CSO Initiatives Mechanism
Financing initiatives
by <u>civil society organizations in countries eligible for French public development assistance</u>

2025 Call for Expressions of Project Intentions for <u>Locally Governed CSOs</u>
For financing in 2026

Partnerships Department
Civil Society Organizations Division (MPN/OSC)

I. SUMMARY

Civil society organizations (CSOs) in countries eligible for official development assistance from the OECD Development Assistance Committee[1] are able to obtain **co-financing** from AFD for a project through the **CSO Initiatives (CSO-I) mechanism.**

Through this mechanism, AFD provides co-financing for development projects that aim to **promote and strengthen local stakeholders and contribute to achieving the Sustainable Development Goals (SDGs).**

Despite current budgetary constraints, AFD has decided to go ahead with its **annual Call for Expressions of Project Intentions (AMI) to shortlist** projects from locally governed CSOs for co-financing in **2026**.
Local CSOs are invited to submit their project intentions in accordance with the procedures set out below.

Local CSOs may submit **a single project intention** (on their own or as part of a consortium) with two possible options:
- ✓ **Either a project that is a continuation of projects already supported by AFD Group or the French Embassy**
- ✓ **Or a new project that is in line with the AMI's priorities.**

CSOs and the project they submit must **meet the eligibility criteria outlined in this AMI.** CSOs must refer to these criteria before applying.

Project selection is a **two-step** process:
- **A shortlist** is drawn up based on a project intention sheet supported by an administrative file.
- **Then, for shortlisted projects only, a final selection is made** based on a complete application file including the CSO Initiative Note (NIONG) supported by various appendices, which marks the start of the project appraisal process.

Submissions are made **online** via the **OSCar platform.**

The **project budget must not be less than €500,000 over three years.**

The average annual project budget must not exceed 70% of the CSO's average annual budget for the last three years, except in cases that are duly justified; the CSO's minimum annual budget must therefore not be less than €238,000.

The maximum AFD co-financing rate is set at 90% of the total project budget.

---

[1] List of ODA recipients established by the OECD - DAC (oecd.org)

1. Legal and strategic framework

AFD is launching its annual Call for Expressions of Project Intentions (AMI) to shortlist CSO projects to be co-financed in 2026. Local CSOs are therefore invited to submit their project intentions in accordance with the procedures set out below.

This call for projects falls within the scope of the ***French Orientation and Programming Law on Development and International Solidarity,*** passed on August 4, 2021, and is in line with the goals of the French Ministry for Europe and Foreign Affairs' strategic document "Civil Society and Civic Engagement" for the period 2023 to 2027.

The law therefore stipulates that **civil society organizations (CSOs) in countries eligible for official development assistance may benefit from direct financing from AFD** if they meet various conditions. Implementing Decree no. 2022-571, published on June 19, 2022, explains the application of this article.

Projects submitted to AFD must primarily **aim to contribute to strengthening local civil societies and to achieving sustainable development goals.**

The strategic priorities for this mechanism are based on the conclusions of the **Presidential Council for International Partnerships** (CPPI, formerly CPD) of April 4, 2025 and on **AFD's Strategic Guideline Plan (POS V) for 2025-2030.**

Within this framework, French official development assistance (ODA) grants are targeted at least 60% towards the most vulnerable countries, including least developed countries (LDCs) and those particularly vulnerable to crises and climate change. The following are the priority goals for French ODA:

1. Accelerate the transition away from coal and finance renewable energies in developing and emerging countries to limit global warming to 1.5°C
2. Protect the most vital carbon and biodiversity reserves in forests and oceans to preserve the planet
3. Invest in young people by supporting education and teacher training in developing countries
4. Strengthen resilience to health risks, including pandemics, by investing in primary healthcare systems and supporting training for healthcare workers in fragile countries
5. Promote African innovation and entrepreneurship that will help build a shared future for young people in Europe and Africa
6. Mobilize private and public sector expertise and financing for strategic, high-quality, sustainable infrastructure in developing countries
7. Strengthen food sovereignty, particularly in Africa
8. Support human rights and democracy everywhere and combat misinformation
9. Promote women's rights and gender equality, particularly by supporting feminist organizations and institutions that advance women's rights
10. Help our partners combat illegal immigration and criminal networks.

CSOs and the projects they submit must meet the shortlisting criteria outlined below. CSOs must refer to these criteria before responding to this call. CSOs should also:

- **Read the new edition of the Methodology Guide** published online with this Call for Expressions of Project Intentions (Financing NGO Projects | AFD – Agence Française de Développement).

- **Review the eligibility criteria for this Call for Expressions of Project Intentions** presented in **section III** of this document.

> **The shortlisting criteria have changed since the previous call,** so please read the criteria for this call carefully. **The main changes made since the 2024 Call for Expressions of Project Intentions are highlighted in purple in this document.**
>
> **Please note:** The **selection criteria** (based on a complete file, after shortlisting) are set out in the Methodology Guide (https://www.afd.fr/en/financing-ngo-projects). We recommend that you review these criteria before applying.

2. Guidelines for this Call for Expressions of project intentions

The CSO Initiatives (CSO-I) mechanism provides financing for various types of projects through a range of instruments:

- **Single-country or multi-country field projects**
- **Sustainable development and global citizenship education projects**
- **Projects to strengthen the non-profit sector at local, national, or even regional levels.**

Each project is subject to specific criteria, which should be reviewed in the Methodology Guide available in English, French and Spanish on the AFD website.[2]

Against a backdrop of budgetary constraints, this AMI will focus primarily on:

- **Recurring phases of high-impact projects with meaningful results, already co-financed under AFD's CSO-I mechanism.**
- **New projects in least developed countries (LDCs) and those particularly vulnerable to crises and climate change.**

However, CSOs are reminded that AFD's ability to provide financial support will be extremely limited in 2026.

If their project proposal is shortlisted, CSOs must submit the project document (NIONG) between November 1, 2025 and June 30, 2026.

Project intentions aimed primarily at:
i) **Gender equality, transforming gender-based social relationships and strengthening feminist civil society organizations**
ii) **Amplifying young people's voices and empowering them to take action**
iii) **Climate and biodiversity issues**
will be given priority in the final decisions of the Call for Expressions of Project Intentions.

Project intentions employing the use of **international solidarity volunteers (VSIs)** to implement their initiatives will receive special attention.

AFD promotes a **human rights-based approach.** It will also pay close attention to initiatives, organizations, and consortia that incorporate and advance this approach. AFD will pay particular

---

[2] https://www.afd.fr/en/financing-ngo-projects

attention to projects that work to **limit the shrinking of civic space** and/or support people who are particularly vulnerable to discrimination and violations of their rights (including LGBTQIA+ people).

For each project submitted under the AMI, NGOs must highlight the impact of their actions. AFD will pay particular attention to the **communication aspects of the project** as a means of raising awareness of the initiative and its impact on beneficiaries.

3. Procedures for submitting project intentions

Project intention and administrative documents must be submitted online using the OSCar portal.

The OSCar User Guide is provided in Appendix 3.

CSOs that wish to submit a project for the Call for Expressions of Project Intentions and who do not yet have an OSCar account must:

i) send AFD the information required to assess their eligibility to email address oscar_admin@afd.fr: name of the AFD Group entity or partner that has already financed the CSO, date of financing and amount granted

ii) log onto the OSCar portal and submit a request to create an account by **Friday July 4, 2025** at the latest (see the *OSCar User Guide* and *Authorization for Use of OSCar*).

4. Call for Expressions of project intentions timetable

Timetable for submitting project intentions:

From Monday May 26, 2025 to Monday July 28, 2025, 6 PM (Paris time)

on the OSCar website – https://oscar.afd.fr

a) Template : Expression of Intent and Project Document

The CSO must use the Project Intention Sheet in Annex 1 to submit its Expression of Intent.
At the end of the pre-selection process, if the project is pre-selected, the CSO will be able to prepare a complete project file (NIONG and budget) using the templates proposed in the Reference Documents on the AFD page.

b) Shortlisting Notification

The CSO will be notified of whether its project has been shortlisted by the **end of October 2025** at the latest.

c) Adjustment of co-financing amount

The amount of co-financing that the CSO plans to request from AFD may be adjusted downward after shortlisting of the project intention.
The amount agreed upon at the end of shortlisting will be stated in the email confirmation sent to CSOs whose projects have been shortlisted. This amount may not under any circumstances be increased when writing the CSO Initiative Note (NIONG) and/or during project appraisal if it is

selected. However, it may be decreased by the CSO if necessary and/or by the Partnerships Department/Civil Society Organizations Division (MPN/OSC).

d) Timetable for submitting the CSO Initiative Note

The CSO Initiative Note (NIONG) may be downloaded to OSCar from November 1, 2025 to June 30, 2026 at the latest. Projects will not be accepted after this date, except in cases that are duly justified.

Please note: A new NIONG format was published online in May 2025, along with new documents relating to compliance requirements. Please download these templates from the AFD website (https://www.afd.fr/en/financing-ngo-projects).

Lastly, the **Methodology Guide** was updated at the same time as this Call for Expressions of Project Intentions. Please read it carefully before preparing the NIONG (also available on the AFD website).

e) Time between submitting an application and financing being approved or rejected, and application management

MPN/OSC presents the project to one of its bodies called the **NGO Committee for Grant Decisions** (which approves or rejects the request for co-financing) based on the number of projects received and progress in the project appraisal process. Even though project proposals (CSO Initiative Note (NIONG) + complete administrative file) are considered in the order they are received, **submitting an application by a given date does not necessarily mean that it will be presented to the next NGO Committee.** Only MPN/OSC may decide to include a project on the committee's agenda. CSOs may not decide the date on which a financing request should be presented to the NGO committee.

The appraisal period varies, depending on the quality and complexity of the project. You should expect the AFD appraisal process to last approximately four to six months (or more if needed in exceptional circumstances) after you have submitted a CSO Initiative Note (NIONG).
The date on which the application is presented to the NGO Committee, which decides whether to approve or reject the co-financing request, depends not only on the date on which the complete application is submitted, but also on the length of the appraisal process and the quality of the NIONG.

f) How CSOs will be informed of the shortlisting results

MPN/OSC will inform each CSO individually by email sent through the OSCar platform. Shortlisted projects will then be included in the 2026 planning process.

g) Financing available for 2026

The French Ministry for Europe and Foreign Affairs will notify AFD of the total amount of financing available in early 2026.

II. ELIGIBILITY CRITERIA FOR CSOS

Articles of association	Co-financing requested from AFD is granted to CSOs founded under one of the following legal forms:
	 ▪ **Associations or non-governmental organizations (including unions) founded in accordance with the legislation in force in the country concerned**, that are non-profit and work in the field of sustainable development, already supported by the AFD group, directly or through a French partner:
	      o MPN/OSC – CSO Partnerships Division, or
	      o Operations Directorate (Sustainable Development Solutions Directorate and its sectoral divisions or in-country AFD field offices), or
	      o Expertise France, or
	      o A <u>French Embassy</u> as part of annual funding of more than €100,000 (Fonds Equipe France projects, for example).
	
	 ▪ Non-profit **national, regional or international platforms** that work in the field of sustainable development and whose headquarters are located on a long-term basis in one of the countries affected by their work, in accordance with the legislation in force in the country, already supported by AFD Group via a French partner.
	
	 Organizations must be non-political, non-profit, and independent.
	
