



# Call for Proposals 2022

## Private-Public and Cross-Sectoral Partnerships to Jointly Engage in Sustainable Sourcing Landscapes ("SWISSCO Landscape Call")

### 1 Introduction

The **Swiss Platform for Sustainable Cocoa ("SWISSCO")** is an association bringing together all relevant cocoa supply chain partners, the Swiss Confederation, civil society, and research institutions. The multi-stakeholder initiative strives to strengthen the social, environmental, and economic sustainability of the cocoa production and value chain, improving the living conditions of cocoa farmers and their families, protecting natural resources, and creating a viable and resilient cocoa sector for present and future generations.

The **SWISSCO Roadmap 2030** refers to selected Sustainable Development Goals (SDGs) and defines 12 measurable targets that address four key challenges: farmer's income, ending deforestation, combating child labour, and strengthening traceability and transparency along the value chain. By tackling challenges together, the Roadmap 2030 fosters SWISSCO's mandate to serve as network and competence centre for sustainable cocoa, to enable joint learning and exchange of knowledge, to facilitate and implement innovative and scalable projects, to ensure target-oriented accountability, and to engage in policy dialogue with partner countries.

Since the beginning of the initiative, the State Secretariat for Economic Affairs **SECO**, being a founding member of SWISSCO, provides a **co-financing facility** aimed at leveraging private sector investments and promoting private-public and cross-sectoral partnerships to promote sustainability in the cocoa value chain, thereby fostering SWISSCO's core mandate in the various areas in a direct and indirect manner. This call for proposals follows the previous two Calls for Proposals under SECO's SWISSCO support program 2018 – 2021, which co-financed 14 projects.

At the heart of this third call for proposals is **the goal to collectively engage in selected sustainable sourcing landscapes**. The concept of sustainable landscapes is explicitly referenced in the target areas linked to the challenges of deforestation and child labour but has also high relevance for the other challenges since it underscores the need to push the sustainability agenda beyond individual supply chains (see box below).

#### **The rationale for landscape approaches**

Cocoa and other commodities discussions on deforestation, poverty or child labour often underline the necessity to put forward solutions going beyond individual supply chains by tackling the underlying root causes of complex sustainability challenges. Thus, leading companies are exploring scalable solutions to meet sustainability commitments and are looking at how they can support sustainability improvements beyond certified or verified production units within their supply chains.

Against this background, the concept of landscape or jurisdictional approaches has attracted significant interest in recent years. Rather than looking at the sustainability of a

single production unit or supply chain, such approaches recognize that issues like deforestation, biodiversity loss, rural and social development are best addressed at a larger scale – across whole landscapes or jurisdictions. To tackle such complex sustainability challenges, landscape approaches are aimed at fostering local enabling conditions through multistakeholder processes by which relevant stakeholders – producers, sourcing companies, governments, civil society, NGOs and investors – work on a common development agenda.

To support improvements at landscape-level, prevailing tools and approaches need to be strengthened and complemented by new partnerships and modes of cooperation and financing.

For the purposes of this call, we have established the following working definition:

*Programs that are confined to a specific sourcing region and/or jurisdictions and involve multiple stakeholders and business partners beyond individual supply chains, and that credibly measure progress with a common monitoring system to achieve a set of goals and targets in close collaboration with local counterparts from both the public and private sectors.*

With the SWISSCO Landscape Call, **members of all sectors are invited to submit project proposals or to signal their interest** in joining efforts aimed at strengthening the sustainability agenda in one or more sourcing landscapes. More than ever, SECO's co-financing facility aims at fostering wider cooperation among supply chain partners to pursue a systemic approach, but also cross-sectoral partnerships and the engagement of local organizations.

**Depending on the landscape context, the following are concrete examples of potential areas for support and joint implementation:**

- Strengthening of local governance in relation to the promoted landscape approach (facilitation of multi-stakeholder approaches, definition of landscape vision and concrete objectives, etc.) and development of an adequate system to monitor progress against set targets.
- Payments for environmental services (PES) schemes subject to compliance with a plan for storage of carbon, water conservation and biodiversity enriching on- and off-farming practices.
- Landscape-level monitoring based on new technologies (e.g. satellite data), concrete field investigations and involvement of local perspectives and values (participatory mapping).
- Capacity building to support the development and consolidation of local service and input providers.
- Enhancing local food markets to increase food security among farmers.
- Creation of locally owned systems to protect children and to prevent, monitor and remediate child and forced labour.

