

Terms of reference of the Work4Progress 2022 Call for
India, Mozambique and Peru



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1. INTRODUCTION

In line with the 2030 Agenda and in particular with Sustainable Development Goal number 8 (Decent Work), the objective of the “la Caixa” Foundation Work4Progress programme is to encourage innovation and quality employment among vulnerable women and young people through the creation of innovation networks or platforms formed by civil society organisations, universities and public stakeholders.

Work4Progress is currently implementing three innovation platforms to create employment:

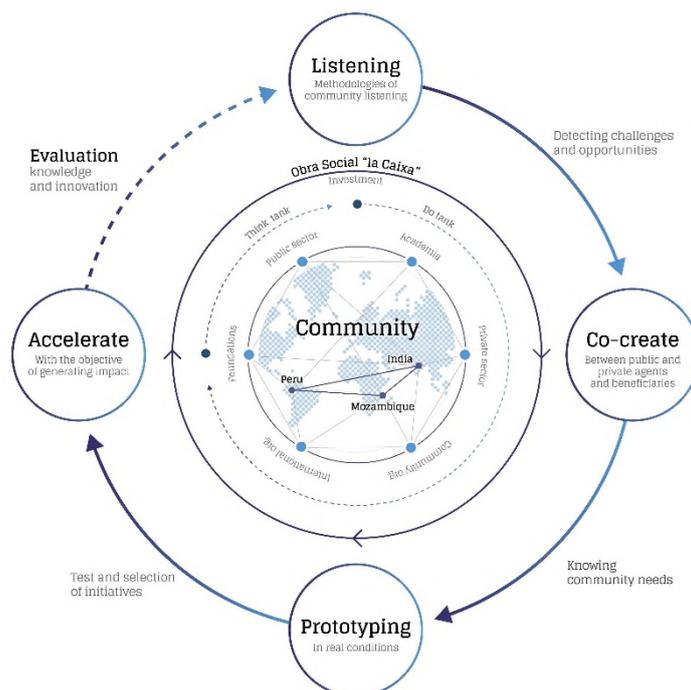
- Work4Progress India,
- Work4Progress Mozambique and
- Work4Progress Peru.

Work4Progress makes the most advanced social innovation tools available to international cooperation programmes.

The main innovations of this programme are:

- New listening tools to identify problems and needs
- New co-creation, prototyping and scaling methodologies
- Developmental and impact evaluation systems.
- New financing strategies.
- Generation and systematization of knowledge through publications, events and other dissemination activities (think tank).

The crisis caused by the COVID-19 pandemic makes it even more necessary to encourage opportunities and to create employment for young people and women from vulnerable communities.



2. OBJECTIVES OF THE CALL

The Work4Progress 2022 call for India, Mozambique and Peru has the following objectives:

Main objective:

Acceleration and scaling of inclusive business and of services to support the entrepreneurial ecosystem that encourage local and sustainable economic growth of regions in which the Work4Progress programme operates according to the following lines of action:

- Acceleration and scaling of the portfolio of prototypes for businesses and services that have already been designed by the Work4Progress programme, with a constant view to their commercial and financial feasibility.
- Design of new medium- to large-scale prototypes associated with the portfolio of prototypes implemented by Work4Progress.
- Encouragement of access to the markets of the portfolio of prototypes implemented by Work4Progress, with particular priority given to the involvement of the business sector.
- Development of technological innovations to improve business competitiveness. This includes the digitisation of businesses and priority given to innovations that complement the activities implemented by the Work4Progress programme.

Complementary objectives:

- Improving access to micro-finance for the beneficiary population, especially women and young people.
- Strengthening collaboration among sectors (government, social sector, academia and companies) and networking.
- Access to sources of co-financing (calls, local philanthropy, impact investment, grant programmes of state institutions, etc.).
- Raising awareness of the impact potential and systematisation of best practices and lessons learned.

3. GEOGRAPHICAL AREAS OF ACTION

India, Mozambique and Peru and, preferably, the regions where the Work4Progress programme is currently being implemented, or other regions in which it is possible to make connections and create synergies with Work4Progress programme activities.

For further information, see Annexes I, II and III.

4. ELIGIBILITY REQUIREMENTS

Networks of 2-4 institutions led by a not-for-profit organisation that submit a proposal to strengthen any of the existing W4P platforms in accordance with the general and complementary objectives described in section 2 may take part in this call. If opting for financing of 250,000 euros (see section 5), particularly innovative proposals submitted by a single entity will be accepted, provided that it is local.

