

ASEAN CENTRE FOR BIODIVERSITY

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

Fourth Call for Proposal

INDONESIA

February 2022



KFW



Technical Assistance provided by **GITEC**

Grant Management by **PENABILLU 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 call for proposals for the Small Grants Programme (SGP) Indonesia Cycle 4 under competition procedure for the funding of projects through Small Grants for a total amount up to **EUR 405,915** and a duration up to 8 months (including the project reporting/completion report).

**Deadline for submissions: 26 March 2021
23:59 WIB/Jakarta Time**

1. BACKGROUND

The ASEAN Centre for Biodiversity has received assistance from the German Financial Cooperation to support, through a Small Grants Programme (SGP), the efforts of the ASEAN Heritage Parks (AHP) to protect 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 Phase I, while Viet Nam is the selected country for the second phase. The SGP aims to support the effective management of protected areas through preserving the biodiversity and its ecosystem and at the same time explores and promotes sustainable utilization of natural resources in the area for improving communities' welfare and regional economy. The small grants will be supporting selected projects with a focus on biodiversity conservation and / or community livelihood development (including ecotourism development).

ACB, as the prime recipient of the German monies, is the Programme Executing Agency, and the Directorate of Biodiversity Conservation or Direktorat Konservasi Keanekaragaman Hayati (KKH) of Indonesia's Ministry of Environment and Forestry (MoEF) or *Kementerian Lingkungan Hidup dan Kehutanan Republik Indonesia* (KLHK) is the Programme Implementing Agency. Two ASEAN Heritage parks have been selected as the site for grant implementation under the SGP, namely Gunung Leuser National Park (GLNP) and Way Kambas National Park (WKNP).

The Cycle 4 call for proposal is opened **ONLY for proposed projects in WKNP** with the consideration the request of the KLHK to include additional villages to be covered by the SGP implementation in Indonesia. The Cycle 4 call will cover 12 villages as listed below:

- i. Braja Harjosari Village (Section II Kuala Penet)
- ii. Braja Kencana Village
- iii. Braja Luhur Village
- iv. Braja Yekti Village
- v. Kampung Cabang Village
- vi. Labuhan Ratu VI Village
- vii. Labuhan Ratu IX Village
- viii. Raja Basa Lama I Village
- ix. Rantau Jaya Makmur Village
- x. Rantau Jaya Udik II Village (Section I Way Kanan)
- xi. Tanjung Tirto Village
- xii. Tegal Yoso Village

It is important for applicants to familiarize themselves with the SGP, its approaches, and its Grant Making process, which are summarized in the Programme Management Manual (PMM). Besides the PMM, SGP has developed a Collaborative Management Plan (CMP) for the AHPs (GLNP and WKNP), baseline gap study, ecotourism study, and recommendations, WKNP field assessments which holds essential socio-economic and biophysical information of the respective AHPs. The documents could be downloaded via <http://sgp1idn.grantmanagement.penabulufoundation.org/>

2. SGP OBJECTIVES AND PRINCIPAL THEMATIC/INTERVENTION AREAS

The SGP's overall programme goal is "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 achieving the following objectives:

- To improve biodiversity protection in line with the interests of the local population directly dependent on selected AHPs and adjacent areas;
- 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 that includes 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 aims to conserve and protect the participating AHPs through active engagement with community-based organizations, civil society organizations (CSOs), and capacity building of national park managers. Penabulu Foundation as the Service Provider (SP) for both participating AHPs is contracted by ACB to handhold the said stakeholders in planning and managing the proposed projects.

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

1. General protected area 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. Ecotourism
8. Sector Policy Development

3. CURRENT CHALLENGES AND POSSIBLE INTERVENTIONS

Based on the Collaborative Management Plans (CMPs), the general challenges and vulnerabilities contexts¹ faced in Way Kambas National Park include forest fires, degraded land, human-elephant conflict, poaching, illegal hunting, illegal grazing, illegal fishing, and forest encroachment.

The table below provides the thematic areas where Cycle 1, Cycle 2 and Cycle 3 interventions have focused on:

Thematic areas	Cycle 1		Cycle 2		Cycle 3	
	GL	WK	GLN	WK	GL	WK
General Park Management	√	√	-	-	-	-
Wildlife Research and Monitoring	√	√	-	-	√	-
Law Enforcement	-	√	-	-	-	-
Habitat and Species Management	√	√	√	√	√	-
Community Outreach and Conservation Awareness	√	√	√	√	-	-
Community Development	√	-	√	√	√	-
Ecotourism	-	-	-	√	√	-
Sector Policy Development	-	-	-	-	-	-

¹ Based on CMPs, PILI' findings based on the grants of Cycle 1, and Cakra' findings on the baseline gaps study.

