THE EIGHTH OPERATIONAL PHASE OF THE GEF 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 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 submit a copy of the proposal to the following email address: sgp.my@undp.org

PART 1: PROJECT COVER PAGE

A. GENERAL INFORMATION

Country	Malaysia
Project No.	*For SGP Official Use as relevant. Do not write anything here*
Project Title[1]	
Submission date	

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

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

[1] The title must capture the essence of project and aligns to GEF focal areas

C. PROJECT LOCATION

Landscapes/Seascape (name)	
State/District and Town/Village	
Coordinates (latitude/longitude)	

D. GEF SMALL GRANTS PROGRAMME CLASSIFICATION FOR OP8 PROJECT

Each project will **select one primary SGP Strategic Initiative and one primary Focal Area** as indicated in the tables below. Projects may have secondary Strategic Initiative and Focal Areas which should be noted in the project justification and approach. Appropriate indicators should be selected in line with the primary and secondary focal areas of the project (refer to the annex 1 below).

Primary Strategic *Initiative (choose one primary Initiative)*			**Primary Focal Area *(choose one primary focal area)***	
	Community-based conservation of threatened ecosystems and species			Biodiversity
	Sustainable agriculture and fisheries, and food security			Climate Change Mitigation
	Low-carbon energy access co-benefits			Land Degradation/Sustainable Land and Forest Management
	Local to global coalitions for chemicals and waste management			Chemical and Waste Management
	Catalyzing sustainable urban solutions			International Waters

E. PROJECT DURATION

Proposed Start Date	
Project duration (in months)	

F. PROJECT FINANCE

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

G. ORGANIZATION – ELIGIBILITY

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

a) Type of organization
   - ☐ Community-based organization (CBO)
   - ☐ Civil society organization (CSO), including academic/training institution
   - ☐ Others (describe the nature of the organization) _____

   In addition, choose one or more of the following as appropriate:
   - ☐Indigenous Peoples organization
     - ☐Women's group
     - ☐Youth Group
     - ☐Persons with Disabilities group

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

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

d) Briefly describe organizational structure, governance and administrative framework, including staff numbers, roles, etc. Provide an indication of the legal status with any supporting registration/legal documentation as annex. If none, provide an elaboration of its nature of existence. Provide recent audited financial statement if any.

e) Describe previous experience relevant to the proposed project, including activities related to global environmental issues; or experience with projects that focus on sustainable development at community level.

f) Please indicate the organization'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 brief 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.

2. Project Justification and Baseline

Please describe the following:

- ✔ The challenges that the project intends to address in relation to global environmental and development issues.
- ✔ How the project relates and will be contributing to the SGP Country Programme Strategy.
- ✔ How the project relates to other relevant programmes supported by 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 the table 1 below:

a) Primary objective: Proposed project should include environmental objective, along with development/livelihood objective as relevant.

b) 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 management conservation area established. XX community members trained and improved on waste management).

c) Project Outputs and Activities: Please briefly describe what will be produced as project results and outputs. Please outline few activities for each output,

d) 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 persons with disabilities.
✔ 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 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 way of thinking, new form of organizing resources, new ways to connect within 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: PROJECT RISKS, MONITORING & EVALUATION

1. Project Risks

Please describe **major risk factors** that could result in the project not producing the expected results. These should include both internal factors (e.g. technology involved fails to work as projected) and external factors (e.g., political and economic situation, etc.). Please also propose risk mitigation measures to address the potential risks.

Table 2: Risks and Mitigation Measures

#	Internal and External Risks	Possible mitigation measures
1		
2		
3		

2. Monitoring & Evaluation Plan and Indicators (please consult with the NC/NSC)

a. Project monitoring schedule

Please identify annual, mid-term, and final monitoring schedule and incorporate in the Project Framework and Implementation Plan (table 1 above).[2]

b. Project indicators

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

SECTION C: PROJECT BUDGET

1. Project Budget

Please provide budget details following the expenditure categories below, and how the funds will be spent over the project period. GEF SGP grant requests should not exceed seventy-five thousand United States Dollars (US$75,000) per project, and per Operational Phase. SGP projects generally should not exceed 2 years. Cofinancing of equal or more amount to the SGP grant amount is encouraged.

Table 3: Project Budget (in local and/or USD currency)

Expenditure Category	SGP Grant (amount and percentage of the total budget)	Cofinance (both cash and in-kind from community, donor, etc.)
1. Personnel / Labor (please provide detailed breakdown)		
2. Equipment / Materials (please provide detailed breakdown)		

[2] 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.

3. Training / Workshops / Seminars / Travel (please provide detailed breakdown)		
4. Contracts (please provide detailed breakdown)		
Total Project Cost		

2. Cofinancing

Please provide details on the cost-sharing contributions (cash and in-kind) and summarized in table 4 below. Cofinancing should be directly related to the achievement of the project results, such as labor, materials, time and other quantifiable resources that count towards. This should include sources and nature of the contribution (e.g. Youth Organization contributing labor, 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 organizations make some contribution towards the operational and programmatic costs of the project.

Table 4: Cofinancing

Sources of Contribution	**Cash cofinance**	**In-kind Cofinance**	**Cofinance 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 OP8 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 to that of the GEF-8 Programming Directions Paper and its outcomes to meet the GEF-8 targets. To capture global environmental benefits, GEF-8 SGP is aligned with 6 of the 11 GEF-8 core indicators.

SMALL GRANTS PROGRAMME INDICATORS FOR GEF-8

PROJECT LEVEL INDICATORS			
MANDATORY Global Environmental Indicators: at least one indicator and no more than three (aligned with GEF 8 Core Indicators)		**Type**	**Which Indicator Do Your Project Aligns to?**
GEF CORE indicator 1 Terrestrial protected areas created or under improved management	1.1 Terrestrial protected areas newly created 1.2 Terrestrial protected areas under improved management effectiveness	Mandatory: A given project can be linked to <u>at a minimum</u> one core indicator; and <u>*at most*</u> three of these GEF-8 core and sub-indicators	
GEF CORE indicator 2 Marine protected areas created or under improved management (hectares)	2.1 Marine Protected Areas Newly created (hectares) 2.2 Marine Protected Areas Under improved management effectiveness (hectares)	Mandatory: A given project can be linked to <u>at a minimum</u> one core indicator; and <u>*at most*</u> three of these GEF-8 core and sub-indicators	
GEF CORE Indicator 3 Area of land and ecosystems under restoration	3.1 Area of degraded agricultural lands (cropland, range land and pasture) under restoration (hectares) 3.2 Area of forest and forest land under restoration (hectares) 3.3 Area of natural grass and woodland under restoration (hectares) 3.4 Area of wetlands (including estuaries, mangroves) under restoration (hectares)		

GFE CORE Indicator 4 Area of landscapes under improved practices (hectares; excluding protected areas)	4.1 Area of landscapes under improved practices (excluding protected areas) (hectares) 4.2 Area of landscapes under third-party certification incorporating biodiversity considerations (hectares) 4.3 Area of landscapes under sustainable land management in production systems (hectares) 4.4 Area of High Conservation Value or other forest loss avoided (hectares) 4.5 Terrestrial OECMs supported (hectares)		
GEF CORE Indicator 5 Area of marine habitat under improved practices to benefit biodiversity (excluding protected areas)	5.3 Marine OECMs supported (numbers)		
GEF CORE Indicator 6 Greenhouse Gas Emissions Mitigated (metric tons)[3]	6.1 Carbon Sequestered or Emissions Avoided in the AFOLU (Agriculture, Forestry and Other Land Use) sector (metric tons) 6.2 Emissions Avoided Outside AFOLU (Agriculture, Forestry and Other Land Use) Sector (metric tons) 6.3 Energy Saved (Use this sub-indicator in addition to the sub-indicator 6.2 if applicable) (metric tons) 6.4 Increase in Installed Renewable Energy Capacity per Technology (Use this sub-indicator in addition to the sub-indicator 6.2 if applicable) (capacity watt)		
GEF CORE Indicator 11 People benefiting from GEF-financed investments	Number of direct beneficiaries disaggregated by gender as 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	

[3] Further guidance will be provided on these indicators during project implementation

2	Number of direct beneficiaries benefitting from SGP intervention	Mandatory	
3	Breakdown number of beneficiaries reached by social inclusion groups (using 0 in case a category 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	
	✔ Contributing to equal access to and control of natural resources of women and men		
	✔ Improving the participation and decision-making of women in natural resource governance		
	✔ Targeting socio-economic benefits and services for women		
5	Does the project include sex-disaggregated and gender sensitive indicators (*at commitment stage*)	As relevant	
6	Does the project support legal identity and legal empowerment issues?	As relevant	

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

PROJECT LEVEL INDICATORS		
AS RELEVANT/OPTIONAL: Additional Indicators (These include both Global Environmental Benefit and Socio-Economic Benefit indicators)	**Type**	**Which Indicator Do Your Project Aligns to?**
SGP projects are multi-focal. Checkmark focal area strategy used (biodiversity, climate change mitigation/adaptation, land degradation, sustainable forest management, international waters, chemicals and waste)	*Due to 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.	
1	Names and Number of target landscapes/seascapes under improved community conservation and sustainable use	BD	*While primary focal areas for each indicator area listed, please note irrespective of focal area selected, a project can choose from any of these indicators to be linked to in case of multifocal and integrated results. Please note these are optional are optional in nature.*	
2a	Number of terrestrial Protected Areas (PAs) influenced	BD		
2b	Number of marine Protected Areas (PAs) influenced	BD		
3	Number of ICCAs identified, supported and strengthened; Hectares of ICCAs	BD		
4	Number of sustainably produced biodiversity and agrobiodiversity products	BD		
5	Number of globally 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 *new or sustained* farmer leaders adopting and demonstrating improved agriculture and agroecological practices.	LD		
8	Number of *new or sustained* farmer groups or networks, advocating and disseminating improved agriculture approaches and practices.	LD		
9	Number of partnerships to advance sustainable agriculture and fisheries and/or food security (such as diversification, sustainable intensification, sustainable fisheries management, agroecological farming practices, climate-smart agriculture, certification programmes, local sourcing initiatives, waste reduction and circular economy, etc.)	LD, BD		
10	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		
11	Increase in installed renewable energy capacity from community-scale systems (e.g., biomass, micro-hydro, solar, etc.)	CC		
12	Number of locally adapted solutions promoting low-carbon technologies (such as new/modified biogas technology, locally developed energy-efficient stoves, innovative uses of solar/wind energy, etc.)	CC		
13	Number of households achieving energy access and co-benefits (such as, ecosystem effects, income, health and others)	CC		
14	Area of Forests and non-forest lands with restoration and enhancement of carbon stocks initiated through completed projects (hectares)	CC	*While primary focal areas for each indicator*	

15	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	*area listed, please note irrespective of focal area selected, a project can choose from any of these indicators to be linked to in case of multifocal and integrated results. Please note these are optional are optional in nature.*	
16	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 utilization or release; Kg of e-waste collected or recycled; Kg of mercury avoided, reduced or sustainably managed	C&W		
17	Number of *new or sustained* local to global coalitions and networks on chemicals and waste management established or strengthened	C&W		
18	Number of local policies and regulations developed to protect river-basin and marine ecosystems	IW		
19	Tons of land-based pollution (such as solid waste, sewage, wastewater, and agricultural waste etc.) avoided, reduced or prevented from entering the waterbodies	IW		
20	Number of policy recommendations or advocacy initiatives related to land-based pollution as a result of SGP project	IW		
21	Hectares of river/lake basins applying sustainable management practices through projects' intervention	IW		
22	Number of people mobilized to support marine/river conservation	IW		
23	Names of regional transboundary waterbodies/ Strategic Action Plans (SAPs) if applicable	IW		
24	Number of community-based sustainable solutions in urban landscapes (e.g., transport, biodiversity conservation, chemical and waste management, energy efficiency, watershed protection, etc.)	All focal areas		
25	Number of organizations with capacities built or developed (record for both): number of civil society organizations (CSOs), number of community-based organizations (CBOs)	All focal areas		
26	Number of beneficiaries with improved capacity	All focal areas		
Cross-cutting social inclusion project level indicators				
27	Project led by women and/or institutes mechanisms for increased participation of women in decision-making? (Yes/ No)	GENDER		
28	Number of indigenous leaders with higher capacities (to deliver local solutions and have strong policy advocacy representation)	IP		
29	Number of youth organizations engaged with as part of SGP intervention	YOUTH		

30	Number of PWD (persons with disabilities) organizations engaged as part of SGP intervention	PWD		
31	Amount of grant funding of total grant portfolio accessed by: (a) women and/or women's groups; (b) youth and/or youth-led groups; (c) Indigenous peoples' groups.	inclusiveness		
32	Number of grantees received supporting legal identity and legal empowerment issues including the participation of Indigenous peoples and other remote/marginalized groups	inclusiveness		
33	Number of high-level policy changes associated with increased community participation in multi-stakeholder dialogue platforms	inclusiveness		
34	Number of representatives from social inclusion group (indigenous people, women, youth, persons with disability, farmers, other marginalized groups) meaningfully engaged in multi-stakeholder dialogue platforms	inclusiveness		
35	Number of CSO-government-private sector dialogues formed or strengthened.	inclusiveness		

ANNEX 2: INITIAL QUESTIONNAIRE BY APPLICANT GRANTEE

Grantee's Information

Project Title	
Name of applicant grantee	
Date	

Initial screening

Exempted Activities		
Does the project fall *exclusively* into the following categories? *Projects that are comprised <u>entirely</u> of one or more of the following may be exempt from **full screening**. Projects are not required to fall into one or more of these categories for consideration*.	**Yes**	**No**
● Preparation and dissemination of reports, documents and communication materials		
● Organization of an event, workshop, training		
● Strengthening capacities of partners to participate in international negotiations and conferences		
● Partnership coordination (including UN coordination) and management of networks		
● Global/regional projects with no country-level activities (e.g. activities such as knowledge management, inter-governmental processes)		

Conclusion of NC

Exempted	Yes	No

ANNEX 3: SUMMARY INFORMATION ON SOCIAL AND ENVIRONMENTAL RISKS

As part of the grant proposal submission, applicants will be requested to fill out this form on social and environmental risks associated with the proposed activities. If there are no potential risks expected for a particular category, please indicate “not expected” for potential risk and “not applicable or N/A” for the proposed mitigation measure.

Category	Potential risk	Proposed management measure
Stakeholder engagement. Describe potential risks of excluding certain stakeholders, particularly people of socially marginalized groups.		
Gender equality and women’s empowerment. Describe risks of potential adverse impacts on gender equality and women’s empowerment.		
Biodiversity and Natural Resources. Describe risks associated with potential adverse impacts to biodiversity or natural resources.		
Climate change and disaster risks. Describe the vulnerability of the proposed activities to potential impacts of climate change or natural disasters.		
Community health & safety. Describe risks associated with potential adverse impacts to community health and safety.		
Cultural heritage. Describe risks associated with potential adverse impacts to cultural heritage.		
Displacement and resettlement. Confirm that the proposed activities will not result in economic or physical displacement or resettlement.		
Indigenous peoples. Describe risks associated with potential adverse impacts to human rights, lands, resources or traditional livelihoods of Indigenous peoples.		
Labor and Working Conditions. Describe risks associated with potential non-compliance to national labor laws.		
Pollution prevention. Describe risks associated with potential adverse impacts of pollution.		

***