

## **Supplement: Pakistan-specific conditions for SGF Projects**



*This supplement outlines country-specific amendments or conditions, relating to particular sections of the MFF Guidelines for Grant Facilities – SGF Projects. Country-specific instructions for completing the MFF “Concept Note Template” are also provided below.*

## **Section A- Introduction**

In Pakistan, the Small Grant Facility is executed by IUCN Pakistan Country Office under the direction of the MFF National Coordinating Body (NCB), which oversees the project selection process and supervises project implementation. Projects that are supported by the MFF Grant Facilities are expected to address one or more of the 15 Programmes of Work (PoW) within the context of the MFF National Strategy and Action Plans (NSAP).

SGF project proposals should contribute to the implementation of priorities identified in the Pakistan MFF National Strategy and Action Plan (NSAP), and/or any other obligations under the Multilateral Environmental Agreements (CBD, CMS, UNCLOS, CITES, UNFCCC, Ramsar, etc.) and fulfill any of the obligations under MEAs (CBD, CMS, CITES, Ramsar, UNFCCC, UNCLOS, etc.) related to coastal areas.

## **Section B – Guidelines for Small Grant Facility (SGF) Projects**

### **1. Eligibility Criteria for SGF Projects**

#### **1.1 Country-specific amendment:**

- a. The value of SGF projects shall be between USD10,000-25,000.
- b. Budget shall be prepared in Pakistani Rupees.

#### **1.2 Country-specific amendment:**

The maximum duration of projects will be 12 months.

#### **1.6 Country-specific conditions:**

- a. SGF project proposals must be based upon a sufficiently detailed situation analysis with clearly identified problem, and clearly specific project objectives to address the problem, and logically linked outputs/results and activities under each of the project objectives.
- b. Grantees will be required to demonstrate ability for long-term sustainability of the interventions in their proposals. Grantees should clearly indicate continuity of project action beyond the project life, using Grantees’ own resources, or by the community itself or by the relevant government agency.
- c. Funding will only be provided for projects in Pakistan’s geographic and thematic areas (see Section 3.4), unless otherwise amended by the NCB as priority coastal areas for MFF.

## 2. Eligibility of Applicants

### *Limitations on Eligibility*

Additional country-specific conditions -- The SGF will NOT support:

- Planting of mangroves, unless it is done to serve a specific purpose such as, restoration for applied scientific studies or to address a specific issue.
- Simple environmental awareness projects, unless awareness is contributing to addressing a specific issue or achieving a specific objective.
- Expansion of harmful fishing activities, including purchase of fishing gears related to such activities.

## 3. Operation of the Small Grants Facility

### 3.2 *Submission of Applications*

Country-specific condition:

- a. **Concept Notes:** Interested agencies should submit their Concept Notes in the prescribed format given in Annex 1 and submitted to the IUCN Pakistan Office by the designated deadline.
- b. **Full proposals:** After an initial review by the NCB or by the NCB Working Group, the shortlisted proponents will be required to undertake training in Project Cycle Management (PCM) organized by MFF to ensure that objectives and outcomes of the proposed project are clearly defined and presented following the MFF standards and requirements. Upon completion of this training, the proponents will be required to submit a full proposal, based on a format provided (Annex 2). The request for submission of a full proposal, however, will NOT guarantee that the proposal will be funded. (See Annex A for Template of Full Proposals)
- c. The full proposals shall be reviewed by the NCB, or by the NCB Working Group which will make its recommendations to the NCB. Final selection of proposals shall be made at a formal NCB meeting.
- d. SGF project proposals should be prepared in English.

### 3.3 *Administration, Oversight and Execution*

Country-specific condition:

After the NCB has approved proposals for funding, the selected proponent will have to enter into an agreement with the MFF- Pakistan (IUCN Pakistan) Office, Karachi.

### 3.4 *Design and Planning the Project*

#### 3.4a County-specific condition

Where interventions are proposed in coastal areas falling within the purview of Government / agencies, the Grantee shall obtain prior permission from such agencies for implementing the projects.