Annex 1 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 identical activities in the same project areas.**

Based on the above interventions in Cycle 1 - 3, the interventions proposed for Cycle 4 Call for proposal should provide the practical solutions, consider upscaling local commodity and replicating best practices that focus EITHER on **biodiversity conservation OR livelihood improvement including ecotourism** to answer the challenges and vulnerabilities mentioned above, faced by the Way Kambas National Park.

Table below includes identified specific issues and thematic areas, but not limited to, for Cycle 4 Call for Proposal after consulted with the Park Managers:

Thematic	Specific Issues
Biodiversity Conservation	Identification of endangered species
	Conservation and protection of key endangered species
	Ecosystem restoration
Livelihood/Ecotourism	
Livelihood	Development and improvement of sustainable agroforestry, sustainable/organic agriculture, food security, Non-Timber Forest Products (NTFPs), honey, livestock, 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
	Development of ecotourism grand design include Standard Operational Procedures in WKNP

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 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 the local level,
 - CSOs and/or CBOs that have recommendation letters and/or agreements 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 WKNP

In addition,

- Grant applicants shall demonstrate sufficient technical, experience, and personnel capacities for the proposed activities, as well as capacities for the administration of and accountability for grant funds.
- Grant applicants should offer innovative approaches which would have a significant impact on 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 that 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 FOURTH CALL

Projects under the small grant scheme's current call shall be supported with a total amount of up to **EUR 405,915**. 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 for Way Kambas National Park.

The table below indicates the allocated budget for each national park and the budget for each theme.

No.	Thematic areas	Budget Allocation
A.	Biodiversity Conservation	EUR 55,000
B.	Livelihood/ecotourism	EUR 350,915
TOTAL		EUR 405,915

6. PROJECT GRANT RATE

The SGP will support up to 80% of the total project cost. The applicant is committed to providing their 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 up to 8 months (including reporting). All project field implementation shall be completed no later than 31 December 2022. Project expenditure is eligible from the date of signing the grant agreement until the end of the project as stated according to the grant agreement.

In exceptional, justified cases, the expenditure eligibility period for a granted project may be extended upon the 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 improving biodiversity conservation of the protected area;
- Demonstrate direct impacts on AHP biodiversity 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.
- Upscaling projects that meet the above-mentioned criteria

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"> 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; 2. Substance and budget proposal in English in accordance with the template provided by SGP Indonesia (Annex 2 - 5); 3. Organizational Self-Assessment Form (Annex 7) and Pre-Grant Inquiry Form (Annex 8) in accordance with the template provided by SGP Indonesia; and 4. Notarial Deed, SK Kemenkumham, Registered Certificate. <p>If the proposal does not meet the administrative selection criteria as mentioned above even <u>after consultation with Service Provider</u>, then the proposal is rejected.</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"> 1. The Suitability of the Strategy. The suitability of the intended strategy is: (1) responsive to the current call for proposals' thematic areas include contributing to the indicators of SGP Indonesia's success, supportive to national park management plan indicative to have impacts on livelihood and conservation of biodiversity in the work area address the priority areas; (2) ensuring the sustainability of project results (outcomes); and (3) coherence of proposed project's goals/objectives, organizational set-up, TOR of project staff ;(4) ensure the proposed project has multistakeholder engagements such as ethnic minorities/local cooperatives/commune/local communities/women.

	<p>2. Proposal Content. The content (a) shows the clarity of the problem statement; (b) shows overall goals, objectives, specific objectives/outcomes, target outputs and key activities are clearly outlined (log frame); (c) has clear and concise project design, (d) takes into consideration of potential project risks and solutions identified; and (e) includes the strategies to capture and communicate project results including lessons learned and best practices</p> <p>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 local partner staff in the project key personnel.</p>
	<p><u>B. Quality budgeting criteria (cost-effectiveness).</u></p> <p>These criteria will include:</p> <ol style="list-style-type: none"> 1. Technical planned activities and proposed personnel are reflected in financial planning; 2. The ratio of time/staff cost to activity cost is reasonable (indicating that the project funds are prioritized for implementation and not for salaries and other management costs *70:30) 3. Presence of Cost-sharing / counterpart funding, in cash or in-kind; Cost-sharing / counterpart funding, in cash or in-kind, adheres to a minimum of 20% of the overall cost. 4. Organizational overhead cost is not more than 6.75% of the total project cost.

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 reference².

² The evaluation and comment forms are also provided in the PMM Indonesia.

