

# GEF-PDF-B SUSTAINABLE LAND MANAGEMENT PROJECT GUIDELINE DOCUMENT

## 1. Introduction

This Paper is intended to inform and guide the Participating Countries (PCs) in the SLM PDF-B on the process of selecting Demonstration Projects that will support the goals and objectives of the project. The Paper provides: (a) a brief background of the context in which the PDF-B was conceived; (b) the objectives of the project; (c) the functional linkages between the SLM and other completed, ongoing and planned initiatives in Land Degradation, Climate Change Biodiversity, and other multi-focal areas under Multilateral Environmental Agreements (MEAs); and (d) the criteria for selection of Demonstration Projects that might qualify for funding under Phase II of the SPAC Project.

## 2. Background

It has been established that Small Island Developing States (SIDS) have many disadvantages arising from their size, including small populations, thin market size, a narrow resource base, vulnerability to extreme weather events, limited watersheds and threatened supplies of freshwater. In addition SIDS tend to have high degrees of endemism and unique ecosystems.

The Barbados Programme of Action (BPOA) on the Sustainable Development of SIDS recognizes that land and ecosystem degradation and the loss of critical goods and services such as biodiversity habitats and watersheds, are among the major long-term management issues in these countries due to a combination of factors including deforestation, urbanization, unsuitable farming practices and inappropriate land use policies. Thus, it is acknowledged that land degradation poses a serious threat to sustainable development of SIDS and weakens their ability to respond to shocks to their economy, society and environment.

Against this background, the Global Environment Facility (GEF) has approved a Project Design Facility (PDF-B) grant to enable eight Participating Countries (Antigua and Barbuda, Barbados, Dominica, Grenada, Jamaica, St. Kitts and Nevis, Saint Lucia, and St. Vincent and the Grenadines) to build local and regional capacity to support sustainable land management (SLM) and develop pilot demonstration activities on SLM to address land degradation at the community level.

In essence the project will address the problems of land degradation, in particular, deforestation and loss of ecosystem goods and services, particularly endemic species. It will also promote the improvement of land management practices, institutional arrangements, policies and incentives aimed at the mitigation of land degradation and the preservation of the fragile and unique ecosystems in the Participating Countries (PCs)

In accordance with the terms and conditions of the PDF-B for the SLM project approved by GEF, A Regional Project Steering Committee (RPSC) is to be established to oversee the implementation of the PDF-B activities in an efficient, timely and cost-effective manner.

## 3. Specific Objectives

The specific objective of the SLM PDF-B is to develop national demonstration projects to test various *in situ* approaches and methodologies for the sustenance of ecosystem functioning through SLM;

## 4. Project Phases

- *Phase I: PDF-B Process*

This first phase (1 year) involves the preparation of a project document for submission to the United Nations Environment Programme (UNEP) and the GEF by July 2006. National and regional consultations involving a wide stakeholder base will determine priority projects for participating countries.

Under this component, the following activities will be undertaken: (i) design of national pilot demonstration projects on SLM; (ii) the establishment of a regional framework and partnership for SLM which will facilitate the exchange of experiences and good land management practices; (iii) training of key stakeholders in SLM; (iv) the promotion of community-based SLM management approaches.

- *Phase II: Implementation of 4-year project*

Phase (ii) of the project will involve the implementation of the demonstration projects developed under the PDF-B phase. The expectation is that these projects will assist the PCs to:

- conserve vital endemic and endangered fauna habitat;
- generate knowledge on possible other endemic flora;
- develop model incentive schemes for replication;
- provide vital technical knowledge on sediment loss from a tropical ecosystem;
- promote exchange of lessons learnt and best practices in SLM including land use policy options and planning frameworks

## 5. Links to Other MEA Initiatives

The project demands that a functional relationship be established between the goals, objectives, operational guidelines, principles and outputs of the MEAs and their related activities that are on-going in the region. The three MEAs are:

- The UN Convention to Combat Desertification and Drought (UNCCD);
- The UN Framework Convention on Climate Change (UNFCCC); and
- The Convention on Biological Diversity (CBD).

A summary of the objectives and outcomes of these MEAs is provided at Table 2 below.

