UNIDO PARTNERSHIP MODEL FOR DE-RISKING INVESTMENTS IN THE ETHIOPIAN COFFEE SECTOR

PROVISION OF SERVICES RELATED TO THE DEVELOPMENT OF AN IMPACT ASSESSMENT TOOL
Phase II – Implementation support

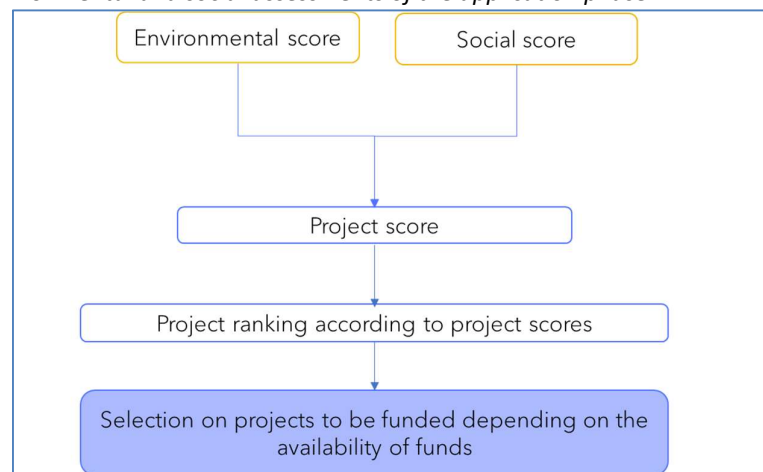**Annex to the call for proposal: Guidelines for applicants**

1   Introduction

This annex is intended to guide applicants through the phase of the application process that involves selecting environmental and social indicators, as well as collecting the necessary data to fill them.

The applications submitted for this call for proposals will undergo a selection process encompassing the assessment of the social and environmental impacts of each project. At the end of the application period, all projects will be ranked based on the expected social and environmental impacts of the proposed investments. This ranking will be done comparatively, evaluating all projects submitted during the application period. The projects will be funded depending on both this ranking and the availability of funds (See Figure 1).

Figure 1 - The environmental and social assessments of the application phase

The environmental and social impact assessment will be conducted based on a predefined set of impact dimensions and key performance indicators, selected from an international reference system and adapted to the Ethiopian context, specifically focusing on the Ethiopian coffee supply chain. One of the main sources of reference is the Sustainable Development Goals (SDGs), which represent a universal call to action to end poverty, protect the planet, and ensure peace and prosperity for all by 2030, with a focus on the needs and challenges of developing countries.

In practice, the environmental and social impacts of investment proposals will be assessed through the Impact Assessment Tool (IAT), a decision-support tool that aids officers of the bank and funding institutions in the collection, analysis, and evaluation of the environmental and social impacts generated by an investment proposal. Bank officers will use the IAT to complete the assessment form together with potential applicants during the loan application process.

During the application process, applicants will go through 3 main steps:

1. Select the activities -one or more- to be financed from a predefined list (see section 2.1)
2. Once the activity is selected, the activity is automatically associated with one environmental impact dimension and one environmental indicator (see section 2.3).

3. Once the activity is chosen, the applicant selects at least three social indicators from a predefined list, ensuring they are relevant to the selected activities (see section 3).

> **The inclusion of social and environmental components for each application is mandatory.**

Projects selected for funding will undergo monitoring and measurement throughout the repayment period of the investment, followed by ex-post evaluation.

During these phases (i.e. monitoring and ex-post evaluation) at regular and predetermined points in time, the applicants will be required to disclose the data collected for the selected social and environmental indicators during the period of observation. The assessment will be based on the rate of change generated on the different social impact indicators (changes over the baseline) and on the rate of achievement for environmental impact indicators (share of achievement of the target) included in the loan contract.
To facilitate applicants in the collection of information, a template containing the information required by the CBE for the environmental and social assessments is presented as an annex to these guidelines (see Annex 2).

2   The environmental assessment

The environmental assessment consists of three key steps, each designed to provide the necessary information to evaluate the environmental impacts of the proposed projects. These **Steps** are as follows:

1. **Identification of activities and indicators**: Applicants must select one or more activities for which the loan and investments are intended from a list of pre-defined activities (see the list of activities in Table 1). Each activity in the list is then linked to a specific environmental indicator that will be calculated with the data provided by the applicant. If two activities are selected, data for two environmental indicators must be provided, and so on. These indicators will be monitored and evaluated in subsequent phases.
2. **Provision of data and supporting documents**: Applicants must supply data and supporting documents to enable the calculation of the corresponding environmental indicators. Specifically, for each relevant environmental indicator, applicants should provide:
   - Data corresponding to the actual measurements of the current situation (baseline).
   - A forecast of the expected impact (target) that the project is projected to generate.

   Data will be updated for monitoring during the project implementation.

3. **Association with the Business Plan**: Each item in the business plan and loan request must be associated with one of the activities selected in Step 1 above (**Identification of activities and indicators**).

Each of the above steps is discussed in detail in the following Sections 2.1, 2.3, and 2.4 of this document.

2.1 Identification of the activity/ies

The activities that are eligible under the call for proposal refer to investment projects that aim at reducing the environmental footprint of coffee production, processing and logistics along all the coffee value chain. The list of activity is provided in Table 1 grouped by the environmental dimension that they are expected to benefit, namely:

a) **Circular economy**: this refers to solid waste and its reduction/recycling
b) **Climate change and air pollution**: this refers to reduction of GHG both in terms of energy consumption and corresponding emission and in terms of forestation and corresponding absorption
c) **Sustainable use and protection of water**: this refers to water and wastewater both for agricultural production of coffee and for its processing
d) **Biodiversity**: this refers to the sustainability of agricultural practices for coffee production.

It is important to notice that:

- Each one of the eligible activities listed in Table 1 belongs to one of the four environmental impact dimensions mentioned here above.
- Each one of the eligible activities listed in Table 1 is associated to one single indicator that will allow the evaluation of the project proposal (i.e. loan request) in the assessment of the Call for Proposal applications.
- In case the project is approved, and the loan is disbursed, **the same activity-associated indicator will be used to monitor the project during its implementation and at end line**.
- All indicators corresponding to different activities that belong to the same environmental impact dimension are measured using the same unit of measure (i.e. Circular economy - TON waste; Climate change and air pollution- Kg CO2; Sustainable use and protection of water- CM water; Biodiversity - HA land).
- Applicants can select as many activities as they intend to implement. Applicant can select a mix of activities that refer to different impact dimensions and units of measure.

