

Hariyo Ban Program



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SMALL GRANTS PROGRAM GUIDELINE FOR CIVIL SOCIETY ORGANIZATIONS (CSO) AND PRIVATE SECTOR

1. BACKGROUND

Small Grants Program (SGP) under Hariyo Ban Program II is designed to ensure innovation, flexibility and responsiveness to the dynamic policy environment and political and socio-economic transition. This SGP program will support innovation, provide technical assistance, capacity building and to grab new opportunities that arise in the fields of biodiversity conservation, climate change adaptation, livelihoods, gender and social inclusion (GESI), and governance. The SGP will focus on ecological and community resilience building and will be used to issue sub-awards to implement activities that:

- i) Are not specified in the regular Hariyo Ban work plan;
- ii) Arise during the program implementation;
- iii) Are for the purpose of: Promoting innovative science and technology, or piloting new approaches, concepts or tools, or capacity building and/or innovative approaches on emerging issues with strong learning opportunities, or support to capacity enhancement of the government of Nepal (GoN) agencies, non-government organizations (NGOs), community based organizations (CBOs) and/or groups to leverage funds (cash or in-kind) from other government or non-government sources to scale up Hariyo Ban program interventions and it's results/impacts.
- iv) In many cases actively support government's policies, plans and priorities.

Moreover, such sub-awards will help achieve Hariyo Ban Program objectives in general, and directly contribute to one or more results, and have defined target(s) that, in most cases, also contribute to one or more monitoring and evaluation (M & E) indicators specified in the Hariyo Ban Monitoring, Evaluation and Learning (MEL) plan in particular. Small Grants Program will not be used to support routine operational activities such as maintenance, repair and day to day operations.

The **Small Grants Program for Civil Society Organization (CSO) and private sector** is a competitive process for Nepalese CSOs (NGOs, academic and research institutions, community based organizations), private sector organizations, consulting firms, individuals, and media houses covering academic and action research; testing innovative approaches and ideas; capacity building; creating cross-sectoral linkages; and taking successful approaches to scale.

2. ELIGIBILITY

Eligible organizations include Nepalese CSOs (NGOs, academic and research institutions, community based organizations), private sector organizations, consulting firms, individuals, and media houses. International organizations can partner with Nepalese organizations in the applications, but proposals must be submitted by Nepalese organizations as the lead partner.

3. GEOGRAPHIC AREA

The geographic coverage for field implementation of SGP funded activities is limited to Hariyo Ban Program II working landscapes in Nepal, the Terai Arc Landscape (TAL) and Chitwan Annapurna Landscape (CHAL), including protected areas therein. In addition, proposals on policy and capacity building can be implemented at national level.

4. PRIORITIZED THEMES/FOCUS AREAS

Prioritized areas/themes for SGP applications for this year is provided in **Annex III**.

5. FUNDING DURATION AND LIMITS

Maximum duration for implementation of SGP is one year. The size of the grant will be between USD 10,000 and USD 50,000 for a single project. This excludes any matching funds brought by the applicant. The call for proposal, application deadline, selection date and implementation period is as follows:

Grant Name	Call for proposal	Deadline	Selection	Implementation period	Remarks
CSO and private sector grant	February	March	June	July to June (Maximum duration one year)	Annual basis (2017, 2018, 2019)

6. APPLICATION PROCEDURE AND NOTIFICATION

Proposal format (template is provided in **Annex I**), organizational profile format (Provided in **Annex II**) and major themes and sub-themes (**Annex III**) can be downloaded with this guideline. Proposals must be submitted **in electronic form** (soft copy) in the **prescribed format** to be considered eligible for review along with a **cover letter**. Proposals should be submitted in **MS Word** only. All proposals must be accompanied by organizational profile of the applicant as a separate document in the **same** e-mail. Applicants **must** maintain anonymity throughout the proposals. Nowhere in the proposals should the name or identification of the applicant be revealed in any way. Any proposals revealing the identity of proponent will be discarded in the initial screening. Shortlisted proposals will be notified for further processing through email.

7. REVIEW AND DECISION MAKING

WWF Nepal will first screen proposals and shortlist the eligible proposals that meet all the criteria (proposal format, budget ceiling, geographic area etc.). Shortlisted proposals will be reviewed by a committee comprising members from WWF Nepal, consortium partners of Hariyo Ban Program and representative from Ministry of Forests and Soil Conservation (MoFSC). Representative from the concerned departments of GoN will be invited in the committee to review the proposals related to their field. Furthermore, suggestions and feedbacks on proposals can be obtained from landscape coordinators and external expert in case of need.

