

**Term of Reference
Micro Grants**

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

Call for Micro Grants Proposals 2020

Preparation of Guidelines for Implementing the SGP Indonesia Small Grants Programme in the "New Normal" Period of the COVID - 19 Outbreak in Gunung Leuser National Park and Way Kambas National Park

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

Grant Management by Penabulu Foundation

Introduction

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 Programme 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.

The implementation of a small grant program with CSOs and universities, SGP Indonesia in cycle 1 and which will take place in cycle 2, was hampered because the covid-19 outbreak hit Indonesia. Through PSBB policy and temporarily stopping public activities, mass transportation, and ensuring personal protection in preventing the spread of the COVID -19 virus.



Referring to the decision of the Head of BNPB Number 9.A/2020 Regarding the Determination of the Status of Certain Conditions in Disasters of Corona Virus Disease in Indonesia, Circular Letter of the Secretary of the State Ministry Number 2/2020 Regarding the Expansion of Remote Working in the Context of Anticipating the Spread of COVID-19, Circular Minister of Environment and Forestry Number SE.1/MENLHK/SETJEN/SET.1/3/2020 Regarding Prevention of Spreading of Corona Virus Disease 2019 (COVID-19) in the Ministry of Environment and Forestry, and Circular of the Directorate General of Natural Resources Conservation and Ecosystem Number: SE.3/KSDAE/SET/PEG.1/3/2020, then the suspension and adjustments to the implementation of the program are carried out with certain restrictions.

The 'New Normal' policy is currently being implemented by the Government of Indonesia by ensuring the protection and prevention of COVID-19, not subject to the implementation of the program carried out by SGP Indonesia grantees, as well as ensuring the protection of all parties against the risk of COVID-19 virus exposure. Thus, the need for guidance on the implementation of activities carried out with great care is a priority for the realization of the Indonesian SGP program.

SGP Indonesia Program Implementation Guidelines during the New Normal period are important as a reference for program implementers in the field of the eight (8) themes that are carried, 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 guide is expected to provide as much information as possible to grantees and program implementers in the field in an effort to optimize the project with certain conditions.

Purpose

1. The SGP Indonesia Small and Micro Grants Program can run in accordance with the stated goals and targets during the 'New Normal' conditions that are in force.
2. The SGP Indonesia Small and Micro Grants Program provides information and guidance in carrying out activities in the field by ensuring safety for grant recipients along with program implementers and beneficiaries.

Results

The preparation of guidelines for the implementation of the SGP Indonesia program in dealing with the COVID-19 Virus Outbreak during the "New Normal" period and the compiled guidelines are expected to refer to the policies of the Government of the Republic of Indonesia in force and the international policies in force.

The results as deliverable(s) must be met

1. Documents containing information related to prevention or mitigation of individuals or groups of people with various conditions in each activity carried out by the recipient of the grant in the implementation of small grants programs both indoors and outdoors



2. Documents containing information are provided not only in written form but also in the form of drawings including the type of Personal Protection Equipment (PPE) prepared before the activity takes place.
3. Documents containing information must be adjusted to the applicable local and national policies related to the prevention of the spread of the Covid-19 Virus outbreak in Indonesia, including coordination with related parties or the Covid-19 handling task force at the local and national level.
4. The documents produced in two languages (Indonesia and English) both in print (5 exp.) and softcopy documents.

Requirements

1. Civil Society Organizations relevant to the scope of work
2. Write a proposal in accordance with the Proposal template provided by the Service Provider or in accordance with the SGP Indonesia Micro Grants Guide.
3. Sending SGP Indonesia's micro grant proposal, to:
Adi Nugroho (Chief Grant Management) or Paul Mario Ginting (Grant Assistance)
via e-mail: sgp-acb@pgm.penabulu.id most illustrated June 10, 2020.

Micro Grant Approval Process (limited¹)

1. Civil Society Organizations (CSOs) submit Micro Grant Proposals to the SGP Indonesia Secretariat to obtain Service Provider approval - Penabulu Foundation
2. Approval by Service Provider - Penabulu Foundation
3. Signing the Grant Agreement between grant recipient with the Penabulu Foundation

Time frame

The time needed for the preparation of the guideline will be carried out for 3 months (June – August 2020) from the signed contract.

Grant Value

Micro Grants totaling EUR 5,000 (five thousand euros)

Closing

Documents resulting are the property rights of SGP Indonesia.

¹ limited referred to is urgent so that it takes responses and decisions quickly so that the submission is limited

