

## **Term of Reference**

### **Call for Micro Grants Proposal**

#### **Period II**

#### **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 2021

## **I. Introduction**

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

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

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

## **II. Proposal Theme**

Based on consultation with KKH as the Programme Implementing Agency (PIA) and national parks as the ASEAN Heritage Parks area in the Indonesian SGP Program, Penabulu Foundation as a Service Provider determined the theme of the SGP Indonesia 2021 Micro Grant proposal to focus on:

1. Strengthening national park management as AHPs
2. Biodiversity with a focus on habitat and species both in the national park area and in the buffer village areas around the national park area

3. Capacity building and community outreach, both civil society organizations and community based organizations in supporting the management and protection of the national park area
4. Improving the livelihood of the community around the national park area
5. Community-based eco-tourism around the national park area as AHPs.
6. Development of the policy sector for the protection and management of national parks and/or village policies around the area that support the protection of the national park area as AHPs.

The above activities are determined by looking at current conditions and needs in the near future. Activities that can be supported by the Micro Grant can change according to needs and are considered important based on the recommendations of the Yayasan Penabulu as Service Provider approved or a known by the KKH Directorate, Directorate General KSDAE, Ministry of Environment and Forestry of the Republic of Indonesia.

### III. Grants Management

Allocation of total 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 program is expected to contribute 80% of eligible costs. The proponents are committed to their own contribution of at least 20% of the cost of the eligible project in the form of in-kind, for example: voluntary work, and / or it could 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 Service Provider.

The source of the micro grants comes from the German Financial Cooperation with the ASEAN Center for Biodiversity (KfW Ref. BMZ 2011 66545), which is managed by the Penabulu Foundation as a Service Provider.

### IV. Grants and programme duration

Micro grants will be given a maximum of EUR 5,000 or the equivalent of IDR 80,000,000 with a maximum work period of 1 - 6 months.

### V. Selection

The selection stage for signing a micro grant consists of the following stages:

<b>Stages</b>	<b>Activities</b>	<b>Time</b>
1.	Submission micro grant proposal	-
2.	Administration selection	2 work days
3.	Negotiation and proposal revision	5 works days
5.	Penyusunan Perjanjian Hibah dan Perjanjian Hibah yang ditandatangani dengan Penerima	7 work days
6.	Notification to KKH, national parks and ACB	-
	<b>Total</b>	<b>14 work days</b>

## VI. Proposal Submission Period

Call for Micro Grants Proposal to be implemented on 1 April - 30 September 2022 (Period II)

Micro Grant Proposals, both Technical Proposals and Budget Proposals are sent along with supporting documents to Penabulu Grant Management - Penabulu Foundation via email to: [sgp-acb@pgm.penabulu.id](mailto:sgp-acb@pgm.penabulu.id)

## VII. Language

The language used in the Micro Grant Proposal is in Indonesian or English if the applicant can write it in English it would be better.

## VIII. Indonesian Proponent Support

The Micro Grant SGP Indonesia can be accessed by

- a) Community-based organizations located around the TNGL and TNWK areas that have a Letter of Endorsement 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 Programme.
- b) Local or National Civil Society Organizations in the form of Foundations / Associations or University Study Centers which have: (1) Memorandum of Understanding (MSP) with the Directorate General of Natural Resources and Ecosystem Conservation (DG KSDAE) Ministry of Environment and Forestry (KLHK); or (2) Cooperation Agreement with GLNP Office or WKNP Office; or (3) Recommendation Letter from the Head of the TNGL Office or TNWK Office during the process of submitting a Cooperation Agreement.

## IX. Proposal and Supporting Documents

Proponents of both civil society organizations and community-based organizations complete the attachment template below:

- **Micro Grant Proposal Form**, and completes the program planning matrix format and budget planning format based on the micro grant guidelines and standard set by PMM Indonesia
- **Organization Self-Assessment Form**

Supporting Documents

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

## **X. Information**

Questions about proposals should be directed to:

### **SGP Indonesia Secretariat**

- Adi Nugroho (Chief Grants Management)
- Mario Ginting (Grant Assistant)
- Dini Indirawati (Secretariat)

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