

ANNEX 3

PHASE 2: FULL PROPOSAL TEMPLATE¹

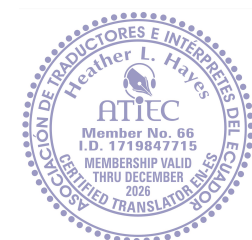
I. General Instructions

Please ensure that you read the following before drafting and submitting your full proposal:

- Consult the [Terms of Reference](#) for detailed information on the current call for proposals and the documents that must be attached to the full proposal.

II. When preparing the document

- Be clear and concise.
- The text in italics serves as guidance for completing the sections of this document.
- The document must be completed in Times New Roman font, size 11, single-spaced, and submitted into PDF format with page numbers. The name of the PDF file must follow this format: Complete Proposal_NAME OF PROPOSER.
- The document must not exceed 10 pages (excluding the budget, annexes, and the cover page).



¹This template for submitting the Full Proposal must be submitted to the Fondo Biocorredor Amazónico, once Phase 1 corresponding to the Concept Note has been approved.

FULL PROJECT PROPOSAL FOR THE BIOCORREDOR AMAZÓNICO FUND PROJECT

a. BACKGROUND

It includes the same information submitted in the "Concept Note," and may be subject to review.

Project Title	<i>Draft in a maximum of 20 words.</i>						
Proponent information²	<p><i>Name of the proponent:</i></p> <p><i>Mark with an "X" the entity to which you belong:</i></p> <table border="1"> <tr> <td><i>Public Sector³</i></td> <td><input type="checkbox"/></td> <td><i>Enter the name of the specialized Executor.</i></td> </tr> <tr> <td><i>Private Sector</i></td> <td><input type="checkbox"/></td> <td><i>Not applicable.</i></td> </tr> </table> <p><i>Proponent identification number (RUC):</i></p> <p><i>National identity card number of the legal representative:</i></p> <p><i>Date of incorporation of the applicant Organization:</i></p> <p><i>Contact telephone number:</i></p> <p><i>Email:</i></p> <p><i>Detailed address:</i></p> <p><i>Organization comprised of members of Indigenous nationalities: YES/NO</i></p> <p><i>If yes, indicate the nationality and number of members of the organization:</i></p>	<i>Public Sector³</i>	<input type="checkbox"/>	<i>Enter the name of the specialized Executor.</i>	<i>Private Sector</i>	<input type="checkbox"/>	<i>Not applicable.</i>
<i>Public Sector³</i>	<input type="checkbox"/>	<i>Enter the name of the specialized Executor.</i>					
<i>Private Sector</i>	<input type="checkbox"/>	<i>Not applicable.</i>					
Partner organizations	<i>Please provide a list of strategic partners participating in the project. For each partner, specify its country of origin, role, and whether it is composed of members of Indigenous Peoples (if applicable).</i>						
Project location⁴	<p><i>Province(s):</i></p> <p><i>Cantón (es):</i></p> <p><i>Parish(es):</i></p> <p><i>Geographic coordinates (WGS – 84):</i></p>						



²For public sector entities, this section must be completed with information on the Specialized Implementing Entity (SIE). Refer to section 11.2.2 [of the Grant Award Procedures Manual](#).

³It should be borne in mind that proposals submitted by public sector proponents shall comply with the provisions set out in **numeral 11.2** of the [Grant Award Procedures Manual](#).

⁴Refer to the section "Scope and Geographic Description of the Amazon Biocorridor" of the [Grant Award Procedures Manual](#).

