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FAO Support to the Georgian agricultural sector under the ENPARD III program

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Grant Manual

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Acronyms used:

ARC - Application Review Committee

RDA –Rural Development Agency

ENPARD - European Neighborhood Program for Agriculture and Rural Development

FAO – Food and Agricultural Organization of the United Nations

IP – Implementing partner

LAG – Local action group

MEPA – Ministry of Environmental Protection and Agriculture of Georgia

SMEs – Small and Medium Enterprises

UN – The United Nations

Definition of key terms used:

- Matching grant: Investment support provided by FAO to cover part of an investment in equipment.
- Matching contribution: Financial contribution provided by the grantee to cover part of an investment in equipment.
- Grant cycle: Defined period of time during which grant applications can be received by FAO.
- Grant application: Application for a matching grant from FAO comprising a grant application form and all related supporting documents.
- Grant agreement: Agreement signed between the grantee and FAO outlining the extent of the investment support provided, the grantee's obligations, and the general provisions of the contract.
- Program's platform: Platform which serves as the main interface between the applicant and FAO. All grant applications will be directly uploaded on the platform.
- Personal file: Secured and individual file on the program's platform where the applicant can upload his grant application.
- Technical review: Technical review of the grant applications performed by FAO or its implementing partner analyzing the general vision and coherence of a proposed investment support and its adequacy with the program's objectives.



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- Verification Control Visit: Field visit to the applicant's premises by FAO or its Implementing partner to validate on-site the main assumptions included in the grant application.

- Application Review Committee: An independent committee, comprising one representative from FAO, MEPA and from the European Union Delegation in charge of taking the final investment support decision.

- Investment Implementation Plan: Detailed timeframe outlining the different milestones to complete the investment support.

- Specifically promoted investment: Specific investments promoted by the program through specific incentives.

- LEADER municipalities: Initial eight Georgian municipalities specifically targeted for support under the ENPARD program, namely Akhalkalaki, Borjomi, Dedoplistskaro, Kazbegi, Keda, Khulo, Lagodekhi, and Tetriskaro. Other municipalities later added to the ENPARD program are not covered under this manual.



1. Introduction

This Grant Manual outlines the administrative, technical and financial processes to be used for matching grants under the Food and Agriculture Organization (“FAO”) support to Georgian agricultural sector under the European Neighborhood Program for Agriculture and Rural Development, phase 3 (“ENPARD III”).

FAO support to Georgian agricultural sector under ENPARD III aims at empowering women and men farmers and small-and-medium-sized agribusinesses (SMEs) with proper support measures that will allow them to have better access to improved agricultural practices and technologies, knowledge, finance and markets at any stage along the value chains they are involved in - from the production to the retailing of agricultural products.

In this regard, the program shall provide support to investments in agricultural value chains made by individual farmers, cooperatives, or Small and Medium Enterprises (“SMEs”) in order to increase the competitiveness of the agriculture activities. Whenever an investment support is considered, the support should first and foremost aim at facilitating and incentivizing private-sector actors (including farmers, cooperatives, agribusinesses, SMEs) to actively take on their market roles. Under ENPARD III, FAO’s investment support through matching grants is provided under a grant component.

This grant cycle, like the previous ones, will be implemented through supplier-delivered awards. This award is defined as the provision of an in-kind award from FAO to a beneficiary, via a pre-identified supplier, with utilization governed by a beneficiary grant agreement. During the selection process, Beneficiaries typically identify the goods/assets they wish to receive, plus the Supplier they wish to receive these goods/assets from. Once selected, Beneficiaries deposit their contribution with the Supplier, which issues the goods/asset. FAO confirms issuance and then pays the remainder of the cost.

All reviews and field visits foreseen under the selection process will be performed by a team of experts from FAO, in partnership with its main implementing partner, Cultivating New Frontiers in Agriculture (“CNFA”), an international agricultural development organization selected by FAO through a transparent tendering process at the beginning of the program.