The **financial contribution provided by SECO is based on the Federal Act on Financial Assistance and Subsidies** in conjunction with the Federal Act on International Cooperation and Humanitarian Aid. The contribution is legally not a public procurement.

This document describes the aims and scope of the present call for proposals.

## **2 Guiding principles**

The co-financing facility is guided by the following principles, which are also reflected in the award criteria for the contribution allocation:

### **(1) Measurable SDG impact**

The project proposal should make a measurable contribution to the SDGs as defined in the SWISSCO Roadmap 2030<sup>1</sup>. The applicants are invited to address key challenges and target areas defined in the SWISSCO Roadmap 2030: Living income, deforestation, child labour as well as transparency and traceability. Even if a specific goal is dominant (e.g., stop deforestation), the landscape proposal should consider all three dimensions of sustainability, including people, planet, and profit. These environmental, economic, and social challenges, which are often interconnected, are better addressed beyond individual supply chains, and applicants are invited (especially for large initiatives) to take a science-based approach to define expected outcomes and/or climate impacts. Appropriate involvement of civil society and local communities in defining desired outcomes and impacts is also critical, as they will share these ambitions.

### **(2) Jurisdictional buy-in and local governance**

Landscape work requires the endorsement and support of the local authorities of the involved jurisdiction(s). The buy-in is critical to mainstream sustainability into local policies such as business conducive rules and fiscal resources aligned with the joint development agenda. Even though local authorities ideally play a leading role in governing the sourcing landscape, the effective level of engagement might vary from case to case and depends also on the level of decentralisation in the country concerned. Still, an active engagement of local authorities, and strengthening the capacity of local partners, farmers and farmers' representatives must be sought.

### **(3) Cross-company collaboration and buy-in**

Landscape work needs to involve the relevant companies in the area concerned. There should be several companies willing to invest in the medium to long-term, realistically 5 to 10 years, and beyond their supply chain, combining on-farm with off-farm activities. The engagement of several companies is also important to create a level playing field and to avoid preferring and supporting a single company through public funds. The participation of Swiss companies is encouraged from a "Swissness" perspective. This being said, the involvement of other companies, potentially also representing other value chains, remains key as it adds to the longer-term sustainability of the initiative.

### **(4) Multiple sources of financing**

The high investment needs require leveraging multiple sources of financing, involving the above-mentioned private sector players, but also the national and/or local public sector. Firm commitments for long-term engagement, in particular from the private sector, are a critical element here. Considering the risks of over-dependence of landscape initiatives on only few donors or brands, the proposals should strive to have a solid representation of different investors and brands that contribute financially. Collaboration with other commodity sectors and companies is particularly encouraged, as they often share the same ambition regarding sustainability and there is likely to be one dominant crop in a landscape. Also, climate finance is an emerging source, worth further exploration.

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<sup>1</sup> SDG 1 "no poverty"; SDG 2 "zero hunger"; SDG 4 "quality education"; SDG 5 "gender equality"; SDG 8 "decent work and economic growth"; SDG 12 "responsible consumption and production"; SDG 13 "climate action"; SDG 15 "life on land"; SDG 17 "partnerships for the goals". The full document can be found at the following link: [https://www.kakaoplattform.ch/fileadmin/redaktion/dokumente/Roadmap\\_2030\\_full\\_document.pdf](https://www.kakaoplattform.ch/fileadmin/redaktion/dokumente/Roadmap_2030_full_document.pdf).

## (5) Monitoring, evaluation, and learning

The effective management of sourcing landscapes and the potential commercial use of sustainability claims depend strongly on the credible measurement of progress, based on defined metrics and high-quality data. Proposed initiatives must therefore be based on a credible measurement system that tracks progress against a common Monitoring, Evaluation and Learning (MEL) framework. Hence, the applicants must have a clear plan on how to set, measure and report call-specific outcomes and KPIs, ideally aligned with the SWISSCO MEL framework<sup>2</sup>. Accordingly, a budgetary allocation and institutional provisions must be provided to sustain a continuous MEL framework from the very beginning, during and beyond the project.

