## **BIOPAMA STGA application template** *(Please insert here the reference number of your application)*

*The application should be short but informative enough[[1]](#footnote-1). This application form has to be completed and uploaded on the* [BIOPAMA AC portal](https://action.biopama.org/).

1. **General information**

|  |  |  |
| --- | --- | --- |
| **1.** | **Title:** | Insert title of the assessment to be funded |
| **2.** | **Region[[2]](#footnote-2):** | Insert targeted ACP region |
| **3.** | **ACP[[3]](#footnote-3) Country:** | Insert targeted ACP nameWhen relevant insert the key conservation landscape |
| **4.** | **Priority Area targeted:** | Insert nameInsert WDPA number  |
| **5.** | **Duration (5 months maximum):**  | Insert number of months months |
| **6.** | **Total funding requested:** | Insert figures € |
| **7.** | **BIOPAMA STGA objective**  | Specify the type of assessment you want to undertake and tick the relevant box(es) below[ ]  IMET[ ]  METT[ ]  RAPPAM [ ]  IUCN Green List, application and or candidate phases analysis[[4]](#footnote-4)[ ]  Enhancing our Heritage (EoH) [ ]  Equivalent : Please specify[[5]](#footnote-5)[ ]  SAGE (Site Assessment of Governance & Equity) [ ]  GAPA (Governance Assessment of Protected Areas)[ ]  Equivalent: Please specify[[6]](#footnote-6) |

1. **Organisational Information of Applicant**

**Organisation legal name:** Click here to enter text

**Organisation short name / Acronym** *(if any)***:** Click here to enter text

**Web site address** *(if any)***:** Click here to enter text

**Mailing address:** Click here to enter text

**Physical address** *(if different from mailing address above)***:** Click here to enter text

|  |  |
| --- | --- |
| **Project Lead Contact***(This individual will be the contact point for the BIOPAMA Regional Focal point and Secretariat)* | **Organisation Chief Executive***(or other person authorised to sign contracts on behalf of your organisation)* |
| **Name:** Click here to enter text | **Name:** Click here to enter text |
| **Email:** Click here to enter email | **Email:** Click here to enter email |
| **Telephone:** Click here to enter number | **Telephone:** Click here to enter number |

**Organisation type of the applicant:**

Select the one, which applies to your organisation; see the Guidelines for Applicants for further details.

[ ]  Government Agency/Authority/Organisation (at national and sub-national levels) in charge of protected and conserved areas at the national, sub-national or site level.

Do not forget to upload your constitution and the mandate showing clearly your role for management of the protected and conserved area.

[ ]  Protected and Conserved Area (including ICCAs)

Do not forget to upload the constitutive documents of the Protected and conserved area.

[ ]  Organisation in charge of transboundary conservation areas

Do not forget to upload your constitution or the mandate showing clearly your role for management of the transboundary conservation area.

[ ]  Organisations involved in protected and conserved area management and/or governance at the national, sub-national or site level.

Do not forget to upload your constitution and the document showing clearly your role and involvement in the targeted protected and conserved area(s) management and/or governance at the national, sub-national or site level.

[ ]  Network of protected areas.

Do not forget to upload the constitutive documents of the network of protected areas.

*Organisation’s history and mission statement: (provide a brief description of your organisation’s history and, mission statement, please add a copy your status*)

*Please indicate here relevant web link(s) where your organisation is presented.*

1. **Organisational Information of Co-applicant(s)**

*Delete this part if there is no co-applicant.*

* **Co-applicant 1**

**Organisation Name:** Click here to enter text.

 ***Short description of the organisation: (relevant to the STGA). Indicate in which information system the organisation is registered and presented.***

***Role in the STGA:***

***Amount and % of the total STGA budget:***

1. **Need for assessment and methodology**

4.1 Please indicate whether former assessments have been conducted, list them (with their title and date) and specify the need for further assessment(s).