EVALUATION FORM

CRITERIA	Proposed max POINT
1. Quality of Technical Proposal / Technical Approach	
1.1 Strategic Fit	30
Responsiveness to Call for Proposals (Thematic Areas): <ul style="list-style-type: none"> • Contribution toward SGP national objectives • Clearly established relationship with the collaborative management plan / participatory small grant action plan • Probable positive impact(s) on livelihoods and biodiversity conservation in the targeted area • Project addresses the priorities areas 	8
Sustainability of project results (outcomes) <ul style="list-style-type: none"> • Project will contribute to a policy institutionalizing the best practices from the project • Presence of strategies to ensure relevant engaged stakeholder / local government / AHP continues to implement the results after the project ends • Presence of strategies of financing the project outcomes after the project ends • Presence of strategies to incentivize the relevant stakeholders to protect their surrounding environment and improve the social conditions • Having clear benefit-sharing scheme as part of the sustainability of project results in terms of socio-economic criteria 	10
Coherence of proposed project's goals / objectives, organizational set-up, ToR of project staff	4
Multi-stakeholder engagement <ul style="list-style-type: none"> • The proposed project engages ethnic minorities / local cooperatives/ commune / local communities / women groups/ youth groups/ elderly groups/ vulnerable groups as their implementing partners 	8
1.2 Content	60
Clearly defined problem statement	5
Goals, Objectives, Outcomes, target outputs and Activities coherent and clearly outlined (log frame)	10
Clear and concise project design: <ol style="list-style-type: none"> a. Clear methodologies for planned activities b. Strategy to improve the capacity of project participants / communities c. Strategy to improve social conditions of final beneficiaries d. Strategy to improve biodiversity conservation / environmental protection 	30 (10) (2) (2) (4) (4)

e. Strategy to actively engage women, youth, ethnic minorities, vulnerable groups (elderly, handicapped, poor etc.)	(4)
f. Clear monitoring system of proposed activities (e.g. indicators, target outputs)	(4)
g. Ensuring sustainability and stakeholder engagement after the project ends	
Potential project risks and solutions identified	5
Strategies to capture and communicate project results including lessons learned, and best practices	10
1.3 a. Organizational capabilities and relevant experience of NGOs	10
Past performance on similar projects	2
Experience in geographic region	1
Number and competence / relevant skills of management and technical staff of the proposed project	5
Presence of personnel and logistical support in the project site	1
Presence of local partner staff in the project key personnel	1
or	
1.3 b. Organizational capabilities of local group / cooperatives / community-based organization	10
Experience in implementing similar activities project management	3
Presence of clear ToR for each proposed project personnel	2
Work competence and experience of the proposed personnel	3
Experience in collaborating with AHPs/ local commune/ local authorities / local communities	2
Total Technical Score	100
2. Quality of financial proposal / Cost effectiveness	
Technical planned activities and proposed personnel are reflected in financial planning	30
Ratio of time/staff cost to activity cost is reasonable (indicating that the project funds are prioritized for implementation and not for salaries and other management costs *70:30)	40
Presence of Cost-sharing / counterpart funding, in cash or in kind; Cost-sharing / counterpart funding, in cash or in kind, adheres to minimum 20% of overall cost	15
Organizational overhead is not more than 6.75% of the total project cost	15
Total Financial Score	100

COMMENTS FORM

CRITERIA	Comment
2. Quality of Technical Proposal / Technical Approach	
1.1 Strategic Fit	
Responsiveness to Call for Proposals (Thematic Areas):	
<ul style="list-style-type: none"> • Contribution toward SGP national objectives 	
<ul style="list-style-type: none"> • Clearly established relationship with the collaborative management plan / participatory small grant action plan 	
<ul style="list-style-type: none"> • Probable positive impact(s) on livelihoods and biodiversity conservation in the targeted area 	
<ul style="list-style-type: none"> • Project addresses the priorities areas 	
Sustainability of project results (outcomes)	
<ul style="list-style-type: none"> • Project will contribute to a policy institutionalizing the best practices from the project 	
<ul style="list-style-type: none"> • Presence of strategies to ensure relevant engaged stakeholder / local government / AHP continues to implement the results after the project ends 	
<ul style="list-style-type: none"> • Presence of strategies of financing the project outcomes after the project ends 	
<ul style="list-style-type: none"> • Presence of strategies to incentivize the relevant stakeholders to protect their surrounding environment and improve the social conditions 	
<ul style="list-style-type: none"> • Having clear benefit-sharing scheme as part of the sustainability of project results in terms of socio-economic criteria 	
Coherence of proposed project's goals / objectives, organizational set-up, ToR of project staff	
Multi-stakeholder engagement <ul style="list-style-type: none"> • The proposed project engages ethnic minorities / local cooperatives/ commune / local communities / women groups/ youth groups/ elderly groups/ vulnerable groups as their implementing partners 	
1.2 Content	
Clearly defined problem statement	
Goals, Objectives, Outcomes, target outputs and Activities coherent and clearly outlined (log frame)	
Clear and concise project design:	
a. Clear methodologies for planned activities	
b. Strategy to improve the capacity of project participants / communities	
c. Strategy to improve social conditions of final beneficiaries	
d. Strategy to improve biodiversity conservation / environmental protection	
e. Strategy to actively engage women, youth, ethnic minorities, vulnerable groups (elderly, handicapped, poor etc.)	

f. Clear monitoring system of proposed activities (e.g. indicators, target outputs)	
g. Ensuring sustainability and stakeholder engagement after the project ends	
Potential project risks and solutions identified	
Strategies to capture and communicate project results including lessons learned, and best practices	
1.3 a. Organizational capabilities and relevant experience of NGOs	
Past performance on similar projects	
Experience in geographic region	
Number and competence / relevant skills of management and technical staff of the proposed project	
Presence of personnel and logistical support in the project site	
Presence of local partner staff in the project key personnel	
or	
1.3 b. Organizational capabilities of local group / cooperatives / community-based organization	
Experience in implementing similar activities project management	
Presence of clear ToR for each proposed project personnel	
Work competence and experience of the proposed personnel	
Experience in collaborating with AHPs/ local commune/ local authorities / local communities	
Total Technical Score	
3. Quality of financial proposal / Cost effectiveness	
Technical planned activities and proposed personnel are reflected in financial planning	
Ratio of time/staff cost to activity cost is reasonable (indicating that the project funds are prioritized for implementation and not for salaries and other management costs.70:30)	
Presence of Cost-sharing / counterpart funding, in cash or in kind; Cost-sharing / counterpart funding, in cash or in kind, adheres to minimum 20% of overall cost	
Organizational overhead is not more than 6.75% of the total project cost	

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 the 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 months): Advance payment (1st tranche) up to the level of 70% at grant award, and 20% (2nd tranche) after successfully reaching set milestones. The remaining 10% (reimbursable) shall be paid after the final acceptance of deliverables and approval of the final report.

The advance payment is paid to the Grantee on the basis of the costed work plan (Activity- Cost-Milestone plan), which becomes an integral part of the concluded Grant Agreement. Should the verification by project-partners incurred expenditure becomes 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 4 is open for submission from **February 24th, 2022**, and ends on **March 26th, 2022 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

13. LANGUAGE OF THE APPLICATION FORM

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

14. LIST OF ANNEXES

Annexes (2 – 8) are **required to be submitted together** with the application submission.

Annex 1: SGP IDN Cycle 1 and 2 for Grant Projects and Grantees

Annex 2. Proposal Template

Annex 3. Key Project Personnel

Annex 4. Logical Framework

Annex 5. Activities Cost Milestone

Annex 6. Plan of Operation / “Work Plan”

Annex 7. Organization Self-Assessment Form

Annex 8. Pre Grant-Inquiry Form

Annex 9. SGP IDN Cost norm

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 WKNP or Recommendation Letter from the Heads of the Authorities of WKNP during the Cooperation Agreement submission process;
- SGP ecotourism report, livelihood report, white paper, and baseline gaps study report for references; results of the WKNP rapid assessment in the additional villages
- These documents are available for download at <http://sgp1idn.grantmanagement.penabulufoundation.org/>

16. CONSULTATION/COACHING CLINIC FOR PROPOSAL and GRaMMS WORKSHOP

To enhance the skills of proposal writing of proponents, selected proponents are encouraged, Yayasan Penabulu as Service Provider SGP Indonesia will conduct assistance and consultation to proponents in Cycle 4 by virtual meeting during proposal submission. Proponents who will involve in the coaching clinic should submit the **registration on 25 February 2022**.

A **virtual GraMMS training workshop** will be organized by Service Provider on **1 - 4 March 2022**. This workshop aims to support proponents in using the system to submit the proposals. **All proponents are obliged to participate in the virtual GraMMS Workshop.**

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, with the subject title: **Inquiry_ [Name of Organization] [AHP site] [SGP IDN] C4**

For more information on the Call for Proposal Cycle 4, applicants may also contact the person(s) below:

SGP Indonesia Secretariat

c/o. Adi Nugroho (Chief Grant Management)
M. Syukur (Monitoring and Evaluation Manager)
Dinnie Indirawati (Administration Officer)

Penabulu Foundation,

Kompleks Palapa, Jl. Palapa 2 Nomor 4, Pasar Minggu, Jakarta Selatan,
Indonesia Telephone #: +6281 2372 7050
Email: sgp-acb@pgm.penabulu.id