#### 3.4b **Geographic and Thematic Priorities:**

Geographic priorities are:

- i. **Sindh Province** - covering Badin Coast; Thatta Coast (Keti Bunder and Kharo Chann); Karachi Coast
- ii. **Balochistan Province** – covering Lasbella Coast (Miani Hor); Gwadar Coast (Kalmat Khor)

The priority thematic areas are listed under each geographic priority:

**i. Sindh Province**

a. Badin Coast

1. Promoting alternate livelihoods for local communities including but not limited to fish farming/sustainable aquaculture.
2. Promoting sustainable fishing practices through CBOs including implementation of fisheries regulations.
3. Promoting action to address disaster and climate change risks in coastal areas.
4. Species conservation, including operationalizing the dysfunctional fish ladders.
5. Ecological restoration of mangroves by engaging local communities.

b. Thatta Coast (Keti Bunder and Kharo Chann)

1. Ecological restoration of mangroves by engaging local communities.
2. Sustainable camel and cattle grazing practices and dialogues with camel herders.
3. Promoting alternate livelihoods for local fishing communities, including but not limited to fish farming/ sustainable aquaculture.
4. Promoting sustainable fishing practices through CBOs including implementation of fisheries regulations.
5. Promoting action to address disaster and climate change risks in coastal areas.
6. Monitoring and assessment of coastal resources.
7. Advocacy and awareness on the coastal ecosystems and interdependence of ecosystems and livelihoods and capacity building of relevant stakeholders.
8. Applied community based research on different aspects of ecosystems.
9. Alternate and renewable energy.
10. Species conservation (including operationalizing the dysfunctional fish ladders)

c. Karachi Coast

1. Protection of marine environment against pollution.
2. Advocacy and awareness on issues of pollution and land use change and capacity building of relevant stakeholders.
3. Sustainable business practices by private sector.
4. Solid waste management in coastal areas of Karachi city to address negative effects on marine environment.
5. Coastal ecotourism.
6. Promoting alternate livelihoods for local fishing communities.
7. Promoting sustainable fishing practices through CBOs including implementation of fisheries regulations
8. Alternate and renewable energy sources.
9. Species conservation.

**ii. Balochistan Province**

a. Lasbella Coast (Miani Hor)

1. Sustainable fishing practices through CBOs, implementation of fisheries regulations and monitoring.
2. Promoting alternate livelihoods including ecotourism.
3. Species conservation.

4. Ecological restoration by engaging local communities.
  5. Alternate and renewable energy sources.
- b. Gwadar Coast (Kalamat Khor)
1. Promoting alternate livelihoods for local communities including sustainable aquaculture through CBOs.
  2. Ecological restoration by engaging local communities.
  3. Promoting sustainable camel grazing practices and dialogues with camel herders.
  4. Alternate and renewable energy sources.
  5. Species conservation

### 3.6 **Monitoring, Learning and Evaluation (MLE)**

#### Country-specific condition:

- a. MFF Pakistan (IUCN Pakistan) Office has the right to send representatives for field inspections to assess the effectiveness and progress of the project at any time. It may also employ independent reviewers to review the progress. The grantee is expected to assist the IUCN Pakistan Office in reviewing progress.
- b. MLE missions will be regularly undertaken by the NCB. Each project will be assessed at least once during its life, and the Grantees are expected to cooperate with the MLE Team in providing access to the project sites and other information as requested. In addition, the NCB may arrange a mid-term evaluation of project implementation.

### 3.7 **Reporting**

#### Country-specific condition:

Each SGF project will be required to provide monthly, quarterly progress reports and a final report as outlined in the Agreement. These will be used for project monitoring and as a basis for grant disbursement. Templates for reports will be provided once the Grantees are selected.

### 3.7 **Audit**

#### Country-specific condition:

The MFF/IUCN Pakistan may initiate an internal or external audit during or after the completion of project implementation.

## Specific instructions for completing the SGF Project Concept Note template

*Applicants must submit Concept Notes according to the MFF “Concept Note Template” (Annex 1, “Template for Concept Note Small Grant Facility,” and Annex 5, “Information on Implementing Organisations”) found at MFF Website,*

<http://www.mangrovesforthefuture.org/resources/documents?documentId=18989>.

*Country-specific instructions for completing the Concept Notes are as follows:*

- Concept notes must be a maximum of 6-8 pages (excluding the form, *Information on Implementing Organizations*)

- In addition to item 3, “Project Idea”, please answer the following questions:
  - (h) What are the project objective(s), main results/outputs and activities?
  - (i) What are the indicators of project success?
  - (j) Include a Project Logframe (maximum 2-3 pages, see Annex B for a guide to Principles of Logframe thinking and sample Logframe matrix)
  
- In addition to Under item 7, “Project Management”, please answer the following question:
  - (c) Sustainability (maximum 150 words): How would the project sustain its results beyond the grant period?
  
