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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Must capture the essence of project and aligns to GEF focal areas)*

Name/Type of Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year Established: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Contact/Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name and position)*

|  |  |  |  |
| --- | --- | --- | --- |
| **GEF SGP Focal Areas: *(double click on grey box)*** | |  | **Strategic Initiatives: *(double click on grey box)*** |
|  | Conservation of Biodiversity |  | Community-based conservation of threatened ecosystems and species |
|  | Climate Change (Mitigation) |  | Low Carbon Energy Access to Co-benefits (LCEAC) |
|  | Land Degradation and Sustainable Forest Mgnt |  | Sustainable agriculture and fisheries, and food security |
|  | International Waters |  | CSO-Government-Private Sector Policy and Planning Dialogue Platforms |
|  |  |  | Enhancing social inclusion (women, youth, and persons with disabilities) |
|  |  |  | Monitoring and Evaluation and Knowledge Management |
|  | | | |
|  | **Sustainable Development Goals: *(double click on grey box)*** | | |
|  | 10. Energy Security and Efficiency (SDG: 7, 11 & 12) | | |
|  | 13. Sustainable Management & Use of Environmental & Natural Resources (SDG: 6, 12, 14 & 15) | | |
|  | 14. Hazard Risk Reduction and Adaptation to Climate Change (SDG: 13 & 15) | | |
|  | 15. Sustainable Urban and Rural Development (SDG: 1, 10 & 11) | | |
|  | | | |
| Proposed Start Date (*four months after submission*): | | Expected Project Duration (*in months*)*:* | |
| **Finances** | | | |
| Total GEF SGP Request | | USD | |
| Total from other Sources: | | USD | |
| Total Project Cost: | | USD | |
| UN Rate of Exchange *(for GEF SGP official use)* | | | |

# Concept

This concept includes the following main sections: Project Rationale and Approach (Section A), Project Risks, Monitoring & Evaluation (Section B) and Project Budget (Section C).

**SECTION A: PROJECT RATIONALE AND APPROACH**

***Project Summary/Problem Statement (1/2 page)***

Identify the **ENVIRONMENTAL** problem(s) to be addressed. Please note if you cannot clearly identify an environmental problem in a GEF focal Area, then your project cannot be considered for funding by the GEF SGP. Ideas for information to include here are:

* Length of time needs/problems have existed
* State the Impacts of problem to target population on **natural environment** and its effects on human population including impacts on vulnerable groups – poor, youth, elderly, disabled
* Clearly indicate the cause and effect of the problem being faced
* State whether problem has ever been addressed before, and what the outcome was the impact of the intervention
* State what would result if the problem(s) are not addressed
* For biodiversity projects, please present evidence (citing authoritative sources) that the named species (flora and fauna) that will be conserved are threatened /endangered endemic/indigenous. You should explain what the threats to the species and their habitats are. Is the site located in a protected area, biodiversity hot spot, or forest reserve?
* For climate change and land degradation projects, please specify what activities are contributing to exacerbation of the problem, and the negative impacts on the national and global environments.

# ***Organisational Background (1 or 2 paragraphs)***

Please demonstrate that your organisation has the experience, capacity and commitment to successfully implement the proposed project or is prepared to work with GEF SGP to build capacity to undertake the project. Issues to be covered in this section include: legal status, areas for capacity building/strengthening. This should be clearly stated, outlining the approach to be used.

# ***Project Objectives and Expected Results (1/2 page)***

Please indicate the primary objective and expected results and your justification for the project.

Justification should indicate the importance of the project to the GEF SGP in terms of contributing to the overall specific focal area objectives. Project should also reflect the relationship with ***goals 3 and 4*** of the National Plan – Vision 2030. A site map would be very useful.

***Plan to ensure Community Participation (1 or 2 paragraphs)***

Describe how the stakeholder communities were involved in the **Project planning and design** and will be involved in: 1) **Project implementation** and ii) P**roject monitoring and evaluation**. This information will serve as a basis for assessing and understanding community participation and ownership.

***Knowledge Management (1 or 2 paragraphs)***

Please describe how you plan to capture, share and disseminate the knowledge, lessons learnt and good practices gained through the implementation of the project. State the knowledge product to be created at the end of the project to ensure future projects can benefit from lessons learnt?

***Gender Mainstreaming (1 or 2 paragraphs)***

Please describe how the project takes into consideration, the roles and needs of the men and women (with focus on the needs of women) and how this would be reflected in the results and benefits of the project. Describe the current roles of women and men in the community. Also the level of youth involvement and persons with disabilities in the project. Clearly state ways in which youth would be engaged and directly involved in the project. If there are no plans for direct youth involvement please state why.

