



CSO Initiatives Mechanism

Financing initiatives by civil society organizations

**2026 Call for Expressions of Project Intentions
For financing in 2027**

**Mobilization and National Partnerships Department (MPN)
CSO Partnerships Division (MPN/OSC)**

I. SUMMARY	2
II. OVERVIEW OF THE MECHANISM.....	5
III. ELIGIBILITY CRITERIA FOR CSOs	10
IV. ELIGIBILITY CRITERIA FOR PROJECTS	13
V. SHORTLISTING PROCESS	16
VI. SUBMISSION PRACTICES AND PROCEDURES.....	18
VII. APPENDICES	19
Appendix 1 — Project Intention Sheet — Locally Governed CSOs	20
Appendix 2: List of LDCs and Vulnerable Countries	23
Appendix 3: Authorization for Use of OSCar.....	25
Appendix 4: OSCar User Guide	26

I. SUMMARY

Civil society organizations (CSOs) are able to obtain co-financing from AFD for their projects through the **CSO Initiatives (CSO-I) mechanism**.

The Annual Call for Expressions of Project Intentions (AMI), which is well known to CSOs, has undergone several major changes in 2026 (shown in orange throughout this document):

- **A single AMI for both French CSOs and locally governed CSOs**, with differentiated eligibility criteria.
- **The merging of financing instruments** (Program Agreement – PA [CP - Convention programme in French], Multi-Year Partnership Agreement – MPA [Convention de partenariat pluriannuel – CPP in French], Concerted Multi-Stakeholder Program – CMSP [Programme concerté pluri-acteurs – PCPA in French]) into a single instrument. This more flexible financing mechanism offers the **option to allocate up to 20% of direct project costs to organizational transformation activities. However, this is not guaranteed, and its relevance will have to be demonstrated (see below).**
- **The division of financing into two streams, with more-clearly defined priorities—particularly in terms of geographical area.**
- **The introduction of a "one-year-in-two" rule as of 2027:** a CSO may only receive support via this mechanism once every two years.
- CSOs may only submit **a single project intention to the AMI.**

Each financing stream is subject to **specific eligibility criteria set out in this call for expressions**.

The documentation relating to this AMI has been updated to account for these changes. **Please make sure to use the latest versions of these documents!**

Through the projects and partnerships financed, the purpose of the CSO-I mechanism is to:

- strengthen local and French civil society stakeholders, for the latter, including through their links with French citizens & territories
- deliver positive, concrete, lasting and measurable impacts for target populations
- contribute to local policies in the countries of intervention.

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

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 selection is made based on a complete application file including the **CSO Initiative Note (NIONG)** supported by various appendices and an administrative file, which marks the start of the project appraisal process.

Submissions can only be made online via the OSCar platform. The OSCar User Guide is provided in Appendix 4.

The AMI financing allocation is divided into two financing streams:

- **Stream 1** (At least 60% of the financing allocation) is open to French and locally governed CSOs for field projects implemented in the least developed countries (LDCs) and vulnerable countries (VCs)¹ (multi-country projects or intermediary funding mechanisms eligible for this stream must have an LDC/VC share of ≥ 60%).
- **Stream 2** is open to French and locally governed CSOs for all projects in geographical regions not covered by stream 1, as well as for projects in the fields of global citizen education and international solidarity (ECSI) and association structuring (SMA).

For both financing streams:

Priority themes (not exclusive)	Educational continuum - Employment (basic education/vocational training and professional integration) Health (particularly the One Health approach) Sustainable agriculture Gender equality Human rights
Cross-cutting issues	Human rights-based approach/combating the shrinking of civic space; Women's rights, gender equality, and support for feminist organizations Climate and biodiversity Youth participation and engagement in social, economic, and civic life (Young agents of change) Crisis and conflict prevention and response (Nexus approach)
AFD grant range	€300,000 – €1,500,000 per project (minimum total project budget of €500,000) Projects presenting balanced and diversified co-funding are nevertheless encouraged.
AFD co-financing rate	≤ 80% for French CSOs ≤ 90% for locally governed CSOs
Indirect costs	Maximum 14% of direct costs
New budget line: adaptation/transformation (where relevant)	≤ 20% of direct costs - non-automatic and subject to evaluation of the application's relevance
Duration	3 years
Number of project intentions per CSO	1 submission only per CSO (including as the lead organization of a consortium of partner CSOs). New project or subsequent phase (recurring project) currently being financed or previously financed by the CSO-I.

¹ List of LDCs and VCs provided in Appendix 2

1-year-in-2 rule	In view of current budgetary constraints: a CSO that received funding in year N (under the AMI in year N-1) may not submit an initiative note for the AMI in year N (for financing in year N+1), but may submit an initiative note for the AMI in year N+1 (for financing in year N+2). CSOs shortlisted in year N-1 that have not yet received financing in year N may submit a project intention under the AMI in year N. If financing is awarded in year N, the submitted initiative note will be automatically rejected. The NGO may resubmit the initiative note in year N+1 or submit a new project intention, in accordance with the "one-year-in-two" rule. During this transitional year for partner adaptation: a CSO shortlisted under the 2025 AMI and financed in 2026 may, on an exceptional basis, submit an initiative note for this AMI.
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II. OVERVIEW OF THE MECHANISM

1. Strategic and legal framework

AFD is launching its annual Call for Expressions of Project Intentions (AMI) to shortlist CSO projects to be co-financed in 2027. For the first time, it is **publishing a single AMI for both French CSOs and locally governed CSOs**. All 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 4th, 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 strategic priorities for this mechanism are based on the [conclusions of the Presidential Council for International Partnerships \(CPPI\) of April 4, 2025](#) and on AFD's [Group Strategy](#) (POS V) for 2025/2030.

AFD acts in accordance with the **right of initiative** granted to CSOs under Article 2, paragraph VIII, of French Law No. 2021-1031 of August 4th, 2021, which allows them to propose projects that they have defined themselves.

The mandate and primary purpose of the CSO-I mechanism are to promote and strengthen the capacity of the civil society stakeholders involved (in France and in AFD's countries of intervention), while aiming to deliver concrete impacts for the beneficiary populations and contribute to local policy. All submitted projects must provide a strategy designed to mutually strengthen partner organizations, thus transforming them into entities with independent governance and the capacity to meet the needs of citizens on the ground and, most importantly, to play a key role in defining and implementing public policy.

In view of the major changes made to the CSO-I mechanism, it is essential that CSOs:

- Familiarize themselves with **the new edition of the methodological guide, which has been divided into two parts this year**. The first part and this AMI are available online on the [dedicated webpage](#).
- Review the eligibility criteria for this AMI, set out in Sections III and IV of this document.

2. Mechanism structure: major changes

2.1 A simplified AMI structure: one AMI, two financing streams

- **The financial instruments previously available to French CSOs (e.g. the PA, MPA and CMSP) have been discontinued**. Under the 2026 AMI, CSOs can blend these financing sources to better meet their needs.

- A **single, common AMI now covers both French CSOs and locally governed CSOs**, with differentiated eligibility criteria.

- Two **financing streams are** described in detail in Section IV.

- Finally, due to the reduction in overall financing, the **"one-year-in-two" rule will apply as of the 2027 AMI (for financing in 2028)**, to allow for the period of transition required to implement this rule. Consequently, as of the next AMI: if a CSO obtained financing in year N (under the AMI in year N-1), it cannot submit an initiative note for the AMI in

year N (for financing in year N+1), but it may submit an initiative note for the AMI in year N+1 (for financing in year N+2)².

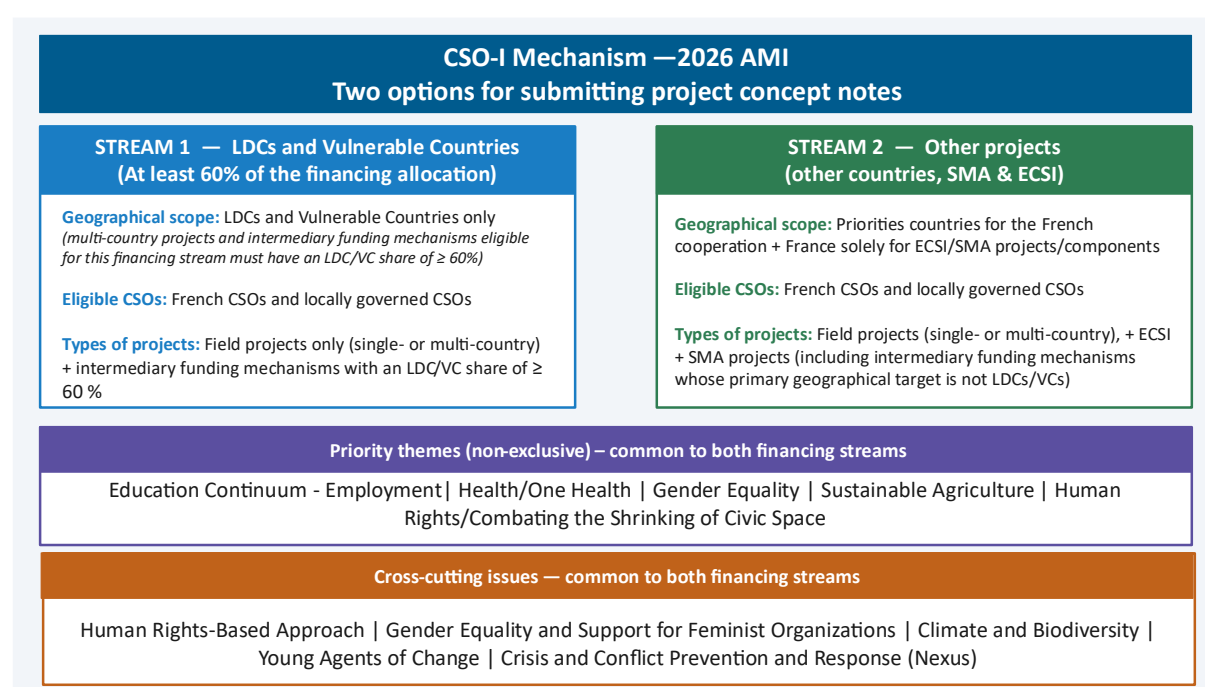
For this AMI: a CSO that has already received financing under the 2025 AMI may, on an exceptional basis, submit a project intention for this AMI.

2.2 New financing option for organizational adaptation/transformation

In view of the structural crisis facing the sector, due in particular to massive funding cuts, the 2026 AMI offers **all CSOs** the option to include a **line item in their budget for organizational adaptation/transformation**. This budget item, which shall be explained and substantiated, **may represent up to 20% of the project's direct costs**, in addition to the usual indirect costs. The procedure to be followed is set out in Section IV.2.

3. Guidelines for this AMI

3.1 Overview of financing streams



The CSO-I mechanism provides financing for various types of projects (including single- or multi-country projects, field projects, and ECSI or SMA projects).

For Stream 1: In line with the French government's objective to focus its financial efforts, **Stream 1 is exclusively reserved for field projects (single-country, multi-country, or**

² For example: a CSO that obtained CSO-I financing in 2027 (under the 2026 AMI) will not be eligible to apply to the 2027 AMI for financing the following year (2028); it must wait for the next AMI, i.e. the 2028 AMI, for financing in 2029. CSOs shortlisted in year N-1 that have not yet received financing in year N may submit a project intention to the AMI in year N. If financing is awarded in year N, the submitted initiative note will be automatically rejected. The NGO may resubmit the initiative note in year N+1 or submit a new project intention, in accordance with the "one-year-in-two" rule.

intermediary funding projects) implemented in LDCs and countries that are particularly vulnerable to crises and climate change³.

For Stream 2: any project (field, SMA or ECSI project) implemented in countries that are not LDCs or particularly vulnerable countries eligible for ODA (OECD/DAC), including intermediary funding mechanisms not eligible for stream 1 (see above).

The following are priority themes for this AMI (although not exclusively):

- Educational continuum – Employment (basic education/vocational training and professional integration)
- Health (particularly the *One Health* approach)
- Sustainable agriculture
- Gender equality
- Human rights

3.2 Evaluation criteria

Against a backdrop of budgetary constraints, only one project intention may be submitted per CSO. It may concern **either a recurring project⁴ already supported by the CSO-I mechanism or a new project.**

In addition to the geographic criteria and priority themes outlined above, particular attention will be paid to the credibility of the expected results in light of the identified needs, the resources mobilized, and the partners' capacity to ensure the sustainability of the actions undertaken. AFD will also evaluate projects based on the following criteria:

- the quality and balance of the partnership between the CSOs involved in the project,
- the proportion of financial reallocations to local partners, in line with their capacities,
- the role assigned to the various local partners in designing and implementing the project,
- where applicable, the project's link to local and national public policy,
- where applicable for French CSOs: dynamics of mutual learning, sharing of expertise, or cooperation between the territories and stakeholders involved (in France and in the target countries), and
- the establishment or aim to establish a balanced and diversified co-financing model (public and private sector stakeholders).

Priority will be given to project intentions incorporating the following cross-cutting themes⁵:

- Combating the shrinking of **civic space**;
- **Adopting a human rights-based approach**;

³ List provided in the Appendix

⁴CSOs wishing to submit a project intention for a recurring phase of a project may request an increase of the grant requested between the previous phase and the new phase, provided they remain within the maximum budgets authorized by the AMI.

⁵ These themes are not necessarily mutually exclusive.

- Taking into account the needs of **people particularly vulnerable to discrimination** or exclusion, in respect of fundamental rights and intervention contexts (including LGBTQIA+ people);
- **Gender equality, the rights of women and girls, and the strengthening of organizations committed to these issues.** Particular attention is expected regarding the effective participation of women and girls in activities, their access to services supported by the project, and the reduction of inequalities they may face⁶. *Projects that meet the criteria of the Support Fund for Feminist Organizations (FSOF) may be put forward for FSOF certification at the request of the applicant organization or during the appraisal process;*
- **Amplifying young people's voices** and empowering them to take action (young agents of change)
- **Addressing climate and biodiversity issues;**
- **Preventing and responding to crises and conflicts, based on a humanitarian-development-peace nexus approach**, that provides long-term solutions to the issues caused by crises, particularly in terms of forced displacement and women's protection and civic participation (Women, Peace, and Security agenda).

The AFD reserves the right to evaluate each project based on any other qualitative criteria it deems relevant, including: the quality of implementation of previous projects, the quality of dialogue with the CSO, the project's innovative and timely nature, its contribution to the SDGs, and the geographic and thematic balance of its overall portfolio of current and shortlisted projects.

4. Procedure for submitting project intentions

The project intention and administrative documents must be submitted online via the OSCar portal.

CSOs that do not yet have an OSCar account must log onto the OSCar portal and submit a request to create an account by **Tuesday September 15th 2026** at the latest (see the OSCar User Guide and Authorization for Use of OSCar in the Appendix).

5. AMI timetable

Timetable for submitting project intentions:

**From Wednesday July 22, 2026 to Monday September 30, 2026 at 6:00 pm
(Paris time)**

via the OSCar website – <https://oscar.afd.fr>

⁶ AFD reserves the right to reject a project whose initiative note is deemed completely gender-blind in accordance with the OECD DAC's gender equality marker.

a) Shortlisting notification

The CSO will be notified of whether its project has been shortlisted by **mid-December 2026**.

b) Adjustment of co-financing amount

The amount of co-financing requested may be adjusted after the shortlisting process, but **only downward**. The CSO will be notified of the amount agreed upon at the end of the shortlisting process in a confirmation email. This amount may not under any circumstances be increased when writing the CSO Initiative Note (NIONG).

c) Timetable for submitting the CSO Initiative Note (NIONG)

IF the project is shortlisted for the 2026 AMI, the NIONG (CSO Initiative Note) and the complete administrative file must be submitted via OSCar between **December 1st, 2026, and June 15th, 2027, at the latest**. After this date, the project will no longer be eligible.

