

# ASEAN CENTRE FOR BIODIVERSITY

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

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Third Call for Proposal

### INDONESIA

July 2021



Technical Assistance provided by  GITEC

Grant Management by  PENABILLI FOUNDATION

**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 third call for proposals for the Small Grants Programme (SGP) for Indonesia under competition procedure for the funding of projects through Small Grants for a total amount of up to EUR 847,170 and a duration of up to 6 - 12 months.

**Deadline for submissions:      1 September 2021  
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 two components: biodiversity conservation and community livelihood development.

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

ACB, as prime recipient of the German monies, is the Programme 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) is the Programme Implementing Agency. Two ASEAN Heritage parks have been selected

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), Tegal Yoso Village, Rantau Jaya Makmur Village, 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 intends to fund projects which contribute to achieve 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 SGP implemented in Indonesia is designed with the following specific objectives:

### **Specific Objective 1 Biodiversity Conservation:**

Biodiversity threats to the two ASEAN Heritage Parks are reduced.

### **Specific Objective 2 Sustainable livelihoods and ecotourism:**

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

The SGP in Indonesia 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 the Service Provider (SP).

The SGP in Indonesia focuses on eight (8) thematic areas as follows:

1. General protected area management (co-management)
2. Research and monitoring
3. Law enforcement
4. Habitat and species management

5. Community outreach and conservation awareness
6. Community Development (livelihood development)
7. (Eco)Tourism
8. Sector Policy Development

### 3. CURRENT CHALLENGES AND POSSIBLE INTERVENTIONS

Based on the Collaborative Management Plans (CMPs), the general challenges and vulnerabilities contexts<sup>1</sup> faced in the two national parks include:

<b>Gunung Leuser National Park (GLNP)</b>	<b>Way Kambas National Park (WKNP)</b>
<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>• Illegal fishing</li> <li>• Forest fires</li> <li>• Forest encroachment</li> <li>• Overlapping of the land use</li> <li>• Limited awareness on biodiversity conservation</li> <li>• Forest trespassing for commercial purposes (road, plantations)</li> <li>• Illegal collecting of non-timber forest products</li> <li>• Human-animal conflicts (elephant, orangutan, and tiger)</li> <li>• Community conflict in relation to the tourism activities</li> <li>• Seasonal flooding in some areas</li> </ul>	<ul style="list-style-type: none"> <li>• Forest fires</li> <li>• Degraded land</li> <li>• Human-elephant conflict</li> <li>• Poaching</li> <li>• Illegal hunting</li> <li>• Illegal grazing</li> <li>• Illegal fishing</li> <li>• Forest encroachment</li> </ul>

The table below provides on which thematic areas where Cycle 1 and 2 interventions have focused on:

Thematic areas	Cycle 1		Cycle 2	
	GLNP	WKNP	GLNP	WKNP
General Park Management	√	√	-	-
Wildlife Research and Monitoring	√	√	-	-
Law Enforcement	-	√	-	-

<sup>1</sup> Based on CMPs, presentation of the Chief of Gunung Leuser National Park in Monitoring and Evaluation of SGP Cycle 1 on 18 March 2021, PILI' findings based on the grants of Cycle 1, and Cakra' findings on the baseline gaps study.

Habitat and Species Management	√	√	√	√
Community Outreach and Conservation Awareness	√	√	√	√
Community Development	√	-	√	√
Ecotourism	√	-	-	√
Sector Policy Development	-	-	-	-

Annex 9 shows a list of grantees and their completed or ongoing main activities of their approved projects. **It is important that proponents shall not propose similar or relevant activities in the same project areas.**

Based on above interventions in Cycle 1 and 2, the interventions for Cycle 3 should address the practical solutions that focus EITHER on **biodiversity conservation (including strengthened co-management)** OR **livelihood improvement including ecotourism** to answer the challenges and vulnerabilities mentioned above, faced by the two national parks.

