

GEF-7 SUSTAINABLE LAND MANAGEMENT PROJECT SMALL GRANTS PROGRAMME

PROJECT PROPOSAL TEMPLATE

GENERAL REQUIREMENTS

The Project Proposal should be as brief as possible. The Proposal should be submitted in typed form. The blue font texts in this template are guidance and explanation, and can be deleted once the proposal is prepared. Additional attachments may be submitted, including documents certifying the status of the organisation, endorsements of the proposed project, funding commitments or other indicators of participation and support from other institutions, and evidence of community support and participation.

Please submit a copy of the proposal to the following email address: tenders.sa@iucn.org

PART 1: PROJECT COVER PAGE

A. GENERAL INFORMATION

Country	South Africa
Project No.	<i>For SGP Official Use as relevant. Do not write anything here.</i>
Project Title ¹ :	
Submission date	

B. NON-GOVERNMENT ORGANIZATIONS/COMMUNITY BASED ORGANIZATIONS/ – CIVIL SOCIETY/COMMUNITY BASED ORGANIZATION – APPLICANT

Name of organisation	
Year established	
Physical & Mailing Address:	
Telephone	
Email	
Principal Officer (name and position)	
Project contacts (names and positions)	

C. PROJECT LOCATION

¹ The title must capture the essence of project and align with the GEF-7 project thematic areas

State/District and Town/Village	
Province	
Coordinates (latitude/longitude)	

D. GEF SMALL GRANTS PROGRAMME CLASSIFICATION FOR GEF-7 PROJECT

Each project will **select one thematic area** as indicated in the table below. Appropriate indicators should be selected in line with the primary and secondary focal areas of the project (refer to Annex 1 below)

SGP GEF-7 Project Thematic Area (Tick one) ²		Project Category (Tick relevant box)	
☐	Food Security	☐	Demonstration Project
☐	Agroecology and Climate Resilience Agriculture	☐	Capacity Development Project
☐	Innovative Sustainable Land Management Practices	☐	Scale-up / replication project
☐	Alien invasive plant clearing	☐	Information/Networking/Advocacy/ Policy Dialogue
☐	Fodder production		
☐	Para-Veterinary services		
☐	Meat processing		

E. PROJECT DURATION

Proposed Start Date	
Project duration (in months ³)	

F. PROJECT FINANCE

Financial sources	Local Currency - ZAR	USD currency
Total fund request from GEF SGP ⁴		
Total fund from co-financing (cash and in-kind)		
Total Project Cost		

² Refer to the Call for Proposals for the type of projects that will be considered under the SGP GEF -7 project Initiative. Projects must demonstrate clear contribution towards poverty reduction, livelihoods creation and environmental conservation as well as social inclusion.

³ Project must not exceed 12 months.

⁴ Total amount should be the same as the one reflected in your budget.

- Applicants must use this template for both narrative and financial proposals.
- Applications must attach their registration document for their organisation. A permit must also be attached for fisheries projects.
- Applications must attach a lease agreement or permission to occupy land where the proposed project is located, where land ownership and rights are contested / complex
- GEF SGP Secretariat and/or the National Steering Committee may request additional information and/or supporting documents for the clarification of the proposal.
- Annexes 1 must be completed accordingly.

G. ORGANIZATION – ELIGIBILITY

Please describe the proposed organisation's experience and eligibility to successfully implement the proposed project:

a) Type of organisation

- ☐ Community-based organisation (CBO)
- ☐ Non-governmental organisation (NGO)
- ☐ Others (describe the nature of the organization) _____

In addition, choose one or more of the following as appropriate:

- ☐ Indigenous Peoples organisation
- ☐ Women's group
- ☐ Youth Group
- ☐ Persons with Disabilities group

b) Length of existence and project management experience if any: _____ years

c) Briefly describe the purpose and core activities of the proposed organisation/group: include a mission/vision statement as appropriate.

d) Briefly describe organisational structure, governance and administrative framework, including staff numbers, roles, etc. Provide an indication of the legal status with any supporting registration/legal documentation as an annex.

e) Describe previous experience relevant to the proposed project, including

activities related to environmental issues; or experience with projects that focus on sustainable development at the community level.

- f) Please indicate the organisation's prior engagement with GEF SGP (e.g. grantee, partner, etc.). Yes/No: If yes, describe the nature of the involvement, including involvement in specific projects and grants received.

