

GEF SGP PROJECT PROPOSAL TEMPLATE

1. COVER PAGE

Submission date.....

Project Title: _____

(The title must capture the essence of project))

APPLICANT

Name of Organization:	
Year established	
Number of projects implemented	
Mailing Address:	
Physical Address:	
Telephone:	
E-Mail:	
Principal Officer: <i>(Name and Position)</i>	
Project Contact/Manager: <i>Name and Position)</i>	
Proposed Start Date ¹	
Expected Project Duration:	

FINANCES

KSH

USD

Total GEF SGP Request		
Total from Other Sources	Cash: In-kind:	Cash: In-kind:
Total project cost		
Rate of exchange: 1USD = KSH 100.97		

Select Appropriate GEF focal area

- Biodiversity Conservation**
- Land Degradation**
- Climate Change Mitigation**

¹ three months after submission

GEF Small Grants Programme Project Summary

Title: Sixth Operational Phase of the GEF Small Grants Programme in Kenya

Project Atlas ID: 00099179

The table below summarizes the link between GEF global targets and SGP Kenya's targets as a contribution to global targets.

GEF Corporate Results	GEF Replenishment Targets	SGP Kenya Project Targets, phase 6
1. Maintain globally significant biodiversity and the ecosystem goods and services that it provides to society	Improved management of landscapes and seascapes covering 300 million hectares	156,000 hectares under improved community management, of which 40,000 Ha in the Great Rift Valley Lakes; 30,000 Ha in the Kaya Forests production landscape; and 85,000 Ha in the Shimoni-Vanga seascape
2. Sustainable land management in production systems (agriculture, rangelands, and forest landscapes)	120 million hectares under sustainable land management	20,050 hectares in Lake Bogoria Basin and the Kaya forests production landscapes
3. Support to transformational shifts towards a low-emission and resilient development path	750 million tons of CO ₂ e mitigated (include both direct and indirect)	81,682 metric tons of CO ₂ e mitigated

Fill in the table below as your organization's contribution towards SGP Kenya's targets. Use additional space as necessary.

Name of Organization				
Title of project				
Approx number of hectares with improved community management OR approx. number of tons of CO ₂ e avoided				
Objective	Indicators	Activities	Expected Output	Expected Result
State objective 1		1.1		
		1.2		
		1.3		

State objective 2		2.1		
		2.2		
		2.3		
State objective 3, etc		3.1		
		3.2		
		3.3		
		3.4		

2. PROPOSAL

SECTION A: PROJECT RATIONALE AND APPROACH

- 1.1. Project Summary
- 1.2. Organizational Background and Capacity to implement the Project
- 1.3. Project linkage to national policies and legislative frameworks
- 1.4. Project rationale
- 1.5. Project Objectives and Expected Results
- 1.6. Description of Project Activities
- 1.7. Implementation Plan and Time-frame
 - 1.7.1 Roles and responsibilities of key partners/collaborators
- 1.8. Plan to Ensure Community Participation
- 1.9. Knowledge Management
- 2.0. Gender Mainstreaming
- 2.1. Communication of Results and Replication

SECTION B: PROJECT RISKS, MONITORING & EVALUATION

- A. Risks to Successful Implementation and mitigation measures
- B. Monitoring, Evaluation Plan and Indicators
- C. Sustainability of Results Achieved

SECTION C: PROJECT BUDGET

- 3.1 Financial Details
- 3.2 Projected Expenditures
- 3.3 Bank Details

ANNEX 1: INDICATORS

ANNEX 2: CO-FINANCING

GEF SGP PROJECT PROPOSAL GUIDELINES

GENERAL REQUIREMENTS

The Project Proposal should include the standard cover page and should not exceed 15 pages of text (including any charts or diagrams).

Additional attachments (not more than 10 pages) are encouraged and may include the following: documents certifying status of registration, letters of endorsements of the proposed project by partners and key stakeholders, funding commitments or other indicators of participation and support from other institutions, and evidence of community support and participation.

