

OPERATIONAL PHASE 7 OF THE GLOBAL ENVIRONMENT FACILITY/

SMALL GRANTS PROGRAMME IN SRI LANKA (GEF/SGP – OP VII)

Knowledge Management within GEF/SGP Initiatives in Target Landscapes

PROJECT PROPOSAL FORMAT

**TABLE OF CONTENTS**

# Proposal Cover Sheet

# General Information of the Organization - Details of the CBO/ NGO/ Society /Association

* + 1. Name of the Organization
    2. Official address of the organization
    3. District and DS Division of the registered address
    4. Address of the Physical existence of the registered office
    5. Organization Registration number (Registered as NGO/CBO/ Professional or Academic Organization etc. in Government entity). **Certified updated copy of the registration is mandatory.** Non-governmental organizations must be registered with relevant government agencies and must maintain an “active” status.
    6. Year of Establishment
    7. Contact details of the organization
  1. Phone:
  2. E mail address:
  3. Web address (if available):

* + 1. Name of the responsible person of the Project and contact mobile number
    2. Name and contact details of the Principal Coordinator *(if different to above)*
    3. Name and contact details of the member/s allocated for the project *(if different to above)* ***(A consent letter confirming commitment towards the SGP project during project period from the staff member allocated for the project must be attached*)**
    4. Nature of the organization (Type of work carrying out – Academic, Consultancy, Charity Community’s Development etc.)
    5. Number of members in the organization
    6. Number of staff members (*Indicate paid and voluntary separately*)
    7. **Office bearers / Board of directors of the organization**

*(If any key office bearers having any affiliation with government, written approval must be obtained from the relevant government authority and must be submitted with the proposal)*

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| --- | --- | --- | --- | --- |
| **No** | **Position** | **Name** | **Designation** | **Phone number and email** |
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**(Attach Organizational Chart with the relevant names)**

1. **Organizational Experience**

***(****4 Marks will be awarded for this section. Relevant organization will be contacted for verification)*

* 1. **Details of projects handled during past ten-year period excluding Knowledge Management/ Skill Development**

*(0.5 mark for each project and maximum 1mark)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Year of the grant** | **Duration** | **Project Name** | **Granting institute and contact details** | **Grant amount** |
|  |  |  |  |  |  |
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* 1. **Details of Knowledge Management / Skill Development Projects handled** *(Preparation of training materials, conducting training programmes for CBOs and community in collaboration with relevant Government Organization, Data management, Documentation and reporting, organizing events and promotions , skill development etc., Working with wider stakeholders, preferable environment related projects)*handled during past ten-year period.

*(1 mark for each project having experience in Knowledge Management/ Skill Development Projects. The maximum marks for this category is 3 marks. Marks cannot be double counted with 3. a.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Year of the grant** | **Duration** | **Project Name** | **Granting institute and contact details** | **Grant amount** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

1. **Past work experience in the relevant landscape** *(****Mannar, Knuckles or Colombo)***
2. *Marks will be given)*
3. **Financial status of the organization during past year – must submit a certified audited balance sheet** (*Mandatory and will not be considered for evaluation if not submitted*).
4. **Stakeholder Engagement** ***(****Describe the stakeholders - GA, DS, Govt institutions, village level institutes, private sector, etc. you are expected to work with and their engagement in implementing project activities) –* *with evidence.*
   1. *mark per stakeholder and maximum 2 marks)*
5. **Co-financing availability within and outside the organization – cash/in-kind** *(must submit supporting documents.)*
   1. *mark per organization and maximum of 2 marks)*
6. **Project Proposal** *(Detail format can be found below under Annex A)*

*(A total of 40 marks will be awarded for this section.)*

The Project Proposal should consist of followings.