PART 2: PROJECT PROPOSAL

SECTION A: PROJECT FRAMEWORK

1. Project Summary

Please provide a summary of the project in one paragraph, including rationale and context, project objective and key expected results, and include the target site and community(ies) involved. Also, highlight which of the GEF-7 project priority projects or thematic area/s your project is contributing to as per the call for proposals.

2. Project Justification and Baseline

Please describe the following:

- ✓ The challenges that the project intends to address in relation to the GEF-7 project thematic areas, as well as development issues.
- ✓ How the project relates to other relevant programmes supported by the government, GEF and other donors, and the private sector.

3. Project Objectives, Results/Outputs, and Activities

Please describe the project framework and implementation plan by completing Table 1

below:

- Primary objective: The Proposed project should include a key objective, along with development/livelihood objectives as relevant.
- 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 land managed area established/improved, e.g., XX community members trained on agroecology practices).
- Project Outputs and Activities: Please briefly describe what will be produced as project results and outputs. Please outline a few activities for each output.
- Project Implementation Plan and Time Frame: Please include timing of the activities, required reports, project reviews and monitoring activities.

Table 1: Project Framework and Implementation Plan

Project Objective: XXXX			Timing/Duration of Activity in Months (or Quarters)													
Project Framework	Responsible Party	Indicator, including means of verification	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																
Monitoring and Evaluation																
a. Mid-term review and reporting																
b. Final review and																

reporting																	

4. Community and Stakeholder Participation Plan

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

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

Please describe how the project takes into consideration:

- ✓ The roles and needs of both men and women (with a special focus on the needs of women),
- ✓ Other social inclusion groups (indigenous peoples, youths and people living with disabilities), and
- ✓ How this would be reflected in the budget, results and benefits of the project.

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

Please describe the sustainability of the project's impact in the 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 (i.e. who will manage the continuation of the activities/outcome, how will it be financed, etc).

7. Innovation

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

8. 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. Please specify the knowledge products to be generated by this project.

SECTION B: SCREENING OF RISKS, MONITORING & EVALUATION

1. Project Risks

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 in changes in the resources of the project). Please also propose **risk mitigation measures** to address the potential risks.

Please 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

a. Monitoring & Evaluation Plan and Indicators

b. *Project monitoring schedule*

Please identify the annual, mid-term, and final monitoring schedule and incorporate it in the Project Framework and Implementation Plan (Table 1 above).⁵

c. Project indicators

Please fill in Annex 1 below – this is a requirement for all projects.

SECTION C: PROJECT BUDGET

1. Project Budget

Please provide budget details following the below expenditure categories, and how the funds will be spent over the project period.

⁵ 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.

GEF SGP South Africa grant requests should range between twenty-five thousand United States Dollars (US\$25,000) and not exceed thirty-five thousand United States Dollars (US\$35,000) per project, and per Operational Phase. **SGP GEF-7 projects should not exceed 12 months / 1 year.** Co-financing of an equal or more amount than the SGP grant amount is highly encouraged.

The following important principles should be kept in mind when 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 that you will be able to make do for less.
- The budget should include all costs associated with managing and administering the project. In particular, include the cost of monitoring and evaluation.
- GEF SGP funds should be **spent according to the agreed budget**. Any deviations or adjustments should be done in consultation and approval of the National Coordinator.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line-item categories, list the item under other costs and state what the money is to be used for.
- **Personnel costs**, assigned to project activities, corresponding to actual salaries, subsistence costs for staff and other remuneration-related costs **must not exceed 30 %** of the total GEF SGP project budget, or the proposal will be rejected.
- A **minimum of 5%** of the total GEF SGP budget should be allocated to **communication and knowledge management products**.
- Please use the UN Operational Rates of Exchange link for the prevailing exchange rate relevant for South Africa: <https://treasury.un.org/operationalrates/OperationalRates.php#S>
- SGP grants are usually **paid in three instalments**: an up-front payment to initiate the project; a mid-term payment upon receipt of a satisfactory progress report; and a final payment on receipt of a satisfactory project completion and final report.

