**MICRO, SMALL, AND MEDIUM ENTERPRISES SUPPORT INITIATIVE**

**2023 CALL FOR PROPOSAL**

**PROJECT TITLE**

**CAPACITY SUPPORT TO POTENTIAL AND ESTABLISHED NATURE-POSITIVE MICRO, SMALL, AND MEDIUM ENTERPRISES (MSMES) IN GHANA.**

**UNDP GEF SGP GHANA 2023 CALL FOR PROPOSALS**

The UNDP GEF-SGP announces the 2023 "call for proposals" to award small grants of up to $50,000 under its Micro, Small, and Medium Enterprises (MSMEs) Support Initiative to qualified organizations to build and enhance the capacities of potential and established MSMEs operating in the environment and natural resource sector of Ghana to thrive as successful and independent businesses.

**Background**

The GEF Small Grants Programme (SGP), implemented by the United Nations Development Programme (UNDP), provides financial and technical support to projects that conserve and restore the environment while enhancing well-being and livelihoods in 128 countries across regions and operating in different value chains. Thus, the SGP demonstrates that community action can maintain a fine balance between human needs and environmental imperatives.

One of the key results of SGP project grants is increasing production yields of small agricultural producers and cooperatives through the implementation of more sustainable production practices which have in turn enabled them to establish themselves as MSMEs. These MSMEs need to have commercially sustainable business models that demonstrate that environmentally sustainable production can be a competitive advantage and incentivize producers to continue with this production model.

MSMEs are the backbone of. the global economy because they dominate the global business environment. In Ghana, the MSME sector employs more than 80% of the workforce and accounts for about 70 % of national output, playing a central role in Ghana’s economic development. They are a major source of entrepreneurial skills, innovation, and employment accounting for most businesses in rural Ghana. MSMEs are important contributors to job creation and rural economic development, representing 90% of businesses and more than 50% of employment.

In view of this, the SGP is inviting applications from qualified organizations to carry out a pilot MSME Support Initiative in Ghana and provide capacity development to (i) potential MMEs and (ii) established MSMEs in the environment and natural resource sector to enhance their ability to thrive as successful and independent businesses. This will be achieved by providing capacity development in value chain production including (i) training and access to tools and other resources to enhance business skills, sustainability, and competitiveness of the targeted cooperatives; and (ii) market access through access to networks of potential clients and partners as well as through capacity development. It is important to note that the courses are only open to nature-positive MSMEs.

**Objectives and Responsibilities**

The organizations wishing to apply for the implementation of the SGP MSME initiative will be expected to provide courses in the areas stated below and to have a deep understanding of the relevant free trade agreements in the respective country. The applicant will then compile a **plan of action** to provide capacity development to (i) potential MSMEs and (ii) established MSMEs to enhance their ability to thrive as successful and independent businesses in Ghana.

1. **Provide training and tools to strengthen the capacities of nature-positive MSMEs in four areas of value chain development.**

1. Essentials of Business Planning including but not limited to:

* Business model and strategy (market analysis, competition, strengths and weaknesses of the participants, business plan development).
* Basic accounting and finance.

2. Understanding marketing and customers including but not limited to:

* Marketing mix (Four P’s: product, price, placement, and promotion)
* General marketing techniques
* Digital/Social Media Marketing Customer Experience
* Ethical marketing principles

3. Online Sales including but not limited to:

* E-commerce (for national/in-country and international sales)
* Cyber security best practices and tools

