hand and the [*community/farmers group/ward/district name*] located in [*community, ward, district, Province*] (herein called “the Beneficiaries”), as represented by its Chairperson, and either the Secretary or the Treasurer, as well as one member at large.

On the other and has full legal value and status and is enforceable in a court of Law. Its interpretation shall be based on the Laws of Zambia.

2. WHEREAS the Beneficiaries intend to undertake implementation of [*name of subproject*] (herein called the “sub-project”) and the Government has approved a request from the Beneficiaries to finance the subproject, under the [*name of main project*] (herein called “the”) for the following targets:

1. A
2. B

### 3. C

## **SECTION 2: SUMMARY OF CONTRIBUTIONS AND PROJECT BUDGET**

1. The **Local Community** has pledged to contribute the following:-
  - 
  -
2. The **Implementing Partner** will provide:
  - Technical supervision during the project's execution
  - Technical assistance were agreed
3. **District Planning Office** will provide:
  - Coordination
  - monitoring
  - Technical assistance and supervision were agreed
4. **PIU** will assist with:
  - Technical advice
  - Monitoring and evaluation
5. Project Budget Summary breakdown is attached.

## **SECTION 3: GENERAL CONDITIONS GOVERNING FINANCIAL ASSISTANCE OF THE ZIFLPPROJECT**

### **A. DISBURSEMENTS TO THE PROJECT CAN START ONLY IF:**

1. A **Project Start-up meeting** has been held at the sub-project site where necessary.



2. The beneficiaries have elected an official **PROJECT COMMITTEE** with a Chairman, Secretary and Treasurer.
3. The Project Committee has opened a **CURRENT BANK ACCOUNT** with one of the commercial banks in the project area. This account must be **only** for the ZIFLP contribution to project finance. The account cheque signing arrangement should stipulate any two signatories as long as one of them is either the Chairman, Treasurer, or the Secretary. **The PIU will be a special signatory with sole power ONLY to suspend operations, should the need arise.**
4. The details of both the Project Committee and the bank account are provided on the attached form (p.10)
5. The Project Committee and the other parties to the agreement have signed this **FINANCING AGREEMENT**, obligating themselves to the terms specified therein, and it has been endorsed by the PIU on behalf of the SPCR.
6. If the Project Committee intends to hire a **CONTRACTOR** for any part of the work financed by the PPIU, the committee should inform the PIU **in writing** before proceeding and permission to proceed sanctioned by PIU.

**B. ALLOCATIONS TO THE PROJECT WILL BE EFFECTED THROUGH THE FOLLOWING PROCEDURES:-**

1. Once the above conditions have been met, the first payment, **50%** of the total ZIFLP contribution, is sent to the project bank account. The second payment of **25%** of the total ZIFLP contribution is made only when the DPO has certified achievement of at least **25 %** of the agreed activity.
2. The third and final payment, representing **10%** of the ZIFLP contribution, will be made once the sub-project has been completed satisfactorily the second funding disbursement activities. The sub-project is considered complete only when **100%** of the funds advanced, have been justified by the Project Committee, the agreed targets are completed and verified by the DPO, and a completion certificate issued.

3. Justification of sub-project expenditure must be kept by the Committee Treasurer for consultation by any of the members of the beneficiary group, and for auditing purposes.
4. Once **all** the above conditions have been fulfilled, the PIU will approve the requested payment and the appropriate allocation will be deposited into the Project Account.
5. Upon receipt of each allocation, the sub-Project Committee must immediately sign the payment vouchers, retain one and return the other to the PIU.
6. The sub-Project Committee must notify the PIU of any delay or problems occurring between the time of funding receipt and implementation of the activities; this can be done by letter, phone, or fax/scanned email.

