

# ASEAN CENTRE FOR BIODIVERSITY

## Small Grants Programme by the ASEAN Centre for Biodiversity (BMZ-No. 2011 66545)

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First Call for Proposal

INDONESIA

September 2019



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**ANNOUNCEMENT OF THE CALL FOR PROPOSALS  
FOR THE  
SMALL GRANTS PROGRAMME BY THE ASEAN CENTRE FOR BIODIVERSITY  
UNDER THE GERMAN FINANCIAL COOPERATION  
KfW Ref.: BMZ 2011 66545**

“ASEAN HERITAGE PARKS SMALL GRANTS PROGRAMME”

The ASEAN Centre for Biodiversity (ACB), in cooperation with the Ministry of Environment and Forestry (MOEF) of Indonesia and Penabulu Foundation, hereby announces the first call for proposals for the Small Grants Programme for Indonesia under competition procedure for the funding of projects through Microgrants and Small Grants for a total amount of up to EUR 500,000, and a duration of up to 6 - 12 months.

**Deadline for submissions:           5 October 2019  
  23:59 WIB/Jakarta Time**

**1. BACKGROUND**

The ASEAN Centre for Biodiversity has received assistance of German Financial Cooperation to support, through a Small Grants Programme (SGP), the efforts of the ASEAN Heritage Parks (AHP) to protect the biological diversity and improve livelihoods in and around (adjacent areas) their core zone. Indonesia and Myanmar were selected as the initial countries to pilot the SGP, followed by Viet Nam for the second phase.

The SGP aims to support a co-management approach for government-managed protected area landscapes and adjacent areas through multi-level co-management as a means to link the protected area officials with the local stakeholders/communities. This approach highlights four thematic fields of general protected area management, law enforcement, habitat and species conservation, as well as community development/livelihood improvement.

It is important that applicants familiarize themselves with the SGP, its approaches and Grant Making process, which is summarized in the Programme Management Manual (PMM).

ACB, as prime recipient of the German monies, is the SGP’s Executing Agency. For Indonesia, the Directorate of Biodiversity Conservation or Direktorat Konservasi and Keanekaragaman Hayati (KKH) of Indonesia’s Ministry of Environment and Forestry

(MoEF) or Kementerian Lingkungan Hidup and Kehutanan Republik Indonesia (KLHK) has assumed the role of Implementing Agency. In Indonesia, there are two selected national parks that are eligible for grant funding under the SGP, namely Gunung Leuser National Park (GLNP) and Way Kambas National Park (WKNP). The specific locations to be included in the programme are:

- a. GLNP: Area III in Langkat Regency, North Sumatra
- b. WKNP: Braja Harjosari Village (Section II Kuala Penet) and Rantau Jaya Udik II Village (Section I Way Kanan), Lampung

## **2. SGP OBJECTIVES AND PRINCIPAL THEMATIC/INTERVENTION AREAS**

The SGP's overall programme goal is on "Strengthening the protection of biodiversity and natural resource management in line with the basic needs of local populations in the ASEAN region, and strengthening the ACB in its role to promote the protection of biodiversity".

The SGP is intended for funding projects which contribute to the achievement of the following objectives:

- a. To improve biodiversity protection in line with the interests of the local population directly dependent on selected AHPs and adjacent areas;
- b. To improve the livelihood of local communities directly dependent on selected AHPs or adjacent areas

The Small Grant Programme (SGP) implemented in Indonesia is designed with the following specific objectives:

### **Specific Objective 1 Sustainable livelihoods:**

Households and communities located in the priority areas benefit directly from the small grants programme, with improvements to their livelihoods

### **Specific Objective 2 Biodiversity Conservation:**

Biodiversity threats to the two ASEAN Heritage Parks are reduced.

### **Specific Objective 3 Co-management strengthened:**

Political and social support is increased for the integrity of AHPs and their values by District officials, government agencies and local stakeholders.

The SGP Indonesia Small Grants Programme is intended for AHP protection through the involvement of community-based organizations, civil society organizations (CSOs), and

capacity building of national park managers entrusted by ACB management to the Penabulu Foundation as a Service Provider (SP).