4. Cross-Border Trade including but not limited to:

* Packaging and product quality requirements for specific markets (depending on Business-to-Business (B2B) or Business-to-Consumer (B2C))
* Import/Export requirements
* Accessing new markets
* Customs procedures/cross-border trading requirements
* Opportunities under relevant free trade agreements (e.g., African Continental Free Trade Agreement (AfCFTA), etc.).
1. **Specify how the modules will be facilitated.** The organization needs to specify (i) the number ofhours for each module; (ii) which courses will be provided in-person vs. online; and (iii) the number of facilitators and their specific roles and responsibilities.
2. **Specify the number of participants who can participate in each module/course.** The organization needs to specify how many participants it can cater to in each of the modules/courses that they are providing and ensure that each participant’s needs are addressed.
3. **Provide peer-to-peer mentoring sessions after each module or course area to help the enterprises with their specific needs**. The organization needs to specify (i) how the mentoring sessions will be conducted (e.g., in-person, online, or phone consultation); (ii) when it will be conducted; and (iii) who the mentors will be. It is highly recommended that mentoring sessions be provided regularly and mentors must operate nature-positive businesses.
4. **Specify how the participants will be evaluated**. The organization should provide a detailed description of how they evaluate the participants’ performance and what tools, if relevant, will be used.
5. **Organization of courses and events**. The organization will provide the venue and organize the courses and other relevant events about the SGP MSME initiative, including mobilizing the participants/MSMEs for the courses/events. Given that the courses are open to all MSMEs in the respective country and not exclusive to those supported by the SGP, the finalization of the participant list will need the approval of the SGP National Coordinator to ensure that participants are nature-positive MSMEs.

**Criteria**

Competent organizations are encouraged to apply based on the Call for Proposals below.

The SGP MSME initiative is expected to last up to 24 months and to have a maximum budget of US$50,000. The proposals will be reviewed and approved by the SGP National Steering Committee (NSC) in consultation with a national-level Technical Advisory Group (TAG). It is expected that the successful applicant will carry out the work in collaboration with the relevant staff and members of the SGP in the country concerned.

Organizations wishing to apply for the implementation of the pilot SGP MSME Support initiative are invited to produce:

1. A **work plan** and **justified budget** about when and how it will act to fulfill an appropriate combination of the responsibilities outlined above.
2. A list of **expected products/courses** and **timing of delivery for a period of 24 months** starting in 2023 through to 2025 in line with the SGP OP7 Country Programme Strategy (CPS) in the country concerned. The applicant organization will be expected to work closely with the SGP National Coordinator (NC) in the country concerned.
3. Details on the **specific experience and capacities of the applicant organization**, including individuals who will be working to fulfil the Call for Proposals (e.g., facilitation of modules/coursework; mentoring sessions; evaluation of participants’ performance in each module).

**Eligibility**

To qualify for the grant award, the applicant must:

* Be an organization (not-for-profit) with a legal mandate to operate in Ghana.
* Be a non-government organization, community-based organization, or social enterprise organization recognized by the relevant district/municipal authorities.
* Have relevant experience and proven records in working with groups in environmental, forestry, and/or agricultural-related activities and should be based or already have a working presence in Ghana*.*
* Be the lead organization that should propose a plan of engaging the private sector, and relevant governments, research institutes, communities, media, and other key stakeholders on behalf of the trainees/participants.
* In submitting the project proposals, applicants should take a systems analysis to understand the SGP MSME Initiative and the problems associated with the MSMEs.
* Succinctly describe the problems related to the MSMEs.
* Explain how the proposed training objectives, outputs, and activities would have a concrete impact and contribute towards the achievements of the program component.
* Show that projects are innovative, impactful, and sustainable.
* Promote social inclusion, including gender equality and women’s empowerment.

**Qualifications**

* Experience in providing courses on value-chain development.
* Experience in working with MSMEs, especially micro-enterprises.
* Full understanding of the relevant Free Trade Agreements (e.g., the African Continental Free Trade Agreement)
* Proven ability to facilitate effective and balanced consultations which includes diverse actors and perspectives to ensure that voices are heard, and exchanges are constructive.
* Proven ability to evaluate the participants’ performance and provide the necessary course of action where relevant.
* Proven ability to produce high-quality written reports (to the SGP) according to deadlines.
* Familiarity with UNDP and SGP programming is an advantage.

**Time Framework:**

The call for proposals is open from the date of this advertisement until 12:00 midnight on November 20, 2023. Interested applicants should submit full proposals using the format attached to this call (Annex 1). Applications would be processed at the end of the call, and only successful applicants would be notified accordingly. The full details on the eligibility criteria, preferred bio-geographic areas, the project strategy, guidelines for applications, and the project application document are attached to this call (Table 1). However for any further information regarding the call, please send a request to george.ortsin@undp.org copied to GeorgeO@unops.org; or write directly to The **National Programme Coordinator**, **UNDP GEF-SGP, P. O. Box 1423, Accra.**.

**ANNEX 1**  **CALL FOR THE PROPOSAL PROCESS**

The GEF-SGP “call for proposal” will follow these steps in the selection of the best proposal:

***Discovery***

* The call is open to all eligible Civil Society Organizations (CSOs) or social enterprises who reside and operate in Ghana. Training institutions with a focus on natural resource-based micro, small, and medium-scale enterprises will have added advantages.
* Qualified CSOs must submit a full proposal document using the format attached to this call [Annex 3] within the specified time.

***Draft and issue***

* The CSO’s responses will allow for a collaborative review and interaction with the SGP secretariat to get the necessary briefing on the project.
* The SGP secretariat will make sure that applicants understand the project so that their responses can be measured against the evaluation criteria. They shall ensure prompt responses to clarify any questions that come in from the applicant about the project.

***Score and shortlist***

* A Project Proposal (PP) format is indicated in this document (Annex 3). The criteria, sub-criteria, and point system for the evaluation of the Proposals have been specified.
* All pre-qualified proposals would be evaluated by the National Steering Committee of the GEF Small Grants Program in Ghana. They will recommend the selection of a CSO/CBO for the grant award. Only selected/shortlisted applicants would be informed.
* The scoring criteria are described in Table 1.

***Select the winner and contract.***

* The selected CSOs would be contacted to accept the grant offer.
* The SGP will work with the selected CSOs on the assignment and complete realistic timelines and activity budgets.
* The UNDP will sign a Memorandum of Agreement (MoA) with the selected CSO/CBO on behalf of UNOPS.
* Funding disbursement would be made in three tranches of 50-40-10 over two years.

The project would be subjected to strict monitoring and meeting of timelines.

*Table 1: The criteria, subcriteria, and point system for evaluation.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Simplified Technical Proposal** | The criteria, sub-criteria, and point system for the evaluation of the Proposals are as follows:

|  |  |
| --- | --- |
| **Criteria** | **Points** |
| **Adequacy of the Technical Approach and Methodology**  | **50** |
| 1. Alignment to the corresponding Priority Area as indicated in the call for proposal/concept (CfP).
 |
| 1. Clear definition of the business model and strategy
 |
| 1. Quality, clarity, and linkages between the identified issues and opportunities, and the objectives proposed to tackle them.
 |
| 1. Clear understanding of marketing and customers (marketing mix, general marketing mix, digital/social media; E-commerce, Cyber security (strategies) proposed related to the identified problems.
 |
| 1. Work plan to implement the project strategies.
 |
| 1. Cross-border trade (including AFCFTA)
 |
| 1. Potential for scaling up the results after grant completion.
 |
| **Institutional Capacity** | **30** |
| 1. Experience in undertaking similar assignments.
 |
| 1. Experience in providing courses on value-chain development.
 |
| 1. Experience in working with MSMEs, especially micro-enterprises.
 |
| 1. Full understanding of the relevant Free Trade Agreements (e.g., the African Continental Free Trade Agreement)
 |
| 1. Proven ability to facilitate effective and balanced consultations
 |
| 1. Proven ability to evaluate the participants’ performance and provide the necessary course of action where relevant.
 |
| 1. Proven ability to produce high-quality written reports (to the SGP) according to deadlines.
 |
| 1. Familiarity with UNDP and SGP programming is an advantage
 |
| 1. General qualifications of other staff dedicated to the project.
 |
| 1. Proven records in working with groups in environmental, forestry, and/or agricultural-related enterprises.
 |
| **Finance and Budgeting** | **20** |
| 1. Alignment of proposed activities to the project.
 |
| 1. Responded to the budget requirements.
 |
| 1. Clearly spelt out input and output budget.
 |
| 1. Raised the needed matching funds.
 |
| **TOTAL SCORE** | **100** |

The minimum technical score required to pre-qualify for the NSC final evaluation is 70 points. At this point, the CSO is deemed to have the requisite experience to carry out the assignment. The applications scoring 70 and above would be sent to the National Steering Committee for evaluation and final selection.  |
| **Documentation**  | For the evaluation, all applicants are expected to attach photocopies of all relevant certificates and reports as follows: a) copies of relevant certificates in incorporation and authorization to commence business, b) audited accounts (for the last financial year) c) community/stakeholders’ endorsement and acceptance to cooperate in project implementation. |
| Negotiations and Signing of a Memorandum of Understanding would be documented. |
| Projects would be shortlisted, and qualified applicants would be informed. |
| The expected date for the completion of the project will be October 31, 2025. |
| **Total Estimated Budget** | The estimated total project budget shall not exceed the cedi equivalent of US$50,000.00. This is the fixed budget amount, and it includes monitoring, project management, and administration.  |

**Annex 2: OUTLINE OF PROJECT PROPOSAL FORMAT**

**GENERAL REQUIREMENTS**

**This is a standard Small Grants Programme project template for civil society and/or community-based organizations to apply for grants. This template is to be used when applying for the grant. All information is required while some sections of the template are expected to be filled with support from the National Coordinator and the National Steering Committee.**

The Project Proposal should be as brief as possible. The Proposal should be submitted in typed form. The blue font texts in this template are guidance and explanations and can be deleted once the proposal is prepared. Additional attachments may be submitted, including documents certifying the status of the organization, endorsements of the proposed project, funding commitments or other indicators of participation and support from other institutions, and evidence of community support and participation.

Please submit your proposal in a Word document to george.ortsin@undp.org (the *National Coordinator, GEF Small Grants Programme Ghana).*

PART 1: PROJECT COVER PAGE

1. **GENERAL INFORMATION**

|  |  |
| --- | --- |
| Country |  |
| Project No.  | *For SGP Official Use as relevant. Do not write anything here* |
| Project Title[[1]](#footnote-2): |  |
| Submission date |  |

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

|  |  |
| --- | --- |
| Name of organization |  |
| Year established |  |
| Physical & Mailing Address: |  |
| Telephone |  |
| Email  |  |
| Principal Officer (name and position) |  |
| Project contacts (names and positions)  |  |

1. **PROJECT LOCATION**

|  |  |
| --- | --- |
| Landscapes/Seascape (name) |  |
| State/District and Town/Village  |  |
| Coordinates (latitude/longitude) |  |

1. **GEF SMALL GRANTS PROGRAMME CLASSIFICATION (please consult NC/NSC as needed)**

Each project will **select one primary SGP Strategic Initiative and one primary Focal Area** as indicated in the below table. Projects may have secondary Strategic Initiatives and Focal Areas which should be noted in the project justification and approach. Appropriate indicators should be selected in line with the primary and secondary focal areas of the project (refer to the annex 1 below)

|  |  |  |
| --- | --- | --- |
| **Primary Strategic Initiative *(choose one primary Initiative)***  |  | **Primary Focal Area *(choose one primary focal area)*** |
|  | Community-based conservation of threatened ecosystems and species  |  | Biodiversity |
|  | Sustainable agriculture and fisheries, and food security  |  | Climate Change Mitigation |
|  | Low-carbon energy access co-benefits  |  | Land Degradation/Sustainable Land and Forest Management |
|  | Local to global coalitions for chemicals and waste management  |  |  Chemical and Waste Management |
|  | Catalyzing sustainable urban solutions  |  |  International Waters |

1. **PROJECT DURATION**

|  |  |
| --- | --- |
| Proposed Start Date |   |
| Project duration (in months) |  |

1. **PROJECT FINANCE**

|  |  |  |
| --- | --- | --- |
| Financial sources | Local Currency  | USD Currency  |
| Total fund request from GEF SGP |  |  |
| Total fund from co-financing (cash and in-kind) |  |  |
| Total Project Cost |  |  |

1. **ORGANIZATION – ELIGIBILITY**

Please describe the proposing organization’s experience and eligibility to successfully implement the proposed project:

1. Type of organization

[ ]  Community-based organization (CBO)

 [ ]  Civil society organization (CSO), including academic/training institutions.

[ ]  Others (describe the nature of the organization) \_\_\_\_\_\_\_\_\_\_\_\_\_

 In addition, choose one or more of the following as appropriate:

[ ] Indigenous Peoples organization

 [ ] Women’s group

 [ ] Youth Group

 [ ] Persons with Disabilities group

1. Length of existence and project management experience if any: \_\_\_\_\_ years
2. Briefly describe the purpose and core activities of the proposing organization/group: include a mission/vision statement as appropriate.

|  |
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|  |

1. Briefly describe organizational structure, governance, and administrative framework, including staff numbers, roles, etc. Indicate the legal status with any supporting registration/legal documentation as annex. If none, an provide an elaboration of its nature of existence. Provide recently audited financial statement.
2. Describe previous experience relevant to the proposed project, including activities related to global environmental issues; or experience with projects that focus on sustainable development at the community level.

|  |
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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

SECTION A: PROJECT FRAMEWORK

1. **Project Summary**

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| Please provide a summary of the project in one paragraph, including rationale and context, project objective and key expected results, including the target site and community(ies) involved.  |

1. **Project Justification and Baseline – Project Problem Definition**

|  |
| --- |
| Please describe the project problem as follows: * The challenges that the project intends to address about global environmental and development issues.
* How the project relates to and will be contributing to the SGP Country Programme Strategy
* How the project relates to other relevant programmes supported by the government, and other donors, and the private sector.
 |

1. **Project Objectives, Results/Outputs, and Activities**

A. Provide detailed training and tools to strengthen the capacities of nature-positive MSMEs in four areas of value chain development concerning

1. Essentials of Business Planning including but not limited to business model and strategy (market analysis, competition, strengths and weaknesses of the participants, business plan development) and basic accounting and finance

2. Understanding marketing and customers including but not limited to marketing mix (Four P’s: product, price, placement, and promotion), general marketing techniques, Digital/Social Media Marketing Customer Experience, Ethical marketing principles

3. Online Sales approach including but not limited to E-commerce (for national/in-country and international sales), Cyber security best practices and tools

4. Cross-border trade approach including but not limited to packaging and product quality requirements for specific markets (depending on Business-to-Business (B2B) or Business-to-Consumer (B2C)), Import/Export requirements, Accessing new markets, Customs procedures/cross-border trading requirements, Opportunities under relevant free trade agreements (e.g., African Continental Free Trade Agreement (AfCFTA), etc.)

B. Specify how the modules will be facilitated. The organization needs to specify (i) the number of hours for each module; (ii) which courses will be provided in-person vs. online; and (iii) the number of facilitators and their specific roles and responsibilities.

C. Specify the number of participants who can participate in each module/course. The organization needs to specify how many participants it can cater to in each of the modules/courses that they are providing and ensure that each participant’s needs are addressed.

C. Provide peer-to-peer mentoring sessions after each module or course area to help the enterprises with their specific needs. The organization needs to specify (i) how the mentoring sessions will be conducted (e.g., in-person, online, or phone consultation); (ii) when it will be conducted; and (iii) who the mentors will be. It is highly recommended that mentoring sessions be provided regularly and that mentors operate nature-positive businesses.

D. Specify how the participants will be evaluated. The organization should provide a detailed description of how they evaluate the participants’ performance and what tools, if relevant, will be used.

E. Specify how you will organize courses and events. The organization will provide the venue for the courses and organize the courses and other relevant events about the SGP MSME initiative, including mobilizing the participants/MSMEs for the courses/events. Given that the courses are open to all MSMEs in Ghana and not exclusive to those supported by the SGP, the proposed participant list will have to be indicated. to ensure that participants are nature-positive MSMEs.

3.4 Project Implementation Plan and Time Frame: Please include the timing of the activities, required reports, project reviews, and monitoring activities by completing Table 1.

Table 1: Project Framework and Implementation Plan

|  |  |
| --- | --- |
|  **Project Objective: XXXX**  | **Timing/Duration of Activity in Months (or Quarters)** |
| **Project Framework** | **Responsible****Party** | **Indicator, including means of verification** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| ***Component/Output 1:******XXXXX*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.1: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.2: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.3: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Component 2/Output 2: XXXXXX** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.1: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.2: XXXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Monitoring and Evaluation**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Mid-term review and reporting
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Final review and reporting
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Community and Stakeholder Participation Plan

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| Please describe how the stakeholders and communities, including indigenous peoples where relevant, were and will be involved in: i) project planning and design: ii) project implementation, and iii) project monitoring and evaluation. Please attach the documentation as relevant. |

Inclusion –Women, Indigenous Peoples, Youth, and Persons with Disabilities:

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|  Please describe how the project takes into consideration:The roles and needs of both men and women (with a special focus on the needs of women), Other social inclusion groups (indigenous peoples, youths, and persons with disabilities), and How this would be reflected in the budget, results, and benefits of the project. |

Impact – Sustainability, Scale-up and Replication:

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| Please describe the sustainability of the project impact in the long term, both environmentally and socio-economically. Outline possible steps to be taken before, during, and at project completion to ensure that the project impact will continue for many years after the project ends (i.e., who will manage the continuation of the activities/outcome, how will it be financed, etc).  |

Innovation

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| --- |
| Please describe the innovative aspects of the project. This may include a new way of thinking a new form of organizing resources, new ways to connect within the community, improvements of existing product/service/delivery process, original product/service/model of delivery, and fueling local action and organizing as groups. |

Knowledge Management

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| .Please describe the plan to capture, share, and disseminate the knowledge, lessons learned, and good practices gained through the implementation of the project. Please specify the knowledge products to be generated by this project |

SECTION B: PROJECT RISKS, MONITORING & EVALUATION

1. **Project Risks**

Please describe **major risk factors** that could result in the project not producing the expected results. These should include both internal factors (e.g., technology involved fails to work as projected) and external factors (e.g., climate change impacts, political and economic situation, etc). Please also propose risk mitigation measures to address the potential risks.

**Table 2: Risks and Mitigation Measures**

|  |  |  |
| --- | --- | --- |
| **#** | **Internal and External Risks** | **Possible mitigation measures** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  |  |  |

1. Monitoring & Evaluation Plan and Indicators (please consult with the NC/NSC)
2. **Project monitoring schedule**

Please identify the annual, mid-term, and final monitoring schedules and incorporate them into the Project Framework and Implementation Plan (Table 1 above).[[2]](#footnote-3)

* + - 1. **PERFORMANCE TARGETS**:

| **INDICATOR(S)** | **DATA SOURCE** | **BASELINE** | MILESTONES | FINAL TARGET |
| --- | --- | --- | --- | --- |
| **Period1** | **Period2** |
|  |  |  |  |  |  |
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**SECTION C: PROJECT BUDGET**

(Please seek support from NC/NSC as needed)

Project Budget

Please provide budget details following the below expenditure categories, and how the funds will be spent over the project period. Use the formats in Annex 2 and Annex 2.1 to complete the budget. GEF SGP grant requests should not exceed fifty thousand United States Dollars (US$50,000) per project and Operational Phase. SGP projects generally should not exceed 2 years. Co-financing of equal or more amount to the SGP grant amount is encouraged.

Table 3: Project Budget (in local and/or USD currency)

|  |  |  |
| --- | --- | --- |
| **Expenditure Category** | **SGP Grant (Amount and Percentage of the total budget)** | **Co-finance (both cash and in-kind from community, donor, etc)** |
| 1. Personnel / Labor (please provide detailed breakdown)  |  |  |
| 2. Equipment / Materials (please provide detailed breakdown) |  |  |
| 3. Training / Workshops/ Seminars / Travel (please provide detailed breakdown) |  |  |
| 4. Contracts (please provide detailed breakdown) |  |  |
| 5. Project Management cost |  |  |
| **Total Project Cost** |  |  |

1. **Cofinancing**

Please provide details on the cost-sharing contributions (cash and in-kind) summarized in Table 4 below. Cofinancing should be directly related to the achievement of the project results, such as labor, materials, time, and other quantifiable resources that count towards it. This should include sources and nature of the contribution (e.g., Youth Organization contributing labor, land, cash, etc). The GEF SGP applies the principle of co-financing the target activities between the relevant partners in the project. It is therefore important that proposing organizations make some contribution towards the operational and programmatic costs of the project.

Table 4: Cofinancing

| **Sources of Contribution** | **Cash Cofinance** | **In-kind Cofinance**  | **Cofinance is Committed or Projected\*** | **Amount (in local or USD currency)** |
| --- | --- | --- | --- | --- |
| Community  |  |  |  |  |
| Proposed organization  |  |  |  |  |
| Donor (please specify) |  |  |  |  |
| Local government  |  |  |  |  |
| Other (please specify) |  |  |  |  |
| **Total**  |  |  |  |  |

ANNEX 2: GEF/SGP STANDARD PROJECT BUDGET FORMAT

|  |
| --- |
| **Annex 2.1: Project Activity Budget Format** |
| **Planned Project Activity** | **Unit** | **Number of Units** | **Cost Per Unit (Ghs)** | **Total (Ghs)** | **Budget Category** | **COMMENTS ON CONTRIBUTION**  |
| **Personnel/ Labour** |  **Equipment/ Materials** | **Training, Seminars, Travel and Workshops** | **Contracts** | **Project Management**  |
| **Output 1** |  |  |   |   |   |   |   |   |   |   |
| *Activity 1.1* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 1.2* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 1.3* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity ??* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **Output 2** |  |  |   |   |   |   |   |   |   |   |
| *Activity 2.1* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 2.2* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 2.3* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity ??* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **Output 3** |  |  |   |   |   |   |   |   |   |   |
| *Activity 3.1* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 3.2* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 3.3* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 3.??* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **Output 4** |  |  |   |   |   |   |   |   |   |   |
| *Activity 4.1* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 4.2* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 4.3* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 4.??* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **Output 5** |  |  |   |   |   |   |   |   |   |   |
| *Activity 5.1* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 5.2* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 5.3* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 5.??* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **Output 6** |  |  |   |   |   |   |   |   |   |   |
| *Activity 6.1* | Unit |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 6.2* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 6.3* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 6.??* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **Output 7** |  |  |   |   |   |   |   |   |   |   |
| *Activity 7.1* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 7.2* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 7.3* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity ??* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| ***Subtotal*** |  |  |  | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** | ***0.00*** |  |
| **GRAND TOTAL**  |  |  |   | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |

SMALL GRANTS PROGRAMME INDICATORS FOR GEF-7

GEF SGP OP7 Project Indicators (please refer to M&E guidelines for details)

All SGP projects will align with at least one or more of the below global environmental indicators. The SGP priorities are aligned with that of the GEF-7 Programming Directions Paper and its outcomes to meet the GEF-7 targets. To capture global environmental benefits, in GEF-7 SGP is aligned with 6 of the 11 GEF-7 core indicators.

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| **PROJECT LEVEL INDICATORS** |
|  **MANDATORY Global Environmental Indicators: at least one indicator and no more than three (aligned with GEF 7 Core Indicators)** | **Type** |
| 1 | Marine protected areas under improved management effectiveness (hectares) | Mandatory: A given project can be linked to at a minimum one indicator; and *at most* three of these GEF-7 core and sub-indicators  |
| 2.1 | Area of degraded agricultural/range/protected/forest lands restored (hectares) |
| 2.1 | Area of landscapes under improved management to benefit biodiversity (hectares) |
| 2.3 | Area of landscapes under sustainable land management in production systems (hectares) |
| 3 | Area of marine habitat under improved practices to benefit biodiversity (hectares; excluding protected areas) |
| 4 | Solid and liquid Persistent Organic Pollutants (POPs) and POPs containing materials and products removed or disposed of) (indicator 9.6 which is contextual) |
| 5 | Number of direct beneficiaries disaggregated by gender as co-benefit of GEF investment (this is also put below under mandatory socio-economic indicators) |
|  **MANDATORY: Socio-Economic Benefit Indicators** | **Type** |
| 1 | Number of direct beneficiaries with improved livelihoods and well-being  | Mandatory |
| 2 | Number of direct beneficiaries benefitting from SGP intervention  | Mandatory |
| 3 | Breakdown number of beneficiaries reached by social inclusion groups (using 0 in case a category is not applicable): |  |
|   | * Number of Women;
 | Mandatory |
|   | * Number of Indigenous Peoples;
 | As relevant |
|   | * Number of Youth;
 | As relevant |
|   | * Number of Persons with Disability
 | As relevant |
| 4 | Is the project tagged (for expected contribution at the project commitment stage/ report on results in the final report) to closing gender gaps in one or more of the following categories (check all applicable)?  | As relevant |
|   | * *contributing to equal access to and control of natural resources of women and men*
 |   |
|   | * *improving the participation and decision-making of women in natural resource governance*
 |   |
|   | * *targeting socio-economic benefits and services for women*
 |   |
| 4 | Does the project include sex-disaggregated and gender-sensitive indicators (*at the commitment stage*) | As relevant |

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| **PROJECT LEVEL INDICATORS** |
| **AS RELEVANT/OPTIONAL: Additional Indicators**(These include both Global Environmental Benefit and Socio-Economic Benefit indicators) | **Type** |
| ***SGP projects are multi-focal. Checkmark focal area strategy used (biodiversity, climate change mitigation/ adaptation, land degradation, sustainable forest management, international waters, chemicals, and waste)*** | *Due to the multi-focal nature of SGP interventions, projects can select from all indicators across all focal areas while highlighting the focal area that will be their primary strategy.* |
| 1 | Names and Number of target landscapes/seascapes under improved community conservation and sustainable use  | BD |  *While primary focal areas for each indicator area are listed, please note irrespective of the* *focal area selected, a project can choose from any of these indicators to be linked to in case of multifocal and integrated results. Please note these are optional are optional.**While primary focal areas for each indicator area are listed, please note that irrespective of the focal area selected, a project can choose from any of these indicators to be linked to in case of multifocal and integrated results. Please note these are optional are n nature.* |
| 2 | Number of Protected Areas (PAs)  | BD |
| 3 | Number of ICCAs; Hectares of ICCAs | BD |
| 4 | Number of sustainably produced biodiversity and agrobiodiversity products  | BD |
| 5 | Number of significant species with maintained or improved conservation status  | BD |
| 6 | Number of community members with improved actions and practices on agriculture, land, and water management | LD |
| 7 | Number of *new or sustained* farmer leaders adopting and demonstrating improved agriculture and agroecological practices.  | LD |
| 8 | Number of *new or sustained* farmer groups or networks, advocating and disseminating improved agriculture approaches and practices.  | LD |
| 9 | Number of projects working on renewable energy (biomass, hydro, solar photovoltaic, solar thermal, other); energy efficiency, sustainable transport; and conservation/ enhancement of carbon stocks. | CC |
| 10 | Number of low carbon typologies that are community-oriented and locally adapted  | CC |
| 11 | Number of households achieving energy access and co-benefits (such as ecosystem effects, income, health, and others)  | CC |
| 12 | Area of Forests and non-forest lands with restoration and enhancement of carbon stocks initiated through completed projects (hectares) |  |
| 13 | Number of projects working on (check mark categories applicable): awareness and outreach solid waste management (reduce, reuse, recycle); sustainable pesticide management; organic farming; development of alternatives to chemicals | C&W |
| 14 | Checkmark and report all that apply: Kg of pesticides avoided, reduced, or prevented; Kg of solid waste prevented or reduced (such as plastics, domestic waste, agricultural waste, etc); Kg of harmful chemicals avoided from utilization or release; Kg of e-waste collected or recycled; Kg of mercury avoided, reduced, or sustainably managed | C&W |
| 15 | Number of *new or sustained* local to global coalitions and networks on chemicals and waste management established or strengthened | C&W |
| 16 | Names and Number of Seascapes/inland freshwater Landscapes. These include local names of marine parks, marine sanctuaries, gulfs, bays, lakes, rivers, and underground waters. | IW |
| 17 | Tons of land-based pollution (such as solid waste, sewage, wastewater, and agricultural waste, etc.) avoided, reduced, or prevented from entering the waterbodies | IW |
| 18 | Hectares of river/lake basins applying sustainable management practices through project’ intervention | IW |
| 19 | Names of regional transboundary waterbodies/ Strategic Action Plans (SAPs) if applicable  | IW |
| 20 | Number of organizations with capacities built or developed (a record for both): number of civil society organizations (CSOs), number of community-based organizations (CBOs) | All focal areas |
| 21 | Number of beneficiaries with improved capacity | All focal areas |
|  **Cross-cutting social inclusion project-level indicators** |
| 22 | The project led by women and/or institutes mechanisms for increased participation of women in decision-making? (Yes/ No) | GENDER |  |
| 23 | Number of indigenous leaders with higher capacities (to deliver local solutions and have strong policy advocacy representation)  | IP |
| 24 | Number of youth organizations engaged with as part of SGP intervention  | YOUTH |
| 25 | Number of PWD (persons with disabilities) organizations engaged as part of SGP intervention  | PWD |

1. The title must capture the essence of project and aligns to GEF focal areas. [↑](#footnote-ref-2)
2. Among the key issues to be addressed as part of M&E are a) performance of the project in terms of activities and outputs; b) results of the project, in terms of achieving the outcomes and objective(s); c) mid-course correction and adjustment of the project design and plans; and d) participation of community members in the project monitoring and evaluation processes. [↑](#footnote-ref-3)