4.2 Please indicate how you will implement the STGA and apply the assessment method/s.

1. **STGA objectives and use of the outputs**

STGA objective is the identification or update of priority for action in protected and conserved areas through assessment that also identifies potential risks. Please explain how you align with this objective, describe the expected outputs and what they will be used for.

***Don’t forget to complete the simplified logframe (see below).***

1. **Stakeholder involvement**

Please provide details on stakeholder involvement.

Was there any information and consultation before the submission of this STGA?

[ ]  YES, if yes indicate the approach and upload the report of the consultation

[ ]  NO

Will they be informed and involved during the implementation of the STGA?

[ ]  YES, if yes specify how?

[ ]  NO

How will local communities benefit from the STGA? Please specify.

1. **Managing potential environmental and social risks**

*The purpose of the STGA is to enhance management effectiveness and/or governance quality of the protected and conserved areas, through the assessment of key issues. The assessments funded by the BIOPAMA AC may, in the course of the assessment, raise/highlight environmental and/or social risks.*

*The assessments must help to avoid or mitigate negative environmental and social risks and, where possible, stimulate positive impacts*.

*The below questions are to understand whether the planned assessment will raise issues that are contained within the IUCN Environmental and Social Management System (ESMS). Please confirm by answering the following questions, and note that if your proposal is selected, you may be requested to submit an ESMS questionnaire.*

***WARNING: It is compulsory to complete the ESMS questions that are fully part of the STGA application. Without ESMS questions correctly completed, the application will not be accepted.***

1. Will the STGA be conducted on a territory or area of indigenous peoples[[7]](#footnote-7)? (Please tick the relevant box)

[ ]  YES

*Please indicate if any prior consultation/study on this subject has been held.*

*If yes, please list them below and provide their 1.Title, 2. Date of implementation 3. Authors.*

*If no prior consultation/study has been undertaken before, the STGA and more particularly the associated enhancement plans and result-oriented priority actions will have to include necessary mitigation measures, a stakeholder engagement plan and if needed the development of an Indigenous people plan.*

[ ]  NO, not applicable.

1. Will the STGA focus on the enforcement of protected area regulations or the restriction of access to resources? (Please tick the relevant box)

[ ]  YES

*Please indicate if any prior consultation/study on this subject has been held.*

*If yes, please list them below and provide their 1.Title, 2. Date of implementation 3. Authors.*

*If the STGA concludes that further restrictions or changes to the PA will be necessary, the STGA and more particularly the associated enhancement plans and result-oriented priority actions will have to include mitigation measures regarding potential impacts on the livelihood of local communities, indigenous peoples and if needed the development of an Action plan to mitigate impacts from access restrictions.*

[ ]  NO, not applicable.

1. Will the STGA examine gender-related inequalities? (Please tick the relevant boxes)

[ ]  YES

*If the assessment raises any risks for gender-based violence or issues (ie. The need to hold separate male and female interviews and focus group discussions), the STGA and more particularly the associated enhancement plans and result-oriented priority actions will have to include mitigation measures.*

[ ]  NO

[ ]  *The STGA and more particularly the associated enhancement plans and result-oriented priority actions can actually stimulate positive impacts such as addressing gender gaps or supporting women’s empowerment.*

[ ]  *Not applicable.*

1. Will the STGA be concerned with the use of pesticides, translocation of species, or involve forestry activities (for example: forest restoration and plantation, including the use of non-native species)? (Please tick the relevant box)

 [ ]  YES

*If the assessment recommends to introduce the use of pesticides, translocation of species, or involve forestry activities, the STGA and more particularly the associated enhancement plans and result-oriented priority actions will then have to include mitigation measures and if needed to refer to a pest management plan.*

[ ]  NO, not applicable.

