



9th MEETING OF THE STANDING COMMITTEE
18 – 19 September 2013, Trondheim, Norway

**DRAFT REVISED MODUS OPERANDI OF THE AEWA SMALL GRANTS FUND
FOR THE CONSERVATION OF MIGRATORY WATERBIRDS
AND THEIR HABITATS**

Compiled by the UNEP/AEWA Secretariat

Introduction

The AEWA Small Grants Funds (SGF) programme, launched during the first Session of the Meeting of the Parties to AEWA (MOP1) through Resolution 1.7, aims to promote the implementation of AEWA in developing countries and countries with economies in transition. The programme became operational in 2010. It has so far benefitted nine projects from nine African countries during the three project cycles 2010, 2011 and 2012. The 2013 cycle of the SGF was launched in July 2013.

The modus operandi of the AEWA SGF programme was developed by the UNEP/AEWA Secretariat in August 2009 and subsequently approved by the AEWA Standing Committee.

This first proposed revision of the document aims to provide greater precision and clarity with regard to the information requested from project proponents, as well as guidance on the evaluation of project proposals. It also eliminates a small number of redundant indicators in the SGF application forms. The following documents have been reviewed as part of the proposed revision: Guidelines for the Operation of the AEWA Small Grants Fund, Grant Application Form, Endorsement Form, List of Countries Eligible for the AEWA Small Grants Fund, Project Proposal Assessment Form.

Please note that changes to the original modus operandi are indicated as follows:

- ADDITIONS are highlighted in green;
- DELETIONS are highlighted in red strikethrough font;
- COMMENTS are indicated as footnotes in yellow.

Action requested from the Standing Committee

The Standing Committee is requested to review the revised modus operandi of the AEWA SGF programme and approve it for the future operation of the programme.

AEWA SMALL GRANTS FUND FOR THE CONSERVATION OF MIGRATORY WATERBIRDS AND THEIR HABITATS

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Section A

Guidelines for the Operation of the AEWA Small Grants Fund

I. Introduction

The AEWA Small Grants Fund was established by the first Session of the Meeting of the Parties to the African-Eurasian Migratory Waterbird Agreement (AEWA) in 1999 through Resolution 1.7. At its second Session (2002), the Meeting of the Parties reiterated its conviction that a Small Grants Fund could become an extremely useful tool to facilitate the implementation of the Agreement (Resolution 2.9).

At the 4th Session of the Meeting of the Parties, in 2008, the Parties adopted the AEWA Strategic Plan 2009-2017 through Resolution 4.7. Under its Objective 5, the Strategic Plan aims at activating the Small Grants Fund and disbursing at least € 100,000 annually to developing countries for implementation of AEWA. Contracting Parties were moreover requested through Resolution 4.7 to provide financial resources for the successful and efficient operation of the Small Grants Fund, which is not fully covered by the AEWA core budget so far.

The "AEWA Plan of Action for Africa 2012-2017 - A guide to the implementation of the AEWA Strategic Plan 2009-2017 in the African Region" was adopted by the 5th Session of the Meeting of Parties in 2012 through Resolution 5.9. It further requests the continued allocation of at least 20,000 Euros per year in the AEWA core budget for SGF projects in Africa. It also encourages Contracting Parties to provide voluntary contributions of at least 30,000 Euros per year for SGF projects in Africa.

II. Eligibility

In accordance with Resolution 2.9, only developing countries and countries with economies in transition are eligible for funding. Countries, which are not Party to the Agreement are also able to apply to the Fund for assistance to allow them to prepare for accession to AEWA. However, priority will be given to Contracting Parties to AEWA. Countries, which are Contracting Parties to the Agreement are not eligible as a general rule if they have payments of contributions in arrears of more than three years. Countries are also not eligible if a project from an earlier project cycle is pending in the same country. A list of countries which are, in principle, eligible for receiving assistance under the Small Grants Fund is available in Section C.¹ The list of eligible countries might, however, be restricted under the terms of individual calls for project proposals, depending on the requirements set by the respective funding body.

III. Forms of assistance available under the Small Grants Fund

1. The proposed activities should

- a) clearly contribute to the implementation of the Agreement and its Strategic Plan and the AEWA Plan of Action for Africa (in the case of project proposals to be implemented in Africa); and/or
- b) respond to emergencies affecting a population of AEWA species and/or sites used by AEWA species.