Submit one copy of the Proposal via email using the following address: bids.ke@undp.org and copy salome.nyakundi@undp.org For enquiries, write to Salome at salome.nyakundi@undp.org or call 0759-637521. The subject heading of the email should indicate the relevant land or sea-scape.

Notes

- 1) Each proposal should raise co-financing of a similar amount to the GEF funds requested. GEF provides 50% of the funds required for a project. The implementers provide the remaining half, in cash and in-kind.
- 2) Only locally registered Civil Society Organizations (CSOs) can apply for the GEF Small Grants Programme funds. A copy of the certificate of registration should be attached.
- 3) Period of implementation of the proposed project should not be more than 16 months.
- 4) Attach letters of support from key partners, including government offices. The letter should indicate knowledge of the key contents of the proposal; the length of time the partner has known the applicant; the nature of their existing relationship; and the role the partner will play during implementation of the project.
- 5) Proposals that request for funds to initiate or bolster eco-friendly enterprises or businesses, should attach a business plan.
- 6) Proposals submitted by CSOs in partnership with private sector should be accompanied by a comprehensive agreement, duly signed by the CSO and the private sector entity.
- 7) The following are the grant award levels:
 - (i) A maximum of USD 30,000 for Community-based organizations; self-help groups, BMUs
 - (ii) A maximum of USD 50,000 for organizations that operate at a regional or national level, such as NGOs, development arm of faith-based organizations, foundations,

PREPARING THE PROPOSAL

In preparing a Project Proposal, please follow the major points of the outline set forth below. Ensure that all bullet points included in the outline are addressed, as these cover the major issues

which the National Steering Committee (NSC) will consider in reviewing the Proposal. It is suggested that the proposal does not exceed the total number of pages stipulated.

1. COVER PAGE

The cover page provides an important summary of the project. Each project will be assigned a project number by GEF SGP as appropriate to the country. The cover page should indicate the duration and start date of the project, provide the applicant's details, identify the GEF focal area the proposal is targeting, and include information on project finances specifying total requested support from the GEF and co-financing available and/or expected. The co-financing can be in kind, cash or parallel in nature.

2. PROPOSAL

The proposal 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

This section provides the rationale and background of the project, as well as the proposed approach.

1.1 Project Summary

The Project Summary should describe the project context, including the key environmental problem to be addressed, and the proposed approach, including the rationale/justification for the project. This section should describe the project location, a profile of the project sites, as well as the target community (ies) involved.

1.2 Organizational Background and Capacity to implement the project

This section should demonstrate that the proposing organization has the experience, capacity, and commitment to successfully implement the proposed project, or, is prepared to work with SGP to build its capacity to undertake the project. The issues to be covered in this section include:

- Nature of the proposing organization
- Purpose and core activities of the proposing organization/group
- Organizational approach for project implementation, i.e. how does the organization or group intend to deliver the project?
- Length of existence and project management experience if any
- Organizational structure, governance and administrative framework: provide the number of paid staff members if it is a well constituted organization
- If relevant, state membership and affiliation to associations or umbrella groupings
- Provide an indication of the legal status. If none, provide an elaboration of its nature of existence.
- Target population group (indicate relevant community groups, women, indigenous peoples, youth, etc.)
- If the organization has been in existence before, the proponents should explicitly describe previous experience relevant to the proposed project including, as relevant: projects addressing problems of biodiversity loss; climate change mitigation and/or climate-proofing; land degradation/sustainable forest management; pollution of international waters; chemicals management; OR experience with projects that focus on environment and natural resources management and sustainable development at community level.

1.3 Project linkage to national policies and legislative frameworks

Although every SGP funded project must address one or more GEF focal area, it is important to embed the project within the national policies and legislative frameworks. In this section, highlight specific sections within national policies and legislation, to which your project will be affiliated.