# **Logical framework**

*Please complete and upload the logical framework and indicate appropriate outputs and activities to deliver the project objective. The Excel template is available on the BIOPAMA AC portal.*

Useful terminology:

* **Overall project objective (Impact)**: the overarching rationale that drives the project and its activities in its entirety, it is the broader, long-term change to which the project contributes at country, regional or sector level.
* **Specific objective (Outcome)**: the main medium-term effect of the intervention focusing on behavioural and institutional changes resulting from the intervention. **Only one** specific objective will be defined.
* **Output**: represent the tangible products, goods and services delivered by the project.

Outputs are numbered.

* **Activity**: action taken or work performed by the project staff through which inputs, such as funds, technical assistance and other resources are mobilized to produce specific Outputs.

Activities are numbered in accordance with the Output they refer to: A.1. A. 2 etc.

In general, each Activity leads to an Output. The combination of several Outputs leads to the achievement of the Specific objective.

* **Indicators** should be expressed in a SMART format. **SMART** is an acronym that stands for: Specific, Measurable, Achievable, Realistic and Time-bound.
* **(S)pecific** – The information captured measures appropriate change. The data collected clearly and directly relates to the achievement of a specific objective. If the information collected is specific, it can tell whether the change we seek to create is happening or not.
* **(M)easurable** – Before starting monitoring, staff must make sure that the information required can be practically collected using measurable, robust indicators.
* (**A)ttributable** – Any changes measured must be attributable to the intervention.
* **(R)elevant** – Monitoring results must make a contribution to selected priorities, i.e. they must fit with the Results and timescale of the project.
* (**T)ime-bound** – Monitoring is not open-ended but allows change to be tracked at the desired frequency for a set period of time and yields information at pre-specified periods.
* **Indicators:** are quantitative and/or qualitative variables that provide a simple and reliable mean to measure the achievement of the correspondingresult (output, outcome, impact). It is a measurable entity related to a specific information need, such as the status of a species, the characteristic of a species population, and change in a threat.
1. **Financial coherence**

***Please complete and upload the STGA simplified budget and the quotes. The budgets must be included the justification for each line and supporting documents (quotes) must be uploaded. The excel table is available on the BIOPAMA AC portal.***

***Please pay special attention to respect the market prices and upload the quote(s) supporting the information in your budget.***

***Warning: Without justification and quote that are critical supporting documents, the proposal will be considered as incomplete and thus rejected.***

Please specify how you will comply with the national procurement regulations and BP II procurement policy.

If you have to go through a tender, please indicate if you have already completed it. If yes, indicate what is the legal framework applicable for procurement in your country and the legal text reference (hyperlink) and upload the document supporting the selection process. If not please indicate how you plan to implement it during the lifetime of the STG.

1. **Capacity**

***Please explain how you will manage the activities (roles and responsibilities within the implementing team, procurement etc.).***

***Don’t forget to complete and upload the Due Diligence and Financial Capacity Questionnaire.***

***Details of the individuals that will be involved in the implementation, including if possible the identified consultants or company.***

|  |  |  |
| --- | --- | --- |
| **Name** | **Organisation** | **Current position/job title** |
|  |  |  |
|  |  |  |

*Please upload on the portal the CV for each individual involved in the technical implementation of the STGA (administrative and support staff do not need to be included, additional rows can be added to the table if required).*

1. **Timeline of the action (Max.5 months)**

*Please complete only the relevant number of months and delete the unnecessary columns.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity/Month | 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Submission Checklist**

*Please ensure that you have done all of the following prior to your BIOPAMA STGA submission.*

|  |  |
| --- | --- |
|  | **Check** |
| Have you read the Guidelines for Applicants and followed the instruction included in the template? |[ ]
| Have you checked the BIOPAMA Action Component portal prior to submission to ensure there are no late updates? |[ ]
| Have you completed and uploaded the Due Diligence and Financial Capacity Questionnaire and supporting documents? |[ ]
| Have you completed and uploaded the appropriated STGA budget table and is the requested BIOPAMA contribution within the maximum allowed (≤€20,000)? |[ ]
| Have you explained the rationale of the budget lines? |[ ]
| Have you checked that the budget is in balance, and costs in line with the market price and stated in €. |[ ]
| Has the Applicant Declaration been signed by a suitably authorised individual? (clear electronic or scanned signatures are acceptable) |[ ]
| Have you included a CV for individuals involved in the implementation of the STGA? |[ ]
| Have you included your organisation’s legal status and latest activity report? |[ ]
| Have you completed the logical framework? | [ ]  |
| Have you completed the ESMS STGA questions? |[ ]

