

## **PROVISION OF PROJECT & FUND MANAGEMENT, COORDINATION AND TECHNICAL SERVICES FOR THE IMPLEMENTATION OF AN URBAN FOOD SYSTEMS PROGRAM**

### **REQUEST FOR PROPOSALS (RFP)**

- Fondation Botnar, a Swiss-based foundation, aims to contribute to the transformation of urban and peri-urban ecosystems in order to promote the wellbeing of children and young people. To achieve this, the foundation supports research, catalyses diverse partners, and invests in scalable solutions around the world. We work towards promoting effective and inclusive urban ecosystems which foster inclusion, shared learning, digital and social innovation and coordination between public sector, private sector, academic and civil society actors and young people. We believe in the value of participatory, systemic and multi-stakeholder forms of collaboration.
- Fondation Botnar (“the foundation”) is currently developing an urban food systems program. The purpose of the 7 to 10-year program is to improve the quality, resilience and sustainability of urban food systems in intermediary cities of LMICs<sup>1</sup>, with regards to the wellbeing of children and young people.
- The foundation is seeking to partner with an organisation who will manage this program on its behalf.
- The foundation is therefore welcoming proposals for the role of a program and fund management organisation.

#### **Key tasks include:**

##### *Program Management*

- Co-design of the program framework together with the foundation, based on initial best-practice research
- Active sourcing of and engaging with potential grantees and other partners
- Partnership management with implementation projects and other stakeholders
- Providing technical assistance to grantees and other stakeholders in planning, coordinating and implementing program activities
- Sourcing of a MEL partner organisation in accordance with the foundation’s strategic learning frameworks
- Communication & advocacy
- Close collaboration with Management Office of the foundation

---

<sup>1</sup> Fondation Botnar focus countries: Romania, Tanzania, Colombia, Ecuador, Ghana, Senegal, India (Odisha or Rajasthan), Morocco, Egypt, Indonesia and Vietnam (program not limited to focus countries)

### *Fund Management*

- Developing eligibility and funding criteria, operating policies, program narrative and financial reporting guidelines
- Opening and maintaining a dedicated bank account for the program
- Ensuring secure and timely disbursement of funds
- Managing grants for project funding
- Ensuring due diligence and putting in place measures to safeguard against fraud, corruption and abuse of funds
- Managing contracts and/or grant agreements
- Financial monitoring of progress of funded projects

### **Applicants should meet the following requirements:**

- Preferably non-profit organisation
- Track record of project and grant management
- Strong presence and/or networks in cities of LMICs
- Thematic expertise on urban food systems
- Expertise on fund management (or proposal to ensure third-party fund management)
- Subject to annual external audits
- Ready to partner for a co-design phase with the foundation starting February 2022

### **Application process:**

Interested organisations meeting the requirements are kindly invited to apply by **13 January 2022**, to [rfp@fondationbotnar.org](mailto:rfp@fondationbotnar.org). The application should include the following:

- One-page motivation letter
- Complete application form
- Financial documents of the last two years and other attachments if applicable

The selected organisation is expected to engage in co-developing the program framework and prepare a proposal in collaboration with the foundation. The proposal for the program will have to go through standard Fondation Botnar grant review procedures and is expected to be presented to the Fondation Botnar Board in September 2022.

Please note, that it cannot be guaranteed that the board of the foundation will approve the program proposal. All applicants should be aware that the current request for proposals involves an initial program co-design phase (February to October 2022). The purpose of this phase is to collaboratively develop a comprehensive program proposal adhering to the foundation's strategic direction and its values and principles. Costs incurring during the co-design phase can be covered by the foundation. Exact amount and procedure can be determined in dialogue with the foundation.

Please also note that the program lead is excluded from receiving grants for their own implementation projects.

Questions and inquiries can be sent to the email address above until **12 December 2021**. Later requests can't be responded to. The questions (anonymised) and corresponding answers will be made available to all applicants on the foundation's website by 17 December 2021.

**Main program goals:**

- Contributing to sustainable, inclusive and resilient urban food systems fit for young people in intermediary cities of LMICs and improving access to affordable, nutritious and healthy food
- Strengthening local capacities and fostering local ownership over all aspects of the urban food system value chain
- Contributing to a youth-led reimagination of agriculture as a domain of social and technological innovation and economic opportunities
- Fostering social and technological innovations around youth engagement in urban food systems

**Possible programmatic entry points:**

- Enabling digital platforms to facilitate market system development and promoting innovative links between peri-urban food producers and urban food consumers
- Putting the spatial element of urban food systems onto urban planning policy agendas
- Urban agriculture and urban gardening as a means of youth engagement through place-making, sensitisation and education
- Enabling innovative, youth-led instruments and initiatives, such as hackathons, to explore bottom-up solutions for improved urban food systems
- Exploring market-system approaches to incentivise nature-based, agroecological and community-led food production
- Using art as a means of visualising and reimagining value chains and life cycles around urban food systems
- Engaging schools and other youth-focused organisations and institutions
- Supporting community-led sustainable agriculture through collaborative digital and physical learning and engagement platforms

# Application Form

## 1. Organisational Structure

1.1 Please state the name, legal structure, registration number, headquarter, and year of foundation of your organisation.

1.2 Please provide a brief history of your organisation.

1.3 Please provide a detailed description of your core activities.

1.4 Please state the regulatory authorities by whom your organisation is regulated.

1.5 Please indicate your relevant activities and provide a breakdown by topic, country and type of activity/support.

1.6 Please describe your experience managing custom programs/projects.

1.7 Please provide an organisational chart, displaying the different teams and number of employees, including the different locations and respective number of employees.

1.8 Please describe your organisation's governing bodies and their roles and members, such as management committee, investment committee, risk committee, etc.

## **2. Approach**

2.1 Please describe your organisation's strategy and short as well as long term objective.

2.2 The goal of Fondation Botnar is to contribute to the transformation of urban and peri-urban ecosystems in order to promote the wellbeing of children and young people. To achieve this, the foundation supports research, catalyses diverse partners, and invests in scalable solutions around the world. We work towards promoting effective and inclusive urban ecosystems which foster inclusion, shared learning, digital and social innovation and coordination between public sector, private sector, academic and civil society actors and young people. We believe in the value of participatory, systemic and multi-stakeholder forms of collaboration. Based on this, please share first ideas of how you would translate our goal into a program strategy.

2.3 Please describe your network, including partner organisations, local agents, funders, clients, etc.

2.4 Please explain your decision-making process (authority, governance, different stages, etc.).

2.5 Please explain your ecosystem building activities and experience, such as engaging and collaborating with different actors/stakeholders (other implementation partners, donors, governments, agencies, etc.) with the purpose of building a favourable ecosystem for your organisation and beneficiaries.

2.6 How does your organisational M&E system work? Are you using certain standard approaches/principles?

2.7 Please describe your risk management process, incl. responsible persons/bodies.

2.8 Please describe your compliance process, incl. responsible persons/bodies.

2.9 Please share one of your past failures and what you have learned from that.

### **3. Financial and Fund Management**

3.1 Is your organisation subject to annual external audits?

3.2 Does your organisation have a Financial Procedures Manual or a similar document that describes the financial and administrative policies and procedures?

3.3 Which accounting software is used to maintain the accounts of your organisation?

3.4 What types of funding does your organisation receive (National government, local government, private sources, corporations, international org., donations, memberships, charity contributions, other)?

3.5 Does your organisation receive regular (core) funding from a governmental authority and if yes, what share of your annual budget is covered?

3.6 Who are your organisation's present major funders? Please provide a list of major grants received in the last 5 years, including:

-Donor name

-Project name

-Project duration

-Total budget (with ratio of program management vs. pass-through funds)

3.7 What do you estimate will the ratio between pass-through funds (funds that go to projects on the ground), and your costs be, covering all the program management costs (including, but not limited to, your staffing costs such as personnel or consultants, operational costs e.g., travel, fund management, due diligence, capacity building, external M&E support, workshops, communications, etc.)? As a guidance, please calculate with CHF 10,000,000 pass-through funds (We are aware that this is only a rough estimate. The detailed budget will be defined at a later stage).