- In addition to item 8, “Budget”: Submit an Excel sheet in local currency, using an indicative output-based budget

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MFF Pakistan (IUCN Pakistan)

# Annex A

## Template for Full Proposals Small Grant Facility

[To be prepared in English language]

**A. Proposal Summary Sheet [1 page]** (Should be attached with each proposal)

1. **Date of Proposal Submission**
2. **Project Title:**
3. **Project Site:** Exact location (village, province etc), District/State, Country
4. **Project Scale :** National/ regional
5. **Implementation agency (Name and Address):**
6. **Implementing Partners, if any:**
7. **Authorized representatives from Implementing Agency:** Name and designation of a key person from the proponent
8. **Project Objective:**
9. **Project start date:** DD/MM/YY
10. **Project duration:** In months, not exceeding 18 months
11. **Brief Project description** (with Deliverables):
12. **Total Project Cost (in local currency) and Financing Plan:**

Total Budget	Financing Plan		
	Request from MFF	Grantee Contribution	Other Contributions
100%	XX%	YY%	ZZ%

**B. Full Proposal Template:** The entire document should not exceed 15 pages.

1. **Project Summary:** a brief statement of the problem, Objective(s), Results, main Activities and the 'change' sought by the project

2. **Introduction**

2.1. **Rationale of the project:** Situation Analysis, Main problem(s) to be considered

2.2. **Context:** Geographical context; climate, altitude, main ecological and socio- economic characteristics; policy context: relationship to national policies; community context

2.3. **Description of project area:** Include map and coordinates of project areas

3. **Project Description**

3.1 **Project's Logical Framework:** Please provide a logical framework of the project (see Annex 6) which should reflect the following:

- Goal (long term vision) towards which the project will contribute;
- Objective(s) of the Project that will be achieved by the project;
- Results that will contribute to each Objective together with Indicators;
- Key activities that will help achieve the Results, including deliverables.

3.2 **A narrative of the Key Activities:** This section should provide the details of how activities will be carried out, and should include the methodologies. This description should follow the following format:

Key Activity	Description on how it will be done, with whom etc.
<b>Result # 1:</b>	
Activity 1.1	
Activity 1.2	
<b>Result # 2</b>	
Activity 2.1	
Activity 2.1	

3.3 **Benefits and Beneficiaries:** What are the expected benefits of the project, and who are the beneficiaries, and how many are they? (specify numbers); highlight any livelihood linkages, if any.

3.4 **Participation of local people and communities:** Participation of local stakeholders including women and specific disadvantaged group, if any, in the project planning and implementation.

3.5 **Cross-cutting themes:** Describe how would the project address the cross-cutting themes [climate change, gender equality & communications]? [see Section A of the Guidelines].

3.6 **Project's risks, if any, and mitigation plans:** Describe briefly the project's risks and how these are to be managed.

3.7 **Work-plan:** Please provide a time frame in a Gantt chart as below, for each activity; the project should start immediately after the contract is signed. If there is special seasonal requirement (for example monsoon) it should be clearly expressed here.

Activities	Month																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Activity 1.1	■	■																
Activity 1.2		■	■	■														
etc.																		

**4. Project Management:**

4.1 **Management:** How will the project be managed (institutional structure, other organizations involved)? If other organizations are involved, describe the responsibility of each partner and how they will work together to achieve the project objectives.

4.2 **Monitoring, Learning and Evaluation:** How and when will the internal monitoring and evaluation take place? What is the process for capturing the lessons from the project? What is the situation about the baseline of the Indicators? If the baseline is not available, what is proposed to generate the baseline?

5. **Continuation of project activities:** Exit strategy/ Phase-out mechanism and how project results will continue to be sustained after the funding ends.

6. **Budget:** Create a detailed Results/Activities-based budget based on the logframe (See Annex 6); this budget should also include co-financing, both cash and in-kind. The budget should contain all direct costs relating to activities; the management component should not exceed 10% of the total budget.

7. **Proponent Description:** In addition to the information provided in Annex 5, please provide the following information:

7.1. **Organisational background:** [Up to 150 words]

7.2. **Capacity of the proponent to undertake this work:** indicate briefly the roles and responsibilities of proponent’s staff members, their qualifications and experiences for the tasks to be performed.

7.3 **Prior experience in the related projects:** Describe, in 100-150 words for each project, up to a maximum of three projects that have been completed most recently, the Outcomes/Impacts of the projects completed.



## Annex B

### Principles of Logframe Thinking, Linking Objectives to Activities, and Results-based Budgeting

Logical framework, or logframe, thinking starts out with a simple but extremely important principle: first, one decides where to go (the objective) and, secondly, how one will get there (the activity). Objectives are formulated which can be achieved by performing a set of activities. But because activities are at a much lower level than Objectives, each activity normally contributes to a Result; one or more Results are needed to enable the Objective to be achieved.