Table 1 - Eligible activities and corresponding environmental metrics

		Nr.	**Activities that can be selected**
Climate change and air pollution	**Kg of CO2 from forest**	1	Investments in forest planting, deliberate seeding or natural regeneration on land
		4	Investments in the establishment of a nursery site and producing disease-resistant coffee varieties and coffee shade trees
		2	Investments in coffee farmland.
		14	Purchasing, leasing, renting and operation of transport vehicles for freight transport services by road where the propulsion comes from low-emission vehicles.
		15	Investments in maintenance, retrofitting, repurposing and upgrade of low carbon vehicles, used for transport.
	Kg of CO2 from energy use	10	Investments in installation, maintenance or repair of energy efficient machines and equipment (washing and drying stations, hulling stations, pulper machines, hulling machines, sorting machines, cleaning machines, packaging, etc.).
		18	Investment in technologies and equipment (sorting machines, cleaning machines, packaging machines, etc.) aimed at substantial GHG emission reductions.
		17	Investments in renewable energy technologies and equipment, including solar PV technologies, solar systems for roasting coffee, electric roasting, solar energy drier, etc.

		16	Investments in energy efficient equipment in buildings, including cooling and ventilation systems, products for smart monitoring and regulating of heating systems, and sensoring equipment, etc.
		20	Investments in warehouse construction and warehouse renovation, which leads to a reduction of primary energy demand
		3	Investments in construction of accommodation for workers managing the coffee farm.
Biodiversity	HA of land	5	Investments in ensuring the maintenance and improvement of the physical, chemical and biological quality of the soil (e.g., organic or eco-friendly fertilisers)
		6	Investments in biocompatible farming techniques that can support the protection and preservation of traditional farming and harvesting techniques.
		7	Investments in techniques that reduce the use of pesticides or include alternative approaches or techniques, which may include non-chemical alternatives to pesticides.
Sustainable use and protection of water	CM of water	8a	Investments in water conservation: rainwater harvesting
		8b	Investments in water conservation: wastewater treatment
		8c	Investments in water conservation: drip irrigation
		11	Investments in technologies reducing the use of water in coffee processing
Circular economy	TON of waste	12	Investments in technologies for reducing waste generated within coffee processing, including technologies for recycling coffee pulp and coffee husks.
		9	Investments for collection and transport of non-hazardous waste generated within the early stages of coffee processing aimed at preparing for reuse or recycling.
		13	Investments in treatment of separately collected bio-waste through composting (aerobic digestion) with the resulting production and utilisation of compost.
		19	Investments for reuse and use of compostable, recyclable, and eco-friendly materials and components in packaging

2.2   Criteria for evaluating the environmental impact

The main criteria guiding the scoring of the environmental impact of investment project proposals during the application phase are outlined below:

1. The environmental project score reflects the expected change that the investment should achieve by comparing its baseline value (initial state) with its target value (desired state after project implementation). **A higher environmental impact** (meaning a higher difference between baseline and target**) leads to a higher score**.
2. If the **maximum total score for an investment project proposal is set at = 100**, the maximum contribution from activities under different dimensions is as follows:
   - Circular Economy – max = 36;
   - Climate Change and Air Pollution – max = 31;
   - Sustainable Use and Protection of Water – max =20;
   - Biodiversity – max = 13.
   The environmental score is obtained by summing the score of the four impact dimensions. This indicates that not all dimensions carry equal weight, and those with higher maximum scores contribute more to the overall environmental score.

3. A lower cost for achieving the same impact (e.g., the same number of tonnes of waste reduced, cubic meters of water saved, kilograms of CO2 reduced, or hectares of land protected) results in a better score.

Proposed investments aimed at increasing production scale may lead to greater negative environmental impacts, which will also be considered in the scoring process

Please note that only vehicles classified as low emission vehicles by the Regulation (EU) 2019/631, Article 3.1 and Regulation (EU) 2019/1242, Article 3.12 are eligible for financing. Similarly, only appliances classified, or classifiable, as energy efficient by Regulation (EU) 2017/1369, Article 7.2, will be eligible for financing.

2.3 Provision of data and supporting documents

For each environmental indicator, applicants will be required to provide data at the following stages:

1. During the application phase.
2. If the loan is approved: throughout the project implementation and during the loan repayment period, according to predefined in the loan contact monitoring deadlines.
3. If the loan is approved: at the end of the project.

In the monitoring and evaluation phases, each of the investment projects approved and financed will be assessed against its own targets as defined at the application stage.

These data points refer to different situations and must be provided at various times, as outlined in Table 2.

Table 2 - Key time frame for data provision

Situation described	Period to which the situation refers	Time when the data must be provided		
		Application phase	**Monitoring phase**	**Final evaluation phase (end of the project)**
The as-is situation before the project (baseline)	This data refers to the last year before the application is submitted.	x		
The situation at monitoring deadlines	This data refers to the year preceding the monitoring.		x	
The situation at the end of the project	This data refers to the last year of the project.	x *(Expected situation -target- at the end of the project)*		x *(Actual situation at the end of the project)*

2.3.1 Supporting documents

The quantitative data that applicants are required to provide for each indicator are summarized in Table 3. This data primarily relates to resource consumption or degradation and their annual volumes. All numbers submitted must be **backed by supporting documents**, either issued by third parties or derived from the

applicant's formal record-keeping, to confirm the accuracy of the provided figures or the raw values used to calculate them.

The CBE will assess the suitability of these supporting documents and their consistency with the figures proposed by applicants on a case-by-case basis during the application process, and again at the monitoring and final deadlines if the loan is approved. Table 3 offers extensive examples of acceptable supporting documents for each indicator.

> All supporting documents must refer to the relevant time periods: the previous year for baseline values during the application process, and then, the appropriate monitoring and final deadlines for updated values.
> The figures used to estimate target values (i.e., expected final outcomes) should also be supported by documentation.

