

# COLLABORATION AGREEMENT

This Collaboration Agreement (hereafter called the “Collaboration Agreement”) is entered into on 1<sup>st</sup> of December 2020 (hereafter called the “Effective Date”) by and between the following research organisations:

1. **Vlaamse Instelling voor Technologisch Onderzoek**, a limited liability company with offices at Boeretang 200, 2400 Mol, Belgium (RPR Turnhout), registered under company number 0244.195.916, duly represented by Dirk Fransaer, Managing Director (“**VITO**”); and
2. **African Centre for Meteorological Applications for Development (ACMAD)**, created by UN Economic Commission for Africa, governed by its constitution and organised under the headquarters agreement with the Republic of Niger, represented by Andre Kamga Foamouhoue, Director General, whose Registered Office is at: 55 Avenue des ministeres PL6, p.o.box 13184 Niamey-Niger (“**ACMAD**”).

VITO and ACMAD hereafter individually referred to as a “**Party**” and collectively as the “**Parties**”.

**WHEREAS**, VITO received a letter of intent from ACMAD on 8<sup>th</sup> May 2020.

**WHEREAS**, the Parties have developed a project proposal [“Climate Information Platform for Adaptation in the Agricultural Sector in Africa (KLIMPALA)”] in the framework of the Internationale Klimaatfinancieringsprojecten 2020 of the Flemish Government (the “Project”).

**WHEREAS**, the proposal for the Project has been approved by the Flemish government (the “Funding Authority”) and VITO has secured funding for the Project executing a project agreement hereto with the Flemish government on 12<sup>th</sup> November 2020, hereafter the “Funding Agreement” attached to this document (*Exhibit 1*).

**WHEREAS**, this Agreement constitutes the understanding between Parties for performing the Project in collaboration according to the terms and conditions of the Funding Agreement (*Exhibit 1*).

## 1. Subject

- 1.1. **Performance of the Project.** The concrete content of the Project is described in detail in the Project Proposal known by all Parties and is attached to this document (*Exhibit 2*) together with a detailed Gantt chart and List of Deliverables and Milestones (*Exhibit 3*). The Parties will collaborate in good faith in order to implement the Project as set out in this Project Proposal, including the assigned deliverables and milestones (*Exhibit 3*), and according to the terms and conditions of the Funding Agreement. Each Party will use its best endeavours to carry out the Project in a timely and efficient manner, in accordance with its planned deliverables and milestones (*Exhibit 3*). Each Party shall perform the activities allotted to it and provide the human resources, materials, facilities and equipment that are designated as its responsibility. The Parties will ensure to exchange, and where necessary request, all necessary information without impairing any obligation of confidentiality.
- 1.2. **No warranty regarding outcome of scientific research.** Although each of the Parties will use its best endeavours to carry out the Project in accordance with this Agreement, no Party undertakes that any research will lead to any particular result, nor does it guarantee a successful outcome to the Project.
- 1.3. **Information and materials.** Each Party undertakes to promptly notify the Coordinator (see 3.2) of any significant information, fact, problem or delay likely to affect the Project. Each Party will promptly provide all information reasonably required by the Coordinator to carry out its tasks.
- 1.4. **Involvement of third parties.** A Party that subcontracts part of its activities under the Project to a third party (including but not limited to its affiliates) remains solely responsible for the carrying out of these activities and for such third party’s compliance with the applicable provisions of this Agreement. It will ensure that the involvement of a third party does not affect the rights of the other Party.
- 1.5. **Rights limited to the Project.** The Agreement as well as the hereby forthcoming rights and obligations will only be related to the realization of the Project. The Parties explicitly agree that the Agreement will not extend to or is related with other activities or projects of the Parties.

- 1.6. **Subordinate to Funding Agreement.** Current Agreement gives further elaboration to the commitments and obligations of the Parties stipulated in the Funding Agreement. Nothing in this Agreement shall be understood as limitation of any of these obligations or commitments. In case the provisions listed in this Agreement conflict with the provisions of the Funding Agreement, the provisions of the Funding Agreement shall prevail and will be respected integrally.

## 2. Mutual relationship of the Parties

The Parties acknowledge to act as independent Parties and cannot be considered agents or representatives of each other, nor will there be any joint liability between Parties for each other's obligations, barring recorded in writing differently. The Parties will not be entitled to act or to make legally binding declarations on behalf of any other Party. Nothing in this Agreement will be deemed to constitute a joint venture, agency, partnership, interest grouping or any other kind of formal business grouping or entity between the Parties.

## 3. Roles and responsibilities

- 3.1. **Division of activities.** The Parties will remain loyal to the division of activities as determined in the Project Proposal. To meet these provisions, Parties will inform each other of the progress made and/or eventual problems preventing or threatening to achieve the Project goals.
- 3.2. **Coordinator.** Without prejudice the respective obligations of each Party, VITO will act as Coordinator and will be responsible for:
- (a) to analyse the progress and the evolution of the Project in order to achieve the Project goals;
  - (b) coordination, management and control of the execution of the Project;
  - (c) collecting, reviewing to verify consistency and submitting reports and other deliverables (including financial statements and related certifications) to the Funding Authority;
  - (d) providing, upon request, the Parties with official copies or originals of documents which are in the sole possession of the Coordinator when such copies or originals are necessary for the Parties to present claims or other legitimate interests.
- 3.3. **Reporting.** ACMAD shall provide the Coordinator a progress-status pertaining to its activities under the Project at the reporting deadlines as set forward and imposed in the Funding Agreement. The layout and content of the reports will be conform to all requirements imposed by Funding Authority.
- 3.4. **Authority.** The Coordinator shall not be entitled to act or to make legally binding declarations on behalf of ACMAD .

## 4. Steering Committee

- 4.1. **Members.** The Parties establish a Steering Committee. Any Member may be present or represented at any meeting of the Steering Committee or may appoint a substitute or a proxy to attend and vote at any meeting. Each Member may invite other persons within its organization if relevant to the agenda to be discussed at a particular meeting of the Steering Committee. After approval by the Coordinator, a Member may also invite external advisors if relevant to the agenda to be discussed at a particular meeting of the Steering Committee and if such advisors are bound to confidentiality obligations no less stringent than those contained in this Agreement. A representative of the Funding Authority will be invited by the Coordinator as a guests to the ordinary meeting of the Steering Committee.
- 4.2. **Meetings.** The Coordinator will chair all meetings of the Steering Committee, unless decided otherwise in a meeting of the Steering Committee. The Coordinator shall convene meetings of the Steering Committee. Ordinary meetings will take place every year and extraordinary meetings may be convened at any time upon written request of one of the Members. The Coordinator shall give notice in writing of a meeting with the agenda to each Member no later than fourteen (14) calendar days in advance.
- 4.3. **Quorum, voting power and majorities.** The Steering Committee can only deliberate and decide validly if all of its Members are present or represented. Each Party will have one vote. Decisions require unanimity of all votes.
- 4.4. **Actions and decisions.** The following, non-exhaustive, actions and decisions will be taken by the Steering Committee:

- (a) collect information on the progress of the Project, examine that information to assess the compliance of the Project with the Project Proposal and, if necessary, propose modification of the Project Proposal to Funding Authority (to the extent required by this Agreement or the Funding Agreement);
  - (b) approval of the yearly activity plan and budget;
  - (c) determine press releases, joint publications and other public disclosures regarding the Project;
  - (d) propose to the Funding Authority, as applicable, major changes in work under the Project (e.g., termination, creation, or reallocation of top level work packages) to the extent required or permitted by this Agreement or the Funding Agreement;
  - (e) escalate of a matter to the management if a Party deems that its legitimate interests are seriously affected by a decision of the Steering Committee and no amicable resolution has been found at the level of the Steering Committee.
- 4.5. **Written decision-making.** Any Member may participate in meetings by teleconference, video-conference or any other technology that enables everyone participating in the meeting to communicate interactively and simultaneously with each other. Any decision may be taken without a meeting if the Coordinator circulates to all Members a written document which is then unanimously accepted and signed by all Members.
- 4.6. **Minutes of meetings.** The Coordinator will produce written minutes of each ordinary meeting and will send the draft minutes to all Members within ten (10) calendar days of the meeting. The minutes will be considered as accepted and become binding if, within fourteen (14) calendar days from sending, no Member has objected in writing to the Coordinator with respect to the accuracy of the draft of the minutes. The Coordinator shall keep the records of the accepted minutes.

## 5. Confidential Information

- 5.1. **Confidential Information.** Shall mean all and any information or data that is or has been disclosed by the Disclosing Party and/or its affiliates: (a) in writing or by email or other tangible electronic storage medium and is clearly marked “Internal”, “Confidential”, “Restricted”, or “Proprietary”; or (b) verbally or visually, and then followed within twenty (20) working days thereafter with a written description from the Disclosing Party to the Receiving Party summarizing the Confidential Information that was verbally and/or visually disclosed. Notwithstanding the foregoing, if a party fails to mark or otherwise later identify Confidential Information as such to the other party, such failure shall not in and of itself be grounds for treating said Confidential Information as anything other than Confidential Information if a reasonable person under a similar situation would reasonably believe that the particular information and/or data at issue is confidential and proprietary information of the Disclosing Party.
- 5.2. **Restrictions.** The Receiving Party shall up until five (5) years after the end of the Project:
- (a) not use the Confidential Information otherwise than for the purpose for which it was disclosed;
  - (b) not disclose the Confidential Information to any third party without the prior written consent of the Disclosing Party.
- 5.3. **Internal use.** The Receiving Party shall internally distribute Confidential Information on a strict need-to-know basis and apply the same degree of care with regard to the Confidential Information as with its own Confidential Information, but in no case less than reasonable care. The Receiving Party shall have its employees, collaborators, advisors and consultants comply with the confidentiality provisions hereof and shall ensure that they continue to do, as far as legally possible, during and after the end of the Project and/or after the termination of employment or the agreement with the advisor or consultant.
- 5.4. **Exceptions.** The foregoing obligations do not apply for disclosure or use of Confidential Information, if and in so far as the Receiving Party can show that:
- (a) the Confidential Information became public other than through a breach of the Receiving Party’s confidentiality obligations;
  - (b) the Confidential Information is received by the Receiving Party without any obligation of confidence from a third party who is in lawful possession thereof and under no obligation of confidence to the Disclosing Party;
  - (c) the Confidential Information was already known to the Receiving Party prior to disclosure;

- (d) the Confidential Information was developed by the Receiving Party completely independently of any such disclosure by the Disclosing Party;
  - (e) the disclosure or communication of the Confidential Information is required by provisions of the Hermes Fund Agreement; or
  - (f) the Disclosing Party informs the Receiving Party that the Confidential Information is no longer confidential.
- 5.5. **Disclosure regulated by law.** If a Receiving Party becomes aware that it will be required, or is likely to be required, to disclose Confidential Information in order to comply with applicable laws or regulations or with a court or administrative order, it shall, to the extent it is lawfully able to do so, prior to any such disclosure, notify the Disclosing Party and comply with the Disclosing Party's reasonable instructions to protect the confidentiality of the information.
- 5.6. **Unauthorized use and disclosure.** A Receiving Party shall promptly advise the Disclosing Party in writing of any unauthorised disclosure, misappropriation or misuse of Confidential Information after it becomes aware of such unauthorised disclosure, misappropriation or misuse.
- 5.7. **Return.** A Receiving Party shall return to the Disclosing Party on demand and by the end of the Project specified Confidential Information which has been supplied to or acquired by the Receiving Party including all copies thereof and delete all information stored in a machine readable form. The Receiving Party may keep a copy for archival purposes if needed for the recording of ongoing obligations or if such copy is contained in an archived computer system backup that was made in accordance with the Receiving Party's security and/or disaster recovery procedures; provided, however, that any such copies will remain subject to the terms of Article 5.
- 5.8. **Information of third parties.** Information which is received by one of the Parties from a third party and that is necessary for the execution of the Project, will be shared with the other Parties in the Project, excluding the case that confidentiality obligations of this Party towards this third party is preventing this. The abovementioned regulations on confidentiality are applicable.

## 6. Funds

- 6.1. **General budget.** The total budget for the Project received by the Funding Authority is 1.660.000,00€, which is broken down in detail in *Exhibit 4* and which shall cover all tasks and duties in accordance with the execution of the Project. A Party that spends more than its allocated share of the budget as set out in the General Budget and individual Payment plan will be funded only in respect of duly justified eligible costs up to an amount not exceeding that share in the General Budget.
- 6.2. **Distribution of the Funds.** The funds will be paid by the Funding Authority to VITO on its bank account. The financial contribution of the Funding Authority to the Project shall be distributed by the Coordinator on a yearly basis after the approval of the reports by the Funding Authority. A Party shall be funded only for its tasks carried out in accordance with the Project Proposal and in accordance with the individual Payment Plan (*Exhibit 5*). The Payment Plan for ACMAD is provided in *Exhibit 5*.
- 6.3. **Payments.** In the first year of the project, at contract signature, ACMAD will receive payment from VITO to partly cover initial costs related to Project startup. This payment will amount to 50% of the budget allocated to ACMAD in year one (1) of the Project (*Exhibit 5*). When the contract between VITO and ACMAD has been signed by both parties, VITO will inform ACMAD that ACMAD can send the invoice to VITO in accordance with the Purchase Order VITO will send to ACMAD . The second, third and fourth payment are subject to the approval of the annual reports, submitted by VITO, by the Funding Authority. Only when VITO has received the Funding Authority's approval of an annual report, will VITO inform ACMAD that ACMAD can send the invoice to VITO for the corresponding payment in accordance with the Purchase Order issued by VITO. As per the Payment Plan (*Exhibit 5*), the second payment will be the remaining 50% of the budget in year one (1).
- 6.4. **Justifying Costs.** In accordance with its own usual accounting and management principles and practices and the terms and conditions of the Funding Agreement, each Party shall be solely responsible for justifying its costs with respect to the Project towards the Funding Authority (see 11.1). The Coordinator shall not be in any way liable or responsible for such justification of costs towards the Funding Authority.
- 6.5. **Withholding payments.** The Coordinator is entitled to withhold any payments due to ACMAD if ACMAD is in breach of its obligations under this Agreement or the Funding Agreement. The Coordinator is equally

entitled to withhold payments to ACMAD or recover payments from ACMAD when this is suggested by or agreed with the Funding Authority.

## **7. Entry into force, duration and termination**

- 7.1. **Entry into force.** This Agreement shall become effective on December 1<sup>st</sup> 2020 and shall continue in full force and effect until complete fulfilment of all obligations undertaken by the Parties under the Funding Agreement and under this Agreement.
- 7.2. **Duration and termination.** The estimated duration of the Project is three (3) years. This Agreement may be terminated in the event that the Funding Agreement is terminated.
- 7.3. **Termination when not complying.** The Agreement can be terminated towards ACMAD before the end of the Project in case this Party fails to comply with its obligations according to the Funding Agreement and does not remedy this omission within the thirty (30) calendar days after the receipts of a recorded notice by the Coordinator.
- 7.4. **Survival of rights and obligations.** The provisions relating to publications and confidentiality, for the time period mentioned therein, as well as for liability, applicable law and disputes resolution shall survive the expiration or termination of this Agreement.

## **8. Publications**

- 8.1. **Duration.** Each Party will during the Project as well as within a period of one (1) year after the termination of the Agreement comply with the terms stated in this article concerning publications.
- 8.2. **Prior notice of dissemination.** At least forty-five (45) days prior notice of any submission for publication or other dissemination activity of the Project results will be given to the other Party, including sufficient information concerning the planned publication or dissemination activity and the data envisaged to be published or disseminated. The coordinator will inform the Funding Authority of the planned publication. Only in case of publication or dissemination of Project results or at the request of the Funding Authority, the other Party may object to the envisaged dissemination or publication if such dissemination or publication would adversely affect the protection of its Confidential Information or reputation within thirty (30) days of the notification. Any objection to the planned dissemination or publication must be made in writing to the publishing Party concerned with a precise request for necessary modifications with specification on data to omit and clear suggestions on improvements. If an objection has been raised, the Parties shall discuss how to overcome the justified grounds for the objection on a timely basis (for example by amendment to the planned publication and/or by protecting information before publication) and the objecting Party will not unreasonably continue the opposition if appropriate actions are performed following the discussion. If no objection is made within the time limit stated above, the publication or dissemination is permitted.
- 8.3. **Acknowledgment.** Unless the Funding Authority request otherwise, any publications and publicity, including at a conference or seminar or any type of information or promotional material (brochure, leaflet, poster, presentation etc.), must specify that the logo of the Funding Authority and that the Project has received research funding from the Funding Authority. The publishing Party is responsible for assuring that a (digital) copy of every press release or publication of material based on or developed under the Project, clearly labelled with the Project name.
- 8.4. **Disclosure by Funding Authority.** The Parties hereby authorize the Funding Authority to publish, in whatever form and on or by whatever medium, the following information: name of the Parties, title of the Project, Starting Date and duration of the Project, the financial contribution to the Project, a non-confidential summary of the Project whereby the content of the summaries is approved by the Steering Committee.
- 8.5. **Use of names, logos or trademarks.** Nothing in this Agreement shall be construed as conferring rights to use in advertising, publicity or otherwise the name of the (collaborators of the) parties or any of their logos or trademarks without their prior written approval.