1.4 Project Rationale

Briefly state the rationale for implementing the proposed project. Why is it important for GEF SGP to fund the proposal and for your organization to implement the project?

1.5 Project Objectives and Expected Results

This section should contain a clear and specific statement of what the proposed project will accomplish. Preferably this should follow a logical framework. Among the issues to address include:

- The **problem statement** or challenge the project intends to address
- The **primary objective** and **specific objectives** of the proposed project
- The full description of the **rationale** (justification) for the project. The rationale should indicate the importance of the proposed project to the GEF Small Grants Programme in terms of contributing to its overall and or specific focal area objective(s). It should also reflect the relationship of the project to other relevant programmes such as local, district or national government programmes, other GEF and UNDP projects, multilateral and bilateral aid agency projects, and other community-based, CSO, and/or private sector activities. This will ensure that the intervention is not a standalone activity.
- The **specific results or outcomes** that the project will produce. The expected results are the measurable changes which will have occurred by the end of the project as a result of the planned intervention (e.g. land area under forest cover increasing because of tree planting and promotion of natural regeneration of vegetation etc).

1.6 Description of Project Activities

This section, to be included in a logical framework, should describe what will actually be done to produce the expected results and accomplish the project's objectives. There should be a clear and direct linkage between the activities and the expected results or outcomes. (The proponent must ensure that the activities are a means to achieving the results). ***Note that weakness in this area may be a major reason for failure to receive funding.*** Activity descriptions should be as specific as possible, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.

1.7 Implementation Plan and Time Frame

This section may be presented in graphical (table) form. It should indicate the **sequence of all major activities and implementation milestones**, including targeted beginning and ending dates for each step. Provide as much detail as possible at this stage. The Implementation Plan should show a logical flow of steps, indicating that all the things that must happen have been carefully thought through from the current to the end of project situation.

1.7.1 Roles and Responsibilities of key partners/collaborators

In table format, list the key partners during project implementation, as well as beyond (for sustainability purposes), and highlight their roles and responsibilities. It is advantageous to include letters of support from key partners.

1.8. Plan to Ensure Community Participation²

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

1.9 Knowledge Management

Describe how you plan to capture, share and disseminate the knowledge, lessons learned and good practices gained through the implementation of the project.

2.0 Gender Mainstreaming

Describe how the project takes into consideration the roles and needs of men and women (with a focus on the needs of women), and how this would be reflected in the results and benefits of the project.

2.1 Communication and Replication of Project Results

Describe how you would communicate the goals, activities and results of the project with the community members, other community-based organizations 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 target results and ensure replication of project results.

SECTION B:

PROJECT RISKS, MONITORING & EVALUATION

This section should detail the risks, issues, assumptions, sustainability strategies and also describe the project work plan and monitoring during the implementation. It should provide a full description of the issues outlined below:

A Risks to Successful Implementation and Mitigation measures

Identify and list the **major risk factors** that could result in the project not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the resources of the project).

Propose mitigation measures to address the potential risks.

² Note that community participation means much more than how the community will benefit from the project. It refers to active involvement and ownership by the relevant stakeholders. Describe the specific steps that have been taken/planned to maximize this involvement.

Include in this section the **key assumptions** on which the project plan is based (for example, government and environmental policy remaining stable) which are anticipated in project planning, and on which the feasibility of the project depends.

B Monitoring, Evaluation Plan and Indicators

This section should include an explanation of the plan for monitoring and evaluating the project, both during its implementation (field activities) and at completion (review and analysis). Key milestones should be highlighted. Approach to participatory monitoring and evaluation should be outlined.

Among the key issues to be addressed as part of M&E are:

- How will the performance of the project be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan;
- How will the impact of the project be assessed in terms of achieving the project's objective(s);
- How will the mid-course correction and adjustment of the project design and plans be facilitated on the basis of feedback received;
- How will the participation of community members in the project monitoring and evaluation processes be achieved.