The SGP Indonesia Small Grants Programme will focus on four thematic areas as follows:

- 1) **Strengthening National Park Management Capacity.** The scope of this thematic field includes the establishment of multi-stakeholder forums, the planning process, the development of participatory management models, zoning, support for monitoring and reporting as well as knowledge documentation.
- 2) **Law Enforcement.** The scope of this thematic field includes support for road checkpoints, ranger stations, regular patrols, community patrols, database strengthening, cross-border meetings, and training related to law enforcement.
- 3) **Habitat and Species Conservation.** The scope of this thematic field includes forest fire control, ecosystem restoration, reforestation and elimination of invasive species, special protective measures for the preservation of superior species, and training needed.
- 4) **Community Empowerment.** The scope of this thematic field includes support for community empowerment facilitators, activities related to community empowerment training, village land use planning, development of village regulations, and support in strengthening the capacity of community livelihoods businesses.

### 3. CURRENT THREATS AND POSSIBLE INTERVENTIONS

Based on the Collaborative Management Plans (CMPs) and socialization, the general threats faced in the two national parks include:

Gunung Leuser National Park (GLNP)	Way Kambas National Park (WKNP)
<ul style="list-style-type: none"> <li>• Human resource capacity in the national park level</li> <li>• Illegal logging</li> <li>• Illegal hunting</li> <li>• Forest fires</li> <li>• Encroachment</li> <li>• Overlapping of the land use</li> <li>• Limited awareness on the biodiversity and conservation</li> </ul>	<ul style="list-style-type: none"> <li>• Forest fires</li> <li>• Critical land</li> <li>• Human-elephant conflict</li> <li>• Poaching</li> <li>• Illegal hunting</li> <li>• Illegal grazing</li> <li>• Encroachment</li> </ul>

Interventions to be funded in the first call should address the so-called “practical solution” that focus on **conservation and biodiversity** related issues, especially to answer the threats mentioned in the table above, faced by the two national parks.

Please refer to Annex C on Intervention Activities that may be applicable for the grants corresponding to the focus of the first call.

#### **4. ENTITIES THAT MAY APPLY FOR FUNDING**

Referring to the PMM, the SGP follows an open approach and will invite eligible grantees such as local Civil Society Organizations (CSOs) to submit proposals for Small Grants and/or Microgrants for Gunung Leuser and Way Kambas National Park.

Eligible proponents are as follows:

- Communities in AHPs and adjacent area/buffer zones (in the form of group with recommendation/endorsement from respective Park /Authority);
- Following organizations supporting biodiversity conservation and community development related to AHPs and adjacent areas:
  - CSOs registered at national/local level,
  - CBOs registered at local level,
  - CSOs and/or CBOs that have recommendation letter and/or agreement with the Park Management/Authority,
  - CSOs and CBOs that have a good quality of the technical proposals that can answer the threats in the two national parks

Grant applicants, especially national CSOs, must demonstrate sufficient technical and personnel capacities for, and experience with, the proposed activities to be funded under the SGP, and sufficient capacities for administration of and accountability for grant funds. In addition, the grant applicants should consider an innovative approach that give significant impact to the local communities who live in targeted areas. Grant applicants should ensure that there is appropriate contribution to the grant package (e.g. 20 percent in cash and/or in kind).

#### **5. AMOUNT ALLOCATED FOR FUNDING IN THE FIRST CALL**

Projects under the Micro and Small Grant Scheme's current call shall be supported with the total amount of up to EUR 500,000, in which approximately 60% of this amount will be made available to proposals applied for GLNP, and approximately 40% will be made available to proposals applied for WKNP. The amount made available in the call for proposals comes from funds of the German Financial Cooperation with the ASEAN Centre for Biodiversity KfW Ref.: BMZ 2011 66545.

## **6. PROJECT GRANT RATE**

The maximum project grant rate may not exceed 80% of eligible costs. The applicant is committed to provide own contribution amounting to at least 20% of eligible costs of the project, of which one half can be in-kind, for example, voluntary work, and the other half should be in cash.

## **7. THE MAXIMUM AND MINIMUM GRANT AMOUNT PER PROJECT AND MANAGEMENT COST**

The amounts indicated in the budget are given in EUR. The grants will be divided by two schemes:

- (i) Microgrant, with the maximum amount of funding under the Small Grant Scheme is EUR 5,000; and
- (ii) Small grant, with the maximum amount of funding is EUR 100,000.