Table 3 - Eligible activities, corresponding data to be provided and supporting documents

metric	Nr.	Activities	Data to be provided by the applicant	POSSIBLE SUPPORTING DOCUMENTS
Kg of CO2 from forest	1	Investments in forest planting, deliberate seeding or natural regeneration on land	- additional ha of forest with the investment project	land titles, financial statements
	4	Investments in the establishment of a nursery site and producing diesis-resistant coffee varieties and coffee shade trees	- land cover of the area devoted to new coffee farm before the investment project (Forest or Other)	
	2	Investments in new farmland	- Type of cultivation (forest coffee or plantation coffee) - additional ha of coffee with the investment project	
Kg of CO2 from energy use	14	Purchasing, leasing, renting and operation of transport vehicles for freight transport services by road where the propulsion comes from low-emission vehicles.	For each vehicle with and without the investment project: - Consumption per km - Distance travelled by the vehicle	utility bills, record keeping for fuel expenditure (logbook of vehicles), technical specifications of new technology
	15	Investments in maintenance, retrofitting, repurposing and upgrade of low carbon vehicles, used for transport.		
	10	Investments in installation, maintenance or repair of energy efficient machines and equipment (washing and drying stations, hulling stations, pulper machines, hulling machines, sorting machines, cleaning machines, packaging, etc.).	With and without the investment project and for each machine: - will the old equipment be dismissed or added - power of equipment - capacity of equipment	utility bills, record keeping for fuel expenditure, technical specifications of actual and new equipment, inventories
	18	Investment in technologies and equipment (sorting machines, cleaning machines, packaging machines, etc.) aimed at substantial GHG emission reductions	- tons of raw material processed in the year - source of power: grid, diesel, photovoltaic	
	17	Investments in renewable energy technologies and equipment, including		utility bills, record keeping for fuel

		solar PV technologies, solar systems for roasting coffee, electric roasting, solar energy drier, etc.	- previous source of electricity (grid, diesel) - expected Kwh per year (photovoltaic)	expenditure, technical specifications of renewable energy systems
	16	Investments in energy efficient equipment in buildings, including cooling and ventilation systems, products for smart monitoring and regulating of heating systems, and sensoring equipment, etc.	With and without the investment project (only for the relevant items among cooling, ventilation and heating): - source of power in the building - Kw installed for cooling system - Kw installed for ventilation system - Kw installed for heating system - hours of functioning per year cooling - hours of functioning per year ventilation - hours of functioning per year for heating - Dismissed or added	utility bills, record keeping for fuel expenditure, technical specifications of actual and new equipment, inventories
	20	Investments in warehouse construction and warehouse renovation, which leads to a reduction of primary energy demand		
	3	Investments in construction of accommodation for workers managing the farm.		
HA of land	5	Investments in ensuring the maintenance and improvement of the physical, chemical and biological quality of the soil (e.g., organic or eco-friendly fertilizers)	With and without the investment project: - ha of coffee farm under conventional agriculture	land titles, book keeping for agricultural input purchased
	6	Investments in biocompatible farming techniques that can support the protection and preservation of traditional farming and harvesting techniques.		
	7	Investments in techniques that reduce the use of pesticides or include alternative approaches or techniques, which may include non-chemical alternatives to pesticides.		
CM of water	8a	Investments in water conservation: rainwater harvesting	Freshwater withdrawal (A)	water utility bills, water rights, water meters readings, technical specification of wastewater treatment equipment, rainwater harvesting system drawings and quotations
	8b	Investments in water conservation: wastewater treatment	Freshwater withdrawal (B)	
	8c	Investments in water conservation: drip irrigation	Change in water-use (B)	utility bills, meters readings
	11	Investments in technologies reducing the use of water in coffee processing	With and without the investment project:	technical specifications of

				- liters of water per kg of produce - production kg per year	actual and new equipment
TON of waste	12	Investments in technologies for reducing waste generated within coffee processing, including technologies for recycling coffee pulp and coffee husks.	With and without the investment project: - Tons of material recycled per year		technical specifications of equipment/facilities, delivery notes for transport of materials for reuse
	9	Investments for collection and transport of non-hazardous waste generated within the early stages of coffee processing aimed at preparing for reuse or recycling.			
	13	Investments in treatment of separately collected bio-waste through composting (aerobic digestion) with the resulting production and utilisation of compost.			
	19	Investments for reuse and use of compostable, recyclable, and eco-friendly materials and components in packaging	With and without the investment project: - Tons of packaging recycled per year		

2.4 Association of each item in the business plan and in the loan request to one of the activities selected - Budget breakdown

The overall amount of the loan requested, and all the items presented in the business plan annexed to the application must be allocated to activities in the budget breakdown. To allow the score calculation when activities proposed by the applicant cover more than one impact dimension the applicants must provide the budget breakdown by activity (in line with the figures from the business plan) in the loan application. The value of unallocated items will be automatically distributed proportionally to the allocated values. Moreover, all the activities selected need to be allocated a budget. This part of the application procedure aims at allowing comparison between different projects in terms of the unit cost of a reduction of one kg of CO_2, of one cubic meter of water, one hectare of degraded land, one ton of waste.

It should be noted that for the purposes of environmental assessment, working capital is assimilated to the rest of investment. Therefore, if part of the loan is disbursed for working capital, it should still be allocated to the linked activity whenever possible. On the contrary, if the working capital is not linked to a specific activity, it should be classified as unallocated.

Expected impacts are then normalized to bring all dimensions to a common scale (from 0 to 1) where 0 (zero) will be the score of the project with the worse impact and 1 (one) will be the score of the project with the best impact, among all the projects that were submitted under the Call for Proposal.

3   The social assessment

In line with the social objectives of the call for proposals, the investment projects will be also evaluated on their impacts on social aspects such as improvement of the employment conditions, promotion of gender equality, enhancement of community well-being, and increasing of employee safety within the Ethiopian coffee sector. The investment proposal shall include **at least three social indicators**. However, two social indicators are mandatory and must be chosen by every applicant, as they are considered crucial for the strategic objectives of the Credit Line Facility. These are **the new permanent jobs created as a result of investment** and **the number of community development projects funded**.

3.1   Social dimensions

Before reviewing all individual indicators included in the IAT (see section 3.2), it is important to note that they are divided into five distinct social impact dimensions specifically identified for the coffee sector in Ethiopia. The information below outlines these impact dimensions along with their associated impact activities related to social investment opportunities.