Project indicators

Please propose specific and **measurable indicators** which help capture the achievement of Project results. These indicators will form the basis for monitoring and evaluation.

C Sustainability of Results Achieved

Sustainability is a critical aspect in all the GEF SGP funded projects. The proposal should outline the steps to be taken before, during, and at project completion to ensure that once all the SGP funds have been disbursed, the project impact will continue for many years thereafter.

The funds provided by SGP are primarily seed funds, designed to give the project a significant start. However, project proponents should envision the project three or even five years after SGP funds have been utilized, and consider the factors that could contribute to the success and continued impact of their project, and address them accordingly.

SECTION C: PROJECT BUDGET

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

The development and management of a realistic budget is an important part of developing and implementing a successful GEF project. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact of the project. In keeping with the role of the GEF SGP as a support mechanism for community-level initiatives, every effort has been made to keep financial management requirements as straightforward and non-burdensome as possible. The following important principles should be kept in mind in preparing a project budget:

- Include only costs which directly relate to efficiently carrying out the activities and producing the objectives which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume.
- The budget should include all costs associated with managing and administering the project, including the cost of monitoring and evaluation.
- Administrative overhead costs such as staff salaries and office rent are not funded by the GEF SGP. These therefore should not be part of the funding request.
- GEF SGP funds should be spent according to the agreed budget.
- All relevant, financial records should be made available. These may be independently audited, and may become public information.
- The figures contained in the Budget should concur with those on the Proposal Cover page.

3.1 Financial Details

Budget template

Objective	Activity description	Description of unit ³	Total number of units	Cost per unit	Total cost	Request from SGP	Co-financing (mention source)
Objective 1 (as stated in proposal)	Activity 1.1						
	Activity 1.2						
	Activity 1.3						
Objective 2	Activity 2.1						
	Activity 2.2						
	Activity 2.3						
Etc	Etc						

³ The description of the unit is determined by the activity. It could be Labour days (skilled or unskilled), consultancy days, participants, facilitators, venue, equipment, transport, etc, etc

a. Project Funding Summary

The proponent should provide a summary on how the project will be funded. This should be laid out in a matrix form as in table 2 below. For more information on in-kind co-financing, see Annex 2.

Table 2: Project funding summary

Funding Source	Funding Plan, [local currency]		Total [local currency]	Total US\$
	Year 1	Year 2		
a. GEF SGP				
b. Community				
c. Proposing Organization				
d. Other co-financiers				
Total Project Cost				

b. Community Contribution

All cost-sharing contributions (cash and in-kind) should be itemized. In particular, the in-kind contributions should be estimated using the SGP methodology/guidelines and summarized as in table 3 below. This should include sources and nature of the contribution (e.g. Youth Organization contributing labour, land, cash, etc). Please indicate whether the contribution is already committed or just a projection.

Table 3: Community Contributions

Sources of Community Contribution	Type (cash/in kind ⁴)	Committed or Projected?*	Value, in local currency
1.			
2.			
Total			

c. Proposing Organization Contribution

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. This can be laid out in a simple matrix as in table 4 below and should capture the different project partners and proponents.

Table 4: Proposing organizations contributions

Sources of Contribution	Type	Committed or Projected?*	Value, local currency
1.			
2.			
Total			

⁴ 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.

3.2 Projected Expenditures

This section will detail expenditure categories and how the funds will be dispensed over the project period. Typically, SGP projects generally do not exceed 2 years, however, the exact length of the period can be determined in consultation with National Coordinator and NSC based on project objectives. The anticipated expenditures in the project must be captured as below with clear line items.