1. Equivalent to 10 pages maximum in a word document [↑](#footnote-ref-1)
2. West Africa, Central Africa, Eastern Africa, Southern Africa, Caribbean, Pacific. [↑](#footnote-ref-2)
3. The ACP countries eligible to the BIOPAMA Action Component encompass 78 countries (in alphabetical order): Angola - Antigua and Barbuda - Belize - Cape Verde - Comoros - Bahamas - Barbados - Benin - Botswana - Burkina Faso - Burundi - Cameroon - Central African Republic - Chad - Congo (Brazzaville) - Congo (Kinshasa) - Cook Islands - Côte d'Ivoire - Djibouti - Dominica - Dominican Republic - Eritrea – Eswatini - Ethiopia - Fiji - Gabon - Gambia - Ghana - Grenada - Republic of Guinea - Guinea-Bissau - Equatorial Guinea - Guyana - Haiti - Jamaica - Kenya - Kiribati - Lesotho - Liberia - Madagascar - Malawi - Mali - Marshall Islands - Mauritania - Mauritius - Micronesia - Mozambique - Namibia - Nauru - Niger - Nigeria - Niue - Palau - Papua New Guinea - Rwanda - St. Kitts and Nevis - St. Lucia - St. Vincent and the Grenadines - Solomon Islands - Samoa - Sao Tome and Principe - Senegal - Seychelles - Sierra Leone - Somalia - South Africa\* - Sudan – South Sudan - Suriname - Tanzania - Timor Leste - Togo - Tonga - Trinidad and Tobago - Tuvalu - Uganda - Vanuatu - Zambia – Zimbabwe.

\*While natural and legal persons established in South Africa are eligible to participate in procedures financed by the 10th/11th EDF, South Africa cannot be a beneficiary of contracts financed by the 10th/11th EDF.

\*\*Transboundary activities involving South Soudan are eligible. [↑](#footnote-ref-3)
4. <https://iucngreenlist.org/wp-content/uploads/2020/04/IUCN-Green-List-User-Manual-Version-1.2.pdf> [↑](#footnote-ref-4)
5. For more details please consult [GDPAME](https://wdpa.s3.amazonaws.com/PAME/PAME_manual/English/GD-PAME_manual_v1_EN.pdf) Appendix 4 (p27/28) [↑](#footnote-ref-5)
6. See IUCN WCPA CBD Best Practice Guidelines No. 20 Governance of Protected Areas and [Management Effectiveness, Governance, and Social Assessments of Protected and Conserved Areas in Eastern and Southern Africa: A rapid inventory and analysis to support the BIOPAMA programme and partners](https://biopama.org/sites/default/files/Report_BIOPAMA_Sept_2019_ExS_web.pdf). [↑](#footnote-ref-6)
7. United Nations Permanent Forum on indigenous issues, Department of Public Information, Factsheet on indigenous peoples: Considering the diversity of indigenous peoples, an official definition of “indigenous” has not been adopted by any UN-system body. Instead the system has developed a modern understanding of this term based on the following:

• Self- identification as indigenous peoples at the individual level and accepted by the community as their member.

• Historical continuity with pre-colonial and/or pre-settler societies

• Strong link to territories and surrounding natural resources

• Distinct social, economic or political systems

• Distinct language, culture and beliefs

• Form non-dominant groups of society

• Resolve to maintain and reproduce their ancestral environments and systems as distinctive peoples and

communities [↑](#footnote-ref-7)