It is expected that the Project’s activities will positively impact food production in Georgia and the parameters of rural poverty. Under this grant cycle, the Project is expecting to support 150 projects through the provision of grants worth 2 million USD. The financial scope of this cycle may however vary based on the Project’s available resources.

The Project is funded under the third phase of ENPARD III and builds on results delivered by FAO and other partners through the projects that were implemented under ENPARD I and ENPARD II.



2. Grant component scope, eligibility criteria, and eligible investments

2.1. Scope of the grant component

FAO support under ENPARD III program envisages the provision of matching grants to individual farmers, cooperatives, and SMEs to promote investments and to create new business opportunities along targeted agricultural value chains in selected municipalities.

For this grant cycle, all investment activities financed by the program should be located in one of the 8 targeted ENPARD municipalities, with the exception of a pilot project in Gori, further explained on the program's [website](#).

The **8 LEADER** municipalities are:

- **Lagodekhi, Kakheti**
- **Dedoplistskaro, Kakheti**
- **Tetriskaro, Kvemo Kartli**
- **Akhalkalaki, Samtske-Javakheti**
- **Borjomi, Samtske-Javakheti**
- **Kazbegi, Mtsketa-Mtianeti**
- **Keda, Adjara**
- **Khulo, Adjara**

2.2. Value chain restrictions

The program limits applications to selected investments in certain municipalities. These investments may also be constrained to specific value chains. Please refer to the program's [website](#) (www.faogrants.ge) for further details about selected eligible investments and their corresponding requirements.

The list of selected value chains may change or expand as the program is implemented.

2.3. Eligibility criteria for applicants

Program target beneficiaries are farmers registered as individual entrepreneurs, cooperatives (with a minimum of 12 months legal existence), or SMEs (with a shareholding structure owned in majority by citizens of Georgia).

In order to be eligible to apply for co-investment (i.e. matching grant) from the program, applicants must meet the criteria listed below:

- All future grantees will be asked to have a legal registration, either in the form of individual entrepreneur, SME, Cooperative, or any other legal status related to their commercial activity.



- Farmers have to be registered as individual entrepreneurs to be eligible for a grant. Farmers who are not registered as individual entrepreneurs can still apply for a grant but will be given a delay of two weeks to register as individual entrepreneurs before the signature of the grant agreement.
- Natural persons applying to the program must be citizens of Georgia. All applicants must provide appropriate supporting documentation as detailed in the application form.
- Legal entities applying to the program must be majority owned by citizens of Georgia (over 50%).
- Applications from legal entities (companies, or cooperatives) shall come either from the legal representative of the organization or from someone specifically authorized to apply on behalf of the organization through a signed Power of Attorney.
- All SMEs requesting a matching grant will be asked to be registered at the Revenue Services and to hold a tax number before signing the grant agreement, within a one month after the project's approval
- Applicants must not be bankrupted or, be liquidated or have their affairs administered by the courts.
- Applicants should not have any ongoing dispute with the Revenue Service, National Bureau of Enforcement or other respective government bodies.
- Applicants must demonstrate proof of their ability to match co-investment funds for successful project implementation.
- Applicants must show proof of their ability (physical, legal) to use capital and/or other assets that are involved in their investment plans, e.g. agricultural land, building, machinery, labor, skills, etc. All lands considered for farming activities must have been owned or leased for at least 3 months before the application's submission date.
- Applicants must be committed to adherence to high ethical business standards, including transparency in business dealings, disclosing any actual or perceived conflicts of interest, record and book keeping.
- Applicants cannot be involved in UN prohibited activities; have existing defaults on other assistance programs; or be a direct relative (spouse, child, parent or brother/sister) or business associate of FAO or FAO implementing partner organization's staff.
- The applicant shall take all reasonable precautions to avoid any conflict of interest and shall inform FAO without delay of any situation constituting or likely to entail a conflict of interest including any FAO personnel, any individual or entity involved in the grants process, whether in relation to application, technical review, selection, monitoring, payment or any other component, or any personnel from a contracted partner of FAO, having an interest of any kind in the applicant's activities.
- The applicant should not have received more than one grant from previous call for applications under this program, limiting the total number of grants an applicant can receive under this program to a maximum of 2 grants. Moreover, the cumulative grant amount received within the whole program should not exceed the maximum grant ceiling of 150,000 USD. If the matching contribution corresponding to the first grant received was paid through a loan, the grantee will



be asked to provide FAO with a bank confirmation regarding the successful repayment of the loan installments.