1. **Support for Employment and Career Development**: This dimension focuses on improving the number of employees, the conditions of employment. Activities under this dimension include offering **professional training** regardless of the training topic, enhancing employees' skills, creating good-quality jobs, and providing scholarships.
2. **Promotion of Employee Safety**: Emphasizing workplace safety, this dimension seeks to reduce the frequency of injuries by promoting **safety measures** among employees.
3. **Promotion of co-operative**: Encouraging the participation of farmers in cooperatives is seen as a key way to enhance their economic well-being. The activity under this dimension focuses on **promoting farmer cooperatives[1]**.
4. **Gender Equality**: This dimension emphasizes ensuring **women's full participation** in leadership and decision-making roles across political, economic, and public life. It highlights the importance of equal opportunities for women at all levels of leadership.
5. **Improvement of Living Conditions in Local Communities**: This dimension involves supporting **community programs** through partnerships or providing funding to improve living conditions. The focus is on enhancing the quality of life for local communities by addressing their specific needs through collaborative efforts.

These dimensions broadly encompass all social aspects that the activities to be funded under this call for proposals may influence, both positively or negatively. Therefore, selected social indicators must be connected to the investment proposal. Applicant must be able to describe such link and the potential improvement in the performance in social areas which are connected to the investment proposal. Before selecting social indicators, a thorough analysis must be conducted to assess the impact and changes the funded activities could generate.

3.2   Social indicators

Once applicants identified the activities to be funded (see section 2.1) and filled in the linked environmental indicators (see section 2.2), they must determine which social indicators are most relevant to the investment.

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[1] Activities promoting other forms of farmers aggregation (e.g. clusters, associations, etc.) are also eligible under this impact dimension.

Table 5 in section 3.5 outlines key impact dimensions, the related activities, and the corresponding indicator used to measure their results. These indicators are essential for assessing the social impact of the loan, specifically concerning the activities chosen by the applicants.

Each indicator is accompanied by quantitative and/or qualitative measures, requiring applicants to provide detailed insights into the tangible changes generated (e.g., the number of jobs created, people trained, or scholarships awarded).

Baseline

After identifying the most suitable social indicators for their investment project, applicants must provide a baseline during the application process, or, if information is missing, within six months of signing the contract with the CBE (if the proposal is approved for funding). If no prior data exists for a specific indicator, the baseline will be set at zero.

The baseline data should cover the year (12 months) preceding the submission of the investment proposal. For example, if the proposal is submitted on October 10, 2024, the baseline data (whether provided during the application process or within six months of signing the contract) should refer to the period from October 10, 2023, to October 10, 2024.

3.3 Criteria for evaluating the social impact

The main criteria guiding the social assessment of investment project proposals during the application phase are outlined below:
1. Including more indicators, and therefore generating more impacts, results in a better score.
2. Not only the quantity but also the quality of the indicators impacts on the ranking of your proposal. In fact, it should be noted that social indicators are divided into three categories, each reflecting a different level of impact.
   - **Low-depth indicators**. Focusing on the direct results of activities. These capture immediate outcomes, such as the number of actions completed, but do not provide deeper insights into broader changes.
   - **Medium-depth indicators**. Focusing on strategic results that align with the project's overall objectives. These indicators measure results that contribute to the intended impact of the credit line, tying activities to broader social goals of the investment projects.
   - **High-depth indicators**. Capturing the long-term effects and changes brought about by the project on both direct and indirect beneficiaries. This is where the most significant societal transformations are measured, reflecting the deeper, sustained impact on the target population.

The scoring process considers the number of indicators selected but also their depth. Therefore, selecting high-depth indicators increases the possibility that the project will be funded. Table 5 in section 3.5 illustrates the category of each indicator, namely low, medium, high.

The final social score is given by the overall number of social indicators selected weighted for the depth of measurement compared to the maximum value that can be obtained.

In the monitoring and in the evaluation phases success of the investment in the social area is calculated in terms of improvement from the baseline.

3.4   Provision of data and supporting documents

As for the environmental assessment (see Section 2.3), when applying to the credit line facility, the applicant needs to provide specific supporting documents alongside their application. These documents will serve as evidence for the indicators chosen while filling out the application. Additionally, the applicant will be asked to thoroughly explain the activities that will be implemented and the target to be achieved. It is important to provide as much detail as possible to the bank official, as these explanations will help demonstrate how the investment relates to the various indicators being tracked.

For a limited number of indicators, namely S1, S2, S3, S4, S5, S6, S7, S8, S9, S10, S12 and S19, it is also mandatory to gather and report during the application process demographic data such as **age, gender, and vulnerabilities** (i.e. number of people with disabilitiesand people with long-term conditions). Applicants are in charge of collecting information among beneficiaries of their social activities. An example of the data which will be requested for the above-mentioned indicators is reported in Table 4.

Table 4 - Demographic table to be compiled for indicators S1, S2, S3, S4, S5, S6, S7, S8, S9, S10, S12 and S19

Age Group	Male	Female	Vulnerable people[2] (e.g.: people with disabilities, people with long-term conditions[3])
	Nr.	Nr.	Nr.
< 5			
5 - 14			
15 - 17			
18 - 35			
36 - 60			
> 60			

In table 5 in section 3.5 below, each indicator is paired with a list of required supporting documents and a detailed description of what the applicant needs to provide. This includes information about the

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[2] The terms generally refers to the following categories: minors, unaccompanied minors, disabled people, elderly people, pregnant women, single parents with minor children, victims of trafficking of human beings, persons with serious illnesses, persons with mental disorders and persons who have been subjected torture, rape or other serious forms of psychological, physical or sexual violence, such as victims of female genital mutilation (Art. 21 of Directive 2013/33/EU).

[3] Long-term conditions are defined as people affected by chronic diseases. Chronic diseases (also known as noncommunicable diseases) are diseases of long duration and generally slow progression. (see also WHO website on noncommunicable diseases for additional information: https://www.who.int/news-room/fact-sheets/detail/noncommunicable-diseases

beneficiaries, the typology of programs, and how the investment affects the various areas that the indicators cover. Applicants should ensure that all supporting documents are complete and accurate and work closely with the CBE officer to define targets and timetables for each indicator.

