OP7 GEF-SGP CALL FOR PROPOSAL PROCESS

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



**DISCOVERY**

* The call is open to all eligible civil society organizations who are interested in Ghana including community-based organizations. All interested CSO will express interest in undertaking the assignment by submitting concept paper. [Annex A]
* An internal team will meet to review the concept paper based on the eligibility criteria in the call for proposal.
* Eliminate vendors that do not meet the eligibility criteria.
* Qualified CSO would be required to submit full proposal document within specified time.

**DRAFT AND ISSUE**

* The CSO’s responses will allow for a collaborative review and interaction with the SGP to get the necessary briefing on the project.
* The SGP secretariat will make sure vendors understand the project so that their responses could be measured against other vendor responses.
* Set clear timelines for vendors and internal stakeholders.
* Clarify any questions that come in from vendors about the project.

**SCORE AND SHORTLIST**

* A Project Proposal (PP) format is indicated in this document (Annex B). The criteria, sub-criteria, and point system for the evaluation of the Proposals has been specified.
* All proposal would be evaluated by the National Steering Committee. They will recommend the selection of CSO/CBO for grant award. The scoring criteria is described below and detailed in Annex C:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **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. Quality, clarity, and linkages between the identified issues and opportunities, and the objectives proposed to tackle them
 |  |
| 1. Solutions proposed related to the identified problems
 |  |
| 1. Work plan
 |  |
| 1. Monitoring and evaluation system
 |  |
| 1. Potential for scaling-up the results after grant completion
 |  |
| **Institutional Capacity** | **25** |
| 1. Experience in undertaking similar assignment
 |  |
| 1. Implementation capacity, both technical and financial management
 |  |
| 1. Experience of Team Leader in the related field being applied
 |  |
| 1. Partnership and working experiences with other CSOs
 |  |
| 1. General qualifications of other staff dedicated to the project.
 |  |
| 1. Experience of project team in innovative activities and working with local communities within landscapes.
 |  |
| **Finance and Budgeting** | **25** |
| 1. Alignment of proposed activities to the project.
 |  |
| 1. Responded to the budget requirements.
 |  |
| 1. Raised the needed matching funds.
 |  |
| **TOTAL SCORE** | **100** |

The minimum technical score required to pass 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. Only one CSO would be selected to execute this assignment.  |
| **Documentation**  | For the purpose of the evaluation, all applicants are expected to attach photocopies of all relevant certificates and reports.  |
| Negotiations and Signing of Memorandum of Understanding |
| Projects would be shortlisted and  |
| Expected date for the completion of the project will be June 2021 |
| **Total Estimated Budget** | The estimated total cost of each project should not exceed US$50,000.00 is the fixed budget amount. It includes monitoring and administration of the project.  |

* The NSC recommendation together with all the relevant documentations would be used to prepare a Memorandum of Agreement, which will be signed by the UNDP and the selected CSO/CBO
* Make sure you check all reviews and contact references.

**SELECT THE WINNER AND CONTRACT**

* The selected CSO would be contacted to accept the grant offer.
* The SGP will negotiate with the selected CSO on the assignment and complete realistic timelines.
* The UNDP will sign Memorandum of Agreement (MoA) with the selected CSO/CBO.
* Funding disbursement would be made in three tranches of 50-40-10 over a period of two years.
* The project would be subjected to strict monitoring and meeting of timelines.

## ANNEX A. CONCEPT PAPER FORMAT

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| --- |
| **CONCEPT PAPER GUIDELINES** |

A.1. Purpose

The Global Environment Facility Small Grants Programme (GEF/SGP) Grant Concept Paper Templateis designed to gather basic information about the Applicant (Grantee) and grant activity proposed under GEF/SGP-Country Programme Strategy.

A.2. Instructions by Section

Items 1: Organization background: name, address date organization was founded, and current registration status. Contact Information— Contact name, title, address, telephone, fax, e-mail, etc. The contact person (agent) is responsible for communications between GEF/SGP and the Applicant. This applies to all aspects of the grant application, from initial summary through negotiation and award. The agent must have full authority and responsibility to act on behalf of the Applicant. The agent should be someone who will be directly involved with the grant activity and has a proven, established relationship with the Applicant.

Item 2: Briefly describe the organization and its activities—This section should introduce the Applicant and its background: how it was formed, its mission or purpose, major accomplishments in the area of the targeted activity, current activities, past related experience, and clients. This section must not exceed 2 pages in length.

Item 3: Grant activity title—The title given to the activity should relate to the grant activity objective. For purposes of this application, project can also mean program initiative, campaign, or Advocacy. Background—Identify the problem that the grant’s activities propose to address. This section must not exceed 2 pages in length.

 State the grant objective; describe the activities that are proposed to meet this objective, the expected results to be achieved through the grant activities, and how the activities are linked to the grant objective. The grant objective and activities must be linked to GEF/SGP objectives as described in the solicitation. This should be the most detailed section but must not exceed 3 pages in length.

Item 4: Identify beneficiaries, disaggregated by gender if possible, estimated number, location, how the grant activities will reach the intended beneficiaries, and how they will benefit from the grant.

Item 5: Anticipated duration of the activity should be stated with a degree of accuracy of plus or minus two weeks.

Item 6: Main task phases of the activity—Provide details regarding the subtasks of the activity.

Item 7: Approximate cost of this activity (cash, in-kind, and third-party sources)—Applicant must submit a rough estimate of the cost of the proposed activity and sources of funds, specifying how much will come from GEF/SGP, the Applicant’s contribution, and any third-party contributions.

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| **.1 ORGANIZATION BACKGROUND** |

|  |  |  |
| --- | --- | --- |
| Name |  | Date  |
| Street |  |
| City |  |
| Proposal Contact Person |  |
| Telephone/WhatsApp. |  |  |
| Website  |  |
| E-mail: |  |

|  |  |
| --- | --- |
| Registration ID Number (s) | Registrar-General no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Social Welfare no. D.W.S 6367 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Year Founded |  |
| Number of Staff: |  |
| Organizational Budget (From the last 2 years Audited report) | 2019/18 |  |
| 2018/17 |  |
| Evidence of full authority and responsibility to act on behalf of the Applicant/beneficiaires. (attach letter or signed minutes of meeting held) |  |

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| **2. BRIEF DESCRIPTION OF THE ORGANIZATION** |
| Please provide a brief paragraph of your organization’s history, vision, mission, goal and significant past activities |  |

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| **3. PROJECT TEAM MEMBERS** |
| *Provide 2-3 sentences about key organizations and individuals)*Who are they key organizations and individuals to be involved in this project? |  |

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| --- |
| 4 **PROJECT DESCRIPTION** |
| 4.1 **Project Title** |  |
| Brief Description of the problems that the project will address |  |
| **4.2 Project Objectives**  |
| What are you trying to achieve in the next 1 -2 years?  |  |
| **4.3 Project Scope** |
| What is the geographic and thematic scope?Examples: Community landscape/waterscape, wetlands, forest lands. |  |

|  |
| --- |
| **Place the map of the area(s) where possible** |

|  |
| --- |
| **4.4 Main project Targets, Outputs & Activities,**  |
| What does your project propose to achieve?  | **Targets****Outputs****Activities** |
| **4.5. Critical Threats** |
| What are the critical threats you plan to address with this project? Examples: pollution, withdrawal of water for agriculture, species restorations, wildfire etc. |  |

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| **4.6. Strategies & Actions (Summary).**  |
| What strategies do you use to achieve your objectives? |  |
| 4.7 **ASSUMPTIONS** |
| Please describe how you believe your strategies can achieve your conservation goals. This can be as a text narrative or in the form of a theory of change or results chain.  |  |

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| **4.8 Who are the intended beneficiaries, (disaggregated by gender)** |
| State the primary and secondary beneficiaries |  |

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| **5. ESTIMATED PROJECT COST** |
| Give the best estimate of the cost of this project (Ghana Cedis) and or US Dollars using the prevailing exchange rate. |  |

## Annex B Project Proposal Format

GEF/SGP PROPOSAL GUIDELINES

1. **GENERAL INFORMATION (Required)**

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

1. **CIVIL SOCIETY/COMMUNITY BASED ORGANIZATION – APPLICANT (Required)**

|  |  |
| --- | --- |
| Name of organization |  |
| Year established |  |
| Mailing Address: |  |
| Physical Address |  |
| Telephone |  |
| Email  |  |
| Principal Officer (name and position) |  |
| Project contact/manager (name and position)  |  |

1. **PROJECT LOCATION (Required with NC/NSC support)**

Please include a map and/or coordinates by entering latitude and longitude if possible.

|  |  |  |
| --- | --- | --- |
| Landscapes/Seascape (name) |  |  |
| State/District |  |  |
| Town/village  |  |  |

1. **GEF SMALL GRANTS PROGRAMME CLASSIFICATION (Required with NC/NSC support)**

|  |  |  |
| --- | --- | --- |
| **Strategic Initiative *(choose one) [[2]](#footnote-2)*** |  | **Primary Focal Area *(choose one)[[3]](#footnote-3)*** |
|  | 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 |
| ***Grant Maker Plus (optional)*** |  |  |
|  | CSO-government-private sector policy and planning dialogue platforms |  |  |
|  | Social Inclusion (Indigenous Peoples, Youth, Women, and Persons with disabilities |  |  |
|  | Monitoring & evaluation and knowledge management |  |  |

1. **PROJECT DURATION (Required)**

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

1. **PROJECT FINANCE (Required)**

|  |  |
| --- | --- |
| Financial sources | Local Currency |
| Total fund request from GEF SGP |  |
| Total fund from cofinancing/other sources |  |
| Total Project Cost |  |

## ORGANIZATION – ELIGIBILITY & CAPACITY

##  Please describe proposing organization’s experience, capacity, and commitment to successfully implement the proposed project. The issues to be covered in this section include:

* + 1. Type of organization

[ ] Community-based organization (CBO)

 [ ] Indigenous Peoples organization

 [ ] Women’s group

 [ ] Youth Group

 [ ] Persons with Disabilities group

[ ]  Civil society organization (CSO) ,

[ ]  Academic or training institution.

[ ]  Others

* + 1. Purpose and core activities of the proposing organization/group: include a mission/vision statement if this exists

|  |
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|  |

* + 1. Length of existence and project management experience if any: XX years
		2. Organizational structure, governance and administrative framework. Provide an indication of the legal status. If none, provide an elaboration of its nature of existence. Provide any supporting registration/legal documentation as an annex. Provide the recent audited financial statement if any.

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* + 1. 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 community level.

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* + 1. Please indicate if the organization has already been a GEF SGP grantee or involved in a GEF SGP funded project. Yes/No: If yes, describe the involvement with SGP.

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# PROJECT PROPOSAL

# PROJECT FRAMEWORK (Required with NC/NSC support)

1. **Project Summary**

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

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1. **Project Rationale**

Please describe the following:

* What challenges that the project intends to address in relation to global environmental and development issues.
* How the project relates and will be contributing to the SGP Country Programme Strategy
* How the project relates to other relevant programmes supported by government, GEF and other donors, and private sector.

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

Please describe the following (refer and use table 1 as relevant to describe):

1. **Primary objective:** Proposed project should include environmental objective, along with development/livelihood objective as relevant.
2. **Project results:**  Please describe measurable changes which will have occurred by the end of the project as a result of the planned intervention (e.g. XX hectares of community management conservation area established. XX community members is trained on improved on waste management).
3. **Project Outputs and Activities**: Please briefly describe what will be produced as project results and outputs. Please outline few activities for each output,
4. **Project Implementation Plan and Time Frame**: Please describe implementation plan. Please include timing of the required reports, project reviews and monitoring activities.

## Table 1: Project framework and Implementation Plan

|  |  |
| --- | --- |
|  **Project Objective: XXXX**  | **Duration of Activity in Months (or Quarters)** |
|  | **Responsible****Party** | **Indicator** | **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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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 5. Community and Stakeholder Participation Plan

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

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 6. Knowledge Management

Please describe the plan to capture, share and disseminate the knowledge, lessons learned and good practices gained through the implementation of the project.

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

Please describe how the project takes into consideration the roles and needs of men and women (with a focus on the needs of women), how the project reaches 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.

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|  |

 8. Impact – Sustainability, Scale-up and Replication:

Please describe sustainability of the project impact in a longer 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.

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|  |

 9. Innovation

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

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SECTION B: PROJECT RISKS, MONITORING & EVALUATION (Required with NC/NCS support)

1. **Project Risks**

Please identify and list the **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.

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## Monitoring & Evaluation Plan and Indicators

1. **Project monitoring schedule (please seek support from the NC/NSC)**

Please identify annual, mid-term, and final monitoring schedule. The project should be monitored according to a planned schedule, in line with the milestones identified in the Implementation Plan and Time Frame[[4]](#footnote-4)

|  |
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Project indicators (please seek support from the NC/NSC)

Please fill in Annex 1 – this is an requirement for all project.

# SECTION C: PROJECT BUDGET (Required – 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. SGP projects generally should not exceed 2 years. Cofinancing of equal or more amount to the SGP grant amount is encouraged.

Table 3: Project Budget (in local currency)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Expenditure Category | SGP GrantYear 1 | SGP Grant Year 2 | Total SGP grant  | Total Cofinancing (community, other donor, etc) |
| 1. Personnel / Labour |  |  |  |  |
| 2. Equipment / Materials |  |  |  |  |
| 3. Training / Seminars / TravelWorkshops |  |  |  |  |
| 4. Contracts |  |  |  |  |
| 7. Other support requested[[5]](#footnote-5) |  |  |  |  |
| Total Project Cost |  |  |  |  |

Cofinancing

Please provide details on the cost-sharing contributions (cash and in-kind) and summarized in table 3 below. This should include sources and nature of the contribution (e.g. Youth Organization contributing labour, 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 3: Proposing organization and Community Contributions

|  |  |  |  |
| --- | --- | --- | --- |
| Sources of Contribution | Type (cash/in kind[[6]](#footnote-6)) | Committed or Projected\* | Amount (in local currency) |
| 1. |  |  |  |
| 2. |  |  |  |
| **Total** |  |

# ANNEX 1: INDICATORS

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

All SGP project will align with at least one or more of the below global environmental indicators. The SGP priorities are aligned to 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.

# SMALL GRANTS PROGRAMME INDICATORS FOR GEF-7

|  |
| --- |
| **PROJECT LEVEL INDICATORS** |
|  **MANDATORY Global Environmental Indicators: at least one indicator, no more than three (aligned with GEF 7 Core Indicators)** | **Type** |
| 1 | Marine protected areas under improved management effectiveness (hectares) | A given project can be linked to at a minimum one indicator; and *at most* three of these GEF-7 core and sub-indicators  |
| 3.1 | Area of degraded agricultural lands restored (hectares) |
| 4.1 | Area of landscapes under improved management to benefit biodiversity (hectares) |
| 4.3 | Area of landscapes under sustainable land management in production systems (hectares) |
| 5 | Area of marine habitat under improved practices to benefit biodiversity (hectares; excluding protected areas) |
| 9 | Solid and liquid Persistent Organic Pollutants (POPs) and POPs containing materials and products removed or disposed) (indicator 9.6 which is contextual) |
| 11 | 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 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 project commitment stage/ report on results in 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 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 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 listed, please note irrespective of 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 in nature.**While primary focal areas for each indicator area listed, please note irrespective of 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 in nature.* |
| 2 | Number of Protected Areas (PAs)  | BD |
| 3 | Number of ICCAs; Hectares of ICCAs | BD |
| 4 | Number of sustainably produced biodiversity and agro biodiversity 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, waste water, and agricultural waste etc.) avoided, reduced or prevented from entering the water bodies | IW |
| 18 | Hectares of river/lake basins applying sustainable management practices through projects’ intervention | IW |
| 19 | Names of regional transboundary water bodies/ Strategic Action Plans (SAPs) if applicable  | IW |
| 20 | Number of organizations with capacities built or developed (record for both): number of civil society organizations (CSOs), number of community-based organizations (CBOs) | All focal areas |
| 21 | Number of beneficiaries with improved capacities | All focal areas |
|  **Cross-cutting social inclusion project level indicators** |
| 22 | Was the projects 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 |

**Annex 13-3: GEF SGP**

| **Planned Project Activity** | Unit | **Number of Units** | **COST PER UNIT (USD)** | Community/NGO contribution | **BUDGET CATEGORY GEF/SGP Contribution** | **COMMENTS ON CONTRIBUTION**  |
| --- | --- | --- | --- | --- | --- | --- |
| **TOTAL (USD)** | **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 1.4* |   |   |   | 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 2.4* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 2.5* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 2.6* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
|  |   |   |   | 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 3.4* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 3.5* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 3.6* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 3.7* |   |   |   | 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 4.4* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 4.5* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 4.6* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 4.7* |   |   |   | 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 5.4* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 5.5* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 5.6* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 5.7* |   |   |   | 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 6.4* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 6.5* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 6.6* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 6.7* |   |   |   | 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 7.4* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 7.5* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 7.6* |   |   |   | 0.00 |   |   |   |   | 0.00 |  |
| *Activity 7.7* |   |   |   | 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** |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Total Budget:** | **0.00** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Total requested from GEF SGP:** | **0.00** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Total contribution to the Project:** | **0.00** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Cash contribution: | 0.00 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | In-Kind contribution: | 0.00 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| CSO/NGO President/PROJECT MANAGER: |  |   |   |   |  |  |  |  |  |  |
|  |  |   |   |  |  |  |  |  |  |  |
| Person responsible for the project: |  |   |   |   |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Project accountant |  |   |   |   |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Date: |  |   |   |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

1. The title must capture the essence of project and aligns to GEF focal areas [↑](#footnote-ref-1)
2. Projects need to take an integrated approach and work on at least one of the strategic initiatives noted above. Focal area results are achieved as a consequence of this integrated approach. [↑](#footnote-ref-2)
3. Each project should have one primary Focal Area which should be indicated. In addition projects may have secondary focal areas which should be specified in the project rationale and approach. Appropriate indicators should be selected in line with the primary and secondary focal areas of the project (refer to M&E guidelines [↑](#footnote-ref-3)
4. 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-4)
5. Outline other forms of support requested from SGP which are not included in the budget. This support may be for both technical and

administrative matters (and not for additional funding). This may cover areas which you need to specify such as: Consultants; Procurement; and Other (specify). [↑](#footnote-ref-5)
6. Refers to contributions made directly towards projects realization such as labour, materials, time and other quantifiable resources that count towards the achievement of the project results. An approximate amount should be indicated in the table. [↑](#footnote-ref-6)