**Terms of Reference for the Great Green Wall Initiative on Sustainable Land Management and Sustainable Forest Management Innovation Programme.**

**GEF-SGP 7th Operational phase.**

**Guidance Notes: Submission of a Project Concept Paper**

Preparation and submission of a Concept paper is the *first step* in the application process for Global Environment Facility (GEF) Small Grants Programme (SGP) support. A Concept paper is a brief description of the idea for the project – **no more than three pages long.** After being reviewed, **shortlisted proponent organisations will be provided with further advice and guidelines to prepare a full proposal.** Full proposals will be reviewed, and grants awarded to successful applicants.

**The Concept paper is intended to begin dialogue between potential project implementers and the GEF SGP to clarify and refine project ideas, before the investment by the proposer of substantial time and resources into fully elaborated proposal development.**

##### Instructions

1. The concept should be written in straight forward narrative form. It must be typed, single spaced, on one side of not more than **three sheets**, not including the standard cover sheet. You may delete the notes in red.
2. Any charts or diagrams will be counted as part of the page limit.
3. The paper should be easily readable. Each page should have the name of the project on it, along with a page number and date.
4. Submit one original of the Concept paper to the GEF SGP National Coordinator.
5. Please follow the format provided. Ensure that all points included in the outline are addressed, as these cover the major issues which will be considered during the review of the Concept paper. **Incomplete submissions will not be considered for full project application.**

**GEF SMALL GRANTS PROGRAMME**

# **CONCEPT PAPER COVER SHEET**

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, position, and phone number)

Project Contact 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, position, and phone number)

Project Contact 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, position, and phone number)

Concept Writer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name, position and phone number)

Concept approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name, position and phone number)

**ABOUT THE PROJECT.**

**GEF SGP primary focal area** (Check **ONE** category)

1. Prevention of Land Degradation/ Sustainable Land Management (SLM) & Sustainable Forest Management (SFM)\_\_
2. Climate Change Adaptation and Mitigation \_\_\_

**GGW Innovation Programme Priority area (Check ONE category)**

1. Food security: \_\_\_
2. Climate resilient agriculture and agroforestry\_\_
3. Sustainable Land Management (SLM) & Sustainable Forest Management (SFM)\_\_
4. Advocacy, Policy Influence \_\_

**GEF SGP PROJECT TYPES** (Check **ONE** category)

1. \_\_\_\_\_\_ Demonstration Project
2. \_\_\_\_\_\_ Capacity Building Project
3. \_\_\_\_\_\_ Applied Research & Policy Analysis
4. \_\_\_\_\_\_Information, Networking & Policy Dialogue

Proposed Project Duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Land Scape\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINANCES:**

1. Total Request estimate (how much funding are you requesting for?)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_(K) \_\_\_\_\_\_\_\_\_\_\_ (US$)

1. Total Co-financing estimate (how much will you/other partners contribute (cash/in-kind) ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_(K) \_\_\_\_\_\_\_\_\_\_\_\_ (US$)

###### GEF SMALL GRANTS PROGRAMME: CONCEPT PAPER CONTENT OUTLINE

This outline contains many points, which may be addressed in each section. These are provided as examples. Do not feel that you need to address every point in detail. You will have the opportunity to do so in the full project proposal. **For the Concept paper, each section may consist of one or two concise paragraphs.**

* + - 1. **Briefly describe your organization and other organizations, which would participate in implementing the project. (1/2 page) address questions such as:**
	+ What is the principal purpose of your organization?
	+ What other activities does the organization conduct?
	+ Is your organization particularly concerned with:
		- Women?
		- Youths?
		- Indigenous peoples?
		- Persons with disabilities
	+ What previous experience does the organization have that is specifically relevant to the proposed project, including:
1. **What is the goal of the proposed project? What will the project accomplish, Why is this important** ? **How does the project meet the objectives of the Great Green Wall Initiative on Sustainable Land Management and Sustainable Forest Management Innovation Programme? (1/2 page).**
2. **What are the main activities the project will implement? How will they be carried out? (1/4 page)**
3. **What are the proposed outputs? What results will the project produce? (1/4 page)**

List the target outputs and specify the deliverables that are being planned.

1. **How have you involved the affected communities and other stakeholders (such as government) in the development of this project concept? (1/2 page)**

The extent of community involvement is one of the most critical indicators of project success. The quality of your involvement with the community, and your ability to articulate it clearly in the proposal will be a major factor in funding decisions.