Logframe thinking requires clear (or at least plausible) specifications of the intended effects of planned Results. Thus, the "hierarchy of objectives" is linked by a set of hypotheses indicating the intended impact, i.e., the utilization of *Results* and, ultimately, the accruing benefits. The linkages have to be "tight", i.e., chances to reach higher level objectives must be good. Realism and consistency refer to scientifically sound hypotheses and to available resources. By linking resources, r, and long-term effect (=impact) in a realistic and consistent manner, logframes create a high degree of transparency and thus they provide a sound basis for efficient management, meaningful evaluation, and enhanced credibility.

The logframe process also includes a reflection on important external factors which are crucial for the success of a given project. "*Assumptions*" are hypotheses about factors which are outside the managerial control of a project, centre, or the system as a whole.

The "logframe matrix" which summarizes all important planning decisions, assumptions, and resource allocations is a frame which has to be specified for operational purposes. It has, therefore, to be supplemented by detailed (operational) plans specifying activities, *milestones*, responsibilities, time schedules, resources, etc.

The terminology used world-wide in logframes is chaotic. It is therefore necessary to understand the hierarchy, rather than being confused with different terms used by different agencies. In this we use the term **GOAL**<sup>1</sup> to denote long term achievements which are not expected out of this project, but it will contribute towards it. Goal is followed by **OBJECTIVES**<sup>2</sup> which should be achieved by the Project. A set of **RESULTS**<sup>3</sup> enable one to achieve the Objectives, while each Result is achieved through a set of **ACTIVITIES**.

A sample logframe of a hypothetical project is provided below together with a budget linking Results/Activities to expenditure, for guidance.

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<sup>1</sup> Other terms used for Goal are: Long Term Objective; Overall Objective; Strategic Objective; Development Objective

<sup>2</sup> Other terms used for Objectives are: Immediate Objective; Project Purpose; Medium Term Result; Intermediate Result

<sup>3</sup> Other terms used for Results are: Outputs; short term Result

## SAMPLE LOGICAL FRAMEWORK MATRIX

Restoration of coastal mangroves in ABC Village, BDE Province, [country]

Intervention Logic	Objectively Verifiable Indicators (OVIs)	Source of Verification (SoV)	Assumptions
<b>Goal</b>			
Peoples' lives and property are protected from storms and flooding	<ul style="list-style-type: none"> <li>Deaths and economic losses from storm surges</li> </ul>	<ul style="list-style-type: none"> <li>Commune administration reports</li> </ul>	<ul style="list-style-type: none"> <li>Mangroves are effective against storms and waves</li> </ul>
<b>Objectives</b>			
1. A coastal protection zone of mangroves in Commune A, Ha Tinh Province is created	<ul style="list-style-type: none"> <li>Extent of new mangrove planting (3 km)</li> </ul>	<ul style="list-style-type: none"> <li>Commune reports</li> </ul>	<ul style="list-style-type: none"> <li>Commune coastline is suitable for mangrove planting</li> </ul>
	<ul style="list-style-type: none"> <li>Trained guards undertake commune protection</li> </ul>	<ul style="list-style-type: none"> <li>Commune reports</li> </ul>	<ul style="list-style-type: none"> <li>Guards are willing</li> </ul>
	<ul style="list-style-type: none"> <li>Commune Disaster Risk Reduction Plan contains Mangrove protection guidelines</li> </ul>		<ul style="list-style-type: none"> <li>Authorities willing to include mangrove protection in DRR</li> </ul>
2. Project Management functioning well.	<ul style="list-style-type: none"> <li>Establishment of a project team with the requisite competencies for work described earlier.</li> <li>Establishment of a system for regular consultation with the stakeholders;</li> <li>Day-to-day management of the Project, including reporting</li> </ul>	<ul style="list-style-type: none"> <li>Project Team;</li> <li>Stakeholder consultation reports</li> <li>Project Office reports</li> </ul>	