***Communication and Replication of Project Results (1 or 2 paragraphs)***

Please describe how you would communicate the goals, activities and results of the project with the community members, other community-based organisations and other key stakeholders. If the project requires awareness-raising at the local level, please describe the plan/activities you would use to achieve the targeted results and ensure replication of project results. Clearly identify any expected linkages (with other stakeholders) to be created during the project.

**SECTION B: PROJECT RISKS, MONITORING & EVALUATION**

***Risks to successful implementation (1 or 2 paragraphs)***

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 to the project (e.g. the technology involved failed to work as expected, key resource people are no longer available to provide technical expertise) and external factors to the project (e.g. the currency exchange rate drops, unexpected natural disasters, community involvement, organizational weaknesses. How will you cope with these risks? What are the key assumptions on which the feasibility of the project is based? (i.e. government environmental policy remaining stable).

# ***Project Management, Monitoring and Evaluation (1/2 page)***

Provide details of the structure and function of the project team that will be responsible for the successful implementation of the project. Explain how project will be monitored and evaluated - this should be done during its implementation (field activities) and at completion (review and analysis). State clearly how the participation of community members in the project monitoring and evaluation processes will be achieved.

***Communication and Visibility Plan (1 or 2 paragraphs)***

Outline how the project will give adequate visibility to the activities being implemented especially giving credit to the Global Environment Fund for its financial support to the project. This should include the compulsory use of the GEF logo on all materials, publications, leaflets, brochures, newsletters, websites, signage, display panels, commemorative plaques, banners, promotional items, photographs, audiovisual productions, public events and visits, supplies and equipment and information campaigns.

***Sustainability of Results Achieved (1 or 2 paragraphs)***

Outline how the results of the project are expected to create ongoing impact on the natural environment beyond the life of the project. How the project will strengthen the effectiveness and sustainability of participating organisations and/or individuals. What plans are in place for replication, up-scaling and mainstreaming successful initiatives and lessons learnt.

**SECTION C: PROJECT BUDGET**

The project budget is an important part of every SGP project proposal and must be completed prior to consideration of a proposed project for funding. Once your project has been approved for funding, the budget information becomes part of the binding Memorandum of Agreement (MoA) between GEF SGP and your organisation.

***Financial Details***

Please provide as summary on how the project will be funded by completing table 4 below

**Table 1 – Project Funding Summary**

|  |  |  |
| --- | --- | --- |
| **Funding Source** | **Total (JA$)** | **Total (US$)** |
| GEF SGP |  |  |
| Proposing Organisation |  |  |
| Community (volunteers) |  |  |
| Other co-funders |  |  |
| **Total Project Cost** |  |  |

**Table 2 – Community Contribution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sources of Contribution** | **Type (cash/in-kind)** | **Committed/ projected** | **Value (JA$)** |
|  |  |  |  |
|  |  |  |  |
| **Total** | | | |

**Table 3 – Proposing Organisation’s Contribution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sources of Contribution** | **Type (Cash/in-kind)** | **Committed/projected** | **Value (JA$)** |
|  |  |  |  |
|  |  |  |  |
| **Total** | | | |

***Projected Expenditures***

# Please complete table 4 below detailing expenditure per category and how the funds will be used over the project period.

# **Table 4 - Budget of Project Expenditures – USD**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Expenditure Category | Total Cost (US$) | Support from other Donors as confirmed co-financing (see tables 2/3) | | Amount Requested of SGP | Budget Notes |
| Cash | In-Kind |
| \* Manpower/labor (managing and administering project) |  |  |  |  |  |
| Training/Seminar/  Workshops/Travel |  |  |  |  |  |
| \*\*Contracts (*specialized/certified services-please list)* |  |  |  |  |  |
| Equipment/Material (*please list*) |  |  |  |  |  |
| \*Misc. costs *(please specify)* |  |  |  |  |  |
| **Total Project Cost** |  |  |  |  |  |

NB: \* *Together should not exceed 15% (10% P/L & 5% Misc.) of SGP grant amount*

*\*\*Provide listing of all specialised certified services that will be needed. Terms of Reference (ToR) for all consultants along with their Curriculum Vitas (CVs) must be submitted prior to engagement of services during project implementation*

**Submission**

Please submit the form to the completed National Coordinator through the following channels

* Email: [sgpe.sz@undp.org](mailto:sgpe.sz@undp.org) or
* Hand Delivery: UN House, Corner Somhlolo Road & Madlenya Street, Mbabane, Eswatini

For more information, please contact Ms Lindiwe Dlamini [sgpe.sz@undp.org](mailto:sgpe.sz@undp.org) or 2409 6601