2.4. Eligible investments

This grant cycle, like the previous ones, will be implemented through supplier-delivered awards. In that regard, the purchase of equipment and machinery shall be made from a list of suppliers pre-selected by FAO. Any direct relationship between the applicant and the proposed suppliers shall be clearly disclosed in the grant application. Any failure to do so would lead to the rejection of the application.

2.4.1 Capital expenditures¹:

Only certain capital expenditures are considered as eligible investments for matching grants co-financing within this grant cycle. The detailed list of eligible investments and suppliers under this grant cycle can be found on the program's [website \(www.faogrants.ge\)](http://www.faogrants.ge).

2.4.2 Operating expenditures²

Operating expenditures are not eligible for the matching grant calculation, nor for the matching contribution part of the application. The eligibility review of investments will be performed on a case-by-case basis by the FAO's project team. All documentation, including provided quotations, will be checked. During these prior checks, in case of discrepancy (for example unrealistic costs or other unaccepted costs), the applicant will be asked to modify the budget and FAO's financial contribution will be reduced accordingly. Consequently, the applicant has to focus on realistic and cost-efficient budget provision.

3. General principles and investment support ceilings

Proposed investment plans must be related to the agricultural sector, be limited to the selected equipments, have a positive impact on the selected municipalities, and be sound from a technical perspective. The matching contribution requirements help to ensure that beneficiaries are committed to the project and are financially capable to implement it. The program requires beneficiaries to co-invest a minimum of 60% of the total investment requirement.

For specifically promoted investments that are targeted by the program, additional financial or technical incentives can be made available to beneficiaries. The maximum contribution to the investment provided by FAO can be increased to 60% of the total investment cost. These additional incentives, however, generate an additional number of restrictions and obligations from the beneficiaries. For further details,

¹ Capital expenditures: An investment made to buy fixed assets. It is considered a capital expenditure when the asset is newly purchased or when the money is used towards extending the useful life of an existing asset, such as repairing the roof.

² An operating expense is an expense a business incurs through its normal business operations.



please refer to the list of specifically promoted investments and related suppliers on the program's website (www.faogrants.ge).

The required matching grant that can be provided by FAO should not be below 1,000 USD for the application to be considered eligible.

The required support should not exceed the investment support ceilings and the maximum contribution that can be provided by FAO, as summarized in the following table:

Beneficiaries	Maximum financial support to investment provided by FAO (in %)		Investment support ceiling (USD)
	Normal investment	Specifically promoted investments (as described on program's website)	
All types of beneficiaries	40%	60%	Minimum 1.000 USD

The program considers only cash or financial guarantees from financial institutions made available specifically and directly for the investment plans as eligible forms of matching contribution. No in-kind contribution (such as labor, donated land, equipment, etc.) or donor funding (single funding rule) can be considered as part of the matching contribution. The only exception to this matching contribution's single-funding requirement relates to the „preferential agro-credit³“ program from RDA which reduces the related loan's interest rates and can be used to support the matching contribution paid by the beneficiary. Beneficiaries are encouraged to find alternative financial sources to cover expenditure types that do not fall in eligible investment categories.

All matching grants should be implemented at least three months before the end of the program.

Important Notice: All applicants will be responsible for payment of all relevant taxes/fees according to the Georgian legislation.

4. Application process:

All applications should be submitted through the program's dedicated website: www.faogrants.ge

³ „Preferential agrocredit“ is a state program active since 2013 and implemented by RDA. Its main purpose is to support agricultural projects through the provision of cheap, affordable long-term and preferential funds to agricultural stakeholders.



Deadlines for the call for application will be announced independently from this grant manual and advertised on the program's website, together with guidelines for preparation and submission of applications.