Please note: a new version of the NIONG will be posted online in September 2026. Please download these templates from the AFD website (<https://www.afd.fr/en/osc-initiatives-mechanism>).

d) Time frame for appraisal and available financing

The time frame for appraisal will vary depending on the quality and complexity of the project, as well as the CSO's responsiveness in providing the necessary documentation for due diligence. On average, the AFD appraisal phase takes **four to six months** following the submission of a CSO Initiative Note (NIONG).

AFD expects to be informed of the total financing allocation by the French Ministry for Europe and Foreign Affairs in early 2027. The decision and amount of co-financing awarded can only be confirmed once projects have been submitted to the NGO Committee for a decision, and the amounts allocated to shortlisted projects may be adjusted downward: CSOs will be informed of any such adjustments during the appraisal phase.

III. ELIGIBILITY CRITERIA FOR CSOs

The eligibility of the CSO is assessed by MPN/OSC based on the documents submitted and the criteria defined in this AMI. MPN/OSC reserves the right to exercise its discretion in assessing the CSO's eligibility.

1. Criteria common to all applicant CSOs

Years in operation	The CSO must have been founded at least three years prior to the date on which the AFD grant is 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 for at least three years. The CSO must be able to demonstrate a proven and sustained track record in project implementation.
Governance	There must be no majority control by public entities, local authorities, or for-profit private companies on the CSO's Board of Directors. The CSO's governance, management, and strategic direction must be independent. The CSO must be apolitical, nonprofit, and independent. The Board of Directors must not include any member who is an employee appointed by AFD or its subsidiaries.
Internal operations	The CSO holds regular general meetings and convenes the governing bodies provided for in its articles of association. The CSO produces annual reports, including financial statements, which are approved by the General Assembly. Financial statements must be audited by a statutory auditor or local equivalent.
Mission	The CSO must have as part of its core social purpose the objective of taking action in the fields of development aid and international solidarity. CSOs whose main purpose is to promote international exchanges and influence, to reflect on issues, or to produce intellectual material are not eligible.
Number and type of project intention	Only one project intention may be submitted per CSO (either on its own or as the lead organization of a consortium of partner CSOs). CSOs already financed through the CSO-I mechanism and first-time applicant CSOs are eligible (subject to available financing). Two options: 1/ A project that is the continuation of a CSO-I project, defined as a "recurring project"; 2/ A new project.
Financial situation	Financial statements must be approved in accordance with applicable law. The CSO's financial situation will be carefully reviewed. If the balance sheets show negative equity, prior consultation with MPN/CSO is required. 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.

One-year-in-two rule

In view of current budgetary constraints: a CSO that received funding in year N (under the AML in year N-1) may not submit an initiative note for the AML in year N (for financing in year N+1), but may submit an initiative note for the AML in year N+1 (for financing in year N+2). CSOs shortlisted in year N-1 that have not yet received financing in year N may submit a project intention to the AML in year N. If financing is awarded in year N, the submitted initiative note will be automatically rejected. The NGO may resubmit the initiative note in year N+1 or submit a new project intention, in accordance with the "one-year-in-two" rule.

During this transitional year of partner adaptation: a CSO shortlisted under the 2025 AML and financed in 2026 may, on an exceptional basis, submit an initiative note for this AML.

2. Criteria specific to French CSOs

A. Eligible legal forms

Co-financing requested from AFD is granted to CSOs founded under one of the following legal forms:

- French associations under the 1901 Law, or nonprofit associations governed by the local law of Alsace-Moselle;
- Unions governed by French law (Law of 21 March 1884) involved in development activities;
- French foundations recognized as being in the public interest, whose primary missions include international solidarity, the promotion of human rights, and the strengthening of civil society in developing countries, and which implement international solidarity activities directly.

The following legal forms are not eligible: associations and foundations that redistribute financing to initiatives but do not directly implement international development activities; corporate foundations; hospital foundations; university foundations; partnership foundations; scientific cooperation foundations; or endowment funds.

B. Missions, headquarters, and independence

The CSO's registered headquarters and management must be located in France. The CSO must demonstrate that its structure is truly independent (with its own governance, management, strategic direction, etc.) from the public and/or private entities that support it.

Its missions must include international solidarity, human rights, or the strengthening of civil society.

The CSO must be able to meet AFD's monitoring, oversight, and compliance requirements.

3. Criteria specific to locally governed CSOs

A. Eligible legal forms

Co-financing is granted to:

- **Associations or nongovernmental 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.
- Non-profit **national, regional or international platforms**, already supported by AFD Group via a French partner.
- **Branches or offices of French or international CSOs** based in an eligible country, provided they are structured as associations and meet the eligibility criteria.
- **Foundations are not eligible** unless they meet the criteria for associations recognized under local law.

B. Missions, headquarters, and independence

The CSO's registered headquarters and management must be located in a country of registration eligible for ODA according to OECD/DAC criteria.

C. Prior financing requirement

Provided that the eligibility criteria defined above have been met, **the locally governed CSO must have received financing at least once** (directly or through a lead CSO) for a completed project, from an entity of AFD Group (CSO-I mechanism, Operations Directorate, Expertise France, Proparco, FFEM, FID, or through an FSOF-intermediary funding mechanism), regardless of the amount, or by a French embassy (annual financing > €100,000).

It may choose to maintain its partnership with the French CSO by which it was previously supported under the CSO-I mechanism.

IV. ELIGIBILITY CRITERIA FOR PROJECTS

1. Rules common to all projects

Budget and grant range	Minimum total budget: €500,000 over 3 years. AFD grant range: €300,000 – €1,500,000 per project.
AFD co-financing rate	≤ 80% for French CSOs ≤ 90% for locally governed CSOs
Indirect costs	≤ 14% of direct costs
Flexibility for adaptation/transformation (where relevant)	≤ 20% of direct costs (in addition to indirect costs; see Section IV.2 below)
Duration	3 years (fixed duration; projects of a different duration are not accepted)
Renewal	Not automatic.
Geographical areas of intervention:	<u>Stream 1 – At least 60% of the AMI financing allocation:</u> LDCs and vulnerable countries For multi-country projects or intermediary funding mechanisms eligible for this stream, the share of LDC/Vulnerable Countries must be ≥ 60%. <u>Stream 2:</u> Open to all other geographical regions eligible for ODA (OECD DAC) other than LDCs/Vulnerable Countries, or in France for ECSI/SMA projects (or project components)
Priority themes	Educational continuum – Employment (basic education/vocational training and professional integration) Health/One Health approach Sustainable agriculture Gender equality Human rights
Cross-cutting issues:	Human rights-based approach with a particular focus on projects that implement this approach and, more broadly, that are working to combat the shrinking of civic space Women's rights, gender equality, and support for feminist organizations Climate and biodiversity Young agents of change Crisis and conflict prevention and response, using a humanitarian-development-peace nexus approach
Partnerships	Mandatory local partnership: Partnership with other civil society stakeholders is mandatory , both for French CSOs and for locally governed CSOs . The project must contribute to the sustainable capacity building of the civil society stakeholders involved and to their capacity for action to benefit the target populations. This partnership requires joint objectives and shared responsibilities.

	Financial reallocations to local partners are strongly encouraged, in accordance with their profile and management capacities. If no reallocations are made, the CSO must explain the reasons why.
Multi-stakeholder approaches	Approaches combining CSOs, local authorities, research institutions, institutional stakeholders, and other actors are favored when they strengthen impact, the quality of partnerships, and the sharing of skills and experiences.
AML/CFT	CSOs must comply with international requirements for combating fraud, corruption, money laundering, and the financing of terrorism. AFD updated its procedure in April 2025 — see reference documents on the web page

2. Option to finance costs relating to organizational adaptation/transformation

In view of the structural crisis facing the sector, due in particular to massive funding cuts, the 2026 AMI offers all CSOs the option to include **a new line item in their budget for organizational adaptation/transformation, representing up to 20% of the project's direct costs**, in addition to indirect costs.

Eligible cost categories:

- **Organizational transformation:** organizational assessment, internal restructuring, change of business model, strategic realignment in response to the structural crisis, human resources management, maintenance of internal cohesion between management, the Board of Directors, employees, and partners, support for the wind-down of programs;
- **Search for alternative funding:** diversification of donors, fundraising strategy, access to private funding (foundations, corporate philanthropy), human resources required to secure and manage funding;
- **Communication and advocacy:** development or adaptation of the CSO's communication and/or advocacy strategy;
- **Compliance and the Monitoring, Evaluation, Accountability and Learning (SERA) framework:** establishment or improvement of a monitoring, evaluation, accountability, and learning system; compliance assessment and internal training;
- **Knowledge capitalization and management:** documentation of lessons learned, sharing of experience, publication, prior to the completion or change of direction of a program;
- **Project preparation and design:** contextual and organizational assessments, feasibility studies, without the eligibility date for expenses necessarily being tied to the start date of the financing agreement;
- **Partnership costs (as lead of a CSO consortium or a simple partnership):** when the CSO takes on the lead role and responsibility for compliance and accountability, the human and financial resources required to support local partners and manage this role are eligible as direct costs.

Required justification: a **specific section of the project intention sheet**; then, if the project is shortlisted, an appendix to the NIONG (1–2 pages) is required prior to

implementation, and a progress report must be submitted in the interim and final technical and financial reports (CTRFs).

MPN/OSC reserves the right 1) to reject applications that are not substantiated with sufficient explanations and 2) to reduce the amount of funding if the results of the first phase of the project are not satisfactory, based on the assessment carried out upon submission of the interim progress report (CTRF). Therefore, the project presented including this budget heading must be operationally viable, including without this facility."

3. Ineligible projects

Projects that are primarily or exclusively aimed at the following activities **are not eligible** for co-financing under the CSO Initiatives mechanism:

- Ineligible sectors: academic and scientific exchanges, youth exchanges, archaeology, French language activities, or volunteer work as the sole focus of the project;
- Projects to launch a CSO; projects whose sole aim is to cover the operating costs of a CSO (French or locally governed CSO);
- Study or research projects when this constitutes the sole activity;
- Evaluations only; individual or group travel by members of the CSO;
- Provision of logistical support (transport, containers, vehicles, etc.); shipment of materials or private collections;
- Projects involving the construction or rehabilitation of infrastructure exceeding 40% of the estimated budget (except in duly justified cases);
- One-off emergency operations under the responsibility of the French Ministry for Europe and Foreign Affairs (MEAE); organization of conferences and seminars when this is the sole activity;
- Activities involving religious proselytizing or political propaganda.

V. SHORTLISTING PROCESS

CSOs can use the **following criteria** to self-assess their projects before making the effort to complete a project intention sheet.

The shortlisting process is split into two stages:

1. Eligibility criteria — disqualifying criteria

Failure to meet any criterion will result in the **immediate rejection of the application**.

Eligibility criteria	Required justification
CSO established according to the local law	Articles of association + receipt from the prefecture or equivalent public body
CSO in operation for at least 3 years (date of foundation)	Articles of association or certificate of incorporation
Up-to-date and complete OSCar administrative file, translated into either English, French or Spanish	Verification via the OSCar portal
Only one submission per CSO (including as lead organization of a consortium of partner CSOs)	Verification by MPN/CSO
Project located in an eligible country according to OECD/DAC or in France for ECSI/SMA projects led by a French CSO	Country specified on the intention sheet
Amount of AFD financing requested: €300,000 – €1.5 million (minimum total project budget: €500,000)	Declaration on the intention sheet
Planned co-financing $\geq$ 20% of the total budget (French CSOs)/ $\geq$ 10% (locally governed CSOs) — self-reported at this stage	Declaration on the intention sheet
Project duration: 3 years	Declaration on the intention sheet

2. Qualitative evaluation criteria

In addition to the geographic criteria and priority themes outlined, AFD will also evaluate project intentions based on the following aspects:

- **Aspect 1 – Relevance and legitimacy of the CSO**

The needs of the beneficiaries and the expected changes must be formulated in a concrete and contextualized manner.. A too generic assessment cannot be used. The CSO's added value is clearly demonstrated and cannot be replaced by another operator (sectoral or geographic expertise specific to the organization, strong local presence).

The type and theme of the project must be aligned with the CSO's statutory mission and experience.

- **Aspect 2 – Focus on partnerships and location**

One or more partners must be named. The relationship must go beyond simple implementation: participation in project design, a decision-making role, and direct budget delegation based on the partner's profile and management capabilities.

Reciprocal capacity-building activities must be outlined, even if only in a preliminary manner.

The project must be located in a defined geographical area (clearly identified area, country, or region).

- **Aspect 3 – Project coherence and aims**

The project clearly presents the expected changes for the target populations. The project deliverables are defined in concrete terms, without the need for indicators at this stage.

The proposed amount and the stated project category (SMA/Field/ECSI) are aligned with the organization's mission and capacities.

- **Aspect 4 – Incorporation of cross-cutting issues**

Significant attention to gender equality, human rights, youth participation/involvement, environmental issues, and crisis and conflict prevention and response is presented in a concrete manner within the project's approach. Projects are encouraged to explicitly state the expected outcomes for the most vulnerable groups and the measures planned to promote their effective participation. AFD reserves the right not to shortlist a project whose initiative note is deemed completely gender-blind in accordance with the OECD DAC's gender equality marker. Projects that meet the criteria of the Support Fund for Feminist Organizations (FSOF) may be put forward for FSOF certification at the request of the applicant organization or during the appraisal process.

- **Aspect 5 – Link to public policy and local communities**

Attention will be paid to the project's links with local and national public policies relevant to the geographical area of intervention.

Notification of results: MPN/OSC will notify each CSO individually via OSCar. Projects not shortlisted will receive a rejection notice in a standard format. In such case, CSOs may contact the MPN/OSC team for additional information on the reasons for the rejection. Shortlisted projects will be included in the 2027 program, subject to available financing.

VI. SUBMISSION PRACTICES AND PROCEDURES

1. Submission procedure

CSOs applying for project funding for 2027 are invited to submit their project intention and all administrative documents via OSCar (if the required documents are not submitted, the application will be rejected —see above):

- You can find the **project intention sheet** in appendix 1 of this AMI, on AFD's website, and directly in OSCar (in Word format).

Please note: there are two separate forms depending on the CSO category (One for French CSOs, one for locally governed CSOs).

- The **files making up the administrative dossier** must be submitted in PDF format. Documents must be written in French for French CSOs, or in French, English, or Spanish for locally governed CSOs, including the NIONG which is submitted at a later date.

2. Documents to be submitted via OSCar (under the "CSO Information" tab)

The following documents **must** be submitted when the project intention sheet is submitted:

- The CSO's financial statements for 2023, 2024, and 2025 (or for 2022, 2023, and 2024 if the 2025 financial statements have not yet been approved);
- The activity reports and Chair's reports for 2023, 2024, and 2025 (or for 2022, 2023, and 2024);
- The composition of the Board of Directors;
- The CSO's up-to-date articles of association.

Please note: the "Send Project Intention" button validates the project submission and the CSO information entered. You must therefore click on this button to validate your submission.

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. If you encounter a technical problem with the OSCar platform, please send an email to: oscar_admin@afd.fr.

3. Communication during and after the AMI

During the AMI period: it is not advisable for CSOs to contact MPN/OSC by phone or email to discuss the project selection process.

Submitting an application does not mean that it has been shortlisted by AFD. Each application is reviewed in accordance with AFD's shortlisting procedure. 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 (CSO Initiative Note – NIONG, and its appendices).

Relations with the AFD office and the French embassy: CSOs must not contact the French embassy or 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 before the appraisal phase.

VII. APPENDICES

- **Appendix 1:** Project Intention Sheet (use the template provided in Word⁷)- Locally Governed CSOs
- **Appendix 2:** List of LDCs and Vulnerable Countries
- **Appendix 3:** Authorization for Use of OSCar
- **Appendix 4:** OSCar User Guide

⁷ <https://www.afd.fr/en/calls-for-projects/2026-cso-call-expressions-project-intentions>

Appendix 1 — Project Intention Sheet — Locally Governed CSOs



CSO INITIATIVES MECHANISM

2026 CALL FOR EXPRESSIONS OF PROJECT INTENTIONS FOR FINANCING IN 2027

Project Intention Sheet (maximum 6 pages)

Please fill in the fields below.

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 Group or the French Embassy?
If so, please provide the year of financing, the amount granted and the AFD entity or Embassy
that provided the financing:**

**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):**

Targeted financing stream	☐ Stream 1 ☐ Stream 2
First-time applicant?	☐ Yes ☐ No

1. Co-financing proposed for the total duration of the project

Total project amount in €:

Co-financing requested from AFD in €:

Other co-financing and co-financiers proposed for the total duration of the project in €:

Request to include the adaptation/transformation budget line item ($\leq 20\%$ of direct costs)?

☐ **Yes — amount required:** _____ ☐ **No**

If a recurring project

What grants have already been awarded for previous phases of this project via the mechanism?
 Please specify the years when each grant was awarded and the amounts.

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 and impacts of the previous phase(s), if the project is recurring; justification for a new phase (*state in particular whether the previous phase has been evaluated*)**
- f) **Expected impact/outcomes of the project and its promotion (*Specify, as far as possible, the concrete changes expected for the targeted beneficiaries and territories, such as improved access to services, better living conditions, and increased access to employment.*)**
- g) **Specify any synergies or potential co-benefits of the project for local regions in France (*reciprocity, complementarity, ECSI, etc.*) if appropriate**

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

3.1 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, **description of the type of partnership** and expected reallocations (*full details must be provided*)
- b) CSO's added value and specific role in the project
- c) Proposed institutional arrangements between the partners and planned organization
- d) Main capacity-building activities planned (*Provide details of the main capacity-building activities targeted and the expected outcomes*)
- e) Other planned partnerships, particularly with public institutions, local authorities, and similar

4. In the case of a request for flexibility financing for organization adaptation or transformation

If you checked "Yes" in Section 1, describe—in one page or less—the needs identified for your organization and the intended use of this specific budget line item (cost categories, justification). You will be required to provide a detailed document as an appendix to the NIONG if the project is shortlisted.

5. If you are submitting this project as the lead organization of a consortium of partner CSOs, provide an overview of the planned partnership

Maximum of half a page in addition to the 6 pages requested (this section is mandatory if you are submitting the project as the lead organization)

Specify the CSOs involved, explain how the consortium of partner CSOs 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 of partner CSOs.

Appendix 2: List of LDCs and Vulnerable Countries

Afghanistan (LDC)	Solomon Islands (LDC)	Palestine (Ongoing conflict)
Angola (LDC)	Iraq (MVI)	Central African Republic (LDC)
Bangladesh (LDC)	Jordan (MVI)	Democratic Republic of the Congo (LDC)
Benin (LDC)	Kiribati (LDC)	Rwanda (LDC)
Myanmar (LDC)	Laos (LDC)	Saint-Lucia (MVI)
Botswana (MVI)	Lesotho (LDC)	Saint Vincent and the Grenadines (MVI)
Burkina Faso (LDC)	Lebanon (MVI)	Samoa (MVI)
Burundi (LDC)	Liberia (LDC)	Senegal (LDC)
Cambodia (LDC)	Libya (MVI)	Sierra Leone (LDC)
Cameroon (Ongoing conflict)	Madagascar (LDC)	Somalia (LDC)
Cape-Verde (MVI)	Malawi (LDC)	Sudan (LDC)
Comoros (LDC)	Maldives (MVI)	South Sudan (LDC)
Congo (MVI)	Mali (LDC)	Syria (MVI)
Djibouti (LDC)	Mauritania (LDC)	Tanzania (LDC)
Egypt (MVI)	Micronesia (MVI)	Chad (LDC)
Eritrea (LDC)	Mozambique (LDC)	Timor-Leste (LDC)
Ethiopia (LDC)	Namibia (MVI)	Togo (LDC)
The Gambia (LDC)	Nauru (MVI)	Tuvalu (LDC)

Grenada (MVI)	Nepal (LDC)	Ukraine (Ongoing conflict)
Guinea (LDC)	Niger (LDC)	Yemen (LDC)
Guinea-Bissau (LDC)	Nigeria (Ongoing conflict)	Zambia (LDC)
Haiti (LDC)	Uganda (LDC)	Zimbabwe (MVI)
Marshall Islands (MVI)	Pakistan (MVI)	

Appendix 3: 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 (MPN/OSC)

5 rue Roland Barthes, 75012 Paris | France



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 4: OSCar User Guide

Oscar Users Guide

For CSOs

(Complete version)

oscar
votre espace initiatives osc

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

- I. Presentation of Oscar and response to the AMI/CEI
- II. Creating a NIONG / Preparation and selection phase
- III. Project execution phase

CONTENTS

1. [Oscar objectives](#)
2. [Managing your CSO in Oscar](#)
3. [Setting up an account](#)
4. [Home page](#)
5. [Invite a user or respond to a request to register](#)
6. [Enter information about your organization](#)
7. [Documents in Oscar](#)
8. [Access to the AMI/CEI and creating a project intention](#)
9. [Entering project intention data](#)
10. [Submitting a project intention](#)
11. [Notifications and emails](#)
12. [Closure](#)

1- The objectives of Oscar

- **The main objectives:**

- Centralize and improve the reliability of all the information and actions relating to CSOs benefiting from CSO initiatives
- Dematerialize and eliminate paper versions of your projects (NIONG, minutes, administrative documents apart from the convention)
- 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:**

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

2- Managing your CSO in Oscar

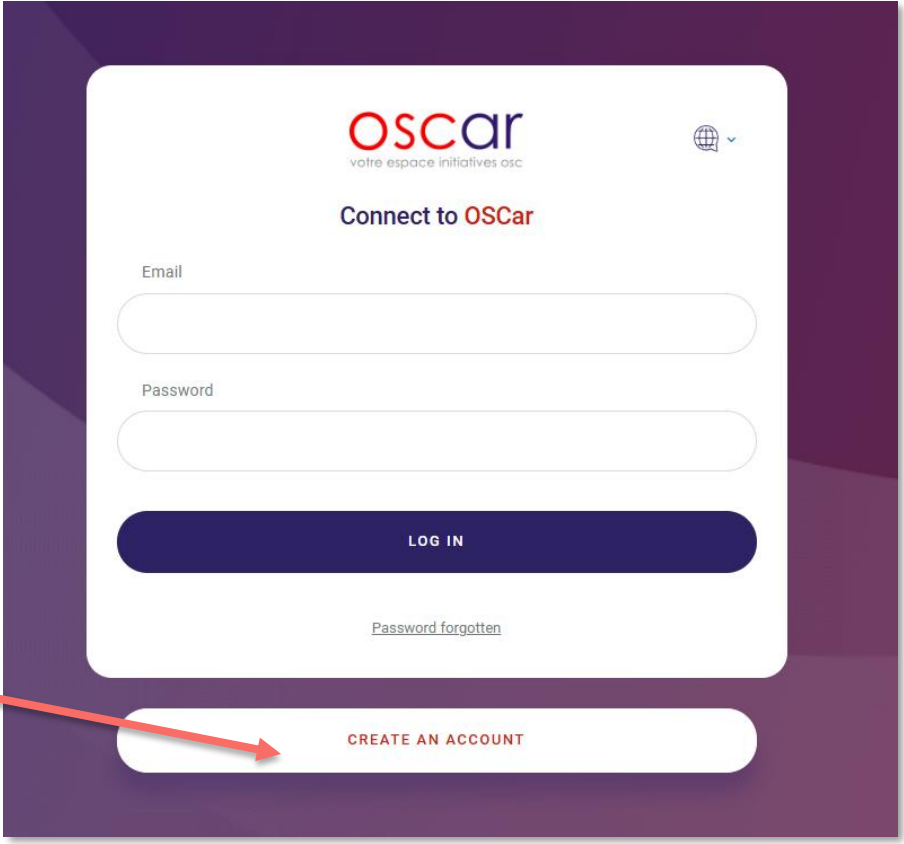
A person designated “Oscar Administrator” will manage your CSO’s user accounts in Oscar.

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



The screenshot shows the Oscar login and account creation interface. At the top, the 'oscar' logo is displayed with the tagline 'votre espace initiatives osc'. To the right of the logo is a globe icon with a checkmark. Below the logo, the text 'Connect to OSCar' is visible. The form contains two input fields: 'Email' and 'Password'. Below these fields is a dark blue 'LOG IN' button. Underneath the 'LOG IN' button is a link for 'Password forgotten'. At the bottom of the form is a light blue 'CREATE AN ACCOUNT' button. A red arrow points from the text box on the left to the 'CREATE AN ACCOUNT' button.

oscar
votre espace initiatives osc

Connect to OSCar

Email

Password

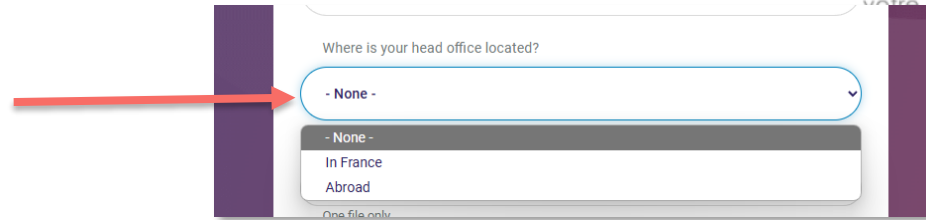
LOG IN

[Password forgotten](#)

CREATE AN ACCOUNT

3.1 If you are a French CSO:

Select where your CSO is located

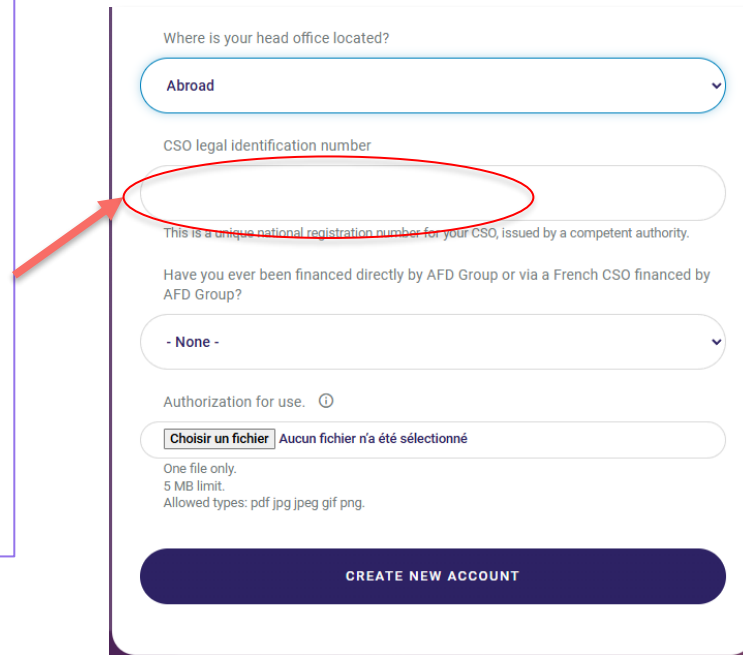


Enter the SIRET or legal identification number:

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)



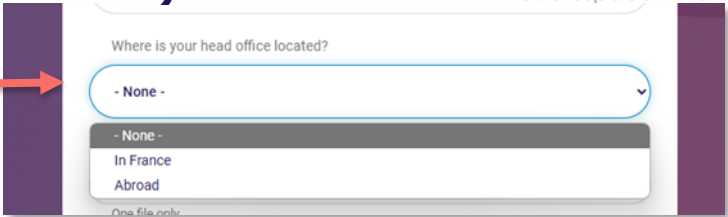

The **SIRET n°/ legal identification number** is the **key** in our database. Please check that you have entered it correctly.

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.

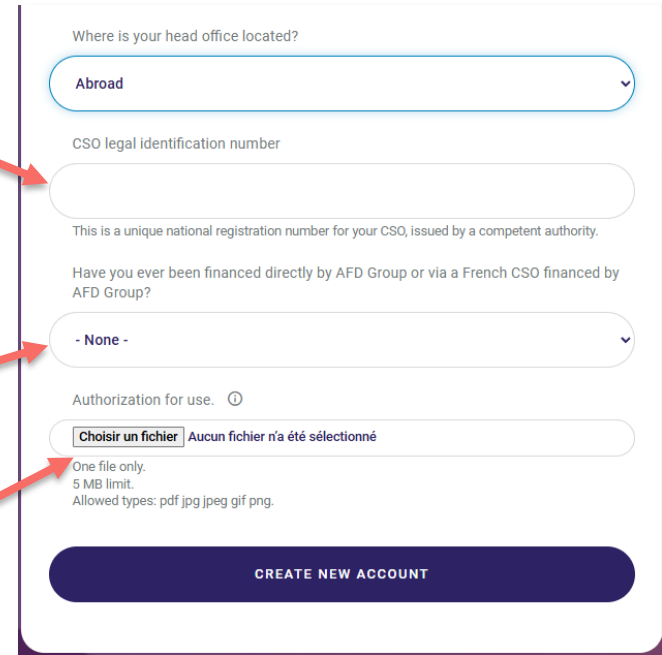
3.2 If you are a foreign CSO (covered by local law):

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”**.

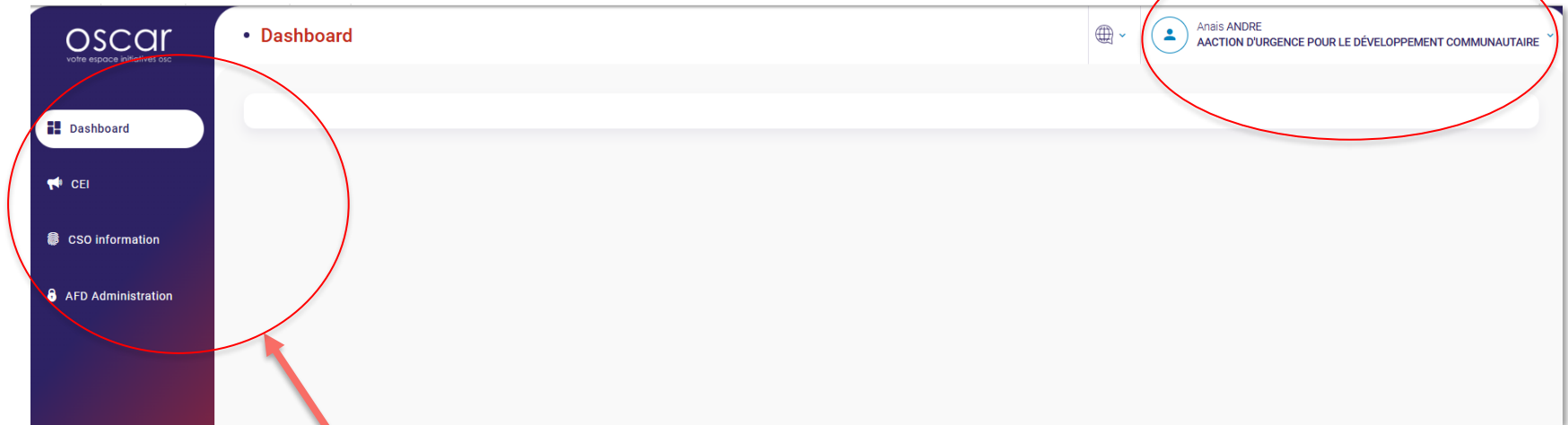


Load the authorization document: this is a document signed by the CSO manager explicitly authorizing the use of the OSCAR Internet platform and the entry of all relevant information. The template can be downloaded by clicking on the icon.



4- Home page

Identification zone
Profile access



Main menu

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

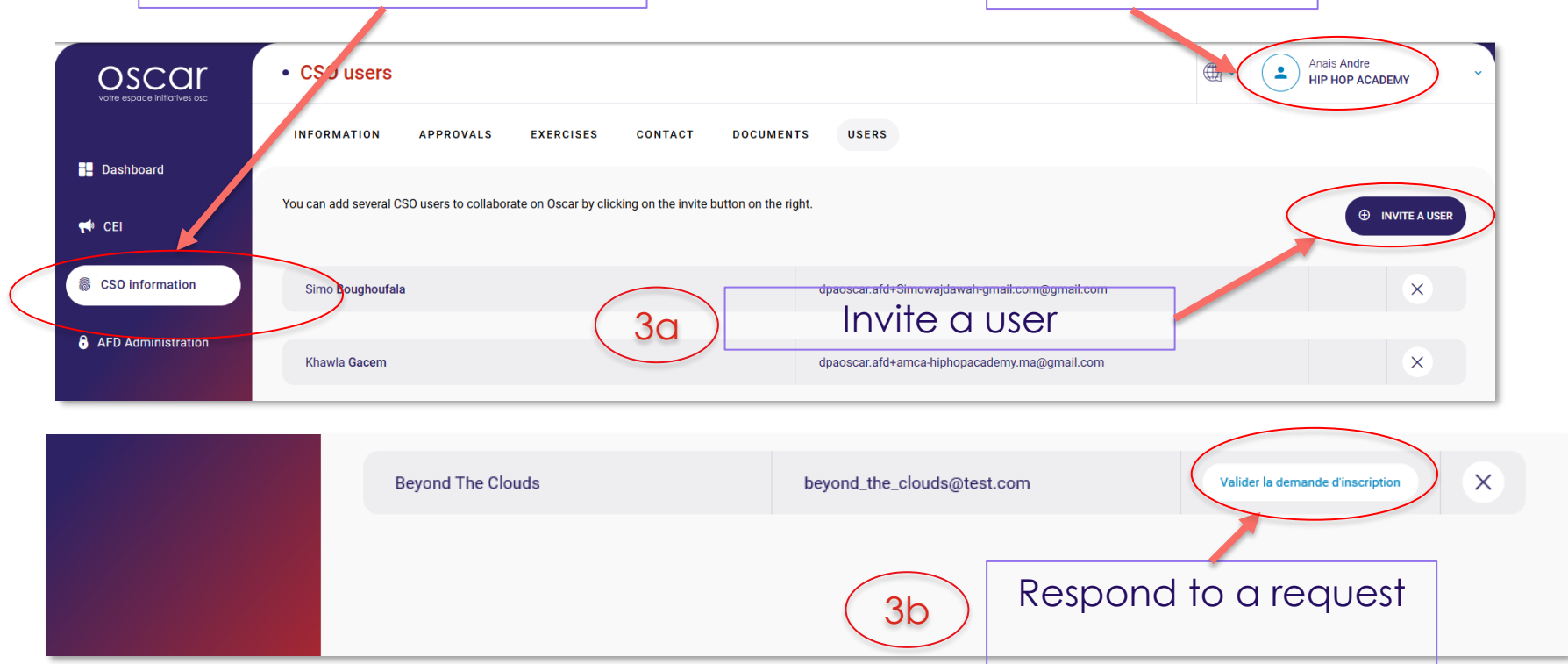
The administrator manages your CSO's accounts. They can either invite users or respond to requests (in the latter case, they will have received an email alerting them to the request)

Access is via the "CSO information" menu

1

Then the "Users" tab

2



The screenshot shows the Oscar web application interface. The sidebar on the left has a menu with 'CSO information' highlighted. The top navigation bar has 'USERS' selected. The main content area shows a table of users with columns for name, email, and a 'Valider la demande d'inscription' button. A modal window titled 'Invite a user' is open, showing a table with columns for name, email, and a 'Valider la demande d'inscription' button.

3a

3b

5.1- Invite a user

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

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

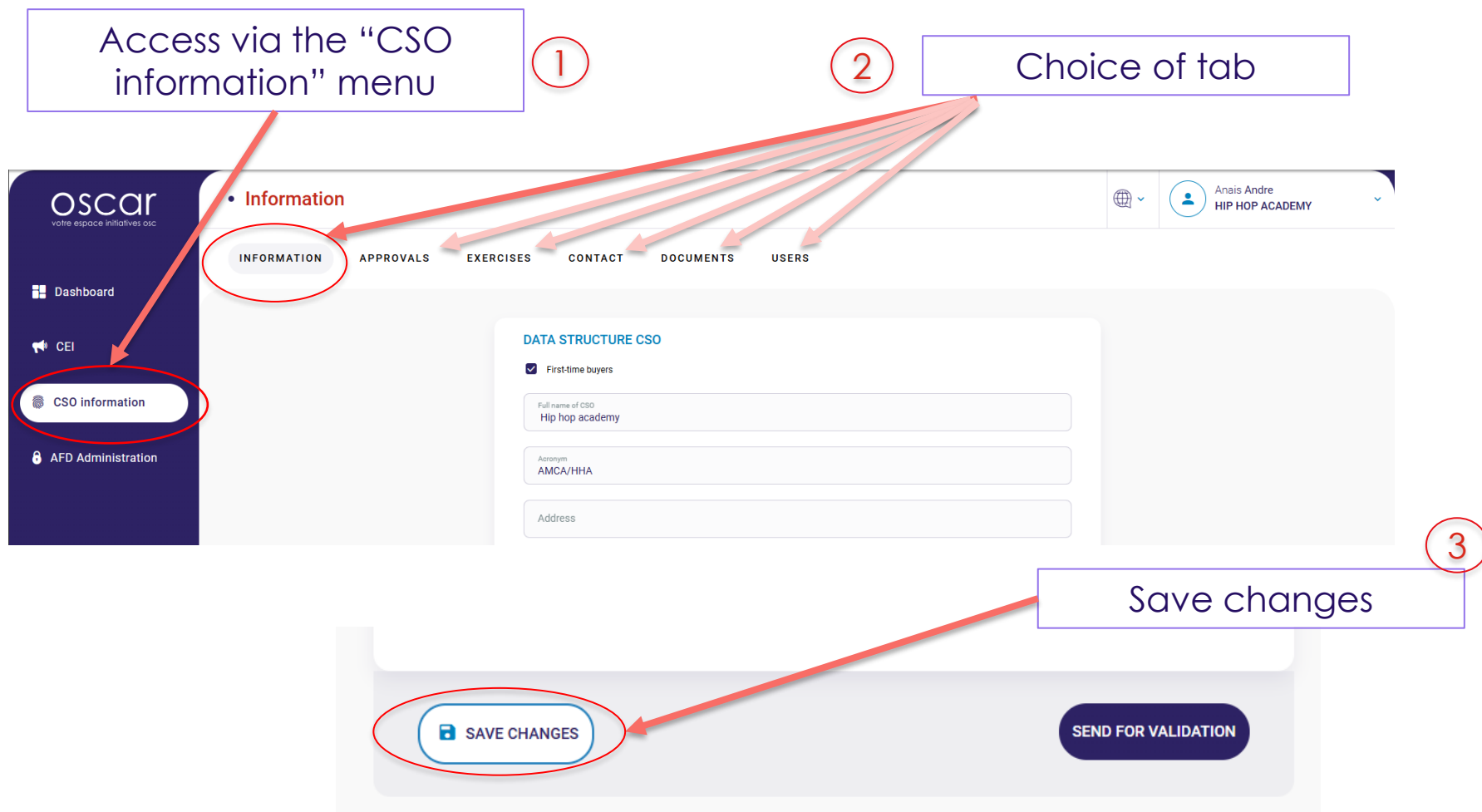
1

2

Choice of tab

3

Save changes



The screenshot shows the Oscar web application interface. On the left, a dark blue sidebar contains the 'oscar' logo and a menu with 'Dashboard', 'CEI', 'CSO information' (highlighted with a red circle and arrow), and 'AFD Administration'. The main content area has a top navigation bar with tabs: 'Information' (highlighted with a red circle and arrow), 'APPROVALS', 'EXERCISES', 'CONTACT', 'DOCUMENTS', and 'USERS'. Below the tabs, the 'DATA STRUCTURE CSO' form is displayed. It includes a checkbox for 'First-time buyers' (checked), and input fields for 'Full name of CSO' (containing 'Hip hop academy'), 'Acronym' (containing 'AMCA/HHA'), and 'Address'. At the bottom of the form, there are two buttons: 'SAVE CHANGES' (highlighted with a red circle and arrow) and 'SEND FOR VALIDATION'.

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. Firefox

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

Quitter la page

Rester sur la page

E.g. Internet Explorer

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.

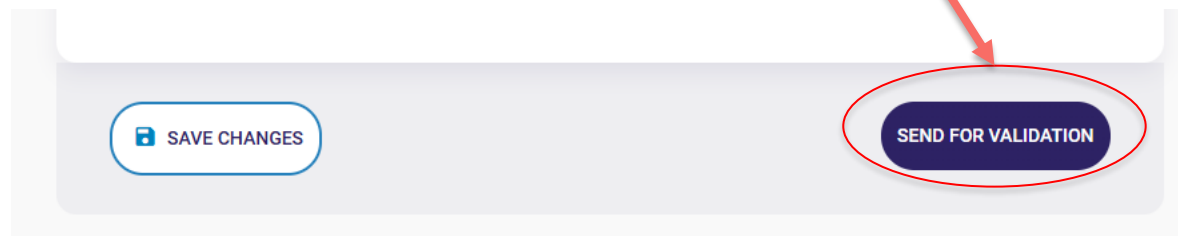
6. 2 Enter information about your organization (continued)

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.**



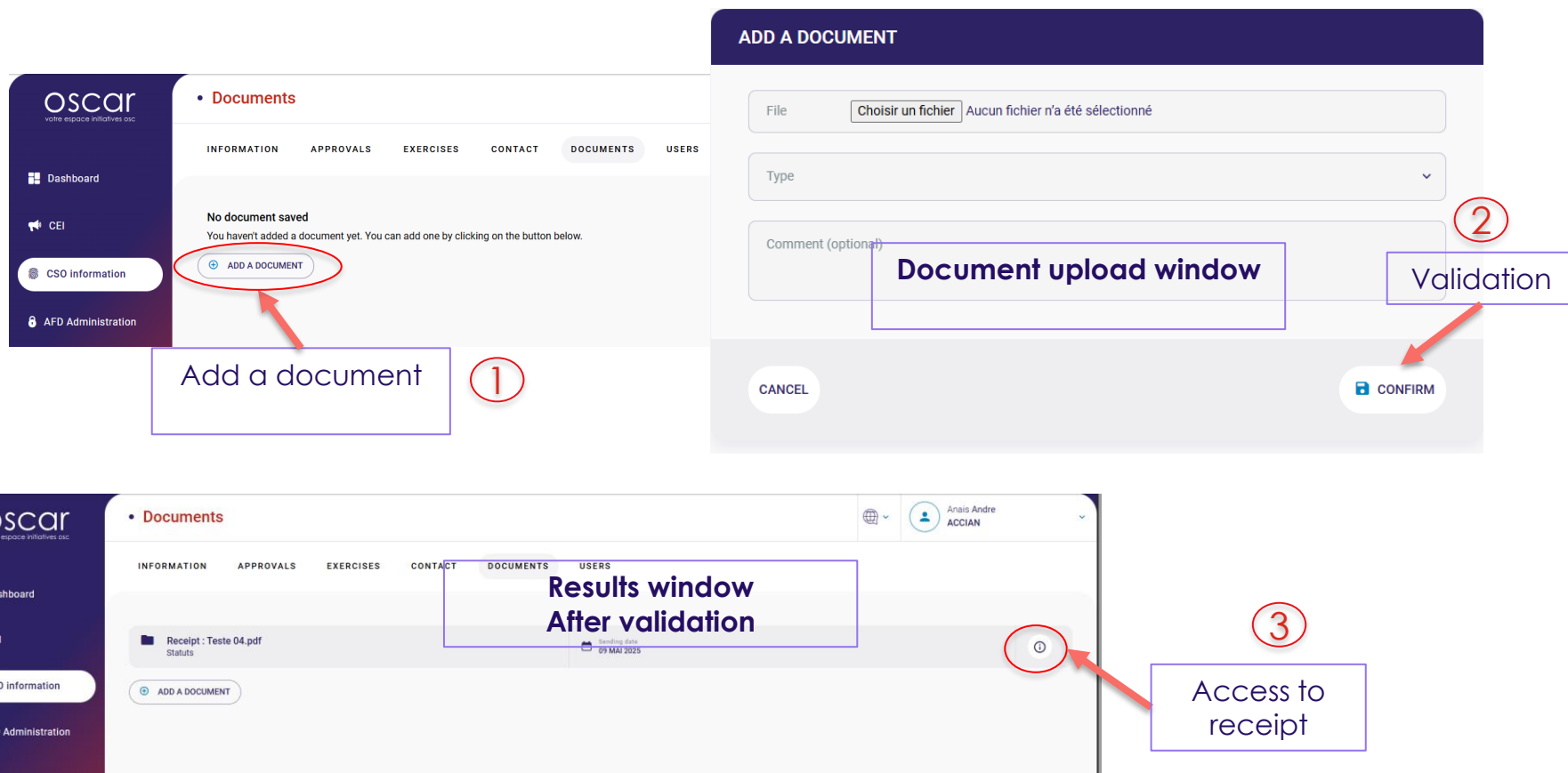
7- Documents in Oscar



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



The screenshots illustrate the document upload process in the Oscar interface:

- 1 Add a document:** The user navigates to the "Documents" section in the Oscar interface. The "ADD A DOCUMENT" button is highlighted with a red circle and labeled "1 Add a document".
- 2 Document upload window:** The "ADD A DOCUMENT" modal is shown. It includes fields for "File" (with a "Choisir un fichier" button), "Type" (a dropdown menu), and "Comment (optional)". The "CONFIRM" button is highlighted with a red circle and labeled "2 Validation".
- 3 Results window After validation:** The "Documents" section shows the "Receipt : Teste 04.pdf" with a status of "Status" and a "Sending date" of "09 MAI 2025". The "ADD A DOCUMENT" button is highlighted with a red circle and labeled "3 Access to receipt".

7- Documents in Oscar / Example of receipt



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

The screenshot displays the Oscar web interface. On the left sidebar, the 'AMI' menu item is circled in red. An arrow points from this menu item to a text box below. The main content area shows the 'Liste des AMI' page. At the top right, there is a user profile icon and the text 'Au-delà Des nuages OSC-EN-COURS-INSCRIPTION'. Below this, there are tabs for 'AMI EN COURS' and 'ARCHIVES'. The main content area displays details for 'AMI 2020', including 'Date d'ouverture: 05.05.2020' and 'Date de clôture: 11.05.2020'. There are two buttons: 'VOIR SUR LE SITE AFD.FR' and 'TÉLÉCHARGER LE FICHIER'. Below these, there is a section for 'Projet_guide_util' with a status of 'Statut Brouillon'. A progress bar indicates 'Complété à 17%'. A red circle highlights the 'NOUVELLE INTENTION DE PROJET' button. An arrow points from this button to a text box below. Another arrow points from the progress bar to a text box below.

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

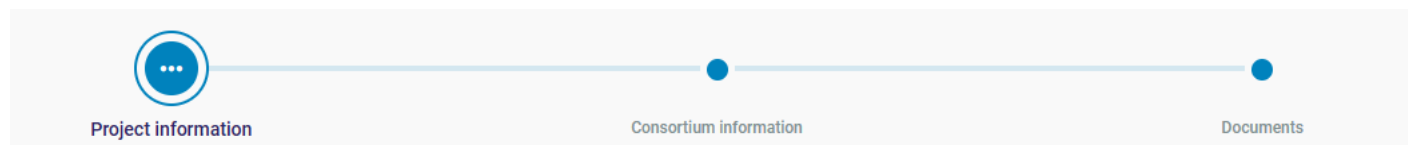
Just as when you enter data about your organization, you can enter project intention data in several batches, saving it as you go.

You must use the  button at the bottom of the page.

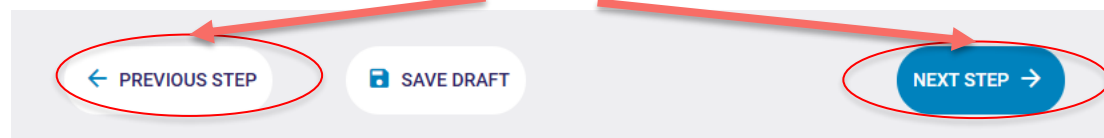


The warnings given on [p.13](#) about loss of entered data also apply here.

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



But you can return to any stage that you wish using the following buttons:



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 "Récurent" 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

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.

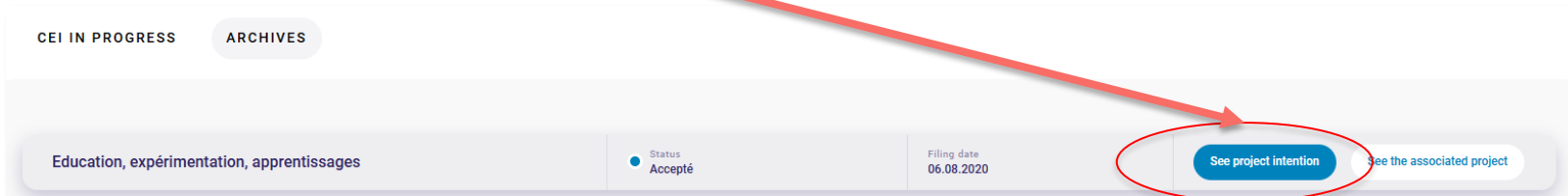


Exception to the locking of data: for the CSO organization, it is possible to load documents and enter information about the current year or year N-1.

Note also that unlocking will be effective when the AFD pre-selection committee meetings have finished (October-November)

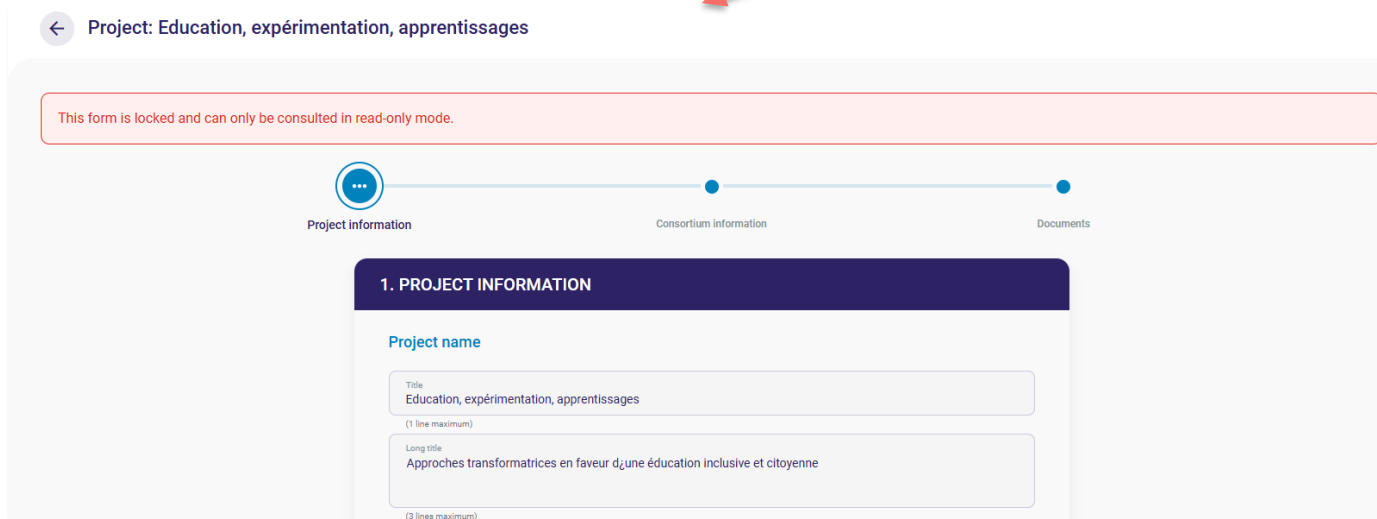
10.- Submitting a project intention

Once you have submitted a project intention, you no longer have access to it, but you can see data relating to it.



CEI IN PROGRESS ARCHIVES

Education, expérimentation, apprentissages	Status Accepté	Filing date 06.08.2020	See project intention	See the associated project
--	-------------------	---------------------------	-----------------------	----------------------------



← Project: Education, expérimentation, apprentissages

This form is locked and can only be consulted in read-only mode.

Project information Consortium information Documents

1. PROJECT INFORMATION

Project name

Title
Education, expérimentation, apprentissages
(1 line maximum)

Long title
Approches transformatrices en faveur d'une éducation inclusive et citoyenne
(3 lines maximum)

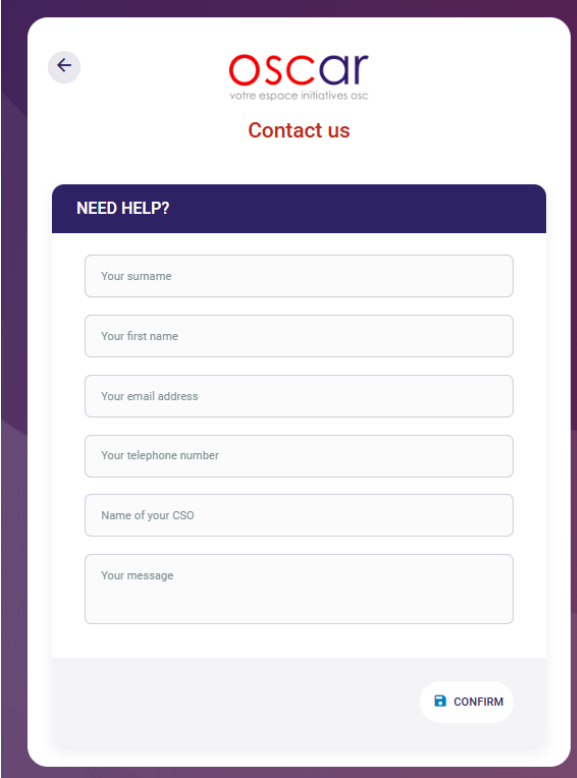
11- Notifications and emails

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.



←

oscar
votre espace initiatives osc

Contact us

NEED HELP?

Your surname

Your first name

Your email address

Your telephone number

Name of your CSO

Your message

CONFIRM

CONTENTS – Creating a NIONG / Preparation and selection phase

[1- General](#)

[2- “Projects” menu](#)

[3- NIONG home page](#)

[4- Filling in the NIONG form](#)

[5- Submitting NIONG documents and annexes](#)

[6- Adding a document](#)

[7- Submission](#)

[8- Unlocking and locking of NIONG form and preparation documents](#)

[9- Project-related messaging](#)

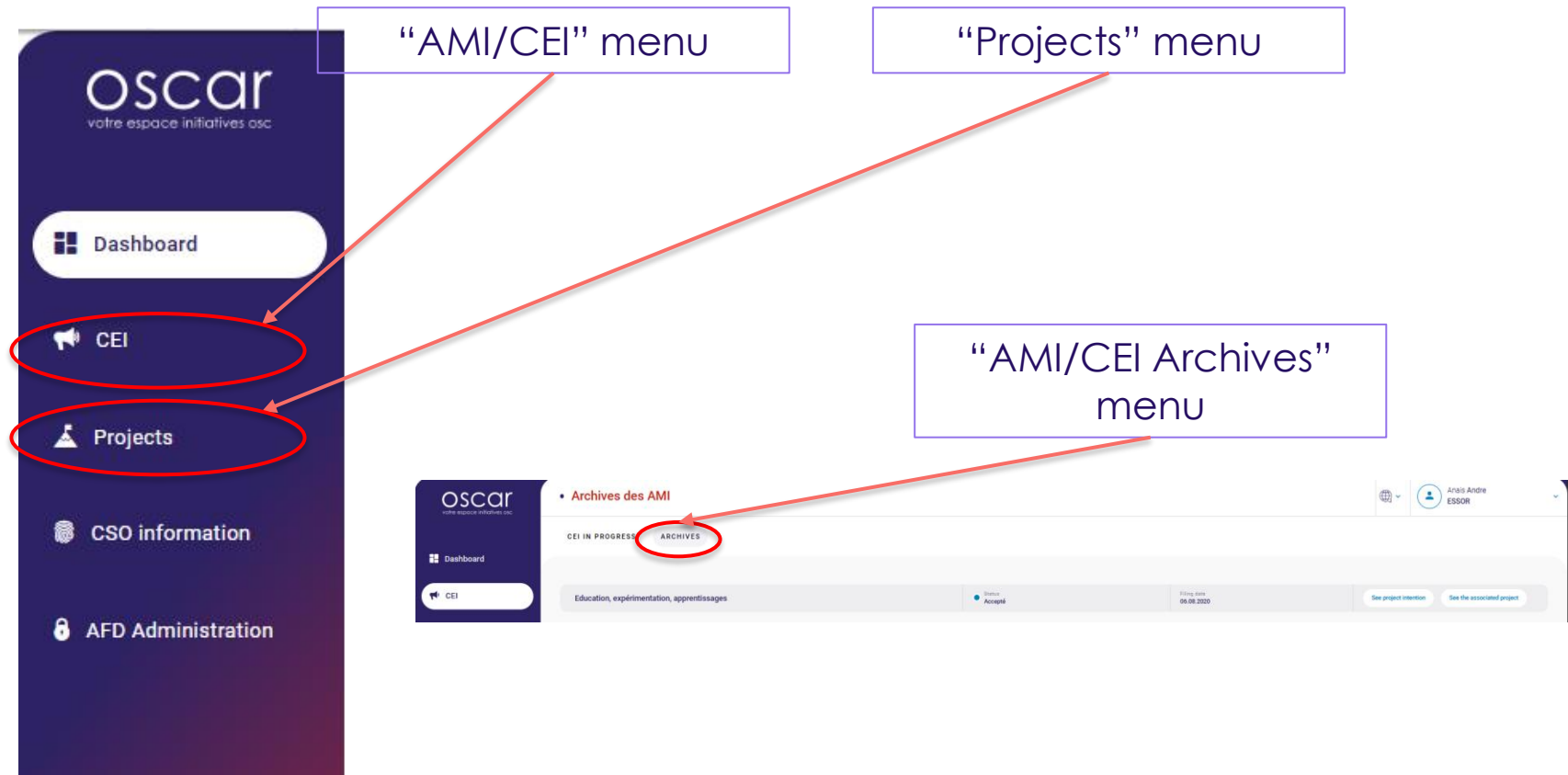
[10- Selection committee](#)

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)



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.

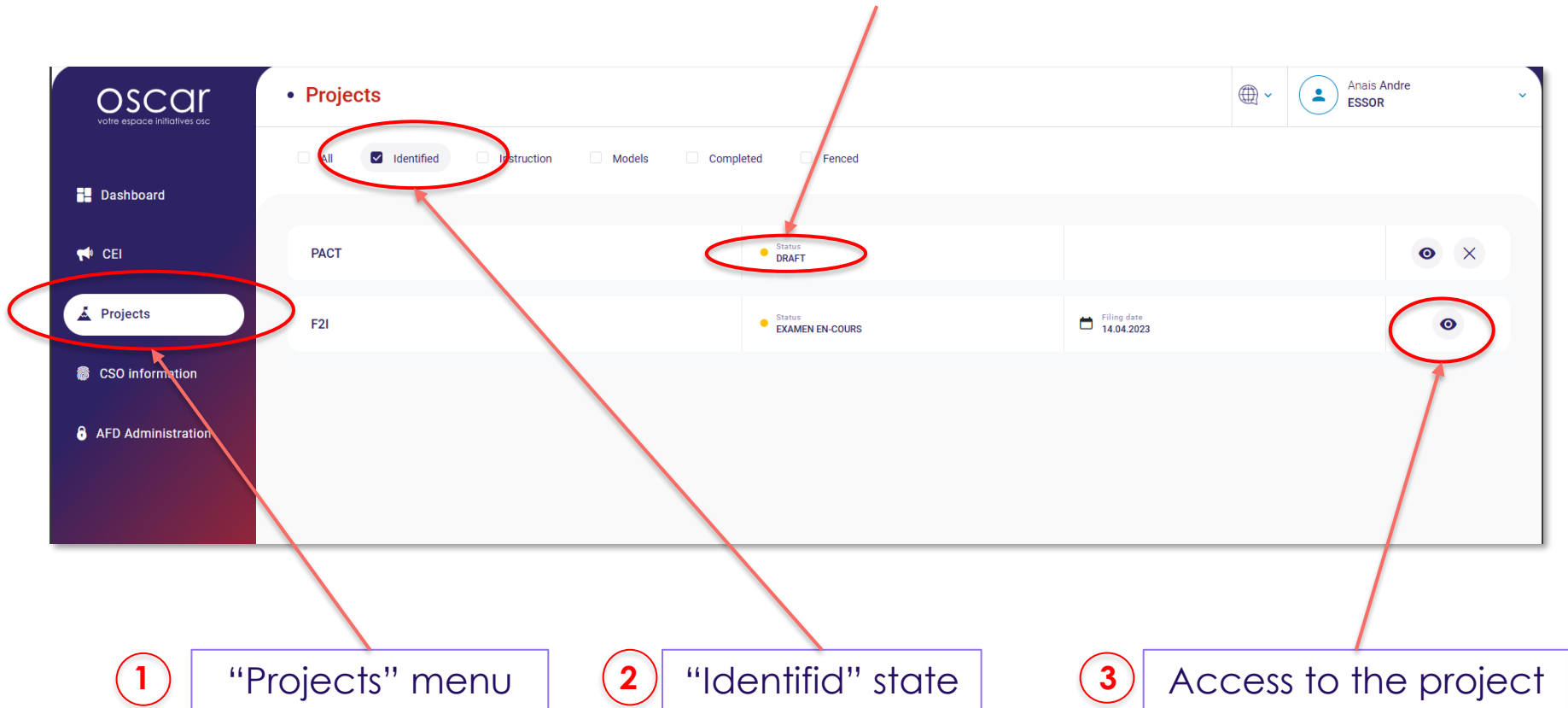
This means that if you send a NIONG document or the form after 1:30 pm, AFD personnel will not be able to access it until 8:00 am the following day.

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



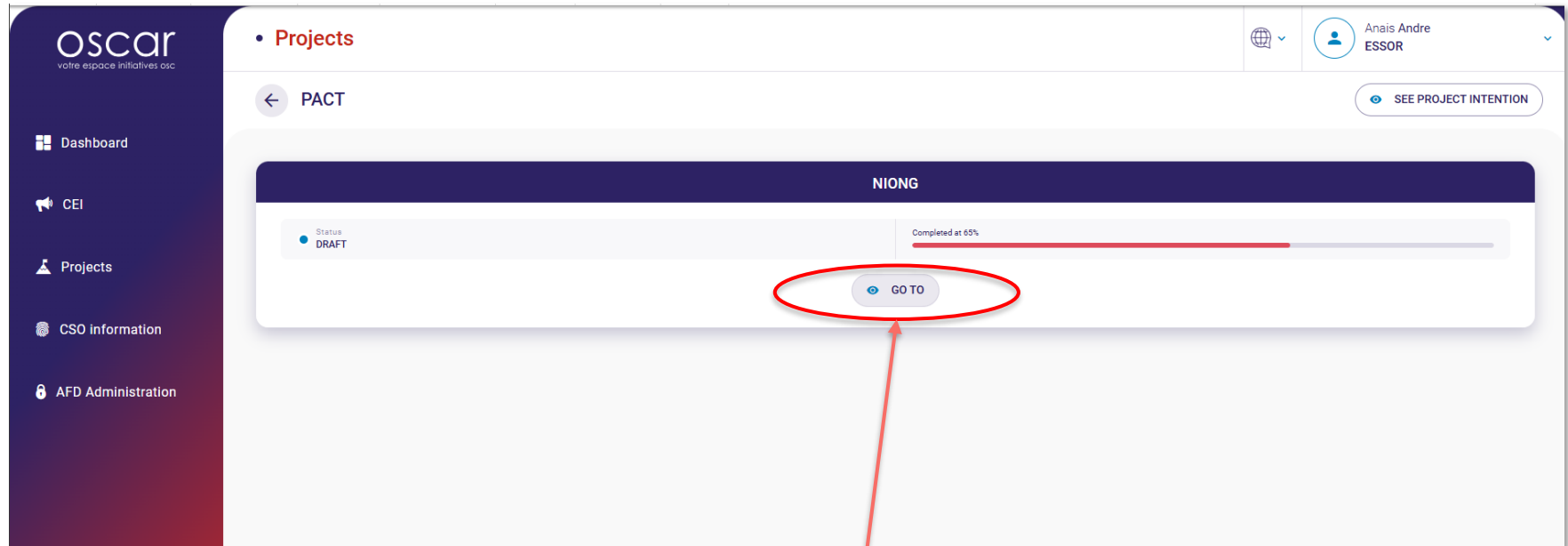
The screenshot shows the Oscar interface with the following elements highlighted and annotated:

- 1 “Projects” menu:** The “Projects” menu item in the left sidebar is circled in red.
- 2 “Identifid” state:** The “Identified” filter button in the top navigation bar is circled in red. An arrow points from this filter to the “DRAFT” status of the “PACT” project in the table below.
- 3 Access to the project:** The eye icon in the action column of the “PACT” project row is circled in red.

Project Name	Status	Filing date	Action
PACT	Status DRAFT		Eye icon
F2I	Status EXAMEN EN-COURS	Filing date 14.04.2023	Eye icon

3- NIONG home page

After having clicked on  to access the project



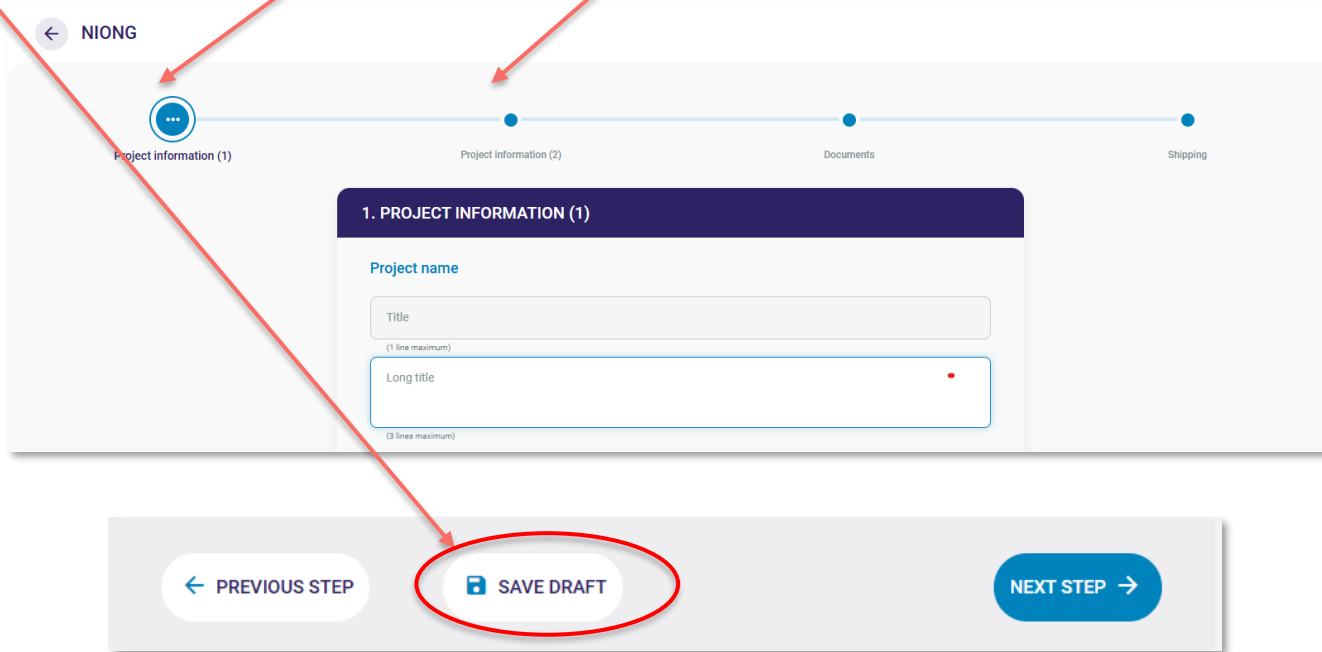
Access the NIONG

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”.



← NIONG

Project information (1) Project information (2) Documents Shipping

1. PROJECT INFORMATION (1)

Project name

Title
(1 line maximum)

Long title
(3 lines maximum)

← PREVIOUS STEP **SAVE DRAFT** NEXT STEP →

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.

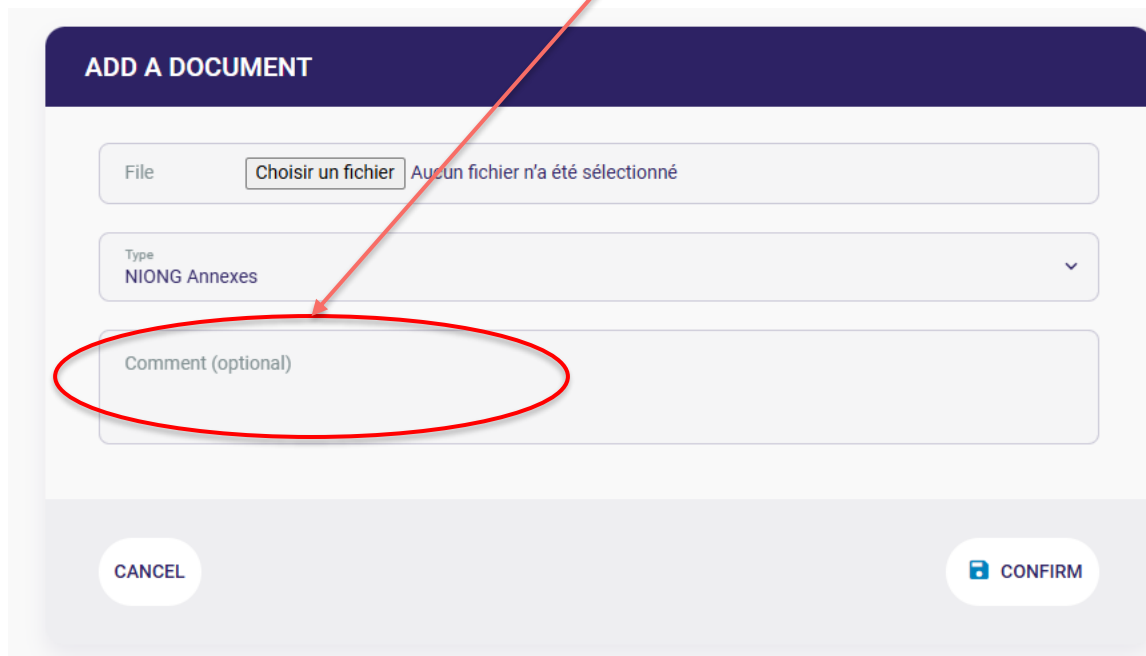
When you submit a document, a receipt is created (which remains permanently on the site), but the document is no longer accessible and you cannot consult it.



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



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.

4. ENVOI

Votre dossier est prêt à être envoyé

Veuillez vous assurer de l'exactitude des données saisies.
Les informations projet ne sont plus modifiables une fois envoyée.

Avez-vous renseigné vos derniers exercices avant d'envoyer la NIONG ? ☒ OUI ☐ NON

[< ÉTAPE PRÉCÉDENTE](#)
[ENVOYER LA NIONG >](#)

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

NIONG

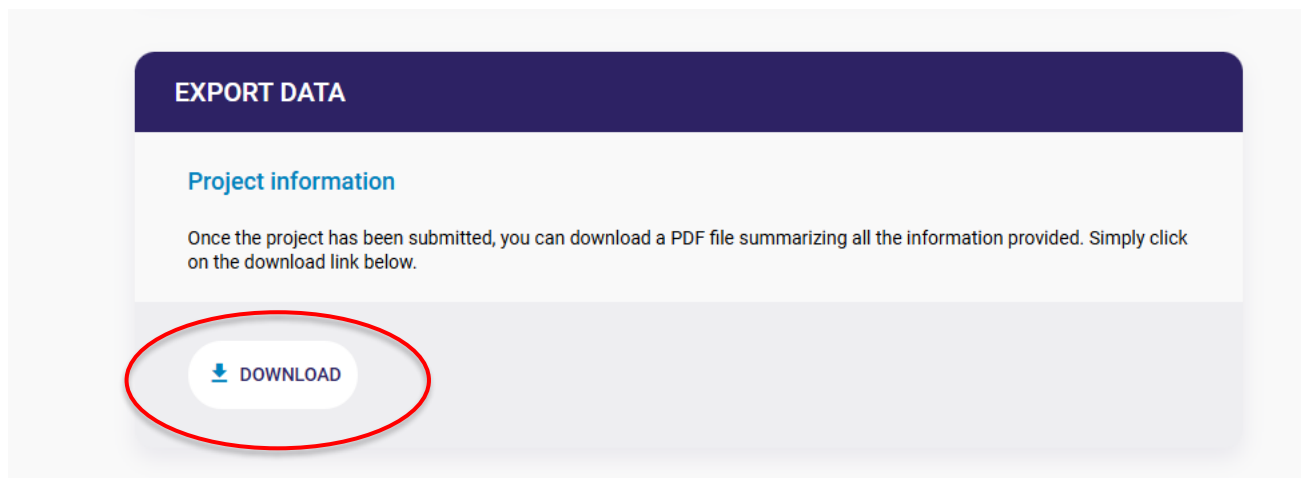
Status
 EXAMEN EN-COURS

Completed at 100%

GO TO

7 - Submission (3) Uploading the Project Form

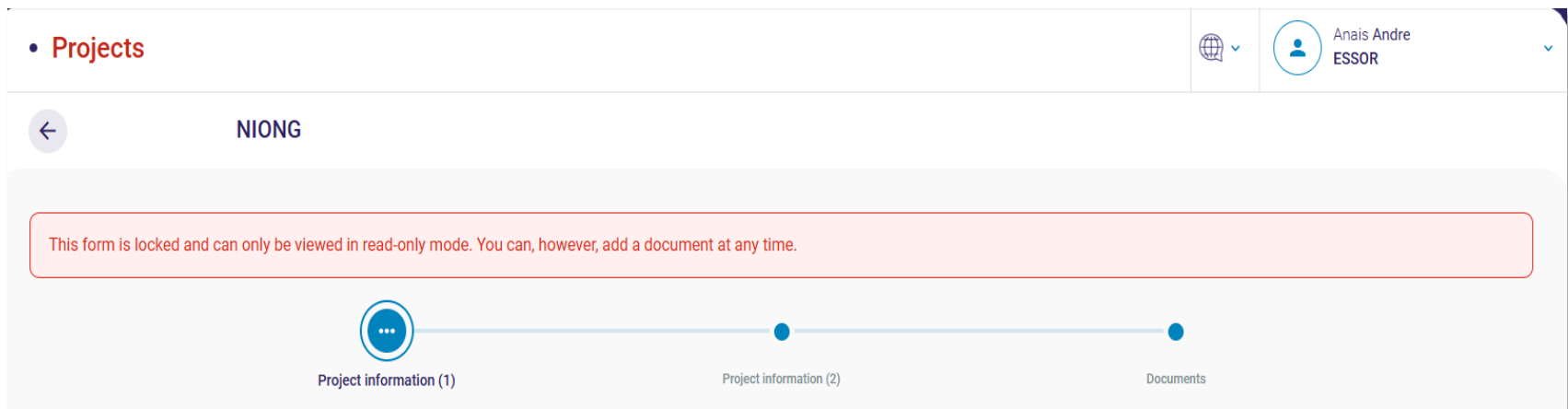
You can export all the data entered and submitted by going to the “Documents” page and clicking on “Download” in the “Export Data” section.



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.

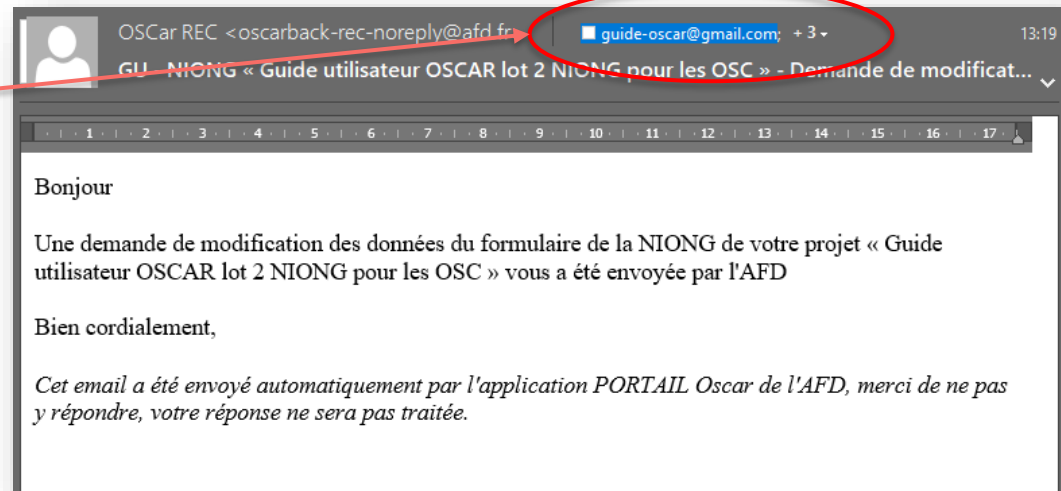
NB: The form is equivalent to all the data entered in the application windows. Do not confuse it with the NIONG document which is the file added in the "Documents" part of the project.



The screenshot shows the NIONG form interface. At the top, there is a navigation bar with a "Projects" link, a globe icon, and a user profile for "Anais Andre ESSOR". Below the navigation bar, the title "NIONG" is displayed. A red-bordered box contains the message: "This form is locked and can only be viewed in read-only mode. You can, however, add a document at any time." Below this message, a progress bar shows three steps: "Project information (1)" (active, with a blue circle and three dots), "Project information (2)" (inactive, with a blue dot), and "Documents" (inactive, with a blue dot).

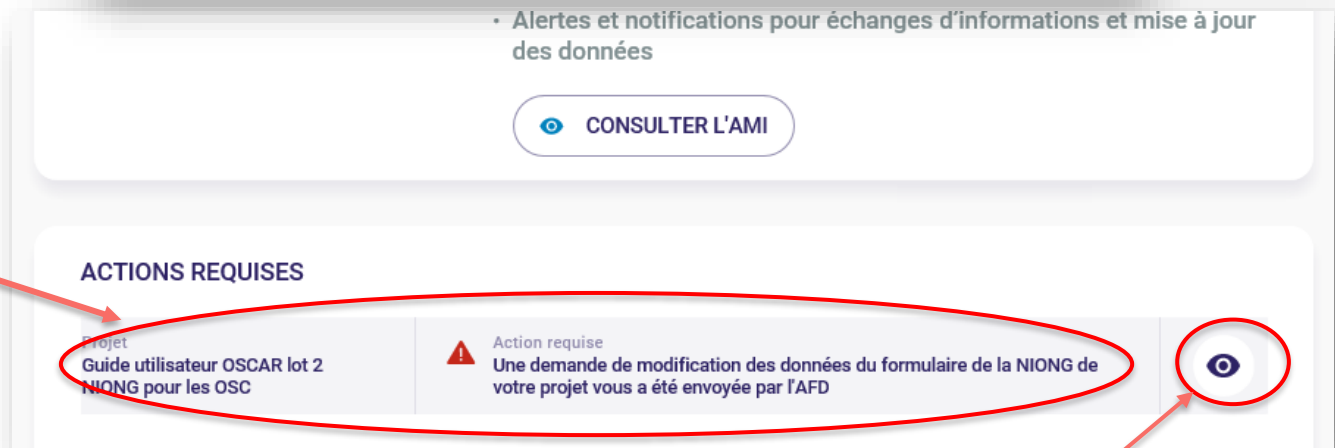
8-1 Request sent by AFD to update the NIONG form

An email is sent to the CSO's Oscar users



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

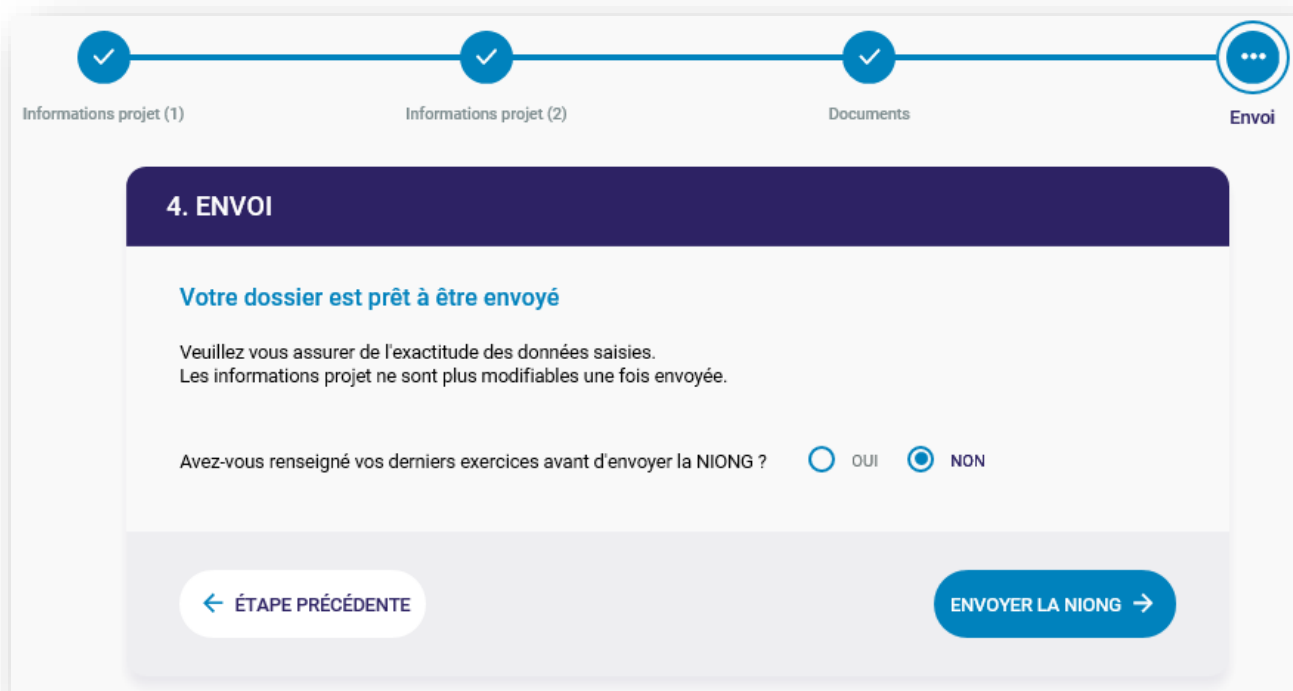
And also to the relevant project page



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.



Informations projet (1) Informations projet (2) Documents Envoi

4. ENVOI

Votre dossier est prêt à être envoyé

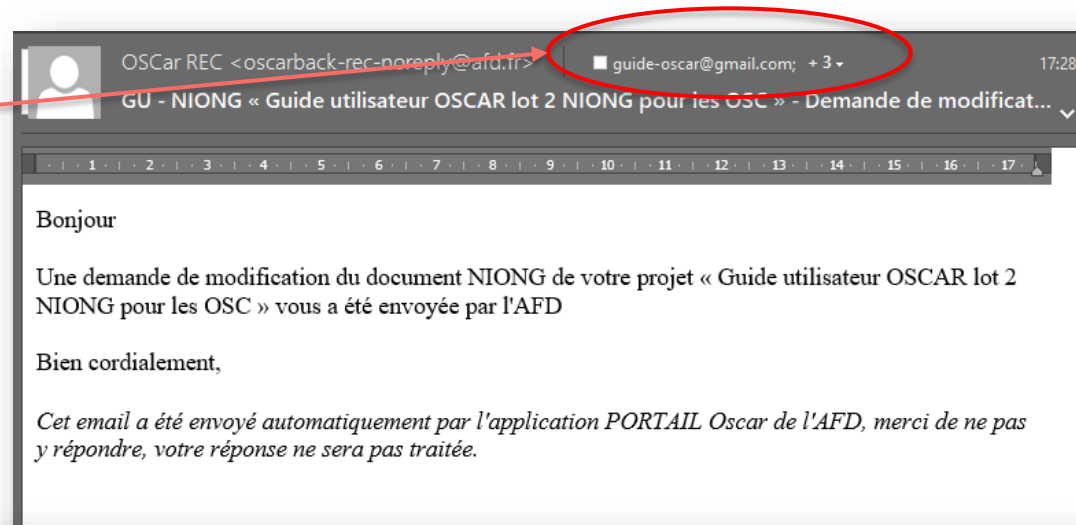
Veillez vous assurer de l'exactitude des données saisies.
Les informations projet ne sont plus modifiables une fois envoyée.

Avez-vous renseigné vos derniers exercices avant d'envoyer la NIONG ? ☐ OUI ☒ NON

← ÉTAPE PRÉCÉDENTE ENVOYER LA NIONG →

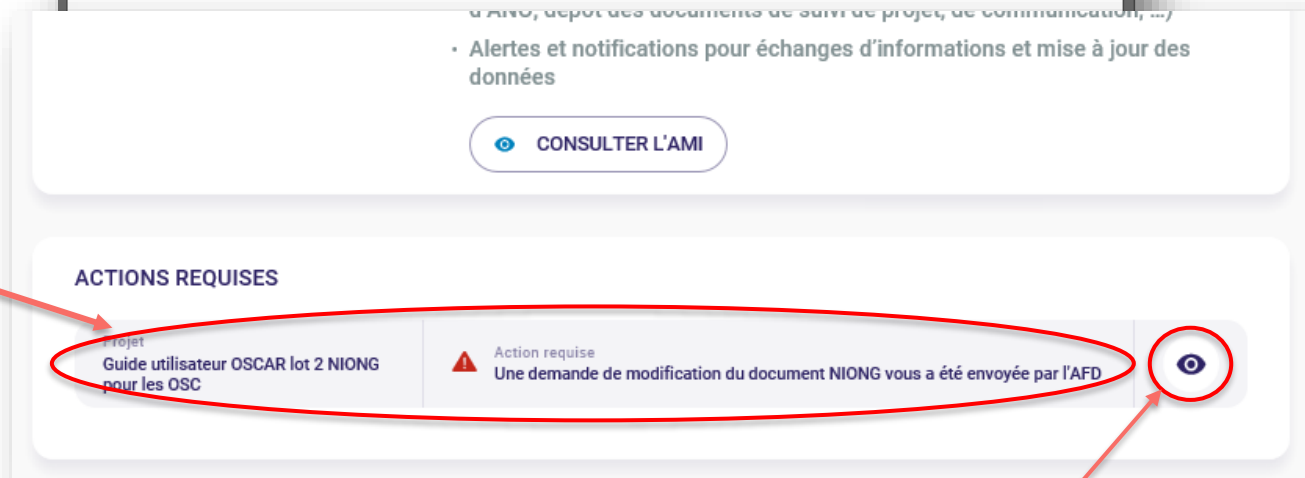
8-3 Request sent by AFD to update a document belonging to the NIONG

An email is sent to the CSO's Oscar users



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

And also to the relevant project page



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)

This form is locked and can only be viewed in read-only mode. You can, however, add a document at any time.

Project information (1) Project information (2) Documents

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](#)

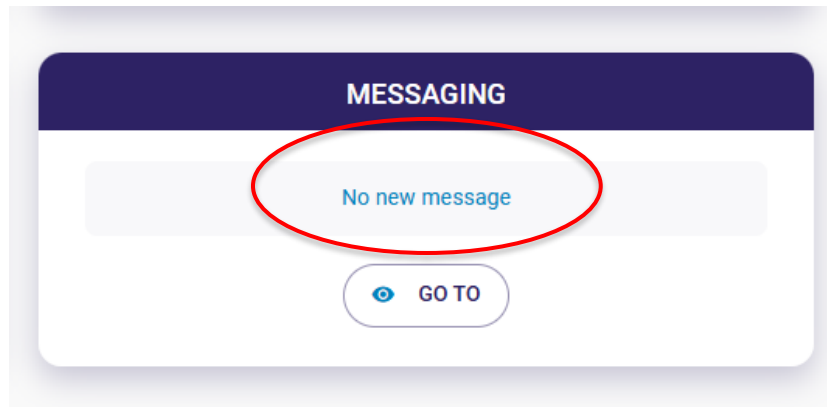
 Receipt : Annexe 1a - Version propre_Note-initiative-osc-NIONG-projet-terrain-octobre-2020.docx NIONG Annexes	 Sending date 23 DECEMBRE 2020	
--	--	--

Download 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**.

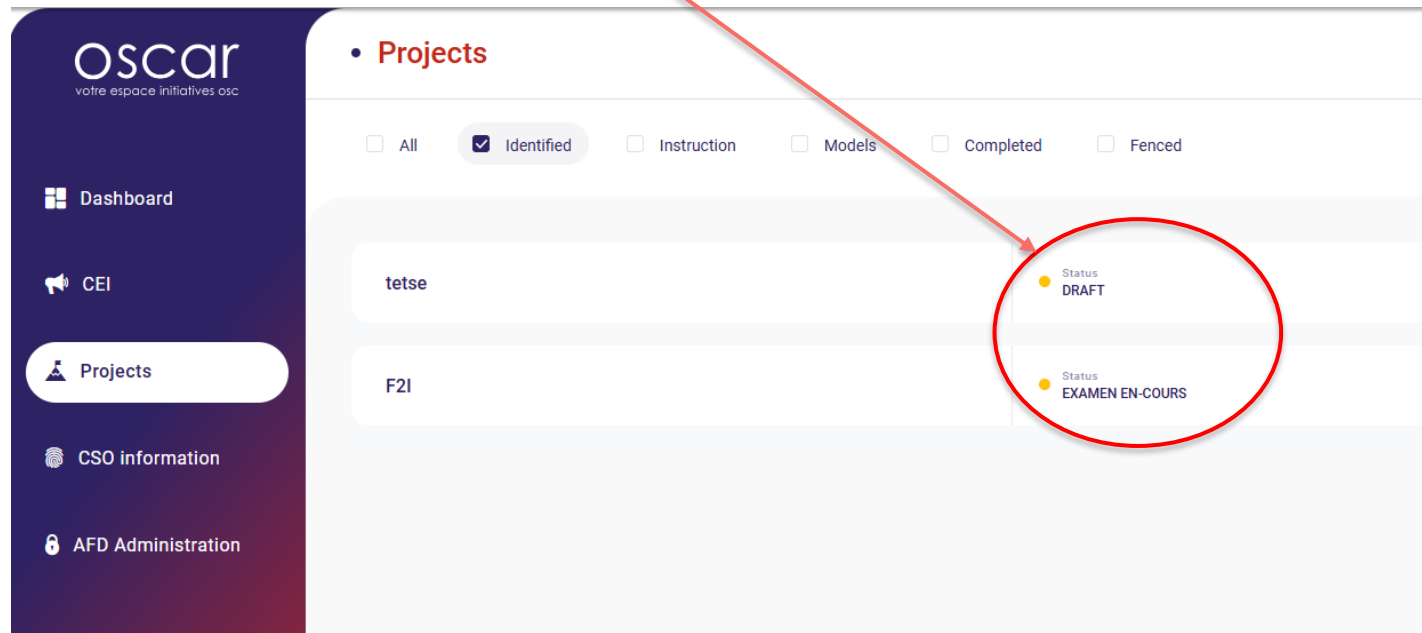
A window at the bottom of the **project** home page gives access to this zone.



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](#)

[2- “Demande de versement” menu](#)

[3- Entering the payment request](#)

[4- Submitting documents relating to your payment request](#)

[5- Adding a document](#)

[6- Submitting the payment request](#)

[7- Return of the payment request by AFD](#)

[8- “Related documents” menu](#)

[9- “Demande ANO” menu](#)

[10- Change of ANO type by AFD](#)

[11- Return of the ANO by AFD](#)

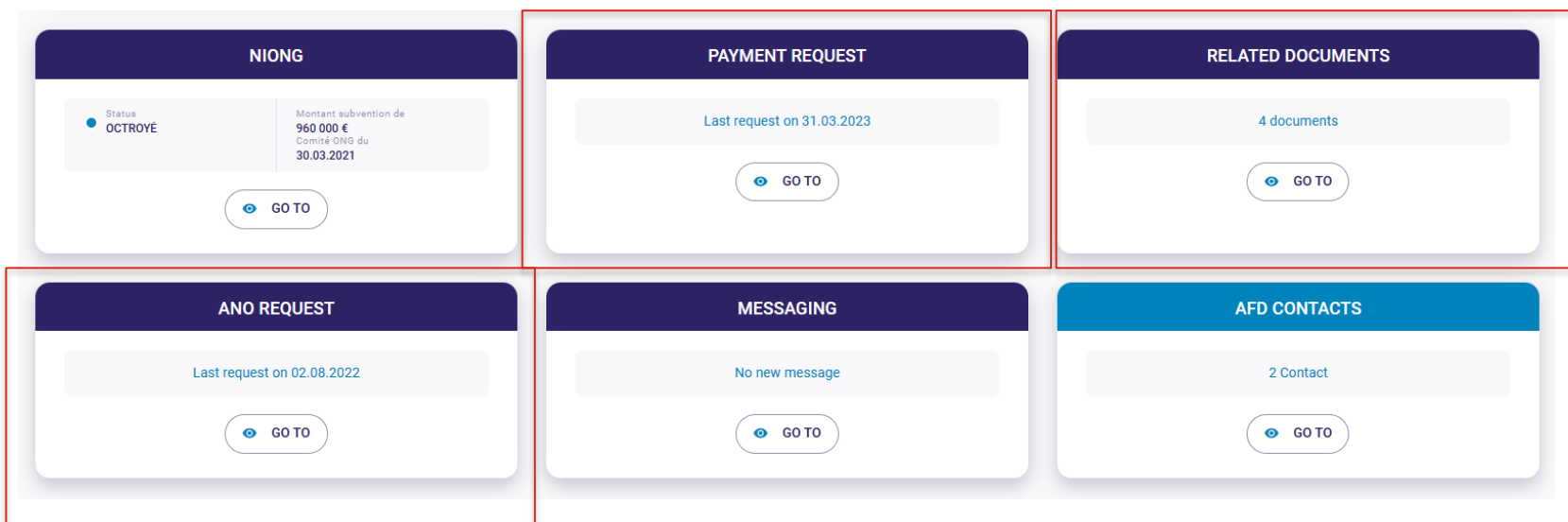
[12 - ANO “En cours de traitement” and “Traité”](#)

[13- Closure](#)

1- Modified “project” page

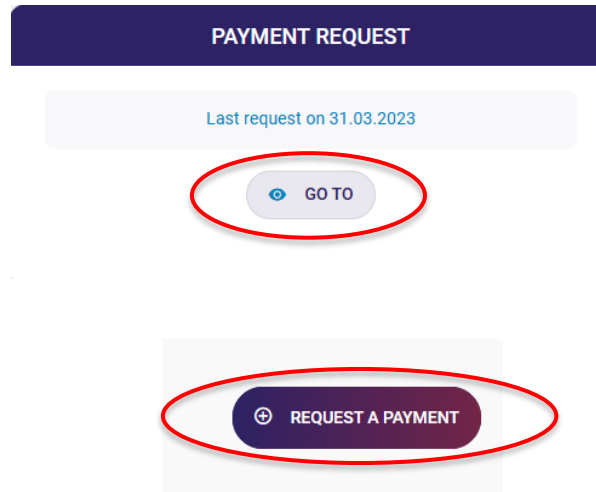
Once AFD sends the convention, new menus are available for the project.

NB: The “Related documents” menu allows communication and monitoring documents to be submitted.



2- “Payment request” menu

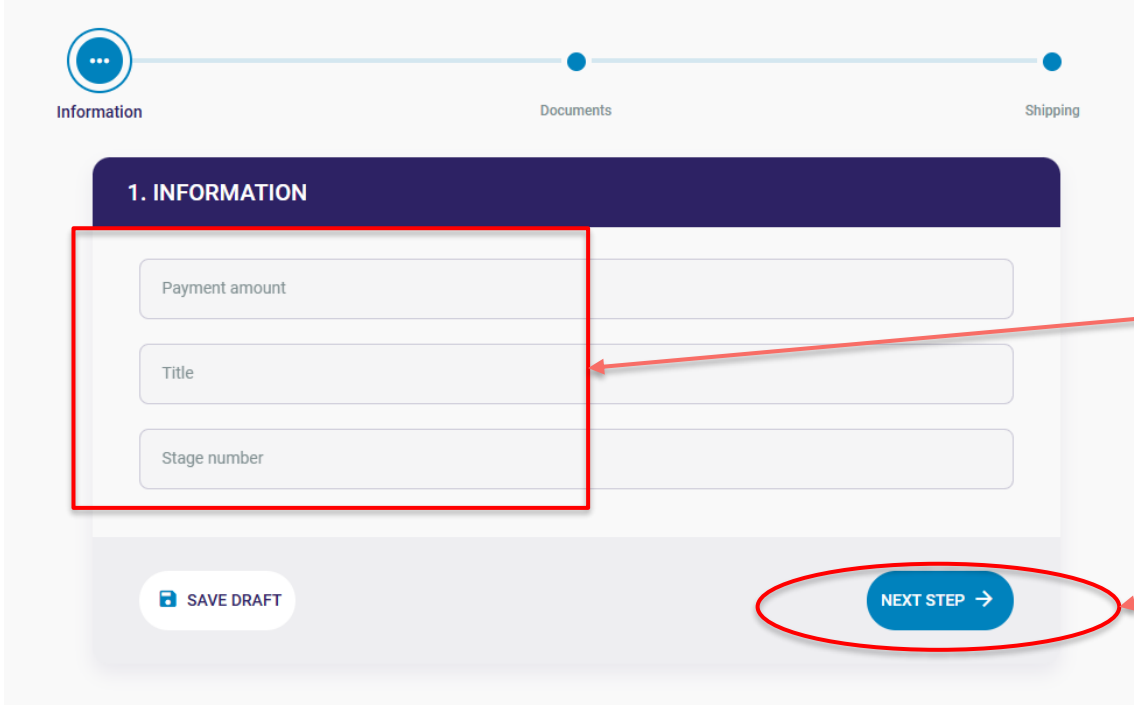
All payment requests are visible in this menu.



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".



Information Documents Shipping

1. INFORMATION

Payment amount

Title

Stage number

SAVE DRAFT

NEXT STEP →

Entering information

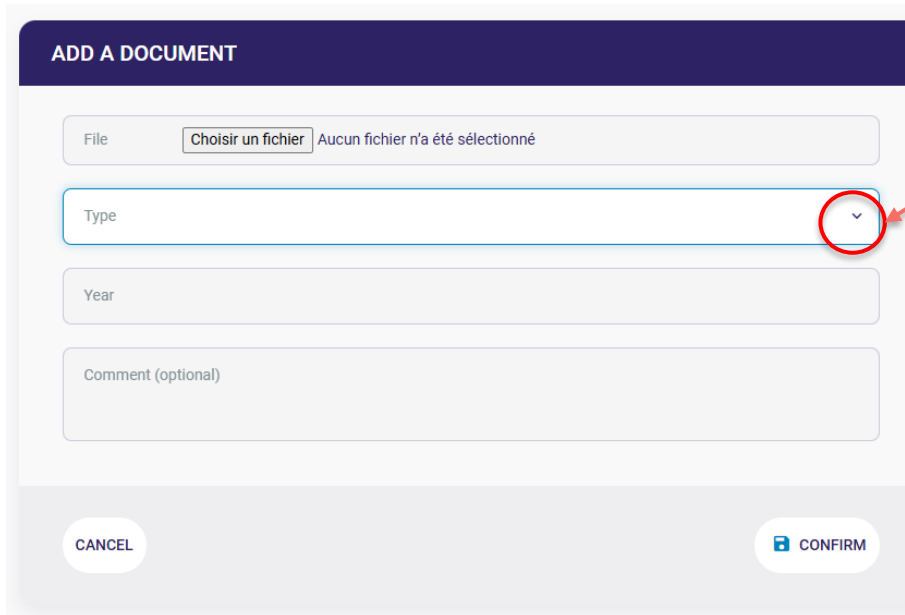
Go to the document submission stage

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.

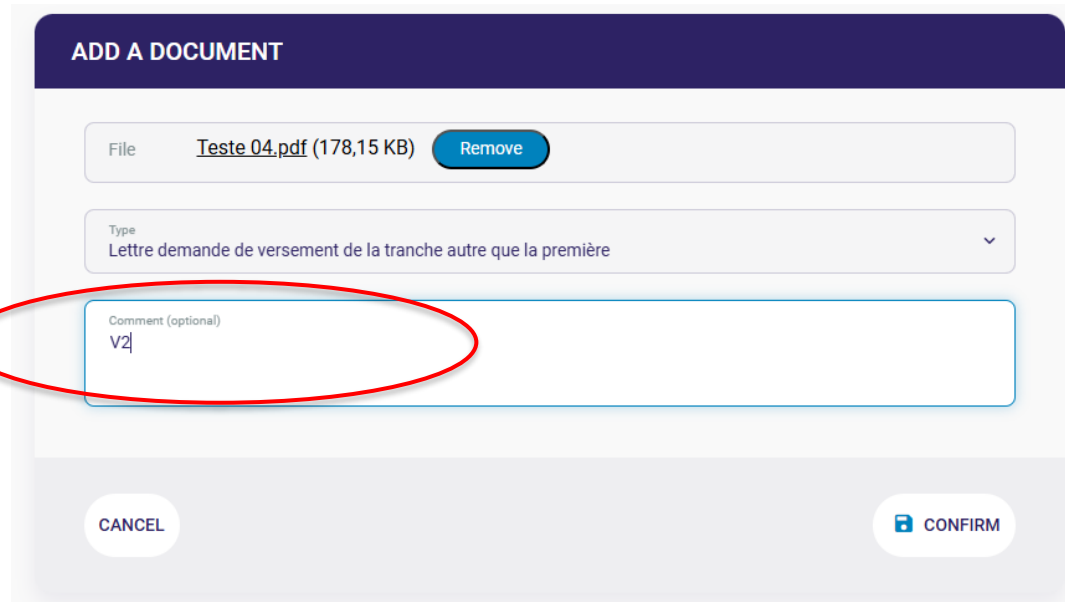


To obtain the list of proposed documents

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

CANCEL **CONFIRM**

The “Comment (optional)” field is sent to AFD.

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.

Information Documents Shipping

3. SHIPPING

Your request is ready to send

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

← PREVIOUS STEP

SEND REQUEST →

NB:

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

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

The request has been sent for validation.

Payment deadline: 31 DECEMBRE 2023

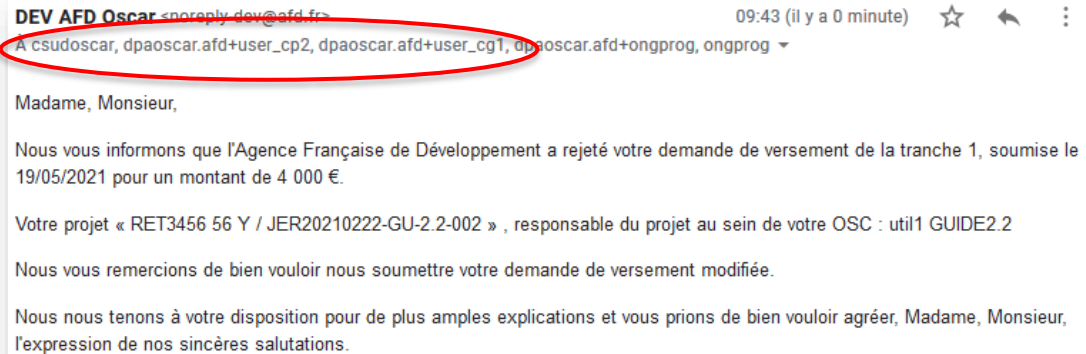
REQUEST A PAYMENT

versement première tranche	Status: TRAITE	Filing date: 23.09.2021	
versement 2e tranche	Status: TRAITE	Filing date: 31.03.2023	
Test	Status: A TRAITER	Filing date: 09.05.2025	

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
A TRAITER

Filing date
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

The diagram illustrates the process of submitting documents. It starts with a 'RELATED DOCUMENTS' menu showing '4 documents' and a 'GO TO' button. This button leads to two options: 'ADD A COMMUNICATION DOCUMENT' and 'ADD A FOLLOW-UP DOCUMENT'. The first option leads to a box labeled 'Submit a communication document', and the second leads to 'Submit a monitoring document'. Both options lead to the 'ADD A DOCUMENT' form. In this form, the 'Type' dropdown menu is highlighted, leading to a box labeled 'To obtain the list of available documents'.

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

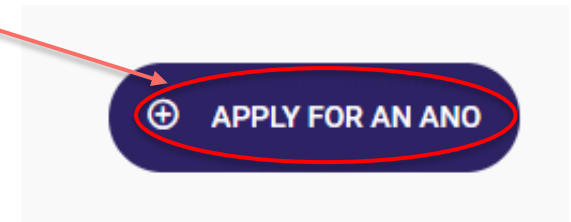
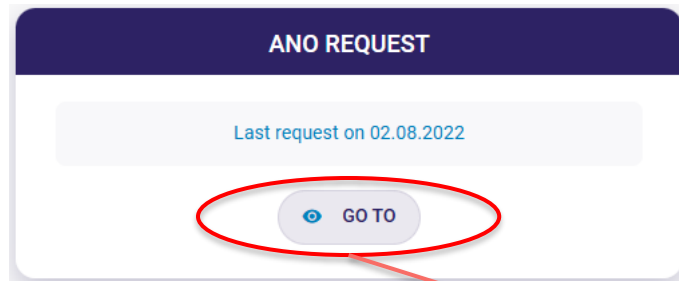
CONFIRM

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

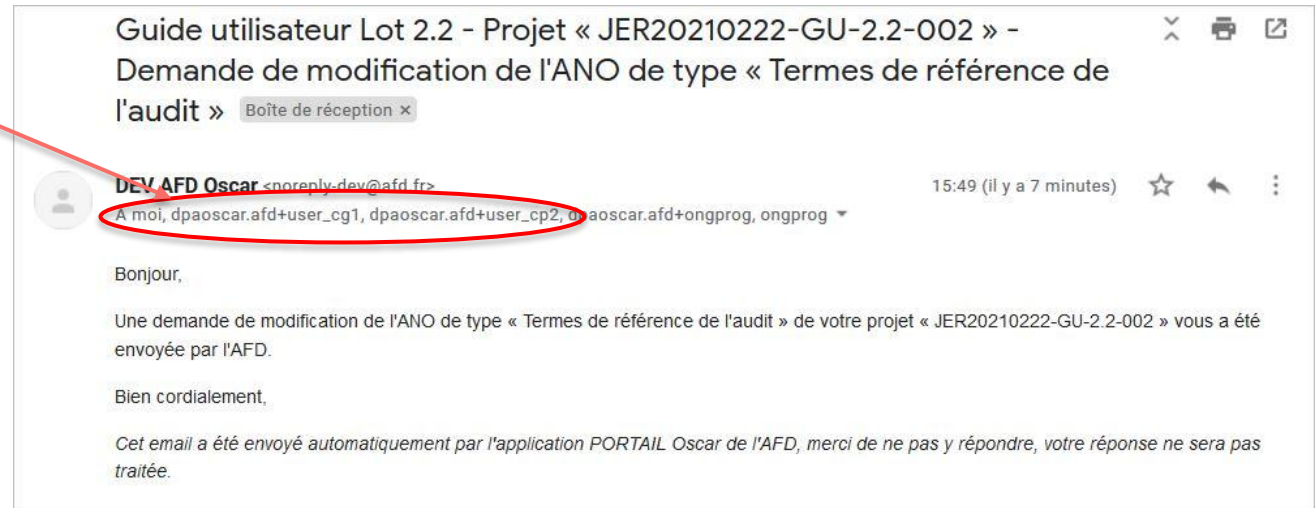
You must use this menu to make an ANO request



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 by AFD](#)

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”

The request has been sent for validation.

⊖ APPLY FOR AN ANO

Filing date 08.06.2022	Type Termes de référence de l'audit	Status ● TRAITÉ		👁
Filing date 02.08.2022	Type Modification ou ajout d'un partenaire	Status ● EN COURS DE TRAITEMENT		👁
Filing date 09.05.2025	Type Rétrocessions (liste des partenaires ou parties-prenantes bénéficiaires de rétrocessions non identifiés au moment de l'instruction initiale du projet)	Status ● 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.

Date de dépôt 21.05.2021	Type Termes de référence de l'audit	Status ● TRAITÉ		👁
-----------------------------	--	--------------------	--	---

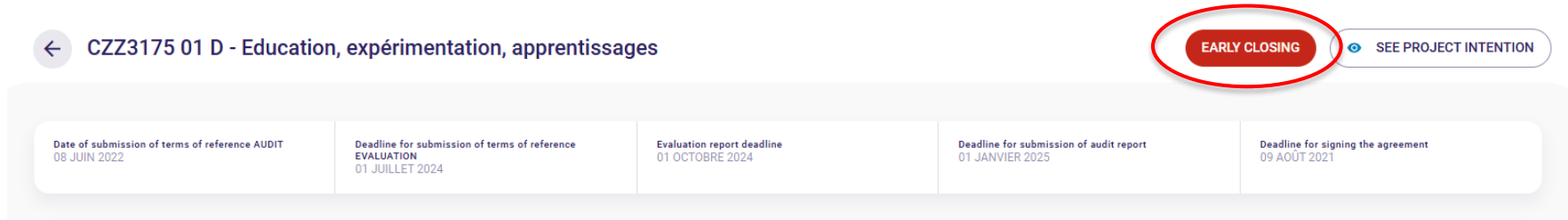
13- Closing

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

#MondeEnCommun
AGENCE FRANÇAISE DE DÉVELOPPEMENT