Project management costs cannot exceed 6.75% of the total eligible costs of the project.

## **8. PROJECT IMPLEMENTATION PERIOD AND EXPENDITURE ELIGIBILITY PERIOD**

Project implementation may vary between the two schemes of grants:

- (i) Microgrants may be implemented for a duration of up to six months;
- (ii) Small Grants may be implemented for a duration of between 6 to 12 months.

Project expenditure is eligible from the date of signing the project contract/agreement until the end of the project, but should not be later than October 15, 2020.

In exceptional, justified cases, the expenditure eligibility period for a granted project may be extended upon consent of ACB and National Working Team (NWT). ACB and NWT will conduct a case-by-case review based on the Grantee's written and fact-supported justification.

## **9. GRANT PROPOSAL ASSESSMENT AND PROPOSAL SELECTION CRITERIA**

Proposals are assessed in two stages: administrative and substantive assessment.

**Administrative assessment** is done by the SGP Indonesia Service Provider, Penabulu Foundation. At this stage, the applicant shall have the possibility to supplement the

missing documents. Only proposals that meet all administrative criteria shall be subject to substantive assessment.

**Substantive assessment** is carried out by ACB (including the Chief Technical Advisor or CTA) and the National Working Team (NWT), with support from at least two technical experts who have relevant knowledge of areas related to the projects under assessment. The final score is the average of the scores given by the ACB and NWT.

As a general rule, preference will be given to projects that are the closest fit to the SGP and its objectives, and those that demonstrate a leading/significant role for local civil society organizations or community-based organizations.

Priority will be given to grant projects which meet the following criteria:

- Demonstrate a direct and clear relationship between the grant project and the overall programme goal as introduced in point number 2;
- Clearly state project objectives, deliverables, and biodiversity conservation;
- Contribute to conservation whilst addressing biodiversity conservation in targeted areas;
- Use collaborative management/participatory approaches in innovative ways to address conservation problems;
- Demonstrate a clear implementation and technical monitoring concept (“hand-holding”) with adequate technical specifications and clearly defined roles and responsibilities of all stakeholders;
- Clearly mitigate main threats to the habitats and biodiversity of the protected area;
- Demonstrate direct impacts on AHP bio-diversity and long-term ecological sustainability;
- Demonstrate best practice in the implementation of activities and model approaches which have potential to be scaled up;
- Demonstrate a clear strategy for the sustainability of funded items, such as maintenance and management concept; financial and social sustainability;
- Establish appropriate costs for grant activities;
- Clear, logical relationship between the problem statement, the objective of the project, and the conservation and livelihood activities proposed.

	<b>Criteria</b>
Administrative assessment	<p>The completeness of the proposal submission documents becomes the basic criteria for obtaining SGP Indonesia Small Grants.</p> <p>The required documents are:</p>

	<ol style="list-style-type: none"> <li>1. Memorandum of Understanding (MoU) from KSDAE or the Cooperation Agreement from the Authorities of GLNP/WKNP or Recommendation Letter from the Heads of the Authorities of GLNP/WKNP during the Cooperation Agreement submission process;</li> <li>2. Substance and budget proposal in English in accordance with the template provided by SGP Indonesia (refer to Annex D for Small Grants and Annex E for Microgrants);</li> <li>3. Organizational Self-Assessment Form and Pre-Grant Inquiry Form in accordance with the template provided by SGP Indonesia; and</li> <li>4. Notarial Deed, SK Kemenkumham, Registered Certificate.</li> </ol> <p>If the proposal proponent does not meet the administrative selection criteria as mentioned above, <b>then the proposal is rejected.</b></p>
Substantive assessment	<p>Criteria for assessing the proposals consists of two parts, namely (1) the quality of the substance proposal, and (2) the quality of the budgeting (cost effectiveness).</p> <p>A. The quality criteria for the substance proposal include:</p> <ol style="list-style-type: none"> <li>1. <b>The Suitability of the Strategy</b> contained in the Proposal with SGP Indonesia's Thematic Area. The suitability of the intended strategy is: (a) responsive to the SGP Indonesia's thematic areas; (b) contribute to the indicators of SGP Indonesia's success; (c) support national park management planning; (d) impacts on livelihood and conservation of biodiversity in the work area; (e) ensuring the sustainability of project results (achieving outcomes); and (f) ensuring the continued active participation of all stakeholders after the project ends (exit strategy).</li> <li>2. <b>Proposal Content.</b> The assessment will review: (a) the clarity of the problem statement; (b) overall objectives, specific objectives/outcomes, outputs and key activities are clearly connected; (c) alignment between organizational capacity and staff capacity in supporting project achievement; (d) can explain approaches and methodologies related to organizing/increasing the capacity of project participants (the community), monitoring and evaluation system, and the sustainability of the parties' involvement after the project ends.</li> </ol>