The committee will review the proposal following a standard technical review format for their relevance and contribution to Hariyo Ban Program's objectives. The final decision will be based on majority opinion. The applicants can be asked to revisit/elaborate the proposals in accordance with review comments.

Proposals will be evaluated competitively based on proposed geographical area, innovative aspect, relation to Hariyo Ban objectives and program outcomes, opportunities for replication and scaling up, capacity building including aspects such as strategic direction, feasibility of budget requested, complementarity/duplication with annual work plan. Organizational profile of technically sound proposals' will be assessed in the final stage. The committee will then recommend USAID for final review and approval.

8. USAID REVIEW AND APPROVAL

The final list of proposals recommended through this process for funding will be forwarded to USAID for review and approval of the Agreement Officer's Representative (AOR) and/or Agreement Officer (AO). The applicant will be required to address any issues/comments from USAID within seven (7) days of the receipt of such issues/comments. USAID AOR and/or AO technical determination and approval or disapproval of such revised and/or final proposals will be final and binding to all parties. USAID AOR and/or AO technical determination and approvals will be on the assumption that necessary funds are available under the Cooperative Agreement (CA) budget for sub-awards under the **Small Grants Program** and that the total estimated and obligated amount of the CA will not increase as a result thereof. Further, the allocability, allowability and reasonableness of such sub-award costs will be the responsibility of WWF and subject to the cost principles governing costs under the CA, and all the terms, conditions, clauses and provisions of the CA.

9. SUB-AWARD ISSUANCE

WWF Nepal will administer the technical and financial matters of the sub-awards under the existing policies and procedures along with Hariyo Ban compliance requirements following USAID's approval process for sub-awards.

10. REPORTING REQUIREMENTS

Hariyo Ban produces semi-annual reports (July to December) and Annual reports (July to June). The recipient of the Small Grants fund will follow this reporting cycle. All outputs and outcomes from the Small Grants funding will contribute to Hariyo Ban Program's overall Monitoring Evaluation and Learning (MEL) plan. In cases where implementation is completed before the above stated reporting cycle, the recipient is required to submit final report within one month of completion of grant period.

Annex I: Proposal format

I. COVER PAGE- (1 page)

1. Theme of the proposal¹:
2. Title of the proposal:
3. Activity location²:
4. Project implementation period (start and end date and time in months):
5. Budget:
 - a. Total budget:
 - b. Hariyo Ban support:
 - c. Organization's own contribution (cash and kind):
 - d. Other sources (if any):

II. NARRATIVE SECTION- (This section should not exceed five (5) pages excluding budget)

1. BACKGROUND

(comprises of brief introduction within 400 words)

2. JUSTIFICATION

(comprises the rationale of the activity, past scenario, intervention approach within 200 words)

3. GOAL AND OBJECTIVES

(2-4 specific ones)

4. DESCRIPTION OF ACTIVITIES:

(describe proposed activities (quantify the activities to relate into budget breakdown) to achieve each objective and methodology to be used, divided into subsections as per need; within 1000 words)

5. EXPECTED PROGRAM OUTPUTS/OUTCOMES AND SPECIFIC CONTRIBUTION TO HARIYO BAN COMPONENTS

(within 250 words specifically relate the contribution of proposed activities to achieving Hariyo Ban's objectives through its main components and cross-cutting themes)

6. MONITORING, EVALUATION AND LEARNING

(Within 200 words describe what you will measure, how you will evaluate success/failures; key points to cover include indicators and questions to be answered through monitoring)

¹ Applicants are required to specify one of the themes as mentioned in the announcement and annex III of this document

² Specify landscape (CHAL or TAL or both), districts, VDCs

7. **COORDINATION** (within 100 words, describe how this project will be implemented in coordination with respective government agencies and how this will benefit them)

8. SOCIO-ENVIRONMENTAL IMPACTS

(possible negative environmental and social impacts of the interventions within 200 words).