- *UNCCD-Related Activities*

The UNCCD has been elaborated as an instrument that provides a global framework for addressing land degradation and sustainable land management issues in SIDS. It calls for the preparation of action programmes through a process that should be closely inter-linked with other efforts to formulate national policies for sustainable development. Given the scope of this instrument it is acknowledged that it could, if used effectively significantly, contribute to the attainment of the Millennium Development Goals (MDGs) relating to poverty eradication and food security.

The SLM will integrate with and support the following UNCCD regional activities:

- **The Partnership Initiative on Land Degradation and Sustainable Land Management:** This Partnership consists of a series of commitments and action-oriented coalitions focused on deliverables and intended to translate political commitment into action. The sub-components of the Partnership include:
  - The elaboration of National Actions Plans (NAPs);
  - The design of Integrated Sub-regional Action Plans (SRAPs)
  - Development of methods, and tools for monitoring and measuring land degradation; and
  - Training, research, capacity development and policy analysis.
- **The GEF/UNDP LDC and SIDS Targeted Portfolio Approach for Capacity Development and Mainstreaming of Sustainable Land Management:** This Project seeks to assist countries to begin a process of capacity of development and mainstreaming; elaborate their National Action Plans (NAPs) through co-financing in a timely manner and produce a Medium-Term National Investment Plan to develop individual, institutional and systemic capacity for sustainable land management (SLM); and
- *Climate Change-related Activities*

The Third IPCC Report has documented the anticipated trends in sea level, sea surface temperature, as well as changes in the precipitation cycle. All these are expected to result in impacts that affect the Caribbean region, in particular small island states, and its prospects for sustainable development.

Article 4 (e) and (f) of the UNFCCC encourages Signatory Countries to:

- co-operate in preparing for adaptation to the impacts of Climate Change and to develop and elaborate appropriate and integrated plans for coastal zone management, water resources and agriculture and for the protection and rehabilitation of areas affected by drought, desertification and floods; and
- take Climate Change considerations into account to the extent feasible in their relevant social economic and environmental policies and actions and employ appropriate methods to minimize adverse effects on the economy or public health and on the quality of the

environment of a project or measure undertaken by them to mitigate or adapt to Climate Change.

The Caribbean region has been responding to Climate Change through a number of Climate Change Adaptation Projects, including:

1. Caribbean Planning for Adaptation to Climate Change (CPACC) Project, 1998 – 2001, funded by the Global Environment Facility (GEF);
2. Adapting to Climate Change in the Caribbean (ACCC) Project, 2001 – 2004; funded by the Canadian International Development Agency (CIDA);
3. Mainstreaming Adaptation to Climate Change (MACC) Project, (now under implementation) 2004 – 2007; funded by the GEF.
4. The Special Programme of Adaptation to Climate Change (SPAC) funded by the GEF.

The SPAC Project seeks to establish an integrated institutional and operational framework to address the impacts of climate change on biodiversity and land degradation and support the formulation and implementation of specific adaptation measures. The ultimate goal is to illustrate how adaptation measures can be implemented and to document the benefits from the adoption of these measures. Specifically, the project seeks to:

- illustrate how adaptation measures can be implemented and to document the benefits from the adoption of these measures so that these experiences may be replicated throughout other CARICOM countries; and
- make efficient and integrated use of the limited human and financial resources for these technical areas and illustrate how adaptation measures can be effectively implemented at the national level.
- *Biodiversity Related Activities*

The SLM will also complement the objectives and outputs of activities relating to the fulfillment of national obligations under the UN Convention on Biological Diversity, including in particular, National Biodiversity Strategies and Action Plans (NBSAPs).

For ease of reference a summary of the objectives and outputs of these projects is provided at Table 1 below.

**Table 1: Summary of on-going MEA-related projects and activities in the Caribbean**

Convention	Project	Objectives	Key Outcomes/Activities
UNCCD	Preventing Land Degradation Through Sustainable Land Management (PDF-B)  Executing Agencies (CEHI and OAS/OSDE)	(a) build local and regional capacity to support sustainable land management; and (b) develop pilot demonstration activities on sustainable land management to address land degradation at the community level.	(i) Pilot demonstrations on sustainable land management; (ii) local community capacity building and awareness raising; (iii) Regional framework and partnership Initiative on SLM; (iv) development of regional sustainable land management awareness, education and capacity building programme; (v) establishment of Regional Coordinating Mechanism
	UNDP/GEF LDC-SIDS Project for Sustainable Land Management	To strengthen domestic (national and local level) capacity development and mainstream SLM into national development strategies and policies while improving the quality of project design, implementation, outputs & impact; and ensuring broad-based political and participatory support for the process	Individual and institutional capacities for SLM enhanced. Enhanced institutional structures and functions to better address SLM, at local and national levels  Timely completion of high quality NAPs  SLM principles and NAP priorities integrated into national development strategies to achieve the Millennium Development Goals  Enhanced technical support at the global and regional levels to improve the quality of project design, implementation, outputs & impact; and ensure broad-based political support for the process;  Tools, guidelines and manuals for capacity development and mainstreaming on selected topics in SLM developed;  Global and regional knowledge networks and communities of practice, linked to existing networks, established.

<b>Convention</b>	<b>Project</b>	<b>Objectives</b>	<b>Key Outcomes/Activities</b>
	Integrated Watershed and Coastal Area Management Project (IWCAM) Executing Agency: CEHI	To strengthen the capacity of Participating countries to plan and manage their aquatic resources and ecosystems on an integrated and sustainable basis.	<p>Representative demonstration projects on IWCAM;</p> <p>Regional guidelines for policy, legislative and institutional reform</p> <p>Effective IWCAM educational materials actively used in regional curricula.</p>
UNFCC	CPACC	To assist Caribbean SIDS in coping with the adverse effects of Climate Change, particularly sea level rise, in coastal and marine areas, through vulnerability assessment, adaptation planning and related capacity building.	<p>A sea-level and climate monitoring system established;</p> <p>Database for coastal zone management and climate change monitoring established;</p> <p>Awareness and appreciation of Climate Change issues at the policy-making level increased;</p> <p>Technical support provided in the development of regional positions at COPs;</p> <p>Country needs for expanded vulnerability assessment and economic evaluation techniques supported;</p> <p>Draft National Climate Change Adaptation Policies and Action Plans developed in select countries;</p> <p>Inventory of coastal resources and use developed;</p> <p>Methodology for valuation of Economic Valuation of Coastal and Marine Resources at risk from Climate Change developed;</p> <p>Network for regional harmonization established.</p>
	ACCC	To strengthen and make sustainable, private and public sector institutional capacities, to respond to Climate Change in the Caribbean region.	<p>Detailed Project Design and Business Plan for CCCCC developed</p> <p>Public Education and Outreach (PEO) on Climate Change developed;</p> <p>Capacity for integrating adaptation to Climate Change risks into the physical planning process developed;</p> <p>Climate Change integrated into the Physical Planning Process using a Risk Management Approach;</p> <p>Gaps and needs in technical capacity identified;</p> <p>Linkages between Caribbean climate change programmes and similar programmes in the Southwest Pacific Islands strengthened;</p> <p>Adaptation planning integrated into the project cycle for international and national development activities;</p> <p>Adaptation strategies for the water sector established;</p> <p>strategy for the protection of human health from adverse Climate Change impacts developed;</p>

Mainstreaming Adaptation to Climate Change (MACC)	To build capacity in the CARICOM SIDS to develop Stage II adaptation strategies and measures, according to the UNFCCC.	national and regional adaptation strategies to promote food security and sustainable rural livelihoods in the Caribbean region developed;
		strategic framework to foster closer collaboration/cooperation in the implementation of Climate Change adaptation activities within CARICOM and between CARICOM and non-CARICOM countries developed. Climate Change considerations mainstreamed into development planning and sectoral investment projects; appropriate technical and institutional response mechanisms for adaptation to Global Climate Change developed
Caribbean Renewable Energy Development programme	To reduce GHG emissions by removing barriers to RE development  To establish foundation for sustainable RE industry	GCC monitoring and impact assessment expanded as a basis for national and regional level decision making on adaptation;  Stage II adaptations activities in CARICOM SIDS supported. Regional Policy Development Advisory Facility established;  Pipeline for RE investment projects established;  Mechanisms for financing RE projects established;  Capacity of public and private entities to evaluate and assess RET is strengthened.