## 9. Equipment and Intellectual Property

- 9.1. **Intellectual Property.** Executing the Project shall not imply the transfer of intellectual property rights on the background IP from a party to the other Party. Each Party will grant access to its background IP for the purpose of performing the activities of a Party in the Project on a royalty-free basis. The Project results shall be jointly owned and each Party shall be free to use these Project results in its respective country of origin without prior notice or compensation to the other Party.
- 9.2. **Protection and exploitation.** The Parties may take such steps as they may decide from time to time to register and maintain any protection for the Project results, including filing and prosecuting patent applications. The Parties shall establish an agreement regarding the financing of the patent application, the responsibilities for patent prosecution, the exploitation of the patent rights and the distribution of revenues obtained by exploitation outside Belgium and Africa.

## 10. Warranties and liability

- 10.1. **No warranties.** In respect of any information or materials, including but not limited to background IP, supplied by one Party to another under the Project, no warranty or representation of any kind is made or implied as to the sufficiency or fitness for purpose nor as to the absence of any infringement of any proprietary rights of third parties. Therefore, (i) the recipient Party will in all cases be entirely and solely liable for the use to which it puts such information and materials, and (ii) no Party granting access rights will be liable in case of infringement of proprietary rights of a third party resulting from any other Party (or its affiliates) exercising its access rights. Notwithstanding the foregoing, each Party will bear sole responsibility for ensuring that its acts within the Project do not knowingly infringe third party property rights.
- 10.2. **Limitation of liability.** A Party's aggregate liability towards the other Party collectively will be limited to the Party's share of the Project subsidy, provided such damage was not caused by a wilful act.
- 10.3. **Indirect damages.** No Party will be liable to any other Party for any indirect or consequential loss or similar damage such as, but not limited to, loss of profit, loss of revenue or loss of contracts, provided such damage was not caused by a wilful act.
- 10.4. **Damage caused to third parties.** Each Party shall be solely liable for any loss, damage or injury to third parties resulting from the performance of the said Party's obligations by it or on its behalf under this Agreement.

## 11. Audit

- 11.1. **External audits.** The Funding Authority can at any time and up to seven (7) years after the termination of the Project and without approval of the Parties, appoint an external evaluator to assess the Project on its content and perform an external financial audit by an independent auditing firm according to international audit standards auditors. On the basis of the audit findings of a Party, the Funding Authority may take the measures which it considers necessary, including financial corrections and recovery of all or part of the payments made, in proportion to the value and seriousness of the audited Party's breach of obligations.

## 12. Miscellaneous

- 12.1. **Four corner clause.** The terms of the Agreements contains the consensus between Parties with respect to the execution of the Project and replace, undo and annul all prior notifications, oral or written agreements, proposals, offers and correspondence with regard to beforementioned subject. Each adjustment to the Agreement will only be binding when written and sufficiently signed by all Parties.
- 12.2. **Independent parties.** Neither Party shall incur any contractual or other liability, nor give any representation or warranty, on behalf of the other Party without the prior written authorisation of the other Party. This Agreement does not create any partnership, joint venture or any relationship of principal and agent between the Parties. Neither Party shall represent itself to be an agent of the other Party, nor shall either Party have any right or authority to bind the other Party in any respect or for any purpose.

Each Party will indemnify and hold the other Party harmless for and against any and all claims and recoveries initiated by third parties including members of its personnel, tax or social security authorities, with respect to compensations, taxes, levies and charges, including social security charges, on or over any activities performed by its personnel. This obligation to indemnify concerns also the indemnities which are in principle due by a Party but for which the other Party could be severally liable on the basis of any legal several liability.

- 12.3. **Partial invalidity.** Should any provision of this Agreement become invalid, illegal or unenforceable, it will not affect the validity of the remaining provisions of this Agreement. In such a case, the Parties will be entitled to request that a valid and practicable provision be negotiated which fulfils the purpose of the original provision.
- 12.4. **Information duty.** Each Party shall inform the Coordinator in due time of:
- (a) any changes in persons who will manage and monitor its work under the Project, and its contact details;
  - (b) any event which might affect the implementation of the Project; and
  - (c) any change in its legal name, address and legal representatives, and any change with regard to its organisational situation.
- 12.5. **Force majeure.** No Party will be considered to be in breach of this Collaboration Agreement if such breach is caused by Force Majeure. Each Party will notify the Steering Committee of any Force Majeure as soon as possible. If the consequences of Force Majeure for the Project are not overcome within six (6) weeks after such notification, the transfer of tasks (if any) will be decided by the Steering Committee.
- 12.6. **Entire agreement.** This Collaboration Agreement, consisting of this core text and
- (a) Exhibit 1: Funding Agreement
  - (b) Exhibit 2: Project Proposal
  - (c) Exhibit 3: Gantt chart and List of Deliverables & Milestones
  - (d) Exhibit 4: General budget break-down
  - (e) Exhibit 5: Payment Plan for ACMAD
- constitutes the entire agreement between the Parties relating to its subject matter. In case of discrepancies or interpretation, the provisions of the Funding Agreement will be leading.
- 12.7. **Notices and other communication.** Any notice to be given under this Agreement will be in writing to the addresses and recipients as listed in the beginning of this Agreement. If it is required in this Agreement that a formal notice, consent or approval will be given, such notice will be signed by an authorised representative of a Party and will either be served personally or sent by mail with recorded delivery. Other communication between the Parties may also be effected by other means such as e-mail with acknowledgement of receipt, which fulfils the conditions of written form. Any change of persons or contact details shall be notified immediately to the other Party.
- 12.8. **Assignment.** Except as otherwise expressly stated herein, neither this Agreement nor any rights or obligations of the Parties arising from this Agreement may be assigned or transferred, in whole or in part, to any third party; subject, however, to (i) prior written approval of the Steering Committee, and (ii) the written confirmation by the assignee that it agrees to be bound by the terms hereof.
- 12.9. **Personal Data Processing.** Each Party will comply with its respective obligations under all privacy and data protection laws and regulations applicable to the processing of personal data under this Agreement, including the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ("GDPR"). In case a Party qualifies as a processor of personal data for which another Party acts as the controller, the Parties will enter into a data processing agreement pursuant to article 28 of the GDPR. Each Party may collect and process names and contact details of the other party's designated contact persons or employees (including those of its affiliates and subcontractors), in order to be able to properly perform its tasks under this Agreement and any Project and to contact the other parties in this respect. Such personal data will not be used for any other purposes and will be deleted within a reasonable period after termination of this Agreement. Upon first written request hereto, a Party will provide the requesting party and/or the relevant data subjects



with additional information regarding its data processing activities, including - where appropriate - a copy of its applicable privacy and data protection policy.

- 12.10. **Applicable law and authorized courts.** This Agreement is construed in accordance with and governed by the laws of Belgium, without regard to any applicable conflict of law rules. All disputes arising out of or in connection with this Agreement, which cannot be solved amicably, will be finally and exclusively settled by the Courts of Brussels. Notwithstanding the foregoing, each Party will have the right at any time to commence an action or proceeding in any court of competent jurisdiction in order to seek and obtain a restraining order or injunction, but not monetary damages, to enforce the confidentiality provisions set forth herein.
- 12.11. **Electronic signature.** Parties agree that the execution of the Agreement by industry standard electronic signature software (e.g. via DocuSign) and/or delivery of the executed Agreement by e-mail shall have the same legal force and effect as the exchange of original signatures or a hard copy of the Agreement, and that in any proceedings arising under or relating to the Agreement, parties waives any right to raise any defense or waiver based upon execution of the Agreement by means of such electronic signatures or maintenance of the executed Agreement electronically.

SIGNED for and on behalf of **VITO**

DocuSigned by:  
*Dirk Franssaer*  
3228F249A39742F...

SIGNED for and on behalf of **ACMAD**

DocuSigned by:  
*[Signature]*  
F4A0D76F5FBE4AC...



## ***Exhibit 1 – Funding Agreement***

***Exhibit 1a : Funding Agreement between VITO and the Flemish Government, signed by VITO (in Dutch)***

DEPARTEMENT  
OMGEVING

AFSPRAKENKADER

TUSSEN

HET DEPARTEMENT OMGEVING

EN

VITO

MET BETREKKING TOT PROJECT

“KLIMAATINFORMATIE-PLATFORM VOOR  
ADAPTATIE IN DE LANDBOUWSECTOR IN AFRIKA  
(KLIMPALA)”

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## DOEL

Dit document beschrijft de afspraken met betrekking tot de besteding, het beheer, het bestuur en overleg, de rapportering, de communicatie en de opvolging van de toelage van de Vlaamse overheid in het kader van internationale klimaatfinancieringsprojecten 2020. Door de realisatie van het project wordt bijgedragen tot de strategische doelstelling inzake het bijdragen aan de Duurzame Ontwikkelingsdoelstellingen en internationale klimaatfinanciering, zoals vermeld in het regeerakkoord 2019-2024 en de beleidsnota's Omgeving, Klimaat en Buitenlands Beleid en Ontwikkelingssamenwerking 2019-2024.

De projectuitvoering dient in lijn te zijn met de geldende wetgeving inzake overheidsopdrachten en de regelgeving inzake staatssteun. Het Team Internationaal (TI) van de afdeling Strategie, Internationaal Beleid en Dierenwelzijn (SID) staat in voor de opvolging vanuit het Departement Omgeving.

## VERSLAGGEVING

De begunstigde voorziet jaarlijks een tussentijds narratief rapport en een tussentijds financieel rapport. Het narratief rapport mag in het Engels worden opgemaakt op voorwaarde dat een samenvatting in het Nederlands wordt toegevoegd.

### Tussentijds narratief rapport

Het narratieve rapport beschrijft de voortgang ten aanzien van de doelstellingen, resultaten en indicatoren zoals beschreven in het oorspronkelijke projectdossier, zijn eventuele bijlagen en latere correspondentie.

### Tussentijds financieel rapport

Het financieel rapport bestaat uit (1) een factuurlijst, (2) een staat van inkomsten en uitgaven en (3) een overzicht van actuele uitgaven versus het geplande budget.

De factuurlijst geeft een overzicht van alle effectieve kosten, steeds in relatie tot de opgestelde projectbegroting. Hierbij moet steeds de volgende informatie aangeleverd worden: verwijzing naar betreffende verantwoordingsstuk, datum van de gemaakte kosten, omschrijving, begunstigde of leverancier, bedrag in lokale munt, bedrag in euro.

De factuurlijst wordt 'voor waar en echt' verklaard door de projectpromotor. Een voorbeeldsjabloon is toegevoegd in bijlage.

De originele kostenbewijzen worden bewaard op het kantoor van de Vlaamse of de lokale partnerorganisatie tot 7 jaar na projectafloop. Het Departement Omgeving kan gedurende zowel de projectuitvoering als tot 7 jaar na afloop van het project de originele facturen inkijken, controles (laten) uitvoeren en kopieën opvragen van alle facturen. Inzage in projectgerelateerde bankafschriften kan op verzoek van het Departement Omgeving.

De jaarlijkse narratieve en financiële voorgangsrapportage zal toelaten om de voortgang te monitoren, de uitvoering aan te passen, waar nodig te remediëren en informatie te verstrekken aan belanghebbenden. Enkel indien de uitvoering dat rechtvaardigt, kan de uitvoeringsperiode na goedkeuring van het Departement Omgeving en zonder bijkomende kosten worden verlengd.

Het Departement Omgeving behoudt het recht om ten alle tijde een externe evaluatie en of audit te laten uitvoeren. Als de monitoringactiviteiten en –rapporten wijzen op een zich herhalende vertraging in de uitvoering of ernstige afwijkingen, behoudt het Departement Omgeving het recht om het project (tijdelijk) op te schorten.

## Eindverslagen

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Het narratief en financieel eindrapport worden uiterlijk zes maanden na de beëindiging van het project ingediend. In het eindverslag wordt beschreven wat na afloop van het project met de investeringen zal gebeuren. Indien de doelstellingen niet of onvoldoende behaald werden, kan de Vlaamse overheid overgaan tot de terugvordering van de toegekende middelen. Indien uit de verantwoordingsstukken zou blijken dat de totale kostprijs van het project minder bedraagt dan begroot, dan verbindt de begunstigde er zich toe om het niet-benutte bedrag terug te storten aan de Vlaamse overheid, binnen de termijnen kenbaar gemaakt door de administratie.

De stukken worden idealiter elektronisch bezorgd via [internationaal.omgeving@vlaanderen.be](mailto:internationaal.omgeving@vlaanderen.be)

## Budgetherschikkingen

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- Binnen hetzelfde werkjaar:
  - kunnen binnen de begroting zonder voorafgaande toestemming van de Afdeling SID (TI) bedragen worden overgeheveld tussen de kostenrubrieken (investeringen, werking, personeel), indien het bedrag van de overheveling maximaal 15% bedraagt van het totaal gebudgetteerde bedrag van de individuele kostenrubriek in de begroting. Die budgetherschikkingen komen aan bod in de rapportering (voortgangsrapportage of eindrapportage) en in de vergaderingen tussen de Afdeling SID (TI) en de begunstigde.
  - Voor verschuivingen van in totaal meer dan 15% van een kostenrubriek (investeringen, werking, personeel) is er **vooraf** een schriftelijke toestemming van de Afdeling SID (TI) nodig.
- Tussen verschillende werkjaren wordt elke budgetherschikking vooraf voorgelegd aan de Afdeling SID (TI) voor schriftelijke goedkeuring.

De maxima van 10% overhead en 50% personeelskosten blijven van toepassing.

De vraag voor een budgetherschikking gebeurt schriftelijk en omvat:

- de initiële budgetplanning;
- het voorstel tot budgetherschikking (nieuwe budget)
- de argumentatie voor de budgetherschikking. Hierbij moet ook duidelijk worden aangegeven dat de doelstellingen van het project niet worden gewijzigd.

Zie bijlage voor een overzicht van de toegelaten kosten.

## BESTUUR EN OVERLEG

### Operationele werking

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De uitvoering van de projectactiviteiten valt onder de operationele werking. Afspraken hieromtrent worden door de begunstigde gemaakt met de (lokale) partners en meegedeeld aan de Afdeling SID (TI) via de reguliere rapportage.

### Startvergadering

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Na formele goedkeuring van de financiering van het project zal de projectpromotor binnen afzienbare tijd een startvergadering organiseren.

### Tussentijds overleg

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Er wordt formeel overleg gepland tussen vertegenwoordigers van de begunstigde organisatie en vertegenwoordigers van het Departement Omgeving over de voortgang van het project. Elementen die op de agenda kunnen staan:

- Inhoudelijke en financiële rapportage;



- Budgettoelagen;
- Jaarplan en jaarbudget

Aan dit overleg kunnen ook vertegenwoordigers van de partnerorganisaties deelnemen of relevante experts of waarnemers. Dit overleg vindt minstens jaarlijks plaats naar aanleiding van de rapportage maar kan ook bijkomend op vraag van ofwel de begunstigde of de Afdeling SID (TI) Omgeving worden georganiseerd.

## COMMUNICATIE

De begunstigde zal in iedere publieke communicatie op een duidelijke wijze en in redelijke verhouding met de logo's van eventuele andere ondersteunende instanties het logo van de Vlaamse overheid vermelden. De administratie bezorgt daartoe de relevante logo's. Externe communicatie wordt steeds gedeeld met de Afdeling SID (TI).

In het kader van verplichte rapportering met betrekking tot het Klimaatverdrag (UNFCCC), de EU en Nationale Klimaatcommissie (NKC) alsook andere relevante publicaties, kan de Afdeling SID (TI) tijdige input vragen.

## Maken integraal deel uit van het projectdossier en de uitvoering:

- Besluit
- Projectvoorstel, inclusief bijlagen en aanvullende correspondentie
- Voorliggend afsprakenkader inclusief bijlage factuurlijst en bijlage kosten

Voor ontvangst,

**Dirk  
Fransaer**

Digitally signed by Dirk Fransaer  
DN: c=BE, o=Vlaamse Instelling voor  
Technologisch Onderzoek,  
SN=Fransaer, G=Dirk Jozef A., CN=Dirk  
Fransaer  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2020.11.12 10:51:02+01'00'  
Foxit PhantomPDF Version: 10.1.0

Dirk Fransaer, Gedelegeerd bestuurder  
MoI, 12.11.2020

## BIJLAGE KOSTEN

### Toegelaten kosten

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#### Principes

1. De kost moet gestaafd worden met een verantwoordingsstuk. Dit geldt niet voor kosten die vallen onder 'overhead'.
2. Een verantwoordingsstuk van een uitgave wordt aanvaard als het voldoet aan de minimale vormvereisten. Tenminste de volgende gegevens moeten terug te vinden zijn: bedrag, datum van uitgave, leverancier en duidelijke omschrijving van goed of dienst. Voorbeelden: een factuur op naam van de begunstigde of officiële projectpartners, een betaalbewijs (voor kleine uitgaven), een dagvergoeding/per diem, een verklaring op eer/onkostenvergoeding.
3. De kost moet identificeerbaar en controleerbaar zijn.
4. Enkel verantwoordingsstukken geadresseerd aan de projectbegunstigden of officiële projectpartners worden aanvaard.
5. Enkel kosten, gerealiseerd binnen de periode vastgelegd in het toelagebesluit of het afsprakenkader worden aanvaard. De periode van prestatie geldt als criterium, niet de datering van het kostenbewijs.
6. Enkel kosten die rechtstreeks bijdragen tot de projectdoelstellingen, worden aanvaard.
7. Kosten worden opgenomen in de munt waarin ze gemaakt werden en worden omgezet naar euro. De gebruikte wisselkoers wordt verantwoord in het financieel verslag.
8. Gerealiseerde intresten moeten verplicht vermeld worden in het financieel verslag. Gunstige intresten moeten aangewend worden voor de doelstellingen van het project. In het geval van ongunstige intresten, dient het budget te worden aangepast. Speculatieve beleggingen zijn verboden.