Call for Applications will be developed and issued by FAO in collaboration with the implementing partner. The Calls for Applications will specify:

- Where to obtain information on the project; (webpage, leaflets, etc.)
- The list of eligibility criteria in order to apply to the program;
- The geographical restrictions, priority value chains, as well as the Specifically promoted investments, as required;
- The maximum amount of support available per beneficiary if applicable;
- The deadline and how to submit applications;
- How and where to request support in formulating applications.

The call for Application will be circulated with the engagement of the Implementing Partners following an information dissemination strategy previously agreed upon with FAO. This outreach campaign shall ensure a fair and equitable access to information in all targeted municipalities before launching the call for application. To do so, a period of minimum five days shall be respected after the outreach campaign but before the beginning of the call for applications to first give the opportunity to future applicants to have sufficient time to prepare their applications, and to verify the attendance lists received from the Implementing Partners for all outreach activities. During that period of time, FAO will organize a survey to confirm the successful implementation of the outreach campaign and the fair and equitable access to information in all targeted municipalities.

The call for application will be open until June 15th, 2022, but may be closed earlier if the number of accepted applications received exceeds the Project's available budget.

The grant applications will go through the technical evaluation stage based on the submission date visible on the grant submission platform, and based on funds availability.

Though only the ARC has the authority to grant any financial support, please note that an application may be rejected at any stage by FAO if the application is incomplete, technically inadequate, or ineligible. The technical adequacy of an application will be assessed by internal FAO experts.

In case of rejection:

- The applicant will get a written explanation to inform him/ her about the refusal.
- The information notice will include explanations about the underlying reasons that motivated the refusal and the link to the corresponding justification in the grant manual.

Phase I: Registration

- All applicants should register on the program's [website](#) and create their unique account.
- To register, applicants will be required to upload their profile information, including their credentials and contact information.



- Upon submission of their registration request, the applicants will receive unique identification credentials in order to access their personal file on the platform.

Outcome: The applicant has created a secured access to the platform with personal access codes.

Phase II: Formulation of applications

- In order to file a grant application, all applicants should log into their personal file on the platform.
- Applications should be prepared directly on the program's website and all necessary supporting documentation should be uploaded electronically. To be considered submitted, an application should contain all requested information and supporting documents.
- The applicant will be asked to fill the grant forms which contain a narrative part where the strategy and the reasoning for the investment should be clearly explained, information about the applicant's business, as well as the detail of the equipment and suppliers selected for the grant request.
- Finally, in order to validate their application submission, the applicants will be asked to upload supporting documents. The list of supporting documents to be provided can be found on the program's [website](#).
- The applicants may request assistance from the IP in formulating their applications. To get details of the regional coordinators in charge per municipality, please refer to the program's [website](#).
- Any application received after the call for application deadline will not be considered.
- Only one application may be submitted by each applicant for each call for application, whether the applicant is submitting as an individual or as a jointly-submitting registered group. If more than one application is submitted by the same applicant, whether individually or as a jointly-submitting group, all the applications associated with the applicant will be rejected.
- The applicant should not have received more than one grant from previous call for applications under this program, limiting the total number of grants an applicant can receive under this program to a maximum of 2 grants. Moreover, only one matching grant can be implemented by one grantee at any given time.
- After submission, the applicant will receive an official confirmation receipt including the unique serial number of their application. The receipt will be electronic (e.g. confirmation email).
- Once submitted, an application cannot be recalled or amended in any way by the applicant. However, FAO may request clarifications in case of incomplete or unclear information. Applications that do not include all the items and supporting documents required on the application platform may be rejected.
- Applications from companies or cooperatives must be authorized by the legal representative of the organization.

Outcome: The applicant has uploaded his grant application and all related supporting document to the platform.

