



CALL FOR PROPOSALS

GEF SGP Stakeholder Workshops

I. Background:

The **Global Environment Facility Small Grants Programme (GEF SGP)**, implemented by UNDP, provides communities and civil society organizations in developing and transition countries with grants to enable them to implement projects in the focal areas of climate change, biodiversity, sustainable forest management, land degradation, international waters, and Persistent Organic Pollutants (POPs)/chemicals. These community-based projects must meet environmental objectives while at the same time also supporting poverty reduction and local empowerment objectives.

The GEF SGP operates in a decentralized manner through SGP Country Programmes. For SGP [*insert SGP Country name*] grantmaking started in [*insert year date*]. Each SGP Country Programme has its own National Coordinator (NC) to which proposals are submitted and a multisectoral National Steering Committee (NSC) composed of government and non-government members (with non-government majority) which reviews and approves projects. Project Memorandum of Agreements (MOAs) are signed by the UNDP Country Office Resident Representative and funds are released in agreed tranches direct to the grantee bank account.

GEF SGP prioritizes grantmaking to poor and vulnerable communities as well as sectors such as those of women, indigenous peoples, and youth. As such, the programme proactively seeks to increase the capacities of these communities and sectors and the civil society organizations (CSOs) that work with them to develop proposals as well as to implement projects successfully and sustainably. In this regard, while every project supported by SGP should have capacity development components, stand alone *capacity development projects* targeted at larger groups of community and CSO stakeholders can also to be supported.

The purpose of Capacity Development Grants is to “enhance and strengthen capacity of communities and civil society organizations to address global environmental challenges”.

More specifically, as stated in the approved SGP OP5 Project Document (covering the period 2011-2014), these grants should strengthen capacities to:

- a. *Engage in consultative processes*
- b. *Apply knowledge management to ensure adequate information flows*
- c. *Implement Convention guidelines (in particular roles of CSOs to add to or complement government action)*
- d. *Monitor and evaluate environmental impacts and trends (especially at community project and local levels and broadly at the national level in collaboration with national NGOs, academic institutions and government)*

II. Capacity Development through Grants for Stakeholders' Workshops

Identification of Stakeholders

Stakeholders' workshops are expected to involve select leaders of communities and local CSOs that are situated at the forefront of environmentally critical areas or involved in critical environmental challenges yet need capacity development in terms of understanding the GEF focal areas and how to access GEF and also non-GEF funding to pursue relevant projects and related action. In certain cases, this could even include new grantee-partners that are in need of capacity building to be able to properly initiate their projects and existing grantee-partners having implementation problems.

It should be noted that stakeholders also include those that may not wish to implement on-ground projects but rather to implement awareness-raising or educational campaigns or become more effective participants (i.e. as member of national or important sub-national committees) in the national implementation of environmental convention guidelines.

Eligible and Preferred Proponents

Being a capacity development project, proponents of stakeholders' workshop are preferably those that already have the required expertise and experience, or at the very least have the capacity to recruit, organize and manage the necessary pool of experts and resource persons in both the technical as well as the workshop design and management aspects of this type of a project.

Following SGP policy and guidelines, only national or local CSOs can submit proposals although international CSOs can be their support partners.

Design and Elements of Stakeholders Workshops

Civil society organisations interested in submitting proposals to implement stakeholders workshops should contact the SGP National Coordinator for information on the SGP Country Programme Strategy (CPS) as well as other relevant information such as country programme procedures and guidelines on grant eligibility and the review process to be able, as part of the project proposal design, to:

1. Identify priority stakeholders for the workshop or series of workshops
2. Develop a knowledge and capacity needs assessment process (to be part of project start up)
3. Develop an initial design of the workshop or workshops (to be further refined based on output of activity 2 above) that would include but not limited to the following topics:
 - *Environmental Conventions (i.e. the Rio Conventions such as the UN Convention on Biological Diversity, CBD; UN Convention to Combat Desertification, UNCCD; UN Framework Convention on Climate Change, UNFCCC; Stockholm Convention on Persistent Organic Pollutants, POPs; as well as other related global environmental and sustainable development agreements that the country is party to)*
 - *GEF Focal Areas addressing biodiversity conservation, climate change mitigation, international waters protection, sustainable forest management, sustainable land*

management, and reduction and elimination of chemicals/POPs (including related national strategies and actions plans such as NBSAPs, National Communications, NAPAs, SAPs, and corresponding committees and institutions involved)

- *Consultations leading to project design (specifically how to make a project community-based and include gender considerations, women empowerment and youth involvement)*
- *Proposal writing (relevant to SGP);*
- *Project management and implementation;*
- *Monitoring and evaluation (especially participatory M&E, identification and use of indicators, and reporting);*
- *Budgeting and financial management;*
- *Communications and knowledge management (for sharing, policy advocacy and inputting into national development planning; this is related to the objective of strengthening the capacity to “engage in consultative processes”)*

Note: if the stakeholder workshop is primarily not for submitting proposals to SGP but rather to implement other environmental action to support effective national implementation of convention guidelines and other environmental and sustainable development commitments, the topics will differ from above and there would be key organizing activities that may have to be given attention. For example, if the main purpose is to strengthen the engagement of CSOs, especially those sectors often left out of consultative processes by virtue of distance, lack of awareness, and communication difficulties, then more relevant topics such as how to set up appropriate knowledge exchange platforms, the organization and management of networks, and effective advocacy and participation in national Convention and sustainable development bodies will substitute for those topics related to proposal writing and project implementation.

4. Form a pool of trainers and resource persons for the workshop itself and for post-workshop follow up action
5. Produce appropriate learning materials
6. Form a volunteer network of technical experts that could be on call for support
7. Organize and support a continuing network of participants and supporters
8. Develop a system or mechanism for evaluating success in capacity development

Some of the best practices in the implementation of stakeholders’ workshops that could be considered include:

- a. Participation of those with actual experience in the actions to be taken (i.e. successful SGP project implementers) and, if time and cost is well-justified, actual visits to successful projects.
- b. Participation of key government and or local authority persons, particularly those that are involved in providing required permits and clearances, who can explain how best these could be acquired, with the added aim of initiating team building with these persons and the community/CSO participants should projects proceed.

- c. Making sure that learning sessions are practical, use innovative ways to simplify complex information (i.e. calculating target carbon emission reduction), and entertaining.
- d. Selected participants are those who have an idea of what they want to do in their area of critical concern and are committed to do action; sessions are included for actual writing of proposals or the operational planning of effective engagement in consultations and policy advocacy with the support of relevant workshop resource persons.
- e. Using the workshop to build closer links and positive relations with key officials and other persons involved in the national implementation of convention commitments.
- f. Involvement of select SGP National Steering Committee members in activities related to engaging in consultative processes with national environment Convention committees as well as other national environment and sustainable development bodies so that SGP support is always well-informed and relevant.

Expected Outputs

Stakeholders' workshops should be able to strengthen capacities in the four (4) aspects (see *Background* section above) that are targets of capacity development grants.

At the minimum, the following would be indicators of successful implementation:

1. Participants have comprehensive and practical knowledge on GEF's focal areas and related environment conventions
2. Participants are putting learning into action either in the form of good proposals submitted to SGP or being actively involved in the consultative processes and other work of national environment Convention committees and other environment and sustainable development bodies.
3. Practical and innovative learning materials tested and developed
4. Documentation in text, photos, and videos (i.e. sharing by actual implementers of lessons learned)
5. Knowledge gained is transformed into good project proposals or effective action to support the implementation of environmental convention guidelines as well as other environment and sustainable development agreements, strategies, and plans
6. Network of supporters on technical and/or institutional matters established
7. Network of participants for continued sharing of experience and lessons learned initiated
8. Workshop evaluation conducted with post-workshop mechanism to evaluate progress developed
9. Post-workshop mechanism to provide follow up support and corrective action put in place

Budget

The funding for stakeholders' workshops should be within SGP global or country programme guidelines. It is advisable that the maximum of \$50,000 only be used for those proposals that are comprehensive in terms of coverage (i.e. national), theme (i.e. all focal areas), or sectors (i.e. all types of civil society groups especially women, indigenous peoples, youth). This may be done through one comprehensive workshop or if necessary a series of complementary workshops. For workshops that are one-time and very specific in terms of area (i.e. specific

region), theme (i.e. only biodiversity), and sector (i.e. only indigenous peoples and CSOs working with them), it is expected that smaller amounts of funding would be allocated.

Detailed budget breakdown should be provided by the proponent including all estimated costs including pre-workshop preparations and activities, travel of selected participants and resource persons, rent of venue, food, learning materials, equipment, plus follow up post-workshop activities.

Proponents should also provide details of co-financing in-kind and in-cash. Priority approval will be for organisations that are able to provide higher co-financing from their own resources, and/or third party partners which could include other CSOs, related capacity development projects, donor agencies, academic and research institutions (i.e. for resource persons, technical support, and evaluations), as well as government agencies. Highly paid international consultants should not be involved unless they freely volunteer their services. In-country expertise from the CSO community and from government is preferred not only for cost-saving but for their contribution towards alliance building and strengthening institutional collaboration.

For further information, please contact:

(Place here the SGP Country Programme contact person's name, e-mail and office address, telephone numbers)