



PENABULU FOUNDATION  
GRANT MANAGEMENT

**SGP**

Small Grants Programme  
by the ASEAN Centre for Biodiversity  
German Financial Cooperation  
KfW No. BMZ 2011 66 545



# SEMI ANNUAL REPORT MARCH - JUNE 2019

Small Grants Programme (SGP) INDONESIA  
Asean Heritage Park in Indonesia



**KFW**



Technical Assistance provided by CITEC

Grant Management by PENABULU FOUNDATION GRANT MANAGEMENT

# I. Introduction

Indonesia's Small Grant Program (SGP) is a regional cooperation program pioneered by the ASEAN Center for Biodiversity (ACB) which receives assistance from German Financial Cooperation through a small grant program for ASEAN Heritage Parks (AHP) to protect biodiversity and improve livelihoods within and around (adjacent areas) the core zone.

SGP aims to support a joint management approach for protected area landscapes managed by the government and surrounding areas through multi-level joint management as a way to connect protected area authority officials with local stakeholders/communities. This approach highlights four thematic areas of management of public protected areas, law enforcement, habitat and species conservation, and community development/livelihood improvement.

ASEAN Center for Biodiversity, is the Implementing Body of the SGP. Whereas in Indonesia, the Directorate of Biodiversity Conservation or the Directorate of Conservation and Biodiversity (KKH) of the Indonesian Ministry of Environment and Forestry (MoEF/KLHK) Republic Indonesia, act as Project Implementing Agency.

In Indonesia, there are two selected national parks that qualify for AHP grants, namely Gunung Leuser National Park (GLNP) and Way Kambas National Park (WKNP). Specific locations to be included in the program are:

1. Gunung Leuser National Park location in Area III in Langkat Regency, North Sumatra
2. Way Kambas National Park, located in 5 villages:
  - Braja Harjosari Village (Part II Kuala Penet)
  - Rantau Jaya Udik II Village (Part I Way Kanan)
  - Tegalyoso Village
  - Labuan Ratu IX Village
  - Rantau Jaya Village Makmur (Central Lampung)

The implementation of the SGP program, the Directorate for Conservation and Biodiversity (KKH) as the Program Implementing Agency (PIA) and the ASEAN Center for Biodiversity (ACB) as the Program Executing Agency (PEA) are assisted by the Penabulu Foundation as a Service Provider who manages grants in the implementation of the SGP Program ACB in Indonesia.

# II. Implementation

The Penabulu Foundation has proceeded through a fairly long communication regarding the Small Grant Programme - ASEAN Heritage Park with the ASEAN Centre for Biodiversity and the Ministry of Environment and Forestry (KLHK) of the Republic of Indonesia c.q. Directorate of Natural Resources and Ecosystem Conservation c.q. Director of Biodiversity Conservation (KKH) approximately four (4) months from the signing of the contract with the Penabulu Foundation as a Service Provider on March 12, 2019. The Penabulu Foundation seeks to ensure that the programs to be carried out in both AHPs or national parks run well and can be accounted for according to directives KKH and ACB. The activities carried out by Service Providers that have been carried out so far include:

## 1. Consolidation and Preparation Programme of the SGP 1 IDN

After the cooperation contract as a Service Provider was signed on March 15, 2019, Penabulu carried out consolidation and preparation, both internal and external as follows.

- **Internal Consolidation**

The team's internal consolidation was carried out at the Krystal Hotel Jakarta from 28 February to 2 March 2019. The meeting was attended by the Executive Director, Guidance and Program Manager at SGP AHP. In this meeting discussed about understanding the function of the Service Provider in accordance with the provisions in the Cooperation Contract, Review of the PMM and the Preparation of the Work Plan to be set forth in the Inception Report.

- **Meeting with GITECH and PILI**

External preparations were carried out on March 22, 2019 at the Penabulu Foundation office, together with the KFW / GITEC Consultant) and PILI as the **Collaborative Management Plan (CMP)** Institution for Way Kambas National Park (WKNP). GITEC was represented by Gunther Meyer and PILI was represented by Iwan Setiawan.

In this meeting Gunther explained about the Project Manual Management (PMM) and the stages of the SGP in accordance with the PMM. This meeting also discussed several things, namely:

- **Mechanism of signing the SGP cooperation contract with Grantee**

Penabulu representing ACB will sign a cooperation contract with the selected grantee. According to Gunther, this is different from SGP AHP in Myanmar, where in the program proponents directly contract with ACB. Penabulu Foundation is the first Service Provider in SGP. Review and input on PMM

The Indonesian PMM was prepared with reference to the PMM in Myanmar, so it still needs to be reviewed and given input according to the context in Indonesia Penabulu can also review and provide input to the PMM and discuss these inputs with the MoEF in this case represented by the KKH and the National Working Team (NWT).

- **Eligibility Proponent SGP**

SGP funds can only be given to local institutions, not international institutions. In the context of regulations in Indonesia this is also in accordance with Government Regulation Number 59 of 2016 concerning Social Organizations Established by Foreign Citizens. Where in the provision that foreign organizations are prohibited from conducting fundraising in Indonesia.

- **SG SGP Administration System**

The SGP Administration System will use the **Grant Management and Monitoring System (GraMMS)** built by ACB. This system will include submission of proposals by proponents, selection and reporting as well as project monitoring carried out by each grantee. Training on the use of GraMMS will be provided to both Service Providers and NWT.

- **Proponent Selection**

Proposals from proponents will be selected for administration by a Service Provider. Proponents who pass the administrative selection will be technically assessed by the NWT and the ACB. The administrative and technical selection process will use GraMMS.

- **Presentation of CMP results**

Then the discussion continued with a description of the process and the results of the CMP by Iwan Setiawan. The CMP document is expected to be a reference for SGP implementation.

- **Initial Coordination with MoEF**

After being chosen as a Service Provider, Penabulu Foundation requires good cooperation with the Ministry of Environment and Forestry as a PIA. For this reason, the Service Provider visits the Ministry of Environment and Forestry office on April 4<sup>th</sup>, 2019.

The meeting was attended by Ms. Nining Ngudi Purwaningtyas from KKH as chair of the NWT, Ms. Roswitha Muntiyarso as Liaison ACB, Dr. Teguh Triono as Chief Grant Management together with the SP - Penabulu Team. In this meeting several things were discussed including:

- ✓ **Introduction of the Penabulu Foundation as Service Provider**

The meeting began with an introduction to the Penabulu SP Team who were present at the meeting, namely Dr. Teguh Triono as Chief Grant Management, Adi Nugroho as Grant Assistant and Mario Ginting as Finance Manager.

- ✓ **Understanding the position and role of the Penabulu Foundation as Service Provider**

In this meeting, it was understood that the Service Provider worked in accordance with the directions of the PIA and PEA and conducted administration and monitoring of the project implementation carried out by Grantees.

- ✓ **Review and input on PMM**

Penabulu has submitted a review and input on PMM to the Ministry of Environment and Forestry (KLHK) of the Republic of Indonesia cq. Head of Sub Directorate of Application of the Convention on International Treaties and ACB and GITEC. Some input points are related to: Adjustment of Grant Diagrams, Grant Recipients, Cost Norms, Micro Grants, and Asset Transfer or *Berita Acara Serah Terima* (BAST). This input will be reviewed and integrated with input from Sub Directorate of Biodiversity Conservation (KKH).

- ✓ **Eligibility Proponent SGP**

Based on discussion with GITECH, KLHK agreed that the grant recipient was a local or national institution in accordance with the direction of the Government Regulation Number 59 of 2016 concerning Community Organizations established by Foreign Citizens. According to Ms. Nining Ngudi Purnamaningtyas, this is also an effort to encourage capacity building of local/national institutions.

- ✓ **Type of grant**

The types of grants that will be given in SGP are: 1) small grants and 2) Micro Grants. MoEF hopes that Micro Grants can be given to community groups and not burden community groups administratively. Micro grants can also be used for things that are responsive by still referring to CMP.

✓ **Asset Transfer Stages**

MoEF or KKH will cooperate with SP in the Asset Transfer stage in accordance with existing provisions. For this reason SP will be given a short training on Asset Transfer.

✓ **Technical Selection**

Mrs. Nining Ngudi Purnamaningtyas (KKH) suggested that in the technical selection of proposals by the assessment team from the NWT use manual documents first, then included in the ***Grant Management and Monitoring System*** (GraMMS).

✓ **Submission of SGP access information**

MoEF or KKH hopes Penabulu actively communicates with UPT in each of the National Parks. And there needs to be a socialization about SGP where Penabulu as a Service Provider conveys information proponents regarding SGP access.

## 2. Presentation Inception Report and Work Plan



Picture 1. Presentation Inception Report and Work Plan in MoEF

Penabulu as a Service Provider, needs to have Planning in implementation during the period specified by SGP (2019-2021). The plan is then compiled in the Inception Report which is then submitted to ACB on 12 June 2019. This document has been reviewed and given input by the ACB.

## 3. GraMMS and Asset Transfer (BAST) Application Training

The GraMMS application training was given by ACB to Penabulu and KKH in relation to the technical selection of proposals. Furthermore, in the series of activities, KKH / NWT also provides training related to the provisions of BAST in accordance with the provisions applicable to Service Providers and ACB. The training is carried out as follows:

### ✓ GraMMS Training

The GraMMS Training will be held on 18-19 June 2019 at Santika Premier Hotel Slipi Jakarta. ACB was represented by Mrs. Wardhani Ekoningtyas along with GraMMS training facilitators, Genique and John Ardel, while six (6) participants from the Penabulu Foundation (Service Provider) and participants from KLHK / NWT were seven (7) people. In this training a brief simulation of the use of BAST starts from proposal input, administrative selection, technical selection, technical and financial reporting from partners and monitoring. Based on the results of the meeting also presented some input and clarification of the information available on GraMMS.



**Picture 2. GraMMS and Asset Transfer Training**

✓ **Asset Transfer Training**

Training on Asset Transfer or Berita Acara Serah Terima (BAST) was conducted at the Ibis Slipi Hotel in Jakarta on June 21, 2019 and was facilitated by two (2) resource persons from the Secretariat of the Directorate General of KSDAE. The resource person provided information and how to prepare the BAST according to the template provided by the KSDAE Directorate General Secretariat and how to report it.

During the two (2) training activities the coordination between KLHK, ACB and Penabulu Foundation was also carried out, such as a joint visit plan, improvement of the Indonesian PMM and preparation of the First Call for Proposal for SGP Indonesia.

GraMMS and Asset Transfer Training was opened and closed by Ms. Nining Ngudi Purnamaningtyas, S.Hut., M.Sc. (Chief of SubDit on Implementation of the International Convention Treaty/National Working Team)

### III. Implementation Obstacles

Indonesia's Program Management Manual (PMM) is still under discussion between Service Providers - Penabulu, ACB and KKH

### IV. Follow Up Plan

Follow up planning for the second semester (2), July - December 2020, as follows:

1. Preparation for a joint visit and dissemination of SGP Indonesia in Gunung Leuser National Park and Way Kambas National Park with KKH / NWT, ACB, and Service Providers - Penabulu, July 2019.
2. reparation of the Call for the SGP Indonesia Proposal Cycle 1 was carried out by Penabulu as a Service Provider by ensuring Activity Design, making guidelines for managing small and micro grants, creating SGP Indonesia websites.
3. Implementation of the Cycle 1 of the SGP Indonesia Proposal for both the Grant Calls, the administrative assessment, the substance assessment, the communication of the assessment results to KfW.
4. Grant Awarding to Grantees.
5. Disbursement to Grantees.

### V. Conclusions

The implementation of SGP Indonesia 2019 is a new learning process in the management of small grant funds for the ASEAN Heritage Park in Indonesia by maximizing the engagement of the parties.

### VI. Attachment

1. *Inception Report*