	 Please note: ***Foundations are not normally eligible unless they qualify as associations under local law.***

CSO founding and governance	▪ The foundation date of the CSO **must be at least three years prior to the date on which the AFD grant was awarded**; this rule may be waived in exceptional cases where entities have changed their articles of association or name in the last three years, but have been carrying out the same missions using the same means for at least three years. ▪ There must be no majority control by one or more public entities (ministries, public institutions, public companies, decentralized services) or by representatives of public entities on the CSO's Board of Directors. ▪ There must be no majority control by local authorities or local government representatives on the CSO's Board of Directors. ▪ There must be no majority control by one or more private companies or representatives of private for-profit companies on the CSO's Board of Directors. Only cooperatives and mutuals, which are part of the social economy, do not fall into this category, but they may not, alone or together, have majority control over the CSO's Board of Directors. ▪ Qualified persons who are members of the CSO's governance bodies and who, by virtue of their mandate, represent one or more public entities, local authorities or private entities of any type, will be counted in the college of public entities, of local authorities or of private entities. ▪ For CSOs that operate a blended model, entities representing public institutions (excluding local authorities) and entities representing private

	enterprises (excluding mutuals and cooperatives) must not together have majority control over the CSO's Board of Directors.
	▪ The CSO's headquarters and management must be located in the country of registration. The CSO must demonstrate that its structure is truly independent (with its own governance, management, strategic directions, etc.) from the public and/or private entities that support it.
	▪ A delegation or branch of a French or international CSO based in an eligible country may submit an application, provided that it is a non-profit organization and meets the eligibility requirements listed here.
	AFD will assess the CSO's eligibility based on the documents submitted to it and the criteria set out here. Furthermore, AFD reserves the right to exercise its discretion in assessing the CSO's eligibility.
CSO operations	The applicant CSO must demonstrate that its internal operations comply with the following criteria (depending on the legal obligations in the country): ▪ The CSO holds regular general meetings and the governance bodies provided for in its articles of association meet regularly. ▪ The CSO produces annual documents, including financial documents, approved by the General Assembly, as provided for in its articles of association.
CSO activities	▪ **The CSO's major social missions must include the goal of working in the fields of sustainable development, promoting human rights, youth, gender equality, or strengthening civil society organizations.** ▪ **Projects to structure the local CSO sector (SMA) and projects focusing on sustainable development and global citizenship education (EDDCM) carried out in the countries will be encouraged and may therefore be supported.** ▪ CSOs whose main missions are exchange, international influence, reflection or intellectual production activities are not eligible. ▪ **CSOs must have been financed at least once directly, or through a French CSO, on a completed project, by an AFD Group entity (such as MPN/OSC, Operations Directorate, and Expertise France) regardless of the amount received, or by the French Embassy** as part of annual funding of more than €100,000. It may choose to renew its partnership with the French CSO, which has already supported it, as a partner in the intention it is submitting in its own name. ▪ **CSOs must be able to demonstrate that they have carried out activities of significant scope and duration**, through the implementation of development, sustainable development and global citizenship education projects, and/or projects to organize the non-profit sector.
CSO financial situation and	▪ The organization's accounting and financial information must be approved in accordance with the law of its country of registration, in particular the approval of its accounts by a statutory auditor or local

co-financing ceilings	equivalent. MPN/OSC will check this information, provided at the time the CSO submits its application, during the project shortlisting process. ▪ The CSO must have the financial and management capacity to carry out the project for which it is seeking co-financing. MPN/OSC will pay particular attention to the ratio between the project's annual budget and the CSO's annual budget, and to its capacity to provide the human resources required. MPN/OSC will ensure that the **average annual cost of the project does not exceed 70% of the CSO's annual budget for the last three years, except in cases that are duly justified**. The CSO's minimum annual budget must therefore not be less than €238,000.

III. ELIGIBILITY CRITERIA FOR PROJECTS

1. Project co-financing amounts and ceilings

- **The total project cost must be greater than or equal to €500,000[3] over three years.**

- **The maximum co-financing rate of AFD's CSO-I mechanism is set at 90% of the total project budget.**

- The ratio of annual project budget to the CSO's annual budget: the average annual cost of the project **must not exceed 70% of the CSO's annual budget for the last three years**, except in cases that are duly justified. The CSO's minimum annual budget must therefore not be less than €238,000.

- **Indirect costs are set at a maximum of 14% of direct project costs.**

- **Please note: under this Call for Expressions of Project Intentions:**
  - **For recurring projects, the co-financing request to AFD must not be higher than in the previous phase.**
  - **For new projects, the grant requested from AFD may not exceed:**
    - **€800,000 for a single-country project**
    - **€1 million for a multi-country project.**

  Downward adjustments to the amounts allocated to shortlisted projects cannot be ruled out pending confirmation of the budgetary resources available for 2026.

2. Project duration

Project duration is three years, renewable only once. Projects with a duration of two years or four or more years will not be accepted.

3. Number of project proposals that may be submitted and renewals

Local CSOs **may submit <u>a single project intention</u>** (on their own or as part of a consortium) with two possible options:

- **A new phase of a project already supported by MPN/OSC** if the implementation of the previous project is considered satisfactory, with a geographic and thematic scope that is stable over time, renewable once if necessary. In this case, the Initiative Note must specify the date, amount and title of the project already financed.

- **A new project,** which may be renewed. Project renewal is not automatic.

---

[3] MPN/OSC may, in exceptional cases, declare projects with a total project cost of between €300,000 and €500,000 eligible only if the geographic and/or sectoral circumstances are specific and justified or if the grant application is a follow-up to a project with a total project cost below €500,000.

4. Nature of eligible projects

a) Criteria common to all project types

Multi-stakeholder approaches (involving CSOs, local authorities, research organizations, businesses, or other stakeholders) are preferred.

Regardless of its geographic and thematic scope, the project must take into account **gender and gender equality issues** and give special attention to **youth**, and provide concrete solutions to address these issues as much as possible.

Projects may be **led by a national CSO or by a consortium** of several national or international CSOs, with a designated lead CSO.

b) Development projects

Proposed development projects must be implemented in one or more countries eligible for official development assistance and, if possible, in partnership with other local civil society organizations. They must contribute to the achievement of sustainable development goals. **The project must include measures to strengthen local stakeholders; it must involve the central and decentralized government services of the country in which the project will be implemented, unless the situation in the country does not allow it.**

All sectors are eligible: agriculture, environment-biodiversity-climate, water and sanitation, professional integration and training, healthcare and social action, urban development, energy, productive sector and microfinance, human rights, local development, control and citizen participation, gender equality, and advocacy projects.

c) Sustainable development and global citizenship education (EDDCM) projects

Sustainable development and global citizenship education (EDDCM) projects are also sometimes referred to as global education or ECSI. Article 4.7 of the 2030 Agenda urges us to help learners "acquire the knowledge and skills needed to promote sustainable development, including, among others, education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship, and appreciation of cultural diversity [...]"
Projects aimed at educating citizens of all ages about these issues, and encouraging them to take action to help create a fairer, more united and sustainable world are eligible. Project activities may be carried out in the partner country or abroad (including France and Europe).

The project may take the following forms: education and training actions and programs, the production of educational tools and materials (animations, games, digital tools and materials, documentary files, educational kits, etc.), event-based actions (festivals, street entertainment, prizes and contests, etc.), awareness-raising campaigns for the general public or specific target groups, advocacy actions, training and support for project leaders. Actions may be carried out within the formal education sector in school settings, or in non-formal and informal education, implemented by civil society for the general public.
The project may combine development and sustainable development and global citizenship education activities.

d) Projects to structure the non-profit sector (SMA)

These projects must have a national or international impact on one or more of the following pillars:
- Structuring CSOs, capacity-building, closer alignment, and convergence of actions

- Advocacy, political dialogue, collective action
- Professionalization and creation/dissemination of innovations in the sector and beyond
- Contribution to the collective efforts of CSOs to strengthen public action at the local, national, and multilateral level

5. Ineligible projects

Project intentions that are mainly or exclusively aimed at the following activities are not eligible for AFD co-financing:
- Training projects or programs when the project involves this type of activity alone or is built entirely around this type of activity
- Publications or editorial projects when the project involves this type of activity alone or is built entirely around this type of activity
- One-off and geographically limited actions may not be co-financed, unless they are part of wider processes and actions
- Projects including activities to build or restore infrastructure representing over 40% of the estimated budget (except in duly justified cases, discussed with the CSO in advance)
- Emergency one-off operations under the responsibility of the French Ministry for Europe and Foreign Affairs
- Organizing conferences, symposiums, and seminars when the project involves this type of activity alone or is built entirely around this type of activity
- Evaluations alone
- Individual or group trips for members of the CSO
- Covering logistical resources (transport, containers, vehicles, etc.)
- Sending or providing equipment (medicine, books etc.) or private fundraising

The project may not include activities involving religious proselytizing or political propaganda.

Projects that are mainly or exclusively aimed at the following sectors of activity **are not eligible for AFD CSO Initiatives co-financing**, except in special cases that AFD alone may assess:
- Academic and scientific exchanges
- Youth exchanges
- Archeology
- The French language

6. Combating fraud, corruption, money laundering, and the financing of terrorism – AML/CFT

In accordance with the French Monetary and Financial Code (CMF), the United Nations, the European Union and France have agreed on measures to freeze assets and prohibit the direct or indirect provision of funds.

AFD expects the CSOs it finances to **comply with international requirements for combating fraud, corruption, money laundering, and the financing of terrorism.**

The AFD procedure was updated in April 2025; CSOs must **read the relevant worksheet in the Methodology Guide and the documents published in the "AML/CFT Documents" folder available at https://www.afd.fr/en/financing-ngo-projects.**

7. AFD's assessment of the criteria

In addition to the eligibility criteria set out above, **AFD reserves the right to assess each project based on any other qualitative criteria deemed relevant**, for example:

- Reviewing a CSO's project intention based on the quality of the implementation of projects led by the French CSO or partner already supported by MPN/OSC or an entity of the Group, and the financial amounts passed on
- Taking into account the quality of the dialogue with the association
- Reviewing projects based on their innovative and timely nature
- Decreasing the requested grant amount
- Shortlisting projects based on geographic guidelines set by the French Ministry for Europe and Foreign Affairs and their contribution to SDGs
- Not shortlisting a project if its initiative note seems to suggest that it is not completely gender-blind based on the OECD-DAC marker[4]

8. Other project characteristics

A. Projects referred to as "recurring"

a) What is a recurring project?

A project referred to as "recurring" is a project that has already been financed by MPN/OSC, either directly or **through a French lead CSO and which ends in 2025/2026.**

b) Can a project be considered recurring if it has not previously been financed by MPN/OSC, but by another AFD department?

No, a project is only considered recurring if it already received MPN/OSC financing during the previous phase and within the last year. However, new projects that are a continuation of previous financing granted by AFD under other schemes will be given careful consideration.

c) What is the maximum duration accepted by the MPN/OSC between two phases for a project to be considered to be recurring?

The phases must follow one another to ensure that it is really a long-term project. Therefore, there may not be more than twelve months between two phases. Beyond this twelve-month period, the project is considered to be a new project (unless operations have continued with alternative financing).

d) Can a project initially intended to last only three years, with no prospect of a second phase, subsequently become a multi-phase project if it becomes necessary to continue it?

Yes, but the CSO will need to demonstrate precisely why, at the end of phase 1, it considers that a new phase is necessary.
The CSO Initiative Note (NIONG) asks CSOs to predict how long a project will last and provide an estimated total duration.

---

[4] https://www.oecd.org/fr/cad/femmes-developpement/Manuel-Marqueur-CAD-Aide-Egalite-HF.pdf

e) When a project is first submitted, must the CSO specify that it is likely to give rise to a second phase?

Yes, if the CSO already expects this, it may indicate so. Otherwise, it must do so when writing the CSO Initiative Note (NIONG). This does not affect the shortlisting process.

f) When submitting an application for co-financing (CSO Initiative Note – NIONG) for phase 2, must the results of the evaluation of the previous phase be included?

Yes. This is why it is helpful for the evaluation process to be launched within six months of the end of the project at the latest, so that you may use the results to help you design and write the proposal for the following phase.

A new phase may only be considered if the CSO has sent the evaluation report (or the draft report, along with the main conclusions/recommendations). Using the results of the previous phase and taking into consideration adjustments, improvements or corrections recommended by the evaluation is highly valued by the NGO committee to assess the need to reallocate funds for a new phase.

B. Consortium-led projects

a) What exactly is meant by "consortium"?

For the CSO Initiatives mechanism, a consortium is defined as:

- **A close alliance between at least two local partners** (one of which is the lead CSO, who will represent the project for AFD); these partners may co-develop the project with French and international civil society stakeholders and implement, evaluate, and report on it jointly.
- Partners committed to pooling financial resources and working together to raise complementary co-financing.
- This means that the lead CSO might not have control over the entire financing plan, since it may be funded by other members of the consortium. MPN/OSC will be particularly attentive to the soundness of the financing plan, in terms of reallocations between consortium partners, and the share of funds raised by each of the consortium members.
- Committed local and international partners who share their unique skills and expertise (such as sectoral experience, experience, and knowledge of the field of activity).