¹ The UNEP/AEWA Secretariat suggests that this list should be updated annually, prior to the launch of each new SGF project cycle. Cf. also Section C.

The AEWA Strategic Plan 2009-2017, adopted by the 4th Session of the Meeting of the Parties to AEWA (Resolution 4.7, September 2008), is available on the AEWA website at http://www.unep-aewa.org/documents/agreement_text/strategic-plan.htm

The AEWA Plan of Action for Africa 2012-2013, adopted by the 5th Session of the Meeting of Parties to AEWA (Resolution 5.9, May 2012), is available on the AEWA website at: http://www.unep-aewa.org/activities/africaninitiative/publication/aewa_poa_for_africa_final.pdf

2. Non-Contracting Parties can apply for financial assistance enabling preparatory work in order to progress towards the accession to the Agreement.

3. The award for any single project will depend on the available funds and will be defined under the individual calls for project proposals, but should not exceed € 25,000 in case of assistance provided to Contracting Parties and € 15,000 in case of preparatory assistance provided to Non-Contracting Parties.

IV. Procedure of application

1. Funds available for allocation

a) The Small Grants Fund is administered by the UNEP/AEWA Secretariat.

b) The Fund is mainly financed through voluntary contributions; thus a regular allocation of funds cannot be guaranteed.

c) The cycle for submission of project proposals depends on the funding accrued for this purpose; thus, depending on the funds available, the UNEP/AEWA Secretariat will invite the National AEWA Focal Points of eligible countries to submit project proposals to the Small Grants Fund on an annual basis, indicating the deadline for submission, the maximum duration of the projects, the maximum amount granted to each project and any other restrictions or criteria set under the call.

2. Formulation of project proposals

a) All project proposals must be submitted using the format attached to these Guidelines (see Section B.1). This “Grant Application Form” must ~~should~~ be endorsed by the AEWA National Focal Point in the country or the recognized AEWA Contact Person in the case of eligible countries that are not yet Contracting Parties (see Section B.2 “Endorsement Form”).

b) Projects should, in general, be implemented in a time-frame not exceeding 24 months. The maximum duration might, however, vary under the individual call for project proposals, depending on the budget available and the restrictions set by the respective sources of funds.

c) Countries are unlikely to gain support for more than one project under the same call for project proposals. Thus, the AEWA National Focal Points or Contact Persons ~~countries~~ are encouraged to make a pre-selection of potential projects and to only submit the one considered to be the top priority for advancing the implementation of the Agreement and its Strategic Plan in the respective country, to the UNEP/AEWA Secretariat.

3. Submission of project proposals

Project proposals can be submitted by any national governmental or non-governmental agency/organisation concerned with the conservation of migratory waterbirds and/or their habitats.

All projects must be endorsed by the AEWA National Focal Point or AEWA Contact Person in the respective country.

a) Project proposals to implement AEWA and its Strategic Plan or Plan of Action for Africa

Formal submission of proposals must be made by the deadline indicated in the call for project proposals.

b) Project proposals to seek emergency assistance

Emergency assistance project proposals may be submitted at any time. Provided that funds are available, the UNEP/AEWA Secretariat will undertake a technical and feasibility analysis and, upon intersessional consultation with the Technical and Standing Committee members, will take a decision within a maximum of three months after receiving the request.

c) Project proposals to seek preparatory assistance

Eligible countries that are not yet Contracting Parties to the Agreement may, by the indicated deadline, apply for a grant from the Small Grants Fund to support activities necessary for completing their accession, e.g. preparatory workshops. Higher priority will, however, be given to proposals from Contracting Parties.

In addition, priority will be given to project proposals which²:

- are international in geographical scale, involving two or more AEWA Range States;
- include cross-sectoral cooperation, involving collaboration between national or international governmental or non-governmental organisation/institutions;
- demonstrate principles of sustainable development, and where appropriate poverty alleviation (taking into consideration the livelihood aspects);
- are likely to lead to institutional or other capacity development (and/or development of expertise) in the respective country;
- focus on activities which generate background information and/or knowledge necessary for advancing the implementation of AEWA in the country (e.g. activities which involve species and site inventories) as opposed to focusing on activities which include routine responsibilities of the AEWA Contracting Parties (e.g. activities which involve site management or species monitoring);