* 1. Project Title
  2. Project Landscape
  3. Proposed Project Duration *(months)*
  4. Proposal Submission Date
  5. District/s
  6. Project Rationale and Needs Analysis
  7. Availability of Baseline Data (State methods adopted in collection of data)
  8. Project Goal, Methodology, Objectives, Intended Results and Activities, the Log Frame and Risk Assessment

*(4 marks for Objectives, 9 marks for Methodology, 10 marks for Activities, 8 marks for Results/ outputs, 3 marks for knowledge on GEF/ SGP focal areas of BD, LD and CC and 6 marks for expert team )*

* 1. Implementation Plan and Timeline
  2. Monitoring and Evaluation
  3. List of Experts *(6 marks will be given under the Research Proposal category)*

Expertise available to carryout project works. *(The expertise should have relevant qualifications (MSc or above) and experience of the proposed area of work)*

* + 1. Expert personal available within the organization in relation to knowledge management, skills development particularly on Biodiversity, Land Degradation, Climate Change -Names of experts and CVs must be attached ***(Compulsory)***
    2. Experts hired outside the organization in relation to knowledge management, skills development particularly on Biodiversity, Land Degradation, Climate Change -Names of experts and CVs and letters of consent from the consultants must be attached ***(Compulsory)*.**
  1. Availability of organization assets to facilitate training
  2. Sustainability
  3. Project budget information (including co-financing contributions stating the source)
  4. Attachments

1. Referees (**Provide names and contact details of two referees) *Mandatory*.**
2. BANK DETAILS

Information on bank account into which funds would be deposited: (Need to attach a letter from the bank confirming the status of the account)

*(Preferably, the GEF/SGP project Account should be separately maintained)*

Account Name:

Account Number:

Bank Name:

Branch:

Bank Address:

State the personal details of the signatories *(name, address, job title, NIC number)* to the above bank account and attach copies of the National Identity Cards

**ANNEX A**

1. **PROJECT PROPOSAL**
   1. PROJECT TITLE

* 1. LANDSCAPE *(NAME)*
  2. PROPOSED PROJECT DURATION *(MONTHS)*
  3. PROPOSAL SUBMISSION DATE
  4. DISTRICT/S
  5. PROJECT RATIONALE AND NEEDS ANALYSIS

# *Describe the problem* or *challenge* the project is intended to address and describe the situation and context in which the project is to take place.

The methodology adopted in identifying needs and the ***identified needs*** should be stated clearly.

* 1. AVAILABILITY OF BASELINE DATA (State methods adopted in collection of data)
  2. PROJECT GOAL, OBJECTIVES, METHODOLOGY, ACTIVITIES, OUTPUTS, INTENDED RESULTS, INDICATORS in detail, LOG FRAME and RISK ASSESSMENT..

**(Log frame format and RISK ASSESSMENT** can be found below under **Table III.a.1**)

Complete the Matrix attached (below) to address the following topics –

* + - 1. The ***goal*** of the proposed project - the vision or societal/environmental change expected in the long term should be stated here.
      2. The ***primary objective/s*** of the proposed project - An objective is a statement of intention describing the purpose of the proposed project, such as the following: *“to support the implementing and monitoring process of GEF/SGP OP VII projects, to ensure desired results and to mainstream best practices through knowledge management, sharing and networking”.*
      3. The ***Methodology*** should cover the collection of methods, practices, processes, techniques, procedures adopted in achieving results/outputs. Should use the standard and appropriate methods.
      4. ***Activities*** are ***what you would actually do*** to produce the intended results and accomplish the project’s objectives. There should be a direct linkage between the activities & the outcomes. *The activities*that the project will undertaketo achieve the expected results should be described in detail with specific indicators for each activity. Project activities should also indicate as specifically as possible the participation of - women (%), youth (%), disadvantaged groups (%), indigenous communities (%), forest dependent communities (%), etc..
      5. The ***outputs/specific results*** that you intend the project to produce - Intended results are the measurable changes, which will have occurred by the end of the project. There are ordinarily several related results, such as: *“By the completion of the project, social enterprise and market channels of 10 numbers will be developed within the landscape, number of related training classes conducted, number of knowledge materials documented and shared, etc....”*
      6. ***Indicators*** – should be SMART (Specific, Measurable, Assignable, Realistic, Time bound) relating to project performance and impact which can form the basis for monitoring and evaluation. *Specific indicators for monitoring* would provide reference to time-bound monitoring of project work plan implementation.
      7. The key ***assumptions*** on which the project plan is based, mostly related external factors (for example, government environmental policy remaining stable) which are anticipated in project planning should be stated. The major ***risk*** factors both internal (e.g. the technology involved fails to work as projected) and external factors (eg. the currency exchange rate drops, changing the economics of the project) that could result in the project not producing its intended results should be identified and listed.
      8. The ***means of verification*** specify the sources of information, which enables the evaluator to verify the indicators.

