

Annex L –EOI Opening & Administrative Grid

During the opening and administrative check, the following will be assessed:

- 0) A duly filled and signed EOI/application form.
- 1) If the deadline has been met.
- 2) Minimum Age
- 3) Identification documentation – Individual or organization
- 4) Business/Farm location
- 5) Proof of land ownership or user rights
- 6) Minimum size of land
- 7) Financial documentation

Administrative check - mandatory requirements for establishment of coffee/cocoa plantation

No.	Administrative Requirements	Documents/Proof	Rating/%Score	
0	Filled and signed EOI form	Filled and signed EOI form attached.	Yes/No	
1	Deadline	Application submitted before deadline	Yes/No	
2	Minimum Age	Adult (18 years and above)	Yes/No	
3	Identification (Individual)	Valid National Identification (ID)	Yes/No	
3	Legally registered company	Valid Certificate of Incorporation	Yes/No	
		Memorandum of Understanding and articles of associations incl. shareholder(s) / company directors page(s), certificate of registration/incorporation	Yes/No	
		Valid National Identification (ID)/Passport for at least one for the company directors	Yes/No	
		One of the directors must be an Adult (18 years and above)	Yes/No	
3	Legally registered Associations and cooperatives	Valid certificate of registration	Yes/No	
		Constitution / memorandum and articles of association	Yes/No	
		Valid National Identification (ID) for all board members.	Yes/No	
		One of the board members must be an Adult (18 years and above)	Yes/No	
3	Community groups	Valid National Identification (ID) for two Signatories, LC1 Chairperson's endorsement	Yes/No	
		One of the Signatories must be an Adult (18 years and above)	Yes/No	

No.	Administrative Requirements	Documents/Proof	Rating/%Score	
3	Legally registered Community Based Organization	Valid Certificate of registration from district/town council	Yes/No	
		Constitution	Yes/No	
		Valid National Identification for two Signatories	Yes/No	
		One of the Signatories must be an Adult (18 years and above)	Yes/No	
4	Physical Location	Operating within CoCoDev intervention districts.	Yes/No	
5	Proof of production land ownership, access and or user rights	Land title, Land sales agreement, Land lease agreement, customary ownership certificate	Yes/No	
6	Size of Land	Coffee/Cocoa production acreage: Minimum of at least 10 acres	Yes/No	
7	Financial Documents	Financial Document attached eg Bank statement, loan agreement, etc	Yes/No	

Any applicant missing any of the above outlined requirements will be regarded unsuccessful at this Administrative stage and therefore will be disqualified from progressing to the next step (Full Application).