Table 3: Project Budget

Expenditure Category	SGP Grant Total in ZAR	Total in US\$	% of Total Budget	Co-finance (both cash and in-kind from community, donor, etc.)
1. Personnel / Labour (please provide a detailed breakdown)				
2. Equipment / Materials (please provide a detailed breakdown)				

3. Training / Workshops/ Seminars / Travel (please provide detailed breakdown)				
4. Contracts (please provide a detailed breakdown)				
5. Communications and knowledge management products				
6. Administration, including monitoring & evaluation				
7. Other				
Total Project Cost				

2. Co-financing

Please provide details on the cost-sharing contributions (cash and in-kind), and summarize in Table 4 below. Co-financing should be directly related to the achievement of the project results, such as labour, materials, time and other quantifiable resources that count towards. This should include sources and nature of the contribution (e.g. Youth Organisation 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 organisations make some contribution towards the operational and programmatic costs of the project.

Table 4: Co-financing

Sources of Contribution	Cash co-finance	In-kind Co-finance	Co-finance is Committed or Projected*	Amount (in local or USD currency)
Community				
Proposed organization				
Donor (please specify)				
Local government				
Other (please specify)				
Total				

ANNEX 1: INDICATORS

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

All SGP projects will align with at least one or more of the below global environmental

indicators. The SGP priorities are aligned with those 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 and no more than three (aligned with GEF 7 Core Indicators)		Type
1	Marine protected areas under improved management effectiveness (hectares)	Mandatory: A given project can be linked to <u>at a minimum</u> one indicator, and <u>at most</u> three of these GEF-7 core and sub-indicators
3.1	Area of degraded agricultural/range/protected/forest 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 of) (indicator 9.6, which is contextual)	
11	Number of direct beneficiaries disaggregated by gender as a 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 benefiting from SGP intervention	Mandatory
3	Breakdown number of beneficiaries reached by social inclusion groups (using 0 in case a category is 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
	✓ <i>contributing to equal access to and control of the natural resources of women and men</i>	

	✓ <i>improving the participation and decision-making of women in natural resource governance</i>	
	✓ <i>targeting socio-economic benefits and services for women</i>	
4	Does the project include sex-disaggregated and gender sensitive indicators (<i>at the commitment stage</i>)	As relevant

BD: Biodiversity **LD:** Land Degradation **CC:** Climate change mitigation **C&W:** Chemicals & Waste **IW:** International Waters

PROJECT LEVEL INDICATORS		
AS RELEVANT/OPTIONAL: Additional Indicators (These include both Global Environmental Benefit and Socio-Economic Benefit indicators)		Type
SGP projects are multifocal. Checkmark focal area strategy used (biodiversity, climate change mitigation/ adaptation, land degradation, sustainable forest management, international waters, chemicals and waste)		<i>Due to the 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.</i>
1	Names and Number of target landscapes/seascapes under improved community conservation and sustainable use	BD
2	Number of Protected Areas (PAs)	BD
3	Number of ICCAs; Hectares of ICCAs	BD
4	Number of sustainably produced biodiversity and agrobiodiversity 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 <u>new or sustained</u> farmer leaders adopting and demonstrating improved agriculture and agroecological practices.	LD
8	Number of <u>new or sustained</u> 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	<i>While primary focal areas for each indicator area are listed, please note that irrespective of the focal area selected, <u>a project can choose from any of these indicators to be linked to in case of multifocal and integrated results. Please note that these are optional in nature.</u></i>
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 utilisation or release; Kg of e-waste collected or recycled; Kg of mercury avoided, reduced or sustainably managed	C&W	
15	Number of <i>new or sustained</i> 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	IW	

	sanctuaries, gulfs, bays, lakes, rivers, and underground waters.		
17	Tons of land-based pollution (such as solid waste, sewage, wastewater, and agricultural waste, etc.) are avoided, reduced or prevented from entering the waterbodies.	IW	
18	Hectares of river/lake basins applying sustainable management practices through projects' intervention	IW	
19	Names of regional transboundary waterbodies/ Strategic Action Plans (SAPs), if applicable	IW	
20	Number of organisations with capacities built or developed (record for both): number of civil society organisations (CSOs), number of community-based organisations (CBOs)	All focal areas	
21	Number of beneficiaries with improved capacity	All focal areas	
Cross-cutting social inclusion project-level indicators			
22	Project 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 organisations engaged as part of the SGP intervention	YOUTH	
25	Number of PWD (persons with disabilities) organisations engaged as part of the SGP intervention.	PWD	