## (6) Gender

Gender aspects are comprehensively considered in the planning, implementation, and monitoring of the proposal. Where feasible, the proposals should aim at promoting women's access to productive resources, such as land, inputs, and financial services, as well as training and education, (formal) employment, and markets. Therefore, it is essential to systematically include gender aspects, e.g. through gender-transformative approaches (GTAs), and to consider social, institutional, and cultural norms, gender-specific opportunities, risks, and the specific needs of women and girls.

## 3 Geographical focus

The geographical focus of the projects shall align with Switzerland's most important sourcing countries and the priority countries of Swiss development cooperation (Table 1). The table serves as a reference point. The dynamics of market development, e.g. the increase in imports, will be taken into account, which means that countries not included may be eligible for the call if their participation in Swiss imports increases.

Table 1: Overview of the relevance of countries in terms of imports and development cooperation

Origin	Imports	Remarks	Development cooperation	Remarks
Ghana	XXX	Main beans origin	XXX	Embassy/SECO
Ecuador	XXX	Main beans FFC origin	X	Embassy
Côte d'Ivoire	XX	Main butter origin	X	Embassy
Peru	XX	Beans FFC	XXX	Embassy/SECO
Madagascar	XX	Beans	XX	Embassy/SDC
Indonesia	XX	Butter	XXX	Embassy/SECO
Costa Rica	XX	Beans FFC	X	Embassy
DOM REP	XX	Beans/butter organic	X	Embassy
Bolivia	X	Beans FFC	XX	Embassy/SDC
Colombia	X	Beans FFC	XXX	Embassy/SECO
Nicaragua	X	Beans FFC	XX	SDC
Honduras	X	Beans FFC	XX	SDC

Notes: XXX = high relevance, XX = medium relevance, X = low relevance. FFC = Fine Flavour Cocoa. SECO = State Secretariat for Economic Affairs. SDC = Swiss Agency for Development and Cooperation.

Source: ITC Trade Map (2019-2021)<sup>3</sup>.

<sup>2</sup> The SWISSCO MEL framework can be accessed at the following link: [https://www.kakaoplattform.ch/fileadmin/redaktion/dokumente/2022-02-02\\_MEL\\_Framework\\_01.pdf](https://www.kakaoplattform.ch/fileadmin/redaktion/dokumente/2022-02-02_MEL_Framework_01.pdf). The MEL framework can be further developed in cooperation with other national initiatives for sustainable cocoa (ISCOs) and relevant partners.

<sup>3</sup> ITC Trade Map: <https://www.trademap.org>.

## 4 Budget and SECO financial contribution

Overall, SECO plans to provide<sup>4</sup> an amount of CHF 10 million for the SWISSCO Landscape Call covering the years from 2022 to 2026.

In responding to the Call's guiding principles, SECO seeks to act as a catalyst and trigger investments and resources by as many members and partners as possible. Therefore, the financial contribution by SECO should be kept as low as possible and may not exceed 25 % of the total budget.

In-kind contributions from project partners that can be clearly linked to the project are permitted up to a maximum of 25 % of the total project budget. Examples are:

- Studies or analytical inputs (e.g. HCV or HCS<sup>5</sup> assessment financed by applicant),
- Key personnel financed by other means but clearly linked to the project (min. 50 % of work-time dedicated to the project),
- Office space or vehicles explicitly allocated to the project.

The financial cash contribution of the submitting members and partners should be at least 50 %. Financial contributions from partners who are not member of SWISSCO are encouraged and shall be communicated transparently in the proposal.

The facility includes three categories of grants. An indicative number of projects for each category is shown in the table below (Table 2).

Table 2: Grant categories, ranges of contribution and targeted project numbers

Category	Range of contribution	Indicative number of projects
Small	Up to CHF 500'000	1-2
Medium	CHF 500'000 – 1'000'000	3-4
Large	CHF 1'000'000 – 2'000'0000	3-4

## 5 Call for proposals – The process

### 5.1 Overall process

The process of the SWISSCO Landscape Call responds to the special nature and requirements of landscape-type projects. It is important to emphasize that proper coordination and a precise definition of roles, including budget allocation and the participation of local partners, are essential.

**Three deadlines** shall allow to analyse, approve, and launch initiatives according to the different stages of development of the proposals. Concept notes and expression of interests can be submitted in line with the following deadlines:

- **25 July 2022,**
- **28 January 2023, and**
- **2 June 2023.**

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<sup>4</sup> SECO funding is contingent upon federal approval of the corresponding credit application, which should be confirmed in early autumn 2022. If, contrary to expectations at the present time, such approval is not forthcoming, this Call for proposals will have to be cancelled. There is no entitlement to funding, nor to compensation for any costs incurred in relation with the preparation of proposals under this call.

