**Capacity Building and Monitoring support for the Global Environment Facility (GEF) Small Grants Programme (SGP) funded projects in the Lower, Middle, Upper Zambezi, Kafue and Luapula landscapes.**

This is a standard Small Grants Programme (SGP) project template for the civil society and/or community-based organizations interested in providing Capacity Building and Monitoring support to SGP funded projects in the Lower, Middle, Upper Zambezi, Kafue and Luapula landscapes**.** All information is required while some sections of the template are expected to be filled with support from the National Coordinator. Should you have any questions you may contact the GEF SGP office on gef.zm@undp.org

The project proposal should be as brief as possible (10 pages maximum, excluding attachments). The proposal should be submitted in typed form. Additional attachments may be submitted, including documents certifying the status of the organization, CVs of team members and a detailed work plan.

# PART 1: PROJECT COVER PAGE

1. **GENERAL INFORMATION**

|  |  |
| --- | --- |
| Country | Zambia |
| Project No.  | *For SGP Official Use as relevant. Do not write anything here* |
| Project Title[[1]](#footnote-1): | Capacity Building and Monitoring support for the Global Environment Facility (GEF) Small Grants Programme (SGP) funded projects in the Lower, Middle, Upper Zambezi, Kafue and Luapula landscapes. (*Do not write anything here)* |
| Submission date |  |

1. **NON-GOVERNMENT ORGANIZATION/CIVIL SOCIETY/COMMUNITY BASED ORGANIZATION – APPLICANT**

|  |  |
| --- | --- |
| Name of organization |  |
| Year established and registered (Attach proof or registration) |  |
| Physical & Mailing Address: |  |
| Telephone |  |
| Email: |  |
| Principal Officer: (name, position, email address and contact number) |  |
| Project contact 1: (names, position, email address and contact number)  |  |
| Project contact 2: (names, position, email address and contact number)  |  |

**B. PROJECT CATEGORY**

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| Demonstration Project |  |
| Capacity Development Project | X |
| Applied Research/Policy Analysis |  |
| Information/Networking/Policy Dialogue |  |
|  Other |  |
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1. **PROJECT DURATION**

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| --- | --- |
| Proposed Start Date | July 2023 |
| Project duration (in months) | 24 |

1. **PROJECT FINANCE**

|  |  |  |
| --- | --- | --- |
| Financial sources | Local Currency  | USD currency  |
| Total fund request from GEF SGP  |  |  |
| Total fund from Co-financing cash and in-kind (if any). |  |  |
| Total project cost |  |  |

1. **ORGANIZATION – ELIGIBILITY**

Please describe in detail the proposing organization’s experience and eligibility to successfully implement the proposed assignment.

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1. Type of organization

[ ]  Non-Government Organization (NGO)

☐ Community Based Organization (CBO)

 [ ]  Civil Society Organization (CSO), including academic/training institution

1. Capacity Building (as detailed in the scope of work) and Monitoring experience of each team member, please attach CVs in the Annex.
2. Briefly describe the purpose and core activities of the proposing organization include a mission/vision statement as appropriate.

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1. Briefly describe organizational structure, governance, and administrative and financial framework, including staff numbers, roles, etc. Provide an indication of the legal status with any supporting registration/legal documentation as annex. Provide recent audited financial statement if any, as annex

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1. **Describe in detail** the organizations previous experience relevant to this assignment, providing capacity building and monitoring support**.** Kindly include also experience related to capacity building using Mindset Shift Approach (MSA).

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1. Please indicate the organization’s prior engagement with GEF SGP (e.g., grantee, partner, etc.). Yes/No: If yes, describe the nature of the involvement including involvement in specific projects and grants received.

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# PART 2: PROJECT PROPOSAL

1. **PROJECT DETAILS**

Provide a **detailed understanding** of this assignment. What is the approach and/or methodology to be used? You may also include in the annex, a proposed workplan with timelines.

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##  KNOWLEDGE MANAGEMENT

## Please describe the plan to capture, package, share and disseminate the knowledge, lessons learned, and good practices. Please specify the knowledge products to be generated by this project.

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| --- |
| E.g. Articles, Photos published on … |

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## BANK DETAILS

Please provide the bank account information where project funds are proposed to be received. When the proponent is a well-established organization, which may have multiple bank accounts, it is necessary to indicate which bank account will be used to receive SGP funds, and how these funds can be tracked and accounted for. Following review of this information, the SGP office may request that a separate bank account for this purpose be opened. This should be done in the shortest time frame possible.

1. The title must capture the essence of project and aligns to GEF focal areas [↑](#footnote-ref-1)