

Sectoral Partnerships - Pillar 1 –

Sector-wide Cooperation for responsible business conduct 2024-2029

Annex I

*Project proposal*

# Instructions

Please complete this template with all required annexes.

Give references for important statements, arguments and figures.

You must complete and submit all mandatory documents before 30 June 2025 12:00 CEST.

We will only process complete applications, so you must attach the following documents:

* Application form *eLoket*
* Annex I Project proposal
* Annex II Result sheet
* Annex III Project budget calculation Pillar 1
* Annex IV Partner forms for all project partners
* Annex V Cooperation agreement
* Annex VI RBC sector agreement
* Annex VII Minutes of the steering group of the sector agreement meeting in which this proposal and action plan are supported
* Annex VIII De-minimis self-declaration for each company in the partnership
* Annex IX Authorisation intermediary party (if applicable).
* Annex X DD Assessment, 2 options:

1 the company’s assessment within the sector initiative or

2 the RVO Due Diligence Monitoring tool

Please note: The project plan should not be more than 20 pages. You can delete all the informative, blue texts.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project title:** |  | | |
| **Sector:** |  | | |
| **Partnership** | **Organisation name** | **Type (company, NGO, sector organisation)** | **Legally based in** |
| **Coordinator** | [organisation] | Choose an item | Choose an item |
| **Partner 2** | [organisation] | Choose an item | Choose an item |
| **Partner 3** | [organisation] | Choose an item | Choose an item |
| **Partner 4** | [organisation] | Choose an item | Choose an item |
| **Partner 5** | [organisation] | Choose an item | Choose an item |
| **Partner 6** | [organisation] | Choose an item | Choose an item |
|  |  |  |  |
|  |  |  |  |
| **Project location(s):** | Country and region  If applicable, the second country and region | | |
| **Project purpose:** |  | | |
| **Project duration:** | **Start date:** click to enter a date | **End date:** click to enter a date | |
| **Project budget:** | € | **Requested subsidy** | € |

## Context

**1.1 Sector**

Which (sub) sector is the project focussing on?

**1.2 Relevant DAC country or countries**

Which country or countries are the focus country of the project?

Explain why the country is, or countries are relevant?

**1.3 Prior sectoral risk analysis**

Could you give a summary of the sectoral risk analysis and prioritisation conducted by the SER sector agreement. Please include which stakeholders and rightsholders were consulted in this process. Please explain in case there is a deviation from the risks stated in the KPMG-*rapport ‘MVO Sector Risico Analyse’.[[1]](#footnote-1)* Or similar risk analysis (in which most severe and likely risks are addressed.

**1.4 Sector agreement**

How the partnership's proposed activities align with the vision of the SER sector partnership of which it is a part and to what extent it is a deepening of a broad risk analysis in the sector.

## Partnership

* 1. **Partnership composition and division of tasks**

**2.1.1 Companies**

* To what extent do the involved companies represent (a significant part of) the sector?  
  If the partner companies are not part of the same sector, what are the necessities and added value of working together on this project?
* How do the prioritised risks and activities relate to the due diligence process of each individual company involved in this project?
* Are other companies, that are not official partners, involved in the project activities?

**2.1.2 Civil Society Organisations**

* What is the focus and expertise of the CSO(s) involved in the project?
* How will this expertise contribute to this project?
  + 1. **Stakeholders**
* Are there other relevant stakeholders for this project? How will they be involved? How will they contribute to the results?
* Which specific local stakeholders will be involved and/or consulted in the proposed activities with due diligence and how it will be ensured that this is done in a meaningful way.
* Indicate the relation with other programmes that the Dutch Ministry of Foreign Affairs co-funds or funds in the selected production countries.
  1. **Division of tasks**

Describe the division of tasks of all organizations within the partnership.

* 1. **Contribution Companies**
* Do partners use one or more other grant facilities to finance the company's contributions?
* If so, which facilities do they use?

## The RBC aspects of the project and link to the 6 steps of due diligence

For more information on the 6 steps and how to apply due diligence in line with the [OECD](https://www.oecd.org/en/publications/oecd-guidelines-for-multinational-enterprises-on-responsible-business-conduct_81f92357-en.html) please visit [6 steps of due diligence (rvo.nl)](https://www.rvo.nl/onderwerpen/mvo/buitenland/due-diligence-6-stappen) (in Dutch).

Please briefly describe the current state of the RCB Due Diligence process and systems (focussing on all 6 steps of the due diligence process) for each company. Make sure you state for each company the prioritized risks and which relevant mitigation measures the company itself or within the partnerships has already taken.

*Please note that, in case there is no company assessment within the sector agreement, you can use the self-assessment (monitoring tool) provided by RVO, please contact RVO for usage of this tool.*

What measures the companies and the partnership have already taken regarding due diligence and the effectiveness of these measures (a baseline measurement).

## Action plan

Note that we expect a specific gender lens and attention to vulnerable groups in your proposed activities.

* 1. **Sector analysis**

Introduce the sector analysis on which this project is based, including actors, stakeholder. What are the specific RBC- risks prioritized within the sector agreement. PLs explain in case there is a deviation from the risks stated in the KPMG-*rapport ‘MVO Sector Risico Analyse’.* or similar risk analysis.

* 1. **What is the project's goal? What are the project's expected results?**

Please explain the results you want to achieve and who will be responsible.

* 1. **Due diligence step 2, what risks will be the focus of the partnership?**

Please explain the DD analysis done specifically within this partnership. Please share a map of the supply chain, risks identified and risk prioritization, which risks will be tackled?

* 1. **Due Diligence step 3, Cease prevent or mitigate risks**

Describe how the partnership implements collective actions. What are your corrective measures, which activities are you planning to cease, prevent or mitigate the adverse impacts/prioritized risks.

Please describe how the activities under step 3 (addressing risks) fall within the sphere of influence of (participating) companies and the partnership.

* 1. **Due Diligence step 6, Provide for or cooperate in remediation**

How activities under the Due Dilligence Step 6 of the OECD Guidelines are structured based on Article 31 of the UN Guiding Principles.23

* 1. **Gender and vulnerable groups**

Describe how the partnership will implement activities from a gender perspective under the OECD guidelines and how you make sure vulnerable groups are taken into account.

* 1. **Social Dialogue**

Describe how you will integrate sectoral social dialogue within the activities and value chain in the project. If you do not include social dialogue, explain why.

* 1. **Tools and guidances**

Describe the tools and guidelines the partnership will use to align the proposed activities with the OECD guidelines. Use tools already developed for OECD, RBC agreements or other initiatives.

* 1. **Other sector initiatives**
* Are there any relevant due diligence initiatives, activities or tools on a sectoral level? For example, within an IRBC Agreement, branch organisation, a partnership of several companies, and so on.  
  Are any partners members of these initiatives? What actions do they take?  
  Describe the added value of the proposed partnership and collective activities.
* Do other relevant international partnerships exist, for example, European?  
  If so, what is the added value of the proposed partnership?
  1. **Lessons learned and upscaling**
* Describe how the partnership will share information, lessons learnt and best practices from the project with other companies and initiatives in the sector.
* How will the results be disseminated in the sector to achieve more shared knowledge and upscaling of tools, information, practices and methodologies.
* Describe how the partnership and/or the individual companies in the partnership will upscale the results s after the project finishes.

1. **Monitoring and Evaluation**

The project should include a Monitoring & Effect Measurement (M&E) plan. The M&E plan measures how effective your activities are. Include the following indicators in your M&E plan. If you decide not to include pls explain why.

|  |  |
| --- | --- |
|  | **Indicator** |
| **Short-term outcomes** |  |
| **Step 1:** Receptiveness and buy-in of management and various parts of the company (legal, purchasing, etc.) | Number of **companies from the sectoral partnerships with a Code of Conduct** to strengthen internal management processes regarding RBC |
| Degree of **management buy-in in RBC policies and its influence** **on** the successful **implementation** of these policies. |
| **Step 2:** Awareness of the most common and most serious risks within the sector, including the own and joint influence on them | Number of **companies from the sectoral partnerships with increased awareness** (compared to baseline knowledge) **on RBC risks and opportunities[[2]](#footnote-2)** |
| **Step 3:** Partners develop and implement an approach  for stopping, preventing and mitigating negative risks | Number of **companies from sectoral partnerships** that are **implementing an action plan** for stopping, preventing and mitigating negative risks |
| **Step 4:** Partners monitor the practical application of results. | Number of **companies from sectoral partnerships** that **monitor the implementation of** their **RBC action plans** |
| **Step 5:** Increased transparency and accountability in relation to the risks, also towards stakeholders in the value chain | Number of **companies with a public RBC policy** from the sectoral partnerships |
| The extent to which **communication by companies in the sectoral partnerships about RBC risks** in the value chain, and how they address negative consequences, **is perceived as transparent** by stakeholders and why |
| **Step 6:** A well-functioning complaints mechanism in the sector | Number of **complaints handled by companies** within the sectoral partnership (from total complaints received) **in line with complaints procedure** |
| **Outputs** |  |
| **Step 1:** Partners integrate responsible business conduct into their company's policy and management system | Number of **companies from sectoral partnerships** that **publicly endorse** the **OECD guidelines** and **UN Guiding principles** |
| **Step 2:** Partners identify and assess actual and potential impacts of the company's activities, products or services | Number of **companies from sectoral partnerships** that **have identified and prioritized RBC risks** (either cause, contributed to or linked to) **and opportunities** in company activities, supply chains and business relations |
| **Step 3:** Partners develop and implement an approach for stopping, preventing and mitigating negative risks | Number of **companies from sectoral partnerships** that **developed an action plan** for stopping, preventing and mitigating negative risks |
| **Step 4:** Partners monitor the practical application of results | Number of companies from sectoral partnerships that developed a monitoring plan |
| **Step 5:** Partners communicate and report on how they are addressing adverse impacts | Number of **companies that publish accountability reports** about their own approach regarding (potential) negative risks |
| **Step 6:** Partners provide or cooperate in remedial measures where applicable | Number of **companies from the sectoral partnerships with a complaint’s mechanism** in place |
| Partnership working on sustainable value chains within their sector. | Number of **joint initiatives or collaborations** focused **on sustainable value chains** (e.g. joint research projects, sharing of best practices and knowledge, joint advocacy efforts, development of sector-specific sustainability standards) |
| Number of **agreements/action plans developed by sectoral partners** on implementing due diligence process. |
| Sectoral partnerships work with CSOs to implement the due diligence in line with international RBC standards | Number of **companies in sectoral partnerships** that were able to **identify risks and mitigations strategies** related to their sector **because** of their collaboration with **CSOs** |
| Number and type of **activities implemented by the CSOs** with the sectoral partnerships[[3]](#footnote-3) |

***Note: Only indicators 2, 3, 4, 5, 18 (18.a, and 18.b) and 19 (19.a, and 19.b) are mandatory for sectoral partnerships. Reporting on the other indicators will depend on the due diligence steps selected by the sectoral partnerships. That means that if a sectoral partnership chose to work only on steps 1 and 2 of due diligence, they would have to report on indicators 6 (6.a, and 6.b), 7, 12 and 13, on top of the other mandatory indicators.***

1. *Aandachtspunten voor dialoog’*, (KPMG Advisory N.V. (2014); <https://open.overheid.nl/documenten/ronl-archief-e2521701-afd6-48d4-8e19-6d6d88ed97bc/pdf> (in Dutch)  [↑](#footnote-ref-1)
2. This indicator will be measured via anonymous online survey, where partners will be asked about their RBC risks and opportunities. [↑](#footnote-ref-2)
3. Think of facilitating social dialogue, communication materials, workshops, working groups, reports that they have implemented to support the sectoral partnerships. Please specify whether the activity directly relates to any of the due diligence steps and, if so, to which. [↑](#footnote-ref-3)