

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)

29<sup>th</sup> Meeting of the Standing Committee  
Gland, Switzerland, 26- 28 February 2003

DOC. SC29-13

Agenda item 10.5

**SGF Operational Guidelines for the Triennium  
2003-2005**

**Action requested:** The Standing Committee is requested to approve the Small Grants Fund's Operational Guidelines for the triennium 2003-2005, so that the Bureau can invite eligible Contracting Parties to submit project proposals for the 2003 cycle.

1. Resolution VII.5 of COP7 "16. AUTHORIZES the Standing Committee to continue to evaluate the functioning of the Fund as prescribed in Resolution VI.6, including the mechanisms for deciding on grant allocations and for project monitoring and evaluation, and to implement any changes in functioning which it considers necessary; and REQUESTS the Standing Committee to report on the results of this evaluation to Ramsar COP8. This evaluation should take into account the possibility that the management of the SGF could be entrusted to one of the Convention's International Organization Partners."
2. In addition, Resolution VIII.29 of COP8 "9. RECOGNIZES . . . that the current SGF can be further improved in its operation, especially in relation to project submission and selection, and in the monitoring and evaluation of their implementation."
3. On the basis of these Resolutions, the Bureau has prepared a number of amendments to the SGF Operational Guidelines for consideration by the Standing Committee. **These are shown with grey background.**

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**DRAFT**

**Ramsar Small Grants Fund for  
Wetland Conservation and Wise Use (SGF)**

**Operational Guidelines for the Triennium  
2003-2005**

as amended by Standing Committee Decision SC29-13

**Contents**

<b>Section A.....</b>	<b>page 4</b>
<b>Guidelines for the Operations of the Small Grants Fund</b>	
I. Introduction	
II. Eligibility to apply	
III. Forms of assistance available	
IV. Funds available for allocation	
V. SGF's annual cycle	
VI. Terms of agreement	
VII. Reporting to donors	
<b>Section B.....</b>	<b>page 13</b>
<b>Format for "Request for funding"</b>	
<b>Section C.....</b>	<b>page 20</b>
<b>Project Proposal Assessment Form</b>	
<b>Section D.....</b>	<b>page 26</b>
<b>Format for Progress Reports</b>	
<b>Section E.....</b>	<b>page 28</b>
<b>Format for Final Reports</b>	
<b>Section F.....</b>	<b>page 30</b>
<b>Evaluation form for completed projects</b>	

**Ramsar Small Grants Fund for  
Wetland Conservation and Wise Use (SGF)**

**Section A**

**Guidelines for the Operation of the Small Grants Fund**

**Contents**

- I. Introduction**
- II. Eligibility to apply**
- III. Forms of assistance available**
- IV. Funds available for allocation**
- V. SGF's project cycle**
- VI. Terms of agreement**
- VII. Reporting to donors**

<b>I. Introduction</b>
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1. The Small Grants Fund was established by the Conference of the Contracting Parties (COP) to the Ramsar Convention at its 4<sup>th</sup> meeting (1990), with the name “Wetland Conservation Fund”, as a mechanism to assist developing countries in implementing the Convention and to enable the conservation and wise use of wetland resources. At its 6<sup>th</sup> meeting in 1996 the Ramsar COP, through Resolution VI.6, adopted the current name of the Fund and decided that countries with economies in transition should also be eligible for funding.
2. As its name indicates, the SGF is for small-scale projects and does not replace the need for most developing countries and countries in transition to have access to much more substantial levels of funding in order to ensure the conservation and sustainable use of their wetland resources. The SGF offers a maximum of 40,000 Swiss Francs per project and is intended to play a catalytic role. The SGF has an important niche as a funding programme which can allow countries to address relatively small-scale projects or use SGF funds to make the necessary preparations for seeking funding from other sources for larger scale activities.

<b>II. Eligibility to apply</b>
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3. According to Resolution VI.6 of Ramsar COP6, “all countries on the List of Aid Recipients established by the Development Assistance Committee (DAC) for the Organization of Economic Cooperation and Development (OECD) shall be eligible for receiving assistance from the Ramsar SGF”. In practical terms this means that all developing countries and countries with economies in transition have access to the Fund. Countries which are not signatories to the Convention are also able to apply for so-called ‘preparatory assistance’ to allow them to progress toward adhesion to the Convention (see Section III below for further details).
4. *Important Notes.*
  - a) The 7<sup>th</sup> Meeting of the COP (San José, Costa Rica, May 1999), through Resolution VII.5, decided that in future years the Standing Committee should make funding for new projects conditional upon satisfactory compliance with reporting requirements for previous grants to the same country under the Fund.

- b) All project proposals must be endorsed and submitted by the Ramsar Administrative Authority in each eligible Contracting Party; no proposals can be considered that have not been countersigned by the Authority.

### III. Forms of assistance available under the SGF

5. The SGF is open to eligible Contracting and non-Contracting Parties for:
- a) activities that clearly contribute to the implementation of the Convention's Strategic Plan 2003-2008. Preference will be given to projects that are aimed at implementing particular aspects of the planning done by the Contracting Party, on the basis of the Strategic Plan, for the implementation of the Convention in the triennium 2003-2005;
  - b) emergency assistance related to Ramsar sites; and
  - c) 'preparatory assistance', to allow non-Contracting Parties to progress toward adhesion to the Convention.