<sup>5</sup> High Conservation Value (HCV) and High Carbon Stock (HCS).

**Overall, the process is divided into the following four stages:** 1) Concept submission and expression of interest, 2) Landscape clustering leading to full proposal, 3) Evaluation of full proposal and approval, and 4) Contracting and operational start of projects.

**Phase 1: Concept submission and expression of interest**

The first phase aims to raise interest among members, trigger ideas and signal interest for collaboration. The first step is deliberately kept simple and should not entail overly high pre-investments (please refer to 5.2 "First stage concept submission and expression of interest"). The SWISSCO office is tasked to assess the suitability of the concept ideas and the expression of interests from members. On this basis, SECO will take a decision on which applicants will be invited to the subsequent phase or to a posterior round of proposals (see different deadlines).

**Phase 2: Clustering phase leading to full proposals**

The clustering phase depends on the maturity of the project ideas and the strengths of the proposed partnerships. It will serve to sharpen the concept and bring (additional) relevant and interested stakeholders on board. Where appropriate and needed, the SWISSCO office can support the clustering process by, for example, facilitating the inclusion of interested members and providing guidance in aligning with the established award criteria according to the guiding principles.

**Phase 3: Evaluation and approval**

An evaluation committee led by SECO and including independent experts will evaluate the proposals according to the established award criteria. Although a high score increases the chances of awarding individual proposals, considerations regarding geographic and thematic coverage of the entire set of proposals as well as the amount of co-financing requested may influence the decision on individual proposals, too. The SWISSCO office will support the selection process but will not have a vote itself.

**Phase 4: Contracting and operational start of projects**

The approved project proposal forms the basis for the contribution agreement between SECO and the grantees. Changes to the full proposal are subject to negotiation between SECO and the grantees. The SWISSCO office will support SECO in the preparation of the contribution agreement.

The overall process is shown in simplified form in Figure 1. A detailed timetable can be found in Table 6. Possible changes, particularly concerning windows 2 and 3, are possible and will be communicated in a timely manner.



Figure 1: Overall timeline and four-phase process

## 5.2 First stage concept submission and expression of interest

**The concept note** explains the idea of the project and methods to comply with the guiding principles. In this first phase, there is no specific template to be used. The concept note will be assessed by the SWISSCO office according to the suitability criteria (see column "Concept note" in Table 3). In case of a positive assessment, applicants are invited to submit a full project proposal. The

concept note should be no longer than five pages and should address the following points:

- Description of selected sourcing landscape and envisaged targets,
- Consideration of guiding principles,
- Tentative budget,
- Presentation and possible roles of local government, partners and implementing partners.

**The expression of interest** can be submitted by members who do not yet have concrete project ideas or partners but have a general interest in a landscape and meet the necessary suitability criteria (see column "Expression of interest" in Table 3). These members are invited to express their interest in a clear, concise, and logical way by submitting a document of maximum two pages (no specific template required). The submission should assess and explain the interest in the project call and include the following information:

- Location and relevance of the proposed landscape,
- Possible contributions and components for engagement in the landscape.

The concept notes or expression of interests can be handed in until the following deadlines:

- 1) Frist window: 25 July 2022 (approval of full proposals by 16 September 2022).
- 2) Second window: 28 January 2023 (approval of full proposals by 28 April 2023).
- 3) Third window: 2 June 2023 (approval of full proposals by 31 August 2023).

## 5.3 Suitability criteria

The concept notes and expressions of interest must meet several suitability criteria, which are outlined in more detail in Table 3.

*Table 3: Formal criteria for concept notes and expressions of interest*

Nr.	Criteria	Concept note	Expression of interest
S1	Applicants are fulfilling basic obligations with the association: Membership fees, sourcing statistics, member surveys.	Yes	Yes
S2	Applicants clearly state their interest and role to engage in the landscape.	N/A	Yes
S3	Sufficient clarity of concept note in terms of scope, intervention logic and proposed partnership.	Yes	N/A
S4	Cross-company cooperation.	Yes	N/A
S5	Cooperation with local authorities and partners.	Yes	N/A
S6	Contribution of at least 75 % of project costs (max. 25 % of total budget in-kind contribution) is feasible.	Yes	N/A
S7	The country relevance is given (see Table 1).	Yes	Yes

Notes: N/A = not applicable.