### **C. EXPENDITURES BY THE PROJECT COMMITTEE**

1. The sub-Project Committee is responsible for the prudent management of the funds provided by the ZIFLP.
2. The Project Committee must ensure that funds deposited in the Project Account are used **ONLY** to finance the activities of the sub-project. The Committee reserves the right to do minor adjustments to the original budget (10%) to ensure that the activity is completed as scheduled and with the agreed results. Use of sub-project expenditure for purposes other than the agreed activity will **NOT** be accepted by the ZIFLP Facilitators, and the community will be asked to repay any unauthorized expenditure.
3. Any payment from the Project Account must be sanctioned by the project committee and signed for in accordance with the bank mandate.
4. All materials, transport and specialized labor (including contractors) purchased for the project must be procured by comparing at least three quotations, taking into account price, quality, and availability. In cases where less than three suppliers are available locally, the Committee should justify direct purchasing in writing and keep a record for auditing purposes.
5. A materials stock book must be maintained showing entries of all materials bought and used. The issuing member of the project and the one receiving must both sign to acknowledge quantities of issue and receipt.
6. In case the sub-project is contracted, the Committee must ensure that no advance

payments are made for the supply of materials, goods or consultants, without a bank guarantee or bond of an amount equal to or exceeding the amount requested.

7. The Beneficiary community agree to undertake and implement special programmes for environmental protection and other relevant purposes as described in the ZIFLP appraisal report and Implementation Manual;

#### **D. REMEDIES OF THE ZIFLP**

In the event of careless use of the funds or lack of progress on the project, the assistance by the ZIFLP-Facilitators will stop and investigations by relevant authorities will be carried out. Funding will be resumed only if complete clearance on the case has been made and the conclusions endorsed by the PIU and DPO.

Violation of the present agreement will lead to the complete cancellation of the project and **the Project Committee hereby agrees to pay all advanced funds back to the ZIFLP, following an official request by the ZIFLP Coordinator. Failure to comply may lead to legal sanctions of defaulting project committee officials.**

Any changes made to the above procedures will be in consultation with all parties concerned and should be in writing.

#### **E. EXPIRATION OF THE AGREEMENT**

The Subproject is expected to be completed within..... Months following the date of signing of this Agreement. Consequently, the Agreement is expected to expire by ...../...../20... Or (x) months after the date of effectiveness of this Agreement, whichever is later, unless the Agreement is extended by written mutual consent.

#### **F. TERMINATION BY THE BENEFICIARIES**

The Beneficiaries may terminate this agreement at any time during the execution of their Subproject. In such case, the Beneficiaries, will reimburse all funds advanced from project funds and which have not yet been spent.

#### **G TERMINATION PROCEDURES**

The Party terminating the agreement must notify in writing the other Party the reasons for termination, which is effective immediately upon receipt of the notification by the other Party. Termination proceedings may be cancelled by mutual consent and may include a modification in the obligations of both parties. Upon termination, the Beneficiaries must immediately reimburse all unspent advances received from the ZIFLP.

**SIGNATURES OF PARTIES OBLIGATING THEMSELVES TO THE TERMS AND CONDITIONS OF THIS AGREEMENT:**

**NAME                      SIGNATURE              DATE**

**SIGNED FOR the GOVERNMENT**

National Project Coordinator ZIFLP \_\_\_\_\_ =

**SIGNED FOR THE BENEFICIARIES**

**SUB-PROJECT'S COMMITTEE**

Chairman: \_\_\_\_\_

Treasurer/Secretary \_\_\_\_\_

Member: \_\_\_\_\_

Endorsed by PIU that the Project Committee **understand the terms and conditions of this Financing Agreement**

PIU: \_\_\_\_\_

Approved Sub-Project Proposal

**LIST OF COMMITTEE MEMBERS**

No.	Name	NRC	Designation	Signature
1	_____	_____	Chairperson	_____

2	_____	_____	Vice Chairperson	_____
3	_____	_____	Secretary	_____
4	_____	_____	Deputy Secretary	_____
5	_____	_____	Treasurer	_____
6	_____	_____	Vice Treasurer	_____
7	_____	_____	Member	_____
8	_____	_____	Member	_____
9	_____	_____	Member	_____
10	_____	_____	Member	_____

**BANK ACCOUNT DETAILS**

1. Name of Bank:
2. Name and Address of Branch: \_\_\_\_\_
3. Account No.:
4. Official Signatories to the Account:

No.	Name	NRC	Designation	Signature
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

4 \_\_\_\_\_

5. ZIFLP PIU

**Signing arrangement:** any two signatories (as per bank mandate) among 1- 4 as long as one signatory is that of the Chairman/ Treasurer and Secretary. ZIFLP PIU is to be a special sole signatory with powers only to suspend operations of the account should need arise.