#### Implementation of the Strategic Plan 2003-2008 during the triennium 2003-2005

6. Contracting Parties were invited before Ramsar COP8 (November 2002) to establish provisional national targets for the implementation of the Convention during the period 2003-2005. The COP then adopted Resolution VIII.26 in which the Conference urges those Contracting Parties which have prepared the provisional targets and actions to amend them as necessary in the light of the final version of the Strategic Plan, and to communicate the revised targets and actions to the Bureau not later than 30 June 2003.
7. The COP also strongly urged those Contracting Parties that had not yet prepared national targets and actions for their implementation of the Strategic Plan during 2003-2005 to do so as soon as the Bureau has circulated the final version of the Strategic Plan, and to communicate their targets and actions to the Bureau not later than 30 June 2003.
8. The Strategic Plan is available in the Ramsar Web site at [http://www.ramsar.org/key\\_res\\_viii\\_25\\_e.htm](http://www.ramsar.org/key_res_viii_25_e.htm) or in hard copy upon request.
9. In addition, the Standing Committee, at its meeting on 26-28 February 2003, approved the National Report Format and Planning Tool, with the request that the Bureau circulate it to all Parties as soon as possible.
10. Thus, a Contracting Party, when considering submitting a project to the SGF for funding, should clearly consider how the project fits in with its national planning for the implementation of the Convention, and in particular which action(s) in the Strategic Plan/National Report Format the project will contribute to completing.
11. The maximum amount to be requested from the SGF for each project should not exceed Swiss Francs 40,000. Since resources in the Fund are limited, Parties are strongly encouraged to make a pre-selection of the most significant project that they would like to seek funding for and **to submit to the Ramsar Bureau only one project per year.**

#### Emergency assistance

12. Eligible Contracting Parties (see II above) may request emergency assistance for work in connection with wetland sites included in the List of Wetlands of International Importance which have suffered damage or are in imminent danger of damage as the result of technological developments, pollution, other human interference or natural phenomena such as hurricanes or drought. Such assistance may be made available to draw up an emergency plan to safeguard the site or in order to take urgently needed actions.
13. The maximum amount to be requested from the SGF for each emergency assistance project should not exceed SFr. 40,000. Emergency assistance can be sought at any time and the decision on such allocations is made jointly by the Chairperson of the Convention's Standing Committee, the Chairperson of the Standing Committee's Subgroup on Finance, and the Secretary General of the Convention.

#### **Preparatory assistance**

14. Exceptionally, eligible countries (see II above) that are not yet Contracting Parties to the Convention, but have clearly signaled their intention to accede, may apply for a grant from the SGF to support activities necessary for the identification, boundary delineation, and mapping of the first site to be included in the List of Wetlands of International Importance, as required for accession to the Convention. The maximum amount for each preparatory assistance project is fixed at SFr. 25,000. It should be noted that if resources in the SGF are scarce, such assistance will receive a lower priority than assistance to Contracting Parties.

#### **IV. Funds available for annual allocation**

15. The SGF is administered by the Ramsar Bureau (the Convention's secretariat) under the supervision of the Standing Committee, pursuant to the Terms of Reference for the Financial Administration of the Convention.
16. The Fund is financed from voluntary contributions and any additional revenues received by the Ramsar Bureau, and so the year-to-year allocations cannot be guaranteed. Each year, the Ramsar Bureau undertakes an active fund-raising campaign with the support of the Contracting Parties, in particular the Regional Representatives in the Standing Committee and the International Organization Partners of the Convention.
17. The Ramsar COP has established a target for SGF funding of one million US dollars per year, but unfortunately this target has not yet been reached for any year. In an attempt to increase the funding available for the SGF, Ramsar COP8 has authorized the establishment of a Ramsar Endowment Fund, and the Standing Committee has decided that the Endowment Fund should become operational if and when it has managed to obtain a minimum capital of five million Swiss Francs.

#### **V. SGF project cycle**

18. The project cycle during the triennium 2003-2005 is attached in Annex I.

#### **Notification**

19. Each year the Ramsar Bureau will invite the Administrative Authority of the Ramsar Convention in the eligible countries to submit, if they wish, a project proposal to the SGF, indicating the deadline for submission. Along with this notification, countries receive copies of these Operational Guidelines and its attachments. These materials are also available in the Convention's Web site at any time.

### Formulation of project proposals

20. All project proposals MUST be submitted using the format attached to these Operational Guidelines. This "Request for Funding Form" contains both the detailed project proposal and Project Summary Form, which should be endorsed by the Ramsar Administrative Authority in the country.
21. It should be noted that:
- Projects should, in general, be implemented within a one-year period.
  - Countries are unlikely to gain support for more than one project in any year because of the lack of sufficient funds available to the SGF. Thus, countries are encouraged to make a pre-selection of potential projects and submit to the Ramsar Bureau only the one considered to be the top priority for advancing the implementation of the Convention in the country.

### Advisory service of the Ramsar Bureau

22. The Ramsar Bureau offers an advisory service to those preparing a project submission who wish to seek guidance on how to prepare it. In order to do this, a draft of the project should be sent to the Bureau at least two months before the deadline for submission of projects. Those responsible for preparing the submission are advised to consult the document entitled *Identifying, Preparing and Drafting a Project Proposal*, available in the Ramsar Web site at [http://www.ramsar.org/key\\_sgf\\_advice\\_e.htm](http://www.ramsar.org/key_sgf_advice_e.htm) or in hard copy upon request.

### Submission of project proposals

23. ALL projects must be endorsed by the head of the Administrative Authority of the Ramsar Convention in the country concerned. Formal submission of projects must be made by the deadline established in Annex I for the years 2003, 2004 and 2005.
24. **Exception:** Emergency assistance projects may be submitted at any time of the year. Once the Ramsar Bureau has undertaken a technical and feasibility analysis of the proposal, the Secretary General shall seek the advice of the appropriate Regional Representatives on the Standing Committee, and, following this, the Secretary General, the Chairperson of the Subgroup on Finance, and the Chairperson of the Standing Committee will take a decision, usually within a maximum of three months of having received the request.

