

Guidance for project development and funding

GLOBAL PEATLANDS INITIATIVE

GPI

1 July 2002- 31 December 2003

Funded by the Netherlands Ministry of Foreign Affairs
Directorate-General for International Cooperation

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Guidance for project development and funding, July 2002 under the component of the Global Peatlands Initiative, funded by the Ministry of Foreign Affairs, DGIS, The Netherlands.

Introduction

The Netherlands Government, through the Directorate-General for International Cooperation (DGIS), is providing funding to Wetlands International (WI) for an extension period of 18 months (1 July 2002 – 31 December 2003), of the “Partners for Wetlands Programme”, including the Global Peatland Initiative and the Wetland Partners for Wise Use Programme.

More background information is set out in the *Agreement between the Netherlands Ministry of Foreign Affairs (DGIS) and Wetlands International, relating to Cooperation and Wise Use of Wetlands* (updated July 2002, downloadable from www.wetlands.org).

The DGIS funding for the GPI is provided on a programmatic, rather than project basis. All work is steered by a GPI Steering Committee whose members represent: Wetlands International, IUCN-Netherlands Committee, Alterra, the International Peat Society (IPS) and the International Mire Conservation Group (IMCG).

The funds will be used within eligible countries, or under certain circumstances globally or regionally, in accordance with DGIS requirements and prioritised according to GPI objectives, guiding principles and criteria, and will support actions which enable countries to fulfil their obligations under relevant International Conventions, Agreements, and work plans, as listed below:

- Ramsar / Wetlands International Joint Work Plan
- Ramsar / CBD Joint Work Plan
- Kyoto Protocol on the Framework Convention on Climate Change
- Work Plans with other relevant conventions (e.g. CMS – the Bonn Convention on migratory species and their habitats).

Developing project applications

Eligible countries are listed in the next section, and the following sections provide guidance on objectives and targets, and criteria for project development and selection.

Administrative details are given in the annexes, which also contain examples of pro-formas that may be used in project development and submission.

Deadlines for proposal submission:

Proposals can be submitted at any time. The GPI Steering Committee will discuss proposals and concept proposals in the weeks of 22 July, 23 September and 28 October 2002.

Country eligibility and prioritisation

Following DGIS requirements, countries which are listed in Part 1 of the OECD Development Assistance Committee List of Aid Recipients as at 1 January 2001 are eligible. Least Developed Countries have highest priority.

DAC List, Part I: Developing Countries and Territories (Official Development Assistance)

Least Developed Countries	Other Low Income Countries (per capita GNP < \$760 in 1998)	Lower Middle Income Countries and Territories (per capita GNP \$761- \$3030 in 1998)	Upper Middle Income Countries and Territories (per capita GNP \$3031- \$9360 in 1998)	High Income Countries and Territories (per capita GNP > \$9360 in 1998) ¹
Afghanistan Angola Bangladesh Benin Bhutan Burkina Faso Burundi Cambodia Cape Verde Central African Republic Chad Comoros Congo, Dem.Rep. Djibouti Equatorial Guinea Eritrea Ethiopia Gambia Guinea Guinea-Bissau Haiti Kiribati Laos Lesotho Liberia Madagascar Malawi Maldives Mali Mauritania Mozambique Myanmar Nepal Niger Rwanda Samoa Sao Tome and Principe Senegal Sierra Leone Solomon Islands Somalia Sudan Tanzania Togo Tuvalu Uganda Vanuatu Yemen Zambia	*Armenia *Azerbaijan Cameroon China Congo, Rep. Côte d'Ivoire § East Timor Ghana Honduras India Indonesia Kenya Korea, Democratic Republic *Kyrgyz Rep. *Moldova Mongolia Nicaragua Nigeria Pakistan *Tajikistan *Turkmenistan Viet Nam Zimbabwe	*Albania Algeria Belize Bolivia Bosnia and Herzegovina Colombia Costa Rica Cuba Dominica Dominican Republic Ecuador Egypt El Salvador Fiji *Georgia Guatemala Guyana Iran Iraq Jamaica Jordan *Kazakhstan Macedonia (former Yugoslav Republic) Marshall Islands Micronesia, Federated States Morocco Namibia Niue Palestinian Administered Areas Papua New Guinea Paraguay Peru Philippines South Africa Sri Lanka St Vincent & Grenadines Suriname Swaziland Syria Thailand § Tokelau Tonga Tunisia *Uzbekistan § Wallis and Futuna Yugoslavia, Federal Republic	Botswana Brazil Chile Cook Islands Croatia Gabon Grenada Lebanon Malaysia Mauritius § Mayotte Mexico Nauru Palau Islands Panama § St Helena St Lucia Trinidad and Tobago Turkey Uruguay Venezuela ----- Threshold for World Bank Loan Eligibility (\$5280 in 1998) ----- § Anguilla Antigua and Barbuda Argentina Bahrain Barbados § Montserrat Oman Saudi Arabia Seychelles St Kitts and Nevis § Turks and Caicos Islands	Malta ¹ Slovenia ¹