4. Evaluation and approval of project proposals

The UNEP/AEWA Secretariat will make a technical and feasibility assessment of all projects received. During this process, the Secretariat may invite views, as appropriate, from the members of the Technical Committee. The Secretariat will submit its recommendations for funding to the Standing Committee members who will be requested to approve the allocation of funding to the projects pre-selected by the UNEP/AEWA Secretariat. The pre-selection of projects out of the pool of equally eligible projects will primarily be based on an assessment in the light of AEWA conservation priorities. Secondly the Secretariat will endeavour to reach a balanced geographical coverage within the overall area of eligible countries. In the case that the Standing Committee does not approve one or more of the pre-selected projects by consensus, the UNEP/AEWA Secretariat will submit additional proposals from the pool of eligible project proposals received in the same cycle to the Standing Committee. Should there be no further eligible projects in the pool, then the UNEP/AEWA Secretariat will transfer the unused funds to the next SGF cycle.

² The first four bullet points are extracted from the MOP3 "guidelines for determining priorities for AEWA Financial support", prepared by the AEWA TC: *Doc: AEWA/MOP 3.27 Rev.1 Corr.1*. The fifth bullet point is based on comments and advice from the consultations with the AEWA TC during the evaluation of past SGF project proposals.

V. Transfer of funds and submission of Progress and Final Reports

The AEWA Secretariat prepares the Small Scale Funding Agreement with the respective organisation or agency receiving the project funding. Upon signature of the Small Scale Funding Agreement by both parties, the UNEP/AEWA Secretariat will disburse an initial payment of 40%.

Each recipient organisation or agency is required to provide a mid-term Progress Report on the implementation of the funded project not later than midway into the implementation of the project after receipt of the initial payment, taking into consideration the duration of the project activities (e.g. 12 months for projects with a duration of up to 24 months) after receipt of the initial payment for projects with duration of up to 24 months and not later than 6 months for projects with duration up to 12 months. A Final Report should be submitted not later than three months after completion of the project. The deadlines for submission of both reports will be specified in the Small Scale Funding Agreement. Both Progress and Final Reports must be submitted with the endorsement of the AEWA National Focal Point. ~~The Final~~ Both Progress and Final Reports should include a statement of expenditure for the funds provided and copies of any materials produced under the project.

The progress and final reports should also include feedback on problems faced with the implementation of the project, lessons learnt from the project implementation and recommendations thereof for future related activities.

The UNEP/AEWA Secretariat will review the progress and final reports and may invite views, as appropriate, from the members of the Technical Committee (particularly for projects with high technical content or complexity).³

The second and third instalments, each amounting to 30% of the funds respectively, will be paid upon receipt of an acceptable Progress Report and Final Report.

VI. Terms of Small Scale Funding Agreement to be concluded with organisations or agencies receiving assistance

In the Small Scale Funding Agreement which will be concluded between the UNEP/AEWA Secretariat and the organisation or agency that will be granted financial assistance, the following will be specified:

- a) the extent and purpose of the financial assistance granted;
- b) the obligations of the recipient organisation or agency towards the implementation of the project;
- c) the obligation of the recipient to display the AEWA logo on all correspondence or material printed in connection with meetings or activities financed under the project (such as invitations, announcements, agendas, reports, etc.) and to refer to the activity as being sponsored by AEWA;
- d) the obligation of the recipient to reimburse to the UNEP/AEWA Secretariat any portion of cash advance remaining unspent or uncommitted on completion of the activities of the Small Scale Funding Agreement within one month of presentation of the expenditures report.

Any controversy of claim arising out of, or in accordance with the Small Scale Funding Agreement or breach thereof, shall, unless it is settled by direct negotiation, be settled in accordance with UNCITRAL arbitration rules as currently in force. Any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim is binding for both parties.

³ The information in these two additional paragraphs was extracted from the document on the role of the TC in the evaluation and quality control of AEWA International projects. The aspect of the involvement of the TC in the evaluation of projects stood out.

VII. Reporting to donors

The UNEP/AEWA Secretariat provides donors with summary reports of project results prepared on the basis of the Final Reports received from the beneficiaries.