### Assessment of projects

25. The Ramsar Bureau makes a technical and feasibility assessment of all projects received using the Project Proposal Assessment Form (see Section C, attached). During this process, the Bureau may invite views, as appropriate, from members of the Convention's

Scientific and Technical Review Panel (STRP), and may seek the advice of the Regional Representatives in the Standing Committee. If required, the Bureau may also seek the technical advice of the Convention's International Organization Partners (BirdLife International, IUCN, Wetlands International, and WWF International).

26. ***Important note.*** Prospective project developers are urged to consider the enclosed Project Proposal Assessment Form (Section C) and, in particular, the so-called Stage II assessment designed to determine the relative priority of projects. Reference to that form will show that the project assessment process is biased in favour of the following types of projects:
- i. those projects which are of high technical quality, as judged by the presentation of their Objectives, Activities and Methods, Budget, and Capacity to Implement the Project;
  - ii. those projects from the least developed countries among the DAC OECD list;
  - iii. those projects from countries which have received no previous, or relatively fewer allocations from the SGF;
  - iv. those projects involving the Ramsar Administrative Authority working in partnership with other Ministries;
  - v. those projects where the SGF funds are being effectively multiplied several fold through other funds or in-kind contributions to the project;
  - vi. those projects which are of importance at the regional level; these are given a higher priority than those involving more than one country, which in turn are considered more important than simply national and then local projects.

### Approval of projects

27. The Ramsar Bureau submits its recommendations for funding to the Regional Representatives in the Standing Committee from regions where requests for funding have been received; this occurs at least two weeks in advance of the dispatch of these recommendations to the Standing Committee in anticipation of the meeting when the decisions on funding will be made. This allows Regional Representatives to express their views on the recommendations prepared by the Bureau before they are dispatched to all Standing Committee members. The Standing Committee's Subgroup on Finance considers the Bureau's recommendations together with any views expressed by the Regional Representatives at its meeting prior to the Standing Committee meeting, and in turn transmits its recommendations to the Committee for final decision.
28. ***Important Note.*** Ramsar COP7 (San Jose, Costa Rica, May 1999), through Resolution VII.5, decided that the Standing Committee should make funding for new projects conditional upon satisfactory compliance with reporting requirements for previous grants to the same country under the Fund.

### Transfer of funds

29. The Ramsar Bureau prepares the agreements with the Ramsar Administrative Authorities receiving project funding (see VI below). The contract duly signed by the Ramsar Administrative Authority must be returned to the Ramsar Bureau within three months; otherwise the funding will be automatically cancelled and assigned to another project.



30. Recipients receive an initial payment of 80% upon receipt by the Bureau of the agreement duly signed. The 20% balance of the funds is retained pending the submission of an acceptable Final Report (see Section D, attached), which should include a statement of expenditure for the funds provided.

### **Progress Report and Final Report**

31. Each recipient agency is required to provide a Progress Report on the implementation of SGF-funded projects nine months after receipt of the first payment and a Final Report up to six months after completion of the project. The standard forms for both the Progress and Final Reports are attached (Sections D and E). Both Progress and Final Reports MUST be submitted with the endorsement of the Ramsar Administrative Authority in the country.
32. ***Important note.*** To assist the Bureau with its evaluation and reporting to donors, the Final Report should include copies of any materials produced under the project and suitable photographs illustrating the activities undertaken. Materials produced with SGF funding should acknowledge the origin of the funds.
33. Final reports are also requested in electronic as well as hard copy format.
34. In accordance with Ramsar COP7 Resolution VII.2, the Administrative Authorities of recipient countries are strongly urged to consider involving their nominated National Focal Point for the Convention's Scientific and Technical Review Panel (STRP) in SGF project monitoring and evaluation.
35. The person responsible for executing the project is encouraged to maintain regular contact with the appropriate Regional Coordinator and Assistant in the Ramsar Bureau and the designated focal point in the Ramsar Administrative Authority.

### **Follow-up by the Ramsar Bureau**

36. The Ramsar Bureau reviews Progress and Final Reports, the latter with the use of the adopted Project Evaluation Form attached (Section F). During implementation, and after projects are completed, Bureau staff follow up and monitor SGF projects. Where possible, when traveling to countries that have received SGF funding, they visit project sites and meet with those responsible for project implementation.

<h2><b>VI. Terms of Agreement to be concluded with agencies receiving SGF assistance</b></h2>
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37. An agreement will be concluded between the Ramsar Bureau and the Administrative Authority of the Convention in the recipient country, or an appropriate agency or organization designated by the Administrative Authority to administer the funds on its behalf. In this agreement the following will be set out:
- i) the extent and purpose of the financial assistance granted;
  - ii) the obligations of the recipient agency;
  - iii) the obligation of the recipient agency to mark all equipment and all products arising from assistance provided under the Fund with the Ramsar Convention name and logo.

38. The Bureau, in agreement with the Administrative Authority of the recipient country, shall be allowed to visit the project site and/or the project implementing agency or agencies, and/or to designate one of the partners or collaborators to do so on its behalf, in order to have a first-hand appraisal of the progress made during implementation and/or the results obtained after completion of the project.
39. These agreements are governed by Swiss law.

<b>VII. Reporting to donors</b>
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40. To report to the donors and for general promotion of the SGF, the Ramsar Bureau prepares for each year an Allocation Report, which is also available through the Convention's Web site.
41. In addition, the Ramsar Bureau provides donors with summary reports of project results prepared on the basis of the Final Reports received from the beneficiaries.

## Annex I

### **Project cycle during the triennium 2003-2005**

(subject to confirmation each year)

#### **2003**

**Invitation to submit projects:** By 15 March 2003 the Administrative Authority of eligible Contracting Parties will be invited to submit a project proposal, if they wish to, on the basis of the Operational Guidelines approved by the Standing Committee at its meeting on 26-28 February 2003.

**Deadline for submission of the project:** 31 July 2003.

**Advisory service:** Contracting Parties requiring the advice of the Bureau on the preparation of the project proposal should submit a draft no later than 15 June 2003.