Requirements:

Institutions leading the proposal must meet the following requirements:

- They must be a not-for-profit institution.
- They must have an accounts audit report.
- They must have at least 5 years' experience in fighting poverty, generating employment, international cooperation and/or innovation, especially technological.
- If a Spanish or international institution, they must be accompanied by at least one institution from the country in which the proposal is to be implemented.
- If a Spanish or international institution, they must be able to prove at least 3 years' experience in the country in which the proposal is to be implemented. Any specific experience in the geographical areas in which the W4P networks operate will be considered particularly positive.
- If the institution is not Spanish, they should prove experience of collaboration with Spanish organisations and/or multilateral bodies (UNDP, etc.).

The networks must include one or more of the following types of partners (justification must be provided if they are not included):

- Incubators and accelerators of social enterprises with a presence in the target countries;
- Local social economy companies and business associations and other articulators of the social enterprise ecosystem, start-ups, small-scale local companies based in the countries of operation, provided that the costs incurred by these associations and organisations as part of their proposals for the W4P programme are exclusively direct and that their roles and responsibilities are clearly defined in the proposal and reflected in the budget. Under no circumstances will the structural costs of such institutions be accepted.

Networks that incorporate the following types of partners will, moreover, be considered very favourably:

- Institutions in the fields of academia and research from the countries of operation;
- Microfinance institutions from the countries of operation.

The following will likewise be viewed positively:

- Institutions with quality certification.
- Proven experience in networking and flexibility to form part of a social innovation platform.
- Membership of bodies, networks and platforms of coordination and collaboration.
- Proven experience in collaborating with local authorities in the countries and regions in which the W4P networks operate.
- Available experienced personnel based in the countries and geographical areas of the W4P networks.
- Inclusion in the proposal of partners with the capability and commitment to co-finance the prototypes.

At the time of signing, the institutions must:

- Be up to date with their obligations to CaixaBank, where applicable. To these ends, the institution authorises CaixaBank and “la Caixa” Foundation to perform the checks that they should deem necessary.
- Be up to date with their tax and employment obligations (certificate from the Tax Authorities and from the Social Security or equivalent official documents issued by the competent authorities of their countries of origin).
- Have sufficient capacity and structure to guarantee the programme’s objectives.
- Have successfully met the requirements of the compliance procedure of “la Caixa” Foundation.

Restrictions

- Public authorities, international or multilateral organisations and bodies are excluded.
- Institutions may submit just one proposal in this call.
- Institutions with projects in progress within the Work4Progress programme must submit the final reports or, in the absence thereof, a pre-finalisation technical and economic report that accounts for at least 80% of the funds awarded by “la Caixa” Foundation, and the most recent annual audit.
- The structural costs of business-type organisations will not be financed.

5. FINANCING

“la Caixa” Foundation will finance two categories of proposals:

Proposals of up to a maximum of 800,000 euros, including tax, if applicable:

- For networks of up to a maximum of 4 institutions.
- With a focus on streamlining the current portfolio of prototypes in each country, preferably in the geographical areas of operation, connecting to markets and designing larger scale prototypes as specified in section 2.

Proposals of up to a maximum of 250,000 euros, including tax, if applicable.

- For networks of 2 institutions at the most (provided that one of them is local). In this category, particularly innovative proposals submitted by just one institution will also be accepted, provided that it is local.
- With a focus on developing particularly innovative solutions for businesses developed on Work4Progress platforms in the areas of:
 - e-commerce.
 - Connection to markets and/or production chains of large companies.
 - Technology for improving the competitiveness of inclusive businesses.
 - Innovative financing instruments.
 - Circular economy and creation of green jobs for the competitiveness of businesses.

Under no circumstances may the amount of subsidy awarded exceed 90 per cent of the total cost of the project. The provision of other funds amounting to a minimum of 10 percent of the total amount is necessary and a higher contribution will be viewed favourably. This contribution may come from the own equity of the network’s institutions or from other financial backers. In both events, these contributions must be monetary and allocated in full to financing direct costs.

For organizations from India, all costs arising from the new Foreign Contribution Regulation Amendment Act (FCRA) must be assumed by the applicant institutions and under no circumstances may funds from the call be allocated for this item.

6. CONTENTS OF APPLICATIONS

The applications submitted for this call must include:

Plan of action

- Proposed acceleration of the portfolio of prototypes for inclusive businesses and existing services. The proposal must include commercial development plans featuring strategies of connection to markets and to production chains.
- Proposed design of new larger-scale prototypes.
- Proposed technological solutions that contribute to technological modernization and digitization.

The plan of action must also include:

- Proposal for interconnection among existing prototypes and any new prototypes that may be developed.
- Proposed financial sustainability strategy (connection with investors, local philanthropy, etc.).
- Proposed listening methodologies for connecting prototypes with challenges and opportunities perceived on a community level.
- Proposed methodologies for processes of co-creation to convert needs and potentials identified into specific ideas and action.

The strategy must be designed with consideration for "la Caixa" Foundation and the partners of the current Work4Progress platforms as active agents of the stakeholders' network.

Timeline

The applications submitted in this call must refer to projects with a maximum duration of **24 months**.

A timeline or plan of action with details of the duration of the different phases of the proposal and of its specific activities must be submitted.

Budget

The budget should be presented using the Excel model to be found in the online platform for calls of "la Caixa" Foundation, bearing in mind the instructions associated with expenditure eligible for funding (see section 5 and Annex IV).

Work4Progress programme systemization

The proposals must adapt at the monitoring, evaluation and communication system of the W4P programme, and reserve funds to this end. A maximum of 10% of the total budget may be allocated to the processes of monitoring, evaluation, auditing and communication as a whole.

Monitoring:

The design and management of initiatives must be clearly results-oriented.

The Work4Progress programme therefore has specific KPIs that the institutions should bear in mind and update each quarter (Annex V).

In addition, the proposals must feature details of other specific quantitative and qualitative indicators that the institutions deem necessary to measure the progress of the project over time and the degree of achievement of the results proposed. The proposals must include detail of how the indicators will be used to adapt the programme's work and monitoring in real time and to provide feedback about the activities.

Hence, the development of specific qualitative and quantitative indicators for measuring the degree of innovation in the design of products, services and processes, the level of scaling and commercial feasibility, and new indicators that offer information about the impact of the programme on the quality of life of people from the communities (aspects associated with education, health, etc.) involved will therefore be viewed favourably.

Evaluation, auditing and communication plan.

The evaluation, auditing and communication processes are considered essential to ensure the implementation and success of the Work4Progress programme. The proposals must reserve budget items for incorporation in the Work4Progress programme's process of evaluation, which includes:

- A developmental evaluation system for introducing modifications during the project. To ensure proper implementation of these processes, in each country Work4Progress has a figure external to the network of institutions that coordinates the monitoring and ongoing or developmental evaluation processes, and a series of specific tools that the institutions must use.
- An impact evaluation system that must be implemented by an external institution or person, hired by the leading institution by mutual agreement with "la Caixa" Foundation.
- An annual audit, to be performed by an external auditor and contracted by the leading institution by mutual agreement with "la Caixa" Foundation.
- A plan of communication and systematization of knowledge. The proposals must also offer details of the strategy and budget for communication and dissemination of the results for guaranteeing awareness of the programme, which includes the organization of annual contrast and dissemination events, participation at third-party organized events and the production of dissemination materials (a final audio-visual, a six-monthly newsletter, etc.). All the information generated by the network, including diagnoses, business plans, communication materials, etc., must also be shared on the W4P Virtual Lab online platform.

Participation of the CooperantesCaixa corporate volunteering programme

A proposal for possible online and/or onsite volunteering activities to be undertaken by CooperantesCaixa programme volunteers must be included. This is a technical assistance programme in which the professional profiles of “la Caixa” Foundation are made available to the initiatives and their promoting institutions for undertaking specific actions, as well as actions in line with their competences.

The final selection of volunteers and the definition of their specific tasks will be established alongside “la Caixa” Foundation while the proposal is being implemented.

7. EVALUATION CRITERIA

The guiding principles for orienting action and the criteria that proposals must fulfil to be eligible for financing are listed below:

- Promotion of coordination and complementarity with stakeholders and activities of the current Work4Progress programme platforms in India, Mozambique and Peru.
- Promotion of the participation and empowerment of the most vulnerable and excluded sectors and particularly women and young people.
- Encouragement of innovation in processes, services and products.
- Having the potential economic viability to generate economic growth with a broad social base and to encourage the creation of employment (self-employment and/or salaried employment) on a significant scale.
- Membership of sectoral and/or territorial production and value chains.
- Having the potential to enter markets (local, regional, national and/or even international).
- Increasing the quantity and quality of opportunities for collaboration among public and private stakeholders.
- Generation of a positive impact on community perceptions in the zone.

Under no circumstances will programmes involving a high level of welfare assistance receive backing. Given the nature of the call, backing for initiatives of a strictly social kind, i.e. projects exclusively in the areas of health, education, etc., is not envisaged either.

8. APPLICATION PRESENTATION METHOD

The Work4Progress programme call will run from **3 May 2022 at 12 p.m. to 26 May 2022 at 5 p.m. (CET)**.

Applications must be submitted using the following link:

<https://www.convocatoriasla Caixa.org/Convocatorias/>

Applicants must follow the process detailed below and:

- Accredite the applicant organisation by submitting the required administrative and curricular documentation. It is only necessary to accredit the applicant organisation of the network of organisations that is presented to the call. The process of accreditation of organisations is permanently open.
- Complete and attach the application form, which can be downloaded from the above link once the call is open, and attach the other necessary documents.
- Process the application before the closing date.

The entire proposal submission dossier must be presented online using the “la Caixa” Foundation calls application. Upon submitting the dossier, a reference number will be issued.

Applications submitted using other means (e.g., by fax, post or email) will not be accepted.

Applicants must check to ensure that their dossiers are complete by using the checklist that appears in these terms and conditions (see Annex VI). Incomplete applications will not be accepted, neither applications outside the deadline.

All documentation submitted to “la Caixa” Foundation will be filed and remain in its possession.

9. SELECTION AND RESULTS OF THE CALL

“la Caixa” Foundation may select more than one network of institutions per country.

All proposals will be analysed, evaluated and prioritized by an external evaluation committee.

“la Caixa” Foundation may call the applicant institutions and their local partners to an onsite or online interview during the evaluation process. “la Caixa” Foundation may also make on-the-spot visits to the shortlisted applicants whenever possible.

The proposals selected by the external evaluation committee will be presented to the governing body of “la Caixa” Foundation for their definitive approval.

The decision to grant or deny funds will be communicated directly to the lead entity of the network.

If no proposals should meet the criteria established in these terms and conditions, the call will be declared null and void. The final decision of the call may not be appealed.

10. FORMALIZATION OF COLLABORATION

“la Caixa” Foundation and the leading institution of the selected network/s will enter into a collaboration agreement in which the rights and obligations of both parties will be specified and the period of execution, the amount to be contributed by “la Caixa” Foundation, the method of payment and the submission of the monitoring, evaluation and audit reports, among other items, will be determined.

The institution that signs the agreement will be responsible for proper management of the funds for the project. The agreement will be subject to applicable legislation.

Should the institution not comply with the terms and conditions of the agreement, “la Caixa” Foundation may totally or partially suspend or cancel payments. In the event of negligent action by the cooperation institution, “la Caixa” Foundation may demand a total or partial refund of the amounts paid out.

The economic contribution of “la Caixa” Foundation will be paid into an account specifically for this initiative, which will be opened by the leading institution. If the leading institution is Spanish, this account must be opened with CaixaBank.

This account must be used solely and exclusively for the execution of the program (including the interest that this amount may generate in the account) for the entire duration of the program. The leading institution undertakes not to order transfers from this current account to current accounts held by the leading institution in other financial institutions.

Generally, as established in the agreement, “la Caixa” Foundation will pay the amount corresponding to the first year within a maximum of two months from the signing of the agreement. The following payments will only be made upon the request of the institution, subsequent to the presentation thereby of the corresponding monitoring reports and after their approval by “la Caixa” Foundation.

11. MONITORING AND ATTESTATION

Monitoring reports

To maintain fluent communication and ensure good supervision and monitoring, the leading institution of the selected network must regularly issue “la Caixa” Foundation with reports on the technical and financial components specified below.

The parties will likewise remain in contact throughout the process and coordinate with the respective Work4Progress platform with a view to guaranteeing a constantly fluid exchange of information.

The following monitoring reports must be submitted:

- A narrative and economic monitoring report six months from the starting date, to be submitted within a period not exceeding two months.

- An annual narrative and economic monitoring report on programme execution, which must be submitted in a period of no more than two months after the end of each year.
- A narrative and economic monitoring report six months after the starting date of the second year of programme execution, to be submitted within a period not exceeding two months.
- A final narrative and economic report on the project, in a period of no more than two months after completion of the project.
- An annual audit report, which must be submitted within a period of no more than two months after the end of each year. The annual audit must be performed by external and, whenever possible, local personnel. The report from this audit will be issued to “la Caixa” Foundation in a period of no more than three months after the end of each year.

“la Caixa” Foundation will provide models for the narrative, economic and audit monitoring reports.

“la Caixa” Foundation may at any time ask for information it deems necessary to verify or to control the project. The original receipts of all invoices and/or certificates of expenses must be made available to “la Caixa” Foundation when it so requests.

The performance and management of the project may be examined and audited by “la Caixa” Foundation or by a third party contracted by the Foundation to this end.

Monitoring Committee

A Monitoring Committee must be established. It should comprise an equal number of representatives from each party as well as an external coordinator. Representatives of the associated institutions in the network may also be invited to take part.

Unless otherwise agreed, regular onsite or online meetings (by telephone, Skype, videoconference, etc.) must be held to monitor the implementation of the Agreement and, when justified or required, technical meetings and contacts will be arranged upon request by either party.

The tasks of the Monitoring Committee include:

- Supervision of the programme’s development, implementation and progress.
- Provision of advice and/or recommendations about matters or needs that may arise regarding the programme’s implementation.
- Provision of advice and decision-making about the results of the programme evaluation processes.
- Provision of advice and decision-making about the incorporation or withdrawal of partners associated with the programme.
- Provision of advice and decision-making about the allocation of the programme’s funds.
- Conveying decisions or recommendations by the committee to the parties concerned in their respective organizations.
- Agreeing and guaranteeing the implementation of a joint communication plan regarding the programme and all the associated activities, as deemed necessary.

12. DATA PROCESSING AND CONFIDENTIALITY

The corporate contact data of the persons acting on behalf of the participating institutions that are provided in the application for this call will be processed in accordance with current data protection legislation.

The Fundació Bancaria Caixa d'Estalvis i Pensions de Barcelona, "la Caixa" (hereinafter "la Caixa" Foundation), with NIF G-58899998 and address at Plaza Weyler, 3, 07001 Palma (Illes Balears), is the institution responsible for processing the corporate contact details of the interested parties who act on behalf of the institutions answering the above-mentioned call.

The corporate contact details of the interested parties will be processed in order to allow the development, compliance and control of this call to which the entity is presented, as well as to be able to maintain the commercial, contractual or collaboration relations of the "la Caixa" Foundation.

The processing of data derived from commercial, contractual or collaboration relations of the "la Caixa" Foundation with the interested parties representing the entities that present themselves to the aforementioned call are based on a legitimate interest of the "la Caixa" Foundation, expressly recognized in the privacy regulations.

Data subjects may object to receiving this processing, now or at any other time, as well as receive further information about the weighting reports or about the processing of their personal data based on a legitimate interest by sending a request to the attention of the Data Protection Officer, to the postal or electronic addresses indicated.

"la Caixa" Foundation does not adopt decisions that may significantly affect the interested parties based solely on automated processing, nor will it transfer the aforementioned Personal Data without the prior consent of the interested parties, except those that are necessary for compliance with the legal obligations to which the latter is subject at all times. In the same way, our entity has contracted services from technology providers located in countries that do not have regulations equivalent to the European one. The contracting of these services complies with all the requirements established by the Data protection regulations, applying to the transfer of your Personal Data the guarantees and safeguards necessary to preserve your privacy.

The Personal Data will be kept as long as the relationship with "la Caixa" Foundation is maintained, or as long as the interested parties do not exercise their rights of opposition, portability and / or deletion. In the event of any of the above circumstances, the Personal Data will be kept during the legal limitation periods that are applicable, in accordance with the corresponding regulations. In this case, they will be treated for the sole purpose of proving compliance with our legal or contractual obligations. At the end of these limitation periods, the data will be deleted or, alternatively, anonymized.

Interested parties may exercise their rights of access, rectification, deletion and portability, limitation and / or opposition to the treatment, by writing to the "la Caixa" Foundation at the electronic address dpd@fundacionlacaixa.org or to its postal address (Avenida Diagonal, 621-629, 08028, Barcelona - Spain).

If the interested parties consider that the processing of their Personal Data violates the applicable regulations, they can submit a claim to our Data Protection Delegate, through the postal and electronic

addresses indicated, and / or to the Spanish Agency for Data Protection, through its electronic headquarters, or its postal address.

13. RESOLUTION OF QUERIES AND ENQUIRIES

For any questions or queries related to the submission process and the online platform, please contact:

The “la Caixa” Foundation Information Service

Ph.: +34 900 223 040 (Monday to Friday from 9 a.m. to 5 p.m. CET)

e-mail: info@fundacionlacaixa.org

For specific questions about the contents, please contact:

Work4Progress Program of “la Caixa” Foundation

e-mail: work4progress@fundacionlacaixa.org

You are likewise informed that an **online informative and enquiry session** is to be held **from 3 p.m. to 4 p.m. CET on 27 April**.

Please click on the following link to register:

<https://cloud.news.fundacionlacaixa.org/form01?idf=SWW4PIP2022&lang=en>

ANNEX I. WORK4PROGRESS INDIA

More information: <https://fundacionlacaixa.org/en/international-cooperation-work-4-progress-call>

Network led by: Development Alternatives

Partners: Janastu, Transforming Rural India Foundation (TRIF), Rangde, MDSS and SVSS.

Regions: Bundelkhand y Eastern Uttar Pradesh.

Start year: 2017

11 systemic prototypes underway:

- Regional Coalitions for Business Development.
- Network of information kiosks for the entrepreneur.
- Network e-Rickshaws led by women.
- Microcredit instruments.
- Competitions to encourage business and commercial leaders.
- Virtual co-working spaces for rural women.
- Digital platform "I am an entrepreneur".
- Community enterprise of drinking water.
- Peer-to-peer learning.
- Safe spaces for women.
- Module on self-governance.

And 67 prototypes of microenterprises in the sectors of retail, services, ICTs, handicrafts, food processing, agricultural initiatives, etc.

Network led by: Alianza por la Solidaridad – Action Aid Association

Partners: Gramonnati Sansthan, PAHCHAN Farmers Producer Company, SJGSSS.

Regions: Bundelkhand.

Start year: 2020

8 prototypes underway:

- Women farmers producer organisation.
- Goat rearing.
- Seasonal agricultural models with local seed production.
- Horticulture.
- Poultry breeding.
- Multilayer vegetable cultivation.
- Compost production.
- Nutritional gardens.

ANNEX II. WORK4PROGRESS MOZAMBIQUE

Network led by: Ayuda en Accion

Partners: Mundukide, ESSOR, El-J, Adel, Technoserve, Gapi, Elaco Orrea, Kampos.

Region: Cabo Delgado.

Start year: 2018

14 prototypes underway:

- Guarantee fund.
- Social enterprise of commercialization of products of Cabo Delgado.
- Micro-enterprises of egg-distributing women.
- Associative rural microenterprise (MERA) of beekeeping.
- MERA of renewable energies.
- MERA fruit drying.
- Cereal crops.
- Horticultural crops.
- Fruit production.
- Network of micro companies distributing agricultural inputs.
- Social enterprise of vocational training and labor insertion of young people.
- Training for entrepreneurship.
- Training of women in solar irrigation technologies.
- Low-cost technologies for weed control.

Network led by: Cesal

Partners: IPEME, Unilurio.

Regions: Cabo Delgado and Matutuíne (Maputo).

Start year: 2020

6 prototypes underway:

- Agroforestry systems.
- Commercial-scale agricultural production.
- Community agricultural marketing.
- Autonomous solar irrigation equipment.
- Solar grinding.
- Agricultural conservation silos.

Network led by: Enraíza Derechos

Partners: Fundação Encontro, ATAP.

Regions: Boane, Namaacha and Magude (Maputo).

Start year: 2021

Pre-identified prototypes:

- Horticultural cultivation.
- Fruit drying.
- Social marketing company.
- Supply distribution network.
- Marketing of agricultural products (Casa Agraria de Magude).
- Guarantee Fund.
- Social incubator (labor insertion).
- Recycling company.
- Financial education initiatives.
- Access to solar energy.

ANNEX III WORK4PROGRESS PERU

Network led by: Entreculturas

Partners: Fe y Alegría, CCAIJO, SAIPE, AVSI, Imago.

Regions: Quispicanchi and Condorcanqui.

Start year: 2018

13 prototypes underway:

Quispicanchi (Cusco):

- Business Development Center.
- Social marketing company.
- Social enterprise of dairy products.
- Rural Community Tourism route Ausangate.
- Hydroponic fodder for guinea pigs.
- Production and marketing of hens.
- Alpaca fiber fabric crafts.
- Job board.
- Education Sec. Rural for entrepreneurship.
- Promotion of youth entrepreneurship.

Condorcanqui (Amazonas):

- Business Development Center.
- Processing and marketing of bananas.
- Production and sale of regional hens.

Network led by: World Vision

Partners: SENATI.

Regions: Quispicanchi.

Start year: 2021

Prioritized prototypes for e-commerce:

- Rural community tourism.
- Crafts.
- Dairy products.

Network led by: Codespa

Partners: UNMSM, CITBM, Tierra de los Yachacs, SiC4Change, Bridge for Billions.

Regions: Quispicanchi and Condorcanqui

Start year: 2020

12 prototypes underway:

- FREES Fund.
- Dehydrator banana flakes.
- Biofiber banana residues.
- Cocoa dryer.
- TRC Ausangate (ventures).
- TRC Ausangate (digital tools).
- Rural Commercial Promoters.
- Roasted corn from the Ande.
- Feed for livestock.
- Cocoa Innovation Table
- Corn Innovation Table
- Young Entrepreneur Fund (with MiCrowd).

Network led by: Acción contra el Hambre

Partners: Alternativa y Fundación San Marcos.

Regions: Lima Norte.

Start year: 2021

Proposed prototypes:

- Food markets (connection with Cusco and Amazonas products).
- Restaurants Lima Norte (connection with Cusco and Amazonas products).
- Employment and entrepreneurship.

ANNEX IV. FINANCING AND ELIGIBLE EXPENDITURE

The amount of the grant will be established in accordance with the budget and documentation submitted by the applicant institution and with the budget availability of the call. “la Caixa” Foundation may request clarification and, where applicable, reductions.

Only the eligible expenses broken down in the attached table may be considered for the grant. To be considered eligible for the call, expenses must meet the following requirements:

- They must be necessary to implement the project, be contemplated in the budget, clearly associated with the activities and adhere to the principles of sound financial management and, in particular, the principles of profitability and efficiency.
- They must be paid by the applicant institutions while the project is being implemented. This does not affect costs associated with raising the baseline.
- They must be entered into the accounts or tax documents of the applicant institutions, be identifiable and verifiable through the provision of original supporting documents.

The following costs will not be eligible:

- Debts and provisions for possible losses.
- Interest owed, supplement charges or administrative and criminal penalties.
- Expenditure already financed in another context.
- Acquisition of real estate, unless it is essential for the direct execution of the project and is expressly authorized by “la Caixa” Foundation, in which case the property must be transferred to the final beneficiaries or to the local partners by the end of the project at the latest.
- Losses from currency exchange.
- Direct taxes (real estate, inheritance, etc.). Indirect taxes (VAT) are, however, eligible.
- Loans with third parties.

Financial return yielded by funds from “la Caixa” Foundation to the applicant institutions must be accredited through certification and will be applied exclusively to defray the direct costs associated with the project. Applicant institutions must inform “la Caixa” Foundation of the headings under which these yields have been entered in the respective monitoring report or evaluation.

As local contributions, valuations will be accepted, provided they are sufficiently accredited and intrinsically linked, either exclusively or proportionally, to the project in question. These valuations, like the other contributions, will be checked.

TABLE OF ELIGIBLE EXPENSES:

DIRECT COSTS	
Identification and formulation	Costs arising from on-the-spot identification.
Lands and property	Funds necessary for the acquisition or lease of land and properties and their legal registration in the local land registers (taxes, fees, notary fees, legal licences, etc.). For acquisition or lease, once the grant has been awarded, written authorization from “la Caixa” Foundation International Department will be required, and jointly determined documentation must be provided.
Construction and refurbishment	<p>Costs directly associated with construction and refurbishment work envisaged in the project (labour and transport of workers, materials and their transport, removal of debris, mandatory technical reports, licences, fees, mandatory insurance, site management, etc.).</p> <p>Constructions built during the subsidized programme will not be subject to the applicable depreciation.</p> <p>Documentation required:</p> <ul style="list-style-type: none"> - For the execution of works valued at over 30,000 euros, a minimum of 3 different offers must have previously been requested for the purpose of comparison. A copy of the contract and certified copies of the invoices relating to any work that exceeds these amounts must be submitted with the final report. - Building project endorsed by the respective professional association. - Building certifications issued by the construction company. - An undertaking to assign the property or construction to the end for which it was awarded the grant and for a period of no less than 10 years. - Evidential documentation in accordance with the legislation of the country in which the form of ownership of the construction is specified. - If refurbishing leased properties, the owner’s consent and the relevant permits must be included.
Equipment and supplies	

	<p>Acquisition, repair and maintenance of machinery, equipment, furniture, fixtures, transport items, computer equipment and material (hardware and software), as well as the supplies associated therewith that are directly linked to achieving the project's objectives. Costs arising from the shipment, installation and commissioning of the equipment will be included.</p> <p>For supplies of capital goods for amounts of over 12,000 euros, a minimum of 3 offers from different providers must have previously been requested for the purpose of comparison.</p>
<p>Local staff</p>	<p>Local staff are defined as personnel of the Spanish NGO or of its local partners or of another organization of the beneficiary group subject to the employment legislation of the country where the project is being implemented and in which it provides the services, in accordance with the corresponding employment regime, whose functions and work are directly associated with the programme.</p> <p>Expenses for real wages, social contributions, insurance and other costs included in remuneration will be entered under this heading. Salaries and costs may not exceed those normally incurred by the applicant institutions and must be in line with the national salary scale. The necessary corroborative information must also be provided.</p> <p>The allocation may be partial or total, depending on the level of commitment to the eligible project. Only the expenses of those personnel who form part of the operational plan, and without whom the project could not be implemented, will be accepted.</p> <p>Neither penalties nor compensation for breach of contract attributable to the NGO, its partners or counterpart, nor supplementary charges for non-payment or delays in withheld taxes or social security may be entered.</p> <p>Expenditure on technical advice may be entered under this heading, provided that the advice is given by local personnel or companies.</p> <p>"la Caixa" Foundation reserves the right to ask the NGO, directly or through specially designated third parties, for the respective employment contracts which must bear record of the type of contract, professional category, salary and tasks to be performed, as well as the payslips signed by workers, Social Security contribution slips, invoices certifying the payment of insurance policies, income tax withholding forms, etc. It may also hold interviews with employees.</p>

Expatriate personnel	<p>Expatriate personnel are understood to be workers of the Spanish entity, subject to Spanish legislation, who provide their services in the country of execution and whose tasks are directly associated with the project.</p> <p>For those organizations that do not have expatriate personnel, the salaries of the persons from the Spanish institution who perform tasks directly associated with the project may be entered under this heading.</p> <p>Invoices allocated in both these cases will be governed by the same criteria as required for local personnel or, in other words, the salary level of the employee must be duly justified (and in accordance with the organization's salary scales).</p>
Technical and professional services	Expenditure on technical advice given by companies or consultancies may be entered under this heading.
Travel, accommodation and allowances	This heading will include all expenses related to travel, stays and allowances, both for the personnel associated with the project (local and expatriate personnel) and for technicians, trainers and ultimate beneficiaries, directly associated with the planned action.
INDIRECT COSTS	
Indirect costs	A lump sum may be subsidized, up to a limit equivalent to 7% of the amount of the total eligible costs of the project requested from "la Caixa" Foundation, by way of indirect costs corresponding to the general administrative costs incurred by the applicant institution and local partners.

ANNEX V. TABLE OF THE W4P PROGRAMME'S KEY PERFORMANCE INDICATORS

	Total number of organizations that are part of the network
LISTENING	Number of participants
	% Women
	% Youth
	Number of organizations/stakeholders (W4P + external)
	Number of activities (workshops, focus group, in deep interviews, etc.)
CO-CREATION	Number of participants
	% Women
	% Youth
	Number of organizations/stakeholders (W4P + external)
	Number of activities (co-creation sessions, etc.)
	Number of prototypes co-created
PROTOTYPING	Number of prototypes (microenterprises + systemic) put into operation
	Number of enterprises started
	Number of jobs generated / supported
	% jobs for women
	% jobs for youth
	Number of people reached

ANNEX VI. DOCUMENTATION CHECKLIST

Documentation relating to the proposal

- Duly completed application form.
- Timeline
- Budget

Documentation relating to the applicant organization

- Tax ID card or certificate of the institution.
- Copy of registration in the corresponding registry.
- Copy of the bylaws, which must duly state not-for-profit status.
- Photocopy of the National ID Card of the signatory of the application.
- For foreign institutions: certificate of tax residence in the corresponding country.
- Business report for the previous year.
- Organizational chart of the institution.
- Page featuring a summary of the last audit report.
- Balance sheets for the last three years.
- Profit and loss accounts for the last three years.
- Short CV of the project manager at the institution (maximum 1 page).
- Country strategy and/or sectoral strategy document, if available.
- Documentation proving membership of networks, platforms and other coordination bodies.

Documentation relating to the partner institutions

- Tax ID card or certificate of the institution.
- Copy of the institution's registration in the corresponding registry.
- Copy of the bylaws.
- National ID document or passport of the institution's representative.
- For foreign institutions: certificate of tax residence in the corresponding country.
- Business report for the previous year.
- Organizational chart of the institution.
- Page featuring a summary of the last audit report
- Balance sheets for the last three years.
- Profit and loss accounts for the last three years.
- Country strategy and/or sectoral strategy document, if available.
- Documentation proving membership of networks, platforms and other coordination bodies.

Complementary information

Any additional information deemed necessary for a better understanding of the proposal should be submitted on a duly separate document.