Based on the assessment by the SWISSCO office according to the suitability criteria for the concept note and expression of interests, SECO will take a decision on which applicants are invited to submit a project proposal. Depending on the maturity of a project idea, applicants may be invited to consider a later deadline.

#### **5.4 Question and answers**

After the publication of the call for proposals, interested parties are given a two-weeks window for questions and answers regarding the application process.

#### **5.5 Landscape clustering leading to full proposals**

The applicant(s) who are invited to develop a full proposal will start the landscape clustering phase with the aim to develop a full proposal. The aim of the clustering phase is to bring partners together, agree on common goals and create synergies.

The phase will start with a **kick-off meeting (virtual or hybrid)** for each of the proposed sourcing landscapes. The SWISSCO office will provide logistical and administrative support, but the meeting shall be conducted by the lead applicant(s) who are also responsible for the coordination of the clustering phase, which includes the division of roles and responsibilities. If several proposals are submitted for the same landscape location, these proposals are brought together in a joint kick-off meeting to foster transparency and to explore forms of possible cooperation and synergies. However, the applicants can decide for themselves whether they want to pursue the cooperation further afterwards ("no forced marriages").

The SWISSCO office plays a supportive subsidiary role and may support in the following:

- Inclusion of members that expressed their interest to engage in the proposed landscape,
- Outreach to other partners,
- Guidance on award criteria,
- Support in the coordination among participants.

Based on the full proposal, the SWISSCO office will make **an initial appraisal** of the submitted proposal. It will highlight the key points regarding the guiding principles and underlining open questions. The initial appraisal will be shared with the evaluation committee as well as the applicant(s).

#### **5.6 Evaluation and approval**

The full proposals will be assessed by the evaluation committee led by SECO according to the award criteria set out below (Table 5). The evaluation process is based on the assessment of the submitted documentation, the initial appraisal from the SWISSCO office as well as a presentation by the project team to the evaluation committee, which will take place at the SECO premises in Berne (exact date will be communicated in due time).

The evaluation committee is constituted by SECO, Swiss Field Office Representatives and one or two independent expert(s). The committee is responsible for the assessment of the project proposals. For the assessment of the project proposals, each member of the evaluation committee assesses the fulfilment of the award criteria on a scale of 0-100 %, as shown in Table 4. The total score (%) of the project proposals is calculated as the average of the evaluation committee.

SECO reserves the right to verify the content of the documentation and/or referenced information provided by the applicants and, if necessary, to request additional information for the assessment.



Table 4: Scale from 0-100 % for the assessment of the project proposals

<b>%</b>	<b>Quality of documentation</b>	<b>Points covered</b>
100	Clear, detailed, and comprehensive, figures provided, realistic assumptions.	Complete evidence for all points required.
75	Clear and comprehensive.	Evidence for 75 % of points required.
50	Detailed and comprehensive, assumptions are only partially comprehensible and realistic.	Evidence for 50 % of points required.
25	Incomplete, lacks details, not realistic.	Evidence for 25 % of points required.
0	Documentation completely missing.	No evidence for points required.

## 5.7 Award criteria

The project proposals need to comply with a set of award criteria to assess the compliance with the guiding principles listed in section 2. The award criteria are scored on a scale of 0-100 % as shown in Table 5. Each award criterion is weighed equally. In total, the award criteria must be met at an average of at least 50 %.