3.5   Social indicators and corresponding data to be provided and supporting documents

Table 5 - Social indicators and corresponding data to be provided and supporting documents

Impact dimensions	Activities	Indicator	Depth	Supporting Documents	Description
Active support to employment and Improvement of terms and conditions of employment and career development, trainings	Professional Training (regardless of topic of training)	**S1_**Number of people trained	Low	List of participants when training is internal, or certificate of participation when external training	Describe the typology of training and beneficiaries (employees, prospective employees, suppliers, farmers, community stakeholders). Describe how the investment will increase the number of people trained (e.g., employees operating new washing station or irrigation technique). Define a target and timetable of achievement. *The info provided must be segregated by age, sex and vulnerabilities (see Table 4).*
		S2_ Number of people who report an increase in their skills	High	Questionnaire to be deployed internally concerning the appreciation of the training and the self-evaluation of increased skills (and list of participants	Describe the typology of skills investigated and beneficiaries (employees, prospective employees, suppliers, farmers, community stakeholders). To measure the improvement of skills of the employees please refer to sample questionnaires provided at Annex 1. Explain how the investment is related to the improvement of employees' skills. Define a target and timetable of achievement *The info provided must be segregated by age, sex and vulnerabilities (see Table 4).*
	Creation of good	**S3_**Number of new fixed-term jobs created as	Medium	New contracts signed after the investments (the contract must	Describe how the new jobs will be related to the activities included in the proposal for funding and set an expected target of new hires.

Impact dimensions	Activities	Indicator	Depth	Supporting Documents	Description
	quality jobs	a result of investment		contain references to tasks related to the investment)	Provide data on the number of fixed-term employees at the time of application and during each year of monitoring. Note: **only positions with a formal employment contract can be counted as "new jobs".** *Fixed-term: with fixed-term job is defined an employment that has a determined end date. It could be three months, one year or three years; as long as is determined is considered a fixed-term job.* *The info provided must be segregated by age, sex and vulnerabilities (see Table 4).*
		S4_(mandatory) Number of new permanent jobs created as a result of investment (at least 50% of the new jobs created should be for women)	**Medium**	New contracts signed after the investments (the contract must contain references to tasks related to the investment)	**Permanent:** with permanent job is defined an employment that has no determined end date. Describe how the new jobs will be related to the activities included in the proposal for funding and set an expected target of new hires. Provide Data on the number of permanent jobs at the time of application and during each year of monitoring. Note: only positions with a formal employment contract can be counted as "new jobs". *The info provided must be segregated by age, sex and vulnerabilities (see Table 4).*
		S5_ Number of employees who receive at least one corporate benefits (please specify: healthcare insurance, social security,	**Medium**	List of employees who receive additional corporate benefits for each benefit provided, official documents attesting the existence of additional corporate benefits (e.g. contracts including additional benefits)	Describe the procedure to request parental leave, the average last of leave and typology of employees who have this benefit included in the contract. Explain how the investment is related to employees receiving corporate benefits. Define a target of achievement. Provide Data on the total number at the time of application and during each year of monitoring.

Impact dimensions	Activities	Indicator	Depth	Supporting Documents	Description
		annual paid leave, parental leave, other to be specified)			*The info provided must be segregated by age, sex and vulnerabilities (see Table 4).*
	Creation of scholarships	**S6**_Number of people who receive a scholarship enrolled in higher education programs	**Low**	List of people receiving scholarships for type (higher education), certification of enrollment in courses, any document attesting the money transfer from the enterprise	Describe the typology of scholarship (es. university, high school, vocational training, etc.) and beneficiaries (employees, prospective employees, suppliers, farmers, community stakeholders). Explain how the investment is related to the number of scholarships offered. Define a target of achievement. Provide Data on the total number at the time of application and during each year of monitoring. *The info provided must be segregated by age, sex and vulnerabilities (see Table 4).*
		S7_ Number of people who receive a scholarship enrolled in vocational training course	**Low**	List of people receiving scholarships for type (higher education), certification of enrollment in courses, certification of completion, any document attesting the money transfer from the enterprise	Describe the typology of scholarship (es. university, high school, vocational training, etc.) and beneficiaries (employees, prospective employees, suppliers, farmers, community stakeholders). Explain how the investment is related to the number of scholarships offered. Define a target of achievement. Provide Data on the total number at the time of application and during each year of monitoring. *The info provided must be segregated by age, sex and vulnerabilities (see Table 4).*
		S8_Number of people who receive a scholarship that obtain a certification	**High**	List of people receiving scholarships for vocational training course, certification of enrollment, certification of completion, any document attesting the money transfer from the enterprise	Describe the beneficiaries (employees, prospective employees, suppliers, farmers, community stakeholders) and certification obtained. Define a target of achievement. Provide Data on to the total number at the time of application and during each year of monitoring.

Impact dimensions	Activities	Indicator	Depth	Supporting Documents	Description
					The info provided must be segregated by age, sex and vulnerabilities (see Table 4).
Promotion of employee safety measures and reduction of frequency of injuries	Safety	**S9_**Number of fatal injuries / total employees	**Low**	List of fatal injuries reported (internal report), medical reports	Describe fatal injuries happened in the last 3 years and typology of supporting documents for data. Explain how the investment can affect the number of fatal injuries. Provide Data on the number of injuries registered the year before the application and each monitoring year (only injuries occurred the reference year, no cumulation) Define a target and timetable of achievement. *The info provided must be segregated by age, sex and vulnerabilities (see Table 4).*
		S10_ Number of non-fatal injuries / total employees	**Low**	List of non -fatal injuries (internal report), medical reports, and (eventually) Insurance claim documents	Describe non-fatal injuries happened in the last 3 years and typology of supporting documents for data. Explain how the investment can affect the number of non-fatal injuries. Provide Data on the number of injuries registered the year before the application and each monitoring year. Define a target and timetable of achievement. *The info provided must be segregated by age, sex and vulnerabilities (see Table 4).*
		S11_ Share (%) of annual budget allocated to safety training	**Medium**	Documents providing yearly budget (e.g. financial report, business plans)	Describe the logic of allocation of budget for safety and security training. Provide explanation about supporting documents included. Explain how the investment can affect the budget allocated to safety training. Provide Data on the budget allocated for the given year. ***Budget:*** *The budget is defined as the total operating costs on the last balance sheet.*
Promotion of co-operative	Promote and	**S12_**Number of individual	**Low**	Contracts or internal documents attesting the membership to a	Describe how farmers can become members of the cooperative, their benefit and if registers are available (e.g. members book).