* 1. IMPLEMENTATION PLAN AND TIMELINE

(Template can be found under **Table III.a.3** below)

* 1. MONITORING AND EVALUATION

Explain your plan for monitoring and evaluating the project, both during its implementation and at completion, in this section.

Among the key questions to be addressed are:

* How will you track ***performance*** of the project in terms of achievement of the steps and milestones set forth in the implementation plan?
* How will you assess the ***impact*** of the project in terms of achieving the project’s objectives?
* How will you facilitate mid-course correction and adjustment of the project design and plans based on feedback you receive?
  1. LIST OF EXPERTS

List of Experts/Resource persons who will participate with a letter of consent from them that they will serve throughout the project period.

One-page CV including Highest academic Qualification, Experience in the designated field of expertise etc.

* 1. PREVIOUS WORK EXPERIENCE IN THE RELEVANT LANDSCAPE *(MANNAR, KNUCKLES OR COLOMBO)*
  2. AVAILABILITY OF ORGANIZATION ASSETS TO FACILITATE TRAINING

Please briefly list out assets and available to carry out training facilities (laptops, internet, projector, office space *(if any)*, etc.)

* 1. SUSTAINABILITY

Explain how the project activities and benefits can be sustained beyond the funded period. Follow-up activities covering at least a two-year period should be given.

* 1. PROJECT BUDGET INFORMATION

(**Budget Format** can be found below under **Table III.a.2**)

The Project Budget becomes part of the binding contract between UNDP GEF/SGP and the proposing organization.

A few important principles in preparing the project budget: -

* Be realistic in your budgeting. An unrealistically low budget is just as likely as an overly high budget to result in failure of the proposal and the project.
* The budget should include costs associated with managing and administering the project.
* The figures contained in the Budget Information Section should agree with those on the Proposal Cover Sheet and the text of the proposal itself.

***N.B. All relevant financial records should be made available to the UNDP at any given time. These maybe independently audited, and may become public information.***

**TABLE III. a. 1.**

Log Frame

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Goal | General Objective | Specific [[1]](#footnote-1)objectives | Activities[[2]](#footnote-2) | [[3]](#footnote-3)Output ( must indicate) | Indicators and Targets | | Means of verification | Relation to GEF Focal area | Outcomes | Relation to SDG |
| Mid Term | End Project |  |
|  |  | Objective 1 | Activity 1.1 | Output 1 |  |  |  |  |  |  |
| Activity 1. 2 | Output 2 |  |  |  |  |
| Activity 1.3 | Output 3 |  |  |  |  |
| Objective 2 | Activity 2.1 | Output 4 |  |  |  |  |
| Activity 2. 2 | Output 5 |  |  |  |  |
| Activity 2.3 | Output 6 |  |  |  |  |
| Objective 3 | Activity 3.1 | Output 7 |  |  |  |  |  |  |
| Activity 3. 2 | Output 8 |  |  |  |  |