**Project assessment by the Ramsar Bureau:** August/September 2003

**Additional fundraising effort by the Ramsar Bureau:** October 2003

**Submission of recommendations for funding to the Standing Committee:** November 2003

**Standing Committee decision on funding:** at its 30<sup>th</sup> Meeting, on 12-16 January 2004

**Contracts to Contracting Parties for projects that have been funded:** by 30 January 2004

**Transfer of funds:** as soon as the signed contract is returned to the Ramsar Bureau

#### **2004**

**Invitation to submit projects:** By 30 October 2003 the Administrative Authority of eligible Contracting Parties will be invited to submit a project proposal, if they wish to, on the basis of the Operational Guidelines approved by the Standing Committee at its meeting on 26-28 February 2003.

**Deadline for submission of a project:** 31 March 2004.

**Advisory service:** Contracting Parties requiring the advice of the Bureau on the preparation of the project proposal should submit a draft no later than 15 January 2004.

**Project assessment by the Ramsar Bureau:** April/May 2004

**Additional fundraising effort by the Ramsar Bureau:** June 2004

**Submission of recommendations for funding to the Standing Committee:** October 2004

**Standing Committee decision on funding:** at its 31<sup>st</sup> Meeting, in November/December 2004

**Contracts to Contracting Parties for projects that have been funded:** by 30 January 2005

**Transfer of funds:** as soon as the signed contract is returned to the Ramsar Bureau

## **2005**

**Invitation to submit projects:** By 30 October 2004 the Administrative Authority of eligible Contracting Parties will be invited to submit a project proposal, if they wish to, on the basis of the Operational Guidelines approved by the Standing Committee at its meeting on 26-28 February 2003.

**Deadline for submission of a project:** 31 March 2005.

**Advisory service:** Contracting Parties requiring the advice of the Bureau on the preparation of the project proposal should submit a draft no later than 15 January 2005.

**Project assessment by the Ramsar Bureau:** April/May 2005

**Additional fundraising effort by the Ramsar Bureau:** June 2005

**Submission of recommendations for funding to the Standing Committee:** September 2005

**Standing Committee decision on funding:** at its 32nd Meeting, in November 2005 (immediately before COP9)

**Contracts to Contracting Parties for projects that have been funded:** by 30 January 2006

**Transfer of funds:** as soon as the signed contract is returned to the Ramsar Bureau

**CONVENTION ON WETLANDS (Ramsar, Iran, 1971)**

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**Ramsar Small Grants Fund for  
Wetland Conservation and Wise Use (SGF)**

**Section B  
Request for Funding**

**I. Summary of project and endorsement of the project application**

Please complete and enclose both the “Project Summary and Endorsement Form” (follows in this section) with your Project Application Form. Kindly use **only** the space provided on the form for each question. Thank you.

**II. Details of proposal**

Please use a maximum of **five (5) pages** (A4 size paper) to provide detailed information on your proposal, following the headings and instructions given below. Kindly type (or print clearly), do not use margins less than 1.5 cm and letters smaller than 10-point font size. Thank you.

**A. The problem(s) to be addressed**

In this section identify the problem(s) that can be usefully addressed by this project. Determine the underlying causes of the problem(s) and the aspects that can be addressed by this proposal and SGF support.

**B. Background and justification**

Background information should include sufficient factual and descriptive information to put the problem(s) in its local, provincial, national, or regional context. It should include relevant sectoral information, government objectives, policies, plans and ongoing programmes. The amount of background information presented should be limited to that which is essential to understand the current circumstances. If the project will be carried out at a certain location(s), the site(s) should be clearly described and ideally a map should be attached to show the location of the site(s). The justification information should identify the beneficiaries of a solution to the problems to be addressed and the rationale for SGF support.

**C. Objective(s)**

General Objective(s):

Please study the Ramsar Convention Strategic Plan 2003-2008 ([http://www.ramsar.org/key\\_res\\_viii\\_25\\_e.htm](http://www.ramsar.org/key_res_viii_25_e.htm)) and indicate the issues you are addressing in this project, and to which operational objectives of the Plan they relate.

Specific Objective(s):

The objective states the results to be achieved by the project. These results should address and solve the problems and issues identified in Section A.. Objective statements should define the

intended results that should have been achieved by the end of the project. For clarity and ease of understanding, objectives should be written in standard grammatical patterns and phrases, e.g. ...to achieve the wise use of..., ...to raise awareness of wetland values..., ...to reinforce the capacity of institutions to..., ...to identify the wetlands....

**D. Outputs**

Outputs are results or products of the project to achieve an objective. Several outputs may be necessary to enable the achievement of an objective. The vocabulary used should describe the finished products or a completed result, e.g. “a feasibility study”, “trained personnel”, “a management plan”.

**E. Activities**

Explain all the activities that will be undertaken to produce each output. Explanation of the activities should be detailed and analytical so that at the end of this section the methodology of the project is clear. The vocabulary should describe actions that will be taken, e.g. “implementation of training”, “consultation with ministries”, “conducting seminars”.

Objectives	Outputs	Activities

Use the table above to summarize the activities undertaken to produce each output. After completing the table, a full description of these activities should be provided, including details such as, for example, type of materials to be produced, number of publications to be printed, number of people attending workshop, cost of food and lodging, etc.

**F. Work Plan**

A schedule should be presented for production of all the outputs of the proposed project during the life of the project. This work plan should indicate the order in which activities will be undertaken so as to show the sequence and relationship between activities.

Outputs & Key Activities	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
<b>Output 1</b>												
Activity 1:												
Activity 2:												
<b>Output 2</b>												
Activity 3:												
Activity 4:												

**G. Follow Up**

Intended follow-up after completion of the project timetable.

**H. Budget**

The SGF provides a maximum of Sfr 40,000 per project, with a maximum of Sfr 25,000 for “Preparatory Assistance”. Indicate costs in local currency **AND IN SWISS FRANCS – not in any other currency**. Please distinguish between the amounts to be covered by the SGF grant and by counterpart funding (if any). If there is counterpart funding, please indicate whether the funds have been secured and, if so, from which organization these funds will come. Also, distinguish very clearly between counterpart funds coming from, or proposed to come from, sources within and from outside the country.

In this section a detailed budget should be presented (please give the unit costs). All items (especially salary costs) for which support is requested from the SGF must be justified in the activity section. Present the budget for a one-year period. The SGF contribution should be spent during a one-year period, in line with the work plan.

Please follow the format of the following **example** of a budget table:

Exchange rate - 1 SFR =

	Ramsar	Executing Organization		Other sources of funds		TOTAL (SFR)
		Cash	In-kind	Cash	In-kind	
<b>OUTPUT #1 – (E.g. WORKSHOP...)</b>						
<b>Personal</b>						
Coordinator for .. (1/3)	0.00			0.00		0.00
Consultant for .. (1/3)	0.00	\$0.00				0.00
4 environmental technicians (1/3)	0.00	\$0.00				0.00
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>
<b>Material</b>						
Elaboration of ...	0.00					0.00
Computer software for...	0.00					0.00
Office supplies ...			0.00		0.00	0.00
Photographic materials ...			0.00		0.00	0.00
<b>Subtotal</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
<b>Equipment</b>						
Photographic camera		0.00				0.00
Overhead projector			0.00			0.00
Computer equipment			0.00			0.00
Small motorboat for...			0.00			0.00
<b>Subtotal</b>			<b>0.00</b>			<b>0.00</b>
<b>Services</b>						
Workshop instructor for ...	0.00					0.00
Workshop instructor for ...	0.00					0.00
Instructor for elaboration of ...	0.00					0.00
Photographic development ...			0.00		0.00	0.00
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<b>Publications</b>						
Brochures (quantity)				0.00		0.00
Posters (quantity)				0.00		0.00
Programmes (quantity)		0.00				0.00
Workshop summary (quantity)	0.00					0.00
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>
<b>Training</b>						
Per diem (number of people, place, date)	0.00		0.00		0.00	0.00

Accommodations (number of people, place, date)			0.00			0.00
<b>Subtotal</b>	<b>0.00</b>		<b>0.00</b>			<b>0.00</b>
<b><i>Travel (if applicable)</i></b>						
Trip #1 -Tickets (number of people, place, date)	0.00					0.00
Trip #2 -Tickets (number of people, place, date)	0.00					0.00
Fuel	0.00				0.00	0.00
<b>Subtotal</b>	<b>0.00</b>				<b>0.00</b>	<b>0.00</b>
<b><i>Miscellaneous</i></b>						
Telephone			0.00			0.00
Internet			0.00			0.00
Mailing of ...	0.00					0.00
Security ...			0.00			0.00
<b>Subtotal</b>	<b>0.00</b>		<b>0.00</b>			<b>0.00</b>
<b><i>OUTPUT # 2 – (E.g. BOOK...)</i></b>						
<b><i>Personal</i></b>						
Coordinator of .. (1/3)	0.00			0.00		0.00
Consultant on .. (1/3)	0.00	0.00				0.00
Editors (1/3)	0.00	0.00				0.00
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>
<b><i>Material</i></b>						
Design elaboration...	0.00					0.00
Camera film	0.00					0.00
Office supplies ...			0.00		0.00	0.00
<b>Subtotal</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
<b><i>Equipment</i></b>						
Digital camera			0.00			0.00
Scanner			0.00			0.00
Computer equipment for ...	0.00					0.00
<b>Subtotal</b>			<b>0.00</b>			<b>0.00</b>
<b><i>Services</i></b>						
Field data collector for...					0.00	0.00
Specialist in ...	0.00	0.00	0.00			0.00
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			<b>0.00</b>
<b><i>Publications</i></b>						
Book printing (quantity, type)	0.00			0.00		0.00
<b>Subtotal</b>	<b>0.00</b>			<b>0.00</b>		<b>0.00</b>
<b><i>Travel (if applicable)</i></b>						
Book transport to...	0.00					0.00
Trip #1 - Train Tickets (number of people, place, date)	0.00					0.00
Fuel (trip, place, date)	0.00				0.00	0.00
<b>Subtotal</b>	<b>0.00</b>				<b>0.00</b>	<b>0.00</b>



<b>Miscellaneous</b>						
Telephone			\$0.00			\$0.00
Internet	\$0.00	\$0.00				\$0.00
Mailing of book to ....				\$0.00		\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>
<b>TOTAL</b>	<b>\$0,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0,000.00</b>

### **Budget Summary**

<b>Source</b>	<b>cash</b>	<b>In-kind</b>	<b>Total (SFR)</b>
Ramsar SGF	000.00		000.00
Executing Organization	000.00	000.00	000.00
Other funding sources	000.00	000.00	000.00
<b>Total</b>	<b>000.00</b>	<b>000.00</b>	<b>000.00</b>

*Salaries:* such as for staff that have to be employed for the project

*Subcontracts:* external assistance for any activity of the project other than the salaries referred to above.

*Equipment:* durable equipment such computers, etc.

*Training:* seminars, workshops, roundtables, etc.

*Travel:* travel costs, etc.

*Miscellaneous:* such as consumables, stationary, printing costs etc.

As indicated above, if it is proposed that the project also receives funding from sources other than the SGF, or forms part of a larger project, please list these other sources of funding, financial and in-kind (including government input), give a broad breakdown of these funds, and indicate whether these sources are from in-country or external in origin.

### **I. Project Management Arrangement**

A plan for management and implementation arrangements of the project should be prepared. The Administrative Authority of the country seeking the funds has the overall responsibility and legal accountability for the implementation of the project. This section should include information on the agency or body executing the project and describe institutional and technical capacities to undertake the work.

If the executing agency is not the Ramsar Administrative Authority, general background information on the executing agency should be provided, including details about the institutional and/or working relations with the Administrative Authority. It should be borne in mind that the Administrative Authority is ultimately responsible vis-à-vis the Ramsar Convention for the use of the funds provided under the SGF, including the submission of Interim and Final Reports.

### **J. Bibliography**

Please list only key references.

**CONVENTION ON WETLANDS (Ramsar, Iran, 1971)**  
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**Ramsar Small Grants Fund for  
Wetland Conservation and Wise Use (SGF)**

**Section B continued  
Project Summary and Endorsement Form**

- a. Country requesting support:
- b. Title of project proposal:
- c. Category of assistance requested (Please consult the Operational Guidelines and indicate one option only)
- Implementation of the Ramsar Strategic Plan 1997-2002. Please indicate relevant Operational Objective(s):
  - Emergency assistance
  - Preparatory assistance
- d. If the financial support sought from the Small Grants Fund is requested to carry out part of a larger project, please indicate:
- Title of the main project:
  - Duration of the main project:
  - Total cost of the main project:
  - Have the main project and the other funds been approved:  Yes  No
  - If yes, please indicate the sources of these funds, showing whether the source is in-country or external:
- e. If the proposed project is a stand-alone activity please indicate:
- Duration of the activities to be covered by SGF grant:
  - Amount requested from the Ramsar Small Grants Fund:
  - Other financial contributions (including in-kind) – indicate whether these are from in-country or external sources:

- f. Name and address (including phone/fax numbers and e-mail address) of the institution or person responsible for preparing the project:
  
- g. Name and address (including phone/fax numbers and e-mail address) of the institution or person responsible for executing the project:
  
- h. Summary (maximum 500 words)  
Describe background, justification, objectives and intended follow-up. Indicate if the project will be carried out in a Ramsar site(s) or how it otherwise contributes to the implementation of the Ramsar Strategic Plan 2003-2008 and the fulfilment of its objectives:

**i. Endorsement of this project application by the Ramsar Administrative Authority:**

Institution/Agency:

Name/Title:

Date:

Signature:

<p>Please return this form along with the Detailed Project Proposal to: <b>Small Grants Fund (SGF), Ramsar Convention Bureau,</b> 28 Rue Mauverney, CH-1196 Gland, Switzerland. Fax: +41 22 999 0169, E-mail: <a href="mailto:ramsar@ramsar.org">ramsar@ramsar.org</a></p>
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**Ramsar Small Grants Fund for  
Wetland Conservation and Wise Use (SGF)**

**Section C  
Project Proposal Assessment Form  
*[for Ramsar Bureau use]***

**SUMMARY**

Country:			
Project code:	SGF/year/country initials/consecutive number of multiple projects submitted by the country SGF/2000/      /		
Project Title:			
Has the project been submitted previously?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If YES, what was its rating:	A	B	C
If part of a larger project, what is the total cost of the overall project:			SFr.
Amount requested from SGF:			SFr.
Additional counterpart financial contribution from proposer:			SFr.
In-kind support being provided from proposer:			SFr.
Additional financial contribution(s) from other in-country sources:			SFr.
Additional financial contribution(s) from other sources external to the country:			SFr.
In-kind support being provided from other sources:			SFr.
<b>Total Project Budget</b>			<b>SFr.</b>
⇒ Project was assessed as feasible OR feasible subject to minor improvements (Stage I)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
⇒ First assessors overall project rating (Stage II) (Regional Co-ordinator and Assistant for the appropriate region)	A	B	C
⇒ Second assessors overall project rating (Combined view of the Secretary General and Deputy Secretary General)	A	B	C
⇒ <b>Overall rating to be recommended to Standing Committee by the Bureau</b>	<b>A</b>	<b>B</b>	<b>C</b>

**Primary reasons for rating given:**

## Assessment Procedure

The assessment procedure is a two stage process as follows: Stage I considers the feasibility of the project by reviewing the objectives, proposed activities and outputs, budgetary information and the capacity of the proposer to complete the project. If it is the overall conclusion of the Bureau that the project does not meet expectations in Stage I of the review, it will not be further considered. Those projects which are considered feasible will then pass for review in Stage II, which considers a range of factors in order to give an indication of relative priority for funding.

### Stage I

#### Review of objectives, methodology, budgetary and capacity information

In the following review, the questions are intended to help the reviewer to determine if the project has appropriate objectives, proposes to apply suitable methods and activities, has a clearly prepared and appropriate budget, the proposer has the necessary capacity to carry out the project, and is therefore feasible. The reviewer is expected to indicate Yes or No in response to each question and for each question in sections A, B, C, and D, and then in Section E to indicate an overall assessment about the feasibility of the project based on the assessments in the foregoing sections. If there are more than two “no” responses given in any section, then serious consideration needs to be given to rating the project as unsuitable under that section of review.