Impact dimensions	Activities	Indicator	Depth	Supporting Documents	Description
	reinforce farmers' aggregation	farmer members of the cooperative		cooperative (e.g. list of members of the cooperative)	Explain how the investment is related to the farmers members of the cooperative. Define target for achievement. When filling the table refer to the total number at the time of application and during each year of monitoring (cumulative number: year 1 should include baseline+new ones, etc.) *The info provided must be segregated by age, sex and vulnerabilities (see Table 4).*
		S13_ Average productive capacity of farmers members	**Low**	Document attesting yearly productions of farmers (track records, selling/acquiring reports)	Describe, at present, the average production of farmers, the documents that you can produce in support (e.g. registry). Explain how the investment can affect the productive capacity of farmers. Define target for achievement. When filling refer to productivity in the given year. ***Productive capacity: (****Yield Kg of red cherry/Ha)*
Gender equality	Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision-making in political, economic	**S14_**Proportions of women in the organization (Total women over the total employees or over the total members in the organization)	**Medium**	Document attesting the number of contracts signed by women out of the total contracts signed by total employees	Describe the composition of workforce and how it changed over time. Explain how the investment can affect the proportion of women in the organization. Define target for achievement. Provide Data on the total number at the time of application and during each year of monitoring. Note: include the percentage of women over total
		S15_ Proportion of women in the organization	**Low**	Board composition	Describe the composition of the board and how it changed over time. Explain how the investment can affect the proportion of women in the organization board.

Impact dimensions	Activities	Indicator	Depth	Supporting Documents	Description
	and public life	board (% women/ Board members)			Define target for achievement. Provide Data on the total percentage of women in the current appointed board. Note: include the percentage of women over total
		S16_Proportion of women in ownership and control over land and other forms of property, financial services, inheritance, and natural resources.	**Low**	Organization chart, contracts signed, all the documents attesting property, control of financial services etc.	Describe the typology of economic mean addressed, and number of women who have access to it over time. (e.g. number of women members of cooperatives who own the land). Explain how the investment can affect the proportion of women in in ownership and control over land and other forms of property, financial services, inheritance, and natural resources. Define target for achievement. Provide Data on the total number at the time of application and during each year of monitoring (cumulative number: year 1 should include baseline *and* new ones, etc.). ***Ownership and control:*** *Women have the right to acquire, administer, control, use and transfer property. They shall also enjoy equal treatment in the inheritance of property.*
Improvement of living conditions of local community	Support community programs with specific partnership	**S17**_Number of community development projects funded (mandatory)[4]	**Low**	Projects proposal or report (depending whether project is ongoing or not), contracts signed to develop the project (if project ongoing/concluded), any other evidences of the services developed, budget allocated	Describe, briefly, the projects funded and how the investment is related to the projects. Define target for achievement. Provide Data on the total number at the time of application and during each year of monitoring.

[4]Please note that community development projects described are not directly funded by the capital of the credit line under the call for proposals. Specifically, indicators S17 and S18 should not be considered as a direct result of the credit line activity but in general as activities that the applicants are planning to implement in their business strategy. Examples of community development projects include, but are not limited to, childcare support (e.g., the establishment of a nursery for employees' children), healthcare support (e.g., the organization of a vaccine program and/or periodic health checks for the community), and water access infrastructure (e.g., the establishment of water filtration and treatment systems for households; building of wells).

Impact dimensions	Activities	Indicator	Depth	Supporting Documents	Description
	s or funding services	**S18**_Share (%) of annual budget allocated to community development projects	**Low**	Documents providing yearly budget (e.g. financial report, business plan that shows financial allocation to community development projects)	Describe, briefly, the projects funded and how the investment can affect the share of annual budget allocated to them. Describe how to individuate the share of budget from the supporting documents. Define target for achievement. Provide Data on the share of budget allocated for the given year. **Budget:** *The budget is defined as the total operating costs on the last balance sheet.*
		S19_Number of people who report an increase in socioeconomic well-being	**High**	Projects report, type of economic well-being measured and method for measurement, observation or questionnaire to households	Specify the type of well-being generated by the investment and how is connected to the number of people who report an increase in economic well-being. To measure the increase in well-being with a questionnaire, please see Annex 1 of this document. Define target for achievement. Provide Data on the total number at the time of application and during each year of monitoring. **Socioeconomic well-being:** *Socioeconomic well-being is intended as the improvement of access to essential, welfare, and recreational services as well as the increase in income of the households potentially affected by community projects.* *The info provided must be segregated by age, sex and vulnerabilities (see Table 4).*
		S20_Number of households who report access to water and sanitization services	**High**	Project reports, yearly observations with households or questionnaires to households (guidelines for minimum requisite of questionnaires to be developed for final deliverable)	Specify how the measurement is conducted and how the investment is connected to the effects/changes that households may have in terms of access to water and sanitation services. Define target for achievement. Provide Data on the total number at the time of application and during each year of monitoring.

Impact dimensions	Activities	Indicator	Depth	Supporting Documents	Description
					The info provided must be segregated by age, sex and vulnerabilities (see Table 4).

4   Aggregation and final ranking

At the end of the application period, each proposal receives two scores: one for environmental impact and one for social impact. Details on how these scores are calculated can be found in sections 2.2 and 3.2, respectively. These scores are then averaged equally, with both the social and environmental scores weighted at 50% of the final score.
The final ranking is based on the total score of each project.

Annex 1 – Sample questionnaires for compiling indicators S2 and S19

In some cases, specifically when referring to improvement of skills (indicator S2) and increase in socio-economic well-being (indicator S19), the creation of specific tools, such as questionnaires, is needed to establish the baseline, during the application phase, and track progress for these indicators, in the monitoring and final evaluation phases
Applicants must provide explanation about how they conduct data collection and analysis activities using tools such as questionnaires and survey, which results account as supporting documents.