	<p><b>3. Relevant Organizational Capability and Experience.</b> Criteria include organizational experience managing similar projects, field experience, relevance of staff expertise raised in the project, number of staff and project management competencies and technical implementation, presence of personnel and logistical support in the field, and the availability of financial management systems.</p> <p><b>4. Gender.</b> The assessment will review issues relating to women and vulnerable groups, as well as the impact of the project on their participation in biodiversity and livelihood protection actions.</p> <p><b>B. Quality budgeting criteria (cost effectiveness).</b> These criteria will include: (1) a rational budget submission, (2) a comparison between proportional staff costs and activities, (3) 20% (in-kind) cost sharing, (4) overhead of no more than 6.75% of total project cost.</p>
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Projects, which obtain at least 60% of points possible to be obtained in the substantive assessment, including at least one (1) point under each assessment criteria, shall be placed on the list of projects recommended for funding. Detailed project selection criteria (substantive) along with the number of points awarded for each criterion are included in Annex D and E.

Proposals that have obtained a positive result in the assessment and exceeded the threshold defined in the announcement of the call for proposals, but due to a limited allocation for the Small Grant Scheme were not awarded funding, shall be placed on the reserve list. A review of fund status may be conducted by ACB to determine whether the proposals on the reserve list may be awarded grants for the current call. Should additional funds be made available, the proposals in the reserve list will be reviewed and prioritized. Proposals on the reserve list that are not included in the prioritization may be considered for grants in the next round of call for proposals.

**10. ELIGIBLE EXPENDITURE, CO-FINANCING, AND CONTRIBUTION IN-KIND**

Expenditure is considered eligible according to general rules, in line with the Programme Management Manual (PMM). Cost of new or second-hand equipment, provided it is considered as a direct asset or with direct utility for the proposed project, is eligible under the project. Applicants shall refer to the PMM for further information.

The Project Grantee provides project co-financing in the form of cash or kind. In case of projects implemented by CSOs, in-kind contribution in the form of voluntary work may constitute up to 20% of the co-financing required for the project. Own contribution within the remaining scope is submitted in the form of cash.

Where in-kind contribution is provided to the project in the form of unpaid voluntary work, the value of that work is calculated by the applicant considering:

- the amount of time worked voluntarily for the project without payment, expressed as the number of hours, and
- the standard hourly and daily rate for a given type of work provided.

## **11. PAYMENT SYSTEM**

Funding will be provided within a system of advance payments which depends on size of the grant and its duration.

- (i) Micro-Grants (up to six months): Advance payment up to the level of 90% of the total amount of funding for individual projects. The remaining 10% shall be paid after final acceptance of deliverables and approval of the final report.
- (ii) Small Grants (6 to 12 months): Advance payment (1<sup>st</sup> tranche) up to the level of 50% at grant award, and 40% (2<sup>nd</sup> tranche) after successfully reaching set milestones. The remaining 10% shall be paid after final acceptance of deliverables and approval of the final report.

The advance payment is paid to the Grantee on the basis of the costed workplan (Activity-Cost-Milestone plan), which becomes an integral part of the concluded Grant Agreement.

Should the verification by project-partners incurred expenditure become necessary, this can be done by an independent and certified auditor. The auditor checks and confirms the declared cost against the PMM, domestic law and accounting practices in the country of the project partner.

## **12. PARTNERSHIP PROJECTS**

ACB, KKH, and Penabulu Foundation encourage the applicants to submit applications in partnership with in-country partners. If an application is submitted in a partnership, it is necessary to append a document which confirms the establishment of the partnership, in the form of a letter of intent or a partnership agreement. Prior to the conclusion of the grant agreement, the applicant will be required to present a signed partnership

agreement. Work-plans have to indicate the responsibilities taken by partners for specific and identifiable deliverables.