<b>A. Objectives and outputs: are the objectives and beneficiaries well defined?</b>	
1. Is (are) the problem(s) to be addressed identified?	Yes / No
2. Is the background of the project satisfactory?	Yes / No
3. Are the justification and beneficiaries of the project clearly stated?	Yes / No
4. Are the general objectives clearly related to Operational Objectives of the Ramsar Strategic Plan?	Yes / No
5. Are the specific objectives clearly defined?	Yes / No
6. Is there an output indicated for each objective?	Yes / No
7. Are the outputs suitable to achieve the objectives?	Yes / No
<b>Assessment – the beneficiaries, objectives and outputs are well defined</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>B. Activities: are the activities for achieving the objectives well defined and appropriate?</b>	
1. Are the activities described adequately?	Yes / No
2. Are the methods for undertaking each activity described clearly?	Yes / No
3. Are the activities proposed appropriate to attain the indicated output?	Yes / No
4. Is the work plan described adequately?	Yes / No
5. Is the work plan appropriate to attain the indicated outputs?	Yes / No
6. Does the project include monitoring and evaluation procedures to ensure the objectives are met?	Yes / No
7. Where appropriate, have literature reviews been undertaken?	Yes / No
<b>Assessment – the methods proposed for achieving the objectives are suitable</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>C. Suitability of the budget and adequacy of information on budgeting</b>	
1. Is there a budget with itemized lists of costs?	Yes / No
2. Does the budget provide justification for each budget item?	Yes / No
3. Is the budget proposed appropriate for the activities envisaged?	Yes / No
4. Where applicable, does the budget distinguish between amounts to be covered by the SGF grant, and amounts with confirmed (or proposed) financing by	Yes / No

other sources (either cash or in-kind contributions)?	
<b>Assessment – the budget information is adequate and the proposed budget appropriate</b>	<input type="radio"/> Yes <input type="radio"/> No

<b>D. Capacities needed to see the project completed:</b>	
1. Is a project management structure defined, so that it is clear who is responsible for the various aspects of the proposal?	Yes / No
2. Does the proposed executor of the project have the institutional and technical capacity to carry out the project?	Yes / No
3. Given the current political and administrative environment in the country is the assessor confident of the project being completed?	Yes / No
<b>Assessment – the capacity information indicates the project should be able to proceed</b>	<input type="radio"/> Yes <input type="radio"/> No

<b>Overall assessment - Project feasibility:</b>	
On balance does the project meet the expected standards under Sections:	
A (Objectives),	Yes / No
B (Activities and methods),	Yes / No
C (Budget),	Yes / No
D (Capacity)	Yes / No
Based on the above ratings this project is:	
<b>feasible</b>	<input type="radio"/>
<b>feasible subject to minor improvements</b>	<input type="radio"/>
<b>not feasible</b>	<input type="radio"/>

*If the overall assessment indicates that the project is not feasible, do not proceed to the Stage II review.*

**Stage II**  
**Determination of relative priority for funding support**

**A. Technical quality of project**

For each of the four categories below – Objectives, Activities and Methods, Budget, and Capacity to Implement Project – score the technical quality of the project itself (not the quality of the project proposal) on a scale of 0 to 5.

*Note. To have passed Stage I of the Project Evaluation Process the project must have been judged technically feasible under each of the four categories. This part of the evaluation is designed to assess the technical quality of the project above this minimum level of feasibility.*

A score for each of the 4 technical categories should be allocated as follows:

- 0 Only just technically feasible
- 1 Fair technical quality
- 3 Good technical quality
- 5 Excellent technical quality

	Enter score (max. 5 points in each category)
1. <b>Objectives and outputs</b> , including clarity of objectives definition and link between outputs to deliver objectives (max. 5 points)	
2. <b>Activities and methods for achieving the Objectives and outputs</b> , including validity of methods, appropriateness of activities and methods to address the objectives and quality of monitoring and evaluation procedures (max. 5 points)	
3. <b>Budget</b> , including itemisation of budget lines and appropriateness of budget to deliver each activity (max. 5 points)	
4. <b>Capacity to implement the project</b> , including project management procedures and the organisation's institutional and technical capacity (max. 5 points)	
<b>TOTAL (max. 20 points)</b>	

**B. Economic status of the country (circle one category only)**

1. The country is included in Part I of the DAC List and below the threshold for World Bank Loan eligibility.	10
2. The country is <b>not</b> included in Part I of the DAC List and below the threshold for World Bank Loan eligibility.	0
<b>TOTAL (max. 10 points)</b>	

<b>C. Previous SGF projects in the country concerned (<i>circle one category only</i>)</b>	
1. No previous projects	10
2. Previously funded once	5
3. Previously funded twice or more	0
<b>TOTAL</b> (max. 10 points)	

<b>D. Promoting multisectoral approaches of the project (<i>circle one category only</i>)</b>	
1. The project will promote cooperation between the Ramsar Administrative Authority and one or more other Ministries.	10
2. The project will promote cooperation between the Ramsar Administrative Authority and one or more other organizations.	7
3. The project will be executed by the Ramsar Administrative Authority acting on its own.	3
4. The project will be executed by an organization other than the Ramsar Administrative Authority.	0
<b>TOTAL</b> (max. 10 points)	

<b>E. Leverage effect of the SGF funds (<i>circle one category only</i>)</b>	
5. The SGF funds represent less than one third of the total project budget (including in-kind contributions)	10
6. The SGF funds represent approximately half of the total project budget including in-kind contributions	7
7. The SGF funds are providing more than 75% of the total project budget (including in-kind contributions)	3
8. The SGF funds are providing all of project budget	0
<b>TOTAL</b> (max. 10 points)	



<b>F. Scope of project (<i>circle one category only</i>)</b>	
1. Is it a project with implications for the whole of a Ramsar region or sub-region?	10
2. Is it a multilateral project carried on by two or more countries?	7
3. Is it a national project, which will have national implications?	5
4. Is it a project with local relevance only?	0
<b>TOTAL</b> (max: 10 points)	

<b>Total score out of a possible maximum of 70 in stage II</b>
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<p><b>Overall rating for funding priority:</b></p> <p>Based on the above ratings and total score this project is considered:</p> <p style="text-align: right;"> <b>high priority for funding.</b> (A) <input type="checkbox"/>  <b>medium priority for funding.</b> (B) <input type="checkbox"/>  <b>low priority for funding.</b> (C) <input type="checkbox"/> </p>
--

**Reviewer's comments:**

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**Ramsar Small Grants Fund for  
Wetland Conservation and Wise Use (SGF)**

**Section D**  
**Standard format for the preparation of progress reports**

(to be filled in by the implementing agency/organization and endorsed by the Ramsar  
Administrative Authority)

**Country:**

**Title of the Project:**

**Project code:**

**Year of approval:**

**Total funds allocated:**

**Funds received to date:**

**Project officer (See section 6 for further details):**

**Date progress report due:**

**Date progress report provided:**

**1. Abstract**

Please report on what has been accomplished so far (approx. 200 words). Please attach the abstract to this form.