Overall, questionnaires must:

- Be specific to the effect or change that is observed or evaluated;
- Include simple and easy to read questions formulated in a neutral way (no anticipation of the answer);
- Provide answers on scales (numerical or qualitative) or binary scales (yes/no answers). In some cases, open-ended questions can be used to deepen into some factors that contribute to the result;
- Include a clear evaluation logic.
- An overall improvement in the indicator is achieved when at least 50% or more questions show positive change
- Be anonymous.

The following table shows example survey questionnaires regarding employees' training and socio-economic wellbeing. Applicants can use these questionnaires as a guide to develop their own data collection tools however other survey methods can also be developed and used.

Table 6 – Sample of survey questionnaire for increased skills (indicator S2)

1. Have you ever participated during the last 12 months in training or educational programs organized by your company?
Yes / No
2. What type of skills did you acquire because of the training or educational programs organized by your company?
Soft skills / digital skills / technical skills (farming, irrigation, …) / technological skills / managerial skills
3. Did you complete the training or educational program provided by you company?
Yes / No
4. To what extent are you satisfied about the training or educational program that you have completed?
Not at all / A little / A moderate amount / Very much / An extreme amount
5. Did you acquire any type of certification related to the training or educational program?
Yes / No

Table 7 – Sample of survey questionnaire for socio-economic wellbeing (indicator S19)

1. Has your household's access to essential services (such as water, food, and shelter) improved as a result of the company's community project?
Not at all / A little / A moderate amount / Very much / An extreme amount

2. **Have your living conditions improved as a result of the community project carried out by the company?**   Not at all / A little / A moderate amount / Very much / An extreme amount
3. **Has your household experienced increased access to welfare services (such as schools, medical facilities, etc.) due to the community project carried out by the company?**   Not at all / A little / A moderate amount / Very much / An extreme amount
4. **Has your household's income improved over the last twelve months thanks to the community project carried out by the company?**   Not at all / A little / A moderate amount / Very much / An extreme amount
5. **Has your household gained better access to recreational opportunities within the community due to the community project carried out by the company?**   Not at all / A little / A moderate amount / Very much / An extreme amount

Annex 2a – Template for social KPIs

Indicator	Supporting Documents	Description	Baseline					
Instructions:	**Instructions:** Please insert the list of all the supporting documents at your disposal.	**Instructions:** Please insert a description of the activities to be implemented	**Instructions:** Please fill the tables for each indicator chosen, remember that every single piece of data provided must be supported by documents.					
S1_Number of people trained				Unit	Age Group	Male	Female	Vulnerable people (e.g.: people with disabilities,people with long-term conditions)
						nr	nr	nr
					15 - 17			
					18 - 35			
					36 - 60			
S2_Number of people who report an increase in their skills				Unit	Age Group	Male	Female	Vulnerable people (e.g.: people with disabilities, people with long-term conditions)
						nr	nr	nr
					15 - 17			
					18 - 35			
					36 - 60			
S3_Number of new fixed-term jobs				Unit	Age Group	Male	Female	Vulnerable people (e.g.: people with disabilities,

created as a result of investment								people with long-term conditions)
						nr	nr	nr
				15 - 17				
				18 - 35				
				36 - 60				
S4_Number of new permanent jobs created as a result of investment **(mandatory)** (at least 50% of the new jobs created should be for women)				Unit	Age Group	Male	Female (at least 50%)	Vulnerable people (e.g.: people with disabilities, people with long-term conditions)
						nr	nr	nr
				15 - 17				
				18 - 35				
				36 - 60				
S5_Number of employees who receive at least one corporate benefits (please specify: healthcare insurance, social security, annual paid leave, parental leave, other to be specified)				Unit	Age Group	Male	Female	Vulnerable people (e.g.: people with disabilities, people with long-term conditions)
						nr	nr	nr
				15 - 17				
				18 - 35				
				36 - 60				
S6_Number of people who receive a scholarship enrolled in higher education programs				Unit	Age Group	Male	Female	Vulnerable people (e.g.: people with disabilities, people with long-term conditions)
						nr	nr	nr
				18 - 35				
				36 - 60				

				Unit	Age Group	Male	Female	Vulnerable people (e.g.: people with disabilities, people with long-term conditions)	
S7_ Number of people who receive a scholarship enrolled in vocational training course						nr	nr	nr	
					15 - 17				
					18 - 35				
					36 - 60				
S8_ Number of people who receive a scholarship that obtain a certification				Unit	Age Group	Male	Female	Vulnerable people (e.g.: people with disabilities, people with long-term conditions)	
						nr	nr	nr	
					5 - 14				
					15 - 17				
					18 - 35				
					36 - 60				
S9_ Number of fatal injuries / total employees				Unit	Age Group	Male	Female	Vulnerable people (e.g.: people with disabilities, people with long-term conditions)	
						nr	nr	nr	
					15 - 17				
					18 - 35				
					36 - 60				
S10_ Number of non-fatal injuries / total employees				Unit	Age Group	Male	Female	Vulnerable people (e.g.: people with disabilities, people with long-term conditions)	
						nr	nr	nr	
					15 - 17				

				18 - 35			
				36 - 60			

S11_Share (%) of annual budget allocated to safety training			Percentage of budget:………………………………………………………………………………………………

			Unit	Age Group	Male	Female	Vulnerable people (e.g.: people with disabilities, people with long-term conditions)
S12_Number of individual farmer members of the cooperative					nr	nr	nr
				18 - 35			
				36 - 60			
				> 60			

S13_Average productive capacity of farmers members			Yield Kg of red cherry/ha:……………… ……………………………………………….
S14_Proportions of women in the organization (Total women over the total employees/members in the organization)			Percentage:……
S15_Proportion of women in the organization board (% women/ Board members)			Percentage:……….
S16_Proportion of women in ownership and control over			Percentage:……

land and other forms of property, financial services, inheritance, and natural resources.		
S17_ Number of community development projects funded **(mandatory)**		Number:…….
S18_ Share (%) of annual budget allocated to community development projects		Percentage:………..

S19_ Number of people who report an increase in socioeconomic well-being

Unit	Age Group	Male	Female	Vulnerable people (e.g.: people with disabilities, people with long-term conditions)
		nr	nr	nr
	< 5			
	5 - 14			
	15 - 17			
	18 - 35			
	36 - 60			
	> 60			

S20_ Number of households who report access to water and sanitization services		Number:………

Annex 2b – Template for environmental KPIs

Indicator	Unit	Actual (baseline)	New (target)
		Instructions: Please fill the tables for each indicator chosen, remember that every single piece of data provided must be supported by documents and that the baseline refers to the last 12 months *(only grey cells need to be compiled)*	**Instructions:** Please insert the target to be achieved with the implementation of the investment proposal *(only grey cells need to be compiled)*
ENERGY USED FROM EQUIPMENT (activities ENV10, ENV18)			
Equipment 1			
will the old equipment be dismissed (D) or added (A)	D or A		
power of equipment	Kw		
capacity of equipment	kg/h		
raw material processed in the year	kg		
source of power: grid (G), diesel (D), photovoltaic (PV)	G or D or PV		
Equipment 2			
will the old equipment be dismissed (D) or added (A)	D or A		
power of equipment	Kw		
capacity of equipment	kg/h		
raw material processed in the year	kg		
source of power: grid (G), diesel (D), photovoltaic (PV)	G or D or PV		
Equipment 3			
will the old equipment be dismissed (D) or added (A)	D or A		
power of equipment	Kw		
capacity of equipment	kg/h		
raw material processed in the year	kg		

Indicator	Unit	Actual (baseline)	New (target)
source of power: grid (G), diesel (D), photovoltaic (PV)	G or D or PV		
Equipment 4			
will the old equipment be dismissed (D) or added (A)	D or A		
power of equipment	Kw		
capacity of equipment	kg/h		
raw material processed in the year	kg		
source of power: grid (G), diesel (D), photovoltaic (PV)	G or D or PV		
Equipment 5			
will the old equipment be dismissed (D) or added (A)	D or A		
power of equipment	Kw		
capacity of equipment	kg/h		
raw material processed in the year	kg		
source of power: grid (G), diesel (D), photovoltaic (PV)	G or D or PV		
Equipment 6			
will the old equipment be dismissed (D) or added (A)	D or A		
power of equipment	Kw		
capacity of equipment	kg/h		
raw material processed in the year	kg		
source of power: grid (G), diesel (D), photovoltaic (PV)	G or D or PV		
Equipment 7			
will the old equipment be dismissed (D) or added (A)	D or A		
power of equipment	Kw		
capacity of equipment	kg/h		
raw material processed in the year	kg		
source of power: grid (G), diesel (D), photovoltaic (PV)	G or D or PV		
Equipment 8			
will the old equipment be dismissed (D) or added (A)	D or A		
power of equipment	Kw		

Indicator	Unit	Actual (baseline)	New (target)
capacity of equipment	kg/h		
raw material processed in the year	kg		
source of power: grid (G), diesel (D), photovoltaic (PV)	G or D or PV		
ENERGY USED FROM BUILDINGS (activities ENV3, ENV16, ENV20)			
power from grid (G) or diesel (D)	G or D		
Kw installed for cooling system	Kw		
Kw installed for ventilation system	Kw		
Kw installed for heating system	Kw		
hours of functioning per year cooling	h		
hours of functioning per year ventilation	h		
hours of functioning per year for heating	h		
Dismissed (D) or added (A)	D or A		
RENEWABLE ENERGY CONSUMPTION (activity ENV17)			
previous source of electricity (grid - G-, diesel - D-)	G / D		
expected kWh per year (kWh produced with photovoltaic OR kWh equivalent saved with solar)	kWh		
CO2 EMISSION FROM AFFORESTATION (activity ENV1)			
additional ha of forest with the project	ha		
CO2 EMISSION FROM COFFEE FARM (activities ENV2, ENV4)			
initial land cover of the area devoted to new coffee farm (forest - F - or other - O-)	F or O		
forest coffee (FC) or plantation coffee (PC)	FC or PC		
additional ha of coffee with the project			

Indicator	Unit	Actual (baseline)	New (target)
CO2 EMISSION FROM TRANSPORT (activities ENV14, ENV15)			
Diesel - Vehicle 1			
liters per KM of diesel	*lt/km*		
distance travelled with diesel vehicles	*km /year*		
Diesel - Vehicle 2			
liters per KM of diesel	*lt/km*		
distance travelled with diesel vehicles	*km /year*		
Diesel - Vehicle 3			
liters per KM of diesel	*lt/km*		
distance travelled with diesel vehicles	*km /year*		
Petrol - Vehicle 1			
liters per KM of petrol	*lt/km*		
distance travelled with petrol vehicles	*km /year*		
Petrol - Vehicle 2			
liters per KM of petrol	*lt/km*		
distance travelled with petrol vehicles	*km /year*		
Petrol - Vehicle 3			
liters per KM of petrol	*lt/km*		
distance travelled with petrol vehicles	*km /year*		
LPG Vehicle			
kg per KM of LPG (Liquefied Petroleum Gas)	*kg/km*		
distance travelled with LPG vehicles	*km /year*		
Electric vehicle			
Kwh per KM for electric vehicles	*kWh/km*		
distance travelled with electrict vehicles	*km /year*		
Hydrogen vehicle			
kg per KM of Hydrogen for Hydrogen Fuel Cell Vehicles (FCVs)	*kg/km*		
distance travelled with FCV vehicles	*km /year*		

Indicator	Unit	Actual (baseline)	New (target)
LAND AREA THAT IS DEGRADED (activities ENV5, ENV6, ENV7)			
ha of coffee farm under conventional agriculture (i.e. pesticides and inorganic fertilizers)	ha		
WATER USE FROM PROCESSING EQUIPMENT (activity ENV11)			
liters of water per kg of produce	lt/kg		
production kg per year	kg		
WATER USE FOR IRRIGATION (activity ENV8C)			
ha under conventional irrigation	ha		
ha under drip irrigation	ha		
water used per ha per year under conventional irrigation	cm		
FRESHWATER WITHDRAWAL (activity ENV8A)			
expected annual yield from water harvesting	M3		
FRESHWATER WITHDRAWAL (activity ENV8B)			
expected volume of wastewater treated	M3		
TONS OF MATERIAL REUSED/ RECYCLED (activities ENV9, ENV12, ENV13)			
Tons of material recycled per year (recycling technology)	tons per year		
TONS OF PACKAGING RECYCLED (activity ENV19)			
Tons of packaging recycled per year	tons per year		