Section B
Grant Application Form and Endorsement Form
for the
AEWA Small Grants Fund

Please complete and enclose originals of both Section B.1 “Grant Application Form” and Section B.2 “Endorsement Form”. Please attach any documents, which may support the applicant’s suitability to implement the project and submit this application form duly signed to:

UNEP/AEWA Secretariat
UN Campus
Platz der Vereinten Nationen 1 ~~Hermann-Ehlers-Str. 10~~
53113 Bonn
Germany
E-mail: aewa@unep.de
Fax: +49 (0)228 815 2450



AEWA SMALL GRANTS FUND (SGF)

Section B.1: Grant Application Form

I. APPLICANT DETAILS

Contact details ~~Name and function~~ of person responsible for preparing the project

Title (Mr/Ms/Prof/Dr etc.):

First and middle name/s:

Family name:

Name of Institution:

Postal address:

Telephone:

Mobile phone:

Fax:

E-mail:

Website:

Contact details ~~Name and function~~ of person responsible for executing the project

Title (Mr/Ms/Prof/Dr etc.):

First and middle name/s:

Family name:

Name of Institution:

Postal address:

Telephone:

Mobile phone:

Fax:

E-mail:

Website:

Contact details ~~Name and function~~ of person authorized to sign legally binding commitments

Title (Mr/Ms/Prof/Dr etc.):

First and middle name/s:

Family name:

Name of Institution:

Postal address:

Telephone:

Mobile phone:

Fax:

E-mail:

Website:

II. BANK DETAILS

Account **name**/holder:

Account holder's address:

Bank name:

Branch name and address: ~~Bank address~~

Sort code:

Account number:

IBAN **(if applicable):**

Currency of account:

SWIFT:

Special routing instructions (if applicable):

III. PROJECT BUDGET AND REQUESTED AEWA GRANT

Total project budget (in EUR):

AEWA grant requested (in EUR; please also indicate % of the total project budget):

Other financial or in-kind contributions (please specify source and amount):

IV. PROJECT DETAILS

Project title:

Duration (in months):

Scheduled starting date:

Brief description of the project (maximum 800 words):

Please provide a concise overview of the project. This should contain a brief description of the project including background information, a justification, a description of the objectives of the project and of the intended follow-up. The background information should put the project in its local/ national/ regional and institutional context. The justification should describe the beneficiaries of the project and provide a rationale for SGF support. The description of the objectives of the project should, where possible, indicate to which objectives and targets of the AEWA Strategic Plan and/or the AEWA Plan of Action for Africa they relate. A full version of the Strategic Plan is available at

http://www.unep-aewa.org/documents/agreement_text/strategic-plan.htm and a full version of the AEWA Plan of Action for Africa is available at:

http://www.unep-aewa.org/activities/africaninitiative/publication/aewa_poa_for_africa_final.pdf

The description of the follow-up should indicate activities undertaken to ensure the sustainability of project outcomes.

Project description:

Work plan:

From the planning matrix above, please list all project activities and / or outputs on a separate sheet (e.g. an Excel sheet) using the format below. Please indicate:

- the order in which they are scheduled to be carried out
- in which project month (1 to max. 24 months) they are scheduled to be carried out (please **TICK**)

	Project duration in months (max. duration 24 months)																								
Project activities and / or project outputs	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
<i>E.g.: training workshop on waterbird monitoring for technical experts</i>	✓																								

Project budget breakdown (in EUR)

Please provide a detailed budget ~~should be presented~~ on a separate sheet (e.g. on an Excel sheet) using the template below. Please provide all budget costs in Euros. Include unit costs where appropriate (e.g. monthly salaries, number of copies etc.). If part of the budget for the project has been secured from other sources please indicate the funding organisation. Please also indicate any “in-kind” contributions to the project and their costing.

Item	Amount requested from the AEW A SGF (EUR)	Co-funding from the implementing organisation (EUR)	Co-funding from other sources (EUR)	TOTAL (EUR)
Personnel				
<i>Please specify</i>				
Sub-total				
Travel and subsistence				
<i>Please specify</i>				
Sub-total				
Equipment and supplies				
<i>Please specify</i>				
Sub-total				
Office running costs				
<i>Please specify</i>				
Sub-total				
Costs of workshops/ training courses				
<i>Please specify</i>				
Sub-total				
Costs of publications/ other information material				
<i>Please specify</i>				
Sub-total				
Other costs, services				
<i>Please specify</i>				
Sub-total				
TOTAL				
Overhead⁵				
Grand total				
In-kind contributions/ costs not included in the budget				

⁵ As a general rule, overhead charges are not accepted on SGF funding. Exceptions to this rule have to be considered on a case-by-case basis and shall not exceed 7% of the total SGF funding.