**2. Progress with meeting projects objectives**

In a separate page for *each objective* of the project please describe briefly the status of the progress, in terms of:

A) Task completed or      B) Task partially completed or      C) No progress as yet

Please provide a summary of action(s) taken for *each objective*.

**3. Overall progress**

Overall, has the project made appropriate progress towards meeting the objectives within the time frame initially agreed upon?  Yes  No

If No, please indicate the reasons for any delays or proposed changes in project objectives.

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**4. Budgetary details**

Please advise what amount of the funds received from the SGF for this project have been spent so far (in Swiss francs).

Have the funds been spent in accordance with the project specifications and budget?  Yes  No

If No, please advise of where variations have occurred, the cost of these variations and provide a justification for this variation.

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**5. Final report**

When can the project's final report be expected?

**6. Project Officer** (person responsible for executing the project)

Name:  Signature:   
Institution:  Date:   
Address:

**7. Approved by the Ramsar Administrative Authority**

Name:  Signature:   
Administrative Authority:  Date:   
Address:

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**Ramsar Small Grants Fund for  
Wetland Conservation and Wise Use (SGF)**

**Section E  
Standard format for the preparation of Final Reports**

(to be filled in by the implementing agency/organization and endorsed by the Ramsar Administrative Authority)

**Country:**

**Title of the Project:**

**Project code:**

**Year of approval:**

**Project Officer (see Section 5 for further details):**

**Date project was completed:**

**Date final report provided:**

**Have you provide the Final Report in electronic as well as hard copy format?**

**Have you enclosed:**

- a) some suitable photographs or colour slides (with the necessary description) illustrating the project?  Yes     No
- b) the copies of the materials produced with SGF funding (if applicable) ?  Yes     No

**1. Abstract**

Please report on what has been accomplished by the completed project (approx. 300 words). Please attach the abstract to this form.

**2. Achievements against each project objective**

In a separate page for *each objective* of the project, as stated in the project proposal, please indicate the *output(s)* in terms of:

- A) Task completed or      B) Task only partially completed or      C) Task not attempted

Please provide a summary of action(s) taken for each *output*. **Where tasks were only partially completed or not attempted please provide the reasons for not fulfilling this expectation.**

**3. Overall project outcomes**

Overall, has the project achieved what it set out to do?     Yes     No

If No, please indicate the reasons for failing to meet the overall objective.

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**4. Budgetary details**

Please submit a *detailed expenditure and income account* referring to the original project budget. Indicate expenditure and income in the currency(s) in which they have actually occurred, and as necessary provide the exchange rate into Swiss Francs to be applied. Please attach a separate finance report table (preferably in Excel or Word) which presents all the expenditures by column in the categories of the original budget, as well as a summary table with the totals of all the by-column categories.

Were all funds allocated to the project from the SGF spent in accordance with the project specifications and budget?  Yes  No

If No, please advise of where variations have occurred, the cost of these variations and provide a justification for this variation. Include this information in your *detailed expenditure and income account report*.

If all funds were not spent please indicate below the amount of unspent funds and recommend possible uses for these funds which the Ramsar Bureau can consider.

Unspent funds:  Swiss francs

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**5. Project Officer** (person responsible for executing the project)

Name:  Signature:

Institution:  Date:

Address:

**6. Approved by the Ramsar Administrative Authority**

Name and title:  Signature:

Administrative Authority:  Date:

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**Ramsar Small Grants Fund for  
Wetland Conservation and Wise Use (SGF)**

**Section F  
Standard format for evaluating completed projects**

*(to be completed by the relevant Regional Coordinator of the Ramsar Bureau)*

**Country:**

**Title of the Project:**

**Project Code:**

**Year of approval:**

**Total funds allocated:**

**Project officer (person responsible for implementing the project):**

**Position, Institution:**

**Date progress report received:**

**Date final report received:**

**1. Reporting requirements**

1.1. Was the report submitted with the endorsement of the Ramsar Administrative Authority:  
Yes / No

1.2. Was a satisfactory abstract provided: Yes / No

1.3. Were photos illustrating the project received: Yes / No

1.4. Was the overall presentation of the report satisfactory: Yes / No

1.5. Was an electronic copy of the report provided: Yes / No

**2. Consultations between the Bureau, the Project Officer and the Administrative Authority**

During the project what level of contact was maintained between the Ramsar Bureau, the person responsible for implementing the project and the focal point in the Ramsar Administrative Authority? Was it:

regular

occasional

only when reports were due

**3. Achievement against each project objective**

For **each objective** of the project (as stated in the project proposal) were the goals achieved?  
Fully, Partially, Not at all

Objective 1:

Objective 2:

Objective 3:

Objective 4:

Objective 5:

Objective 6:

**4. Overall project outcomes**

Overall, has the project achieved what it set out to do? Yes / No

If No, are the reasons given for failing to meet the objectives acceptable, and why?

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If the reasons given for failing to meet the objectives are not acceptable, describe what further action is recommended:

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**5. Financial accountability**

5.1 Was an acceptable (accurate and clear) expense account (in SFr.) detailing all expenditures provided? Yes / No

5.2 Were all funds allocated to the project from the SGF spent in accordance with the project specifications and budget? Yes / No

If no, were the variations which occurred acceptable and justifiable. Yes / No

And, if all funds were not spent how will they used ?

**6. Ramsar Bureau Project Officer**

Name:

Signature:

Date: