

# Hariyo Ban Program



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## SMALL GRANTS PROGRAM GUIDELINE FOR GOVERNMENT OF NEPAL (GoN) AGENCIES

### 1. BACKGROUND

In order to ensure innovation, flexibility and responsiveness to the dynamic policy environment and political and socio-economic transition, the Hariyo Ban Program - II has a Small Grants Program (SGP). This program will be used to support innovation, provide technical assistance, capacity building and to grab new opportunities that arise in the fields of biodiversity conservation, climate change adaptation, livelihoods, GESI and governance. Small Grant Fund 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 program results.
- iv) In many cases actively support government's policies, plans and priorities.

Moreover, such sub-awards must help further 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 the M&E indicators specified in the Hariyo Ban Monitoring Evaluation and Learning (MEL) plan in particular. Small Grant Program will not be used to support routine operational activities such as maintenance, repair and day to day operations.

The **Small Grant Program for GoN agencies** is a non-competitive process and will be used for policy related activities, support in capacity building, innovation, piloting and other priorities and engaging media sector. This fund will be mobilized through Ministries, Departments, Units and Centers of Government agencies, and at district, VDC and eventually new provincial levels.

## **2. ELIGIBILITY**

All relevant government agencies are eligible to apply for Hariyo Ban II Small Grants Program.

## **3. GEOGRAPHIC AREA**

The geographic coverage for field implementation of Small Grant Program funded activities will be limited to Hariyo Ban working landscapes in Nepal, the Terai Arc Landscape (TAL) and Chitwan Annapurna Landscape (CHAL). In addition, policy and capacity building activities can be implemented at national level.

## **4. FUNDING DURATION AND LIMITS**

The maximum limit for a single activity will be USD 50,000 but there will be no lower limit. The GoN Grant Program activities can be one-off event or a yearlong period. The call for proposal will be open twice a year.

## **5. APPLICATION PROCEDURE AND NOTIFICATION**

Proposals can be submitted to WWF/Hariyo Ban Program twice a year as specified in the table above until the funds for a given year are fully allocated, as necessary following due process of concerned line ministry. Proposals need to be submitted in the prescribed format along with a **cover letter**. Proposal format (Annex 1) along with background information and guidelines can be downloaded from the WWF Nepal Program website. Only electronic copies of proposals should be submitted on **prescribed format** to be considered eligible for review. Proposals should be submitted in **MS Word** only.

## **6. REVIEW AND DECISION MAKING**

Proposals will be reviewed by a **Hariyo Ban Program Steering Committee Working Group** members. The committee will review the proposals for their relevance and support to government's policies and priorities and contribution to Hariyo Ban's objectives and cross-cutting themes. In case of need where the committee wants to seek opinion from external expert, a meeting will be organized among the committee, external expert, the Hariyo Ban's Technical Advisors at WWF Nepal or his/her designee, and the Hariyo Ban Chief of Party and Deputy Chief of Party. The final decision will be based on majority opinion. The applicants can be asked to revisit / elaborate the proposals in accordance with review comments. Successful proposals will be forwarded to USAID for review and approval.

## **7. USAID Review and Approval**

The final list of proposals recommended through this process will be forwarded to USAID for review and approval of the Agreement Officer's Representative (AOR) and Agreement Officer (AO). The applicant will be required to address any issues/comments from USAID within 7 (seven) days of the receipt of such issues/comments. USAID AOR and 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 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 Grant Program funds and that the total estimated and earmarked 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.

## **8. SUB-AWARD ISSUANCE**

**WWF Nepal** will administer the sub-awards under the existing policies and procedures along with Hariyo Ban compliance requirements following USAID approval of the concepts.

## **9. 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 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 1: Proposal submission format**

### **I. COVER PAGE- (1 page)**

1. Theme of the proposal<sup>1</sup>:
2. Title of Project:
3. Activity location:
4. Name and address of organization (including postal, telephone and email):
5. Name, title and contact information (phone/email) of Project Coordinator:
6. Name, title and contact information (phone/email) of Finance Personnel:
7. Activity duration (start and end date and time in months):
8. 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 3 pages excluding budget)**

#### **1. BACKGROUND**

(comprises of brief background 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 within 100 words)

#### **4. DESCRIPTION OF ACTIVITY**

(describe proposed activities and quantify the activities to relate into budget breakdown and methodology divided into subsections as per need; within 1000 words)

#### **5. SPECIFIC CONTRIBUTION TO HARIYO BAN COMPONENTS AND EXPECTED PROGRAM OUTCOMES**

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

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<sup>1</sup> One of the themes as mentioned in the announcement and Annex III.

**6. MONITORING, EVALUATION AND LESSON LEARNING**

(Within 100 words describe how you will measure and evaluate success/failures; Key points to cover include indicators and questions to be answered through monitoring).

**7. SOCIO-ENVIRONMENTAL IMPACTS** (possible negative environmental and social impacts of the interventions within 100 words).

**8. BENEFICIARIES** (targeted beneficiaries, specify key ones in numbers as far as possible? Within 100 words):

**9. BUDGET** (a detailed activity-wise breakdown):

SN	Description	Unit	# of Unit	Rate	Total Amount
<b>1</b>	<b>Personnel</b>				
1.1	Third party eg. consultant/expert	Month*Proportion			
1.2					
1.3					
<b>2</b>	<b>Travel</b>				
2.1	Food and accommodation	Person*Days*Times			
2.2	Transportation	Person*Days*Times			
<b>3</b>	<b>Meeting/Workshop/Training</b>				
3.1	Tea and Snacks	Person			
3.2	Stationeries and Training Materials	No			
<b>4</b>	<b>Key Activities</b>				
4.1	Activity 1				
4.1.1	Sub-Activity				
4.1.2	Sub-Activity				
4.2	Activity 2				
4.2.1	Sub-activity				
	Sub-activity				
<b>5</b>	<b>Other direct costs</b>				
5.1					
5.2					
5.3					
5.4					
5.5					
	<b>Total Cost</b>				

*Note: Please indicate NA if the activities are not applicable. USAID rules and regulations do not allow any overhead cost.*

## **Annex II: 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