

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 2026, 12:00 CEST.

We will only process complete applications, so ensure you 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 |
|  |  |  |  |

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| --- | --- |
| **Project location(s):** | Country and regionIf 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

### Sector

Which (sub) sector does the project focus on?

### Relevant DAC country or countries

Which country or countries are the focus of the project?

Explain why these country or countries are relevant.

### Prior sectoral risk analysis

Summarise the sectoral risk analysis and prioritisation conducted by the SER sector agreement.
Include details about which stakeholders and rightsholders were consulted in this process.
If there are any deviations from the risks stated in the KPMG-*rapport ‘MVO Sector Risico Analyse’[[1]](#footnote-1)* or similar risk analyses that address the most severe and likely risks, please explain those deviations.

### 1.4 Sector agreement

Explain how the partnership's proposed activities align with the vision of the SER sector partnership to which it belongs, and to what extent these activities deepen the broader risk analysis in the sector.

## Partnership

### Partnership composition and division of tasks

### 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?

### 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 you involve them?
How will they contribute to the results?
* Which specific local stakeholders will you involve or consult in the proposed activities with due diligence.
How will you ensure that this will be done in a meaningful way.
* Indicate the relation with other programmes that the Netherlands Ministry of Foreign Affairs co-funds or funds in the selected production countries.
	1. **Division of tasks**

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

* 1. **Contribution Companies**
* Do partners use one or more other subsidy 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.
Ensure to identify the prioritised risks for each company and detail the relevant reduction measures the company or its partners have implemented already.

*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 using this tool.*

What measures have the companies and the partnership taken on due diligence and the effectiveness of these measures (a baseline measurement)?

## Action plan

Note that we expect a focus on gender perspectives and vulnerable groups in your proposed activities.

* 1. **Sector analysis**

Introduce the sector analysis on which this project is based, including actors and stakeholders.
What are the specific RBC-risks prioritised in the sector agreement?

If there are any deviations from the risks stated in the KPMG-*rapport ‘MVO Sector Risico Analyse’[[2]](#footnote-2)* or similar risk analyses that address the most severe and likely risks, please explain those deviations.

* 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 for achieving those results.

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

Please explain the DD analysis done specifically within this partnership.
Share a map of the supply chain, risks identified and risk prioritisation.
Describe which risks your project will tackle.

* 1. **Due Diligence step 3, Stop, prevent or reduce risks**

Describe how the partnership will implement collective actions.
What are your corrective measures, which activities are you planning to stop, prevent or reduce the adverse impacts/prioritised risks?

Please describe how the activities in 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 are activities organised under Step 6 of OECD Guidelines following Article 31 the UN Guiding Principles.23?

* 1. **Gender equality and vulnerable groups**

Describe how the partnership will implement activities from a gender perspective under the OECD guidelines.
Describe how you will ensure the project will take vulnerable groups 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 guidance**

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 International RBC 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 learnt 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 shared within the sector to achieve increased knowledge sharing and enhance tools, information, practices and methods?
* Describe how the partnership and the individual companies in the partnership will upscale the results after the project finishes.

## Monitoring and Evaluation

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

|  |  |
| --- | --- |
|  | **Indicator**  |
| **Short-term outcomes** |  |
| **Step 1:** Receptiveness and buy-in of management and various parts of the company (legal, purchasing, and so on.) | The number of companies from the sectoral partnerships with a Code of Conduct to strengthen internal management processes on 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. | The number of companies from the sectoral partnerships with increased awareness (compared to baseline knowledge) on RBC risks and opportunities[[3]](#footnote-3). |
| **Step 3:** Partners develop and implement an approach to stop, prevent and reduce negative risks. | The number of companies from sectoral partnerships that are implementing an action plan for stopping, preventing and reducing negative risks. |
| **Step 4:** Partners monitor the practical application of results. | The 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. | The number of companies with a public RBC policy from the sectoral partnerships. |
|  | The degree to which companies in sector partnerships communicate about RBC risks in the value chain and their responses to negative impacts is viewed as transparent by stakeholders. |
| **Step 6:** A well-functioning complaints mechanism in the sector. | The number of complaints handled by companies in 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. | The number of companies from sectoral partnerships that publicly support 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. | The number of companies from sectoral partnerships that have identified and prioritised 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 reducing negative risks. | The number of companies from sectoral partnerships that developed an action plan for stopping, preventing and reducing negative risks. |
| **Step 4:** Partners monitor the practical application of results. | The number of companies from sectoral partnerships that developed a monitoring plan. |
| **Step 5:** Partners communicate and report on how they are addressing adverse impacts. | The 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. | The number of companies from the sectoral partnerships with a complaint’s mechanism. |
| Partnership working on sustainable value chains in their sector. | The number of joint initiatives or collaborations focused on sustainable value chains (for example, joint research projects, sharing of best practices and knowledge, joint advocacy efforts, and development of sector-specific sustainability standards). |
|  | The number of agreements and 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. | The number of companies in sectoral partnerships that were able to identify risks and reduction strategies related to their sector because of their collaboration with CSOs. |
|  | The number and type of activities implemented by the CSOs with the sectoral partnerships[[4]](#footnote-4). |

**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. *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-2)
3. This indicator will be measured via an anonymous online survey, where partners will be asked about their RBC risks and opportunities. [↑](#footnote-ref-3)
4. 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-4)