## Outputs/Key activities per Objectives

Outputs	Key Activities	Deliverables
<b>Objective # 1 - A coastal protection zone of mangroves in Village ABC is created</b>		
(a) A 3-km mangrove plantation along the coastline of the commune	(i) Establishment of a mangrove nursery;	➤ Proper Mangrove nursery
	(ii) Collection of planting materials to raise 60,000 seedlings	➤ 60,000 seedlings
	(iii) Planting mangroves	➤ 3 km length planted
	(iv) Quarterly monitoring of planting (2 years)	➤ Seven (7) monitoring reports
	(v) Gap filling	➤ No. of plants used in gap filling
(b) Trained commune guard team in mangrove protection	(i) Construction of two guard posts to accommodate mangrove guards and procurement of basic equipment	➤ Two Guard posts ➤ Basic equipment (torches, tools, water-proof clothing)
	(ii) Developing a training module for guards	➤ Training module
	(iii) Conducting two training course for guards (10 per team)	➤ Two training events
(c) Mangrove protection regulations integrated into the commune Disaster Risk Reduction Plan	(i) Workshop to develop mangrove protection regulations	➤ Mangrove protection regulations
	(ii) Consultative meeting with relevant agencies to incorporate mangrove protection regulations in commune Disaster Risk Reduction Plans	➤ Incorporating mangrove protection regulations into DRR
	(iii) Radio broadcasts to inform people about the importance of protecting mangroves and penalties for not following regulations	➤ Content of awareness broadcasts; ➤ Ten (10) broadcasts over a period of three months
<b>Objective # 2 - Project Management functioning well.</b>		
(a) Project Team	(i) Appointment of a project team with the requisite competencies.	➤ Project cell
	(ii) Establishment of a system for regular consultation with the stakeholders;	➤ Meeting reports
(b) Project Management	(i) Day-to-day management of the Project, including reporting	➤ Reports

## Budget Sample

No	Category and Item of expenditure	Unit	Unit Price PKR	Quantity	Cost	Sub total	Remarks
<b>(a) A 3-km mangrove plantation along the coastline of the commune</b>							
1	<b>Establishment of a mangrove nursery</b>					<b>1,750</b>	
	Land preparation & maintenance	day	10	100	1,000		
	Fencing	lump			250		
	Construction of room	lump			500		
					-		
2	<b>Raising seedlings</b>					<b>2,300</b>	
	Planting materials	Unit	0.03	60000	1,800		
	Other materials	lump			250		
	Miscellaneous costs	lump			250		
					-		
3	<b>Planting mangroves</b>					<b>2,500</b>	
	Payment for planting	person day	5	500	2,500		
4	<b>Quarterly monitoring of planting (2 years) &amp; Gap Filling</b>					<b>786</b>	
	Planting materials	Unit	0.03	1200	36		
	Monitoring by community	day	5	100	500		In kind from community
	Payment for planting	day	5	50	250		
<b>(b) Trained commune guard team in mangrove protection</b>							
5	<b>Construction of guard posts and providing basic equipment</b>					<b>1,050</b>	
	Construction costs	Lump			750		
	Basic equipment				300		
6	<b>Developing a training module for guards</b>					<b>1,250</b>	
	Technical advice	day	50	25	1,250		In kind from Partner
7	<b>Training of Guards</b>					<b>550</b>	
	Venue	day	25	2	50		
	Training materials	Lump			100		
	Refreshments	pax	5	20	100		
	Technical support	day	50	6	300		In kind from Partner
<b>(c) Mangrove protection regulations integrated into the commune Disaster Risk Reduction Plan</b>							
8	<b>Workshop to develop mangrove protection regulations</b>					<b>400</b>	
	Venue	day	25	1	25		
	Refreshments	pax	5	25	125		
	Technical support	day	50	5	250		In kind from Partner
					-		
9	<b>Consultative meeting with agencies</b>					<b>200</b>	
	Meeting costs	Lump			100		
	Technical support	day	50	2	100		In kind from Partner
					-		
10	<b>Radio broadcasts</b>					<b>750</b>	
	Development of content	day	50	5	250		
	Broadcast costs	Unit	50	10	500		
<b>Project Management</b>							
11	<b>Project Management</b>					<b>5,350</b>	
	Reporting	Year	250	2	500		
	Other costs	Year	250	2	500		
	Project Manager	Month	100	24	2,400		In kind from Grantee
	Mangrove Guard	Month	50	24	1,200		
	Miscellaneous labour	day	5	150	750		
					-		
<b>TOTAL</b>						<b>16,886</b>	
<b>FINANCING PLAN</b>							
<b>In kind from Partner</b>						<b>1,900</b>	
<b>In kind from Community</b>						<b>500</b>	
<b>In kind from Grantee</b>						<b>2,400</b>	
<b>Mangroves for the Future Grant</b>						<b>12,086</b>	
<b>TOTAL</b>						<b>16,886</b>	