



RESPONSIBLE BUSINESS CONDUCT IN LATIN AMERICA AND THE CARIBBEAN FUND

Terms and conditions of the Call

1. Background

The expectation that goods and services should be produced and supplied in a manner that guarantees the respect for human rights, decent work, and environmental protection has grown significantly. At the same time, the past decades have seen a convergence of international standards on responsible business conduct (RBC), including on the corporate responsibility to respect human rights. Governments, business and civil society are also showing an increased interest in promoting responsible business conduct.

In this context, the Responsible Business Conduct in Latin America and the Caribbean (RBCLAC) project was recently launched to address those challenges. This project is implemented by the International Labour Office (ILO), the Organization for Economic Co-operation and Development (OECD), and the United Nations Office of the High Commissioner for Human Rights (OHCHR), and financed and designed in collaboration with the European Union (EU).

The RBCLAC project aims to:

- a) Support governments, businesses and stakeholders in their efforts to promote and uphold responsible business conduct in line with international standards.
- b) promote smart, sustainable and inclusive growth in the EU and Latin America and Caribbean by supporting responsible business conduct through a mix of regional and country-specific activities in Argentina, Brazil, Chile, Colombia, Costa Rica, Ecuador, Mexico, Panama and Peru.

2. Fund Objectives

The RBCLAC Fund for the Promotion of Responsible Business Conduct in Latin America and the Caribbean will provide direct funding opportunities for initiatives in the region that contribute to the promotion and implementation of responsible business conduct..

The specific objectives of the fund are twofold:

- a) To facilitate collaboration among RBC initiatives
- b) To facilitate the development of activities conceived and executed by non-for profit entities that promote and strengthen the adoption of RBC practices to be implemented by Latin American and Caribbean and European companies, including but not limited to SMEs.

3. Eligibility

Eligible applicants include non-for-profit entities, including government or other public authority, employers' and workers' organizations, international organizations or legally recognized non-governmental entities. The latter are understood as carrying out non-profit oriented work, including non-governmental organizations (NGOs), universities and other research and educational institutions



having activities in targeted countries – namely Argentina, Brazil, Colombia, Chile, Costa Rica, Ecuador, Mexico, Panama and Peru- and with expertise on the topic. European Union Chambers of Commerce (including from Member States in Latin America) are also eligible under this call. All applicant organizations or entities must be legally registered in either Latin America and the Caribbean or the European Union.

Proposals* must involve the design and implementation of Responsible Business Conduct (RBC) related activities in the region (these may be of regional and/or national outreach). They must aim to encourage collaboration among RBC initiatives as well as to facilitate the development of actions that promote and strengthen the adoption of RBC practices within the target country/within the regional scope. Activities should result in improved RBC practices and this objective has to be central to the proposal, its target group and suggested activities.

It is encouraged that any interested organization or entity to submit its proposal, regardless its size or years of operation, etc., as long as it complies with the specific requirements for this particular call.

**Proposals are encouraged to consider World Health Organization guidelines on the COVID-19 pandemic and therefore activities requiring gathering of large numbers of people are discouraged until further notice from the authorities.*

The grants will finance actions, composed of a set of activities related to RBC such as:

- a) Outreach and in-country roundtables for priority sectors on RBC practices.
- b) Facilitation of peer-to-peer exchanges.
- c) Development of training on specific issues.
- d) Creating/Strengthening networks.
- e) Conducting research and studies.
- f) Knowledge-sharing field visits/study visits.
- g) Development of tools/materials.
- h) Development and sharing of good practices.
- i) Initiatives oriented to stimulate/facilitate formalization of the informal sector actors, including their RBC dimension.
- j) Etc.

The actions must contribute to the achievement of the objectives listed under section 2. Actions should consist of a coherent set of activities with clearly defined operational objectives, target groups and planned, tangible outcomes, within a limited timeframe. The proposed actions should be designed to produce specific, measurable results in response to identified problems.

Beneficiaries will be expected to measure the impact of their activities. Proposals must be based on concrete, recent and verifiable information that can clearly identify specific problems and the related constraints. It is thus necessary to set clear objectives based on specifically tailored strategies and intervention methodologies that incorporate complementary, consistent activities for tackling the identified problems directly. The means to be deployed should stem logically from this approach.

3.1. Ineligible Actions

The following types of action are ineligible:

- a) Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses.
- b) Actions concerned only or mainly with individual scholarships for studies or training courses.
- c) Construction or renovation of buildings or infrastructures.
- d) Actions that discriminate against specific individuals or groups of people on the basis of gender, sexual orientation, religion, ethnicity, political considerations or physical challenge(s).

3.2. Applications will NOT be considered if:

- a) Applications are incomplete.
- b) Applicants are not compliant with the criteria.
- c) Grant applications exceed the maximum grant size.
- d) They do not provide results, within the expected terms.

4. Application Requirements

All proposals must fulfill the following requirements:

- a) Justify how it contributes to achieving the objectives of the grant scheme
- b) Follow the application form established by the Responsible Business Conduct in LAC project for the purpose of the grant.
- c) Propose an initiative(s) that will be implemented in an eligible country (or set of countries) or beneficial to the overall objective of the project.
- d) Propose activities that are feasible within the timeframe and budget range.
- e) Ensure that the initiative promotes the visibility of the European Union-financed Responsible Business Conduct in LAC project.

In order to avoid conflict of interest, applicants are required to inform of any professional/commercial connection or family relationships they might have with the evaluation committee members, the EU, ILO, the OECD and the OHCHR.

5. Selection Criteria

Proposals will be assessed and selected based on the extent to which they satisfy the following criteria:

- a) Foster collaboration among RBC initiatives or agglutinate isolated initiatives.
- b) Have clear direction on how it promotes and strengthens the adoption of RBC practices in target countries.
- c) Address clearly who the main target groups are, as well as the beneficiaries.
- d) Provide detailed workflow, including the envisaged budget for each stage.
- e) Demonstrate proven capacity and expertise to implement the proposed activity.
- f) Provide a plan to share the lessons learned throughout the process, encompassing challenges and opportunities.

- g) Demonstrate viability and impact
- h) Consider gender perspective/sensitivity and include gender equality objectives
- i) Be replicable as far as possible
- j) Include a sustainability plan for the long term

Based on the eligibility and selection criteria, a selection committee, composed of representatives of the EU, ILO, OECD, and OHCHR, will review all proposals and jointly, by consensus, select those that will be awarded funding. All documentation related to the proposals received and the evaluation process will be kept for post-review.

Section	Maximum Score
1. Financial and operational capacity	20
1.1. Do the applicants have sufficient experience of project management?	5
1.2. Do the applicants have sufficient technical expertise (especially knowledge of the issues to be addressed)?	5
1.3. Do the applicants have sufficient management capacity (including staff, equipment and ability to handle the budget for the action)?	5
1.4. Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance of the action	30
2.1. How relevant is the proposal to the objectives and priorities of the Call for Proposals?	10
2.2. How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal?	10
2.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5
2.4. Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples and innovation?	5
3. Effectiveness and feasibility of the action	20
3.1. Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	10
3.2. Is the action plan clear and feasible?	5
3.3. Does the proposal contain objectively verifiable indicators for the outcome of the action?	5

Is any evaluation planned?	
4. Sustainability of the action	15
4.1. Is the action likely to have a tangible impact on its target groups?	5
4.2. Is the proposal likely to have multiplier effects (including scope for replication, extension and information sharing)?	5
4.3. Are the expected results of the proposed action sustainable?:(1) financially (how will the activities be financed after the funding ends?)(2) institutionally (will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?)(3) at policy level (where applicable) (what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?)(4) environmentally (if applicable) (will the action have a negative/positive environmental impact?)"	5
5. Budget and cost-effectiveness of the action	15
5.1. Are the activities appropriately reflected in the budget?	5
5.2. Is the ratio between the estimated costs and the expected results satisfactory?	10
Maximum total score	100

6. Amounts

The total amount to be granted during the project is 513,000 EUR. Grants will range between minimum 40,000 and maximum 90,000 EUR and a minimum amount of cash or in-kind co-funding of 10% will be expected.

7. Timeline

All activities must start no later than 60 days after receiving the initial grant installment. The timeframe of the fund scheme activities could range from a few weeks to several months, depending on their nature. The maximum project duration is 6 months; therefore, all activities need to be finalized in 8 months, including evaluation and final progress reports.

8. Disbursement

Payments will be done in the following manner:

- a) 60% at the moment of signing the grant contract.
- b) 30% after monitoring of satisfactory implementation of at least half of the deliverables previously agreed.
- c) 10% upon receipt of a satisfactory final/evaluation report.

9. Fund scheme implementation and reporting details

The beneficiary is responsible for implementing any activities and/or achieving the outputs identified and established in the fund scheme agreement. The grantee is also responsible for monitoring the execution and timeline.

Following the grant transfer to the grantee, the ILO will take measures to ensure that the conditions set out in the agreement are followed and that the grantee complies with all reporting requirements within the specified time frame.

At the end, a report must be prepared by the grantee, certifying, by the means specified by ILO regulations, that the funds have been used in accordance with the grant agreement, which will be assessed by the ILO. In case such certification is not provided, the last fund transfers may be made under the grant agreement and no new grants can be awarded to the grantee until the matter has been resolved. Additionally, the ILO may request the grantee to refund a grant in full or in part when:

- a) The grant was used for expenditures or purposes other than those mentioned in or in contravention of the agreement.
- b) The final report was not submitted within the established deadline.
- c) The report submitted was not satisfactory.
- d) A negative evaluation of the activity was made by the ILO or the selection committee.

ILO technical departments, regional administrative services and oversight bodies of the EU, ILO, OECD, and OHCHR may carry out random on-site verification to ensure compliance with the agreement.

After completion of the activities, the ILO may request the cooperation of the beneficiary in providing necessary information or data for the preparation of case studies or other publications, which directly relate to the activity funded.

10. How to Apply

- a) Only complete applications meeting the application criteria will be considered.
- b) Application forms, including all the required documents, must be completed on the online platform rbclac-fund.org
- c) Applications and documents should not be submitted via email nor per post.
- d) The deadline for submission is **midnight on April 20th 2020 (Brussels time zone)**. Applications submitted after the closing date for applications will be automatically rejected.

11. Selection process

Applicants will be selected through a 2-stage process

Stage 1: Applicants must send an application summary.

Stage 2: Shortlisted applicants will be required to deliver a more detailed application.

Successful applicants will be informed in writing via email by ILO. Once the grant contract has been signed by both parties, disbursements of funds will commence against the agreed project milestones. Successful implementers will be contacted by email. The selection committee is not able to provide feedback on unsuccessful proposals.

12. Indicative timetable

Dates	Activities
20/03/2020	Publication of call for proposals
20/04/2020	Deadline for submitting proposals - Stage 1
04/05/2020	ILO email notification to shortlisted applicants for Stage 1 results
31/05/2020	Deadline for submitting proposals - Stage 2
25/06/2020	Beginning of contracts and financial arrangements. This includes due diligence controls on selected applicants, including financial and government controls.
July/August 2020	Start of projects and activities.

13. Dispute settlement

The ILO, as a United Nations specialized agency, is not a subject of national law and therefore integrates in its agreements standard conciliation and arbitration clauses. In this manner, the character and nature of the ILO is fully respected while access to an independent and impartial system of justice is ensured. Arbitration will be applied in the events of any disputes, controversies or claims.

14. Confidentiality

Applicants must clearly mark which information should be treated as confidential. In connection with information provided in the application, the applicant may make available to ILO certain confidential and sensitive information for the purpose of the grant application. “Confidential Information” means any data or information, disclosed from the applicant to ILO, marked with the word “Confidential” at the time of submission of the application. ILO undertakes to use Confidential Information exclusively for the selection process of the Grant unless otherwise expressly agreed to in writing by the Disclosing Party. The selection process encompasses the shortlisted candidates’ information being distributed to the Selection Committee’s members who are responsible to ensure that the agreed principles and objectives are being complied with and that the selection criteria and scoring of applicants were carried out objectively.

15. Contact

For any further clarifications about the procedure details and selection process, contact us at info@rbclac-fund.org