Table 5: Projected expenditures

Expenditure Category	Year 1, [local currency]	Year 2, [local currency]	Total, [local currency]	US\$	% Total
1. Personnel / Labour					
2. Equipment / Materials					
3. Training / Seminars / Travel Workshops					
4. Contracts					
7. Other support requested ⁵					
Total Project Cost					

3.3 Bank Details

Please provide the bank account information where project funds are proposed to be received. It is much preferred that GEF SGP funds are not mixed with funds from other sources.

The name of the bank account must match the name of the applicant.

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).

ANNEX 1: INDICATORS

GEF SGP Project Indicators

GEF SGP project indicators in the focal areas of biodiversity, climate change, and land degradation are listed below. Proponents are advised to select relevant focal area indicators from the table below. In addition, proponents (if necessary in consultation with the NC), should identify and include indicators within the areas of impact pertaining to “Capacity Development, Policy Influence & Innovation”, “Livelihoods & Sustainable Development, Community Based Adaptation and Empowerment”.

GEF SGP OP5 results indicators	
BIOPHYSICAL INDICATORS	
Biodiversity (BD)	
BD1	<ul style="list-style-type: none"> ○ Hectares of indigenous and community conserved areas (ICCAs) influenced ○ Hectares of protected areas influenced ○ Hectares of significant ecosystems with improved conservation status
BD2	<ul style="list-style-type: none"> ○ Hectares of production landscapes / seascapes applying sustainable use practices ○ Number of significant species with maintained or improved conservation status ○ Total value of biodiversity products/ecosystem services produced (US dollar equivalent)
Climate Change (CC)	
CCM1	<ul style="list-style-type: none"> ○ Tonnes of CO2 avoided by implementing low carbon technologies: <ul style="list-style-type: none"> ▪ Renewable energy measures (please specify) ▪ Energy efficiency measures (please specify) ▪ Other (please specify) ○ Number of community members demonstrating or deploying low-GHG technologies ○ Total value of energy or technology services provided (US dollar equivalent)
Land degradation (LD) & Sustainable Forest Management (SFM)	
LD1	<ul style="list-style-type: none"> ○ Hectares of land applying sustainable forest, agricultural and water management practices ○ Hectares of degraded land restored and rehabilitated
LD3	<ul style="list-style-type: none"> ○ Number of communities demonstrating sustainable land and forest management practices
International Waters (IW)	
IW	<ul style="list-style-type: none"> ○ Hectares of river/lake basins applying sustainable management practices and contributing to implementation of SAPs ○ Hectares of marine/coastal areas or fishing grounds managed sustainably ○ Tonnes of land-based pollution avoided
Chemicals (POPs)	
POPS	<ul style="list-style-type: none"> ○ Tons of solid waste prevented from burning by alternative disposal ○ Kilograms of obsolete pesticides disposed of appropriately ○ Kilograms of harmful chemicals avoided from utilization or release

GEF SGP OP5 results indicators	
BIOPHYSICAL INDICATORS	
Capacity Development, Policy and Innovation (all focal areas)	
CD	<ul style="list-style-type: none"> ○ Number of consultative mechanisms established for Rio convention frameworks (please specify) ○ Number of community-based monitoring systems demonstrated (please specify) ○ Number of new technologies developed /applied (please specify) ○ Number of local or regional policies influenced (level of influence 0 – 1 – 2 – 3 – 4 – 5) ○ Number of national policies influenced (level of influence 0 – 1 – 2 – 3 – 4 – 5) ○ Number of people trained on: project development, monitoring, evaluation etc. (to be specified according to type of training)
Livelihoods, Sustainable Development, and Empowerment (all focal areas)	
Cross-cutting	<p>Livelihoods & Sustainable Development:</p> <ul style="list-style-type: none"> ○ Number of participating community members (gender disaggregated) (Note: mandatory for all projects) ○ Number of days of food shortage reduced ○ Number of increased student days participating in schools ○ Number of households who get access to clean drinking water ○ Increase in purchasing power by reduced spending, increased income, and/or other means (US dollar equivalent) <p>Empowerment:</p> <ul style="list-style-type: none"> ○ Number of indigenous peoples directly supported ○ Number of women-led projects supported ○ Number of quality standards/labels achieved or innovative financial mechanisms put in place

