

Project Concept Template

Country: _____ Submission Date: _____

Project Title: _____

(Must capture the essence of project and aligns to GEF focal areas)

Name/Type of Organisation: _____

Year Established: _____ Number of Members: _____

Address: _____

Telephone No: _____ E-mail: _____

Project Contact/Manager: _____ *(Name and position)*

GEF SGP Focal Areas: (double click box to check)	Strategic Initiatives
<input type="checkbox"/> Conservation of Biodiversity/International Waters	<input type="checkbox"/> Community Landscape/Seascape Conservation (CLSC)
<input type="checkbox"/> Climate Change (Mitigation)	<input type="checkbox"/> Low Carbon Energy Access to Co-benefits (LCEAC)
<input type="checkbox"/> Land Degradation and Sustainable Forest Management	<input type="checkbox"/> Innovative climate-smart agro-ecology ICSA)
<input type="checkbox"/> Chemicals (POPs)	<input type="checkbox"/> Local to global chemicals coalitions (LGCC)
	<input type="checkbox"/> CSO-Government dialogue platforms (CGDP)
	<input type="checkbox"/> Social inclusion (gender, youth, indigenous peoples) (SI)
	<input type="checkbox"/> Contribution to global knowledge management platforms (GKMP)
Vision 2030 Jamaica - Goals # 3 & 4 National Outcomes & Sustainable Development Goals (please tick)	
<input type="checkbox"/> 10. Energy Security and Efficiency (SDG: 7, 11 & 12)	
<input type="checkbox"/> 13. Sustainable Management & Use of Environmental & Natural Resources (SDG: 6, 12, 14 & 15)	
<input type="checkbox"/> 14. Hazard Risk Reduction and Adaptation to Climate Change (SDG: 13 & 15)	
<input type="checkbox"/> 15. Sustainable Urban and Rural Development (SDG: 1, 10 & 11)	
Proposed Start Date <i>(four months after submission)</i> :	Expected Project Duration:
Finances	
Total GEF SGP Request	USD
Total from other Sources:	USD
Total Project Cost:	USD
UN Rate of Exchange <i>(for GEF SGP official use)</i>	

Concept

This concept includes the following main sections: Project Rationale and Approach (Section A), Project Risks, Monitoring & Evaluation (Section B) and Project Budget (Section C).

SECTION A: PROJECT RATIONALE AND APPROACH

Project Summary/Problem Statement (1/2 page)

Identify the **ENVIRONMENTAL** problem(s) to be addressed. Please note if you cannot clearly identify an environmental problem in a GEF focal Area, then your project cannot be considered for funding by the GEF SGP. Ideas for information to include here are:

- Length of time needs/problems have existed
- State the Impacts of problem to target population on **natural environment** and its effects on human population including impacts on vulnerable groups – poor, youth, elderly, disabled
- Clearly indicate the cause and effect of the problem being faced
- State whether problem has ever been addressed before, and what the outcome was the impact of the intervention
- State what would result if the problem(s) are not addressed
- For biodiversity projects, please present evidence (citing authoritative sources) that the named species (flora and fauna) that will be conserved are threatened /endangered endemic/indigenous. You should explain what the threats to the species and their habitats are. Is the site located in a protected area, biodiversity hot spot, or forest reserve?
- For climate change and land degradation projects, please specify what activities are contributing to exacerbation of the problem, and the negative impacts on the national and global environments.

Organisational Background (1 or 2 paragraphs)

Please demonstrate that your organisation has the experience, capacity and commitment to successfully implement the proposed project or is prepared to work with GEF SGP to build capacity to undertake the project. Issues to be covered in this section include: legal status, areas for capacity building/strengthening. This should be clearly stated, outlining the approach to be used.

Project Objectives and Expected Results (1/2 page)

Please indicate the primary objective and expected results and your justification for the project.

Justification should indicate the importance of the project to the GEF SGP in terms of contributing to the overall specific focal area objectives. Project should also reflect the relationship with **goals 3 and 4** of the National Plan – Vision 2030. A site map would be very useful.

Plan to ensure Community Participation (1 or 2 paragraphs)

Describe how the stakeholder communities were involved in the **Project planning and design** and will be involved in: 1) **Project implementation** and ii) **Project monitoring and evaluation**. This information will serve as a basis for assessing and understanding community participation and ownership.