9. BENEFICIARIES

(targeted beneficiaries, specify key ones in numbers as far as possible? within 100 words)

10. BUDGET: a detailed activity-wise breakdown

SN	Description	Unit	# of Unit	Rate	Total Amount
1	Personnel				
1.1	Project coordinator	Month*Proportion			
1.2	Project officer	Month*Proportion			
1.3	Account officer/assistant	Month*Proportion			
2	Travel				
2.1	Food and accommodation	Person*Days*Times			
2.2	Transportation	Person*Days*Times			
3	Meeting/Workshop/Training				
3.1	Tea and snacks	Person			
3.2	Stationeries and training materials	Days			
4	Key Activities				
4.1	Activity 1				
4.1.1	Sub-activity				
4.1.2	Sub-activity				
4.2	Activity 2				
4.2.1	Sub-activity				
				
5	Other direct costs				
5.1	Office utility/supply	Month			
5.2	House rent	Month			
5.3	Communication	Month			
5.4	Local travel	Month			
	Total direct cost				

Note: USAID rules and regulations do not allow any overhead cost.

Annex II: Organizational profile submission format (not to exceed 2 pages)

SN	Particulars	
1	Name of the applicant	
2	Organizational category a. Non-governmental organization b. Private, for profit organization c. Other, please specify	
3	Date, place and office of registration including SWC affiliation where applicable	
4	Organizations address	
5	Telephone/Fax	
6	E-mail and web address, if any	
7	Organizational head (President, Chairperson, CEO) <i>name and telephone</i>	
8	Primary contact person (<i>name, e-mail and telephone if different from organizational head</i>)	
9	Vision, mission and objectives of the organization (<i>Describe in not more than 100 words</i>)	
10	Key personnel and experts associated with the organization (<i>names and positions of not more than 5</i>)	
11	Relevant experience (<i>5 most relevant and recent ones; titles, budget, funding agency, duration and a brief description of the activity/project – not exceeding one page in total</i>)	

Note: To be submitted as a separate word document

Annex III: Broad areas under major themes and crosscuttings

1. Biodiversity:

- Research and studies on biodiversity conservation
- Species conservation (both flora and fauna)
- Habitat restoration (wetland, forest, grassland etc)
- Watershed management (upstream downstream linkages)
- Nursery development and management
- Payment for Ecosystem Services (PES)
- Combating poaching and wildlife trafficking
- Human Wildlife Conflict (HWC) mitigation
- Environmental Flow (E-flow)
- Invasive species
- Medicinal and Aromatic Plants (MAPs)
- Forest fire
- Institutional capacity building of NRM/community groups
- Scientific forest management
- Agro-forestry
- Agro-biodiversity

2. Livelihood:

- Eco-tourism promotion
- Enterprise promotion (financial/business literacy and microfinance support for forest dependent households)
- Entrepreneurial development and cooperative strengthening
- Block plantation of non-timber forest products (NTFP) and high value crops
- Promotion of agro-forestry models for alternative income and enterprise establishment
- Employment generation through skill based training for forest dependent youths
- Multi-water use system promotion for vegetable farming in climate vulnerable areas
- Alternative livelihoods for extremely marginalized communities
- Introduction time saving technologies (to reduce workload/drudgery of women and marginalized groups)

3. Climate Change Adaptation (CCA):

- Research and studies in CCA
- Climate change impacts, adaptation and resilience
- Vulnerability/hazard assessment/mapping
- Climate induced Disaster Risk Reduction (DRR)
- Differential vulnerability assessment
- Integration of CCA and DRR
- Mainstreaming of CCA and DRR in local level planning process of GoN
- Integrated river basin management

- Integrated sub-watershed Management including upstream – downstream linkages
- Payment for Ecosystem Services (PES)
- Linkages between CCA and Biodiversity Conservation
- CCA and livelihood
- Adaptation at scale
- Indigenous knowledge in CCA
- Use of climate science (hydro-meteorological data) in adaptation

4. Governance:

- Institutional capacity building activities of NRM groups
- Internal policies development of NRM groups
- Capacity building activities of NRM groups for internal fund mobilization and resource leverage
- Technical trainings for NRM groups on local solution promotion
- Promoting stakeholder's accountability and expand negotiation space

5. GESI

- Strengthening anti-Gender Based Violence (GBV) mechanism in forest management
- Men and boy's engagement
- Youth as agents of change
- Implementation of GESI policies, standards and practices
- Conservation benefit sharing for women, poor and marginalized
- Leadership of women poor and marginalized
- Engaging indigenous people's networks to promote local livelihoods of women and indigenous people

6. Communication:

- Media (electronic and print media) engagement in NRM issues
- Development of applications for Android and IOS (Apps on conservation stories, IEC materials)
- Development of audio books based on conservation
- Develop a feed-back mechanism to analyze the effectiveness and efficiency of our communication methods and tools

7. Monitoring and Evaluation:

- Outcome and impact measurement at different scales; landscape level, sub-basin, watershed, sub-watershed, corridor level