### **13. TIME, PLACE, AND MANNER FOR SUBMITTING APPLICATIONS**

The call for proposals under the small grant scheme is held in the period from 15 September to 5 October 2019 by <23:59 WIB/Jakarta time>. The application process for this call shall follow two steps:

#### ***A. SUBMISSION OF EXPRESSION OF INTEREST, CONCEPT PROPOSAL AND REGISTRATION INTO THE SGP COACHING CLINIC***

Interested and eligible organizations shall submit the following documents for the initial stage of grant application:

1. **Letter of Interest** - Organizations that are interested to submit proposals to avail of the grants should submit a Letter of Interest, following the attached format/template as in Annex \_\_\_\_.
2. **Concept proposal** - Together with the Letter of Interest, organizations should fill-up the Concept Proposal format/template found in Annex \_\_\_\_\_. The concept proposal is a brief presentation of the proposed project that the organizations would be applying for grants, before going into the submission of a full proposal that will be entered into the Grants Management and Monitoring System (GraMMS). The format also includes providing the profile of the organization applying.
3. **Coaching Clinic Registration Form** - The Coaching Clinic is an exercise that will provide assistance to the organization applicants in putting together their proposal application utilizing the SGP GraMMS. The organizations should fill up the registration form and submit this together with the Letter of Interest and the Concept proposal, in order for the Service Provider to enlist the organization in the Coaching Clinic. Further information about the clinic shall be communicated by the Service Provider directly to the organizations.

#### ***B. SUBMISSION OF FULL TECHNICAL AND FINANCIAL PROPOSALS***

The grant application shall be submitted immediately after the Coaching Clinic that will be conducted with the potential grantees. The application shall be entered into the GraMMS, whereby the applicants, after submitting the Letter of Interest, Concept proposal and Coaching Clinic registration, shall be issued a unique username and password that they would use to log in to the GraMMS.

The potential grantees will be guided during the Coaching Clinic in filling-up the application in GraMMS, after which they will be given an additional 2 more days to edit and revise their proposal application.

The applicants shall also submit 3 paper copies using the formats as attached in Annex \_\_. These formats are the same as in the GraMMS. Submission of the paper copies should be to the following address:

- Paper copies (3 hard copies):  
To: SGP Indonesia Secretariat: Penabulu Foundation  
Address: Kompleks Palapa, Jl. Palapa 2 Nomor 4, Pasar Minggu, Jakarta Selatan  
Telephone: 021-27871746

#### **14. LANGUAGE OF THE APPLICATION FORM**

The application form and all the required annexes should be submitted only in English for the small grant programme, and in Bahasa Indonesia with an English summary for the micro grant.

#### **15. LIST OF ANNEXES TO THE APPLICATION REQUIRED**

Required annexes have to be submitted together with the application form. Refer to the list indicated in Annex D for Small Grants submission and Annex E for Microgrants submission.

#### **16. DOCUMENTS FOR DOWNLOADING/ATTACHED**

The application form should be developed in line with the following programme and application documents:

- Proposal Format (refer to Annex D for Small Grants Application, and to Annex E for Microgrants Application);
- Regulation on implementation of the AHP Small Grants Mechanism (The Programme Management Manual / PMM); developed by the ACB
- Project selection criteria;
- For Indonesia: Memorandum of Understanding (MoU) from KSDAE or the Cooperation Agreement from the Authorities of GLNP/WKNP or Recommendation Letter from the Heads of the Authorities of GLNP/WKNP during the Cooperation Agreement submission process;
- These documents are available for download at <http://sgp1idn.grantmanagement.penabulufoundation.org/>

## **17. COMMUNICATIONS AND ADDITIONAL INFORMATION CONCERNS**

All inquiries concerning the call for proposals should be directed to any of the following persons:

SGP Indonesia Secretariat  
c/o Dr. Teguh Triono (Chief Grant Management) or  
Adi Nugroho (Grant Assistant)  
Email: [sgp-acb@pgm.penabulu.id](mailto:sgp-acb@pgm.penabulu.id)  
Penabulu Foundation, Kompleks Palapa, Jl. Palapa 2 Nomor 4, Pasar  
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