

CALL FOR PROPOSAL
National Workshop and Knowledge Fair
in Community-based Adaptation

I. Background:

The **Global Environment Facility (GEF) Small Grants Programme (SGP)** provides non-governmental and community-based organizations (NGOs/CBOs) in developing countries with grants to enable them to tackle climate change, conserve biodiversity, protect international waters, reduce the impact of Persistent Organic Pollutants (POPs) and other critical chemicals (i.e. mercury), and prevent land degradation. SGP Vietnam was opened in 1999. Since then, it has succeeded in funding and providing technical support for more than 150 grantee projects. The Programme is a GEF corporate programme, implemented by UNDP and executed by UNOPS.

Dissemination of best practices and Knowledge Fair in Community-based Adaptation is an important modality which aims to meet the **capacity building objective** of the programme, i.e. enhancing and strengthening institutional capacities of NGOs/CBOs to understand CBA practices and promote and apply CBA. It is a key activity designed to support networking and knowledge exchange among SGP grantees as well as other CSOs and the public to promote replication and scaling up of CBA projects and best practices. It is also expected to strengthen the capacity of civil society to influence policy development processes through participation in events that draw in influential individuals and institutions. To maximize its impact and promote mainstreaming of SGP results, the National Workshop and Knowledge Fair in Community-based Adaptation can be held in conjunction with other national conferences and events.

II. Objectives:

To enable SGP grantees and other CSO stakeholders to network, share and showcase best practices, innovative technologies and lessons learned developed by the civil society to promote the replication and scaling up of CBA results for greater policy influence and transformational change; as well as to promote sustainability and the mobilization of additional resources for community-based sustainable development initiatives.

Specific objectives:

- Knowledge exchange between NGOs/CBOs working to address global environment issues in order to raise awareness and facilitate replication and scaling up of best practices and innovation.
- Improve awareness and understanding about the GEF focal areas and the GEF SGP country programme, its strategy and results.
- Promote and strengthen partnerships among all concerned stakeholders such as local communities, NGOs/CBOs/CSOs, government and local authorities, academic and research institutions, the private sector, international donors and development agencies.
- Influence the public policy agenda with the experience of SGP and other relevant CSO work.
- Promote the replication and scaling up of successful CBA projects and best practices, including community-based methodologies and technology, of SGP and other community-based and non-governmental entities.
- Create a wide and broad-based network of communities and CSOs -including their supporters- that can serve as an active constituency for positive dialogue with the government on sustainable development planning and policy making at the national level.

III. Possible Activities

- Provide workshop, training, dialogue, study exchange on CBA (best practices, technique and policy advocacy...).
- Include training series on relevant topics by practitioners and experts including the media.
- Have exhibit booths that show successful projects through models, presentations, photos, videos, and sample and/or sale of products, among others.
- Create and/or strengthen a network or platform to continue the knowledge exchange after the fair and allow for the organization of similar fairs and campaigns in the future. Start with those participating in the exhibits, workshops, and lectures, as well as interested visitors.
- Engage the public through social media and environment network.

Preparations before the events

1. Through a participatory process involving all key stakeholders, identify the knowledge needs of the target participants and visitors and define the country specific goals and outcomes of the Knowledge Fair(s).
2. Prepare a list of SGP grant recipients and other CBOs/NGOs/CSOs that can show, exhibit, and share successful practices and innovations from CBA projects. Prepare a list of practitioners and experts that will be asked to make presentations and be trainers or facilitators in workshops.
3. To support scaling up and mainstreaming of SGP results as well as that of other CBOs/NGOs/CSOs, invite relevant top government officials (related to CBA), heads of donor agencies, business leaders and media personalities as appropriate.
4. Present a proposal for the execution of the activities, including appropriate venue (main location, workshop and meeting rooms, etc.), basic infrastructure and their design (i.e. exhibit booths, stage, etc.), development of supporting material, including but not limited to: guidance notes, toolkits, posters, brochures, and videos
5. In joint effort with the SGP National Coordinator, identify (5-10) SGP mature and successful CBA projects that could be featured in terms of high replicability, potential for scaling up, or for drawing lessons for policy change. It is ideal to select projects that can show SGP's approach in gender empowerment, youth engagement and work with indigenous peoples-where appropriate. Develop case study materials for these projects following the SGP case study template.
6. Work with the National Coordinator and National Steering Committee Members to secure other sponsors for the fair (i.e. the government, private sector, similar organizations, etc.). If there are other non-SGP NGOs/CSOs able to cover their participation by setting up exhibit booths or organizing presentations, the fair can create an alliance and open the possibility to have a wider network. Private sector organizations - produce green products or are considered "green"- can also be invited to sponsor their participation to the fair.
7. Ensure Visibility of SGP, GEF and UNDP (as per branding guidelines) as well as that of other major partners and sponsors throughout the fair and in all materials.
8. Prepare and implement a media strategy to advertize the fair and take other measures to assure high public attendance. Prepare media kit for distribution.

During the events

1. Successful organization, facilitation and outreach of the Knowledge Fair by well-oriented teams.
2. Promote the GEF SGP vision, objectives and understanding of its focal areas throughout the duration of the fair and all its event including side events, high level breakfast or lunch, SGP grantee exhibitions, peer to peer exchanges, on-site training, media outreach, among others.
3. Ensure all exhibit booths are well organized, staffed and cared for during the entire duration of the fair.

4. Promote rich exchange among participants leading to a network, or the strengthening of an existing network, to sustain the momentum for scaling up and policy change provided by the fair.

After the events

1. Prepare a substantive report capturing and documenting in text, photos, voice, and video, the best practices, knowledge and lessons exchanged and presented during the events, including a key follow up actions. A short video of the fair developed for posting in website using YouTube, would be ideal.
2. Provide a final financial report on the use of SGP funding as well as that from other partners and sponsors of the Fair.

IV. Timing:

The events must take place in Feb- March 2020.

Final Report of activities and outputs, as well as financial report on the use of funds should be submitted no longer than 15 April 2020.

V. Budget:

The maximum of \$30,000 only be used for the proposal.

Detailed budget breakdown should be provided by proponent including all estimated costs of organizing events, including travel of selected SGP grantees as well as others that have to be sponsored, venue, materials, expert support, supplies and equipment etc.). *(Note: organizing the Fair in conjunction with other relevant national conferences and events can be a way to: (a) secure co-financing, and (b) to benefit from cost saving, for example in reducing the cost of travel of participants).*

Proponents should also provide details of co-financing in-kind and in-cash. Priority approval will be for organizations that are able to provide higher co-financing from their own resources, and/or third-party partners which could include other CSOs, related capacity development projects, donor agencies, academic and research institutions (i.e. for resource persons, technical support, and evaluations), as well as government agencies. Highly paid international consultants should not be involved unless they freely volunteer their services. In-country expertise from the CSO community and from government is preferred not only for cost-saving but for their contribution towards alliance building and strengthening institutional collaboration.

Proposal submission deadline 3 December 2019. Estimate start date: 15 Jan 2020.