**Table 2: Summary of Objectives and Outcomes of MEAs**

Focal Area	Legal Instrument	No.	Operational Programme	Objectives	Outcomes
Biodiversity	Convention on Biological Diversity	1	Arid and semi-arid zone ecosystems	Conservation and sustainable use of biological resources in arid and semi-arid zones	Globally important biodiversity conserved or sustainably used in a specific arid zone
		2	Coastal, Marine and Freshwater Ecosystems	Conservation and sustainable use of biological resources in coastal and marine and freshwater ecosystems	Globally important biodiversity conserved and sustainably used in a specific coastal, marine or freshwater ecosystem
		3	Forest Ecosystems	Conservation and sustainable use of biological resources in forest ecosystems	Globally important biodiversity conserved and sustainably used in forest ecosystems
		4	Mountain Ecosystems	Conservation and sustainable use of biological resources in mountain ecosystems	Globally important biodiversity conserved and sustainably used in mountain ecosystems
		13	Conservation and Sustainable Use of Biodiversity Important to agriculture	Promote: (a) the positive impacts and mitigate the negative impacts of agricultural systems; (b) conservation and sustainable use of genetic resources of actual or potential value for food and agriculture; (c) fair and equitable sharing of the benefits from use of the genetic resources	Biodiversity important to agriculture globally is conserved and used in a sustainable manner.
Climate Change		5	Removal of Barriers to Energy Efficiency and Energy Conservation	Reducing risk of climate change by reducing net greenhouse gas emissions from anthropogenic sources and by protecting and enhancing removal of such gases by sinks	Least-cost, win-win energy efficiency and energy conservation measures become financially sustainable in a recipient country market
		6	Promoting the Adoption of Renewable Energy by Removing Barriers and Reducing Cost	Remove barriers to the use of commercial or near commercial RETs;  Reduce any additional implementation costs for RETs that result from a lack of practical experience, initial low volume markets or from the dispersed nature of applications such that economically profitable win-win transaction and activities increase the deployment of RETs	Least cost, win-win RETs become financially sustainable in a recipient country market
		7	Reducing Long-term Costs of Low Greenhouse Emitting Energy Technologies	Reduce GHG emissions from anthropogenic sources by increasing the market share of GHG emitting technologies that have not yet become widespread and least cost alternatives in recipient countries for specified applications	Increased market shares for each of the technologies beyond that comprising the GEF projects themselves
		11	Promoting Environmentally Sustainable Transport	Promote the long term shift towards low emission and sustainable transport forms	Technical success of the activities supported
International Waters		8	Waterbody-based Operational Programme	Undertake projects that help groups of countries to work collaboratively with the support of IAs in achieving changes in sectoral policies and activities that help resolve trans-boundary environmental concerns in specific water bodies	Reduction of stress to the international waters environment in all 5 development regions, from managing trans-boundary water resources

Focal Area	Legal Instrument	No.	Operational Programme	Objectives	Outcomes
		9	Integrated Land and Water Multiple Focal Area	Achieve global environmental benefits through implementation of projects that integrate the use of sound land and water resource management strategies as a result of changes in sectoral policies and activities that promote sustainable development.	As above
		10	Contaminant-based Operational Programme	Design and implementation of IW projects that demonstrate ways of overcoming barriers to the use of best practices for limiting releases of contaminants and that involve the private sector in utilising technologies for resolving these priority concerns.	Fast tracked demonstration projects of appropriate technology, pilot projects, innovative technologies, institutional arrangements and the use of economic instruments.
Multifocal Area		12	Integrated Ecosystems Management	Catalyze widespread adoption of comprehensive ecosystem management interventions that integrate ecological, economic and social goals to achieve multiple, cross-cutting, local, international and global benefits	Appropriate policies, regulations, incentives are developed to support integrated ecosystems management; capacity of institutions to implement integrated ecosystems management approaches is strengthened.
Persistent Organic Pollutants (POPs)		14	Draft Operational Programme on POPs	Provide assistance on the basis of incremental costs to developing countries to reduce and eliminate releases of POPs into the environment.	Institutional and HR capacity for management of POPs strengthened; Policy and regulatory framework is strengthened; Significant improvement in the reduction of POPs
Land degradation		15	Operational Programme on Sustainable Land Management	Mitigate the causes and negative impacts of land degradation on the structure and functional integrity of ecosystems through sustainable land management practices, as a contribution to improving people's livelihoods	Institutional and HR capacity strengthened; Policies, regulation and economic incentives strengthened to facilitate wider adoption of land under sustainable management and the preservation or restoration of the structural and functional integrity of ecosystems.