#### Soorten kosten

##### 1. INVESTERINGSKOSTEN

Investeringskosten zijn kosten voor de aanschaffing of voortbrenging van immateriële of materiële activa, bijvoorbeeld terreinen en gebouwen, installaties, machines en uitrusting, meubilair.

- Vanaf 8.500 euro (exclusief BTW) moeten minstens twee offertes worden opgevraagd.
- Overdracht van goederen/Schenking: in het verslag moet de begunstigde aangeven wat er met de investering zal gebeuren na afloop van het project.

Investeringskosten worden bewezen aan de hand van een bewijs van aankoop van het materiaal.

##### 2. WERKINGSKOSTEN

De werkingskosten van een project zijn kosten die rechtstreeks in verband staan met het behalen van de projectdoelstellingen (met uitzondering van de personeelskosten, investeringskosten en administratiekosten).

In de afrekening wordt de rubriek werkingskost onderverdeeld per specifieke doelstelling/resultaatsgebied van het project.

Werkingskosten kunnen onder andere zijn:

- **audit- en evaluatiekosten:** het betreft audits en evaluaties uitgevoerd door externen.
- **reis- en verblijfskosten:**  
Volgende kosten worden aanvaard:

- vliegtuigtickets steeds in economy class;
- hotelkosten;
- dagvergoedingen;
- maaltijden en drank: niet cumuleerbaar met dagvergoeding;
- medische kosten nl. inentingen en malaria-profylaxis conform de aanbevelingen van het ITG worden aanvaard. Middelen die standaard deel uitmaken van de huisapotheek worden niet aanvaard;
- reisverzekering;
- internationaal paspoort (normale procedure) en visum;
- verplaatsingskosten;
- luchthaventaksen

Volgende kosten worden niet aanvaard:

- kosten verbonden aan representatie (bv. geschenken);
- fooien.
- per diems (voor lokaal personeel van de organisatie op het terrein en deelnemers van de doelgroep aan activiteiten van het project):
  - de berekening van dagvergoedingen/per diems wordt steeds verantwoord in het projectvoorstel/bij de afrekening (Geldende Vlaamse overheidstarieven, lokaal overheidsbeleid, beleid van de organisatie, enz.). De begunstigde bezorgt voor de start van de projectuitvoering een ondertekend afschrift van diens beleid inzake dagvergoedingen, dat overeenstemt met de opmaak van het ingediende en goedgekeurde projectbudget, aan de afdeling (TI). Indien er wijzigingen optreden gedurende de projectuitvoering, zal de Afdeling SID (TI) hiervan op de hoogte worden gebracht.
  - indien een organisatie beslist om voor een bepaalde activiteit een per diem uit te betalen, mag dit niet gecombineerd worden met het betalen van een maaltijd.

De werkingskosten worden bewezen aan de hand van verantwoordingsstukken (zie ook supra). De werken, diensten en/of producten waarvoor de projectuitvoerder een bewijs indient, moeten duidelijk gekoppeld zijn aan een projecttaak/-gedeelte.

Wanneer de koppeling tussen het project en de aangekochte goederen/diensten/werken niet duidelijk blijkt uit de factuur, licht de projectuitvoerder deze koppeling toe in het verslag.

Wanneer de factuur niet uitsluitend aan het project gekoppeld is, moet de projectuitvoerder de factuur uitsplitsen om het bedrag te bepalen dat aan het project gekoppeld kan worden. De projectuitvoerder verantwoordt de splitsing in het verslag.

### 3. PERSONEELSKOSTEN

Personeelskosten zijn kosten van personeelsleden die rechtstreeks bij het project betrokken zijn en dit in verhouding tot de tijd die zij aan het project besteden.

Personeelskosten kunnen maximaal 50% bedragen, inclusief na eventuele budgetterschikkingen.

Onder personeelskosten worden verstaan:

- brutosalaris met inbegrip van wettelijk verplichte werkgeversbijdragen
- vakantiegeld
- eindejaarspremie
- woon- en werkverkeer
- eventueel volgende extralegale voordelen indien opgenomen in de loonfiche: maaltijdcheques, bedrijfswagen, groeps- en hospitalisatieverzekering, gsm, laptop, internet

De verschillende soorten kosten worden apart vermeld in de rubriek personeelskosten zodat duidelijk onderscheid wordt gemaakt tussen salariskosten en andere personeelskosten.



De onkostenvergoeding voor een stagiair of vrijwilliger worden beschouwd als personeelskosten. De wetgeving rond vrijwilligerswerk moet gerespecteerd worden.

De begunstigde bezorgt voor de start van de projectuitvoering een ondertekend afschrift van diens beleid inzake lonen en loonberekening, alsook dat van lokale partners, overeenstemmend met de opmaak van het ingediende en goedgekeurde projectbudget, aan de Afdeling SID (TI). Dit kunnen ook de Vlaamse overheidsbarema's zijn. Indien er wijzigingen optreden gedurende de projectuitvoering, zal de Afdeling SID (TI) hiervan op de hoogte worden gebracht. Rekrutering gebeurt op basis van de procedures van toepassing bij de begunstigde en/of diens partners.

Volgende kosten worden niet aanvaard:

- opzegvergoedingen voor niet-gepresteerde opzegperiode;
- buitensporige kosten kunnen uit de afrekening geschrapt worden

De kosten worden bewezen met:

- Arbeidscontract of benoemingsbesluit
- Jaarlijkse loonfiche of loonstaat
- Vrijwilligerscontract

#### 4. OVERHEAD OF ADMINISTRATIEKOSTEN

Dit zijn de administratieve kosten van een organisatie die niet kunnen toegewezen worden aan een specifieke activiteit, maar wel noodzakelijk zijn voor het functioneren van het project. Voorbeelden: kosten verbonden met het kantoor, zoals de huur, IT, telefoon, etc.

De overhead kan maximaal 10% bedragen van de projectbegroting

#### Volgende kosten worden niet aanvaard

- representatiekosten verbonden met de zetel(s) van organisatie en de partner in het Zuiden, kosten voor sociale activiteiten, voor ceremonies en daaraan verbonden kosten en festiviteiten;
- kosten m.b.t. een schadeloosstelling n.a.v. een schadegeval voortvloeiend uit burgerlijke aansprakelijkheid;
- kosten voor fondsenwerving;
- professionele financiële diensten (boekhouders, investeringen, consultants, ...) met het oog op het verhogen van de inkomsten van de organisatie of haar partners in het Zuiden;
- onduidelijke of dubieuze schuldvorderingen (met inbegrip van werkelijke of geschatte verliezen, als gevolg van niet invorderbare tegoeden en andere vorderingen, evenals de juridische kosten verbonden aan het terugvorderen ervan);
- onleesbare of onduidelijke verantwoordingsstukken;
- tekorten van andere programma's of schulden van de organisatie of de partner in het Zuiden;
- waarborgen en borgtochten;
- terugvorderbare BTW of andere terugvorderbare taksen;
- facturen voor goederen en diensten die al door een donor gesubsidieerd werden;
- taksen en belastingen (federaal, regionaal, provinciaal, gemeentelijk, ...) en onroerende voorheffing op het kadastrale inkomen;
- kosten verbonden aan representatie (bv. geschenken);
- fooien;
- opzegvergoedingen voor niet-gepresteerde opzegperiode
- Buitensporige kosten kunnen uit de afrekening geschrapt worden

## BIJLAGE PERSONEELSKOSTEN VITO

### Model personeelskosten VITO

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In het kader van contracten met de Vlaamse overheid waarin VITO de hoofdaanvrager is zijn onderstaande tarieven per personeelscategorie van toepassing:

	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>AS (senior)</b>	158,06	158,06	158,06	158,06
<b>AR (researcher)</b>	124,68	124,68	124,68	124,68
<b>AT (technician)</b>	101,85	101,85	101,85	101,85

#### Omrekening van tijdsperioden:

1 JAAR = 1560 uur

***Exhibit 1b : English Translation of Funding Agreement (Exhibit 1a)***

DEPARTEMENT  
OMGEVING

AGREEMENT FRAMEWORK

BETWEEN

THE ENVIRONMENT DEPARTMENT

AND

VITO

IN RELATION TO THE PROJECT

“CLIMATE INFORMATION PLATFORM FOR ADAPTATION  
IN THE AGRICULTURAL SECTOR IN AFRICA (KLIMPALA)”

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## OBJECTIVE

This document describes the agreements regarding the spending, management, administration and consultation, reporting, communication and follow-up of the allowance of the Flemish government within the framework of international climate financing projects for 2020. The implementation of the project contributes to the strategic objective of contributing to the Sustainable Development Goals and international climate financing, as mentioned in the coalition agreement for 2019-2024 and the policy documents on Environment, Climate and Foreign Policy and Development Cooperation for 2019-2024.

Project implementation should be in line with applicable public procurement and State Aid legislation. The Team International (TI) of the Strategy, International Policy and Animal Welfare Division (SID) is responsible for monitoring from the Environment Department.

## REPORTING

The beneficiary shall provide an annual interim narrative report and an interim financial report. The narrative report may be drawn up in English on condition that a summary is added in Dutch.

### Interim narrative report

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The narrative report describes the progress with regard to the objectives, results and indicators as described in the original project file, any annexes and subsequent correspondence.

### Interim financial report

The financial report consists of (1) an invoice list, (2) a statement of income and expenditure and (3) an overview of current expenditure versus the planned budget.

The invoice list gives an overview of all effective costs, always in relation to the project budget as drawn up. The following information must always be provided: reference to the accounting document concerned, date of costs incurred, description, beneficiary or supplier, amount in local currency, amount in euro.

The invoice list will be declared 'true and genuine' by the project promoter. A sample template is attached.

The original cost certificates are kept at the office of the Flemish or local partner organisation for up to 7 years after the end of the project. Both during the project implementation and for up to 7 years after the end of the project, the Environment Department can inspect the original invoices, carry out checks (or have them carried out) and request copies of all invoices. Inspection of project-related bank statements is possible at the request of the Environment Department.

Annual narrative and financial progress reporting will allow progress to be monitored, implementation to be adjusted, remediation where necessary and information to be provided to stakeholders. Only if justified by the implementation, the implementation period may be extended after approval from the Environment Department and without additional costs.

The Environment Department reserves the right to have an external evaluation and/or audit carried out at any time. If the monitoring activities and reports indicate a recurring delay in implementation or serious deviations, the Environment Department retains the right to (temporarily) suspend the project.

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## Final reports

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The final narrative and financial report shall be submitted no later than six months after the end of the project. The final report describes what will happen with the investments after the end of the project. If the objectives have not been achieved, or not sufficiently, the Flemish authorities may proceed to recover the funds granted. If the accounting documents show that the total cost of the project is less than budgeted, the beneficiary undertakes to return the unused amount to the Flemish authorities, within the time limits indicated by the administration.

The documents should ideally be delivered electronically via [internationaal.omgeving@vlaanderen.be](mailto:internationaal.omgeving@vlaanderen.be).

## Budget reallocations

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- Within the same working year
  - within the budget, amounts may be transferred between the cost centres (investments, operations, staff) without the prior consent of the SID Division (TI), if the amount of the transfer does not exceed 15% of the total amount allocated to the individual cost centre in the budget. These budget reallocations are dealt with in the reporting (progress report or final report) and in the meetings between the SID Division (TI) and the beneficiary.
  - Movements totalling more than 15% of a cost centre (investments, operations, personnel) require the prior written consent of the SID Division (TI).
- Between different working years, each budget adjustment is submitted in advance to the SID Division (TI) for written approval.

The ceilings of 10% overhead and 50% personnel costs remain applicable.

The request for a budget reallocation shall be in writing and include:

- the initial budget planning;
- the proposal for budget reallocation (new budget)
- the rationale for the budget reallocation. It should also be clearly stated that the objectives of the project will not be changed.

See appendix for an overview of the permitted costs.

## MANAGEMENT AND CONSULTATION

### Operational functioning

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The implementation of the project activities is part of the operational functioning. Arrangements in this regard will be made by the beneficiary with the (local) partners and communicated to the SID Division (TI) via the regular reporting.

### Kick-off meeting

After formal approval of the financing for the project, the project promoter will organise a kick-off meeting in the near future.

### Interim consultation

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Formal consultations will be planned between representatives of the beneficiary organisation and representatives of the Environment Department on the progress of the project. Elements that may be on the agenda:

- Topical and financial reporting;
  - Budget reallocations;
-

- Annual plan and annual budget

Representatives of the partner organisations or relevant experts or observers may also take part in these consultations. These consultations will take place at least once a year in response to the report, but can also be organised additionally at the request of either the beneficiary or the Environment SID Division (TI).

## COMMUNICATION

The beneficiary shall mention the logo of the Flemish Government in any public communication in a clear manner and in reasonable proportion to the logos of any other supporting bodies. The administration will provide the relevant logos.

External communication will always be shared with the SID Division (TI).

In the context of mandatory reporting relating to the Climate Convention (UNFCCC), the EU and the National Climate Commission (NKC) as well as other relevant publications, the SID Division (TI) may request timely input.

The following will be an integral part of the project file and implementation:

- Conclusion
- Project proposal, including annexes and additional correspondence
- This agreement framework, including invoice list appendix and costs appendix

For receipt,

Name, location, date, signature

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## COSTS APPENDIX

### Permitted costs

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#### Principles

1. The cost must be corroborated by an accounting document. This does not apply to costs that fall under 'overhead'.
2. An accounting document for an expense is accepted if it meets the minimum formal requirements. At least the following information must be retrievable: amount, date of issue, supplier and clear description of goods or services. Examples: an invoice in the name of the beneficiary or official project partners, a proof of payment (for minor expenses), a daily allowance / per diem, a sworn declaration / compensation for expenses.
3. The cost must be identifiable and verifiable.
4. Only accounting documents addressed to the project beneficiaries or official project partners will be accepted.
5. Only costs incurred within the period laid down in the subsidy decision or the agreement framework will be accepted. The period of performance is the criterion, not the date of the proof of costs.
6. Only costs that directly contribute to the project objectives will be accepted.
7. Costs are recorded in the currency in which they are incurred and are converted to euros. The exchange rate used is accounted for in the financial report.
8. Any interest incurred must be disclosed in the financial report. Favourable interest must be used for the objectives of the project. In the case of unfavourable interest, the budget should be adjusted. Speculative investments are prohibited.

#### Types of costs

##### 1. INVESTMENT COSTS

Capital expenditure is the cost of acquiring or producing tangible or intangible assets, e.g. land and buildings, plant, machinery and equipment, furniture.

- Upwards of 8,500 euros (excluding VAT), at least two tenders must be requested.
- Transfer of goods / Donation: in the report, the beneficiary must indicate what will happen with the investment after completion of the project.

Investment costs shall be proven by proof of purchase for the equipment.

##### 2. OPERATING COSTS

The operating costs for a project are costs directly related to the achievement of the project objectives (with the exception of personnel costs, investment costs and administration costs).

In the statement of account, the operating costs section is subdivided by specific objective / result area of the project.

Operating costs may include:

- audit and evaluation costs: these are audits and evaluations carried out by external parties.
- travel and subsistence.  
The following costs will be accepted:

- airline tickets, always in economy class;
- hotel expenses;
- daily expenses;
- meals and drinks: cannot be combined with daily allowance;
- medical costs, i.e. vaccinations and malaria prophylaxis in accordance with ITG recommendations, are accepted. Resources that are a standard part of a home medicine cabinet will not be accepted;
- travel insurance;
- international passport (normal procedure) and visa;
- travel expenses;
- airport taxes

The following costs will not be accepted:

- representation expenses (e.g. gifts);
- tips.
- per diems (for local staff of the organisation in the field and participants from the target group in activities of the project):
  - the calculation of per diems is always accounted for in the project proposal / in the settlement (Flemish government rates, local government policy, policy of the organisation, etc.). Before the start of project implementation, the beneficiary shall provide the Department (TI) with a signed copy of its daily subsistence allowance policy, corresponding to the compilation of the submitted and approved project budget. If changes occur during project implementation, the SID Division (TI) will be informed.
  - If an organisation decides to pay a per diem fee for a particular activity, this may not be combined with paying for a meal.

The operating costs are justified on the basis of accounting documents (see also above). The works, services and/or products for which the project implementer submits proof must be clearly linked to a project task/section.

If the link between the project and the purchased goods/services/works is not clear from the invoice, the project implementer will explain this link in the report.

If the invoice is not exclusively linked to the project, the project implementer must split the invoice to determine the amount that can be linked to the project. The project implementer will justify the split in the report.

### 3. PERSONNEL COSTS

Personnel costs are the costs of staff directly involved in the project in proportion to the time they spend on the project.

Personnel costs may amount to a maximum of 50%, including after any budget changes.

Personnel costs are understood to mean:

- gross salary, including statutory employer's contributions
- holiday pay
- end-of-year bonus
- commuting
- any of the following extra-legal benefits if included in the pay slip: meal vouchers, company car, group and hospitalisation insurance, mobile phone, laptop, Internet

The different types of costs are shown separately under the heading personnel costs, so that a clear distinction is made between salary costs and other personnel costs.

The expenses for an intern or volunteer are considered personnel costs. Legislation on voluntary work must be respected.

Before the start of project implementation, the beneficiary shall provide the SID Division (TI) with a signed copy of its wage and wage calculation policy, as well as that of local partners, corresponding to the layout of the submitted and approved project budget. This could also be the Flemish government's pay scale. If changes occur during project implementation, the SID Division (TI) will be informed. Recruitment will be based on the procedures applicable to the beneficiary and/or its partners.