Knowledge Management (1 or 2 paragraphs)

Please describe how you plan to capture, share and disseminate the knowledge, lessons learnt and good practices gained through the implementation of the project. State the knowledge product to be created at the end of the project to ensure future projects can benefit from lessons learnt?

Gender Mainstreaming (1 or 2 paragraphs)

Please describe how the project takes into consideration, the roles and needs of the men and women (with focus on the needs of women) and how this would be reflected in the results and benefits of the project. Describe the current roles of women and men in the community. Also the level of youth involvement and persons with disabilities in the project. Clearly state ways in which youth would be engaged and directly involved in the project. If there are no plans for direct youth involvement please state why.

Communication and Replication of Project Results (1 or 2 paragraphs)

Please describe how you would communicate the goals, activities and results of the project with the community members, other community-based organisations and other key stakeholders. If the project requires awareness-raising at the local level, please describe the plan/activities you would use to achieve the targeted results and ensure replication of project results. Clearly identify any expected linkages (with other stakeholders) to be created during the project.

SECTION B: PROJECT RISKS, MONITORING & EVALUATION

Risks to successful implementation (1 or 2 paragraphs)

Please identify and list the major risk factors that could result in the project not producing the expected results. These should include both internal factors to the project (e.g. the technology involved failed to work as expected, key resource people are no longer available to provide technical expertise) and external factors to the project (e.g. the currency exchange rate drops, unexpected natural disasters, community involvement, organizational weaknesses. How will you cope with these risks? What are the key assumptions on which the feasibility of the project is based? (i.e. government environmental policy remaining stable).

Project Management, Monitoring and Evaluation (1/2 page)

Provide details of the structure and function of the project team that will be responsible for the successful implementation of the project. Explain how project will be monitored and evaluated - this should be done during its implementation (field activities) and at completion (review and analysis). State clearly how the participation of community members in the project monitoring and evaluation processes will be achieved.

Communication and Visibility Plan (1 or 2 paragraphs)

Outline how the project will give adequate visibility to the activities being implemented especially giving credit to the Global Environment Fund for its financial support to the project. This should include the compulsory use of the GEF logo on all materials, publications, leaflets, brochures, newsletters, websites, signage, display panels, commemorative plaques, banners, promotional items, photographs, audiovisual productions, public events and visits, supplies and equipment and information campaigns.

Sustainability of Results Achieved (1 or 2 paragraphs)

Outline how the results of the project are expected to create ongoing impact on the natural environment beyond the life of the project. How the project will strengthen the effectiveness and sustainability of participating organisations and/or individuals. What plans are in place for replication, up-scaling and mainstreaming successful initiatives and lessons learnt.

SECTION C: PROJECT BUDGET

The project budget is an important part of every SGP project proposal and must be completed prior to consideration of a proposed project for funding. Once your project has been approved for funding, the budget information becomes part of the binding Memorandum of Agreement (MoA) between GEF SGP and your organisation.

Financial Details

Please provide as summary on how the project will be funded by completing table 4 below

Table 1 – Project Funding Summary

Funding Source	Total (JA\$)	Total (US\$)
GEF SGP		
Proposing Organisation		
Community (volunteers)		
Other co-funders		
Total Project Cost		

Table 2 – Community Contribution

Sources of Contribution	Type (cash/in-kind)	Committed/ projected	Value (JA\$)
Total			

Table 3 – Proposing Organisation's Contribution

Sources of Contribution	Type (Cash/in-kind)	Committed/projected	Value (JA\$)
Total			

Projected Expenditures

Please complete table 4 below detailing expenditure per category and how the funds will be used over the project period.

Table 4 - Budget of Project Expenditures – USD

Expenditure Category	Total Cost (US\$)	Support from other Donors as confirmed co-financing (see tables 2/3)		Amount Requested of SGP	Budget Notes
		Cash	In-Kind		
*Personnel/Labour (managing and administering of the project)					
Training/Seminar/ Workshops/Travel					
**Contracts (specialized/certified services-please list)					
Equipment/Material (please list)					
*Misc. costs (please specify)					
Total Project Cost					

NB: * Together should not exceed 15% (10% P/L & 5% Misc.) of SGP grant amount

**Provide listing of all specialised certified services that will be needed. Terms of Reference (ToR) for all consultants along with their Curriculum Vitas (CVs) must be submitted prior to engagement of services during project implementation