AEWA SMALL GRANTS FUND

Section B.2: Endorsement Form

REFERENCE TO PROJECT PROPOSAL

Country requesting support:

Organisation submitting the project application:

Title of proposed project:

CATEGORY OF ASSISTANCE REQUESTED

- Implementation of AEWA⁶ and its Strategic Plan⁷ (including the Plan of Action for Africa where applicable)⁸
- Emergency assistance
- Preparatory assistance

FOR REQUESTS OF ASSISTANCE FOR IMPLEMENTATION OF AEWA AND ITS STRATEGIC PLAN (INCLUDING THE PLAN OF ACTION FOR AFRICA) ONLY

If assistance is requested for implementation of AEWA and its Strategic plan, please indicate relevant objective(s)/ target(s):

Objective 1: To undertake conservation measures so as to improve or maintain conservation status of waterbird species and their populations.

Targets:

- Full legal protection is provided to all Column A species
- A comprehensive and coherent flyway network of protected and managed sites and other adequately managed sites, of international and national importance for waterbirds is established and maintained, while taking into account the existing networks and climate change
- Environmental Impact Assessment & Strategic Environmental Assessments are used to reduce the impact of new developments on waterbird species and populations
- Single Species Action Plans (SSAPs) are developed and implemented for most threatened species listed in category 1 and categories 2 and 3 marked with an asterisk on column A of Table 1
- Waterbirds are considered thoroughly in the context of the delivery of National Action Plans on non-native species by other international fora, such as CBD, Bern Convention, and GISP

⁶ http://www.unep-aewa.org/documents/agreement_text/agree_main.htm

⁷ http://www.unep-aewa.org/documents/agreement_text/strategic-plan.htm

⁸ http://www.unep-aewa.org/activities/africaninitiative/publication/aewa_poa_for_africa_final.pdf

Objective 2: To ensure that any use of waterbirds in the Agreement area is sustainable.

Targets:

- The use of lead shot for hunting in wetlands is phased out in all Contracting Parties
- Internationally coordinated collection of harvest data is developed and implemented
- Measures to reduce, and, as far as possible, eliminate illegal taking of waterbirds, the use of poison baits and non-selective methods of taking, are developed and implemented
- Best practice codes and standards, such as bird identification, are developed and promoted, in order to achieve proper enforcement of legally binding provisions
- Adaptive harvest management⁹ of quarry populations is ensured at international scale

Complementary targets for achieving objective 2 under the AEWA Plan of Action for Africa¹⁰:

- CT/1.1: Case studies which evaluate the importance of tourism for waterbird conservation are published and disseminated;
- CT/1.2: Revision and update of AEWA Guidelines on the development of ecotourism at wetlands, based on the case studies; and
- CT/2.2: Community-based natural resource management (CBNRM) strategy on wetlands & waterbirds developed, published and disseminated.

Objective 3: To increase knowledge about species and their populations, flyways and threats to them as a basis for conservation action.

Targets:

- Capacity of national monitoring systems to assess the status of the waterbirds is established, maintained and further developed
- Nationally responsible state agencies, academic and other wildlife-related research institutions are encouraged to establish research programmes to support implementation of waterbird conservation priorities
- Best practices, including, in particular, traditional knowledge for waterbird conservation programmes, are collated and incorporated
- Sharing and accessibility of relevant data and information are enhanced so as to underpin relevant conservation decision-making

⁹ Adaptive Harvest Management is the periodic process of setting hunting regulations based on a system of population and habitat monitoring, harvest level recording, data analysis and defining regulatory options.

¹⁰ Rather than repeat the same targets under the AEWA PoAA, it is suggested to add the complementary targets which were formulated under the AEWA PoAA.

Complementary targets for achieving objective 3 under the AEWA Plan of Action for Africa:

- CT/3.1: Pan-African and national capacities for waterbird ringing are strengthened in the framework of AFRING; and
- CT/3.2: Wider use of and increased capacity in Africa of modern technologies for monitoring waterbird movements, including colour marking.

Objective 4: To improve Communication, Education and Public Awareness (CEPA) about migratory waterbird species, their flyways, their role in alleviating poverty, threats to them and the need for measures to conserve them and their habitats.

Targets:

- The AEWA Communication Strategy is implemented
- Awareness and understanding of waterbird conservation issues in general, and, of AEWA in particular, are increased at all levels within the Contracting Parties

Objective 5: To improve the capacity of Range States and international cooperation and capacity towards the conservation of migratory waterbird species and their flyways.

