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## EU-NGOs Project Proposal Template

### 1. TABLE OF CONTENTS<sup>1</sup>

### 2. COVER PAGE

Country: ..... Submission date.....

Project No. \_\_\_\_\_ (For SGP Official Use. Do not write anything here)

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

*(The title must capture the essence of project and align it to the EU- NGOs Project Document)*

#### APPLICANT

Name of Organization: \_\_\_\_\_

Year established \_\_\_\_\_ Number of members \_\_\_\_\_

Number of projects implemented \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Physical Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Principal Officer: \_\_\_\_\_ (Name and Position)

Project Contact/Manager: \_\_\_\_\_ (Name and Position)

<sup>1</sup> Details are provided in the guidelines which include what should go into the contents page



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**PROJECT**

GEF SGP Classification, as indicated below

Thematic/Focal Area		Project Category	
	Conservation of Biodiversity		Demonstration Project
	Climate Change	✓	Capacity Development Project
	Land Degradation and Sustainable Forest Management		Applied Research/Policy Analysis
	International Waters		Information/Networking/Policy Dialogue
	Chemicals (POPs)		
✓	Capacity development		

Proposed Start Date: \_\_\_\_\_ Expected Project Duration (18 months or less) : \_\_\_\_\_

**FINANCES**

Total GEF SGP/ EU-NGOs Request: [Local currency] \_\_\_\_\_ [US\$ \_\_\_\_\_ ]

Total from Other Sources: [Local currency] \_\_\_\_\_ [US\$ \_\_\_\_\_ ]

Total project cost: [Local currency] \_\_\_\_\_ [US\$ \_\_\_\_\_ ]

UN rate of exchange \_\_\_\_\_ (For SGP Official Use. Do not write anything here)



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### 3. PROPOSAL

#### **SECTION A: PROJECT RATIONALE AND APPROACH**

- 1.1. Project Summary
- 1.2. Organizational Background and Capacity to implement the Project
- 1.3. Project Objectives and Expected Outcomes
- 1.4. Description of Project Activities
- 1.5. Implementation Plan and Time-frame
- 1.6. Plan to Ensure Community Participation
- 1.7. Knowledge Management
- 1.8. Gender Mainstreaming
- 1.9. Communication of Results and Replication

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

- 2.1. Risks to Successful Implementation
- 2.2. Monitoring, Evaluation Plan and Indicators
- 2.3. Sustainability of Results Achieved

#### **SECTION C: PROJECT BUDGET**

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

#### **ANNEX A: INDICATORS**

- A. EU-NGOs Capacity Results Outcomes and Indicators



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## EU-NGOs GEF SGP PROJECT PROPOSAL GUIDELINES

### **GENERAL REQUIREMENTS**

The Project Proposal should include the standard cover sheet, a one-page table of contents and should not exceed 15 pages of text (including any charts or diagrams). The Proposal should be submitted in typed form.

Additional attachments (not more than 10 pages) may be submitted, including documents certifying the status of the organization, 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 ensure that the project proposal and all attachments are legible. All supporting documents (attachments) should also have the name of the project on them. Submit one original copy of the Proposal (soft and hard copy) to the *National Coordinator*:

*Mr. Munir Adgham*

GEF Small Grants Programme Office

Tel: 06 5676173, Telefax: 06 5676154

Royal Marine Conservation Society

7 Abdel Aziz Al Tha'alabi St. Shmeisani

[MunirAA@unops.org](mailto:MunirAA@unops.org)

Keep a copy of your proposal for your own records as the one you submit will not be returned.

### **PREPARING YOUR 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. TABLE OF CONTENTS**

The table of contents should be prepared in a logical and consistent manner and following the format presented.



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## 2. 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, and include information on project finances specifying total requested support from the EU-funded Project and co-financing available and/or expected. The co-financing can be in kind, cash or parallel in nature. The UN rate of exchange at the time of proposal submission by the grantee should be logged in by the National Coordinator (NC) regardless of the fact that projects may be evaluated and approved by the NSC at a later date.

## 3. 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 governance problem to be addressed, and the proposed approach, including the rationale/justification for the project. This section should describe the capacity development results outcomes, indicated below, that the project will be contributing to. The relevance of the project to the GEF/SGP Country Programme Strategy should also be presented.

#### *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 –national or sub-national NGO, research or training institution (Please review EU-NGOs Guidance note for eligibility criteria)
- 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 focused



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on environmental governance and capacity development, projects addressing problems of biodiversity loss; climate change mitigation and/or climate-proofing; land degradation/sustainable forest management; pollution of international waters; chemicals management.

### ***1.3 Project Objectives and Expected Results***

This section can be laid out in a matrix form and 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 EU-NGOs Project in terms of contributing to its overall and or specific objective(s) to promote sustainable development improved environmental management in neighbor countries to the East and to the South of the European Union through more effective civil society participation in environmental governance. It should also reflect the relationship of the project to other relevant programmes such as local, district or national government programmes, other GEF-SGP, 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. Please note that each grantee should clearly identify the specific Capacity Result Outcomes, indicated below, the project will be contributing to.
- One to three outcomes should be adopted by each project, and impact indicators chosen should correspond to each of the outcomes selected.
  - a. **Capacity Results Outcome 1: Capacities for Engagement**
  - b. **Capacity Result Outcome 2: Capacities to Generate, Access, and Use Information and Knowledge**
  - c. **Capacity Result Outcome 3: Capacities for Strategy, Policy and Legislation Development**
  - d. **Capacity Result Outcome 4: Capacities for Management and Implementation**
  - e. **Capacity Result Outcome 5: Capacities to Monitor and Evaluate**

### ***1.4 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,



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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.

Please review EU-NGOs Guidance note for the type of Project activities eligible to be funded.

### ***1.5 Implementation Plan and Time Frame***

This section may be presented in graphical (table) form and can be attached as an annex. It should indicate the **sequence of all major activities and implementation milestones**, including targeted beginning and ending dates for each step. Please note that projects should be designed with duration of not more than 18 months. 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. Please include in the Implementation Plan the required reports, project reviews and evaluation activities.

### ***1.6 Knowledge Management***

Please describe how you plan to capture, share and disseminate the knowledge, lessons learned and good practices gained through the implementation of the project. Please note that each project is expected to develop at least one case study focused on summarizing project activities, results, lessons learned to enhance environmental governance.

### ***1.7 Gender Mainstreaming***

Please 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.

### ***1.8 Communication and Replication of Project Results***

Please describe how you would communicate the goals, activities and results of the project with government counterparts, civil society actors and other key stakeholders at national and sub-national level.

## **SECTION B:**

### **PROJECT RISKS, MONITORING & EVALUATION**

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

#### ***2.0 Risks to Successful Implementation***

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 (for example, the technology involved



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fails to work as projected) and external factors (for example, significant currency fluctuations resulting in changes in the value of 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.

### 2.1 Monitoring, Evaluation Plan and Indicators

This section should be laid out as per table 1 below. It should contain an explanation of the plan for monitoring and evaluating the project, both during its implementation (field activities) and at completion (review and analysis).

**Table 1: Activity Planning**

#### Project monitoring schedule

Brief description of General Objective of Project:														
Brief Description of Specific Capacity Results Outcomes No 1 <sup>2</sup> :														
List the activities necessary to fulfil this outcome. Indicate who is responsible for each activity and an indicator of activity accomplishment.			Duration of Activity in Months (or Quarters)											
Activity	Responsible Party	Indicator	1	2	3	4	5	6	7	8	9	10	11	12
1.1														
1.2														
1.3														
1.4														

<sup>2</sup> Please indicate as many Capacity Results Outcomes as in the project and include rows as required for the project under preparations.



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The project should be monitored according to a planned schedule, in line with the milestones identified in the Implementation Plan and Time Frame (section 1.5 above).

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 select specific and **measurable indicators** which help capture the achievement of project results.. These indicators will form the basis for monitoring and evaluation. These indicators should be aligned with the selected Capacity Results Outcomes and may be refined in consultation with the NC and or NSC. Please refer to Annex A for a list of mandatory Capacity Results Indicators. The indicator set for the project should draw upon the set of Capacity Results indicators (see Annex A), but can also be enriched by other project-specific and or national indicators that are appropriate for the project to track.

### **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.



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- 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.
- "Indirect costs" or administrative overhead costs such as staff salaries and office rent are not funded by the GEF SGP (or the EU-NGOs Project). These therefore should not be part of the funding request.
- EU funds delivered by the GEF SGP 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 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.
- The figures contained in the Budget should concur with those on the Proposal Cover page.
- GEF SGP grant requests should not exceed fifty thousand United States Dollars (US\$50,000) per project.



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### 3.1 Financial Details

#### 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.

**Table 2: Project funding summary**

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

#### b. 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.			
<b>Total</b>			

### 3.2 Projected Expenditures

This section will detail expenditure categories and how the funds will be dispensed over the project period. The anticipated expenditures in the project must be captured as below with clear line items.



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**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 <sup>3</sup>					
<b>Total Project Cost</b>					

### **3.3 Bank Details**

Please provide the bank account information where project funds are proposed to be received.

When the proponent is a well-established organization, which may have multiple bank accounts, it is necessary to indicate which bank account will be used to receive SGP funds, and how these funds can be tracked and accounted for.

<sup>3</sup> 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).



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## ANNEX A: EU-NGOs CAPACITY RESULTS OUTCOMES AND INDICATORS

Proponents are advised to select (if necessary in consultation with the NC), the specific Capacity Result Outcomes, indicated below, the project will be contributing to.

One to three outcomes should be adopted by each project, and impact indicators chosen should correspond to each of those outcomes.

<b>EU-NGOs Project</b>	
<b>Capacity Results Outcomes and Indicators</b>	
<b>Capacity Results Outcome 1: Capacities for Engagement (CR1)</b>	
<b>CR1</b>	<ul style="list-style-type: none"> <li>○ Indicator 1: Number and type of platforms (e.g. seminars, consultations, dialogues, expert panels and roundtables) organized and successfully implemented to enable key stakeholders to participate in consultative processes related to environmental governance and management</li> <li>○ Indicator 2: Number of people or groups disaggregated by gender actively participating in consultative mechanisms</li> </ul>
<b>Capacity Result Outcome 2: Capacities to Generate, Access, and Use Information and Knowledge (CR2)</b>	
<b>CR2</b>	<ul style="list-style-type: none"> <li>○ Indicator 1: Public awareness raised through workshops and other activities (number of workshops, number of people participating in awareness raising activities)</li> <li>○ Indicator 2: Type of information and knowledge developed regarding national environmental problems and trends</li> <li>○ Indicator 3: Strategy implemented to share environmental information and knowledge with civil society and government</li> </ul>
<b>Capacity Result Outcome 3: Capacities for Strategy, Policy and Legislation Development (CR3)</b>	
<b>CR3</b>	<ul style="list-style-type: none"> <li>○ Indicator 1: National and subnational plans, policies and legal frameworks influenced (number and type)</li> <li>○ Indicator 2: Number of policy briefs, training workshops, media campaigns, etc., to influence policy and planning</li> </ul>
<b>Capacity Result Outcome 4: Capacities for Management and Implementation (CR4)</b>	
<b>CR4</b>	<ul style="list-style-type: none"> <li>○ Indicator 1: Number of people trained on necessary project management skills – to be specified according to type of training – including project development, resource mobilization, business planning and administrative capacity.</li> </ul>
<b>Capacity Result Outcome 5: Capacities to Monitor and Evaluate (CR5)</b>	
<b>CR5</b>	<ul style="list-style-type: none"> <li>○ Indicator 1: Monitoring and evaluation systems established (Number and type)</li> <li>○ Indicator 2: Capacities for monitoring projects and programmes established (number of people trained, disaggregated by gender)</li> </ul>