Table 5: Award criteria related to guiding principles for project proposals

<b>Nr.</b>	<b>Criteria related to guiding principles</b>	<b>Weighting</b>
AC 1	<p><b>Sustainability and impact</b></p> <ul style="list-style-type: none"> <li>- The proposal aims to make a measurable contribution to the SDGs as defined in the SWISSCO Roadmap 2030;</li> <li>- The proposal addresses all three dimensions of sustainability, involving people, planet and profit, and tackles the key challenges defined in the SWISSCO Roadmap 2030;</li> <li>- Expected impact is clearly described, quantified as far as possible, and plausible;</li> <li>- Especially in the case of large initiatives (&gt; CHF 1 M), applicants ideally pursue a science-based approach, which includes local partners and beneficiaries, to define expected impacts and outcomes.</li> </ul>	Min. 50 %
AC 2	<p><b>Jurisdictional buy-in and local governance</b></p> <ul style="list-style-type: none"> <li>- Alignment with (local) government priorities and leading sector initiatives; expression of local government support;</li> <li>- Capacity building measures for strengthening local institutions (producers' associations, vocational training institutes, local extension services, etc.);</li> <li>- Integration of local partner organizations and active engagement of local authorities in the implementation of the projects;</li> <li>- Clear governance structure for stakeholder coordination at landscape level, ideally also including the development of a joint action plan and MEL framework.</li> </ul>	Min. 50 %

AC 3	<p><b>Cross-company collaboration and buy-in</b></p> <ul style="list-style-type: none"> <li>- The proposal involves relevant companies in the area that are willing to engage in the medium to long term;</li> <li>- The proposal leverages the potential of supply chain partnerships, involving production, sourcing, trading, processing and retailing;</li> <li>- The proposal clearly defines the collaboration in off-farm areas, including the contribution of each company;</li> <li>- The proposal collaborates with other commodities in the landscape.</li> </ul>	Min. 50 %
AC 4	<p><b>Multiple sources of financing and efficiency</b></p> <ul style="list-style-type: none"> <li>- The proposal relies on a broad range of investors and avoids over-reliance on just 1-2 key donors;</li> <li>- Financing through (local) governments and multiple (local) sources is considered;</li> <li>- The potential of innovative financing schemes linked to climate and impact finance is harnessed;</li> <li>- Favourable ratio of proposed resources (budget, staff) to number of beneficiaries (number of farmers) and expected outcomes (e.g. increase in productivity and income);</li> <li>- Favourable ratio of SECO contribution to full costs for the project;</li> <li>- The expected direct and indirect contribution of the project is high relative to the investment requested from the fund. The leverage ratio considers the number of beneficiaries and the areas reached (on- and off-farm);</li> <li>- The contribution of each applicant – financial and/or in-kind – is clearly outlined.</li> </ul>	Min. 50 %
AC 5	<p><b>Monitoring, evaluation, and learning</b></p> <ul style="list-style-type: none"> <li>- The proposal is based on a MEL framework that covers all activities of the various partners;</li> <li>- Alignment with KPI defined in SWISSCO's MEL framework;</li> <li>- The MEL framework includes local stakeholders (participatory monitoring) and ideally draws on existing data collection efforts (as part of local policies, government programs or private sector led programs);</li> <li>- The MEL framework foresees provision to embed MEL efforts over time (e.g. providing business case for data collection).</li> </ul>	Min. 50 %
AC 6	<p><b>Gender</b></p> <ul style="list-style-type: none"> <li>- Where feasible, gender-transformative approaches are sought, where women and girls in the communities are empowered and their rights are strengthened, e.g. by helping them transfer from informal to formal sectors, improved land rights and right to education;</li> <li>- The proposal is designed to improve women's economic empowerment, e.g. by creating jobs for women, provision of safe transportation, decent work conditions etc.;</li> <li>- Local women are consulted to find out what wishes or concerns they have about the programme.</li> </ul>	Min. 50 %

AC 7	<p><b>Governance and implementing capacity</b></p> <ul style="list-style-type: none"> <li>- Efficiency and plausibility of the organisational governance, the structure of the implementation arrangement and the rationale for the proposed set-up;</li> <li>- Proven track record and expertise of the proposed implementing organisation, as well as partners and project team;</li> <li>- Coherent distribution of responsibilities between the entities/persons involved in the implementation of the project.</li> </ul>	Min. 50 %
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SECO will take the final decision based on the assessment of the evaluation committee. Although a high score greatly increases the chances of awarding individual proposals, the geographic and thematic coverage of the entire set of proposals as well as the amount of grants requested may influence the decision on individual applications. However, grants are available in all three windows and are not awarded on a "first-come, first-served" basis.

There is no legal right to a financial contribution under this call for proposals.

## 5.8 Timeline

Table 6 shows the overall timeline for the call for proposals and which deadlines must be met for each of the three windows.