**TABLE III. a. 2.**

Risk Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | **Risks and Assumptions** | **Weight of the Risk**  ***(V. Low/ Low/ Medium/ high/ V. High)*** | **Mitigating Measures** |
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**TABLE III. a. 2. – PROPOSED BUDGET in LKR**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DESCRIPTION** | **REQUESTED**  **ASSISTANCE**  **FROM GEF/SGP** | SUB TOTAL | **COUNTERPART (NGO)** CONTRIBUTION | **SUB TOTAL** | **COMMUNITY CONTRIBUTION** | **SUB TOTAL** | **OTHER CONTRIBUTIONS** | **SUB TOTAL** | **TOTAL** |
| 1. **ACTIVITY** |  |  |  |  |  |  |  |  |  |
| 1.1. Sub Activity |  |  |  |  |  |  |  |  |  |
| 1.2. Sub Activity |  |  |  |  |  |  |  |  |  |
| 1.3. Sub Activity |  |  |  |  |  |  |  |  |  |
| SUB TOTAL |  | XX,XXX.XX |  | XX,XXX.XX |  | XX,XXX.XX |  | XX,XXX.XX | XX,XXX.XX |
| 1. **ACTIVITY** |  |  |  |  |  |  |  |  |  |
| 2.1. Sub Activity |  |  |  |  |  |  |  |  |  |
| 2.2. Sub Activity |  |  |  |  |  |  |  |  |  |
| SUB TOTAL |  | XX,XXX.XX |  | **XX,XXX.XX** |  | **XX,XXX.XX** |  | **XX,XXX.XX** | **XX,XXX.XX** |
| 1. **ACTIVITY** |  |  |  |  |  |  |  |  |  |
| 3.1. Sub Activity |  |  |  |  |  |  |  |  |  |
| 3.2. Sub Activity |  |  |  |  |  |  |  |  |  |
| 3.3. Sub Activity |  |  |  |  |  |  |  |  |  |
| SUB TOTAL |  | XX,XXX.XX |  | **XX,XXX.XX** |  | **XX,XXX.XX** |  | XX,XXX.XX | XX,XXX.XX |
| 1. **ACTIVITY** |  |  |  |  |  |  |  |  |  |
| 4.1. Sub Activity |  |  |  |  |  |  |  |  |  |
| 4.2. Sub Activity |  |  |  |  |  |  |  |  |  |
| 4.3. Sub Activity |  |  |  |  |  |  |  |  |  |
| SUB TOTAL |  | XX,XXX.XX |  | **XX,XXX.XX** |  | **XX,XXX.XX** |  |  | XX,XXX.XX |
| \*5. Publicity for Project |  |  | XX,XXX.XX |  |  |  |  |  | XX,XXX.XX |
| **SUB TOTAL** |  | XX,XXX.XX |  | XX,XXX.XX |  | **XX,XXX.XX** |  | **XX,XXX.XX** | **XX,XXX.XX** |
| 6. . **ADMINISTRATION (5%-7% of Total Budget)** |  |  |  |  |  |  |  |  |  |
| Project Co-ordination |  |  |  |  |  |  |  |  |  |
| \*\*\*Contingencies |  |  |  |  |  |  |  |  |  |
| SUB TOTAL |  | XX,XXX.XX |  | **XX,XXX.XX** |  | **XX,XXX.XX** |  |  | XX,XXX.XX |
| GRAND TOTAL |  | XXX,XXX.XX |  | XXX,XXX.X |  | XXX,XXX.X |  | **XXX,XXX.XX** | X,XXX,XXX.XX |

**\* Please note that Item No. 5 & 6 are compulsory requirements. Costs of No. 5 is to be borne by the CSO/Grantee.**

**\*\*** **Please include as a budget activity feedback method to be adopted to determine whether Knowledge Management and related work for planned number of recipients have been achieved and to what extent for NSC members to assess and recommend payments in a transparent manner**

**\*\*\* Contingencies 1-5% will be considered if/when relevant only (When requesting contingencies detailed breakdown is necessary).**

**\*\*\*\* Please adjust table as required.**

**TABLE III. a. 3. – IMPLEMENTATION PLAN, TIMELINE AND MONITORING AND EVALUATION**

Describe in separate paragraph the ***sequence of all-major activities and implementation milestones***, including targeted beginning and ending dates for each step. Descriptions should identify ***what*** will be done, ***when*** it will be done and ***who*** will do it. All required reports, project reviews and evaluation activities should also be included.

**Fill attached Matrix to present the timeframe.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DESCRIPTION | Time Line | | | | | | | | | | | | | | | | **RESPONSIBILITY INCLUDING PARTNERS** |  |  |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |  |  |  |
| **1. ACTIVITY** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1. Sub Activity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2. Sub Activity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3.Sub Activity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.ACTIVITY** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1. Sub Activity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2. Sub Activity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.ACTIVITY** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.1. Sub Activity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2. Sub Activity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.3. Sub Activity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4.ACTIVITY** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1. Sub Activity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2. Sub Activity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.3. Sub Activity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **\*5. Publicity for Project** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **\*6. Erection of Board/s**  **at Project site** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **MONITORING AND EVALUATION** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1st Review and Reporting - 6 months** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2nd Review and Reporting – 12 months** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3rd Review and Reporting - 18 months** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4th Review and Reporting – 24 months** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5th Review and Reporting - 30 months** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**\* Please adjust table as required.**

1. Specific objectives must be clearly described. [↑](#footnote-ref-1)
2. Activities must be clearly indicated. [↑](#footnote-ref-2)
3. Outputs must be clearly defined. [↑](#footnote-ref-3)