Targets:

- The membership of the Agreement is expanded
- Capacity of national staff to implement the Agreement is increased through proper training mechanisms
- Appropriate national coordination mechanisms for implementation of AEWA linking to national coordination mechanisms for other biodiversity MEAs are established

Complementary targets for achieving objective 3 under the AEWA Plan of Action for Africa:

- CT/4.1: At least two trainers in each African Range State have been trained on delivering training through the Flyway Training Kit (FTK);
- CT/4.2: At least one national workshop using the FTK and one field training course has taken place in each Contracting Party;
- CT/4.3: The FTK has been incorporated into the curricula of at least five wildlife training institutions in Africa;
- CT/4.4: FTK training is available through a distant learning course (e-learning) based in an academic institution;
- CT/5.1: An African preparatory meeting for the AEWA MOP has taken place each triennium; and
- CT/5.2: National Focal Points in each Contracting Party have received training on negotiations for Multilateral Environmental Agreements (MEAs).

ENDORSEMENT OF PROJECT PROPOSAL

AEWA National Implementing Institution/ Agency:

Name/ Title of AEWA National Focal Point or Contact Person endorsing the proposal:

Date:

Signature and official seal (*please submit a print-out with original signature and seal*):

Section C
List of countries eligible for the AEWA Small Grants Fund 2013 Cycle¹¹

No.	Country
1	ALGERIA
2	Angola
3	BENIN
4	Botswana
5	BURKINA FASO
6	Burundi
7	Cameroon
8	Cape Verde
9	Central African Republic
10	CHAD
11	Comoros
12	CONGO*
13	Congo, Democratic Republic of
14	CÔTE D'IVOIRE
15	DJIBOUTI*
16	EGYPT – NOT ELIGIBLE (see below for details)
17	EQUATORIAL GUINEA*
18	Eritrea
19	ETHIOPIA - NOT ELIGIBLE (see below for details)
20	GABON
21	GAMBIA - NOT ELIGIBLE (see below for details)
22	GHANA - NOT ELIGIBLE (see below for details)
23	GUINEA*
24	GUINEA BISSAU*
25	KENYA
26	Lesotho
27	Liberia
28	LIBYA*
29	MADAGASCAR
30	Malawi
31	MALI
32	Mauritania
33	MAURITIUS

¹¹ The UNEP/AEWA Secretariat suggests that this list be updated annually. The list should indicate which countries – though in principle eligible – have ongoing SGF projects and thus cannot participate in the new SGF cycle. The present list indicates all eligible countries from the African region. Countries with annual dues of more than three years in arrears are marked with an asterisk.

No.	Country
34	MOROCCO
35	Mozambique
36	Namibia
37	NIGER*
38	NIGERIA
39	Rwanda
40	Sao Tome and Principe
41	SENEGAL
42	Seychelles
43	Sierra Leone
44	Somalia
45	South Sudan
46	SUDAN*
47	SWAZILAND
48	TANZANIA, UNITED REPUBLIC OF - NOT ELIGIBLE (see below for details)
49	TOGO
50	TUNISIA*
51	UGANDA
52	Zambia
53	ZIMBABWE

Contracting Parties: CAPITAL LETTERS

Signatory Countries: CAPITAL LETTERS AND UNDERLINED (eligible for preparatory assistance only)

Non-Party Range States: small letters

Not eligible as a project from a previous SGF project cycle is ongoing – RED FONT

* Please contact the UNEP/AEWA Secretariat to find out about eligibility.

Section D
Project Proposal Assessment Form
[for use by UNEP/AEWA Secretariat use only]

SUMMARY SHEET

Country:

Payments of contributions in arrears of more than three years (*tick if applicable*)

Project code:

(SGF/ year/ country initials/ number of multiple proposals submitted by the country)

Type of assistance requested:

- Implementation assistance
- Emergency assistance
- Preparatory assistance

Project title: _____

Project budget:

If part of a larger project, total costs of the overall project:		EUR
Requested from AEWA Small Grants Fund:		EUR
Co-funding from the implementing organisation: Additional counterpart financial contribution from proposer		EUR
Co-funding from other sources (please mention the sources of funding): Additional financial contribution(s) from other sources:		EUR
In-kind support from the implementing organisation:		EUR
In-kind support from other sources:		EUR
Total project budget:		EUR

Assessment Stage I: Quality of the project proposal

Poor Fair Good Excellent (___ Points on average)

Assessment Stage II: Feasibility of the project

Yes No (___ No response(s) in total)

Assessment Stage III: Technical quality of the project

Poor Fair Good Excellent (___ Points on average)

ASSESSMENT PROCEDURE

The assessment procedure is a three stage process as follows:

Stage I considers the quality of the project proposal to help the assessor determine if the information provided in the project proposal is sufficient in order to assess the feasibility and technical quality of the designed project. Stage II then assesses the feasibility of the project itself; Stage III its technical quality.