Other European or international CSOs or other organizations (such as research institutes and companies) may also be involved in or even become members of a project led by local CSOs through a consortium.

The project intention must demonstrate the added value of the consortium, including aspects such as synergy effects, pooling of activities, and scaling. It must explain the operational set-up for the project and the role of each CSO consortium member in an additional note (1 to 2 pages) accompanying the project intention sheet provided in the Call for Expressions of Project Intentions.

b) What is the level of financing by AFD for projects led by a consortium?

It is the same as it is for projects led by a single CSO: 90%. AFD seeks to encourage consortium-led projects. It will pay special attention to this aspect in the shortlisting process.

c) Is it possible to change a project based on a project intention submitted by a single CSO into a consortium-led project (when writing the CSO Initiative Note – NIONG, for example)?

Yes, but you must explain this in the NIONG and in the margins.

d) Can other partners (apart from CSOs) benefit from financing?

Other partners, such as public institutions, research institutes, and local authorities, may also participate in the project.

e) Which budget is taken into account to analyze the lead CSO's financial capacity to run the consortium-led project, especially in terms of calculating the 70% ratio: the lead CSO's budget or the combined budget of all consortium members?

Only the lead CSO's budget is taken into account for a consortium-led project.

C. Miscellaneous questions

a) Is it possible to submit an application and maintain our partnership with a long-standing French partner in the project?

Yes, if the French partner previously led the project with you, it may remain a partner in the new phase of the project you are now leading and directly submitting to AFD. Maintaining partnership relations is encouraged.

b) Is it possible to submit an application while remaining a partner in another project submitted by the French partner in its name?

Yes, it is possible but the French partner's project must be different than the one you have submitted in your own name.

c) Can a delegation or branch of a French or international CSO based in an eligible country submit an application?

Yes, as long as it is a non-profit organization and meets the eligibility requirements set out in section III.

IV. SUBMISSION PRACTICES AND PROCEDURES

1. Submission procedures

Local CSOs who wish to seek financing for projects in 2026 must **submit their project intention and administrative documents online using OSCar**:

- You can find the **project intention sheet** in Appendix 1 of this AMI, on the AFD website (https://www.afd.fr/en/financing-ngo-projects) or directly in OSCar. CSOs must submit this file in **Word** format.
- CSOs must submit the files making up the **administrative file** in PDF format.

Once completed, the project intention must be uploaded to OSCar in French, English or Spanish.

2. Using the OSCar portal[5]

After activating their OSCar account (see section I.3), CSOs must submit their project intention and administrative file directly to the "OSCar" digital space dedicated to uploading documents for CSO Initiatives: https://oscar.afd.fr.

A. Submitting documents related to the CSO ("CSO Information" tab):

CSOs must enter the requested information and upload the following mandatory documents to OSCar, if they have not already done so:

- The accounts for 2022, 2023, and 2024 (or 2021, 2022, and 2023 if the 2024 accounts have not yet been approved: in this case, the accounts for 2023 must be uploaded via the documents menu and the 2023 financial year must be entered in the financial years menu by checking the draft budget box).

   NB: The accounts must have been approved by the General Assembly and, as appropriate, approved by a statuary auditor in accordance with the legislation in force in your country.

- The activity and moral reports for 2022, 2023, and 2024 (or 2021, 2022, and 2023)

- Make-up of the Board of Directors

- The CSO's up-to-date articles of association.

B. Sending the "Project Intention sheet"

Once it is completed, the project intention must be uploaded to OSCar.

The CSO has the option of saving the information it has entered and returning to it later.

Important: the *Send Project Intention* button validates the project submission and the CSO information entered; <u>you must therefore click on this button to validate your project intention submission</u>. After clicking this button, you will no longer be able to make changes to your information or documents.

OSCar will send an automatic acknowledgment of receipt: no confirmation email will be sent to the CSO (only a PDF receipt is generated automatically); if you encounter a technical problem with the OSCar platform, please send an email to oscar_admin@afd.fr.

---

[5] See Appendices 2 and 3: Authorization for Use of OSCar and OSCar User Guide

Important: The **information provided on the project intention sheet (sector, objectives, partners, etc.) is binding**, although minor adjustments are possible.

3. Communication during and after the Call for Expressions of project intentions

A. Communication during the Call for Expressions of Project Intentions period

During the period the Call for Expressions of Project Intentions is open, it is **not advisable** for CSOs to contact MPN/OSC by phone or email to discuss the project selection process.

B. Communicating the results of the Call for Expressions of Project Intentions

Submitting an application does not mean that it has been shortlisted by AFD. Each application is reviewed in accordance with AFD's shortlisting procedure.

AFD will inform CSOs directly of whether their project has been shortlisted, **according to the timetable set out in section I.4 (timetable).** This information will be sent by email to the users specified by the CSO in OSCar.

CSO Initiative Note (NIONGs) must then be submitted according to the timetable set out in section I.4 above.

A project being shortlisted does not mean that it has been approved. All shortlisted projects will subsequently be examined by AFD based on the complete file (detailed administrative file, CSO Initiative Note – NIONG, and its appendices), as specified in the procedures.

Reminder: The **project selection criteria** are set out in the Methodology Guide.

C. Relations with the AFD office and the embassy in the country where the project is implemented

CSOs **must not contact the French embassy and the AFD office** in the country where the project is implemented **before receiving confirmation that their project has been shortlisted**.
However, it is essential to arrange an appointment to present your project to the French embassy and the AFD office in the country where the project is implemented, before the project is appraised. Presenting the project allows you to develop a constructive dialogue and if necessary, obtain advice or recommendations.

V. APPENDICES

- Appendix 1: Project Intention Sheet
- Appendix 2: Authorization for Use of OSCar
- Appendix 3: OSCar User Guide

Appendix 1: Project Intention Sheet

CSO INITIATIVES MECHANISM
2025 CALL FOR EXPRESSIONS OF PROJECT INTENTIONS
FOR FINANCING IN 2026

Project Intention Sheet (maximum 5 pages)

Please fill in the fields below for each project.
When completing the sheet, please delete the comments in italics.

Association name, address, and legal form:

Project title:
Has your association already received direct financing from AFD or the French Embassy? If so, please provide the date of financing, the AFD entity or Embassy that provided the financing, and the amount granted (mandatory):
Or, if your association has already been supported through a French association co-financed by AFD, indicate the date and name of the French association, the amount granted by AFD, and specify the financing department (mandatory):
If the project has already received financing from the CSO-I mechanism in 2023 or 2024, specify the amount granted and describe the main outcomes and impacts.

1. Co-financing proposed for the total duration of the project
Co-financing requested from AFD in euros:
Other co-financing proposed for the total duration of the project in euros:

2. Brief overview of the project *maximum 3 pages*
a) Project background and challenges to be addressed (relevance):
b) Purpose of the current phase of the project and main outcomes expected:

c)   **Main activities planned**

d)   **Target audience(s)** *(indicate whether beneficiaries are direct or indirect)*:

e) Main achievements of the previous phase(s), if the project is recurring, main lessons learned

f) If the project is recurring: justification for a new phase (state in particular whether the previous phase has been evaluated)

g) Project impact and promotion:

---

3. Nature of the partnership established and capacity-building strategy pursued (please provide details)

3.1 French partner who previously led the project; possible role in this new phase?

3.2 Other partnerships established in this new phase and capacity-building strategy pursued (please provide details):

a)   Main local civil society partners involved *(please provide full details)*:

b)   CSO's added value and specific role in the project:

c)   Proposed institutional arrangements between the partners and planned organization:

4. Main capacity-building activities planned:

a)   Detail the main capacity-building activities targeted and the expected outcomes:

b)   Other planned partnerships, particularly with public institutions, local authorities, and similar:

---

5. If this is <u>a consortium-led project</u>, please provide an overview of the consortium
<u>Half a page in addition to the 5 pages requested, maximum</u> (this section is mandatory for consortium-led projects)

Specify the CSOs involved, explain how the consortium will work and the expected added value (assessment, challenges, and outcomes). Also provide an estimate of the expected reallocations and the governance/management structure planned within the consortium.

Appendix 2: Authorization for Use of OSCar

[CSO NAME]

[Contact information]

For the attention of:

AFD – Agence Française de Développement

Mobilization, Partnerships and Communication Department (MPC) – National Partnerships Department – Civil Society Organizations Division (OSC)

5 rue Roland Barthes, 75012 Paris | France

OSCar
votre espace initiatives osc

Authorization to use the AFD OSCar portal on behalf of the CSO

I, the undersigned [First and Last Name], in my capacity as Chairperson, hereby authorize:

- [First and Last Name],
  [position],
  [email address]

to use OSCar, upload any documents, and provide any relevant information on behalf of [CSO Name] on the OSCar portal, a website whose primary purpose is to exchange data with AFD for projects for which AFD financing is requested through CSO initiatives.

This designated individual is also the account administrator for individual users at [CSO Name] who may use or provide any relevant information on behalf of [CSO Name] in the portal.

This authorization is valid for an unlimited period.

[Place], [Date]

Signature

Appendix 3: OSCar User Guide

Selecting the language

To change the language you can click on the globe icon and choose "English"

Welcome to Oscar,
your CSO Initiatives system

This guide explains Oscar's main functions and makes recommendations for its use.

Wishing you a good read!

Overall CONTENTS

CONTENTS

1- The objectives of Oscar

- **The main objectives:**
  - o Centralize and improve the reliability of all the information and actions relating to CSOs benefiting from CSO initiatives
  - o Dematerialize and eliminate paper versions of your projects (NIONG, minutes, administrative documents apart from the convention)
  - o Improve and make smoother the management and running of the AFD / CSO relationship as well as that of projects being supported and those being prepared

- **The main features available:**
  - o Responses to project Calls for Expression of Project Intention (AMI/CEI) in the context of CSO initiatives (reception of project intentions and administrative documents)
  - o Simplified management and updating of CSOs' own data directly by the organizations themselves (data hitherto covered by the term "administrative file")
  - o Project monitoring (submission of NIONG, payment requests, requests for ANO, submission of project monitoring and communication documents, etc.)
  - o Alerts and notifications for information exchange and data updating.

2- Managing your CSO in Oscar

A person designated "Oscar Administrator" will manage your CSO's user accounts in Oscar.

An authorization to use (template downloadable here) is necessary to open an account.

- The administrator may "invite" other individuals to become Oscar users

- The administrator must respond to requests to open accounts for their organization

- Each user in a CSO can access all the data relating to their CSO and to all its project intention proposals. The administrator is the only person with access to management of the CSO's user accounts.

- All the data included in Oscar are confidential and are only accessible via the user accounts accredited by your administrator and to authorized AFD personnel.

- To change the administrator of your CSO in Oscar you must contact AFD (see **Notifications and emails sent**)

3- Setting up an account
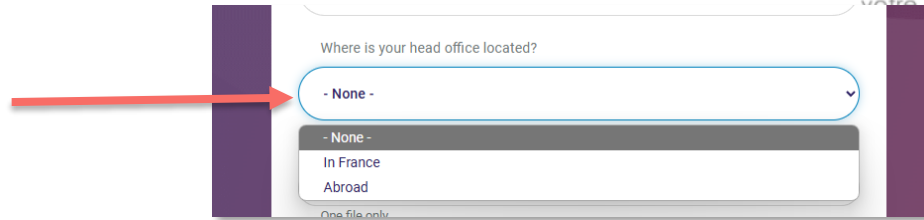
Request to set up an account

3.1 If you are a French CSO:

Select where your CSO is located
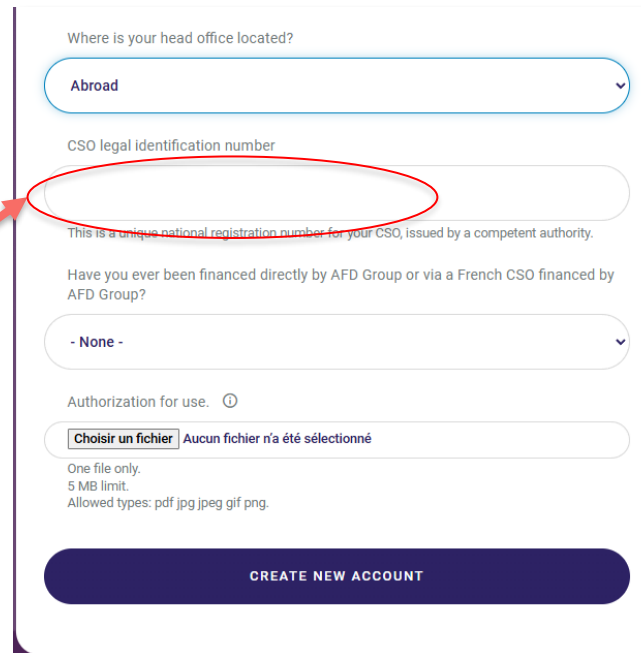
Enter the SIRET or legal identification number:

If the number does not exist in Oscar, this will be your CSO's **1ˢᵗ account**. You will thus have to add the authorization to use.

If the SIRET/legal identification n° already exists then the authorization to use is unnecessary.
NB: verification is carried out on the first nine figures (SIREN)

The **SIRET n°/ legal identification number** is the **key** in our database. Please check that you have entered it correctly.
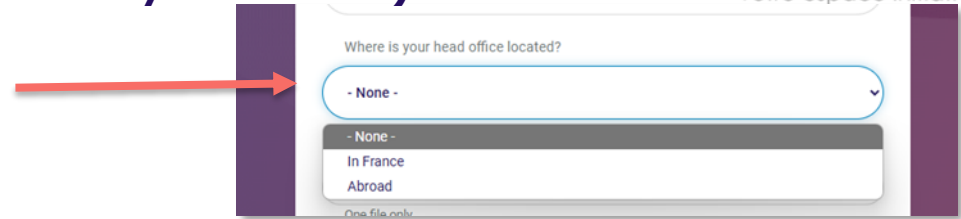
The request will go to the administrator, either of your CSO if it is an additional account, or of AFD for a first account.
It is your responsibility to check that the person is authorized to manage data for your CSO.
The person making the request is informed by email that their request has been accepted.
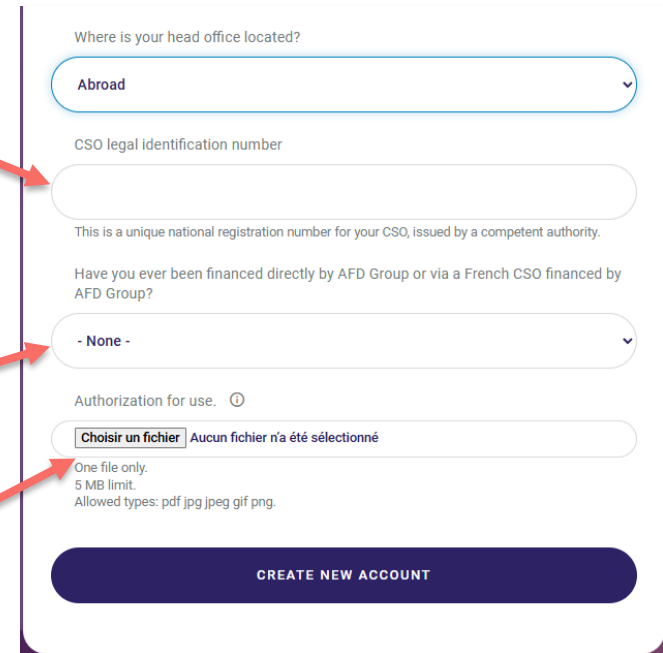
3.2 If you are a foreign CSO (covered by local law):

Select where your CSO is located

Enter your legal identification n°: this is a unique registration number for your CSO on a national database, issued by a competent authority.

If you have already received finance from a member of the AFD Group (AFD, Proparco, Expertise France) or from a French CSO financed by the AFD Group, **choose "Yes"**.
If not, **choose "No"**.

Load the authorization document: this is a document signed by the CSO manager explicitly authorizing the use of the OSCAR Internet platform and the entry of all relevant information. The template can be downloaded by clicking on the icon.

4- Home page

Identification zone
Profile access
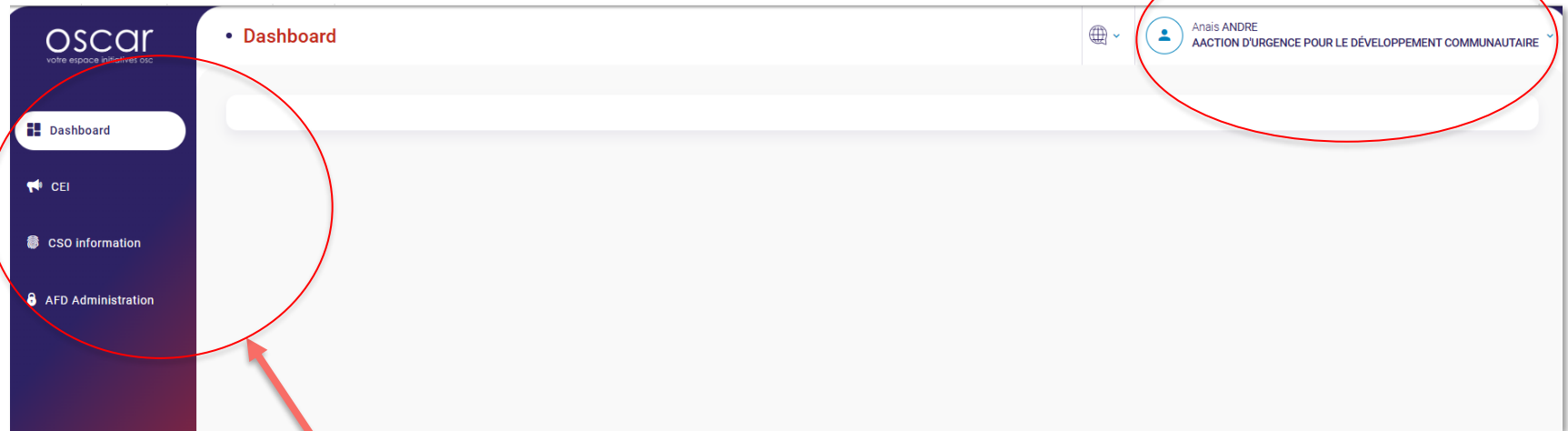
Main menu

5- Invite a user or respond to a request to register

The administrator manages your CSO's accounts. They can either invite users or respond to requests (in the latter case, they will have received an email alerting them to the request)

Access is via the "CSO information" menu ① ② Then the "Users" tab

3a — Invite a user

3b — Respond to a request

5.1- Invite a user

OSCAr
votre espace initiatives osc

You can add several CSO users to collaborate on Oscar by clicking on the invite button on the right.

⊕ INVITE A USER

① Click on the "Invite a User" button

② Fill in the window that appears.

After validation an email is sent to the person

INVITE A USER

Last name

First name

E-mail address

CANCEL   💾 CONFIRM

Oscar Complete User Guide v.1.4 EN

AGENCE FRANÇAISE DE DÉVELOPPEMENT   13

5.2- Respond to a request to register

| Beyond The Clouds | beyond_the_clouds@test.com | Valider la demande d'inscription | ✕ |
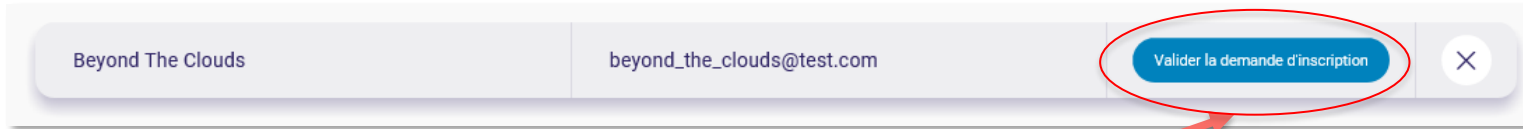
To accept
Click on the "Confirm User request" button

| Beyond The Clouds | beyond_the_clouds@test.com | Valider la demande d'inscription | ✕ |
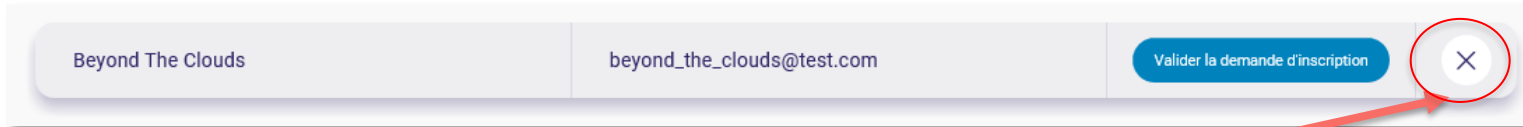
To refuse
Click on the "X" button

In both cases, confirmation is requested and an email is sent to the person who made the request when you have confirmed your choice.

CONFIRMATION DE VALIDATION ✕

Etes vous sur de vouloir valider l'inscription de l'utilisateur beyond_the_clouds@test.com ?

✕ ANNULER

CONFIRMATION DE SUPPRESSION ✕

Etes vous sur de vouloir supprimer l'utilisateur beyond_the_clouds@test.com ?

✕ ANNULER   ✓ VALIDER
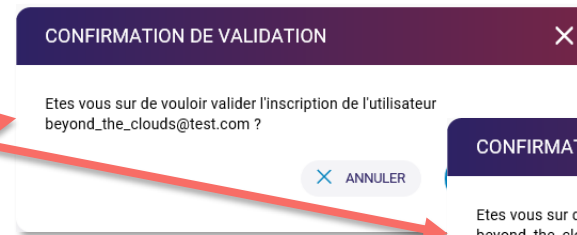
Once a user has been registered they can be deleted. It is your responsibility to manage the turnover and the rights of each of your CSO's users in Oscar.

| Beyond The Clouds | beyond_the_clouds@test.com | ✕ |
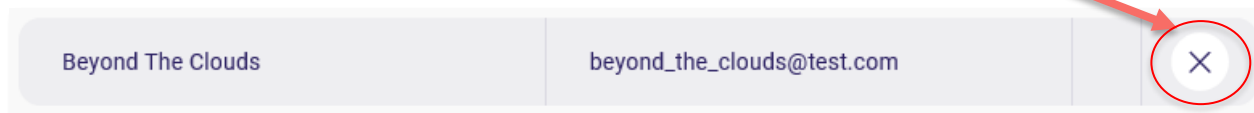
6. Enter information about your organization

To respond to an AMI/CEI, you must first fill in practically all the fields (some are not mandatory) relating to your organization. You do not have to fill in everything at once: you can save what you have already entered and continue later.

Access via the "CSO information" menu

①

② Choice of tab

③ Save changes

6. 1 Enter information about your organization (continued)

As mentioned on the previous page "You do not have to fill in everything at once: you can save what you have already entered and continue later". **However, you must be careful in the following cases where you could lose your data.**

① Use the "return" button in your browser
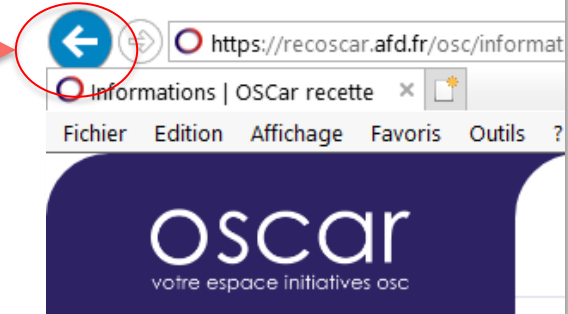
② Click on another tab or menu

In both cases confirmation is requested

E.g. Internet Explorer

E.g. Firefox

Cette page demande de confirmer sa fermeture ; des données saisies pourraient ne pas être enregistrées.

Quitter la page   Rester sur la page

Windows Internet Explorer

Voulez-vous vraiment quitter cette page ?

Message de la page Web :

Etes vous sur de vouloir sortir de cette page ? Les modifications que vous avez apportées ne seront pas enregistrées.

→ Quitter cette page

→ Rester sur cette page
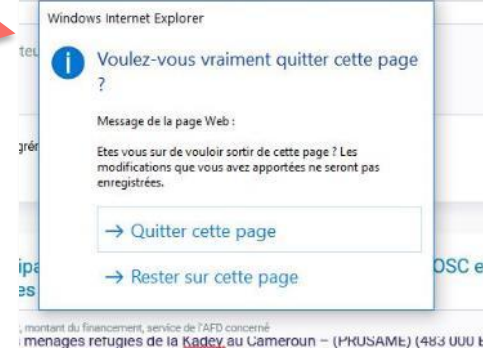
③ Close your page or your browser

④ Time out: you have remained inactive in Oscar for more than 60 minutes

In these cases there is no warning message and you will lose your data if you have not previously saved them.
The same is true in the case of a network or electrical breakdown.

6. 2 Enter information about your organization (continued)

The information about your organization will be locked when you have submitted a project intention. AFD can give you access to it again for a specific purpose, otherwise you will only have access to it again after the pre-selection phase.

Two exceptions: it is possible to load documents and enter information about the current year or year N-1.

Outside the above-mentioned period (pre-selection) you can modify all the data about your organization. Be careful not to forget to send these modifications by clicking on the "Send for validation" button, **otherwise the new data will not be sent to AFD**.
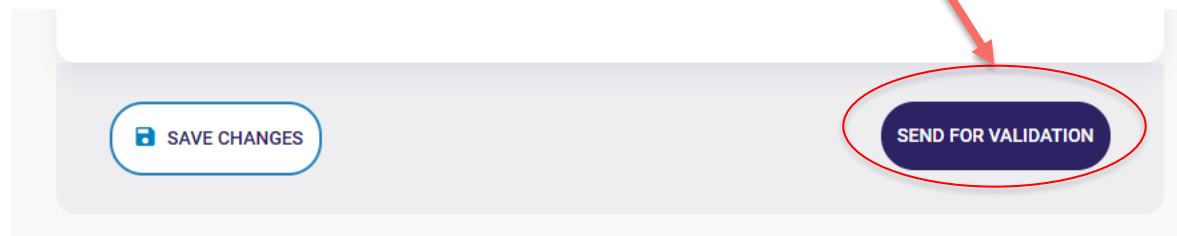
7- Documents in Oscar

⚠️ **Oscar is not a document management system. For security reasons, submitted files do not remain on the site. They are encrypted and sent to AFD.**

When you submit a document, a receipt is created (which remains permanently on the site), but the document is no longer accessible and you cannot consult it.

The maximum authorized document size is 10 Mb

ADD A DOCUMENT

| File | Choisir un fichier | Aucun fichier n'a été sélectionné |

Type

Comment (optional)

Document upload window

② **Validation**

CANCEL   💾 CONFIRM

Oscar
votre espace initiatives osc

• **Documents**

INFORMATION   APPROVALS   EXERCISES   CONTACT   **DOCUMENTS**   USERS

Dashboard

CEI

CSO information

AFD Administration

No document saved
You haven't added a document yet. You can add one by clicking on the button below.

⊕ ADD A DOCUMENT

Add a document ①

Oscar
votre espace initiatives osc

• **Documents**

Anais Andre
ACCIAN

INFORMATION   APPROVALS   EXERCISES   CONTACT   **DOCUMENTS**   USERS

Dashboard

CEI

CSO information

AFD Administration

📁 Receipt : Teste 04.pdf
Statuts

📅 Sending date
09 MAI 2025

ⓘ

Results window
After validation

③

Access to receipt

7- Documents in Oscar / Example of receipt

8- Access to the AMI/CEI and creating a project intention

Access via the "AMI/CEI" menu

Creating a project intention

If you have a current project intention, it is accessible and a progress bar indicates its level of completion

9- Entering project intention data

Just as when you enter data about your organization, you can enter project intention data in several batches, saving it as you go.

You must use the [**SAVE CHANGES**] button at the bottom of the page.

Data must be entered in chronological order: Project Information, Consortium Information, Documents and Send

Project information   Consortium information   Documents
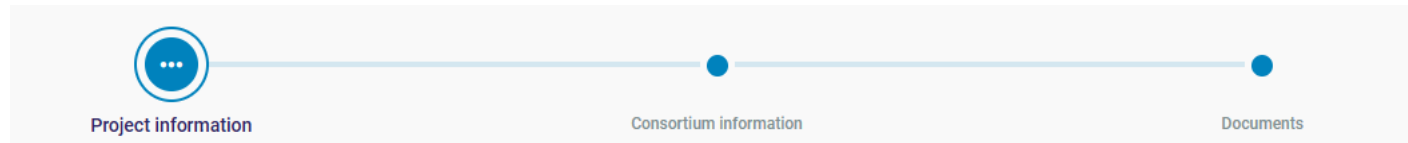
But you can return to any stage that you wish using the following buttons:

← PREVIOUS STEP   SAVE DRAFT   NEXT STEP →
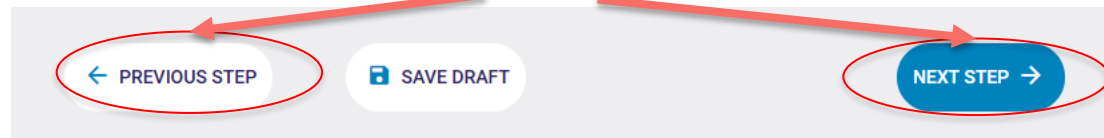
When you reach the "Send" stage Oscar will indicate all the mandatory fields and those that have rules about filling them in.

The indicated lines are directly accessible by hypertext links...
click on them!

4. ENVOI

Votre dossier est prêt à être envoyé

Veuillez vous assurer de l'exactitude des données saisies.
L'intention de projet n'est plus modifiable une fois envoyée.

Vous devez valider l'ensemble des pré-requis pour pouvoir soumettre l'intention de projet.
- Le champ "Sous-secteur principal" est manquant
- Le champ "Consortium" est manquant
- Le champ "Récurrent" est manquant
- Le champ "Date de dépôt envisagée de la NIONG" est manquant
- Le champ "Durée prévisionnelle" est manquant
- Le champ "Date prévue de démarrage du projet" est manquant
- Le champ "Ordre de priorité" est manquant
- Document manquant : Annexe intention de projet

10.1- Submitting a project intention

> ⚠️ **Submitting a project intention locks data entry for all the data** (or almost, see below) **about your organization and the submitted project intention**. You can consult them but not modify them. If you make a mistake, you must ask AFD (using the contact form) to unlock your data: this procedure must only be used in exceptional circumstances because it will cancel the submission and AFD will have to re-examine your data.
>
> If you have another current project intention, data relating to your organization will be locked **(or almost, see below)**, only data relating to the unsubmitted project intention will still be accessible.

Documents attached to your project intentions (including the annex) follow the same principle as set out above: encrypting and transfer to AFD. Only a receipt is accessible. Uploaded documents do not remain on the website.

ADD A DOCUMENT

File | Choisir un fichier | Aucun fichier n'a été sélectionné

Type ▾

Comment (optional)

CANCEL   📄 CONFIRM

3. DOCUMENTS

NIONG and annexes

Field NIONG to be supplied in Word format according to the following model: ⬇ DOWNLOAD MODEL

Provisional budget to be provided in Excel format according to the following model: ⬇ DOWNLOAD MODEL

No document saved
You haven't added a document yet. You can add one by clicking on the button below.

⊕ ADD A DOCUMENT

> 💡 **Exception to the locking of data**: for the CSO organization, it is possible to load documents and enter information about the current year or year N-1.
>
> Note also that unlocking will be effective when the AFD pre-selection committee meetings have finished (October-November)

10.- Submitting a project intention

Once you have submitted a project intention, you no longer have access to it, but you can see data relating to it.
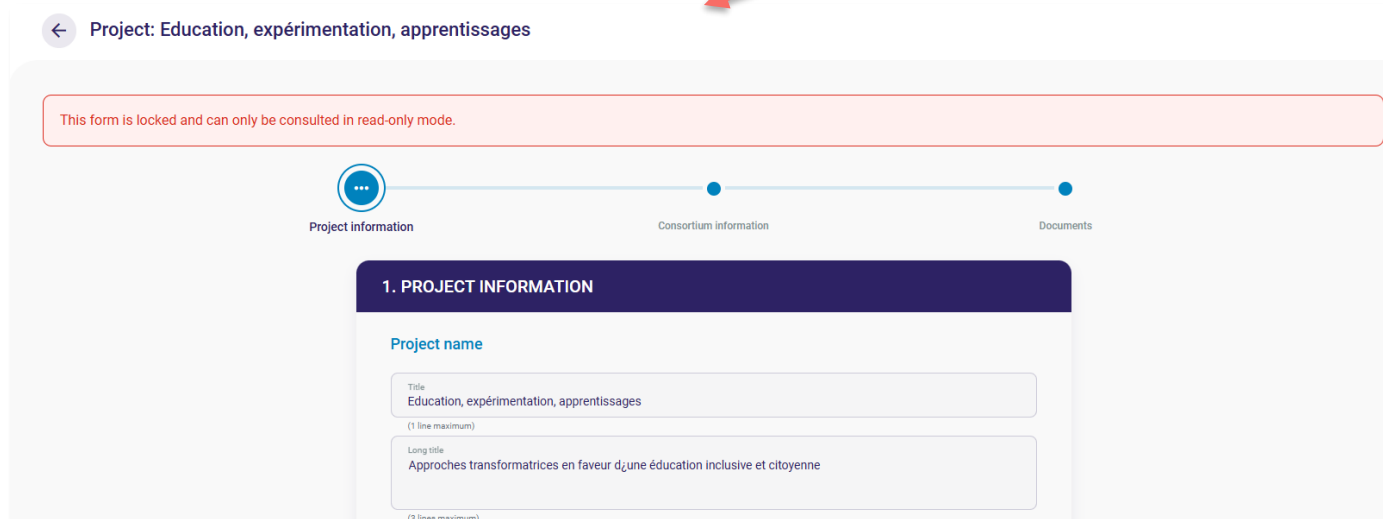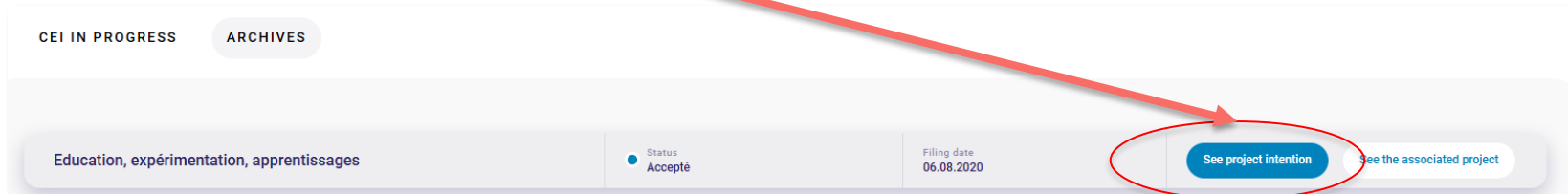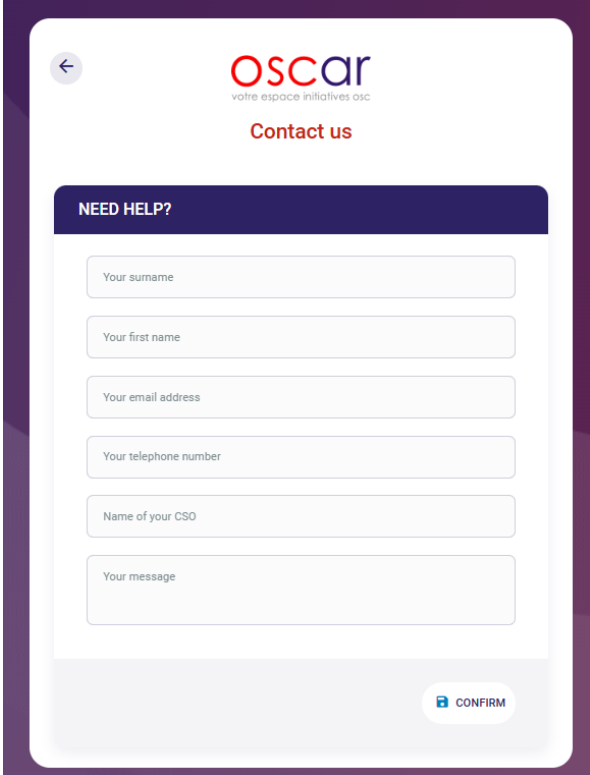
11- Notifications and emails

Oscar sends you information: either via notifications which appear on the home page (Dashboard) or by email from the following address: oscarback-noreply@afd.fr to which, as its name suggests, you cannot reply. You are requested to add the address to your contacts list so that messages from it are not considered as spam.

However, you have two ways of contacting us if you have technical problems:

- The contact form (bottom of the page: "Contact us")
or
- At the following email address: oscar_admin@afd.fr

And of course the MOF/OSC team is available for any functional questions.

1- General (1)

At the end of the AMI/CEI, you will find the submitted project intentions on the "AMI/CEI (Archives)" menu.

If one of your project intentions has been accepted you can access it through the "Projects" menu

Information about your organization is once again accessible ("CSO Information" menu)

"AMI/CEI" menu

"Projects" menu

"AMI/CEI Archives" menu
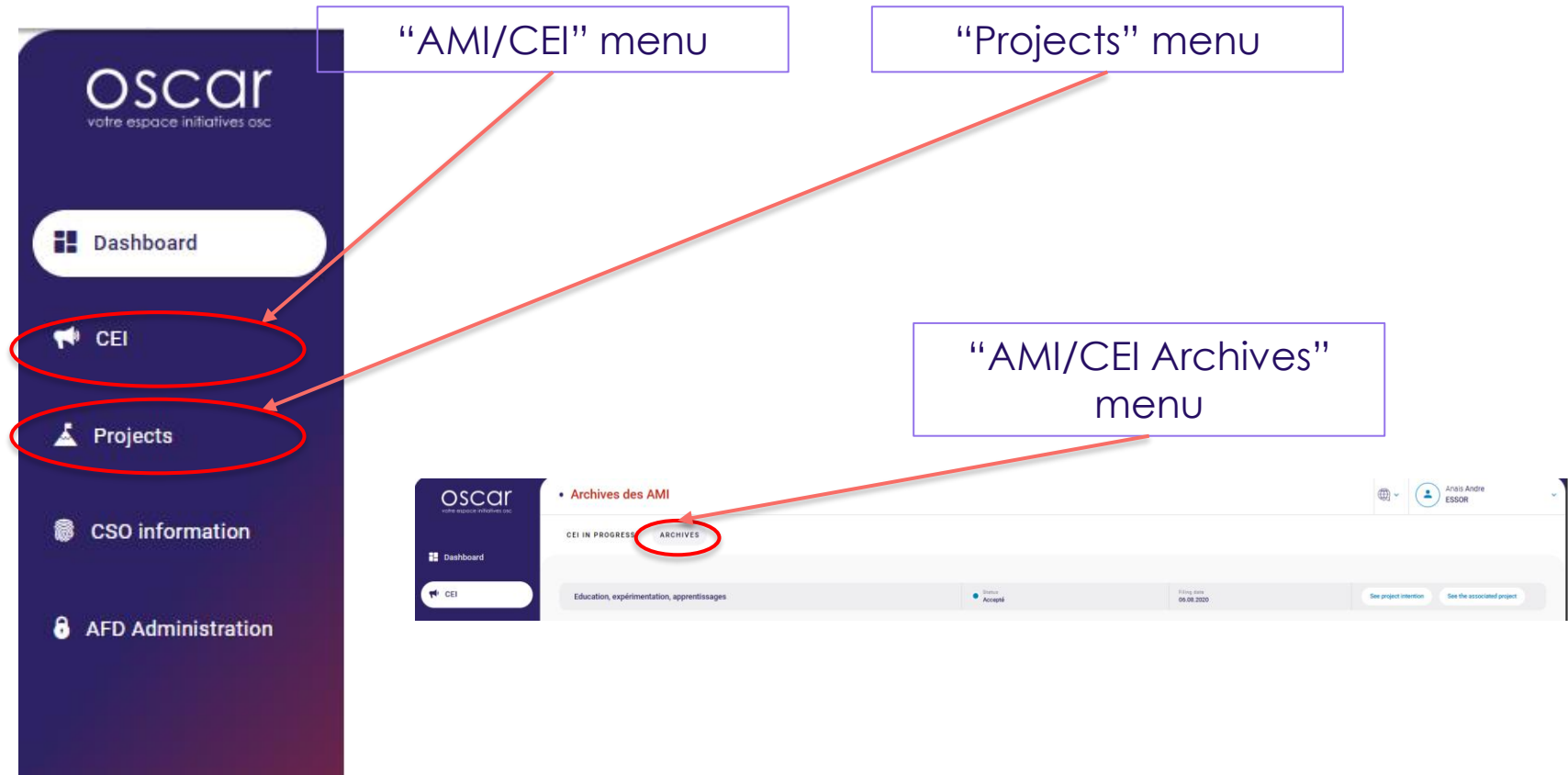
1- General (2)
Frequency of data and document transfers

Transfers are made from the Oscar site to AFD twice a day, at 8:00 am and in the early afternoon at 1:30 pm.

This means that if you send a NIONG document or the form after 1:30 pm, AFD personnel will not be able to access it until 8:00 am the following day.

On the other hand, most transfers from AFD to Oscar are immediate. Thus, if AFD sends back one of the NIONG documents, it will arrive a few minutes after being sent.

A message in Oscar will inform you of any change in this frequency.

2- "Projects" menu

At first (after pre-selection), the project will have "draft" status and "identified" state

| ① | "Projects" menu | ② | "Identifid" state | ③ | Access to the project |

3- NIONG home page

After having clicked on 👁 to access the project
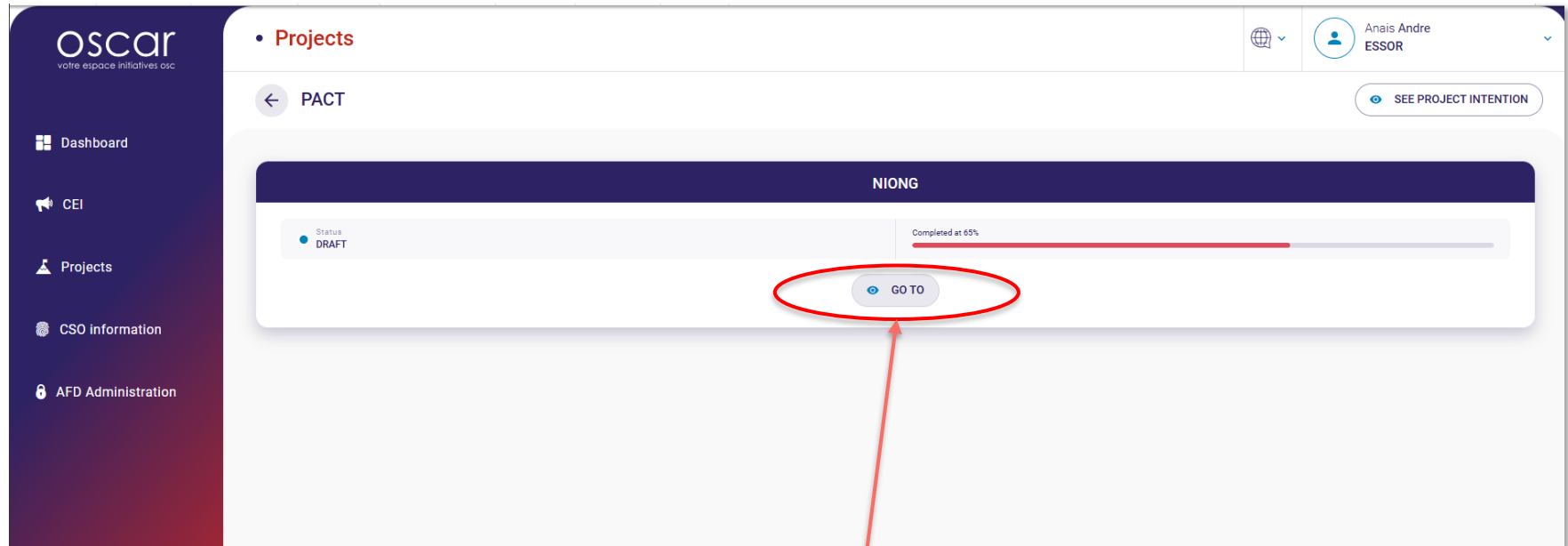
Access the NIONG

4- Filling in the NIONG form

The form corresponds to all the data entered in "CSO information" pages 1 and 2.

Some fields are pre-filled with data from your project intention.

You can save and interrupt your data entry at any time by clicking on the button "save draft".

5- Depositing NIONG documents and annexes

> Templates of documents mandatory for the preparation and for this stage are available on the "documents" page.

⚠️ Oscar is not a document management system. For security reasons, submitted files do not remain on the site. They are encrypted and sent to AFD.

When you submit a document, a receipt is created (which remains permanently on the site), but the document is no longer accessible and you cannot consult it.

⚠️ **Be careful to create only one "Annexes NIONG" document which should contain all the necessary annexes.**

6- Adding a document

The "Comment (optional)" field is sent to AFD

ADD A DOCUMENT

| File | Choisir un fichier | Aucun fichier n'a été sélectionné |

Type
NIONG Annexes

Comment (optional)

CANCEL   CONFIRM

NB: **If you wish to "modify" a document** (once uploaded to Oscar, the document is no longer accessible (see previous page) **you must upload the new version and explain the reason for this new upload in the "Comment" field with a sentence like:** *"Replaces the previously uploaded version [filename]"*
When you have submitted the NIONG form and associated documents, those documents can be modified: see 8-3 and 8-4 below

7- Submission (1)

When you arrive at the "Shipping" page, the application automatically informs you of empty or incorrectly completed fields as well as missing mandatory documents. You can click on any of the lines which will send you back to the relevant page to correct the information.

4. SHIPPING

Your file is ready to send

Please ensure that the data you have entered is correct.
Project information cannot be modified once sent.

You must validate all the prerequisites before you can submit your project.
- The field "Amount AFD share" is missing.
- The field "ECSI actions planned as part of the project/program?" is missing.
- The "Project start date" field is missing.
- The "Project end date" field is missing.
- The "Stage 1 duration" field is missing.
- The "Stage 2 duration" field is missing.
- The "Keywords" field is missing
- The "Target audience" field is missing
- The field "Total number of project beneficiaries" is missing.
- The field "Number of targeted direct beneficiaries" is missing.
- The field "Number of targeted indirect beneficiaries" is missing.

7- Submission (2)

If everything is OK, you will arrive on the last page before submission where you must answer the question "*Avez-vous renseigné vos derniers exercices avant d'envoyer la NIONG?*". The most recent information is essential for the examination of your project.

After submission, the NIONG's status changes to " **Examen en-cours**"

7 - Submission (3) Uploading the Project Form
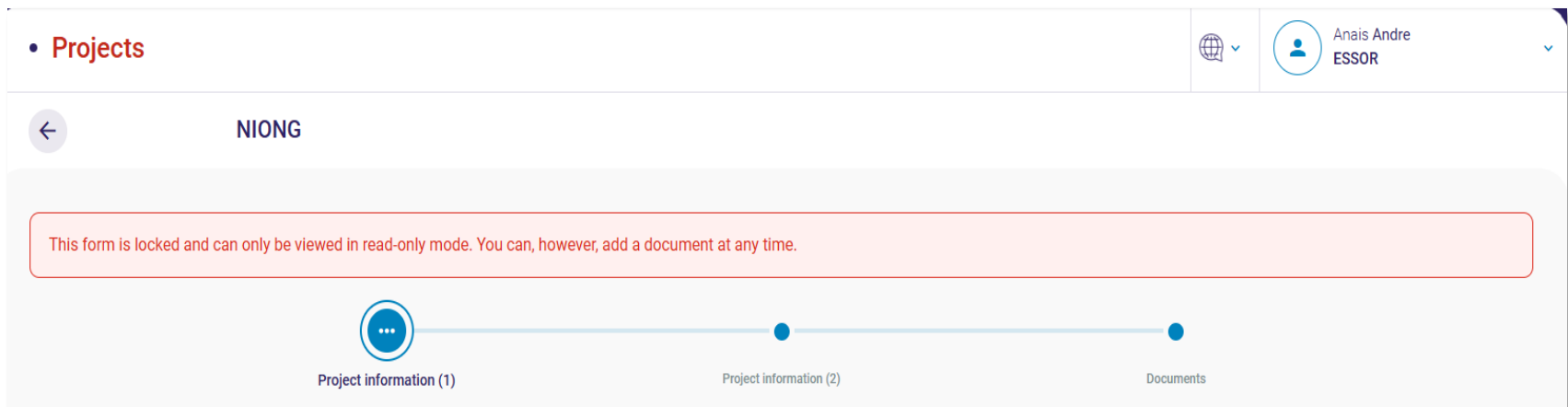
You can export all the data entered and submitted by going to the "Documents" page and clicking on "Download" in the "Export Data" section.

EXPORT DATA

Project information

Once the project has been submitted, you can download a PDF file summarizing all the information provided. Simply click on the download link below.

⬇ DOWNLOAD
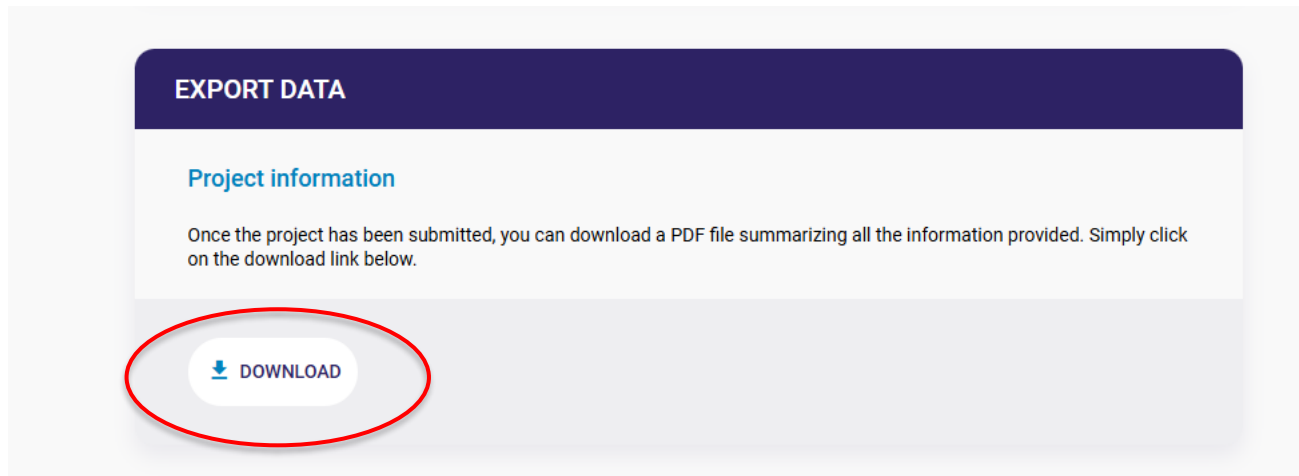
8- Unlocking and locking the NIONG form and preparation documents

Once submitted, the project form and associated documents are locked. However, at AFD's request they could be made available again and modified before resubmission to AFD.

NB: The form is equivalent to all the data entered in the application windows. Do not confuse it with the NIONG document which is the file added in the "Documents" part of the project.

8-1 Request sent by AFD to update the NIONG form

An email is sent to the CSO's Oscar users

OSCar REC <oscarback-rec-noreply@afd.fr>   □ guide-oscar@gmail.com; + 3 ▾   13:19
GU - NIONG « Guide utilisateur OSCAR lot 2 NIONG pour les OSC » - Demande de modificat...

· 1 · ɪ · 2 · ɪ · 3 · ɪ · 4 · ɪ · 5 · ɪ · 6 · ɪ · 7 · ɪ · 8 · ɪ · 9 · ɪ · 10 · ɪ · 11 · ɪ · 12 · ɪ · 13 · ɪ · 14 · ɪ · 15 · ɪ · 16 · ɪ · 17 ·

Bonjour

Une demande de modification des données du formulaire de la NIONG de votre projet « Guide utilisateur OSCAR lot 2 NIONG pour les OSC » vous a été envoyée par l'AFD

Bien cordialement,

Cet email a été envoyé automatiquement par l'application PORTAIL Oscar de l'AFD, merci de ne pas y répondre, votre réponse ne sera pas traitée.

· Alertes et notifications pour échanges d'informations et mise à jour des données

◉ CONSULTER L'AMI

A notification is sent to the dashboard (at the bottom)

And also to the relevant project page

ACTIONS REQUISES

Projet
Guide utilisateur OSCAR lot 2 NIONG pour les OSC

⚠ Action requise
Une demande de modification des données du formulaire de la NIONG de votre projet vous a été envoyée par l'AFD

👁

One click is enough to access the relevant item

8-2 Return of the NIONG form by the CSO

All the form data are once again accessible, except the "documents" section.

8-3 Request sent by AFD to update a document belonging to the NIONG

An email is sent to the CSO's Oscar users

OSCar REC <oscarback-rec-noreply@afd.fr>   ■ guide-oscar@gmail.com; + 3 ▾   17:28

GU - NIONG « Guide utilisateur OSCAR lot 2 NIONG pour les OSC » - Demande de modificat... ✓

Bonjour

Une demande de modification du document NIONG de votre projet « Guide utilisateur OSCAR lot 2 NIONG pour les OSC » vous a été envoyée par l'AFD

Bien cordialement,

Cet email a été envoyé automatiquement par l'application PORTAIL Oscar de l'AFD, merci de ne pas y répondre, votre réponse ne sera pas traitée.

A notification is sent to the dashboard (at the bottom)

And also to the relevant project page

d'ANO, dépôt des documents de suivi de projet, de communication, ...)

· Alertes et notifications pour échanges d'informations et mise à jour des données

    👁 CONSULTER L'AMI

ACTIONS REQUISES

Projet
Guide utilisateur OSCAR lot 2 NIONG pour les OSC

⚠ Action requise
Une demande de modification du document NIONG vous a été envoyée par l'AFD   👁

One click is enough to access the relevant item

8-4 Return of a NIONG document by the CSO (1)

The form data are still locked but the relevant document is accessible. You can download the document sent by AFD. You cannot update your documents you have to resubmit them. (The document has not necessarily been modified by AFD: in the majority of cases it will be up to you to update it)

Downloading of returned document

9-1 Project-related messaging (1)

There is a zone in which you can dialog as in a conversation for **each project**.

A window at the bottom of the **project** home page gives access to this zone.
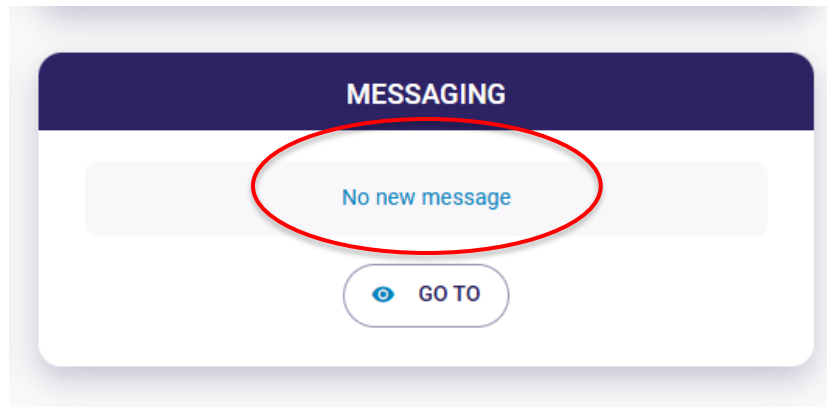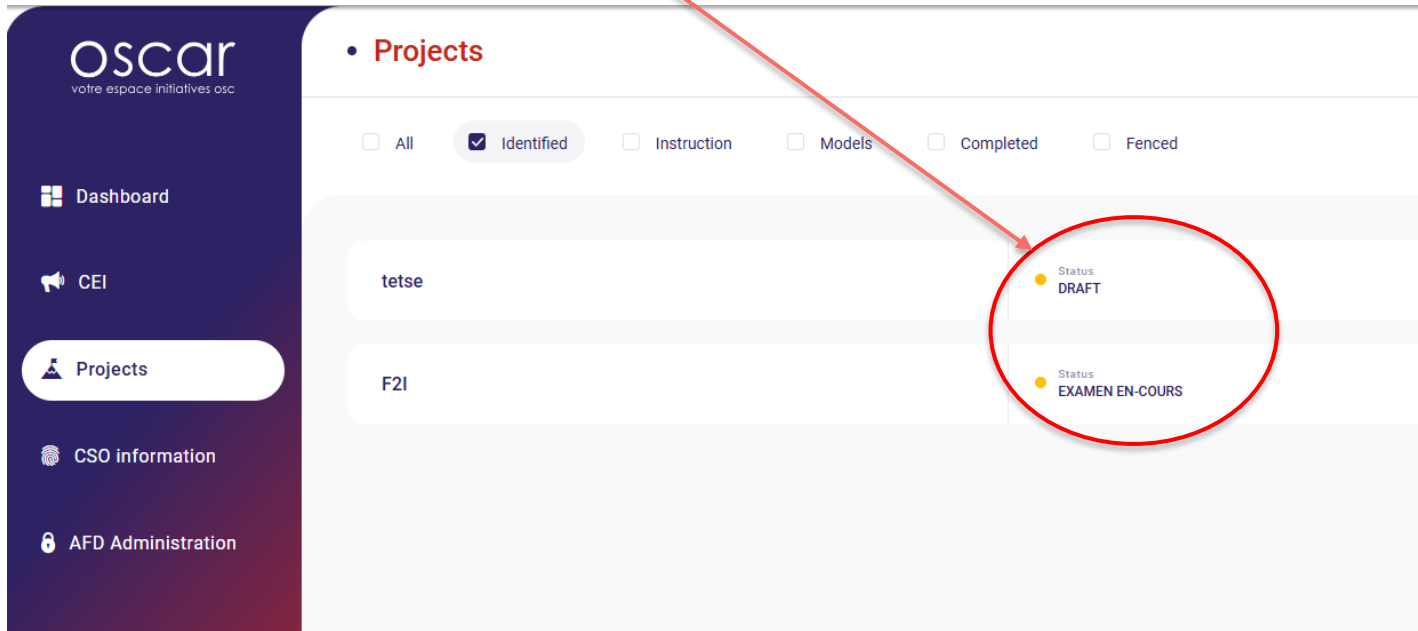
10- Selection committee

After the selection committee meeting (there are at least 23 such meetings per year), MOF/OSC informs each CSO whether its project has been selected. Projects that are not selected at this stage are not examined by MOF/OSC. If a project is not selected, the CSO may, if it so wishes, present it during the next CEI.

The selection committee's decision is displayed via the project status.

CONTENTS – Project execution phase

1- Modified "project" page

Once AFD sends the convention, new menus are available for the project.

NB: **The "Related documents" menu allows communication and monitoring documents to be submitted.**

NIONG	PAYMENT REQUEST	RELATED DOCUMENTS
● Status **OCTROYÉ** — Montant subvention de **960 000 €** Comité ONG du **30.03.2021**	Last request on 31.03.2023	4 documents
👁 GO TO	👁 GO TO	👁 GO TO

ANO REQUEST	MESSAGING	AFD CONTACTS
Last request on 02.08.2022	No new message	2 Contact
👁 GO TO	👁 GO TO	👁 GO TO
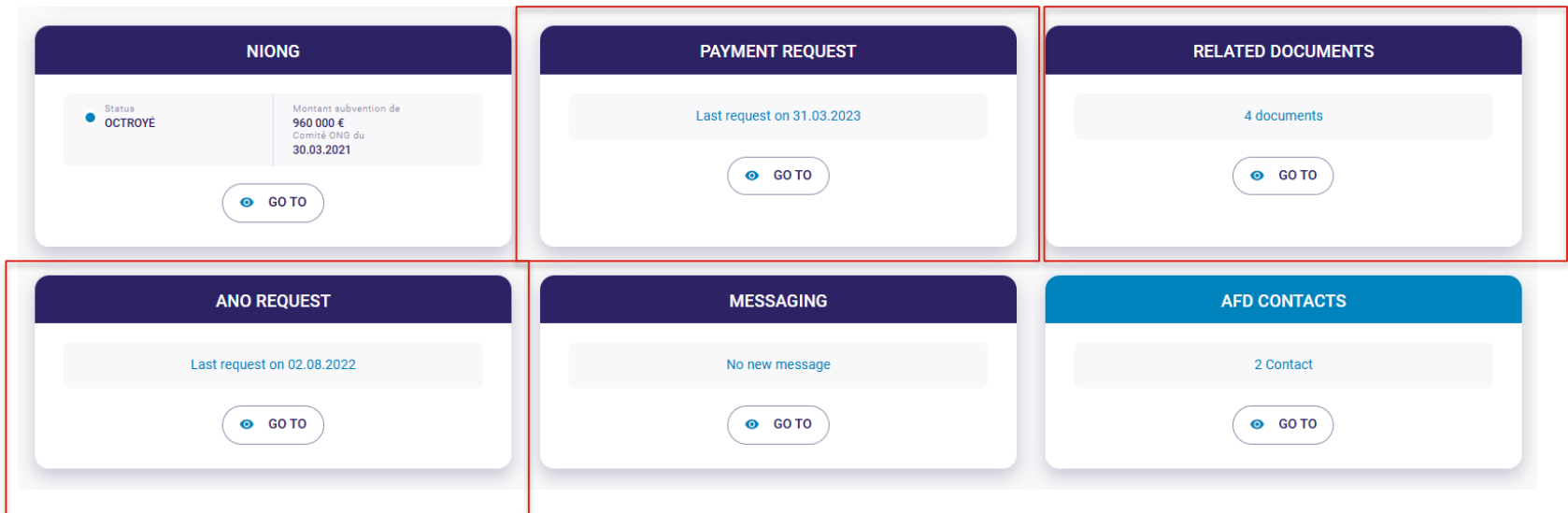
2- "Payment request" menu

All payment requests are visible in this menu.
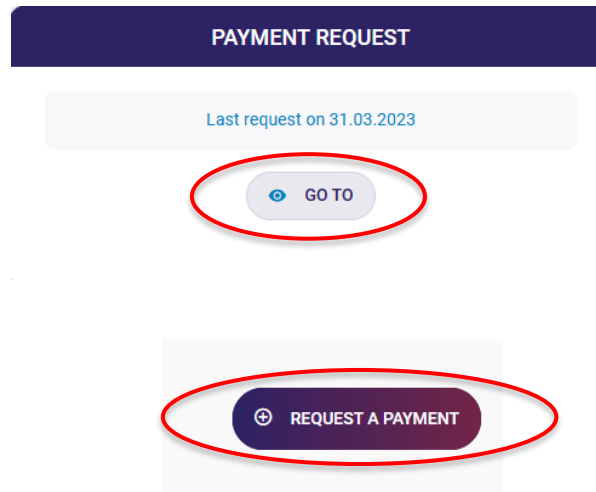
Access to the payment request

3- Entering the payment request

You can save and interrupt your data entry at any time by clicking on the button "Save draft".

Entering information

Go to the document submission stage

4- Submitting documents related to your payment request

After having clicked on the "Add a document" command

> ⚠️ Reminder: Oscar is not a document management system. For security reasons, submitted files do not remain on the site. They are encrypted and sent to AFD.

ADD A DOCUMENT

File	Choisir un fichier	Aucun fichier n'a été sélectionné

Type ⌄

Year

Comment (optional)

CANCEL   💾 CONFIRM

To obtain the list of proposed documents

NB: Some documents are mandatory. Please see the convention.

Reminder: when you submit a document, it is no longer accessible and you cannot consult it. On the other hand, a receipt is created (which remains permanently on the site).

5- Adding a document

ADD A DOCUMENT

| File | Teste 04.pdf (178,15 KB) [Remove] |

Type
Lettre demande de versement de la tranche autre que la première

Comment (optional)
V2

The "Comment (optional)" field is sent to AFD.

[CANCEL] [CONFIRM]

NB: **If you wish to "modify" a document** (once uploaded to Oscar, the document is no longer accessible (see previous page) **you must upload the new version and explain the reason for this new upload in the "Comment" field with a sentence like:** *"Replaces the previously uploaded version [filename]"*

6- Submitting the payment request

If everything is OK, send your payment request for validation.

NB: After having sent your payment request, you can still add a document.

After submission, the status of your request is "A traiter"

7- Return of the payment request by AFD

Following your submission, AFD can "renvoyer" the request for updating. In this case you will receive the following email:

Email sent to the CSO's Oscar users

DEV AFD Oscar <noreply.dev@afd.fr>   09:43 (il y a 0 minute)   ☆   ↩   ⋮
A csudoscar, dpaoscar.afd+user_cp2, dpaoscar.afd+user_cg1, dpaoscar.afd+ongprog, ongprog ▾

Madame, Monsieur,

Nous vous informons que l'Agence Française de Développement a rejeté votre demande de versement de la tranche 1, soumise le 19/05/2021 pour un montant de 4 000 €.

Votre projet « RET3456 56 Y / JER20210222-GU-2.2-002 » , responsable du projet au sein de votre OSC : util1 GUIDE2.2

Nous vous remercions de bien vouloir nous soumettre votre demande de versement modifiée.

Nous nous tenons à votre disposition pour de plus amples explications et vous prions de bien vouloir agréer, Madame, Monsieur, l'expression de nos sincères salutations.

You must change your request. It is once again accessible by clicking here

Status	Filing date	
● A TRAITER	📅 09.05.2025	👁
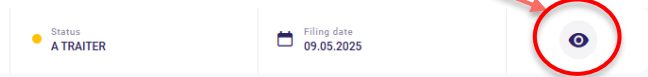
⚠ You must click on "send request" to generate your submission

8- "Related documents" menu

Communication and monitoring documents should be submitted via this menu

RELATED DOCUMENTS

4 documents

👁 GO TO

⊕ ADD A COMMUNICATION DOCUMENT

⊕ ADD A FOLLOW-UP DOCUMENT

Submit a communication document

Submit a monitoring document

ADD A DOCUMENT

| File | Choisir un fichier | Aucun fichier n'a été sélectionné |

Type ⌄

- Select -
Fiche de communication
Autre communication

Comment (optional)

CANCEL   💾 CONFIRM

To obtain the list of available documents

Idem [4- Submitting documents related to your payment request](#) and [5- Adding a document](#)

9- "Demande ANO" menu

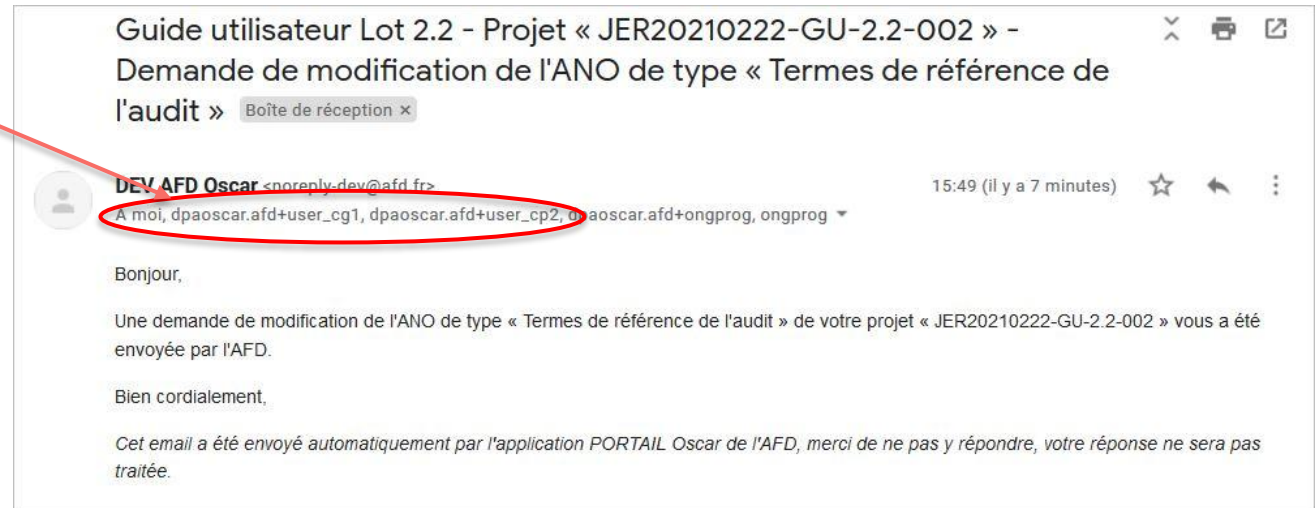You must use this menu to make an ANO request

ANO REQUEST

Last request on 02.08.2022

👁 GO TO

⊕ APPLY FOR AN ANO
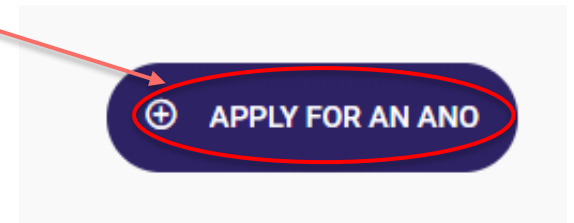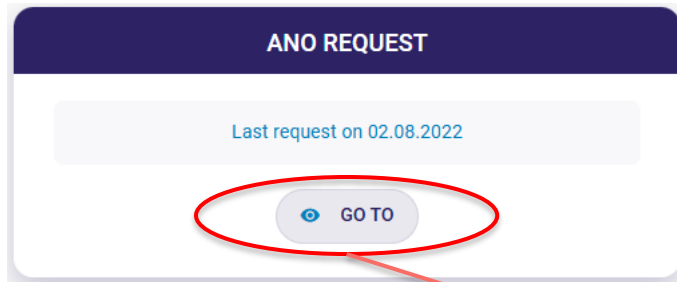
11- Return of the ANO by AFD

Following your submission, AFD can "resend" the ANO for updating. In this case you will receive the following email:

Email is sent to the CSO's Oscar users

Idem 7- Return of the payment request byAFD
The process is identical: you must send back your ANO, possibly with a document

12 - ANO "En cours de traitement" and "Traité"

Once your ANO has been submitted, its state changes to "En cours de traitement"

When AFD validates the ANO, its state changes to "Traité".

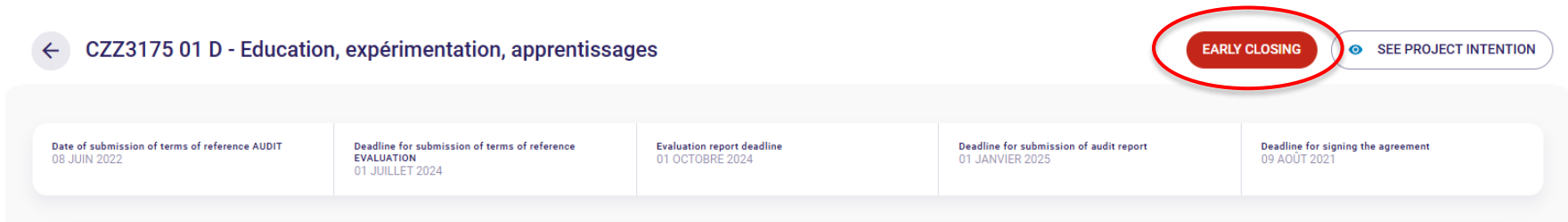An email is sent to you to inform you of the result.

13- Closuring

AFD closes a project when the following have been submitted:
- the audit report in the case of an mandatory audit
- the final technical and financial execution report
- the final budget

These three documents should be submitted via the "Related documents" page

You can request "Early closing" using the button in the top right-hand corner of the "Projects" window AFD will examine your request.

CZZ3175 01 D - Education, expérimentation, apprentissages   EARLY CLOSING   ⊙ SEE PROJECT INTENTION

| Date of submission of terms of reference AUDIT 08 JUIN 2022 | Deadline for submission of terms of reference EVALUATION 01 JUILLET 2024 | Evaluation report deadline 01 OCTOBRE 2024 | Deadline for submission of audit report 01 JANVIER 2025 | Deadline for signing the agreement 09 AOÛT 2021 |

Once AFD has validated the documents/reports, you will be sent an email with an attached file containing the closing letter once this has become effective. The project status will then change to "Clôturé"

THANK YOU
and see you in Oscar
https://oscar.afd.fr

afd.fr