* Central and Eastern European countries and New Independent States of the former Soviet Union (CEECs/NIS)
§ Territory

1. These countries and territories will transfer to Part II on 1 January 2003 unless an exception is agreed.

GPI Mission, focal areas and objectives

The GPI is a partnership between NGOs, government agencies, industry and science to promote the wise use of peatlands world-wide.

Mission

To sustain peatlands, their resources and biodiversity for future generations through research, information exchange and wise use actions world-wide.

GPI Focal Areas

- A. Integrated development
- B. Biodiversity conservation
- C. Climate impact
- D. Water resources
- E. Poverty reduction

Goal

DGIS funding will be used for projects that will result in **wise use of peatlands and improvements in the livelihoods and security of human populations**. Wise use of peatlands is the key goal, which calls for socio-economic development to be fully integrated with the conservation of biodiversity and the sustainable use of peatlands.

To achieve this broad goal, a number of more specific objectives are identified in the next section. Each project activity proposed must clearly identify how it will contribute to its achievement, and how this can be verified. A stepwise evaluation procedure will be used for the selection of projects, and all proposals will be referred to the GPI Steering Committee (see Annex 1). Specific criteria for selection of projects under the GPI are set out in the following sections, while details of the procedures to follow are provided in Annex 2.

The partners in the GPI attach particular importance to integrated working with the international and local partners both from government, non-government and private sectors; therefore projects which enable more effective results to be achieved through cooperation will be preferred.

GPI objectives

The GPI will achieve its mission by addressing the following aims and objectives:

Aims of the GPI:

Promote wise use of peatlands through:

- 1. Raising awareness of their functions and values**
- 2. Fostering partnerships between stakeholders**
- 3. Increasing human resources and institutional capacity**
- 4. Promoting research and exchange of expertise**
- 5. Contributing to development and implementation of policy frameworks**
- 6. Identifying funding needs and opportunities**
- 7. Determining global and regional priorities**
- 8. Identify and promote innovative mechanisms**

Short term objectives:

These aims will be achieved by supporting:

- on the ground projects, especially in developing and transitional countries
- assessment of sectoral use and demands for peatlands, as a basis for integrated planning
- dissemination of the IMCG/IPS global guidelines and the elaboration of national and sector wise use guidelines and practices
- assessment of the total (public) and direct values of peatlands
- awareness and education activities
- identification and development of global and national finance mechanisms to provide peatland stakeholders with income from public values
- development of innovative mechanisms for wise use of peatlands, e.g. certification schemes, auditing mechanisms, bio-rights, carbon credits, and other incentive measures
- efforts to conserve peatlands for their carbon storage functions
- assessment of hydrological and other regulation functions of peatlands
- promoting conservation of the most important peat ecosystems, including designation of peatlands as e.g. Ramsar sites, World Heritage Sites, Biosphere reserves and other international ecological networks
- promotion of the (CBD) Ecosystem Approach for management of peatlands
- inventory and evaluation of peatlands
- channelling information to international policy frameworks,
- capacity building

Guiding Principles and Criteria

PRINCIPLES	LINKING CRITERIA
➤ Compatibility with the mission and the objectives of the GPI	➤ Project meets at least one of the objectives of the GPI
➤ User needs driven; key stakeholders need to endorse the project.	➤ Letters of endorsement ➤ Mechanisms for stakeholders involvement
➤ Exit strategy	➤ Described in proposal
➤ Sustainability	➤ How the project results will be incorporated in the social, economic and environmental setting
➤ Clear and measurable deliverables	➤ Deliverables specified and verifiers/indicators defined
➤ Contribute to inter-sectoral co-operation	➤ Means and approaches (for involvement) should be defined
➤ Scientifically sound	➤ Sufficiently referenced ➤ Sound methods
➤ Results available to all stakeholders	➤ Plan and format of dissemination described
➤ Globally relevant	➤ Indicated in relation to relevant conventions
➤ Sufficiently funded	➤ Budget must be clear and justified
➤ Achievable in proposed time frame	➤ Realistic timeframe provided ➤ Indicate risks and constraints
➤ Synergistic / complementary	➤ Identify past, present and current activities in the area
➤ Leverage – multiplier effect	➤ Indicate potential to contribute to further fund raising

Administrative criteria pertaining to the DGIS funding

The following criteria will be used in assessment of project proposals

Applicants and eligibility

Programme fund applicants / eligible organisations are **not-for-profit** organisations. No contracts can be issued to organisations which are not on a non-profit base.

Format

Proposals must adhere to the pro forma outline supplied and must also contain the other administrative information specified in pro formas in Annex 1.

Project justification and endorsement

Projects must be fully justified and correctly endorsed by a national or international authority.

Project endorsement by countries

At national level, a successful project proposal will be one that has been identified through a stakeholder based needs assessment. For all country-based projects proposed, the explicit approval of the appropriate national focal point must be documented. This can be a Ministry, a Focal Point for a Convention, Treaty or International Agreement or other official agency. Approval should be linked to an analysis of the country situation, including existing or proposed policies and strategies, and the identified gap to be filled by the activities.

Project endorsement by Conventions, Treaties and International Agreement bodies

Projects proposed at regional or global scale must be explicitly endorsed by the Secretariat of the body concerned, and should address one or more actions identified in official strategic plans, joint workplans or similar documents.

Project duration, phasing and evaluation

All projects will conclude by 31 December 2003, or will have a clearly identified phase concluding by that date. No funds from Wetlands International will be available or may be spent after this date. In addition to the general criteria outlined above, projects should be capable of achieving measurable results to be evaluated by 31 December 2003, although they may be part of a longer duration project. Projects should, where possible, leverage additional funding. Wetlands International should be notified if co-funding is available or when it becomes available in the course of the project implementation.

Procedure to follow to submit project proposals.

Wetlands International offices, International Partner Organisations of Wetlands International (IUCN, WWF, Birdlife), members of the IMCG/IPS should submit applications to the secretariat of the GPI Steering Committee, at Wetlands International or Alterra. Applications from other eligible organisations can only be considered by prior agreement with Wetlands International or via a member organisation of the GPI Steering Group. (see Annex 2).

The GPI secretariat will arrange for an evaluation and approval by the Steering Committee. If felt necessary, the proposal may be submitted for an independent external technical review by an expert from within the networks of the GPI Steering Committee members. Successful project proposals will be appended to and form part of a Standard Contract, issued by Wetlands International (a specimen contract is provided in Annex 2).

Annex 1 GPI Guidance to application pro-formas and procedures

A. What should a GPI proposal contain?

Cover Sheet pro-forma for use with concept or full proposals

For each project concept or full proposal, a cover sheet must be completed and attached. The purpose of this sheet is to prompt the proposer to include all relevant information to enable efficient evaluation by Wetlands International and the Global Steering Group.

Applicant details pro-forma for use with concept or full proposals

Full contact details, responsible persons, mission and goals of organisation, and banking details should be filled in.

Project Contents Guidance

Proposals should be prepared according to the attached contents guidance, which outlines the essential sections to be included in Concept or Full proposals.

Financial information, guidance and requirements; contractual details

Applicants must adhere to the guidance provided in this section, containing:

- Budget making guidelines and associated Excel spreadsheet with illustrations (on website)
- Specimen Grant Agreement

B. How to apply for funding:

Concepts or full proposals, should be sent to:

Marcel J. Silvius
Wetlands International
P.O. Box 471
6700 AL Wageningen

email: silvius@wetlands.agro.nl
fax: +31 317 478850

Full proposals should only be submitted to Wetlands International by invitation of the GPI Steering Committee focal point, after Concepts have been approved.

For further clarification, please check the website www.wetlands.org, or email silvius@wetlands.agro.nl.

Project proposal Cover Sheet GLOBAL PEATLAND INITIATIVE

Applicant:	GPI-SC focal point:
Contact person:	Date received:
TITLE: <input type="checkbox"/> Concept <input type="checkbox"/> Full Proposal	

Project purpose:																				
Main Project Objectives:																				
BRIEF PROJECT DESCRIPTION:																				
DURATION OF PROJECT: From: _____ To: _____																				
COUNTRY(IES): _____ REGION(S): _____																				
FOCAL AREAS AND SPECIFIC TOPICS: (please tick only one focal area, and multiple topic boxes as appropriate)																				
<table border="1"> <tr> <td><input type="checkbox"/> Peatlands/Poverty reduction</td> <td><input type="checkbox"/> Biodiversity conservation</td> <td><input type="checkbox"/> Climate impact</td> <td><input type="checkbox"/> Water resources</td> </tr> <tr> <td>Food security inventory <input type="checkbox"/></td> <td>Capacity building <input type="checkbox"/></td> <td>Research <input type="checkbox"/></td> <td>Research <input type="checkbox"/></td> </tr> <tr> <td>Socio-econ. analysis <input type="checkbox"/></td> <td>Inventory/Gap analysis <input type="checkbox"/></td> <td>Policy support <input type="checkbox"/></td> <td>Policy support <input type="checkbox"/></td> </tr> <tr> <td>Mainstreaming Tools <input type="checkbox"/></td> <td>Policy support <input type="checkbox"/></td> <td>Information <input type="checkbox"/></td> <td>Information <input type="checkbox"/></td> </tr> <tr> <td>Integrated development <input type="checkbox"/></td> <td>Demonstration <input type="checkbox"/></td> <td>Demonstration <input type="checkbox"/></td> <td>Demonstration <input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/> Peatlands/Poverty reduction	<input type="checkbox"/> Biodiversity conservation	<input type="checkbox"/> Climate impact	<input type="checkbox"/> Water resources	Food security inventory <input type="checkbox"/>	Capacity building <input type="checkbox"/>	Research <input type="checkbox"/>	Research <input type="checkbox"/>	Socio-econ. analysis <input type="checkbox"/>	Inventory/Gap analysis <input type="checkbox"/>	Policy support <input type="checkbox"/>	Policy support <input type="checkbox"/>	Mainstreaming Tools <input type="checkbox"/>	Policy support <input type="checkbox"/>	Information <input type="checkbox"/>	Information <input type="checkbox"/>	Integrated development <input type="checkbox"/>	Demonstration <input type="checkbox"/>	Demonstration <input type="checkbox"/>	Demonstration <input type="checkbox"/>
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Integrated development <input type="checkbox"/>	Demonstration <input type="checkbox"/>	Demonstration <input type="checkbox"/>	Demonstration <input type="checkbox"/>																	

BUDGET (Euro)	Source of funds and notes	TOTALS
Funds contributed		
Funds requested	DGIS/Wetlands International GPI funds	
Total Budget		

DECISIONS RECORDED:	APPROVED	APPROVED SUBJECT TO MODIFICATION	REJECTED
CONCEPT	Date: _____	Date: _____	Date: _____
PROPOSAL	Date: _____	Date: _____	Date: _____
Technical sign off	By: _____	Date: _____	
Finance sign off	By: _____	Date: _____	
Global Steering Group sign off	By: _____	Date: _____	

Applicant details

GLOBAL PEATLANDS INITIATIVE

1. Project Title:

2. Name of organisation:

3. Contact Details

Mailing address:

Telephone:

Fax:

E-mail (if applicable):

Website (if applicable)

Visiting address:

4. Mission and goals of your organisation:

5. Legal Status:

6. Date of creation:

7. Contact person: telephone and email:

Project personnel (names, professional background - cvs may be attached to full project proposals)

Name	Professional background	Telephone or email

8. Requested financial assistance from Wetlands International in Euro:

9. Name of account holder, and address:

10. Name and address of Bank:

SWIFTCODE or equivalent:

Branch or Bank code }
 Check digit } if appropriate
 Account Code }

GPI project application contents guidance

Section	Concept (outline) applications	Full applications
Title, date, organisation	Include full details in the Cover Sheet	As for Concept
Introduction and strategic position	Brief statement about the subject of the project and under which focal area it is proposed	As for Concept
Background and situational analysis	Brief statement	Review of the situation in the country or region, including what is known and has already been achieved, indicating the needs identified and the possible actions. Make reference to relevant national or international policies and strategies as appropriate.
The problem to be addressed and justification	Outline the problem and the proposed solution, and its wider context	Using the conclusions of the situational analysis, state the overall strategic goal to be addressed, and justification for the project proposed. Clearly state how the project will contribute to sustainability and wise use of wetlands.
Applicant's justification	Brief statement on why the applicant is best placed to perform the work.	As for Concept, plus a description of the implementing organisation's knowledge of and experience in the country, relations with local/international partners, target groups
Country or other endorsement	Indication of likely endorsement	Specific endorsement obtained from the appropriate Ministry or government agency, or at regional level and above, endorsement from the secretariat of a Convention, Agreement or Treaty. Show how this endorsement relates to the proposed results
Objectives and results to be achieved. (Note that outputs are not the same as results)	Specifically what will be achieved by the proposed project in the short term and in the long term	As for Concept
Activities and outputs	Activities that will be undertaken to achieve specific results presented in a logical sequence	As for Concept, in addition, detailing resources required
Approach	Briefly describe how the project is to be operationalised	Fully describe how the project will be operationalised, identifying priorities, and exit strategy
Implementation plan	Outline the activity timelines and personnel proposed	Describe the implementation plan, included management and control, use of partners and consultants. Using a Gantt chart or similar table, showing how the activities proposed will be performed. Alternatively use a formal Logical Framework Analysis to present the plan.
Risk Assessment	Not required	Can be included in the LogFrame approach, or if not, present a full risk assessment
Evaluation plan	Not required	Include a plan (can be linked to LogFrame) to show specific and measurable milestones. Define evaluation tests or questions that can be used to evaluate the project, i.e. whether needs have been fulfilled, capacity enhanced, measurable conservation gain, etc.
Budget and resources	See the separate finance guidelines. This section should be organised by budget category and activity	As for Concept
Technical review of the complete project application	Optional brief statement, or reference to third party willing to provide comments	Independent technical review of the justification and proposed approach, and of the feasibility of the project, referring to the project period, personnel and budget proposed.

GPI budget making for proposals to apply for funding

GPI proposals made to apply for funding should always be accompanied by a proper budget in hard copy, as well as in an electronic spreadsheet.

On the website (www.wetlands.org) you will find a workbook (GuidanceXLSBudgeting.xls) which contains different spreadsheets to make a budget in the requested format. This format will also be used for future reporting so it is very important to follow this format.

The workbook contains the following sheets:

<budget>
<budget items>
<notes to budget>
<budgets example>
<tariff justification>
<tariff justification example>

<budget>

This sheet has the basic set up of the budget in it. To fill this budget use the budget items that you will find in the sheet called **<budget items>**. The budget items all have a code that should be used in the budget.

In principle only direct project costs can be budgeted. For most of the budgeted amounts you will have to use the real (estimated) costs. Only for staff input a tariff can be charged. The tariff should cover staff costs and a reasonable part of the overhead costs of your organization.

For days that you are travelling a per diem can be charged according to the UN rates for DSA in that specific country. Hotel costs have to be budgeted (and reported) at real costs. But the non-room rate-part of the DSA, for meals and incidentals, can be charged according to amounts of the UN list. Per diem and tariff for time input are the only 2 budget items that allow a rate instead of real costs.

In the sheet **<notes to budget>** you will find more information on the different budget items

In the sheet **<budgets example>** you will find an example of a filled in budget.

On the bottom of that sheet there is also a box containing the **<tariff justification>**

<tariff justification>

Because this programme is open to partners from all over the world, WI wants to be able to check if the tariffs that are charged are reasonable. The fund is meant to be executed by not-for-profit organizations. The **<tariff justification>** sheet has to be filled in to enable WI to see how the tariff is built up.

In case where WI has doubts about the applied tariff the Dutch Embassy in the country of the applicant will be consulted .

As an example to see how the tariff justification sheet work you will find an example in **<tariff justification example>**

Annex 2 GPI structure for delivery of outputs and evaluation