*Table 6: Detailed timeline of the four-stage process*

Step	Activity	Who	Deadlines		
			Window 1	Window 2*	Window 3*
1	Publication of the call for proposals	SWISSCO	30.06.2022		
2	Window for written questions	Applicant(s)	30.06.2022-07.07.2022	05.01.2023-12.01.2023	09.05.2023-16.05.2023
3	Window for written answers	SWISSCO	08.07.2022-18.07.2022	13.01.2023-20.01.2023	17.05.2023-26.05.2023
<b>4</b>	<b>Submission of concept note or expression of interest</b>	<b>Applicant(s)</b>	<b>25.07.2022</b>	<b>28.01.2023</b>	<b>02.06.2023</b>
5	Assessment of concept notes and expression of interest based on suitability criteria	SWISSCO+ SECO	25.07.2022-08.08.2022	31.01.2023-13.02.2023	05.06.2023-19.06.2023
<b>6</b>	<b>Landscape clustering and development</b>	<b>Applicant(s)</b>	<b>08.08.2022</b>	<b>13.02.2023</b>	<b>19.06.2023</b>
7	Kick-off meeting among applicants from proposed sourcing region	SWISSCO+ Applicant(s)	08.08.2022-15.08.2022	13.02.2023-20.02.2023	19.06.2023-26.06.2023
8	Landscape cluster coordination	Applicant(s)	16.08.2022-16.09.2022	21.02.2023-28.04.2023	27.06.2023-31.08.2023
9	Submission of full proposal	Applicant(s)	16.09.2022	28.04.2023	31.08.2023

<b>10</b>	<b>Evaluation and approval</b>	<b>Evaluation Committee+ SECO</b>	<b>16.09.2022</b>	<b>28.04.2023</b>	<b>31.08.2023</b>
11	Presentation of project proposals to evaluation committee	Applicant(s)	19.09.2022-23.09.2022	01.05.2023-05.05.2023	04.09.2023-08.09.2023
12	Assessment of project proposal based on award criteria	Evaluation Committee	26.09.2022-17.10.2022	08.05.2023-29.05.2023	11.09.2023-02.10.2023
13	Approval of projects (Information to Board/President)	SECO	17.10.2022-24.10.2022	29.05.2023-05.06.2023	02.10.2023-09.10.2023
<b>14</b>	<b>Contracting and operational start of projects</b>	<b>SECO</b>	<b>25.10.2022</b>	<b>06.06.2023</b>	<b>10.10.2023</b>
15	Clarifying of last points identified in the evaluation + approval phase	SECO/SWISSCO +Applicant(s)	25.10.2022-08.11.2022	06.06.2023-20.06.2023	10.10.2023-24.10.2023
16	Signing of contribution agreements	SECO+ Applicant(s)	08.11.2022-22.11.2022	20.06.2023-04.07.2023	24.10.2023-07.11.2023
17	Operational start of projects	Applicant(s)	01.12.2022	12.07.2023	16.11.2023

\* Windows 2 and 3 are tentative dates. Possible changes are possible and will be communicated in a timely manner.

## **6 Administrative information**

### **6.1 Submission of concept notes, expression of interests and full proposals**

Concept papers, expressions of interest and full proposals are invited to be sent by e-mail to the SWISSCO office.

Name Swiss Platform for Sustainable Cocoa (SWISSCO)  
Address Münzgraben 6  
Postcode/Town 3011 Berne  
**E-mail info@kakaoplattform.ch**

### **6.2 Questions and answers**

Questions regarding the application process can be addressed to SWISSCO by e-mail to the address above. The deadline for submitting the questions is indicated in Table 6.

All questions will be answered in a consolidated and anonymous way to all interested parties by e-mail.

### **6.3 Deadlines for submission**

Please refer to Table 6 for the exact deadlines.

#### **6.4 Contribution agreements**

Applicants awarded a financial contribution will enter into a contract with SECO in the form of a contribution agreement. The envisaged duration is a maximum of four years.

For the contribution agreement, SECO may elaborate additional requirements regarding the monitoring and evaluation of projects.

#### **6.5 Disclaimer**

SECO funding is contingent upon federal approval of the corresponding credit application, which should be confirmed in early autumn 2022. If, contrary to expectations at the present time, such approval is not forthcoming, this call for proposals will have to be cancelled. There is no entitlement to funding, nor to compensation for any costs incurred in relation with the preparation of proposals under this call.

#### **6.6 Annex**

- Application form template for full proposals (to be provided after submission of the concept note/expression of interest)