The following costs will not be accepted:

- compensation in lieu of notice for a notice period that was not performed;
- excessive costs may be removed from the settlement of account

The costs will be justified by:

- Employment contract or appointment decision
- Annual pay slip or salary statement
- Volunteer contract

#### 4. OVERHEAD OR ADMINISTRATIVE COSTS

These are the administrative expenses for an organisation that cannot be allocated to a specific activity, but are necessary for the functioning of the project. Examples: costs related to the office, such as rent, IT, telephone, etc.

The overhead may amount to a maximum of 10% of the project budget.

The following costs will not be accepted

- representation expenses related to the registered office(s) of organisation and the partner in the South, costs of social activities, ceremonies and associated costs and festivities;
  - costs relating to compensation for damages resulting from civil liability;
  - fundraising costs;
  - professional financial services (bookkeepers, investments, consultants, etc.) with a view to increasing the income of the organisation or its partners in the South;
  - unclear or doubtful debts (including actual or estimated losses due to non-recoverable funds and other receivables, as well as the legal costs associated with their recovery);
  - illegible or unclear accounting documents;
  - deficits from other programmes or debts of the organisation or partner in the South;
  - guarantees and sureties;
  - recoverable VAT or other recoverable taxes;
  - invoices for goods and services already subsidised by a donor;
  - taxes and duties (federal, regional, provincial, municipal, etc.) and property tax on cadastral income;
  - representation expenses (e.g. gifts);
  - tips;
  - compensation in lieu of notice for a notice period that was not performed
  - Excessive costs may be removed from the settlement of account
-

## VITO PERSONNEL COSTS ANNEX

### VITO personnel costs model

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Within the framework of contracts with the Flemish government in which VITO is the main applicant, the following rates per personnel category apply:

	2020	2021	2022	2023
<b>AS (senior)</b>	158.06	158.06	158.06	158.06
<b>AR (researcher)</b>	124.68	124.68	124.68	124.68
<b>AT (technician)</b>	101.85	101.85	101.85	101.85

#### **Conversion of time periods:**

1 YEAR = 1,560 hours

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## ***Exhibit 2 – Project Proposal***

***Exhibit 2a : Translation of final Project Proposal submitted by VITO  
to the Flemish Government***

Remark 1 : The following is the translation (Dutch to English) of the final version of the proposal (originally written in Dutch) submitted to the Flemish Government.

Remark 2 : The cloud-based climate information platform tailor-made (and demanded) by the agricultural sector in Africa was, at the time of writing the proposal, named *AgroClim*. Since, the platform has been renamed *CLIMTAG*<sup>TM</sup>. As such, the platform name *AgroClim* has been struckthrough in section 4 and replaced by *CLIMTAG*<sup>TM</sup> where appropriate.

PROJECT TEMPLATE FOR INTERNATIONAL CLIMATE FINANCE 2020

<b>General data of project applicants</b>	
<b>1.1 Name and contact details of the grant applicant (1st contact person)</b>	Koen De Ridder VITO, Boeretang 200, 2400 Mol <a href="mailto:koen.deridder@vito.be">koen.deridder@vito.be</a> 014/336751
<b>1.2 Name and contact details of other parties involved in the project (other contact persons)</b>	Eline Vanuytrecht VITO, Boeretang 200, 2400 Mol <a href="mailto:eline.vanuytrecht@vito.be">eline.vanuytrecht@vito.be</a> 014/335976
<b>1.3 Description of each project partner (copy for each project partner the whole block of this question 1.3)</b>	
<ul style="list-style-type: none"> <li>Project partner name</li> </ul>	<b>Flemish Institute for Technological Research (VITO)</b>
<ul style="list-style-type: none"> <li>Kind of partner</li> </ul>	Research institute
<ul style="list-style-type: none"> <li>Name of chairman/director</li> </ul>	Dirk Fransaer (Managing Director)
<ul style="list-style-type: none"> <li>Annual budget</li> </ul>	185.000.000
<ul style="list-style-type: none"> <li>Role in the project</li> </ul>	<ul style="list-style-type: none"> <li>- Coordination and management</li> <li>- Climate Dashboard (<i>AgroClim CLIMTAG™</i>) - further development and adaptation to local (national) contexts</li> <li>- Contribution to adaptation planning &amp; pilot case studies</li> <li>- Dissemination</li> </ul>
<ul style="list-style-type: none"> <li>Experience with similar projects</li> </ul>	The current project proposal builds on an ongoing European project coordinated by VITO: <i>Agro-climate service for African countries - pilot in Malawi, Mozambique, Zambia</i> (EU-Copernicus, 2020-2021; more details see below and in annex 6.2).



	<p>Furthermore, VITO has extensive and demonstrable experience in projects on the theme of climate risk and adaptation and 'climate services', among others as coordinator, in the following projects:</p> <ul style="list-style-type: none"> <li>- <i>Monitoring and modelling of heat stress in Flanders</i> (VMM, 2012-present) - results are included in the Climate portal Flanders.</li> <li>- <i>Socio-economic study of climate change in Belgium</i> (National Climate Commission, 2019-2020)</li> <li>- <i>Development of a hazard screening protocol for extreme heat</i> (World Bank, 2016-2017);</li> <li>- <i>Pan-European urban climate service</i> (EU-H2020, 2017-2020)</li> <li>- <i>Sectoral climate service for health</i> (EU Copernicus, 2017-2019)</li> <li>- <i>Sectoral climate service for biodiversity and ecosystem services</i> (EU-Copernicus, 2019-2021 – with among others a pilot case in Cameroon).</li> </ul> <p>VITO staff involved in this project is co-author of the MIRA Climate Report 2015 (<i>On observed and future climate changes</i>), and author of dozens of scientific publications on climate impacts and adaptation, including in the agricultural sector.</p> <p>While most of the above projects take place in Flanders/Belgium/Europe, VITO staff involved in this proposal also have experience in Africa:</p> <ul style="list-style-type: none"> <li>- Malawi, Ethiopia, Tanzania, Zambia: research projects on the sustainable management of agricultural production</li> <li>- Congo - a.o. cooperation with the World Food Programme</li> <li>- Personal contacts within the FAO departments Land &amp; Water and Climate &amp; Environment and Africa's Regional Centres (e.g. AgrHymet) through cooperation in the past.</li> </ul>
<ul style="list-style-type: none"> <li>• Staff (number of FTEs)</li> </ul>	691.99 (d.d. 29.04.2020)
<ul style="list-style-type: none"> <li>• Project partner name</li> </ul>	<b>African Center of Meteorological Applications for Development (ACMAD)</b>
<ul style="list-style-type: none"> <li>• Kind of partner</li> </ul>	Intergovernmental Public Organization
<ul style="list-style-type: none"> <li>• Name of chairman/director</li> </ul>	Andre KAMGA FOAMOUHOUE
<ul style="list-style-type: none"> <li>• Annual budget</li> </ul>	US\$ 5.7 million

<ul style="list-style-type: none"> <li>• Role in the project</li> </ul>	<ul style="list-style-type: none"> <li>- Upscaling of the <i>AgroClim</i> service to 20-25 sub-Saharan African countries (a.o. training)</li> <li>- Establishment of adaptation options</li> <li>- Seasonal forecasts - evaluation and implementation</li> <li>- Strategic guidance: ensuring the demand-driven character of the project</li> </ul>
<ul style="list-style-type: none"> <li>• Experience with similar projects</li> </ul>	<ul style="list-style-type: none"> <li>- Agro-climate service for African countries - pilot in Malawi, Mozambique, Zambia (EU Copernicus Climate Change Service, Jan 2020 - Jun 2021)</li> <li>- Climate Services for Disaster Risks Reduction in Africa under EU Funded MESA project (EDF 10)</li> <li>- Satellite and Weather Information for disaster resilience in Africa supported by the African Development Bank</li> <li>- Institutional support to African Climate Institutions (ISACIP) project supported by the African Development Bank</li> <li>- Climate Services for increased resilience in the Sahel funded by USAID</li> <li>- Quantifying the impacts of a global warming of +2°C over Europe and vulnerable regions (Impact2c) in the world supported through the EU 7th framework programme for research and innovation</li> </ul>
<ul style="list-style-type: none"> <li>• Staff (number of FTEs)</li> </ul>	25-30
<ul style="list-style-type: none"> <li>• Project partner name</li> </ul>	<b>KENTER Advice</b>
<ul style="list-style-type: none"> <li>• Kind of partner</li> </ul>	private company
<ul style="list-style-type: none"> <li>• Name of chairman/director</li> </ul>	Koen Couderé / Annick Gommers / Katelijne Verhaegen (directors)
<ul style="list-style-type: none"> <li>• Annual budget</li> </ul>	~ eur 350,000/year
<ul style="list-style-type: none"> <li>• Role in the project</li> </ul>	<ul style="list-style-type: none"> <li>- Drawing up strategic adaptation plans for the agricultural sector in Africa - translating climate effects into adaptation needs</li> <li>- Policy-oriented advice</li> <li>- Assistance to African companies in setting up (technical/content) pilot cases for adaptation</li> </ul>
<ul style="list-style-type: none"> <li>• Experience with similar projects</li> </ul>	KENTER has carried out the following projects with relevance for climate adaptation in recent years (whether or not in cooperation with other partners):

	<ul style="list-style-type: none"> <li>– Evaluation of the socio-economic impact of climate change in Belgium. FOD VVVL - in collaboration with VITO and Ecores</li> <li>– Development of a monitoring system for the Flemish Adaptation Plan. Department Environment</li> <li>– Cost of coastal environmental degradation in Côte d'Ivoire, Ghana, Togo and Bénin. WACA - World Bank - i.o.v. IMDC en i.s.m. VITO</li> <li>– Preparation of a manual for integrating climate change into environmental impact assessment. FPS VVVL - i.o.v. Tractebel.</li> </ul> <p>These projects were mainly carried out by Koen Couderé. In the years before he founded KENTER, Koen was also involved (as project leader and/or expert) in the following relevant projects, among others:</p> <ul style="list-style-type: none"> <li>– Policy study on the role of spatial planning in the climate and energy transition. Space Flanders.</li> <li>– Climate plan Sint-Niklaas 2015 -2020 - Liege adaptation. City of Sint-Niklaas (based on Futureproofed)</li> <li>– Guidelines for climate adaptation in urban planning and spatial design. Space Flanders</li> <li>– Exploration of the federal contribution to a coherent climate adaptation policy. FPS VVVL.</li> <li>– Adapting to climate change: global costs and practical examples. LNE.</li> <li>– Policy study "Water in the city". Department MOW</li> <li>– Floodscape - International Interreg IIIb - project on flood protection. Department Zeeschelde.</li> <li>– Upper Niger Hydro-Ecological Management (GHENIS) – in collaboration with Arcadis</li> </ul> <p>It should also be noted that Koen Couderé has extensive experience in environmental and infrastructure projects in Tanzania, Cameroon, Niger, Mali, Burkina Faso, Senegal, Guinea, Togo, Benin, Côte d'Ivoire, Tunisia and Cabo Verde.</p> <p>Finally, we emphasise that although KENTER is a young company, it has decades of expertise in areas that are very relevant to this project.</p>
Staff (number of FTEs)	3

<ul style="list-style-type: none"> <li>• Project partner name</li> </ul>	<b>i-Propeller</b>
<ul style="list-style-type: none"> <li>• Kind of partner</li> </ul>	Private company; also Belgian B Corporation <sup>1</sup> .
<ul style="list-style-type: none"> <li>• Name of chairman/director</li> </ul>	Michael Wagemans
<ul style="list-style-type: none"> <li>• Annual budget</li> </ul>	€1-1.5mio
<ul style="list-style-type: none"> <li>• Role in the project</li> </ul>	facilitating access to / capacity building for climate finance
<ul style="list-style-type: none"> <li>• Experience with similar projects</li> </ul>	<p>As one of the leading consultancy firms in the field of sustainability and sustainable enterprise in the Benelux, i-Propeller was involved in carrying out a variety of studies and research assignments at the intersection of environment, society, business and government. For example:</p> <ul style="list-style-type: none"> <li>- For the Department of Foreign Affairs of the Flemish government, the supervision of the international project 'Upscaling innovative solutions on climate change in Africa through social entrepreneurship and multi-actor partnerships'. This ongoing project contributes to poverty reduction and the fight against climate change in the Southern African region, as well as to cooperation with the private sector in areas relevant to development.</li> <li>- For the Department of Foreign Affairs of the Flemish government, the implementation of the feasibility study 'Advancing multi-actor partnerships for climate change solutions in Sub-Saharan Africa'.<sup>2</sup></li> <li>- For the Koning Boudewijn Stichting, the execution of a study on 'Impact Investing in Developing Countries from Belgium'.</li> <li>- For the European Commission (EASME), the implementation of a European study 'Cooperation between social economy enterprises and traditional enterprises'.</li> <li>- For the Belgian sustainability network, The Shift vzw, the execution of two studies on <a href="#">the state of sustainable partnerships</a> and <a href="#">development of a toolbox for engaging in sustainable partnerships</a>.</li> <li>- For the European Commission, project on social enterprises (including food, circular economy, land use, agriculture) across Europe.</li> </ul>

<sup>1</sup> <https://theshift.be/nl/inspiratie/wat-is-b-corp>

<sup>2</sup> [https://i-propeller.com/wp-content/uploads/2018/10/Synthesis-Report-FINAL\\_Advancing-multistakeholder-partnership.pdf](https://i-propeller.com/wp-content/uploads/2018/10/Synthesis-Report-FINAL_Advancing-multistakeholder-partnership.pdf)

	<ul style="list-style-type: none"> <li>- For various institutions of the Flemish government, the supervision of projects and the execution of studies in the field of sustainability, e.g. VLAIO, Agentschap Wonen-Vlaanderen, OVAM, Flanders' Food.</li> <li>- For a variety of Belgian and Dutch companies: guidance on the implementation of sustainability principles in business operations, including agri-food (e.g. Arvesta, Colruyt, FrieslandCampina, McCain, Danone).</li> </ul>
<ul style="list-style-type: none"> <li>• Staff (number of FTEs)</li> </ul>	7
<ul style="list-style-type: none"> <li>• Project partner name</li> </ul>	<b>Ondernemers voor Ondernemers (OVO)</b>
<ul style="list-style-type: none"> <li>• Kind of partner</li> </ul>	vzw
<ul style="list-style-type: none"> <li>• Name of chairman/director</li> </ul>	Chairman: Luc Bonte / Director: Björn Macauter
<ul style="list-style-type: none"> <li>• Annual budget</li> </ul>	Operating income 2019: EUR 1.2 million
<ul style="list-style-type: none"> <li>• Role in the project</li> </ul>	<ul style="list-style-type: none"> <li>- Selection and follow-up of African companies that will carry out the pilot cases adaptation</li> <li>- Setting up partnerships with Flemish companies</li> <li>- Guidance in drawing up business models</li> </ul>
<ul style="list-style-type: none"> <li>• Experience with similar projects</li> </ul>	<p>For almost 20 years, OVO has facilitated cooperation between Belgian companies/entrepreneurs and socio-economic projects in low and middle income countries. It has grown into a strong brand with strong products that are increasingly 'popular' with entrepreneurs in Belgium who do business in a socially responsible way. OVO can call upon the competences and networks of about a hundred volunteers, mainly from the business world themselves. In addition, OVO is part of a broad network of companies, universities, NGOs, public institutions, etc.</p> <p>A strong team of experts (<i>Team Invest</i>) has been available since 2016 to provide comprehensive screening of local partners. This team consists of more than 60 experienced managers and entrepreneurs with diverse backgrounds, ranging from bio-engineers to financial experts. The files are extensively processed and weighed. On the basis of advice, reflection, etc., project owners are 'challenged' to strengthen the business model and develop a convincing, realistic business plan. The development of the business plan is a first form of support now offered by Team Invest.</p>

	<p>By focusing activities on a limited number of countries, PSR can gain a better understanding of the local context and build a local network. This network will not only help us to optimise the influx, but also to guarantee a good follow-up. We have opted for the East African countries Uganda and Rwanda and the West African country Senegal. These countries are relatively stable politically and are characterised by strong economic liberal policies. Moreover, thanks to our extensive network, we can also offer services in other countries in Sub-Saharan Africa.</p> <p>In the course of 2018, OVO started an intake procedure for local African entrepreneurs called <i>Sustainable Technology for Africa (SusTech4Africa/ST4A)</i>. Once a year, a 'call for projects' is launched in the focus countries. Local companies can apply for a partnership with OVO for a certain period of time. With this concept OVO has optimised the influx of high-quality and impactful projects and increased the involvement of Belgian entrepreneurs and experts.</p>
<ul style="list-style-type: none"> <li>• Staff (number of FTEs)</li> </ul>	2 (in addition to these permanent employees, there are many dozens of volunteers from the business world who contribute)
<p><b>1.4 Description of the involvement of the Flemish company(ies)</b></p> <p><input checked="" type="checkbox"/> Coordinator</p> <p><input type="checkbox"/> Partner</p>	VITO is leading this proposal. Furthermore, KENTER and i-Propeller are involved as Flemish enterprises. Finally, there is the involvement, as a partner, of Ondernemers voor Ondernemers, itself a not-for-profit organisation, but which provides the input of an important network of Flemish enterprises.
<p><b>1.5 Within the theme of the project were previously subsidised actions undertaken by the project partners?</b></p> <p>If yes, please indicate the actions/projects, deadline and grant channels <b>in annex</b>. (maximum 1700 characters)</p>	Yes, see 6.2.
<b>1.6 Further relevant information</b>	-
<h2>2. Brief description of the project</h2>	
<b>2.1 Project title</b>	Climate Information Platform for Adaptation in the Agricultural Sector in Africa (KLIMPALA)
<b>2.2 Project duration (including start and end date)</b>	3 years (December 2020-November 2023)

