

Term of Reference

Hibah Mikro

**Small Grant Programme Indonesia
The ASEAN Centre for Biodiversity**

**Funded by the Government of Germany through German Financial Cooperation /
KfW Development Bank (BMZ No. 2011 66545)**

Managed by Penabulu Foundation

Disusun April 2020

I. Latar Belakang

SGP Indonesia is a Small Grant Program in Indonesia which is a collaboration program at the Southeast Asia level between The ASEAN Center for Biodiversity (ACB) and the Government of Indonesia through the Ministry of Environment and Forestry (KLHK) cq. Directorate General of Conservation of Natural Resources and Ecosystems (Dirjen KSDAE). Program funding support was obtained from the German Government through the German Financial Cooperation / KfW (BMZ No. 2011 66545). This cooperation is contained in a Memorandum of Understanding (MSP) signed by KLHK cq. The Directorate of Conservation of Natural Resources and Ecosystems together with the ACB Executive Director dated May 21, 2015 in Jakarta.

In Indonesia, the ASEAN Center for Biodiversity (ACB) mandates the Penabulu Foundation to become an SGP Indonesia Service Provider to provide assistance and assistance in the implementation of small grants and micro grants. Penabulu Foundation will coordinate with KLHK cq. Directorate General of Natural Resources and Ecosystems cq. Directorate of Biodiversity Conservation as a Project Implementing Agency (PIA) through the National Steering Committee (NSC) and National Working Team (NWT).

Micro grants are given to carry out the supporting activities needed to support SGP Indonesia in general and the strengthening of the ASEAN Heritage Park (AHP) in Indonesia, namely the Gunung Leuser National Park (GLNP) and Way Kambas National Park (WKNP). The determination of needs will be determined based on the Service Provider's consultation with KLHK which in this case is represented by KKH.

II. Micro Grants Supports

Based on consultations between the Penabulu Foundation - Service Provider and KKH as PIA on February 21, 2020 at the KKH Office, which provides direction for activities to support SGP Indonesia in the form of Micro Grants, as follows:

- Conflict resolution in conservation areas and surrounding areas, including conflicts between animals and humans.
- AHP documentation in Indonesia in the form of videos and books
- Training and/or Coaching Clinic
- Outreach or Media Campaigne related in environment activities and natural resource in AHP Indonesia

- Or, activities that support AHP protection (TNWK and TNGL) in Sumatra from depalan (8) SGP Indonesia's theme based on the Collaborative Management Plan of each national park, namely:
 1. National parks management
 2. Habitat and Species
 3. Law Enforcement
 4. Community Development
 5. Research and Wildlife Monitoring
 6. Outreach and Public Awareness
 7. Eco tourism
 8. Policy Sectoral Development

The activity above is determined by looking at current conditions and needs in the near future. Activities that can be supported by Micro Grants can change according to the needs that are considered important based on SP recommendations that are approved or recommended by the Directorate of KKH, DG KSDAE, Ministry of Environment of the Republic of Indonesia.

III. Micro Grants

The total allocation of micro grant funds with a total value of EUR 50,000 or a maximum of EUR 5,000 per applicant for micro grants.

The micro grant project may not be 80% of the eligible costs. The applicant is committed to making their own contribution of at least 20% of the cost of the project that meets the requirements in the form of in-kind, for example: voluntary work, and or can also be in cash.

Disbursement of funds will be made at 90% of the project value when the Grant Agreement is signed and 10% of the project value after the final report is approved by the Servicer Provider.

The source of Micro Grants comes from the German Financial Cooperation Fund with the ASEAN Center for Biodiversity KfW Ref. BMZ 2011 66545, managed by the Penabulu Foundation as a Service Provider.

IV. Ammount and Project Duration

Micro grants will be given a maximum of EUR 5,000 or equivalent to IDR 75,000,000 with a maximum work period of 6 months.

V. Stages of Selection

The stages of selection to the signing of the micro grant consist of the following stages:

Step	Activities	Duration
1.	Proposal submitted	-
2.	Selection administration	2 working days
3.	Negotiation and proposal revised by proponent	5 working days
4.	Recommendation by KKH	2 working days
5.	Drafting of Grant Agreement and Grant Agreement Signed with Grantees	7 working days
	Total	16 working days

VI. Micro Grant Proposal, Time, Place and Submission of Proposal

Call for Micro Grants will be conducted on the 2 May – 31 July 2020 (Periode I)

Micro Grant Proposal both of Technical Proposal and Budget Proposal sent along with supporting documents to **Penabulu Grant Management - Penabulu Foundation** via email ke: sgp-acb@p gm.penabulu.id

VII. Language

The language used in the Micro Grants proposal can be in Indonesian or English if the applicant can write it in English, is more better.

VIII. Annexes and supporting documents

The attachments and supporting documents that need to be submitted together with the Micro Grant proposal are as follows:

- Organizational Self-Assessment Form
- Pre Inquiry Form
- For Community Based Civil Society Organizations: Endorsement Letter from the local Village Head and Recommendation Letter from the Head of the TNGL Great Office / TNWK Office regarding their participation in the SGP Indonesia Micro-Grant Program
- For local or national Civil Society Organizations in the form of Foundations / Associations or University Study Centers that have: (1) Memorandum of Understanding (MSP) with the Directorate General of Conservation of Natural Resources and Ecosystems (Dirjen KSDAE) Ministry of Environment and Forestry (KLHK)); or (2) Cooperation Agreement with the Great TNGL Office / TNWK Office; or (3) Letter of Recommendation from the Head of the Great TNGL Office / Balai TNWK during the process of submitting the Cooperation Agreement

IX. Indonesia Proponents that can be supported

SGP Indonesia's Micro Grants can be accessed by

- a) **Community Based Organizations** located around the area of GLNP and TNWK which have a Endorsement Letter from the local Village Head and a Letter of Recommendation from the Head of the TNGL Center / TNWK Office regarding their participation in the SGP Indonesia Micro-Grant Program.
- b) **Local or National Civil Society Organizations** in the form of Foundations/ Associations or University Study Centers that have: (1) Memorandum of Understanding (MSP) with the Directorate General of Conservation of Natural Resources and Ecosystems (Dirjen KSDAE) Ministry of Environment and Forestry (KLHK); or (2) Cooperation Agreement with the GLNP Office/WKNP Office; or (3) Letter of Recommendation from the Head of GLNP Office/WKNP Office during the process of submitting the Cooperation Agreement.

X. Information Support

All questions regarding proposal requests must be addressed to:

SGP Indonesia Secretariat

- Adi Nugroho (Chief Grant Management)
- Mario Ginting (Grant Assistant)

Penabulu Foundation, Kompleks Palapa, Jl. Palapa 2 Nomor 4, Pasar Minggu, Jakarta Selatan, Indonesia

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