ANNEX 2: FRAMEWORK FOR THE CALCULATION OF IN-KIND CONTRIBUTION

It required that all SGP projects have in-kind and cash contribution. This is to ensure community/CSO commitment to the project as well as enhance their ownership and eventual sustainability. It is, however, recognized that calculation of in-kind contributions can be difficult. To ensure consistency across all country programmes, the following methods could be used to calculate the in-kind values.

Assessment of in-kind values should be based on average commercial prices that are applicable in the region where project will be implemented. It is a good practice for SGP country programmes to develop their in-kind contribution evaluation checklist to guide grantees.

Below is a table on how some of the in-kind values can be calculated:

Activity	Calculation of In-kind Contribution
Manpower costs (professionals, experts, lecturers, project staff)	Use appropriate man-days rates valid/used in the country or district at the relevant level of input, calculated per days or months
Use of office equipment	Calculate straight line depreciation of full cost of equipment over 5 years and factor down according to usage on the project, e.g. \$5000 piece of equipment over 5 years +m \$1000 per year. If used for 6 months on project, then in-kind contribution would be \$500.
Use of software	Use either: <ul style="list-style-type: none"> • Cost of software licence for period of use • Cost of equipment but depreciate over 3 years
Use or provision of materials or components where cost is non-recoverable (i.e. product will not be re-sold)	Use market price of materials/components as supplied.
Use of land	If land is given or donated for the project activities for the period that is sufficient to fully reach planned results and impact, the full price of the land plot may be shown, supported by official documentation or data proving the price (land register, dept of statistics, or other official institution). If land is given or lent for the project activities only for the time of project duration, use the official rent price per month multiplied by amount of months. Price calculations should be supported by official document and/or rent agreement.
Use of constructions/buildings	If constructions/buildings are given/donated to the project activities for the period that is sufficient to fully reach planned results and impact, and will remain as a property of NGO afterwards, the full price of the building/s may be shown, supported by official document or data proving the price (Real Estate Register, Department of Statistics or other official institution) or by the document signed by the owner/donator <ul style="list-style-type: none"> • If construction/buildings are given or lent for the project activities only for time of project duration, use the official rent price per month

	multiplied by amount of months. Price calculation should be supported by official document and/or rent agreement.
Use of vehicle	<p>If vehicle (private, NGO's) is lent for the project needs, use one of the following:</p> <ul style="list-style-type: none"> • An average cost per month or day of the official rent price specific for that locality multiplied by days/months used • Amortization of the lent vehicle is calculated: <ul style="list-style-type: none"> ○ subtract the fuel cost per km from the UN official rate used for private travel in that country per km, ○ multiply this number by approximate amount of km to be driven during the project • In case, fuel is also shown as in-kind (not funded by SGP or other donors, and no receipts presented), use the full cost of the UN official rate for private travel in that country per km, multiplied by approximate amount of km to be driven during the project.
Volunteers input	<p>Voluntary input may be calculated on a daily or monthly basis, by filling in voluntary assistance forms or logs. Use one of the following:</p> <ul style="list-style-type: none"> • Voluntary work input calculated based on the official rate of such work, if available, • An average appropriate man-day rates valid/used in the country or district at the relevant level of input • Official minimal level of monthly salary (divide by 22, and multiply by number of days worked)

Activities that DO NOT qualify as in-kind contributions include:

- Passive attendance on training courses, meetings, seminars, etc
- Provision of pre-existing (i.e. not generated within the duration of the project) data/expertise/knowledge tools, which are publicly available free of charge;
- Provision of all possible in-kind contribution items, if these are already paid, and the payment documents can be presented, provided that the purchase date is within the project duration (as such, these items then are treated as cash co-financing).