Table below are list of specific issues and proposal topics that may be considered for Cycle 3, as identified by and consulted with the Park Managers may include, but are not limited to:

Thematic area	Gunung Leuser NP (GLNP)	Way Kambas National Park (WKNP)
Biodiversity Conservation	Protection and sustainable use of resources (including non-timber forest products)	Conservation and protection of key endangered species
	Improving the biodiversity and socio-economic database system in the GLNP Area III	Study on invasive species plants and animals
	Study and/ or monitoring of endangered species e.g. orangutan in GLNP Area III	Ecosystem restoration
	Ecosystem restoration	
Livelihood	Development and improvement of sustainable agroforestry, sustainable/organic agriculture, food security, Non-Timber Forest Products (NTFPs), market system, value chains, innovation nursery, field management, post-harvest, and developing market practices.	
	Strengthening the capacity and skills of community and village economic institutions, strengthening/initiating/improving village/local regulations of above mentioned livelihood development.	
Ecotourism	Support sustainable management and development of the new ecotourism areas / products around the national park	
	Development of the community-based ecotourism	

	Improving the promotion of ecotourism in the national parks including the development of the digital platform system for ecotourism
	Strengthening the value chain system of ecotourism in the communities
	Support for safety and health in tourist destinations entering the new normal period

*Notes: Other specific issues that are in line with the needs and interests of the SGP Indonesia could be also included and granted.*

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

The SGP follows an open approach and will invite eligible grantees such as local Civil Society Organizations (CSOs) to submit proposals for Small Grants 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);
- 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 challenges and vulnerabilities in the two national parks

In addition,

- Grant applicants shall demonstrate sufficient technical, experience and personnel capacities for the proposed activities, as well as capacities for administration of and accountability for grant funds.
- Grant applicants should offer innovative approaches which would have significant impact to the local communities who live in targeted areas.

#### **Partnerships**

ACB, KKH, and Penabulu Foundation encourage the applicants to submit applications in partnership with in-country partners in particular for local CBOs and CSOs.

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.

## 5. AMOUNT ALLOCATED FOR FUNDING IN THE THIRD CALL

Projects under the small grant scheme's current call shall be supported with the total amount of up to **EUR 847,170** 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. The table below indicates the allocated budget for each national park and the budget for each theme.

No.	Thematic areas	Budget Allocation		Total
		GLNP	WKNP	
A.	Biodiversity Conservation (including Co-management Strengthened)	EUR 120,000	EUR 75,000	EUR 195,000
B.	Livelihood/ecotourism	EUR 362,829	EUR 289,341	EUR 652,170
<b>T O T A L</b>		EUR 482,829	EUR 364,341	EUR 847,170

## 6. PROJECT GRANT RATE

The SGP will support up to 80% of the total project cost. 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 small grants ranging from EUR 20,000 to 100,000 each are open for eligible proponents to apply. Project management/ overhead costs cannot exceed 6.75% of the total proposed project cost.

## 8. PROJECT IMPLEMENTATION PERIOD AND EXPENDITURE ELIGIBILITY PERIOD

Project implementation shall be 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 December 1<sup>st</sup>, 2022.

In exceptional, justified cases, the expenditure eligibility period for a granted project may be extended upon consent of ACB and the 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 assessments.

**Administrative assessment** is carried out by the SGP Indonesia Service Provider, Penabulu Foundation. At this stage, the applicants shall have the possibility to supplement the missing documents within 5 days after the deadline of submission. Only proposals that meet all administrative criteria shall be subject to substantive assessment.

**Substantive assessment** is carried out by the Regional Project Coordination Unit (RPCU) of ACB 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:

- Address the specific issues that are mentioned in point 3;
- Demonstrate a direct and clear relationship between the grant project and the overall programme goal as introduced in point 2;
- Clearly state project objectives, and deliverables, on biodiversity conservation, livelihood improvement, and also ecotourism;
- Use collaborative management/participatory approaches in innovative ways to address conservation problems;
- Contribute to improve biodiversity conservation of the protected area;
- Demonstrate direct impacts on AHP bio-diversity and long-term ecological sustainability;
- 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.



Provided below are the guidelines and criteria for each assessment stage. Proponents are encouraged to understand and be guided by this in the development of their proposal.

Assessment	Criteria
Administrative assessment	<p>The below required documents are the basic criteria for the eligibility of substantive assessment:</p> <ol style="list-style-type: none"> <li>1. Memorandum of Understanding (MoU) from KSDAE <b>or</b> the Cooperation Agreement from the Authorities of GLNP/WKNP <b>or</b> 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 (Annex 1 - 4);</li> <li>3. Organizational Self-Assessment Form (Annex 6) and Pre-Grant Inquiry Form (Annex 7) 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 even <u>after consultation with Service Provider</u>, <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 substantive proposals, and (2) the quality of the financial proposals (cost effectiveness).</p> <p><u>A. The quality criteria for the substance proposal include:</u></p> <ol style="list-style-type: none"> <li>1. <b>The Suitability of the Strategy.</b> The suitability of the intended strategy is: (a) responsive to the current call for proposals' thematic areas; (b) contributing to the indicators of SGP Indonesia's success; (c) supportive to national park management plan; (d) indicative to have impacts on livelihood and conservation of biodiversity in the work area; (e) ensuring the sustainability ofproject results (achieving outcomes); and (f) ensuring the continued active participation of all stakeholders after the project ends (exit strategy).</li> </ol>

2. **Proposal Content.** The content (a) shows the clarity of the problem statement; (b) shows overall objectives, specific objectives/outcomes, outputs and key activities are clearly contribute to SGP objectives; (c) 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. (d) reflect the continuity of the proposal write up: background, aims, method / approach / innovations, M&E approach, how the existing organization capacity / experience support in the implementation.
3. **Relevant Organizational Capability and Experience.** These include organizational experience managing similar projects, field experience, relevance of staff expertise raised in the project and related experience. Its number of staff and personnel CVs are to reflect their capability, project management competencies and technical implementation. This also includes presence of personnel and logistical support in the field, and the availability of financial management systems.
4. **Gender.** 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.
5. **Sustainability.** The proposals should formulate how the use of the project results can be ensured not only during the SGP implementation, but also after the project's conclusion (e.g. which methods, approaches, instruments or concepts will be used on a sustained base by the Target Group or other actors).

B. Quality budgeting criteria (cost effectiveness).

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. The allocation for project staff costs does not exceed 30% of the total project direct costs; and
5. The project management / overhead cost shall not be more than 6.75% of total project cost.
6. All proposed cost should adhere to the standard cost norm (refer to Annex 8).

Projects, which obtain at least 60% of points in the substantive assessment, and at least one (1) point for 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 stated in the evaluation and comment forms, which are provided here as reference<sup>2</sup>.

Due to a limited allocation for the Small Grant Scheme, proposals that have obtained a positive result in the assessment but exceeded the amount threshold (EUR 100,000) defined in the announcement of the call for proposals, 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.

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<sup>2</sup> The evaluation and comment forms are also provided in the PMM Indonesia.

# EVALUATION FORM

Criteria	MAXIMUM Points	Percentage awarded	Score
<b>1. Quality of Technical Proposal/ Technical approach (70%)</b>			
<b>1.1 Strategic Fit</b>			
· Responsiveness to Call for Proposals (Thematic Areas)	4	0	0
· Contribution toward SGP success indicators (per PMM and Call for Proposals)	3	0	0
· Clearly established relationship with PA Management Plan	3	0	0
· Probable impact on livelihoods and biodiversity conservation in the targeted area,	3	0	0
· Sustainability of project results (outcomes)	1	0	0
· Sustainability of stakeholder engagement after the project (i.e., exit strategy)	1	0	0
	<b>15</b>	<b>0.00%</b>	<b>0</b>
<b>1.2 Content</b>			
· Clearly defined problem Statement;	6	0	0
· Goals, Objectives and Activities clearly outlined	6	0	0
· Coherence of proposed organizational set up, ToR of project staff and goals / objectives of the project	6	0	0
· Proposed approaches and methodologies related to: (a) organizing and capacity building of the project participants/ communities, (b) monitoring system and (c) ensuring sustainability of action and stakeholder engagement after the project clearly defined	30	0	0
· Potential risks and solutions identified	6	0	0
· Logical Framework Matrix clearly presented	6	0	0
	<b>60</b>	<b>0.00%</b>	<b>0</b>
<b>1.3 Organizational capabilities and relevant experience</b>			
· Past performance on similar projects;	2	0	0
· Experience in geographic region;	2	0	0
· Relevance of staff skills to the proposed project	4	0	0
· Number and competence of relevant management and technical staff	4	0	0
· Presence of personnel and logistical support in the project site	4	0	0
· Presence of sound financial management system	4	0	0
	<b>20</b>	<b>0.00%</b>	<b>0</b>
<b>1.4 Gender/Disadvantaged Persons(includes youth, ethnic and other minority groups) considerations</b>			
· Focus on women and disadvantaged persons' issues;	2.5	0	0
· Impact on women and disadvantaged persons' participation;	2.5	0	0
	<b>5</b>	<b>0.00%</b>	<b>0</b>
<b>2. Quality of financial proposal / Cost effectiveness (30%)</b>			
· The proposed budget is reasonable – what does it mean	10	0	0
· The proposed budget is in line with the prescribed 40:60 ratio	20	0	0
· Ratio of time/staff cost to activity cost is reasonable	10	0	0
· Cost-sharing/Counterpart funding, in cash or in kind adheres to min. standard (as 20% of overall cost)	15	0	0
· Cost-sharing/Counterpart funding includes leveraging other funds or submitted funding proposals that could complement project activities.	20	0	0
· Organizational overhead is not more than 6.24% of the total project costb	10	0	0
· The proposal minimizes Grantee administrative costs by leveraging funds from other sources for managing the project in order to maximize the funds available for field-based project activities	15	0	0
	<b>100</b>	<b>0.00%</b>	<b>0</b>
<b>Points Awarded for Technical proposal</b>	<b>100</b>	<b>0.00%</b>	<b>0</b>
<b>Points Awarded for Financial proposal</b>	<b>100</b>	<b>0.00%</b>	<b>0</b>
<b>Weighted Score for Technical proposal (70%)</b>			<b>0.00</b>
<b>Weighted Score for Financial proposal (30%)</b>			<b>0.00</b>
<b>Total Score</b>			<b>0.00</b>
[a = higher the level, higher the score; b = lower the level, higher the score]			
<b>Scale and Evaluation:</b>			
60% and above: Pass	FALSE		
55% to <60%: for revision		FALSE	
<55%: fail			REJECT

## COMMENTS FORM

Criteria	Comments
<b>1. Quality of Technical Proposal/ Technical approach (70%)</b>	
<b>1.1 Strategic Fit</b>	
· Responsiveness to Call for Proposals (Thematic Areas)	
· Contribution toward SGP success indicators (per PMM and Call for Proposals)	
· Clearly established relationship with PA Management Plan	
· Probable impact on livelihoods and biodiversity conservation in the targeted area,	
· Sustainability of project results (outcomes)	
· Sustainability of stakeholder engagement after the project (i.e., exit strategy)	
<b>1.2 Content</b>	
· Clearly defined problem Statement;	
· Goals, Objectives and Activities clearly outlined	
· Coherence of proposed organizational set up, ToR of project staff and goals / objectives of the project	
· Proposed approaches and methodologies related to: (a) organizing and capacity building of the project participants/ communities, (b) monitoring system and (c) ensuring sustainability of action and stakeholder engagement after the project clearly defined	
· Potential risks and solutions identified	
· Logical Framework Matrix clearly presented	
<b>1.3 Organizational capabilities and relevant experience</b>	
· Past performance on similar projects;	
· Experience in geographic region;	
· Relevance of staff skills to the proposed project	
· Number and competence of relevant management and technical staff	
· Presence of personnel and logistical support in the project site	
· Presence of sound financial management system	
<b>1.4 Gender/Disadvantaged Persons(includes youth, ethnic and other minority groups) considerations</b>	
· Focus on women and disadvantaged persons' issues;	
· Impact on women and disadvantaged persons' participation;	
<b>2. Quality of financial proposal / Cost effectiveness (30%)</b>	
· The proposed budget is reasonable – what does it mean	
· The proposed budget is in line with the prescribed 40:60 ratio	
· Ratio of time/staff cost to activity cost is reasonable	
· Cost-sharing/Counterpart funding, in cash or in kind adheres to min. standard (as 20% of overall cost) a	
· Cost-sharing/Counterpart funding includes leveraging other funds or submitted funding proposals that could complement project activities.	
· Organizational overhead is not more than 6.24% of the total project costb	
· The proposal minimizes Grantee administrative costs by leveraging funds from other sources for managing the project in order to maximize the funds available for field-based project activities	

## **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 grant proposals should be guided and follow the approved cost norms of the SGP as provided in the PMM. Applicants should ensure that the budget they provide in their proposal adheres to these cost norms.

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.

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

The call for proposal for cycle 3 is open for submission from **July 5<sup>th</sup>, 2021** and ends on **September 1<sup>st</sup>, 2021 23:59 WIB/Jakarta time**.

The grant application which contains technical and financial proposals shall be submitted through GRaMMS and email to [sgp-acb@pgm.penabulu.id](mailto:sgp-acb@pgm.penabulu.id)

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

The application form and all the required annexes should be submitted only in **English**.

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

Required annexes (1 – 7) have to be submitted together with the application submission. Referto the list, annexes should be completed consist of:

- Annex 1: Template Proposal
- Annex 2. Key Project Personnel
- Annex 3. Logical Frame Work
- Annex 4. Activities Cost Milestone
- Annex 5. Plan of Operation / “Work Plan”
- Annex 6. Organization Self-Assessment Form
- Annex 7. Pre Grant-Inquiry Form
- Annex 8. SGP IDN Cost norm
- Annex 9. SGP IDN Cycle 1 and 2 for Grant Projects and Grantees

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

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

- Proposal Guidelines based on PMM Indonesia;
- Regulation on implementation of the AHP Small Grants Mechanism (The Programme Management Manual/PMM);
- Project selection criteria;
- 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;
- SGP ecotourism report, livelihood report, white paper, and baseline gaps study

report for references;

These documents are available for download at <http://sgp1idn.grantmanagement.penabulufoundation.org/>

## **16. COACHING CLINIC FOR PROPOSAL and GRaMMS TRAINING**

To enhance the skills of proposal writing of proponents, selected proponents are encouraged to participate the proposal training workshop and coaching clinic during the tender period. The training workshops will be held tentatively on July 22-24, 2021 in Bandar Lampung and July 26-28, 2021 in Medan.

Proponents who wish to participate in the workshop and coaching clinic should submit the registration before July 18, 2021. Details of the training workshop and coaching clinic could be obtained from the service provider Penabulu Foundation during the socialization session (July 12, 2021).

A virtual GraMMS training workshop will be organised by Service Provider on August 18 – 19, 2021 to all proponents. This workshop aims to support proponents in using the system to submit the proposals. **All proponents are obliged to participate the virtual GraMMS training.**

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

All inquiries concerning the call for proposals shall be communicated to Service Provider **3 days before** the deadline of submission. Inquiries shall be sent to official email at [sgp-acb@pgm.penabulu.id](mailto:sgp-acb@pgm.penabulu.id), with the subject title: **Inquiry\_ [Name of Organization] [AHP site] [SGP IDN] C3**

For more information on the Call for Proposal Cycle 3, applicants may also contact the person(s) below:

SGP Indonesia Secretariat  
c/o. Adi Nugroho (Chief Grant Management)  
Paul Mario Ginting (Grant Assistance)  
Dinnie Indirawati (Administration Officer)

**Penabulu Foundation,**  
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