<b>2.3 Total budget of the project</b>	eur 1,660,000
<b>2.4 Size of the subsidy requested</b>	eur 1,660,000
<p><b>2.5 Concise summary of the project proposal (maximum 1700 characters)</b></p> <p>This summary can be used for the presentation of the project in external communication.</p>	<p>VITO and ACMAD are currently (and until June 2021) working together on the development of a cloud-based climate information platform that will be tailor-made (and demanded) by the agricultural sector in Africa (project <i>AgroClim</i>). This platform will provide relevant indicators and analyses of climate information (including long-term projections) to better estimate the impact of climate change on crop yields. The platform is based on data from the European Copernicus programme, which VITO is helping to shape, and will be demonstrated in Malawi, Mozambique and Zambia.</p> <p>The aim of the current proposal is to roll out this platform to 20-25 countries in Sub-Saharan Africa, including training, and</p> <ol style="list-style-type: none"> <li>(1) Demonstrate how the platform can be used to underpin adaptation plans, with an emphasis on long-term plans to increase the resilience of the agricultural sector, with the aim of creating a strategic framework within which efficient and science-based climate action can be set up;</li> <li>(2) to effectively implement some of these measures on the ground, with local African entrepreneurs being selected for this implementation through a competitive call.</li> </ol> <p>Special attention will be paid to the sustainability of this initiative, partly by building capacity among local stakeholders in relation to access to international climate finance, but also by guiding local African entrepreneurs, in cooperation with the Flemish business community, in the development of sustainable business plans.</p>
<b>3. Financial information and data grant applicant</b>	
<b>3.1 Organisation name</b>	Flemish Institute for Technological Research (abbreviation: VITO)
<b>3.2 Contact Person</b>	Dietrich Van der Weken
<b>3.3 Bank details</b>	ING Belgium SA/NV Marnixlaan 24



	1000 Brussels IBAN BE34 3751 1173 5490 BIC BBRUBEBB
<b>3.4 VAT or company number</b>	VAT number: BE0244.195.916 Ondernemingsnummer: 0244.195.916
<b>3.5 Order of magnitude of the budget for the organisation in 2020</b>	185.000.000
<b>3.6 Cost detailing and financing of the project</b> <ul style="list-style-type: none"> <li>• Explanation of own contribution and contribution (local) partners</li> <li>• Co-financing rate: explanation of other sources of financing (Flemish or other government, (international) donor,...). Plan of approach so that the grant awarded can be paid out in full and used in 2020 (including an explanation of how the project will be financed in the future).</li> <li>• Overview of costs per section/result area (see template)</li> </ul> <b>Attention:</b> <ul style="list-style-type: none"> <li>• up to 10% administration fee</li> <li>• up to 50% personnel costs</li> </ul>	<p>Although no formal co-funding is foreseen, this project proposal is firmly embedded in existing initiatives with external financial resources that contribute to the purpose of this project:</p> <ul style="list-style-type: none"> <li>- The project starts from an ongoing VITO/ACMAD (<i>Agro-climate service for African countries - pilot in Malawi, Mozambique, Zambia (AgroClim)</i>) funded by the EU Copernicus Climate Change Service programme for an amount of 250k eur;</li> <li>- The planned training for scaling up the <i>AgroClim</i> service fits in perfectly with the frequent training courses that partner ACMAD already organises in many African countries anyway, enabling the training organised in this project to run more efficiently;</li> <li>- Partner Ondernemers voor Ondernemers will use existing networks and partly planned boostcamps to select and monitor African companies that will implement a number of pilot cases on adaptation in the field; this existing framework will significantly reduce the cost of this activity.</li> </ul> <p>The budget is available in the excel file attached. The total amount of eur 1,660,000 is distributed as follows:</p> <ul style="list-style-type: none"> <li>- Personnel costs (eur 825,000) amount to almost 50% of the total budget, and the distribution among the partners (with the corresponding number of person-days in each case) is as follows: <ul style="list-style-type: none"> <li>○ VITO: eur 495,000 (495 person days)</li> <li>○ ACMAD: eur 90,000 (457 person days)</li> <li>○ CENTER: eur 150,000 (150 person days)</li> <li>○ i-Propeller: eur 60,000 (60 person days)</li> <li>○ Ondernemers voor Ondernemers: eur 30,000 (90 person days)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- The cost for administration/management of the project (150,000 eur / 150 person days for VITO) is approximately 9% of the budget;</li> <li>- The operating budget will be <ul style="list-style-type: none"> <li>o for the most part to costs for subcontracting (eur 360,000) of African entrepreneurs (implementation pilot case adaptation);</li> <li>o an important amount (150,000) will go to the organisation and training (ACMAD) for the use of the <i>AgroClim</i> climate information platform;</li> <li>o In addition, costs (eur 24,000) are foreseen for the organisation of Boostcamps by Ondernemers voor Ondernemers due to the careful selection of local entrepreneurs;</li> <li>o field visits (eur 45,000) by partners in Africa for the follow-up of the pilot cases, at an average cost of eur 3,000 per trip (travel and accommodation);</li> <li>o In addition, costs have been budgeted for dissemination (eur 36,000 - including the costs of making a recruiting/inspiring film), cloud storage (eur 12,000) and additional operating costs for site visits (eur 13,000).</li> </ul> </li> </ul> <p>Of the budget, eur 618,000 will go directly to African partners: eur 360,000 will go to selected African entrepreneurs (subcontracting) and eur 258,000 to partner ACMAD. It can also be said that in return for making the <i>AgroClim</i> service available free of charge (or at least with a project budget) to 20-25 countries in Sub-Saharan Africa, a monetary value can also be awarded.</p>
<p><b>3.7 To what extent does this project stand alone or is it part of a larger project?</b></p>	<p>This project builds on an ongoing project (<i>Agro-climate service for African countries - pilot in Malawi, Mozambique, Zambia</i>; EU Copernicus Climate Change Service, 01/2020 - 06/2021). In this, VITO and ACMAD are developing the <i>AgroClim</i> climate information platform, i.e. a dashboard with relevant climate indicators - including long-term climate projections - for the agricultural sector in African countries. This project is limited in the sense that the focus is currently only on three countries in southern Africa (Malawi, Mozambique, Zambia) where a pilot version of <i>AgroClim</i> is being built and tested.</p>

	The project that is the subject of the current application aims to expand this EU Copernicus project, both geographically (scaling up to a larger number of African countries) and thematically (deploying <i>AgroClim</i> to support adaptation planning).
<b>3.8 Further relevant information</b>	-
<b>4. Detailed description of the project proposal</b>	
<b>4.1 Project title</b>	Climate Information Platform for Adaptation in the Agricultural Sector in Africa (KLIMPALA)
<b>4.2 Context analysis and problem definition</b>	<p>Although Africa accounts for only 4% of global greenhouse gas emissions, it is disproportionately exposed to the effects of climate change<sup>3</sup>. The agricultural sector is particularly vulnerable, partly due to the expected increase in drought. Adapting to the effects of climate change in order to maintain agricultural production is a major challenge.</p> <p>However, specific information on the impact of climate change on the agricultural sector, needed to support targeted policy decisions or applications for climate funding, is still often lacking. Although adaptation planning for the agricultural sector is not new in Africa, it is notable that most plans and measures focus on <i>current</i> climate challenges, and take virtually no account of projected future climate change.</p> <p>A more strategic approach is important in order to better underpin long-term planning and allow countries to better cope with the expected future impacts of climate change. An important element in this is the availability of high-quality long-term climate projections and associated impacts, information that is part of what countries have to report as part of the Nationally Determined Contributions (NDCs).</p> <p>This project will address the identified gaps by implementing climate dashboards for the agricultural sector at country level together with national stakeholders (in 'co-design'). These will include climate projections with long time horizons (until the end of the century) for all IPCC scenarios. This work will be accompanied by</p>

<sup>3</sup> IPCC, 2014. Climate Change 2014: Impacts, Adaptation, and Vulnerability. Part A: Global and Sectoral Aspects. Cambridge University Press, 1132 pp.

	<p>strategic sessions in the countries concerned aimed at both the private and public sectors active in the agricultural domain, with the ultimate aim of defining long-term strategies needed to make Africa's agricultural sector resilient to the impact of expected climate change. In this way, it will also contribute to the long-term strategy for a sustainable transformation towards a more efficient agricultural sector on the African continent, as described in the Comprehensive African Agriculture Development Programme (CAADP) <sup>4,5</sup>.</p>
<p><b>4.3 Project area</b></p> <ul style="list-style-type: none"> <li>Place of implementation (country, region, global)</li> </ul> <p>Appropriateness of the project proposal within the regional focus of the Flemish development cooperation is recommended.</p>	<p>The project area covers Sub-Saharan Africa. The scaling up of the <i>AgroClim CLIMTAG</i><sup>TM</sup> climate information platform, and its use in developing adaptation plans and measures, targets 20-25 countries in this region (about half of all 46 countries in Sub-Saharan Africa). With regard to the implementation of the pilot cases for adaptation, the focus will be on Senegal, Uganda and Malawi. In the first two countries partner Ondernemers voor Ondernemers is already active (e.g. with boostcamps), which facilitates the setting up of pilot cases. Furthermore, we have included Malawi because (1) the <i>AgroClim CLIMTAG</i><sup>TM</sup> dashboard is already being implemented there (which accelerates its application for adaptation) and because (2) the Flemish development cooperation has initiatives running here and we can count on the underlying network.</p>
<ul style="list-style-type: none"> <li>Does the project focus on the least developed countries or the small island developing states?</li> </ul>	<p>Most of the countries in the target region of the present project proposal (Sub-Saharan Africa) belong to the group of least developed countries (LDCs).</p>
<p><b>4.4 Project target group</b></p> <ul style="list-style-type: none"> <li>Which target group(s) do you want to reach? Provide a clear definition of the stakeholders for whom the project will be implemented (characteristics, needs)</li> </ul>	<p>An important part of the target group consists of <b>national Ministries of Agriculture in African countries</b>. They are responsible for policy planning related to climate change and its impact on the agricultural sector. Estimating climate impacts is also part of the reporting that countries are supposed to do in the context of the Nationally Determined Contributions (NDCs) within the United Nations Framework Convention against Climate Change. Furthermore, the <b>National Meteorological Institutions</b> in the countries concerned are an important target group, and the planned capacity building (by partner ACMAD) will partly take place through them.</p>

<sup>4</sup> NEPAD & African Union, 2003. Comprehensive Africa Agriculture Development Programme, 103 pp.

<sup>5</sup> NEPAD & African Union, 2013. The CAADP Results Framework 2015-2025, 9 pp.

	<p>In addition, we also target the <b>African and Flemish business world</b>. Although companies are currently only active to a limited extent in the field of climate adaptation - a.o. because this is still seen as a high-risk market - a recent study concludes<sup>6</sup> that activities developed by (social) entrepreneurs address certain challenges in a more efficient way than traditional actors such as governments, large NGOs, or development cooperation agencies. The study also showed that Flemish companies recognise that there is a strong potential for developing commercial activities in the field of climate adaptation and there is interest in exploring opportunities in Sub-Saharan Africa, together with suitable partners. The link with the Flemish business world will be established in the project through partner Ondernemers voor Ondernemers.</p>
<ul style="list-style-type: none"> <li>• Does the project focus on women, young people, local or marginalised communities?</li> </ul>	<p>Climate change and extremes affect people living in poverty more severely because they are highly dependent on natural resources and have less capacity and resilience to respond to natural disasters<sup>7,8</sup>. Young people and women are more represented among people living in poverty, and local farming communities often live in poverty as well.</p> <p>We will take account of inequalities in the implementation of the project in general, and adaptation projects in particular. In selecting the climate adaptation projects (pilot cases), we will check (and report) whether the project not only leads to more climate-proof farming systems, but also favours the most vulnerable and, above all, protects them from the effects of climate change. By doing so, we not only want to reach the most vulnerable, but also increase the chances of successful projects.</p> <p>In addition, the selection of African entrepreneurs for the pilot case adaptation will take particular account of the involvement of women and young people. Care will be taken to ensure that these groups in the population are clearly reached in communication and are motivated to participate.</p>

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<sup>6</sup> iPropeller, 2018. Advancing multi-actor partnerships for climate change solutions in sub-Saharan Africa. Synthesis report commissioned by the Flemish Department of Foreign Affairs, 38 pp.

<sup>7</sup> UNDP, 2016. Gender and Climate Change - Overview of linkages between gender and climate change. UNDP, New York, 8pp.

<sup>8</sup> Eastin, 2018. Climate change and gender equality in developing states, World Development, 107, [289-305](#).

	<p>After all, young people, women and local communities are not only victims, but can also use their local knowledge and approach to provide powerful solutions to climate change. For example, UNFCCC<sup>9</sup> states that capacity building among women - who are very active in agriculture in developing countries - is the best way to sustain productivity and general welfare. Indeed, women can play a crucial role thanks to their knowledge and leadership in the sustainable management of natural resources and local needs.</p> <p>At the local level, providing leadership to women has already led to better results for climate-related projects and policies. In disseminating project results, we will also inform externals about the inequality of the climate impact in order to influence policy and adaptation actions.</p>
<p><b>4.5 Project strategy</b></p>	<p>Our ultimate 'higher' goal is to improve the future resilience of Africa's agricultural sector to climate change and thus contribute to the achievement of the Comprehensive African Agriculture Development Programme<sup>10</sup>.</p> <p>The strategy to get there is based on two pillars:</p> <ul style="list-style-type: none"> <li>- Making relevant, specific and actionable climate information available to African stakeholders, especially governments (Ministries of Agriculture) and other policy makers. As mentioned earlier, such information is still all too often lacking, especially when it comes to long-term climate projections and impacts. Access to this information is a crucial first step towards making more informed decisions.</li> <li>- Create the conditions and opportunity for African and Flemish entrepreneurs to devise, develop and implement targeted and meaningful adaptation plans (partly) on the basis of output from the climate information platform.</li> </ul> <p>This second step within the project will be based on several pilot cases for adaptation that will be concretely elaborated in the field by African entrepreneurs with input from the Flemish business world (for example, but not limited to: adapting and testing other crop varieties; developing weather-based</p>

<sup>9</sup> <https://unfccc.int/gender>

<sup>10</sup> NEPAD & African Union, 2013. The CAADP Results Framework 2015-2025, 9 pp.

	<p>insurances to improve the risk behaviour of farmers; sustainable and qualitative (local) construction of strategic grain reserves; building infrastructure to collect rainwater;...).</p> <p>Rather than the importance of these pilot cases per se, the intention is to use them in a dissemination strategy, which will not only include a final showcase, but should also show the relevance of the climate information platform and inspire new potential stakeholders. In doing so, we will focus in particular on the younger generations, who are the driving force behind future resilience to climate change.</p>
<p><b>4.6 Project duration</b></p>	<p>3 years</p>
<p><b>4.7 Objectives</b></p> <ul style="list-style-type: none"> <li>• What concrete objectives do you want to achieve with the project?</li> </ul>	<ol style="list-style-type: none"> <li>1. Scale up a recently developed climate information platform with long-term climate projections for the agricultural sector in Africa (<del>AgroClim</del> CLIMTAG™) to a large number of countries in Sub-Saharan Africa.</li> <li>2. Translating the insights from this platform into strategic adaptation plans, i.e. plans that not only take into account current climate variability and extremes, but also expected future climate change, and create a broader framework for developing concrete adaptation measures.</li> <li>3. Selecting and developing a limited number of pilot cases for adaptation in the field with African companies, with input from Flemish entrepreneurs, and using the results as inspiring demo material.</li> </ol>
<ul style="list-style-type: none"> <li>• Indicate clearly how the project contributes to the realisation of the objectives of the call for projects. Formulate them SMART. (maximum 1700 characters)</li> </ul>	<p><i>Specific</i></p> <p>The project contributes to 'assisting developing countries in achieving their objectives under the Framework Convention' - inter alia in relation to the Nationally Determined Contributions (NDCs) - in particular 'strengthening policies, strategies, regulations, action plans and climate actions' (particularly in the area of adaptation).</p> <p><i>Measurable</i></p> <p>The project achieves a score of 2 on the Rio marker 'Climate change adaptation (including climate risk mitigation and vulnerability reduction)', as climate adaptation is its main objective. This includes the following aspects: information and knowledge generation, capacity building in Africa, and planning and implementation of climate adaptation. All these aspects are recognised actions</p>

eligible for climate financing<sup>11</sup>. We propose the following measurable indicators to measure the performance of the project:

- Implementation of the *AgroClim CLIMTAG*<sup>TM</sup> platform in 20-25 countries in Sub-Saharan Africa with associated training and user support.
- Selection and follow-up of 3 African companies / consortia to implement specific adaptation measures locally.

*Acceptable*

The project has a focus on adaptation. It is worth noting that, while the Paris Agreement stresses the importance of funding for adaptation, three times more public funds are currently going to mitigation. Moreover, more than half of the funds for adaptation are spent on (waste) water management. There is therefore a great need for additional funds for adaptation in the African agricultural sector. This is also expressed in this way by local actors, as shown by the current experiences in the Copernicus *AgroClim* project (cooperation with agricultural and climate experts in Malawi, Mozambique, Zambia), and by ACMAD's years of experience in this field in its contacts with local actors throughout Africa. The demand from local actors for better and relevant climate information, its use to develop climate actions, and improved access to international climate finance, make the contribution of this project more than acceptable.

*Realistic*

It seems realistic to us that the results of the project will contribute effectively to the objectives of the call, as follows:

- The Climate Information Platform will support African countries in developing climate actions and strategic plans, reporting tasks and facilitating access to climate finance;
- the adaptation pilot cases will demonstrate how information from the platform can be translated concretely into adaptation actions.

*Time-based*

All contributions to the objectives of the call described above will be completed within the three-year project duration, although "assisting developing countries

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<sup>11</sup>OECD DAC Rio Markers for Climate - Handbook, see [http://www.oecd.org/dac/environment-development/Revised%20climate%20marker%20handbook\\_FINAL.pdf](http://www.oecd.org/dac/environment-development/Revised%20climate%20marker%20handbook_FINAL.pdf)



	<p>in achieving their Framework Convention objectives" requires a continuous long-term effort.</p> <p>To conclude this section, we would like to note that the proposed project has an important potential to involve more African and Flemish enterprises in similar initiatives in the future. There is also an opportunity for the Flemish Region to take a leading role in developing the involvement of entrepreneurs in climate actions in Africa; Flemish climate financing can play the role of a catalyst by convincing others to join in such a process as well.</p>
<p><b>4.8 Results, milestones and indicators</b></p> <p>Provide an overview and description of the expected milestones and results that the project will generate and the indicators on the basis of which the milestones and results will be measured.</p>	<p><i>Results</i></p> <ul style="list-style-type: none"> <li>- <b>AgroClim CLIMTAG™ service implemented</b> for countries in Sub-Saharan Africa [indicator: confirmation of the implementation of AgroClim CLIMTAG™ in 20-25 countries].</li> <li>- <b>well-trained stakeholders</b> in these countries (outcome of planned training) [indicator: written survey of trained staff].</li> <li>- description of <b>(strategic) adaptation plans</b> for the African agricultural sector [indicator: policy document]</li> <li>- improved understanding of <b>access to international climate finance</b> and the link with business planning [indicator: report]</li> <li>- <b>pilot cases 'adaptation' carried out</b> as planned in the field [indicator: formal evaluation based on field visits and stakeholder interviews].</li> <li>- <b>dissemination material</b> [indicator: website and videos of adaptation projects that used the service].</li> </ul> <p><i>Milestones</i></p> <ul style="list-style-type: none"> <li>- <b>selection of African entrepreneurs</b> (adaptation pilot cases) [indicator: three entrepreneurs or consortia selected in the fifth quarter].</li> <li>- <b>Field visits</b> by partners (pilot case adaptation) [indicator: report of an in-situ visit in year 2; and report in year 3].</li> </ul>
<p><b>4.9 Risk estimation and management</b></p> <p>Provide an overview of the possible risks in project realisation (e.g. climatic or political), and how these estimated risks are absorbed.</p>	<p><i>Difficult local context</i></p> <p>The agricultural sector in Africa is under pressure from many shortcomings, where climate change is only one, and all of which can compromise a shift towards a sustainable production system (e.g. land degradation, low investment in the agricultural sector, poverty among small farmers, low degree of</p>

mechanisation, intensification and fertilisation, land tenure problems, risk-averse behaviour and conflicts). This is a reality that we will monitor continuously, and will try to mitigate as much as possible through, among others, an intensive local screening of the proposed pilot cases for adaptation.

*Assessing African candidate entrepreneurs*

It is not evident from Flanders to estimate the expertise and reliability of African candidate entrepreneurs (for the implementation of adaptation plans). However, this is addressed in the project through an extensive process of evaluation, including a workshop with the candidate-entrepreneurs in Belgium, and a background check (also legal) of these entrepreneurs. In particular, project partner Ondernemers voor Ondernemers has a great deal of experience and a calibrated procedure to deal with this (via boostcamps, for example).

*Safety (travel advice)*

Security problems may arise in some regions of Africa. For example, in Senegal (one of the focus countries for pilot case adaptation) the border region with Mali and Mauritania is a potential problem. When establishing the pilot cases and planning field visits, Foreign Affairs' travel recommendations for the countries concerned will therefore be strictly adhered to.

*Covid-19*

We currently regard the global Covid-19 pandemic as one of the main risks, especially in view of the planned trips to/from African countries. It is uncertain whether the situation will improve at the start of the project compared to spring 2020. However, most of the trips from Europe to Africa are planned from the second year of the project, and travel may be allowed back by then. However, the planned trips by ACMAD to other African countries (for the training related to the roll-out of the *AgroClim CLIMTAG*<sup>TM</sup> platform) are planned from the first project year onwards.

If problems remain for international travel, alternative options will be sought for site visits and consultation with stakeholders. This turnaround is already underway anyway, and since March 2020, VITO has built up considerable expertise with online meeting platforms (including meetings with 20+ participants, including from African countries) and has also made the necessary investments. We would also like to mention that the recent contacts in the

	<p>context of the present project proposal between VITO and ACMAD (Niamey, Niger) via an online meeting went flawlessly. We are well aware that online contacts can never replace the 'real' (physical) consultation moments. However, this is a global problem and not specifically something that only our project is confronted with.</p> <p>If international travel remains impossible or difficult in the coming years, the project will look into the possibility - in consultation with the client - of redirecting the travel and accommodation budget to materials (screens, software, cameras, good internet connection) in order to ensure smooth online communication. This can also be seen as an investment in Africa that - despite the current situation - should allow for continued robust cooperation.</p>
<p><b>4.10 Organisational structure of the project</b> including the legal and financial relations between the partners, the specific competencies of each project partner and role in the partnership. (maximum 3400 characters)</p>	<p>In this proposal, <b>VITO</b> assumes the role of coordinator. ACMAD, KENTER, i-Propeller and Ondernemers voor Ondernemers are partners. Before the start of the project, a consortium agreement will be drawn up between the partners which will describe in detail the tasks and responsibilities of each partner (see also Section 5.1).</p> <p>In addition to coordination, VITO will be responsible for the further development, adaptation and implementation of the <del>AgroClim</del> CLIMTAG™ Climate Information Platform in 20-25 countries of Sub-Saharan Africa, including the processing of (raw) climate information available in the Copernicus Climate Data Store (CDS <sup>12</sup>) into relevant and usable indicators for the agricultural sector. In addition to historical and long-term (IPCC projections) climate information, seasonal forecasts, for which there is a very high demand in Africa, will be implemented together with ACMAD. Finally, VITO is responsible for dissemination (website, films), deploying staff with a professional journalistic background.</p> <p><b>ACMAD</b> is responsible for the organisation of training courses for (potential) users of the <del>AgroClim</del> CLIMTAG™ platform in 20-25 countries and will use its considerable expertise and existing procedures in this field. In addition, ACMAD will be responsible for the evaluation of existing seasonal forecasts from the Copernicus CDS with the aim of implementing them in <del>AgroClim</del> CLIMTAG™ (together with VITO) as a 'soft' adaptation measure (not infrastructure-based).</p>

<sup>12</sup> <https://cds.climate.copernicus.eu/#!/home>

Finally, ACMAD will use its expertise for the strategic planning and roll-out of the *AgroClim CLIMTAG™* platform in the context of adaptation and resilience planning, in collaboration with KENTER.

**KENTER's** contribution to the project focuses on everything related to adaptation planning. First of all, in consultation with ACMAD, it will develop a policy document with adaptation measures that take into account long-term climate change (as available in the *AgroClim CLIMTAG™* dashboard) rather than just current climate extremes. Furthermore, KENTER will offer substantive and technical coaching to selected African entrepreneurs (pilot cases adaptation).

**i-Propeller** will use its expertise in accessing climate finance in the project, and will provide coaching in this area to the stakeholders involved in the project. Furthermore, i-Propeller's expertise will be used, together with that of Ondernemers voor Ondernemers, in evaluating the planned pilot cases, including on the role of entrepreneurship and business plans in setting up climate actions.

**Ondernemers voor Ondernemers (OVO)** will, through its existing networks and procedures, take on the selection and follow-up (including legal) of African entrepreneurs for the pilot cases adaptation. Together with i-Propeller, OVO will also deploy expertise with regard to drawing up effective business plans for entrepreneurs. Furthermore, OVO will involve the Flemish business world and develop further cooperation between Flemish and African entrepreneurs.

Finally, we would like to emphasise that the partners have already successfully worked together (or are currently working together) with the applicant VITO in other projects. For example, ACMAD is a subcontractor of VITO in the EU Copernicus project *Agro-climate service for African countries - pilot in Malawi, Mozambique, Zambia* (see Section 2.5); KENTER is a subcontractor in a study on the *Socio-economic evaluation of the impact of climate change in Belgium* (National Climate Commission / FPS VVVL) and has further cooperated with VITO in the project *Cost of coastal environmental degradation in Côte d'Ivoire, Ghana, Togo and Bénin*. Ondernemers voor Ondernemers cooperates structurally with VITO, a.o. via EnergyVille; furthermore, VITO and i-Propeller have had several exchanges as a result of the study and accompanying workshop on *Advancing multi-actor partnerships for climate change in Sub-Saharan Africa* (Flemish Dept.

	Foreign Affairs). As a result, we know each other's capacities, ways of working, habits and 'culture', and we are attuned to each other.
<p><b>4.11 Does the project have one or more of the following additional objectives?</b> (optional - include a recommendation)</p> <ul style="list-style-type: none"> <li>• Mobilising further climate financing by promoting private climate investments in/for developing countries.</li> </ul>	<p>The project aims very strongly at mobilising further climate financing to support the least developed countries in meeting their climate targets.</p> <p>These countries often find it difficult to put together sufficiently substantiated dossiers for access to international climate finance. The climate information platform that we plan to roll out in the project can contribute by ensuring that these countries can develop scientifically substantiated dossiers on climate risk and adaptation opportunities in the agricultural sector in order to facilitate access to these funds.</p> <p>We will take actions to promote the climate information platform and the pilot cases on adaptation to relevant stakeholders, with a view to increasing the focus on adaptation in the agricultural sector when preparing dossiers for climate financing. In particular, we will organise consultations at country level with the National Designated Authorities (NDAs - Green Climate Fund) and the National Designated Entities (NDEs - Climate Technology Centre &amp; Network (CTCN) in which VITO is 'Technology Provider'). In addition, a specific task is foreseen around facilitating access to climate finance (by partner i-Propeller).</p>
<ul style="list-style-type: none"> <li>• The implementation of policy approaches to reducing emissions from deforestation and forest degradation and the role of conservation, sustainable forest management and enhancing forest-related carbon stocks, as well as alternative approaches such as mitigation and adaptation actions for integrated and sustainable forest management.</li> </ul>	<p>Expansion of the agricultural acreage is a powerful driver of (tropical) deforestation worldwide. Sustainable climate adaptation for the agricultural sector can provide an answer to this. Climate adaptation should make the sector more resilient and productive, increase productivity and provide farmers with a stable income in a sustainable way. It reduces the need to expand agricultural land at the expense of wooded areas. When selecting adaptation measures, we will also ensure that adaptation focuses on existing agricultural land and does not take up additional land, and that farming techniques and systems that promote the storage of carbon in the soil are a priority.</p>
<ul style="list-style-type: none"> <li>• Align financial flows and the growth path towards climate-resilient and low-emission development.</li> </ul>	<p>Although the project mainly focuses on the growth path towards climate-resistant farming systems, when selecting adaptation projects (pilot cases) we will ensure that this goes hand in hand with climate mitigation (low emissions), for example by estimating relative emissions and better assessing projects that contribute to soil carbon sequestration (avoiding soil carbon loss) or lower greenhouse gas emissions (also e.g. due to the use of certain fertilisers). Indeed,</p>

	climate adaptation measures would not be robust and sustainable if they were at the same time driving climate change.
<p><b>4.12 Sustainability</b></p> <ul style="list-style-type: none"> <li>Does the project aim to contribute to one or more UN Sustainable Development Goals? If so, which ones?</li> </ul>	<p>The project focuses very strongly on SDG 2 (zero hunger) and SDG 13 (climate action). However, in implementation of the project we also aim to contribute (directly or indirectly) to SDG 1 (poverty reduction), SDG 5 (gender equality), SDG 12 (responsible consumption and production) and SDG 10 (reduced inequalities).</p>
<ul style="list-style-type: none"> <li>How does the project pursue sustainability? Is ownership foreseen?</li> </ul>	<p>Sustainability is partly ingrained by the fact that the climate information platform will remain available in the countries concerned after installation, even after the end of the project. This will allow users to continue working on it, e.g. to substantiate applications for international climate funding. The planned training and capacity building should ensure the use of the platform.</p> <p>In working out the pilot adaptation projects, we aim for maximum ownership, by involving local entrepreneurs and the population in drawing up and implementing them through a participatory approach. This is an extra assurance that the instruments have been supported by the local community and can continue to exist; moreover, they are inspiring demos for other projects. In addition, the pilot adaptation projects will have to contribute to building resilience and capacity of farming systems and local farmers. This should ensure that adaptation is sustainable and can inspire other adaptation tools.</p> <p>We assume that the changes brought about by the pilot projects with local entrepreneurs in the area of increasing the resilience of agriculture will be replicated and thus anchored in agricultural practices. The project therefore foresees a disseminating section to help ensure this.</p> <p>Finally, we want to promote sustainability by ensuring that young people have sufficient opportunities to be involved, including in the adaptation pilot cases. Not only are young people hit harder by climate change (see Section 4.4), they are ultimately the ones who will have to deal with the consequences of climate change (which has become partly unavoidable). They are therefore well placed to play an important role in taking climate adaptation actions within the agricultural sector.</p>
<ul style="list-style-type: none"> <li>Explain the partnership (reference may be made to 4.10).</li> </ul>	<p>With regard to sustainability, it is important that the <i>AgroClim CLIMTAG</i><sup>TM</sup> platform provides useful information, specifically aimed at the agricultural sector in Africa, taking into account regional differences in the expected climate impact. <b>ACMAD</b> plays an important role in this, and will use its experience within the</p>

	<p>WMO <i>Global Framework for Climate Services</i> to monitor the quality and credibility of <i>AgroClim CLIMTAG™</i> together with <b>VITO</b> and ensure that the platform provides so-called 'actionable information'.  Furthermore, we see this project as a lever to set up further actions and open up additional climate financing after the project funding has ended. The good elaboration of the pilot cases, which <b>Ondernemers voor Ondernemers</b> and <b>KENTER in particular</b> are responsible for, are very important for this, as is the dissemination (website, films) that will be set up by VITO to inspire African and Flemish entrepreneurs with the aim of jointly setting up and developing new climate actions. Future climate financing will play an important role in this, for which <b>i-Propeller</b> will provide coaching in the project.</p>
<ul style="list-style-type: none"> <li>Does the project aim at cooperation with (local) authorities, is it embedded in (local) policy?</li> </ul>	<p>We strive to tailor our service as much as possible to the needs and requirements of local African stakeholders. This alignment takes place during different phases of the project development.</p> <ol style="list-style-type: none"> <li>The conceptualisation of the project is done in close cooperation with ACMAD and by consulting the objectives of relevant multinational organisations (e.g. FAO (Food and Agricultural Organization of the United Nations), AMCOMET (African Ministerial Conference on Meteorology), African Union, WMO (World Meteorological Organization), GFCS (Global Framework for Climate Services), ...) that express the need for climate services (for the agricultural sector), e.g. in the Integrated African Strategy on Meteorology<sup>13</sup> of African Union Agenda 2063<sup>14</sup>. Climate services are an essential element in the construction of NDCs and NAPs (in which the agricultural sector plays a prominent role), and can help to effectively realise the potential of adaptation projects, to successfully mobilise investments (e.g. climate finance) in the agricultural sector, and to address global challenges with innovative digital solutions.</li> <li>Once the project is operational, we will consult stakeholders in the targeted countries via teleconference to discuss their concrete needs and requirements in terms of service content, functionality and use of service output. In a pilot project, for example, representatives of the National Meteorological Services</li> </ol>

<sup>13</sup> <https://amcomet.wmo.int/en/pages/integrated-african-strategy-meteorology-weather-and-climate-services>

<sup>14</sup> [https://au.int/Agenda2063/popular\\_version](https://au.int/Agenda2063/popular_version)

	<p>and of Ministries and/or Departments of Agriculture and related research institutes in Malawi, Mozambique and Zambia have already recorded their needs. During these meetings the interest in long-term agro-related information on climate change was repeatedly expressed, at the same time as the current lack of access to it.</p> <ol style="list-style-type: none"> <li>3. We demonstrate service prototypes and have them interactively tested by the stakeholders in workshops we organise in Africa or as e-meetings (in our experience this has already proved feasible in the spring of 2020 during the Covid-19 outbreak). The collected feedback will be used to further streamline the service to the needs of the stakeholders. Although we have currently approached only three countries to formulate concrete user needs and provide feedback on a service prototype, we plan to approach other countries of Sub-Saharan Africa in the course of the proposed project in the same way.</li> <li>4. We work together with local entrepreneurs to design and develop pilot adaptation projects.</li> </ol>
<ul style="list-style-type: none"> <li>• Does the project envisage cooperation with the (local) private sector?</li> </ul>	<p>In the project it is the intention to work together with three local African entrepreneurs (or consortia of entrepreneurs possibly supplemented by other local parties such as local NGOs) for the implementation of the adaptation pilot cases. In addition to the intrinsic value we hope to achieve with these actions, they will mainly serve as demo material for a dissemination campaign, with the aim of inspiring entrepreneurs in other regions to initiate similar actions in their own local contexts, based on evidence-based knowledge (made possible by the science-based <i>AgroClim CLIMTAG</i><sup>TM</sup> platform), in consultation with national governments and (partly) supported by international climate funding. In addition, via partner Ondernemers voor Ondernemers, Flemish entrepreneurs are also involved.</p>
<ul style="list-style-type: none"> <li>• Does the project focus on capacity building? In what way?</li> </ul>	<p>Capacity building in the project is planned as follows:</p> <ul style="list-style-type: none"> <li>- In the roll-out of the climate information platform, important resources have been earmarked in the project with which partner ACMAD will organise training for stakeholders. ACMAD is very well placed to take on this role - it is part of their core business and mission to provide training in the domain of climate (change) in the context of development in Africa.</li> </ul>



	<ul style="list-style-type: none"> <li>- Collaboration with local African companies (for the implementation of adaptation actions) will be strongly framed by partner Ondernemers voor Ondernemers, including with boostcamps and a standard procedure to select, evaluate and coach local entrepreneurs in drawing up business plans.</li> </ul>
<ul style="list-style-type: none"> <li>• Will beneficiaries be involved in the project? How will they be involved?</li> </ul>	<p>The Ministries of Agriculture (together with their respective National Meteorological Institutes), which will use <i>AgroClim CLIMTAG</i><sup>TM</sup>, among other things, to support the preparation of adaptation plans, will be involved as described above in Section 4.12 (4) and as is already being done - to a limited extent - by VITO and ACMAD in the EU Copernicus <i>AgroClim</i> project (Section 2.5). African entrepreneurs are involved as subcontractors for the development of adaptation plans. They are involved in a very intense way through boostcamps (Ondernemers voor Ondernemers), coaching (content/technical) in the field of adaptation by KENTER, and the elaboration of business plans. Flemish entrepreneurs, in addition to those involved as partners, are further involved through the activities that will be developed by Ondernemers voor Ondernemers.</p>
<ul style="list-style-type: none"> <li>• Is the technology used adapted to the local context?</li> </ul>	<p>The <i>AgroClim CLIMTAG</i><sup>TM</sup> Climate Information Platform, which forms the basis of the current proposal, will be developed during the period January-June 2020 in a co-design process with local stakeholders, in particular the Ministries of Agriculture and related institutions in Malawi, Mozambique and Zambia. Technological aspects that will be covered, and which are therefore well adapted to local needs thanks to this cooperation, are as follows:</p> <ul style="list-style-type: none"> <li>- The relevance of the climate indicators included in the platform will be specified in consultation with local users; when the platform is implemented in other countries, this exercise will be repeated each time to ensure, for example, that indicators included in national policies are included in the platform;</li> <li>- User aspects of the dashboard: the dashboard contains a number of functionalities (buttons, sliders, drop-down menus, ...) which are kept as clear as possible in consultation with the users and which take account of the fact that e.g. officials of an agriculture ministry are not necessarily climate experts;</li> </ul>

	<ul style="list-style-type: none"> <li>- Internet access: the <i>AgroClim CLIMTAG</i><sup>TM</sup> dashboard is an online platform. Consequently, the best way to offer the underlying data and software is currently being studied, with the most likely track consisting of storage of data and software on the cloud with a provider that can guarantee good access and download speed in Africa, and/or via existing (regional) platforms that already offer (other) climate information;</li> <li>- During the duration of the project, monitoring, evaluation of effective use and support for users will be ensured, and resources will be actively sought to enable this activity to continue after its funding ends.</li> </ul> <p>Based on the above, we are confident that the technology of the <i>AgroClim CLIMTAG</i><sup>TM</sup> dashboard will always be adapted to the local context.</p>
<ul style="list-style-type: none"> <li>• Does the project aim at financial sustainability? In what way?</li> </ul>	<p>Given the usually limited financial resources available in many countries of Sub-Saharan Africa, it seems to us that the most realistic course of action to ensure the sustainability of the project (i.e., the continued use of the results after the cessation of funding for the project) is to continue to focus on support from international climate finance. In particular, the establishment of new adaptation cases will need such support. In order to enable and stimulate all this, we will follow a strategy that allows stakeholders (especially at the level of national governments) to actively identify such sources of financing, including by collaborating on a national level with the National Designated Authorities/Entities, which steer access to climate financing in these countries (see also 4.11 above).</p> <p>At the same time, efforts will be made to support the local African companies involved in setting up sustainable business plans; these can inspire other companies that also aspire to activities in the field of climate adaptation. The dissemination in the project will address this.</p>
<ul style="list-style-type: none"> <li>• Does the project take into account the impact of climate change on other areas such as biodiversity, agriculture, health, energy, transport, water management or fisheries?</li> </ul>	<p>The current proposal focuses on agriculture. Wherever possible, the impact on other domains, in particular biodiversity and health, will be taken into account, given the evident relationships of these domains with the agricultural sector and VITO's expertise in these domains (as lead contractor in the EU Copernicus Climate Change Services <i>Health and Biodiversity &amp; ecosystem services</i>).</p>
<p><b>4.13 Further relevant information</b></p>	<p>-</p>

## 5. Monitoring and evaluation

### 5.1 Description of the planned activities and/or processes leading to a quality follow-up and evaluation of the project.

As a first step, before the start of the project, a consortium agreement will be drawn up which will formalise the cooperation during the implementation of the project by, among other things, providing a description of the project:

- the responsibility of each partner;
- the relations between the partners;
- the detailed planning & timing;
- the procedure for reaching decisions.

A project management team will be composed of the coordinator (VITO) supplemented by a senior staff member from each of the partner organisations. Together, in consultation with the client, they make decisions that affect the course and proper functioning of the assignment.

The members of the management team are also responsible for disseminating information to colleagues in their respective organisations and for the coordination within these organisations of the tasks assigned to them. In particular, they are responsible for gathering the necessary textual material for these tasks, as a contribution to reporting, and for providing it to the coordinator in a timely manner.

As a coordinator, VITO assumes responsibility for the coordination of activities between the partner organisation. In particular, VITO is responsible for:

- organising, monitoring and controlling the project activities and ensuring that the project meets the objectives set;
- identifying problems and formulating solutions;
- monitoring the quality and timely delivery of the results;
- the preparation of working sessions, including a proposal for an agenda for the session and a report afterwards;
- maintaining contact with the client and the other partners;
- monitoring the partner organisation to meet their contractual obligations and to deliver high quality results.

	<p>Furthermore, with regard to the follow-up and evaluation of the project, agreements will be made with the client on the following aspects:</p> <ul style="list-style-type: none"> <li>- the periodic reporting of progress;</li> <li>- Regular consultations to discuss the progress of the project;</li> <li>- periodic consultation with a guidance committee made up of experts appointed by the client with possible suggestions from the partners from their networks.</li> </ul>
<b>5.2 Agree to provide the necessary data for mandatory reporting to the UNFCCC, EU and NKC in a timely manner through the Environment Department.</b>	X Agreement
<b>5.3 Further relevant information</b>	-
<b>6. Attachments</b>	
<b>6.1 Budget (including narrative explanation)</b>	<p>The budget is available in the excel file attached. The total budget of eur 1,660,000 is distributed as follows:</p> <ul style="list-style-type: none"> <li>- Personnel costs (eur 825,000) amount to almost 50% of the total budget, with the largest share for subsidy applicant VITO;</li> <li>- Administration/management costs (eur 150,000) amount to approximately 9% of the budget;</li> <li>- The operating budget of eur 685,000 is mainly spent on scaling up the AgroClim service to 20-25 countries in Sub-Saharan Africa and organising the pilot case adaptation (including subcontracting for African entrepreneurs). For more details see the excel file in Section 3.6.</li> </ul> <p>EUR 618,000 of the budget will go directly to African partners. A total of 1402 person-days is planned for the project.</p>
<b>6.2 Brief description of similar previous or current projects</b>	<p><b><i>AGRO-CLIMATE SERVICE FOR AFRICAN COUNTRIES - PILOT IN MALAWI, MOZAMBIQUE, ZAMBIA (EU Copernicus Climate Change Service, Jan 2020 - Jun 2021)</i></b></p> <p>"In this project VITO and ACMAD develop an agro-climate service for climate risk assessment in African countries, tailored to local needs and accompanied by a strategy to build capacity in the service's operation and use, as well as a strategy</p>

	<p>to access International Climate Funds to support the long-term continued access to climate service operation.</p> <p>The agro-climate service consists of (1) a set of applications to efficiently select, aggregate and extract historic and future climate (ensemble) data from the Copernicus data archive; (2) a downstream component operating at country level, that offers statistically downscaled climate indicators of relevance to the agricultural sector.</p> <p>The target audience of the service consists of African National Meteorological Services and national Ministries of Agriculture. Within the Copernicus contract the agro-climate service for African countries is being developed as a pilot version for Malawi, Mozambique and Zambia.</p> <p>In order to ensure longer term sustainability of the service, we will engage with organisations managing International Climate Funds. We will promote the relevance of the agro-climate service and win support for its integral inclusion in national adaptation planning, in particular with relation to the Nationally Determined Contributions (NDCs) that were approved as a part of the Paris agreement.</p> <p>In the end, the goal is to support African countries in becoming more climate resilient in the agricultural sector, through policy and adaptation measures targeting, e.g., a switch towards climate resilient crop types, adapted farming practice (such as improved irrigation schemes), decisions for strategic planning and risk management, and raising awareness in local communities.”</p>
<b>6.3 Further relevant information</b>	-

## **7. Signature of project proposal by all partners involved**

*See signed letters of intent from the partners on the following pages (ACMAD, KENTER, i-Propeller, Ondernemers voor Ondernemers)*

N°0136/ACMAD/DG

## Letter of Intent

**Letter of Intent (LOI) for participating as a partner of VITO for the definition and execution of the project 'Klimaatinformatie-platform voor Adaptatie in de Landbouwsector in Afrika' (the Project), initiated by the Flemish Government (the Authority) within the Climate Finance development cooperation program.**

*The Project, with an estimated duration of three (3) years, has the objective to achieve an upscaling of an existing agro-climate service dashboard (AgroClim) to Sub-Saharan African countries; to use information generated by this dashboard to design climate adaptation measures; and to implement a selected number of pilot adaptation cases in collaboration with African entrepreneurs.*

The African Centre of Meteorological Applications for Development, with registered office situated at 55, Avenue des ministères PL 6, P.O.Box 13184, Niamey-Niger represented by Andre KAMGA FOAMOUHOUE, hereinafter called ACMAD declares that:

- it actively participated in the preparation of the proposal for the Project;
- it shall support & assist VITO in preparing a detailed work plan within 6 weeks after approval of the Project by the Authority that will be laid down in a Consortium Agreement for the Project in line with the proposal;
- when the Project is awarded, it will participate in the Project according to the terms and conditions of the Consortium Agreement agreed for the Project.

ACMAD will cover its own costs for all time and expenses incurred on preparation of the proposal, including travel and accommodation costs, up to the point of notification of awarding of the Project to VITO.

ACMAD will not disclose to any third party any information received related to the preparation of the proposal without the prior written consent of VITO and ensures that the information disclosed and/or provided by VITO or other participants to the preparation of the proposal is treated as strictly confidential and will be used solely for the purpose of preparing and submission of the proposal.

ACMAD shall not transfer any of its rights nor obligations under the present LOI to a third party without the prior written consent of VITO.

Neither party shall be liable to the other party for any damage in the tendering phase of the Project, provided such damage was not caused by a willful act or by a breach of confidentiality. Neither VITO nor ACMAD shall be responsible to the other for any indirect or consequential loss or similar damage such as, but not limited to, loss of profit, loss of revenue or loss of contracts.

This LOI shall become effective upon its signature by ACMAD and shall terminate, upon the earliest dates of:

- the decision of the Authority not to award the Project to VITO;
- the signature of a Consortium Agreement between VITO and ACMAD.

The signature via a scanned or digitized image of a handwritten signature (e.g. scan in PDF format) shall have the same force and effect as an original handwritten signature for the purposes of validity, enforceability and admissibility. Delivery of the fully executed copy via e-mail or via an electronic signature system shall have the same force and effect as delivery of an original hard copy.

**Declared on May 08, 2020**

**For : ACMAD**

**Name : Andre KAMGA FOAMOUHOUE**

**Title : Director General**

**Signature**





## Letter of Intent

**Letter of Intent (LOI) for participating as a partner of VITO for the definition and execution of the project 'Klimaatinformatie-platform voor Adaptatie in de Landbouwsector in Afrika' (the Project), initiated by the Flemish Government (the Authority) within the Climate Finance development cooperation program.**

*The Project, with an estimated duration of three (3) years, has the objective to achieve an upscaling of an existing agro-climate service dashboard (AgroClim) to Sub-Saharan African countries; to use information generated by this dashboard to design climate adaptation measures; and to implement a selected number of pilot adaptation cases in collaboration with African entrepreneurs.*

KENTER bv, with registered office situated at Muizenheuvelstraat 87, 2520 Ranst, Belgium, represented by Koenraad Couderé, director, hereinafter called KENTER, declares that:

- it actively participated in the preparation of the proposal for the Project;
- it shall support & assist VITO in preparing a detailed work plan within 6 weeks after approval of the Project by the Authority that will be laid down in a Consortium Agreement for the Project in line with the proposal;
- when the Project is awarded, it will participate in the Project according to the terms and conditions of the Consortium Agreement agreed for the Project.

KENTER will cover its own costs for all time and expenses incurred on preparation of the proposal, including travel and accommodation costs, up to the point of notification of awarding of the Project to VITO.

KENTER will not disclose to any third party any information received related to the preparation of the proposal without the prior written consent of VITO and ensures that the information disclosed and/or provided by VITO or other participants to the preparation of the proposal is treated as strictly confidential and will be used solely for the purpose of preparing and submission of the proposal.

KENTER shall not transfer any of its rights nor obligations under the present LOI to a third party without the prior written consent of VITO.

Neither party shall be liable to the other party for any damage in the tendering phase of the Project, provided such damage was not caused by a willful act or by a breach of confidentiality. VITO nor KENTER shall be responsible to the other for any indirect or consequential loss or similar damage such as, but not limited to, loss of profit, loss of revenue or loss of contracts.

This LOI shall become effective upon its signature by KENTER and shall terminate, upon the earliest dates of:

- the decision of the Authority not to award the Project to VITO;
- the signature of a Consortium Agreement between VITO and KENTER.

The signature via a scanned or digitized image of a handwritten signature (e.g. scan in PDF format) shall have the same force and effect as an original handwritten signature for the purposes of validity, enforceability and admissibility. Delivery of the fully executed copy via e-mail or via an electronic signature system shall have the same force and effect as delivery of an original hard copy.

Declared on May 8, 2020

For : KENTER bv

Name : Koenraad Couderé

Title : Director

Signature :



## Letter of Intent

**Letter of Intent (LOI) for participating as a partner of VITO for the definition and execution of the project 'Klimaatinformatie-platform voor Adaptatie in de Landbouwsector in Afrika' (the Project), initiated by the Flemish Government (the Authority) within the Climate Finance development cooperation program.**

*The Project, with an estimated duration of three (3) years, has the objective to achieve an upscaling of an existing agro-climate service dashboard (AgroClim) to Sub-Saharan African countries; to use information generated by this dashboard to design climate adaptation measures; and to implement a selected number of pilot adaptation cases in collaboration with African entrepreneurs.*

i-propeller N.V., with registered office situated at Jozef II straat 20, Brussels, Belgium, represented by Michael Wagemans, hereinafter called iPropeller, declares that:

- it actively participated in the preparation of the proposal for the Project;
- it shall support & assist VITO in preparing a detailed work plan within 6 weeks after approval of the Project by the Authority that will be laid down in a Consortium Agreement for the Project in line with the proposal;
- when the Project is awarded, it will participate in the Project according to the terms and conditions of the Consortium Agreement agreed for the Project.

iPropeller will cover its own costs for all time and expenses incurred on preparation of the proposal, including travel and accommodation costs, up to the point of notification of awarding of the Project to VITO.

iPropeller will not disclose to any third party any information received related to the preparation of the proposal without the prior written consent of VITO and ensures that the information disclosed and/or provided by VITO or other participants to the preparation of the proposal is treated as strictly confidential and will be used solely for the purpose of preparing and submission of the proposal.

iPropeller shall not transfer any of its rights nor obligations under the present LOI to a third party without the prior written consent of VITO.

Neither party shall be liable to the other party for any damage in the tendering phase of the Project, provided such damage was not caused by a willful act or by a breach of confidentiality. VITO nor iPropeller shall be responsible to the other for any indirect or consequential loss or similar damage such as, but not limited to, loss of profit, loss of revenue or loss of contracts.

This LOI shall become effective upon its signature by iPropeller and shall terminate, upon the earliest dates of:

- the decision of the Authority not to award the Project to VITO;
- the signature of a Consortium Agreement between VITO and iPropeller.

The signature via a scanned or digitized image of a handwritten signature (e.g. scan in PDF format) shall have the same force and effect as an original handwritten signature for the purposes of validity, enforceability and admissibility. Delivery of the fully executed copy via e-mail or via an electronic signature system shall have the same force and effect as delivery of an original hard copy.

Declared on May 8 2020

For : iPropeller

Name : Michael Wagemans

Title : Managing Partner

Signature :



**Michael Wagemans, Ph.D.**  
Managing Partner  
**i-propeller NV/SA**  
The Impact House  
Jozef II-straat / Rue Joseph II 20  
B-1000 Brussels

## Letter of Intent

**Letter of Intent (LOI) for participating as a partner of VITO for the definition and execution of the project 'Klimaatinformatie-platform voor Adaptatie in de Landbouwsector in Afrika' (the Project), initiated by the Flemish Government (the Authority) within the Climate Finance development cooperation program.**

*The Project, with an estimated duration of three (3) years, has the objective to achieve an upscaling of an existing agro-climate service dashboard (AgroClim) to Sub-Saharan African countries; to use information generated by this dashboard to design climate adaptation measures; and to implement a selected number of pilot adaptation cases in collaboration with African entrepreneurs.*

Ondernemers voor Ondernemers vzw, with registered office situated at Willem de Croylaan 58 bus 4022, 3001 Heverlee, Belgium, represented by Björn Macauter, hereinafter called OVO, declares that:

- it actively participated in the preparation of the proposal for the Project;
- it shall support & assist VITO in preparing a detailed work plan within 6 weeks after approval of the Project by the Authority that will be laid down in a Consortium Agreement for the Project in line with the proposal;
- when the Project is awarded, it will participate in the Project according to the terms and conditions of the Consortium Agreement agreed for the Project.

OVO will cover its own costs for all time and expenses incurred on preparation of the proposal, including travel and accommodation costs, up to the point of notification of awarding of the Project to VITO.

OVO will not disclose to any third party any information received related to the preparation of the proposal without the prior written consent of VITO and ensures that the information disclosed and/or provided by VITO or other participants to the preparation of the proposal is treated as strictly confidential and will be used solely for the purpose of preparing and submission of the proposal.

OVO shall not transfer any of its rights nor obligations under the present LOI to a third party without the prior written consent of VITO.

Neither party shall be liable to the other party for any damage in the tendering phase of the Project, provided such damage was not caused by a willful act or by a breach of confidentiality. VITO nor OVO shall be responsible to the other for any indirect or consequential loss or similar damage such as, but not limited to, loss of profit, loss of revenue or loss of contracts.

This LOI shall become effective upon its signature by OVO and shall terminate, upon the earliest dates of:

- the decision of the Authority not to award the Project to VITO;
- the signature of a Consortium Agreement between VITO and OVO.

The signature via a scanned or digitized image of a handwritten signature (e.g. scan in PDF format) shall have the same force and effect as an original handwritten signature for the purposes of validity, enforceability and admissibility. Delivery of the fully executed copy via e-mail or via an electronic signature system shall have the same force and effect as delivery of an original hard copy.

Declared on May 8, 2020

For : Ondernemers voor Ondernemers vzw (OVO)

Name : Björn Macauter

Title : General Manager

Signature :



***Exhibit 2b : Translation of additional clarifications requested by  
Flemish Government***

## Climate information platform for adaptation in the agricultural sector in Africa

Answers to additional questions from the Flemish Government, posed on 3<sup>rd</sup> of June 2020

[koen.deridder@vito.be](mailto:koen.deridder@vito.be) & [eline.vanuytrecht@vito.be](mailto:eline.vanuytrecht@vito.be)

***The project has the ambition to set up a roll-out to various Southern African countries. Could you explain whether all these countries are asking for this, and through what channel they have indicated it?***

We want to set up a roll-out to some 20 countries throughout Sub-Saharan Africa (i.e. the least developed countries), so not only to Southern African countries but also in West/Central/East Africa.

The fact that countries in sub-Saharan Africa are calling for climate information platforms for the agricultural sector to support adaptation is something we know about, particularly through the FAO. In personal conversations, various representatives of the FAO Climate and Environment (CBC) department have drawn our attention to these countries' need for robust climate information. The first discussions with FAO took place in March 2019, which led to the launch of the AgroClim project (Copernicus financing, Jan 2020 - Jun 2021), the precursor of KLIMPALA.

In the implementation of AgroClim, the demand from the countries involved (Malawi, Mozambique, Zambia) for robust and accessible climate information has become even clearer, particularly as an indispensable input for the substantiated elaboration of National Adaptation Plans (NAPs). From FAO (personal communication, May 2020), we also know that climate information platforms provide essential support for countries to claim climate funding, such as the Global Environment Facility and the Green Climate Fund.

An additional channel that makes the demand from African countries very clear is the *Africa Adaptation Initiative*. This is based on African heads of state and its objectives include: 'to ensure adequate climate information services to support robust policy and decision-making on adaptation' - exactly what we are aiming for with KLIMPALA.

At the level of individual countries, the demand is also very present, for example:

- Kenya mentions a lack of technical capacity with regard to climate information as a barrier to developing adaptation plans for the agricultural sector (Irungu Mburu, J. , 2017. Assessing Institutional Barriers to National Adaptation Plan (NAP) Implementation in Kenya's Agricultural Sector. University of Nairobi, 57 pp.);
- The NAP for Uganda's agricultural sector mentions the urgent need for appropriate and adequate climate information for informed agricultural planning and decision-making (Republic of Uganda, 2017. National Adaptation Plan for the Agricultural Sector. Ministry of Agriculture, Animal Industry and Fisheries);
- In Malawi, the need for reliable, locally specific and tailored climate services was expressed in a report following a consultation workshop (Report on the National Consultation workshop for the Global Framework for Climate service (GFCS) Adaptation Project in Malawi, Lilongwe, 9-11 June 2014).

Finally, the demand from African countries for robust and accessible climate information is very often made by ACMAD (African Center of Meteorological Applications for Development), which has frequent



contacts with Ministries of Agriculture in Africa. ACMAD is a partner in the KLIMPALA project and, in this role, will also ensure that user demand is central and respected in the project.

***The project is closely monitored, the monitoring is well described. Is there also provision for evaluation and can you explain how this is being done?***

*- Evaluation of adaptation demonstration cases with African entrepreneurs*

In the project, a number of demo cases are planned with African entrepreneurs. Not only will this process (selection, ...) be supervised by partner Ondernemers voor Ondernemers (OVO), OVO will also take care of the 'post-investment follow-up', which includes a permanent evaluation. Over the years, OVO has become very familiar with the evaluation of local projects in Africa, which is very important for them since they usually do not work with a subsidy system but with a system of loans, in which the aspect of 'getting value for money' is essential. Furthermore, the case studies will be evaluated at the last planned field visit by the project partners (coordination VITO) on the basis of interviews with relevant stakeholders, such as the Ministries of Agriculture in the countries concerned. An overarching framework will be drawn up beforehand to carry out the evaluation (forecast as well as ex post).

*- Evaluation of the project as a whole*

We propose that the project itself be evaluated by an external advisory board with neutral experts. The project will, via coordinator VITO, report at agreed times to the members of this advisory board, who in turn will submit an independent report to the principal. Members of the advisory council can be selected from e.g. representatives of the Flemish Government (Environment Department, Foreign Affairs Department), agencies of the Flemish Government (VMM, ...), the academic world, the business world, NGOs.

***The budget includes a sum for Ondernemers voor Ondernemers. This is an organisation that works largely with volunteers. Can you provide more details?***

Björn Macauter, General Manager of Ondernemres voor Ondernemers (OVO), will coordinate the OVO contribution to the project. Furthermore, there are two part-time colleagues who can take over some of his tasks.

With the foreseen budget, OVO will work on (1) the selection of entrepreneurs together with local (self-employed) employees; (2) the coordination of boo(s)tcamps (ClimateLaunchpad curriculum) with input from Belgian and local coaches; (3) the coordination of further coaching and due diligence by expert-volunteers of Team Investments; (4) the coordination of follow-up and mentoring after investments have taken place (deployment of expert-volunteers & local partners and self-employed employees).

Each of the three planned demo projects (adaptation) will be assigned a team of at least three expert-volunteers from Team Investments. According to a rough estimate (based on previous activities), volunteers will contribute up to 450 hours to the project. This can be considered as an 'in-kind' contribution from volunteers who bring in a very high level of expertise (e.g. retired former company managers with decades of experience).



***Exhibit 3 – Gantt chart  
and List of Deliverables & Milestones***

***Exhibit 3a : Detailed Gantt chart (subject to change depending on  
project progress)***







***Exhibit 3b : List of Deliverables & Milestones (subject to change depending on project progress)***



**D1.7(1)** Explore possibility and relevance of seasonal forecasts: Verification report for seasonal forecasts and analog years.

ACMAD                      M10                      Report

**D1.7(2)** Explore possibility and relevance of seasonal forecasts: verification report of seasonal forecasts for the agriculture calendar

ACMAD                      M14                      Report

**D1.8** CLIMTAG Basic Validation (indicators): validation of calculated indicators against indicators calculated based on observational dataset

VITO                      M19                      Report

**D1.9** CLIMTAG Expansion: dynamically based on user input

VITO                      M26                      Other

**D1.10** CLIMTAG Expansion: seasonal forecast included if feasible

VITO                      M35                      Other

Note : D1.10 is part of the formal deliverable **D1.1** “*Expand CLIMTAG platform to 20-23 countries*” in the project proposal (cf. Exhibit 2a) and relates to the final expansion. Throughout the project D1.10 will be used.

**D1.11** Train stakeholders in 20-23 countries: trainings finished + report of each of the three trainings

ACMAD                      M34

Note : D1.11 refers to the formal deliverable **D1.2** in the project proposal (cf. Exhibit 2a). Throughout the project D1.11 will be used.



## WP2 development strategic adaptation plans

**D2.1(1) Strengths and Weaknesses Analysis Report:** (climate and non-climate related) strengths and weaknesses of agricultural sector in (3) selected countries (literature study)

KENTER                      M8                      Report

**D2.1(3) Threats and Opportunities Analysis Report:** evolution of selected agro-climate indicators in the (3) selected countries for different time horizons (e.g. 2030-2050-2075) based on output of climate information platform + threats and opportunities for agriculture given climate change prognosis (literature + stakeholder survey) for different time horizons.

KENTER                      M18                      Report

**D2.1(4) Adaptation Pathway Report:** Description of sets of generic adaptation options (including transformation) for different levels of climate change and different farming systems, and developed decision trees and adaptation pathways

KENTER                      M24                      Report

**M2.1(6) Evaluation Decision Trees/Adaptation Pathways:** test usefulness of decision trees and adaptation pathways in selecting adaptation options and priorities for pilot adaptation cases + feedback workshop with stakeholders

KENTER                      M28                      Workshop + application

**D2.1(8) Guidelines Report:** guidelines for medium and long term strategic adaptation planning based on climate information platform data (including institutional, organisational etc. aspects) + template and guidelines for strategic adaptation plans based on insights obtained during the previous steps

KENTER                      M32                      Report

**M2.1(9) Evaluation Guidelines:** feedback workshop/surveys with stakeholders about guidelines

KENTER                      M33                      Workshop/surveys

**D2.1** Write policy document for (strategic) adaptation plans for the African agricultural sector (D2.1)

KENTER                      M36                      Report

Note : D2.1 is a formal deliverable as per the project proposal (cf. Exhibit 2a).

**D2.2(2) Preliminary ICF Needs and Obstacles Report:** needs, obstacles for (20-23) selected Sub-Saharan African countries to access international climate finance towards adaptation based on literature review and qualitative survey

i-propeller                      M11                      Report

**D2.2** Write report on insights into access to international climate finance and the link with business planning

i-propeller                      M20                      Report

Note : D2.2 is a formal deliverable as per the project proposal (cf. Exhibit 2a).



**D3.7(2) Setting up partnership with Flemish companies (Uganda): list of partnerships**

OVO M20 Report

**D3.4(1-5) Post-investment Coaching Quarterly Reports for adaptation use cases / entrepreneurs Senegal: including progress reporting on the realization of the growth path as outlined in the business plan rapport and feedback**

OVO M20-M24-M28-M32-M36 Report

**D3.8(1-4) Post-investment Coaching Quarterly Reports for adaptation use cases / entrepreneurs Malawi: including progress reporting on the realization of the growth path as outlined in the business plan rapport and feedback**

OVO M24-M28-M32-M36 Report

**D3.8(5-8) Post-investment Coaching Quarterly Reports for adaptation use cases / entrepreneurs Uganda: including progress reporting on the realization of the growth path as outlined in the business plan rapport and feedback**

OVO M24-M28-M32-M36 Report

**D3.9(1) Mission Report field visit Senegal year 2**

OVO M24 Report

**D3.9(2) Mission Report field visit Malawi year 2**

OVO M24 Report

**D3.9(3) Mission Report field visit Uganda year 2**

OVO M24 Report

**D3.9(4) Mission Report field visit Senegal year 3**

OVO M30 Report

**D3.9(5) Mission Report field visit Malawi year 3**

OVO M30 Report

**D3.9(6) Mission Report field visit Uganda year 3**

OVO M30 Report

**M3.9 Field visit (3x2)**

OVO M30 Other

Note : M3.9 is the formal milestone **M3.2** referred to in the project proposal (cf. Exhibit 2a). Throughout the project M3.9 will be used.

**D3.10 Evaluate adaptation use cases: including impact measurement using OVO's SDG assessment tool + follow-up of defined KPIs + feedback from entrepreneurs**

OVO M34 Report

Note : D3.10 is the formal deliverable **D3.1** referred to in the project proposal (cf. Exhibit 2a). Throughout the project D3.10 will be used.

WP4 dissemination

**D4.1(1)** Preliminary Outreach Report extended CLIMTAG: listing outreach efforts

VITO M24 Report

**D4.1(2)** Final Outreach Report extended CLIMTAG: listing outreach efforts

VITO M36 Report

**D4.2** Dissemination on Strategic Report: listing outreach efforts

KENTER M36 Report

**D4.4** Dissemination on Use Cases: video's and dissemination efforts listed

VITO M36 Report/other

Note : D3.10 is the formal deliverable **D3.2** referred to in the project proposal (cf. Exhibit 2a). Throughout the project D4.4 will be used.

***Exhibit 4 – General budget break-down  
as part of Project Proposal***



Projectbudget op basis van kostenrubrieken <b>OF</b> resultaten									
PROJECTBUDGET	DOELSTELLING/RESULTAAT	JAAR 1	JAAR 2	JAAR 3	TOTAAL (LOKALE VALUTA)	TOTAAL EUR			
<b>1. Investeringskosten</b>									
<b>SUBTOTAAL</b>		0,00	0,00	0,00		0,00			
<b>2. Operationele kosten</b>									
<b>Algemeen</b>									
VITO - reis/verblijf Afrika terreinbezoek 2 trips x 3 locaties x 2 personen			18.000,00	18.000,00		36.000,00			
VITO - subcontract pilot cases adaptatie (Afrikaanse bedrijven)			120.000,00	240.000,00		360.000,00			
VITO - cloud storage		4.000,00	4.000,00	4.000,00		12.000,00			
VITO - disseminatie (o.a. film)			12.000,00	24.000,00		36.000,00			
VITO - algemene werkingskosten terreinbezoeken Afrika		3.000,00	5.000,00	5.000,00		13.000,00			
ACMAD - reis/verblijf + kosten deelnemers + organisatie/logistiek trainings + deelname aan fora om het klimaatdashboard and gebruik ervan op nationaal niveau te promoten		50.000,00	50.000,00	50.000,00		150.000,00			
ACMAD - reis/verblijf terreinbezoek 2x3x1			9.000,00	9.000,00		18.000,00			
KENTER - reis/verblijf terreinbezoek 2x3x1			9.000,00	9.000,00		18.000,00			
i-Propeller - reis/verblijf terreinbezoek 2x3x1			9.000,00	9.000,00		18.000,00			
OVO - werkingskosten boost camps & follow-up		8.000,00	8.000,00	8.000,00		24.000,00			
<b>Audit en evaluatie</b>									
<b>SUBTOTAAL</b>		65.000,00	244.000,00	376.000,00		685.000,00			
<b>3. Personeelskosten (maximaal 50% subsidie)</b>									
VITO		208.000,00	145.000,00	142.000,00		495.000,00			
ACMAD		30.000,00	30.000,00	30.000,00		90.000,00			
KENTER		29.500,00	48.000,00	72.500,00		150.000,00			
i-Propeller		10.000,00	20.000,00	30.000,00		60.000,00			
OVO		5.000,00	13.000,00	12.000,00		30.000,00			
<b>SUBTOTAAL</b>		282.500,00	256.000,00	286.500,00		825.000,00			
<b>4. Administratiekosten (maximaal 10% subsidie)</b>									
VITO		50.000,00	50.000,00	50.000,00		150.000,00			
<b>SUBTOTAAL (maximaal % totaal subsidie)</b>		50.000,00	50.000,00	50.000,00		150.000,00			
<b>TOTAAL (lokale valuta)</b>		397.500,00	550.000,00	712.500,00		1.660.000,00			
<b>TOTAAL EURO</b>									

Geef een narratieve toelichting bij het budget in het projectvoorstel

## ***Exhibit 5 : Payment Plan for ACMAD***

<b>Payment</b>	<b>Amount</b>	<b>Expected Date</b>	<b>Comments</b>
1	40.000,00€	31/12/2020	50% of Annual Budget for Yr1, at contract signature
2	40.000,00€	30/01/2022	50% of Annual Budget for Yr1, after approval of the 1 <sup>st</sup> annual report by the Flemish Government
3	89.000,00€	30/01/2023	Annual Budget for Yr2, after approval of the 2 <sup>nd</sup> annual report by the Flemish Government
4	89.000,00€	31/12/2023	Annual Budget for Yr3, after approval of the 3 <sup>rd</sup> annual report by the Flemish Government
<b>Total :</b>	<b>258.000,00€</b>		