	<p><i>Is the project implementation area located in Indigenous territories? YES/NO</i></p> <p><i>If the response is affirmative, specify which territories, communities, or nationalities.</i></p>
Duration⁵	<p><i>Start date (specify in format: dd/mm/yyyy):</i></p> <p><i>Completion date (specify in the following format: dd/mm/yyyy):</i></p> <p><i>Duration (in months):</i></p>
Total requested financing (in US dollars)	<p><i>Indicate the total budget (in numbers and words) of the proposed project.</i></p>

b. SUMMARY (maximum 750 words)

Provide an expanded, evidence-based description of the content presented in the “Summary” section of the Concept Note. The scope, impact, sustainability, replicability, financing, co-financing, and any other elements deemed relevant should be included.

c. ORGANIZATIONAL CAPACITY (maximum 500 words)

Provide a more detailed description of the content presented in the “Experience” section of the Concept Note. It is recommended to expand the description of the organization and the project’s core team to demonstrate the administrative and financial capacity to manage the grant.

d. PROJECT OBJECTIVES AND RESULTS

In this section, the issue, objectives, and expected results set out in the Concept Note will be defined in a comprehensive and complete manner. Based on an initial “brainstorming,” identify the central problem affecting the community, applying prioritization and selectivity criteria.

Define the most significant causes and effects of the problem in question, and describe them in the following format:

Causes (C)	Core issue	Effects (E)
C1:	<i>State the core issue</i>	E1:
C2:		E2:
C3:		E3:



⁵Implementation of proposals funded through small grants shall be up to 24 months; medium grants shall be up to 36 months; and large grants shall be up to 48 months.

A problem tree can be understood as a negative image of reality in which the situations affecting the territory are identified. By transforming it into an objective tree, a shift in focus is undertaken: everything negative becomes a positive condition to be achieved that is also feasible.

In this process, the causes of the problem become specific objectives that will enable change to be achieved; the effects become expected results; and the central problem is transformed into the overall objective. One or more expected results may be grouped under a specific objective.

Additionally, for the purpose of effectively developing reporting, monitoring, and coordination

Overall Objective:	
Specific Objectives (SO)	Expected Results (ER)
SO1:	ER1:
SO2:	ER2:

e. CROSS-CUTTING APPROACHES (maximum 500 words):

The objective of this section is to ensure that the project contributes to reducing inequality gaps, strengthening inclusive participation, and recognizing the cultural diversity of groups or beneficiaries. This section must describe in detail how the project integrates the cross-cutting approaches of gender, social equity, and intercultural participation.

f. DESCRIPTION OF THE PROJECT ACTIVITIES AND ITS PHASES (maximum 300 words)

These are the actions, described in greater detail, that must be carried out to achieve a particular specific objective and, therefore, attain the expected results. Activities must be organized chronologically and grouped under each specific objective in the following format:

Project name: Enter the name										
Overall Objective: Enter the objective										
Specific Objectives	Expected results	Year 1				Year n				
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Qn
Specific Objective 1: Enter the objective										
Activity 1.1. Activity details	ER1: Result details	X	X							
Activity 1.2.					X					
Specific Objective 2: Enter the objective										
Activity 2.1.	ER2:		X	X	X					
Activity 2.2.						X	X	X		
Activity 2.3.	ER3:									X

Q = Quarter

g. PARTICIPATION OF INDIGENOUS COMMUNITIES, PEOPLES, AND NATIONALITIES

If the project is implemented in Indigenous territories, involves Indigenous communities, peoples, or nationalities, or may affect their rights, territories, resources, or ways of life, explain and provide evidence of how they participated in and contributed to the design of the full proposal. For this purpose, the following must be described:

- *Name of the collective(s) that participated in the process and, where applicable, other collectives potentially affected.*
- *Authority or representative body with which engagement was maintained.*
- *The opportunities held to inform, engage in dialogue, and gather input during the design of the proposal.*
- *Main contributions or comments received and how they were incorporated into the full proposal, or justify why they were not incorporated.*
- *The potential negative impacts (environmental and social) identified, together with their respective management, prevention, or mitigation measures, presented and validated with feedback from the groups involved.*
- *Rights, obligations, roles, activities, and expected benefits for the groups involved.*

Attach the relevant supporting documentation, as applicable^{6 7 8} to this complete proposal. The attached documents must substantiate what is described in this section, including the meetings held, the participants, the topics discussed, the inputs received and, where applicable, the willingness to participate in project implementation.

The documentation submitted at this stage does not replace the subsequent formalization of the corresponding process, as applicable, in accordance with the ESMS and applicable legislation, with respect to Indigenous Communities, Peoples and Nationalities.

h. ENVIRONMENTAL AND SOCIAL RISKS

⁶If the proponent is not the indigenous community, people, or nationality itself, or if the project may affect indigenous groups other than the proponent, attach one or more Statements of Intent to participate in the implementation of the project, as well as other supporting documentation for the participatory process carried out during the design of the full proposal.

⁷If the proponent is the indigenous community, people, or nationality itself and the project will be implemented in its own territory without affecting other indigenous collectives, attach the minutes, resolution, certification, or other document issued in accordance with its own governance mechanisms and collective decision-making processes, supporting the intention to submit and implement the proposal.

⁸If the proponent is the indigenous community, people, or nationality itself, but the project may affect other indigenous groups other than the proponent, the proponent shall also attach the endorsement indicated in note ⁶ for those potentially affected groups, without prejudice to the document indicated in note ⁷ for the proponent group.

In accordance with the requirements, procedures, and tools established in the BCA Fund's Environmental and Social Management System (ESMS), complete and submit the environmental and social risk assessment and the Environmental and Social Action Plan (ESAP) available in ESMS Tool 2 and Tool 3, as documents attached to this full proposal ([Link Tools 2 and 3](#)).

The information presented in the ESMS tools must be consistent with the full proposal design and, as applicable, identify the project's main environmental and social risks, its preliminary categorization, and the planned management, prevention, mitigation, and monitoring measures, the allocated budget, and the designated responsible parties.

i. ASSESSMENT AND INDICATORS

This section describes the mechanism through which the project team will conduct follow-up and monitoring of progress in implementation.

They measure the change that can be attributed to the project and must be obtained at a reasonable cost, preferably from existing data sources. It is important that the indicators be objectively verifiable; that is, that any person be able to measure them and obtain similar and reliable results. The indicators must be:

- *Specific.* - It must focus on the changes to be measured.
- *Measurable.* - Quantifiable indicators are preferred for their precision.
- *Relevant.* - Provide key information for project management
- *Achievable.* - Data must be feasible to collect within the framework of the project.
- *Associated with a timeframe.* - The information must be collected and reported within defined timeframes.

*The indicators at the level of the **General Objective** must measure the outcome of achieving all the Specific Objectives.*

*The indicators at the level of the **Specific Objectives** must enable the measurement of the expected results generated through their implementation.*

*Indicators at the **Activities** level are the areas in which material, human, and financial resources, as well as the time available to the project, are considered to ensure that the specific objectives are met.*

*The **means of verification** are the sources of information that an evaluator can use to verify that the indicators have been achieved. They may include published material, visual inspection, sample surveys, and other sources. They must be practical and cost-effective. They provide the basis for the evaluation, monitoring, and supervision of the project.*

*The **assumptions** indicate the important or necessary events, conditions, and decisions required to achieve the objectives (overall and specific) and implement the activities.*



The **focal point** will be the member of the technical team responsible for reporting to the project's general coordinator.

The **targets** serve to establish the proponent's commitment in line with the anticipated resources and results, so that both the Proponent and the BCA Fund have clarity regarding performance in terms of responsibility and accountability. The use of targets for indicators supports project monitoring and a good working relationship between the Proponent and the BCA Fund.

The **Baseline** is the basic standard and initial situation against which all future targets for the indicator will be measured. It can be obtained through document review, observation of processes in action, data collection, interviews, or any other combination.

The format for monitoring and evaluating project performance is presented below.

Project name:								
Scope	SMART indicator	Unit of measure	Baseline Line	Targets		Means of Verification	Assumptions	Responsible (team)
				Midterm ⁹	Final			
General Objective:								
SPECIFIC OBJECTIVES								
SO1:								
SO2:								
SO3:								
ACTIVITIES								
ACT1.1:								
ACT1.2:								
ACT2.1:								
ACT3.1:								

j. SUSTAINABILITY AND REPLICATION (maximum 1 page)

With reference to the description in the Concept Note, this section must clearly and comprehensively explain how the expected results will be sustained beyond the project's lifetime, including the potential for scaling up or replication. If applicable, describe long-term partnerships and resources.

It should detail how the knowledge and learning will be transferred to other stakeholders, for example, through training events, communications, and experience sharing, among others.



k. BUDGET

⁹The mid-term review is conducted halfway through the project to assess progress, identify problems, and make adjustments that ensure the achievement of objectives. It is defined by the thematic area, type of grant, or another variable deemed relevant

The following principles must be taken into account when preparing the final budget for the full proposal:

- a) **Relevance and direct linkage:** Include in the budget only those costs that are directly related to the implementation of activities and the achievement of the project objectives. Indirect costs or costs that are not directly attributable shall be financed from other sources and shall be duly justified.
- b) **Realism and technical justification:** The budget must be based on actual and verifiable costs. Updated market prices should be researched, and reasonable and proportionate amounts assigned to each planned activity. Unsubstantiated cost estimates should not be included, nor should it be assumed that they can be covered with unconfirmed future resources.
- c) **Integrity and coherence:** The budget must reflect all costs associated with the implementation, follow-up, monitoring, and evaluation of the project.
- d) **Proper use of resources:** The resources allocated by the BCA Fund must be used exclusively in accordance with the approved budget and the defined categories and percentages. All financial records must be available, including original receipts and invoices. These may be subject to an independent audit and may be made public.
- e) **Internal consistency:** The budget figures contained in the information sheet must match those on the proposal cover page and those in the body of the proposal.
- f) **Retention and audit:** All financial documentation of the proponent must be retained for a minimum period of three years following the completion of the project, for audit or review purposes.

In this section, the budget will be completed in a comprehensive manner and in greater detail, based on the matrix presented in the Concept Note and taking into account the aforementioned principles.

Use the budget template (Excel) at the following link: [LINK budget template](#)

Administrative costs (overhead) may not exceed 15% of the total amount of the grant awarded; the *mark up* formula will be applied for the calculation.



The following matrix details the available budget lines for expenditure.

Category	Description	Maximum Percentage Allowed
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Personnel	Managerial and technical staff of the organization directly involved in project activities, with a clearly defined role.	30%**
Service contracts	Contracts for consultancy and services, including materials and specialized support services that do not fall under the organization's core technical role.	
Other financial resources*	Transfers of resources to other partners supporting project implementation (e.g., subcontracts, sub-agreements, or other coordination mechanisms).	
Workshops	Costs for venue rental, catering, and transportation for participants, necessary for advancing project implementation.	
Travel	Transportation, accommodation, and meals.	
Equipment and Software	IT equipment, tools, materials, or software directly related to project implementation.	
Audit***	Audits conducted during project implementation and at its completion, depending on the size of the grant.	
Other Costs	Other direct costs not included in the above categories.	
Subtotal		
Administrative expenses (applies to Subtotal)	Includes office expenses, administrative staff, accounting, utilities, etc.	15%
Total		

(*) For contracts with third parties, as applicable to their legal nature, it is necessary to submit the same cost structure. Administrative costs may be applied only once, either through the principal beneficiary or the sub-beneficiary. If the principal beneficiary retains the full amount of the administrative cost, the sub-beneficiary may not charge administrative costs.

(**) With the exception of projects whose nature requires additional personnel, duly justified.

(***) Mandatory budget line

Insert the indicative budget matrix into the Concept Note document as follows [\(also send the Excel file\)](#):



BIOCORREDOR AMAZÓNICO FUND – Project Financial Analysis

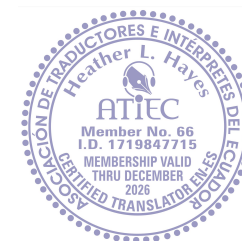
Enter the amounts in the 'Total amount (with VAT)' column. The calculations are generated automatically. (Blue text = user input | Black = automatic formula)

1. PROJECT BUDGET (enter amounts including VAT when applicable)

Conservation Commitment	Specific Objectives	Expected Result	Activity	Completion time frame	EXPENSE LINE	Total amount (with VAT) USD	Deducted VAT (15%) USD	Amount without VAT USD	% s/Total	Amount Co-financing	Source Co-financing	Notes / Description
						0,00	0,00	0,00	0,0%	0,00		
						0,00	0,00	0,00	0,0%	0,00		
						0,00	0,00	0,00	0,0%	0,00		
						0,00	0,00	0,00	0,0%	0,00		
						0,00	0,00	0,00	0,0%	0,00		
						0,00	0,00	0,00	0,0%	0,00		
PROJECT TOTAL						0,00	0,00	0,00	0,0%	0,00		

2. REGULATORY LIMIT CALCULATIONS (on the Total without VAT = column D Total)

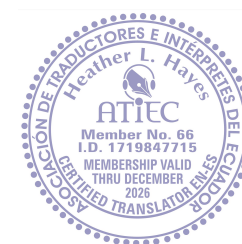
Concept	% Limit	Maximum Permissible amount (USD)	Proposed Amount (USD)	Available Difference (USD)	Status	Notes
Accepted Personnel Expense (max. 30%)	30%	0,00	0,00	0,00	✓ CUMPLE	
Administrative Expense (max. 15%)	15%	0,00	0,00	0,00	✓ CUMPLE	
Total Personnel + Administrative (max. 45%)	45%	0,00	0,00	0,00	✓ CUMPLE	



3. CO-FINANCING ANALYSIS							
Concept	Amount (USD)	% of total project net of VAT	Source / Description				Status
Total Co-financing contributed by the proponent	0,00	0,0%	Automatic sum of column F of the budget				
Is co-financing required?	▲ PENDIENTE: Verifique si aplica cofinanciamiento y regístrelo en columna L						
4. SUMMARY OF GRANT REQUESTED FROM THE BCA FUND							
Total Project (excluding VAT)	0,00						
Accepted Personnel Expense (max. 30%)	0,00						
Administrative Expense (max. 15%)	0,00						
Total Project VAT	0,00						
(=) Grant requested from the BCA Fund	0,00						
Total Co-financing	0,00						

NOTES: VAT calculated as 15% (Ecuador). Amount without VAT = Total with VAT × 100/115.

BLUE text = data to be entered by the user. BLACK text = automatic calculation.



If the project is selected and, therefore, a grant is awarded to the Proponent, the budget information becomes part of the contract between the BCA Fund and the proponent (Executor).

Budget assumptions:

1.- Inflation and adjustments: No inflation adjustments will be allowed.

2.- Cost Structure:

Eligible Costs: Technical and field personnel directly linked to the project, equipment and materials required for implementation, transportation and logistics costs, and monitoring and evaluation activities.

Non-Eligible Costs: Fines, interest, non-reimbursable taxes, political activities, expenses without supporting documentation.

3.- Personnel Assumptions: Fee rates must be based on market ranges and statutory benefits. If there are additional benefits beyond those required by law, they will be accepted provided that they are within the 15% explained previously.

All personnel must be included in the roles and responsibilities matrix.

4.- Disbursements and cash flow: Disbursements will be made by mutual agreement between the parties to the signed grant agreement. The applicant must project its cash flow in accordance with its operational plan.

I. OTHER (maximum 300 words)

If there is a significant discrepancy between the information contained in this Phase 2 template and the Phase 1 template corresponding to the submitted concept note, the reasons must be clearly explained.

DECLARATION

I declare that the information provided is true and verifiable.
I authorize the BCA Fund to verify the attached documents.

Signature: _____

Date: ___ / ___ / 202__



m. ANNEXES

RÉSUMÉ TEMPLATE

Instructions for completing the Annex – Project Team Experience

The proponent and its technical team must provide information to verify their technical and operational capacity to implement the project.

Complete the following table on the proponent’s experience in similar projects (item a) and the résumé template for key personnel (item b), attaching supporting documentation.

The information presented, based on the details provided in the concept note, must be clear, verifiable, and consistent with the competencies required for the type of intervention proposed in the Full Proposal. The capacity of the team will be a determining criterion for scoring in the technical evaluation.

a. Table of Experience in Similar Projects

- Record only projects relevant to the proposal submitted.
- Verifiable supporting evidence shall be attached for each experience recorded: handover–takeover records, contracts, certificates of satisfactory performance, final reports, or other documents substantiating the participation declared.
- Experiences without documentary evidence will not be considered in the evaluation.

The proponent’s experience in similar projects						
Project Name	Funding entity / Partners	Start date	End date	Brief description (max. 6 lines)	Outputs delivered / Verifiable results	Attached documents (Final Act, Contract, Certificate, Report, etc.)

b. Key Personnel résumé template (max. 2 pages per person).

- Include only the information relevant to the role to be carried out within the project.
- Each résumé must be supported by verifiable documentation, as applicable (degrees, certificates, proof of experience, etc.).



RÉSUMÉ TEMPLATE – KEY PERSONNEL

PERSONAL INFORMATION

Full name:

Proposed project position:

Nationality:

Email:

Telephone:

EDUCATIONAL BACKGROUND

Degree/Certification	Institution	Country	Year

RELEVANT PROFESSIONAL EXPERIENCE (Maximum 10 years)

Position	Institution/Project	Main functions	Years / Period

PROJECT-RELEVANT SPECIFIC EXPERIENCE

Provide details on specific experience relevant to the description of the proposed project in the Complete Proposal.

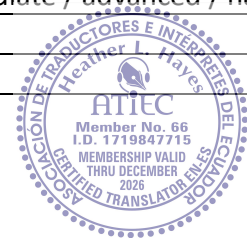
Project/Activity	Role performed	Primary contribution	Supporting evidence attached

RELEVANT COURSES, CERTIFICATIONS AND TRAINING

Course / Certification	Institution	Year

LANGUAGES

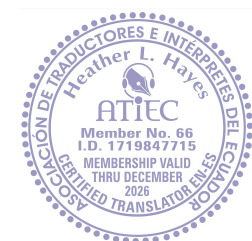
Language	Level (basic / intermediate / advanced / native)



n. ATTACHED DOCUMENTS TO BE SUBMITTED WITH THE FULL PROPOSAL

The following documents, as applicable, must be attached to the Full Proposal. Some templates are included in the Annexes to the Terms of Reference.

- 1) Experience Table of the proponent in Similar Projects (ANNEXES item a) and the résumé template for key personnel (ANNEXES item b), with supporting documentation attached.
- 2) Letters of support from Executors that support project implementation through co-financing.
- 3) Documentary evidence for section “g: Comunidades, Pueblos y Nacionalidades Indígenas”.
- 4) Environmental and Social Management System (ESMS) Tools 2 and 3 – [LINK tools 2 and 3](#)



I, Heather Hayes, with national ID number 1719847715, hereby certify that the attached is a complete and accurate English translation of the original Spanish language version of the attached document: *Anexo 3 Formato de Propuesta Completa*, and that I am competent in both the English and Spanish languages to render such translation.

Signature of Translator

Translator:

Heather Lynn Hayes

Av. 12 de Octubre N24-562 y Cordero, Edificio World Trade Center, Torre A, Piso 15,

Of. 1501, Quito, Ecuador

heather@hayesmultilingual.com

Address

March 31, 2026

Date

**The translator is a U.S. citizen, certified translator, and member No. 66 of ATIEC (The Ecuadorian Association of Translators and Interpreters), as well as an accredited court translator for Ecuador with accreditation number 18-00207-00006*