Stage I: Quality of the project proposal

For each of the categories below score the quality of the project proposal on a scale of 0 to 5. A score for each of the categories should be allocated as follows:

- 0 Poor
- 1 Fair
- 3 Good
- 5 Excellent

If the total amount of points regarding the quality of the project proposal amount to less than 22 ~~25~~, it will not go on to Stage II of the procedure.

Description	Score (0, 1, 3 or 5)
A. Background	
Is the background of the project sufficiently described?	
B. Justification	
Are the justification and beneficiaries of the project clearly stated?	
C. Institutional context	
Is the institutional context of the project clearly described?	
D. Objectives and clear links to AEW Strategic Plan's objectives	
Are the objectives defined adequately and clearly related to the objectives of the AEW Strategic Plan?	
E. Activities	
Are the activities described adequately?	
F. Results and deliverables	
Are the expected results and deliverables of the project indicated for each objective?	
G. Verifiable indicators, hypotheses¹²	

¹² Kindly note that the questions on verifiable indicators had been taken out from an initial version of the project application form, but this correction was not reflected in the evaluation form. As such, it is proposed to take this

Description	Score (0, 1, 3 or 5)
Are the verifiable indicators and hypotheses for each activity clearly described?	
G. H. Follow-up activities to ensure longevity	
Are follow-up activities foreseen in order to ensure the longevity of the project and are they described adequately?	
H. I. Budget	
Is there a budget with itemized lists of costs and does it cover all proposed activities?	
Total score	

Stage II: Feasibility of the project

Answer all questions with Yes or No. If there are more than two “No” responses then serious consideration needs to be given to rating the project as being unsuitable.

Description	Yes/ No
A. Background	
1. Is the background of the project satisfactory?	
2. Given the current political and administrative environment in the country is the assessor confident of the project being completed?	
B. Justification	
Is the given justification satisfactory?	
C. Institutional context	
1. Is a project management structure defined, so that it is clear who is responsible for the various aspects of the proposal?	
2. Does the proposed executor of the project have the institutional and technical capacity to carry out the project?	
D. Objectives and clear links to AEWA Strategic Plan’s objectives	
Are the defined objectives and their contributions towards the implementation of the AEWA Strategic Plan satisfactory?	
E. Activities	
1. Are the methods for undertaking each activity described clearly?	
2. Are the proposed activities appropriate to attain the indicated results and deliverables?	
3. Is the work plan described adequately?	
4. Is the work plan appropriate to attain the indicated results and deliverables?	
F. Results and deliverables	
Are the results and deliverables suitable to achieve the objectives?	
G. Verifiable indicators, hypotheses	
Are the described verifiable indicators and hypotheses realistic?	
G. H. Follow-up activities to ensure longevity	
Are the described follow-up activities suitable to ensure longevity of the project?	
H. I. Budget	
1. Is the proposed budget appropriate for the activities envisaged?	
2. Where applicable, does the budget distinguish between amounts to be covered by the SGF grant, and amounts with confirmed (or proposed) financing by other sources (either cash or in-kind contributions)?	
Total amount of “No” responses	

out and balance up the scoring of the project proposals based on the other evaluation criteria (see new proposed scorings for stage I and III of the evaluation process).

Stage III: Technical quality of the project

For each of the categories below score the technical quality of the project itself on a scale of 0 to 5. A score for each of the categories should be allocated as follows:

- 0 Poor
- 1 Fair
- 3 Good
- 5 Excellent

If the total amount of points is less than 24 27 regarding the technical quality of the project then serious consideration needs to be given to rating the project as being unsuitable.

Description	Score (0, 1, 3 or 5)
A. Background	
B. Justification	
C. Institutional context	
D. Objectives and clear links to AEWA Strategic Plan's objectives	
E. Activities	
F. Results and deliverables	
G. Verifiable indicators, hypothesis	
G. H. Follow-up activities to ensure longevity	
H. I. Budget	
Total score	

Overall assessment/ additional comments:
