



**SGP** The GEF  
Small Grants  
Programme



## GEF Small Grants Programme (SGP)

### Terms of Reference

### Open Call for Civil Society Organizations

**The Global Environment Facility (GEF) Small Grants Programme (SGP) and the United Nations Development Programme (UNDP) are announcing an open call for civil society organizations for the National Steering Committee membership.**

The Small Grants Programme National Steering Committee serves as the main decision-making body of the Small Grants Programme at the country level and provides overall oversight, guidance, and direction to the Country Programme.

#### **The functions and duties of the National Steering Committee member are as follows:**

- Provide overall guidance and strategic direction of the Country Programme, including the development, implementation, and periodic review and revision of the Small Grants Programme Country Programme Strategy.
- Review and approve projects in alignment with the Country Programme Strategy following participatory, democratic, impartial, and transparent procedures in line with the Small Grants Programme operational guidelines and standard operating procedures.
- Provide technical support to the project oversight and implementation at the country level under the Small Grants Programme project document for the operational phase, including project monitoring and evaluation (e.g. field visits).
- Link the Small Grants Programme operations to the relevant global, regional, and national policies and strategies of the Global Environment Facility (GEF) and other third-party co-financing.
- Support partnership development and resource mobilization efforts for the Small Grants Programme at project and country levels.
- Support scaling up efforts to mainstream the Small Grants Programme lessons learned and successes in national development planning and policymaking.

#### **Term of service**

The National Steering Committee members serve for three years, with a possibility of one-time renewal. Consecutively serving more than two terms is not allowed, unless approved by the Small Grants Programme Global Manager on an exceptional basis.

Participation in the National Steering Committee is voluntary, without monetary compensation. Travel expenses for the project site visits or to the National Steering Committee meetings can be covered by the Small Grants Programme country operational budget as relevant and should be reflected as part of the annual work plan and country operational budget planning exercise.

An organization that a member is associated with, shall not participate in GEF Small Grants Programme grants competitions. In such cases, the member shall be excused from both the discussion and decision on the project.

### **Basic criteria for membership:**

- Georgian citizenship
- Sound knowledge of the environmental conditions in the GEF-SGP focal areas: biodiversity, climate change, international waters, land degradation, POPs and thematic areas that the country programme is focused on.
- Sound knowledge of the (environmental) problems on the national and local level experience in preparation, implementation and monitoring/evaluation of projects
- The National Steering Committee non-governmental members must have high credibility independence and impartiality
- Strong NGO linkages - wide experience working with CSOs, CBOs, in the country and can thus represent the needs and interests of the constituency in committee discussions

### **Selection**

The existing National Steering Committee will review the nominations based on the selection criteria (considering both the expertise and qualifications of the individual candidates as well as consider non-governmental members credibility) and provides a recommended list of two or three candidates to the UNDP Resident Representative.

The UNDP Resident Representative, in consultation with the National Coordinator, will review and agree upon the recommended list of new National Steering Committee members, which is then submitted to the CPMT for final approval.

### **How to apply**

Interested organizations should nominate candidates and submit their CVs via email to the National Coordinator at [ana.shubitidze@undp.org](mailto:ana.shubitidze@undp.org) no later than COB of 5 November 2021.

### **Contact person:**

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