# Annexure III - Form for Submitting Technical and Financial Proposal

Table 3 Proposal Application Form

| **S.N.** | **Queries/Supporting Documentation** | **Response** |
| --- | --- | --- |
| 1. **Basic Information**
 |
| N | 1. Name of Agency
 |  |
| 1. Address
 |  |
| 1. Website
 |  |
| 1. Email ID
 |  |
| 1. Phone
 |  |
| 1. Fax
 |  |
| 1. Name of Head of the Organisation
 |  |
| 1. Email ID of the Head of the Organisation
 |  |
| 1. Name of the Project Team Lead
 |  |
| 1. Email Id of Project Team Lead
 |  |
| 1. Email ID of the Project Team Lead
 |  |
| 1. Please list all cities/provinces/regions/ countries in which you have offices. Please provide complete address, total number of permanent staff in each location
 |  |
| 1. What is the NGOs/CSOs/CBO’s vision, mission, and purpose? (Not more than 3 paragraphs)
 |  |
|  | 1. Describe the Project Management and Financial/Accounting system of the Organization
 |  |
| 1. **Minimum Eligibility**
 |
|  | 1. Year of Registration
 | Specify Year |
| 1. NGO should have been enlisted in the DARPAN portal of NITI Aayog and should have a valid unique ID with updated details.
 | Provide Unique ID |
| 1. NGO should have an office in the focus landscape (highlands of the North‐East India/drylands of the central India/ coastal regions of India).
 | Please specify the complete address and contact details of Landscape state office |
| 1. Annual Turnover (INR)
 | (Figures need to be highlighted in the relevant annexure) |
| 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 | Average Turnover of Last 5 years |
|  |  |  |  |  |  |
| 1. Total years of experience of the Organisation in the field of environment, climate change, forest and biodiversity conservation, policy advocacy and carrying out/conducting research studies in similar fields
 |  |
| 1. Blacklisting by Central/State Government/PSUs
 | Yes/No |
| 1. Litigation that may impact on deliverables
 | Yes/No |
| 1. Does your organization use any donations raised through the project for political or religious activities or programmes (Please provide an affidavit)
 | Yes/No |
| 1. **Areas of Proficiency**
 |
|  | List of at least 3 projects (minimum project value Rs 15 Lakhs) on community‐based innovative programmes in the field of biodiversity, climate change, and land degradation  |
| SNo | Name of the Project | Funding Agency | Project Amount by Funding Agency (INR) | Project Duration (months) | Outcomes | Mention how much additional co-financing generated |
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|  | List of at least 3 projects in the focus landscape working closely with the Government / Foundations / Philanthrophy. Please do not repeat the projects already listed in 3.a |
|  | SNo | Name of the Project | Funding Agency | Project Amount (INR) | Project Duration(months) | Remarks/ Achievements (Outcomes) |
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|  | **Proposed Team** |
|  | SNo | Name  | Role (Team Leader/Team Member) | Area of Specialization | Highest Educational Qualification | Total Years of Work Experience |
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|  | 1. CVs demonstrating qualifications must be put forward in the given format as per Form III
2. Written confirmation from each personnel that they are available for the entire duration of the contract
 |  |
| 1. **Proposed SGP Project Location-** please specify
 |
|  | 1. Landscape (North-East Region, Central Semi-arid Region, Coastal region)
2. State
3. District
4. Town/Village
 |  |
|  |
|  |
|  |
| 1. **Proposed SGP Project Theme- please tick**
 |
|  | 1. Biodiversity Conservation
2. Climate Change
3. Land Degradation
 |  |
|  |
|  |
| 1. **Proposed SGP Project Finance**
 |
|  | Financial Sources | INR |
| 1. Total Fund Request from SGP
 |  |
| 1. Total Fund from Co-financing (cash or in kind)
 |  |
| 1. Total Project Cost
 | (a + b)  |
| 1. **Proposed SGP Project Duration**
 |
|  | Project Duration |  months |
| 1. **Prior Experience with SGP**
 |
|  | 1. Prior Experience with SGP – Yes/No
 |  |
|  | 1. If Yes, mention the specific projects including grants received
 |  |
| 1. **Proposed SGP Project Proposal Details**
 |
|  | 1. Baseline Information- elaborate the socio-economic status of the community, background of the project and the target project site (150 words)
 |  |
| 1. Justification- (i) Problem/challenges it intends to address in relation to environment and development (ii) How the Project will contribute to SGP Country Programme (100 words)
2. (iii) Government Schemes/Programmes with which convergence can be achieved
 |  |
| 1. Project Objectives- should state environmental objectives along with livelihood and development objectives (100 words).
 |  |
| 1. Project Activities- list specific project activities identifying what will be done, who will do it, when will it be done, where will it be done and who will benefit
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| S. No. | Activity | Responsible Party | Time Duration | Expected Outcomes |
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| 1. Project Results- specific measurable results/changes by the end of the Project. Results should be clear and concise and should be SMART (specific, measurable, achievable, realistic and time-bound). (E.g., Hectares of area conserved, number of species conserved, number of community members trained, number of households accessing benefits, number of women beneficiaries, total number of beneficiaries at end of project cycle, etc) (150 words)
 |  |
|  | 1. Summary- Provide a summary including rationale, objectives, activities and the key outcomes/results (150 words)
 |  |
| 1. **Proposed Project Advocacy Parameters**
 |
| 9.  | 1. Innovation- innovative aspects of the project which may include improvements of existing product/service/delivery process, original product/service/model of delivery and increasing local action and organizing as groups. (100 words)
 |  |
| 1. Sustainability- describe the sustainability of project impact in a longer term, both environmentally and socio-economically and how project impact will continue after the project ends (i.e. who will manage the continuation of the activities/outcome, how will it be financed, etc). (100 words)
 |  |
| 1. Community and Stakeholder Participation Plan – the stakeholders/communities who will be involved in project (100 words)
 |  |
| 1. Inclusion of women, indigenous people, youth, and person with disabilities– role of men and women, specific focus on needs of women etc.) (100 words)
 |  |
| 1. Communication- how will you communicate and raise awareness amongst community members (100 words)
 |  |
| 1. Knowledge Management- plan to capture and share the knowledge, lessons learned, and good practices gained through implementation of the project. (100 words)
 |  |
| 1. **Project Risks, Monitoring and Evaluation**
 |
| 1  | 1. Project Risks- List risk factors that could result in 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., climate change impacts, political and economic situation, etc.). Please also propose risk mitigation measures to address the potential risks.
 |  |
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| S. No. | Internal or External Risk  | Possible Mitigation Measures |
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 |
| 1. Monitoring and Evaluation Plan Provide mid-term, annual and final monitoring schedule as per the Project activities (100 words)
 |  |
| 1. Small Grants Programme Indicators for GEF-7.
 | Please fill the Annexure IV |
| 1. **Project Budget**
 |
| re | 1. Provide budget in categories and how funds will be spent over the project period. Co-financing of equal or more amount to the SGP Grant amount is vital.
 |  |
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| --- | --- | --- | --- | --- |
| S. No. | Expenditure Category | SGP Grant Year I (INR) | SGP Grant Year 2 (INR) | Co-financing (INR) |
| 1 | Personnel |  |  |  |
| 2 | Equipment |  |  |  |
| 3 | Materials  |  |  |  |
| 4 | Travel |  |  |  |
| 5 | Training & Workshops |  |  |  |
| 6 | Contingency |  |  |  |
| 7 | Other Support requested |  |  |  |

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| 1. **Co-financing**
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|  | 1. Provide details of the cost sharing contribution (cash and in kind). Co-financing should be related to labour/materials and other quantifiable resources
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| --- | --- | --- | --- |
| Source of Contribution | Cash co-finance(INR) | In-kind co-finance (INR) | Amount (INR) |
| Community |  |  |  |
| Proposed Organisation |  |  |  |
| Donor |  |  |  |
| Local Government |  |  |  |
| Other |  |  |  |
| Total |  |  |  |

 |
| 1. **References**
 |
|  | Provide 2 references of clients (including name, designation, organization, email id and mobile number) with whom the applicant organization has worked in the last two financial years.  |  |

Signature :

Name :

Designation :

Organization :

Date :

## Form III: Curriculum Vitae of Team Members (One page CV for each team member)

Provide CVs of the proposed team for undertaking the current assignment in the following format.

**FORMAT**

1. Name:
2. Proposed Position:
3. Name of Organization:
4. Date of Birth:
5. Nationality:
6. Education (From Highest to Lowest):

|  |  |  |
| --- | --- | --- |
| **Name of Degree** | **Year** | **Name of University/ Institute**  |
|  |  |  |
|  |  |  |

1. Employment Record: (From Descending to Ascending Order):

|  |  |  |  |
| --- | --- | --- | --- |
| **Firm/Organisation** | **Designation** | **From**  | **Till** |
|  |  |  |  |
|  |  |  |  |

1. Projects undertaken

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Project** | **Role in the project** | **Duration (From – Till)** | **Organisation Name** | **Details of the Assignment** | **Value of the Project (in INR)** |
|  |  |  |  |  |  |
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1. Membership of Professional Associations:
2. Trainings:
3. Certifications:
4. Languages

I, the undersigned, certify that this CV correctly describes my qualifications, and my experience.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature of Staff Member Day/Month/Year

# Annexure IV – Small Grants Programme Indicators for GEF-7

Table 4 Small Grant Programme Indicators for GEF-7. The proponent should pick all indicators relevant to their project from the list of indicators given below.

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| **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 a minimum of one indicator; and at most three of these GEF-7 core and sub-indicators  |
| 2 | Area of degraded agricultural/range/protected/forest lands restored (hectares) |
| 3 | Area of landscapes under improved management to benefit biodiversity (hectares) |
| 4 | 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) |
| 6 | Number of direct beneficiaries disaggregated by gender as co-benefit of GEF investment (this is also put below under mandatory socio-economic indicators) |
| 7 | Greenhouse Gas Emissions Mitigated (metric tons of CO2e) |
| 8 | Maintenance and use of local agrobiodiversity, as indicated by the number of varieties or cultivars obtaining new or upgraded independent eco-certification |
| 9 | Documentation of traditional knowledge related to biodiversity, as indicated by the number of systems developed or strengthened where traditional biodiversity knowledge is documented, stored, and made available to local people (e.g., peoples’ biodiversity registers, traditional knowledge recordings, resource classification systems, etc.) |
| 10 | Energy saved due to adoption of low emissions, energy efficient and clean solutions (MJ) |
| 11 | Increase in installed Renewable Energy capacity across different RE solutions (MW) |
| 12 | Landscape priority actions mainstreamed into local planning instruments, as indicated by the uptake priority actions, outlined in the landscape strategies, into Panchayati Raj Development Plans. |
|  **MANDATORY: Socio- Economic Benefit Indicators** | **Type** |
| 1 | Number of direct beneficiaries with improved livelihoods and well-being  | Mandatory |
| 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 |
|  | Strengthened capacities of women groups to lead community development interventions, as indicated by the number of interventions, upscaled or replicated by women’s groups reported on the SGP learning forum e-platform | Mandatory |
|  | Enhanced financial sustainability as indicated by the amount of cash co-financing obtained from hybrid grant or micro-credit programs/schemes (in USD), disaggregated by gender | As relevant |

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| --- |
| **PROJECT LEVEL INDICATORS** |
| **AS RELEVANT/OPTIONAL: Additional Indicators**(These include both Global Environmental Benefit and Socio- Economic Benefit indicators) | **Type** |
| ***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 the multifocal 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 in nature. |
| 2 | Hectares of target landscapes  | BD |
| 3 | Number of Protected Areas (PAs)  | BD |
| 4 | Hectares of Protected Areas (PAs) | BD |
| 5 | Number of ICCAs; Hectares of ICCAs | BD |
| 6 | Number of sustainably produced biodiversity and agrobiodiversity products  | BD |
| 7 | Number of significant species with maintained or improved conservation status  | BD |
| 8 | Number of community members with improved actions and practices on agriculture, land and water management | LD |
| 9 | Number of *new or sustained* farmer leaders adopting and demonstrating improved agriculture and agroecological practices.  | LD |
| 10 | Number of *new or sustained* farmer groups or networks, advocating and disseminating improved agriculture approaches and practices.  | LD |
| 11 | 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 |
| 12 | Number of low carbon typologies that are community-oriented and locally adapted  | CC |
| 13 | Number of communities achieving energy access with locally adapted community solutions | CC |
| 14 | Number of households achieving energy access and co-benefits (such as, ecosystem effects, income, health and others)  | CC |
| 15 | Area of Forests and non-forest lands with restoration and enhancement of carbon stocks initiated through completed projects (hectares) | CC |
| 16 | Number of landscape strategies developed through participatory consultation and based on the socio-ecological resilience landscape baseline assessment | All focal areas |  |
| 17 | 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 |  |
| 18 | Number of beneficiaries with improved capacity | All focal areas |
|  **Cross-cutting social inclusion project level indicators** |
| 19 | Number of CSO- Government dialogues supported | CSO-GovernmentDialogue |  |
| 20 | Number of CSO/CBO representatives involved in the dialogues | CSO-GovernmentDialogue |  |
| 21 | Project led by women and/or institutes mechanisms for increased participation of women in decision-making? (Yes/ No) | Gender |  |
| 22 | Number of participating community members (gender disaggregated) | Gender |  |
| 23 | Number of indigenous leaders with higher capacities (to deliver local solutions and have strong policy advocacy representation)  | Indigenous People |  |
| 24 | Number of youth organisations engaged with as part of SGP intervention  | Youth |  |
| 25 | Number of PWD (persons with disabilities) organisations engaged as part of SGP intervention  | PWD |  |
| 26 | Projects replicated or scaled up | Broader Adoption |  |
| 27 | Projects with policy influence | Broader Adoption |  |
| 28 | Projects improving livelihoods of communities | Broader Adoption |  |