Phase III: Technical evaluation of applications

The technical evaluation of the grant applications will be done according to the following workflow:



- Applicant's eligibility verification and budget revision
- Pre-screening of the supporting documents included in the application
- Field visit to validate the information contained in the application
- Technical evaluation of the project by FAO's implementation unit

Eligibility and budget verification:

- Immediately after the application submission, FAO will make a review of the budget comprised in the application form and the eligibility of the applicant itself. Shall any clarification be needed, FAO will contact the applicant to confirm the application is in line with the program requirements. This verification is limited to the eligibility and budget only and does not represent, under any circumstances, a commitment by FAO to financially support the applicant for his project.

Pre-screening of supporting documents:

- Following the budget validation, FAO or its Implementing Partner ("IP") will perform a pre-screening of the supporting documentation received.

Verification field visit:

- Shall the applicant be eligible for the program and a complete set of supporting documents is received, a field visit will be organized by FAO or its implementing partner to ensure:

	Conclusion	Comment
Infrastructures are suitable for commercial activities	Yes/No	
The overall condition of the property is acceptable	Yes/No	
The property is in line with the application	Yes/No	
Assets are in line with the application	Yes/No	
Working conditions seem acceptable	Yes/No	
Access to infrastructures (road, electricity, water) is sufficient	Yes/No	
Compliance with social and environmental aspects	Yes/No	
Overall judgment is satisfactory/ The reality is in line with the application	Yes/No	

- The objective of the field visit is to validate the assumptions used in the application:
 - Shall minor discrepancies between the application and the findings of the Verification Control Visit be found, the content of the application will be adjusted accordingly.
 - Shall major discrepancies between the applications and the findings of the Verification Control Visit be found, FAO might decide to reject the grant application.
- Shall FAO request adjustments to the application, the Implementing Partner will provide support to the applicants to draft and modify their applications in compliance with the grant manual.
- Shall the application raise doubts on its feasibility, the Implementing Partner can propose the rejection of the application to FAO, who will have to validate the decision.



- The correctness and validity of all information provided remains the responsibility of the applicant. In order to ensure fairness and transparency, the IP will ensure that it provides technical support to all eligible applicants.

Technical review:

- Following the data validation visit, a technical review of the application will then be performed by the grant analysts of FAO's project implementation unit, under the supervision of the grant manager and FAO's senior agronomist. This technical review aims to ensure the compliance of the application with the scope of the call and the grant manual requirements, as well as the soundness of the project from a technical perspective. In particular, the technical evaluation will ensure that:

Criteria:	Conclusion	Comment
The application is coherent and informative	Yes/No	
The proposed investment is adapted to the farm's size and activities	Yes/No	
The proposed investment is adapted to the crop grown	Yes/No	
The applicant demonstrates minimum technical knowledge	Yes/No	
The agronomic need for the investment is justified	Yes/No	
The proposed investment has an economic, social, or environmental positive impact	Yes/No	
The commercial activity does not pose a major environmental threat	Yes/No	
There is no strong doubt on the economic sustainability of the project	Yes/No	
No conflict of interest or ethical doubts were identified	Yes/No	
For anti-hail nets, the state of the orchard justifies the investment	Yes/No/ N.A	
For no-till seeders, the applicant demonstrates that he/she is not burning straw residues on his/her farm	Yes/No/ N.A	
For no-till seeders, the applicant must own an adapted tractor	Yes/No/ N.A	
For drip irrigation systems, the applicant has a reliable access to water in the vicinity of the farm	Yes/No/ N.A	
For the tractor package, the applicant must have access to relevant aggregates	Yes/No/ N.A	

- The grant applications will go through the technical evaluation stage based on the submission date visible on the grant submission platform, and based on funds availability.
- Grant applications will go through the technical evaluation stage and, if successful, will reach directly the decision stage.



Outcome: The eligibility of the applicant has been reviewed, a field visit has been organized, and a technical review of the application has been performed, leading to possible modifications, or rejection of the application.

Phase IV: Selection of applications

- The final investment support decision will then be made by the ARC. An independent committee comprised of one representative from FAO, one representative from MEPA and one representative from the European Union Delegation. Each committee member will own one vote to make a decision on grant award. Representatives from implementing partner and Local Action Group (“LAGs”), or other relevant organizations can be invited upon FAO request to attend the committee with observer status.
- The ARC can approve, reject, or may require additional supporting documentation, propose modifications, or add conditions to the approval if justified. The final decision is taken in a collegial manner and the approval of a project requires the agreement of all three members of the ARC (MEPA, EUD and FAO representatives).
- Meeting minutes from the ARC sessions shall be prepared. The selection will be documented in writing with a clear justification for selection or non-selection for each application. Applicants will be provided with written justifications upon request.
- The committee decision on grant applications’ approval is final and irreversible. There is no appeal process against the decisions of the ARC. However, FAO is committed to ensuring the most transparent approach to the grant management process, in line with the organization’s ethical commitments. FAO Georgia office has established a Grievance Review Mechanism to provide beneficiaries of FAO programmes with a transparent, effective and timely mechanism to provide feedback and voice their concerns. More details about the Grievance Review Mechanism can be found on the program’s [website](#).
- Upon selection of an application, FAO may require additional information from the beneficiary in order to collect comprehensive baseline information for monitoring and evaluation purposes.
- Applications submitted and any attached documentation will not be returned to the applicants, but will not be shared with any other institution without formal approval from the applicant.

Outcome: The Application Review Committee has issued investment support decisions. A minute of the meeting is prepared and signed by all ARC members.

Phase V: Preparation and signature of the grant agreement

1. Investment Implementation Plan:

- Together with the future beneficiary, FAO will review the investment timeframe proposed in the application and will define an Investment Implementation Plan that includes:



- a. *the scheme of works and activities to be implemented, including specific milestones to be achieved by the beneficiaries if deemed necessary;*
- b. *the modality of support (whether matching grants, FAO technical assistance or a combination of the two), based on feasibility, efficiency and effectiveness considerations;*
- c. *the approved budget of the matching grant award, including the detailed listing of equipment to be purchased, the details of the financing of the investments (matching grant, matching contribution, and specifically promoted investments, and the related suppliers);*
- d. *the payment schedule, with payments conditioned to the achievement of defined milestones if required. The payment schedule will be tailored for each investment based on the implementation requirements.*

The beneficiary is fully responsible for the proper implementation of the approved investments.

2. Loan acquisition:

In the case where the matching contribution is to be financed through a loan, and if this loan is not yet approved, a copy of the ARC minutes stipulating the approved grant amount and containing the detail listing of equipment to be purchased is given to the beneficiary to serve as a supporting document for the loan application. The loan confirmation letter from the bank will serve as a supporting document to the matching contribution payment capacity of the beneficiary and will be a pre-requisite to the signature of the investment support agreement.

3. Grant agreement:

The Grant agreement, duly prepared and comprising the general conditions, the approved budget, the detailed listing of equipment to be purchased, and the investment implementation plan, will have FAO and the Beneficiary as main signatories. The initial applicant shall be the agreement's signatory. Any deviation should be justified by a force majeure case, and discussed with FAO prior to the signature.

By signing the grant agreement, the applicant commits to keep and maintain the entirety of the supported equipment (including spare parts) for a minimum period of five years following the agreement signature date. The applicant will also commit to an open door policy and to facilitate visits to his/her premises upon FAO's request. The duties of the grantee also include a participation to FAO's technical assistance activities relating to his field of activity on his/her geographical region.

Investment support will be managed by FAO in compliance with the FAO Manual, the Grant Agreement, and all other applicable FAO rules and regulations.

Outcome: The grant agreement has been prepared in collaboration with the future grantee, including a detailed investment implementation plan, the approved budget, and the detailed listing of equipment to



be purchased. In the case of the matching contribution being paid through a loan to be acquired, a copy of the minute of the ARC meeting may be issued to the applicant. Once payment capacity confirmation is received, the grant agreement is signed by the grantee and FAO. Following the signature of the agreement, the grantee will have to fulfill his/her obligations detailed in the grant agreement within a period of 1 month. Shall the obligations not be fulfilled by the grantee within that period of time, FAO reserves the right to terminate the grant agreement unilaterally as expressed in the provisions of the grant agreement.

Phase VI: Grant payment

The matching grant payment will be made directly to the suppliers after the matching contribution has been paid to the supplier by the grantee and the effective delivery of the equipment has taken place. The delivery note should be signed by the grantee and the supplier, witnessed by the IP or a representative of FAO, and uploaded to the platform. Following the successful delivery of the equipment and receipt of signed delivery note, FAO will proceed with the payment to the supplier within a reasonable delay.

Except under exceptional circumstances, the payments will never be made to the beneficiary but instead to the suppliers directly.

Under exceptional circumstances (long import delays for example), a matching contribution paid after the grant application submission but before the grant approval may be accepted as a matching contribution, provided the costs that occurred were initially included in the grant budget. Such early payment shall however be discussed and approved by FAO prior to the payment to be considered eligible as a matching contribution. Relevant invoices and delivery forms will be requested as supporting documents before any FAO payment to the supplier as a reimbursement of the costs incurred.

As per FAO regulations, payments in currency other than USD will be processed at the official United Nations Operational Rates of Exchange applicable when the payment is issued⁴.

In the case of multiple tranche payments, the payment of subsequent tranches will be subject to the validation of preceding milestone by the IP during the investment implementation visits, as detailed in the following section.

Outcome: Upon reception of the matching contribution payment confirmation and signed equipment delivery note, FAO releases the first payment directly to the supplier.

Phase VII: Milestones achievements and Investment Implementation visits

In addition to phase VI, and in the case of milestones, the IP will perform investment implementation monitoring visits to verify beneficiaries' compliance with the Grant Agreement and achievement of

⁴ United Nations Operational Rates of Exchange are published at <https://treasury.un.org/operationalrates/OperationalRates.php#l>



milestones objectives before each due payment (which can be combined with the impact evaluation visit). The first visit should take place during the delivery of the equipment related to the first payment.

In the case of multiple instalments, the IP will perform one visit after each milestone objective is achieved. Achievement of milestones should be certified in writing by the IP in the “Milestone Certification Report” before the release of each payment scheduled in the Grant Agreement. FAO might verify and perform spot checks on progress and milestone achievements.

The Implementing Partner will report to FAO any possible deviation or anticipated delay relative to the schedule and conditions set out in the Grant Agreement. Any request for modifications from the grantee after the signature of the grant agreement should be formally approved by FAO in written as stated in the provision of the grant agreement.

These visits are to be used to gain a better understanding as to whether the investments are properly implemented.

Outcome: In the case of multiple payments, milestone achievements are certified through a field visit from the IP before each additional payment.

Phase VIII: Monitoring and impact evaluation visits:

For impact evaluation purposes, the IP or FAO will carry out a minimum of one evaluation follow-up visits per year.

These visits will be used by IP as an opportunity to provide support and advice to the grantees to improve their performance and ensure efficient business operations and to collect updated baseline information. The grantees will also be informed about other existing and expected development program activities, both state-supported and international.

To follow-up on the investment activities and monitoring visits, FAO or its IP will produce and store information and data gathered on the status of each investment individually. All of this information, along with general information about FAO implementation, impediments faced and solutions found, achievements and the challenges, will be summarized in the dedicated monitoring and evaluation software used by the program. This data will include information on the condition of the beneficiary’s business both before and after disbursement of the grant.

FAO or its implementing partner team will be responsible for data collection and monitoring each beneficiary’s progress and comparing actual accomplishments, with the goals and objectives established for the period. If it is identified that a beneficiary has become “high risk”, due to poor performance towards the targets, financial problems, inadequate management, or does not conform to the terms and conditions of the award, the implementing partner shall inform FAO and seek advice on the necessary measures, which can include agreement modification, suspension or termination in whole or in part.



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Outcome: Regular follow-up visits are performed by FAO or its IP to support data collection in order for FAO to assess the effectiveness of the program and identify new potential needs or challenges at beneficiary level.

Notice: This grant manual is produced in both English and Georgian languages. Shall there be any discrepancy in the translation, the English version shall prevail.