## 6. Fundamental Project Design Principles

Demonstration Projects designed under the SLM should meet the following fundamental principles:

- Assist the countries to fulfill, to the fullest extent possible, their obligations to the UNCCD, UNFCCC, and/or the CBD;
- Adhere to the principles and procedures outlined in GEF's Operational Procedures;
- Assist in ensuring that the objectives and programmes of NBSAPs and NAPs are advanced;
- Assist in ensuring that SLM is mainstreamed in the development planning process;

- Foster the emergence of an institutional, administrative and legislative environment which engenders the effective implementation of NBSAP and UNCCD activities;
- Assist in the creation of an enabling environment for the adoption of appropriate technologies and practices that will meet national and international commitments with respect to the causes of land degradation and its impacts on marine and terrestrial biodiversity; and
- Develop national human and institutional capacity in all aspects of SLM.

## **7. Project Eligibility**

Consistent with the objectives of the three MEAs, eligible Demonstrations Projects would include those projects that propose measures to assist countries to in promoting and entrenching SLM principles and approaches in the following areas:

- Agriculture and food security;
- Biological diversity and ecosystems
- Water resources
- Human health
- Climatic disasters and extreme events.

## **8. Project Identification Prioritization and Selection**

In addition to the Guidelines set out in Annexe 1, countries should take account of the following factors in identifying and selecting Demonstration Projects for funding under Phase II of the SLM:

- The Guidelines and procedures of the GEF and the Implementing Agency (UNEP)
- The list of actions and strategies proposed in the NBSAPs and NAPs;
- Projects included in their Public Sector Investment Programmes (PSIP) which contribute to SLM;
- Projects which add value to completed or on-going UNCCD-related initiatives;
- Projects which can be started and/or completed within the time frame of Phase II of the SLM;
- Initiatives that can be accommodated under other planned MEA initiatives such as the GEF-IWCAM and the GEF-SLM- LDC-SIDS Portfolio Project.

## **ANNEXE1: PDF-B SUSTAINABLE LAND MANAGEMENT: GUIDELINES FOR DEMONSTRATION PROPOSALS**

In preparing the project proposal the following fundamental concepts should be taken into consideration, and reflected in the project approach and description where relevant.

### **1. Global, regional, sub-regional and multinational nature of projects:**

The Demonstration Project should clearly respond to the environmental benefits in the region and contribute to overall global environmental benefits. In this respect Projects developed and selected may have a sub-regional or regional outlook.

### **2. Hotspots:**

The Demonstrations projects must target the hot spots identified by the countries using the methodology as agreed by the Steering Committee. Its lessons and best practices will be then replicated in the other hot spots areas within the Caribbean SIDS region.

### **3. Multi-focus:**

Projects should aim as far as possible at integrating the thematic coverage of other MEAs.

### **4. Participatory nature:**

Projects should demonstrate development and implementation through a participatory approach with strong ownership with all partners including the government, the private sector, civil society including NGOs and the scientific community, the projects should also have a gender balance;

### **5. Strategic Programmes and Decisions:**

Projects should be integrated in a comprehensive, programmatic and strategic approach as follows:

- A. Development of a step-wise strategy and process: Threats to an effective adaptation programme need to be prioritised and approached in a logical and sequential fashion.
- B. Assessment of available information: Collate and review the existing information, undertake a 'gaps' analysis, and develop a strategy for capturing missing, required information
- C. Analysis of institutional capacity: Identify institutional strengths and weaknesses and use this to guide a capacity-building programme, as well as using the information to allocate appropriate responsibilities.

### **6. Sustainable Development Perspective:**

Projects should be designed taking into account the need to alleviate poverty and promote economic growth. Reference to the, objectives of National Sustainable Development Policies and Plans (where they exist) would be helpful.

### **7. Commitment to Building Human and Institutional Capacity:**

- A. Reiterative promotion of awareness at all levels: Awareness at the senior level of government or the corporate environment is a continuous process. There is often a high turnover of personnel at the decision-making/policy level. Targeting awareness at all levels is also an important strategy, so that this awareness will filter up through a process of personnel promotion.
- B. Localised training and capacity development: In-country training is to be encouraged as it can be designed to be more specific and relevant to the needs of the country/region and allows a more effective ratio of trainers to trainees. It also spreads the expertise thereby helping to alleviate the problem of drainage of technical skills out of the country/region. Training packages need to be designed to address and overcome this latter important concern of skill drainage.
- C. Collaboration with other countries to share experiences and learn lesson: Encourage a process of networking and exchange of information between institutions in neighbouring countries sharing similar problems. This can allow for sharing of experiences and lessons; organising cost-effective workshops with a wider pool of experience; possible two-way secondment of specialists so as to develop skills. CEHI is ideally placed to facilitate such inter-country collaboration.

**8. Maximize utilization of regional expertise:**

Projects should aim at maximizing the utilization of local experts and institutions

**9. High rate of replication:**

Projects should be designed to ensure replication and dissemination of good practices and experiences.

**10. Sustainability of activities:**

Projects should have activities whose benefits are sustainable beyond the life cycle of the interventions;

**11. Funding and Co-Financing:**

Only projects likely to attract adequate domestic funding and/or external support shall be considered. Projects demonstrating strong co-financing shall be given priority.

**12. Promote sharing of experiences and learning:**

Projects should aim at promoting sharing of experiences, enhancing regional co-operation and collective learning;

**13. Performance criteria:** Projects should contain clear objectives, performance indicators and monitoring mechanisms.

**14. Thematic balance:** Balance between the thematic areas of three MEAs and related Multi-focus areas should be sought.

**15. Use of Integrated Approaches and Methods:**

- A. Use of a Two-Lane 'Vertical Flow' Approach: Information and guidance needs to flow in both directions (top-down and Bottom-up) so as to keep all activities transparent and to develop strong working relationships at all levels. For example, in SLM, Ministries with overarching responsibilities should communicate frequently with the beneficiaries of their actions and with those stakeholders/communities impacted by their responsibilities. The key word here is *transparency* of information.
- B. Integration between 'Good Science' and 'Good Governance': There is a constant need for close cooperation and integration of actions and responsibilities between scientists and administrators/managers. This should be encouraged through a system of feedback and sharing. Technical representation on administrative/policy committees and management representation on technical advisory bodies can help to facilitate this and to develop better understanding between the two parties so as to improve their effectiveness.
- C. Integration between sectors and disciplines: All parties need to have a clear understanding of their mandates and responsibilities. These are often identified and enacted in legal documents. The legal and institutional arrangements may need to be reviewed and amended in order to make SLM effective and operational.

**16. Stakeholder Participation:**

- A. Broad stakeholder participation plus public discussion: All relevant stakeholders must be included in the PDF-B process to allow for a transparent exchange of views and to ensure stakeholder/community ownership as well as private sector involvement and understanding of the process. A public discussion process will strengthen this participatory approach.
- B. Participation through process: This stakeholder participation must be extend beyond the PDF-B and full project implementation phases, and should also be included in the monitoring and evaluation process to ensure transparency and ownership.
- C. Government endorsement and involvement at all levels: All relevant government sectors need to be involved in a coordinated and integrated approach to SLM. This includes such areas as Finance and Foreign Affairs where their mandate overlaps with project activities. Finance Ministries need to understand the importance of climate change adaptation issues and to fund them accordingly.
- D. Sustained, collaborative support from NGOs and the donor community: The role of the NGO community can often be very strong and effective. NGOs have often spent much time developing trust and understanding in the community. NGOs can frequently be trusted to run separate components of a project by themselves (e.g. Public awareness, community empowerment) and are

usually very cost-conscious and cost effective. International NGOs and other donors are often keen to commit funds to well-developed projects already supported by secured funding.

### **17. Commitment to Adaptive Learning**

- A. Frequent review of status of project or SLM process: the project or process is a dynamic one and its aims and activities to reach those aims needs frequent review to 'steer' the process. This review should be participatory with full stakeholder input.
- B. Review lessons learned from other similar projects and processes: Use lessons and best practices gained from similar projects/processes, both local/regional and in other areas of the world where applicable.
- C. Participatory update of workplan: Apply fine-tuning and re-direction where appropriate (i.e. where it creates a more cost-effective approach while still meeting the objectives, where it responds to changes in circumstances or improvements in knowledge/technology).

### **18. Consideration of the political and economic climate**

In designing the project, political cycles should be taken into account.

## ANNEX 2: CRITERIA FOR STEERING COMMITTEE SELECTION OF DEMONSTRATION PROJECTS

### Demonstration Project Standard Format (recommend maximum 12 pages excluding Annexes)

#### A. Project Title:

**B. Participating Countries:** Projects can be submitted by one country, or can be a joint effort by several countries in a sub-regional demonstration

**C. Executing Body:** Name and brief information (history, experience, linkages with government). This is the body which will carry out the activities and be accountable for the end-product.

**D. Cost of Project:** D.i. GEF Funding D.ii. Co-Funding  
Totals Only – See Annex A for detailed breakdown [TEMPLATE PROVIDED]

**E. Linkage to SLM/GEF Project Priority Demonstrations:** Identify which of the Priority Demonstrations for SPAC (as approved by the Steering Committee) this proposal addresses.

**F. Linkage to National Priorities and Programmes:** **Identify any nationally documented adaptation priorities and activities this proposal would support. N.B All proposals must demonstrate linkages and compatibility with International and Regional MEAs. Any demonstration activities must be either in compliance with, or consistent with, the requirement of these regional and global MEAs.**

**G: Name and Post of Government Representative endorsing the Demonstration Activity:**

#### H: Project Objectives and Activities:

**Background:** To support project justification, what has been done, why this is a national or regional priority. This section should include a description of what actions and activities the proposing country (or countries) would be undertaking (that are relevant to the proposal objectives) in the absence of any GEF assistance. This is referred to by GEF as the **Baseline Course of Action**. This section should also provide a clear description of the geographical area to be targeted by the Demonstration activities.

**Objectives and Activities:** Objectives are overall changes or improvements. Activities identify the actual concrete actions and steps taken to achieve those Objectives. List activities sequentially. See also WorkPlan – Annex B. ‘This section should specify what alternative actions and activities would be undertaken through this proposal that would promote adaptation to Climate change and improve on the existing (Baseline) situation, and that would need support by GEF

**End-of Project Landscape:** Outputs and expected results. What will have changed and improved by the end of the project. In particular, provide details of the regional environmental benefits and the global environmental benefits arising from the activities and outputs of the demonstration.

**I. Project Management Structure and Accountability:** Define how the project will be managed and by whom. If relevant include an organigram/management structure (simple). Define whom this management structure will be accountable to in government.

**J. Stakeholders and Beneficiaries:** List all the parties that are likely to be involved or affected by this project (both during its development and its implementation, as well as the after-effects of the project), and how they will be affected or involved. Include government agencies, NGOs, private sector, communities, individuals. Identify clearly what benefits or possible negative impacts may occur to these stakeholders.

**K: Long-term Sustainability Strategy:** Demonstrate how any capacity development by way of human resources, equipment, offices, etc will be sustained and maintained beyond the project’s lifetime. In particular, identify the long-term funding sources for such sustainability, and who will take over responsibility for all activities beyond project lifetime. Highlight any training needs during project lifetime.

**L: Replicability:** Demonstrate how the project objectives could be replicated, and how lessons/best practices from the project could be transferred either to other relevant sites/situations within the project country(s), or to other SIDS in the Caribbean which could benefit from developing similar practices.

- M: Monitoring and Evaluation Process:** Describe how the project intends to make itself accountable by way of reporting and monitoring procedures. This should include frequency of reporting, where the reports will go, what information the reports will include (review and update of workplans versus project achievements, budget expenditures). Provide a simple list of measurable indicators for each project activity (or series of activities as relevant) by which the success of that particular step of the project can be assessed. Specifically provide a set of indicators describing the situation at the start of the project, and the new and improved situation which will be expected at the end of the project, and against which the success of the project can be judged. N.B. it is intended that the Project Coordinating Unit would develop a standard reporting format.
- N: Co-Funding:** List all amounts and sources of co-funding including in-kind contributions by way of time, facilities, equipment, accommodation, etc. The amount of funds being requested from the GEF project should be at least equalled by the amount of co-funding, and (where possible) exceed it. Projects will definitely benefit within the selection procedure from being able to demonstrate significant levels of co-funding.

3.1. DETAILED BUDGET TEMPLATE

BUDGET LINE	DESCRIPTION OF EXPENDITURES	US\$				US\$
		GEF	OTHER			TOTAL
			In-Kind <sup>1</sup>	Funds <sup>2</sup>	Donor <sup>3</sup>	
SALARIES						
TRAVEL						
ADMINISTRATION						
<i>Communications</i>	<i>Telephone, Fax, email, courier</i>					
<i>Office Accommodation</i>						
EQUIPMENT						
MAINTENANCE						
SUBCONTRACTS						

1 = Non-cash contributions of services and/or support TOTAL

2 = Actual financial contribution

3 = Name of co-funding donor

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**ANNEXE 3: SUMMARY BUDGET BY COMPONENT OUTPUT**

The summary budget identifies budget expenditures by Project Output. The example below represents the Summary Budget for the Detailed Budget example (A.1) shown above.

OUTPUT	GEF FUNDING	OTHER FUNDS	TOTAL
<b>1. Project Management and Administration Unit</b>			
<b>2. Select site for SLM</b>			
<b>3. Implementation</b>			
<b>4. Monitoring and Review</b>			

**ANNEX 4: WORKPLAN**

Template (with some examples given in *italics* for guidance)

OUTPUT	ACTIVITY	MONTH							
		1	2	3	4	5	6	7	8

**ANNEX 5: LETTER OF ENDORSEMENT**

A sample Letter of Endorsement showing Government support for the aims and objectives of the proposed project is attached. This should come from the relevant Government Agency and be countersigned by the UNCCD/SLM National Focal Point. The letter should confirm agreement with the contents of the Demonstration Project Proposal Document. This letter should also include details of Government commitments re; staff allocations, funding support and in-kind contributions. The letter should be signed and dated by the Government Representative of the relevant Government Agency, and by the UNCCD/SLM National Focal Point (N.B. In some cases this may be the same person). This will help the Steering Committee to ensure conformity with National Priorities during the selection process. This is NOT an overall Letter of Endorsement for the final Project Document. Such a letter will be necessary once the draft Project Brief has been approved by the Governments.

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GEF/CEHI Sustainable Land Management Proejct

**Letter of Government Endorsement for Demonstration Project**

To:

Dear xxxxx,

As representative of the Government of [YOUR COUNTRY] I wish to acknowledge this government's support for the proposed Demonstration Project entitled {NAME OF PROJECT} which will be executed by [NAME OF EXECUTING/MANAGING AGENCY OR BODY].

The proposed funding for this project is a sum of \$xxxxx,, The Government agrees to provide the amount of \$xxxx in co-funding as specified in the attached foregoing proposal.

Signed:

Date:

Government Post:

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**ANNEX 6: LETTERS OF COMMITMENT FROM OTHER CO-FUNDERS**

Each co-funder should identify their commitment to the project either as actual cash input to a purchase or some form of assistance to the project, or as an in-kind contribution which may be human resource time, loan of equipment, loan of vehicles, office space, etc. The Co-funders should sign and date these letters of commitment.

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GEF/SLM For Antigua and Barbuda, Barbados, Dominica, Grenada, Jamaica, Saint Lucia, St. Kitts and Nevis, and St. Vincent and the Grenadines

**Letter of Co-funding Commitment for Demonstration Project**

To:

Dear xxxxx,

As representative of [ORGANISATION OR BODY] I wish to acknowledge our formal intention and commitment to support for the proposed Demonstration Project entitled {NAME OF PROJECT} which will be executed by [NAME OF EXECUTING/MANAGING AGENCY OR BODY].

The proposed funding which we intend to commit to this project is a sum of \$xxxxx,, This will be provided as specified in the attached foregoing proposal.

Signed:

Date:

Position:

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