

## **BIRA: BIODIVERSITY ACCELERATOR**

### **DUE DILIGENCE CHECKLIST**

#### **Organizational Checklist:**

- ☐ Legal registration documents
- ☐ Copy of license to operate in country where project work will be completed
- ☐ Annual reports for the last 3 years
- ☐ Audited annual financial statement for the last 3 years
- ☐ Organizational chart
- ☐ Names and addresses of key personnel (e.g., CEO, COO, Chief Program Officer, other project-specific personnel with oversight over funds)
- ☐ Foreign Corrupt Practices Act certificate
- ☐ Child protection policies / training descriptions
- ☐ Sexual harassments policies / training descriptions
- ☐ Conflict of interest policies / training descriptions
- ☐ Conflict of interest policies / training descriptions

#### **Investor Checklist:**

- ☐ Project Design / Management Plan / Business Plan
- ☐ Shapefile / KLM
- ☐ Land Access Rights
- ☐ Financial Model / Funding Needs
- ☐ Market Analysis
- ☐ Market Strategy
- ☐ Biodiversity Objectives
- ☐ Carbon Model
- ☐ Governance & Operational Structure
- ☐ Track Record
- ☐ KYC documents for Investment Vehicle
- ☐ Quality Images of Project

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**Please indicate if the following information is available in the Investor Documents (please provide document and page references):**

- ☐ Revenue (source of revenue, amount and expected evolution over time)
- ☐ For projects with carbon revenue: Standard, Methodology, and PDD stage (drafting, listed, validated, issuing); number of VCUs and issuance schedule, risk buffer, community benefit share
- ☐ Expenses and indicative budget (amount, expenditure categories, and evolution overtime)
- ☐ Uses of the investment (amount and expected disbursements)
- ☐ Sources of investment (including likely co-investors with indicative amounts)
- ☐ Payback period and expected IRR
- ☐ Indicative investment structure (i.e., equity/debt/other, SPV/HoldCo/other, legal jurisdiction, potential collateral, etc.)
- ☐ Indicative legal structure (i.e., what is the contractual relationships between the different stakeholders, including local communities and indigenous peoples)
- ☐ Organization shareholding structure, beneficiary owner, resources/balance sheet/income statement, etc.
- ☐ CVs of the organization officers and senior leadership
- ☐ Organization track-record with similar types of projects
- ☐ Other stakeholders
- ☐ Track record for stakeholders/partners that have an operational role