

BRIEFING PAPER
SEARCH FOR THE IMPLEMENTING PARTNER
OF THE 7TH OPERATIONAL PHASE OF THE GEF-SMALL GRANTS PROGRAMME
IN THE PHILIPPINES (SGP-7)

Background

The GEF-Small Grants Programme (SGP) is a corporate programme of the Global Environment Facility (GEF) that is implemented by the United Nations Development Programme (UNDP) in 125 countries. SGP supports the initiatives of NGOs, people's organizations and community-based organizations that contribute to local, national and global environmental benefits.

The Philippines is one of the pioneer countries of SGP when it started in 1992. Since then, SGP in the Philippines has supported around 175 community-based and national projects, all implemented by NGOs, POs and community-based organizations. In its 5th Operational Phase, which started in 2013 and ended in 2018, the Philippines was elevated into an upgraded SGP country, with nine others, getting its budget from the country allocation from GEF. As such, SGP in the Philippines operates according to its own Project Document and with a bigger budget.

SGP Governance and Management

All over the world, SGP in each country is governed by a multi-sectoral National Steering Committee, the highest policy making body. The NSC sets the direction for SGP in the country based on the Project Document. It also approves the programme's budget as well as grant applications. The Implementing Partner shall convene the NSC in accord with the Project Document. The Implementing Partner reports regularly to the NSC.

Grant applications are processed by the Country Programme Management Unit (CPMU), which the Implementing Partner shall put up and host, through the Project Technical Review Committee (PTRC), which the Implementing Partner shall also be tasked to create and convene.

Globally, SGP is being implemented by the UNDP for GEF. A Central Programme Management Team (CPMT) has been set up at the UNDP Headquarters in New York City that coordinates all the SGP programmes around the globe. The CPMU coordinates with the CPMT as well as with the UNDP Country Office in the Philippines, the latter as SGP's Executing Agency. All the reports of the CPMU to GEF goes through the CPMT.

At the national level, the Implementing Partner regularly reports to the UNDP Country Office, the Department of Environment and Natural Resources, and the GEF Country Focal Point.

Project Information Form (PIF) and Project Document (ProDoc)

In September 2018, UNDP, with endorsement from the GEF Country Focal Point, submitted the PIF for SGP-7 to GEF. The PIF was approved in May 2019, with instruction that the Project Document be submitted by April 2020. The PIF is equivalent to a concept paper, which is the basis for the ProDoc, i.e., the full-blown proposal.

The PIF provides that SGP-7 aims to empower communities and organizations to take collective action through a participatory landscape planning and management approach aimed at enhancing socio-ecological resilience by producing global environmental and local sustainable development benefits. The proposed project sites for SGP-7 are (1) Catubig Watershed Samar Island, (2) Aurora Province in the Sierra Madre, (3) Siargao Island Protected Landscape/Seascape, and (4) Calamian Islands in Northern Palawan.

UNDP is currently forming a Project Preparation Team composed of an international consultant and three national consultants that shall prepare the ProDoc based on the approved PIF. It is expected that the Team shall complete the data gathering phase by December 2019, the first draft of the ProDoc by January 2020, and the final draft by March 2020.

For more details on the proposed SGP-7, please refer to the PIF.

Implementing Partner

Historically, SGP in the Philippines was implemented through the United Nations Office for Project Services (UNOPS). When the Philippines became an upgraded country in 2013, SGP was implemented with the DENR-Biodiversity Management Bureau (DENR-BMB) as Implementing Partner. However, pursuant to the new GEF policy and the decision of the GEF National Steering Committee in the Philippines, SGP-7 shall be implemented in the Philippines through the NGO-execution modality. That means that SGP-7 in the Philippines shall be implemented by an NGO.

Pursuant to the above, UNDP is now looking for an NGO that shall act as Implementing Partner for SGP-7.

According to the Programme and Operations Policies and Procedures (POPP) of UNDP, the Implementing Partner is “the entity to which the Administrator has entrusted the implementation of UNDP assistance specified in a signed document along with the assumption of full responsibility and accountability for the effective use of UNDP resources and the delivery of outputs, as set forth in such document.”

1. By signing a project document, the Implementing Partner enters into an agreement with UNDP to manage the project and achieve the defined results.
2. The accountability of the Implementing Partner is to:
 - a. Manage the project to deliver the planned outputs and manage risk in accordance with the agreed project document;

- b. Report fairly and accurately on project progress and risk against agreed workplans and results frameworks, in accordance with the reporting schedule and formats included in the project agreement; and
- c. Maintain documentation and evidence that describes the proper and prudent use of project resources in conformity with the project agreement, and applicable regulations and procedures. This documentation will be available on request to project quality assurers and designated auditors.

Qualifications of Implementing Partner

The table below shows the criteria for the selection of the SGP-7 Implementing Partner:

ITEM NO.	QUALIFICATION	%	DOCUMENT/S REQUIRED
1	Be a Filipino non-profit corporation		Copy of SEC Registration
2	Have at least 5 years of track record in grant making, supporting projects/initiatives of NGOs, POs, CBOs in biodiversity conservation	25	Company Profile with details proving each of the indicated criterion
3	Have at least 5 years of track record in programme and project management and implementation, preferably relevant to community-based natural resource management, biodiversity conservation, etc.	20	Copy of Audit Report for the last 3 years Copy of Annual Report for the last 5 years
4	Have at least 5 years of experience in resource mobilization and leveraging of financing	15	
5	Have at least 5 proven capacity for and commitment to building and enriching the body of knowledge in community-based biodiversity conservation and disseminating/sharing the same to various publics, particularly for policy development and scaling up of initiatives	15	
6	Have a strong governance and financial management system compliant with standard accounting procedures	15	
7	Have proven track record in building and nurturing partnerships with relevant government agencies for the purpose of mainstreaming SGP initiatives into the work of government	10	

8	Experience working with UNDP an advantage	+5	
TOTAL		100 + 5 = 105%	

Selection Process

UNDP values the inputs of the Implementing Partner in the formulation of the ProDoc. As the organization that shall be tasked to manage SGP-7 on a day-to-day basis, it is important that the Implementing Partner agrees with the substance and the timetable of SGP-7. As such, it is important that the Implementing Partner be selected by November 2019, at the latest. The following table contains the indicative timeline for the selection of the Implementing Partner:

Milestones	Indicative Dates
Deadline for submission of Expressions of Interest	August 12, 2019
Conduct of the National Inception Workshop for ProDoc Preparation, and convening of the GEF-CSO Network where the applicants shall be revealed for comments by network members	August 27-28, 2019
Shortlist for potential Implementing Partner prepared by UNDP Country Office	September 13, 2019
Conduct of Partner Capacity Assessment (PCAT) by the Natural Resource Management Consultant <i>PCAT is an assessment of the capacity of a potential IP to manage a project that uses a standard form of UNDP.</i>	September 14-20, 2019
NSC meeting to rank the shortlisted candidate IPs based on the result of PCAT	September 25, 2019
Conduct of the Harmonized Approach to Cash Transfer (HACT) micro-assessment by UNDP on the first-ranked candidate <i>HACT is a tool used by UNDP to determine the capacity of an Implementing Partner to manage the finances of a project and to prescribe ways of helping the Implementing Partner cope with financial management standards.</i>	September 29 – October 29, 2019
Announcement of selected Implementing Partner	November 15, 2019