



TFCA FINANCING FACILITY

INSTRUCTIONS FOR DRAFTING THE FULL APPLICATION

General instructions

This set of instructions will serve as a practical guide to the applicant in the preparation and submission of the project proposal. As a preliminary guide to the application process, the applicant should ensure that they:

- Respect the length limits for each section where applicable.
- Avoid repetition of ideas throughout the proposal (consider the most appropriate section of the proposal to present them).
- Are as elaborate as possible within the limit of the sections that have limitation on the length of text.

Project summary

Please complete the Table for the project summary provided on the first page of the template. It provides the general information about the applicant, their partners, amount being applied for, geographical extent of the project (SADC countries where project will be implemented), duration and other relevant information as per instruction. The applicant should ensure that the completed table does not go beyond the stipulated **maximum of 2 pages**.

1. Context

What is the context, impetus or background that gives rise to the project? (Max 3 pages)

Please describe in detail the context of the proposed project. Project Proposals submitted to the TFCA FF should be in line with one or more of the TFCA FF themes which are the **Species, Habitat and People** dimensions. Below is a sample of the context of a project: Where applicable, please highlight available or estimated baseline data for species, habitats and people that will facilitate the monitoring and evaluation of the success of the project.

- The Conservation Area being targeted, and the estimated population of selected/key species directly impacted by the project in the project area. Include references and supporting document where possible. Please detail the status/trend of the targeted species population (high density? recovering? connecting populations?) Mention other threatened species and biodiversity in the area directly impacted by the project.*
- An overview of the communities living in the project areas. This information should include an assessment of the different communities and their population sizes, any previous development initiatives in the area, resources used by communities including food sources, livelihoods, standards of living, human-wildlife conflict zones in the areas. How will this project benefit communities in relation to these issues? Please note that any potential Environmental and Social risks will form an integral part of this section of your project, and relevant indicators need to be monitored alongside all main project activities.*
- A description of the habitats in the project area and how they will be directly impacted by the project. Which area is the project targeting (National Park, buffer zone, corridor, reserve...)? What are the main conservation issues in the different habitat types? A description of the ecosystem services provided by the project area and how the provision of these services will be directly impacted by the project. Are there any baseline data available that can be referenced to back the description?*

- d. *Demonstrate the integration of the project into national and transboundary plans and policies for biodiversity conservation - refer to specific policy documents. This should cite the specific provisions of policies or plans and show how the project contributes or conforms to the provisions.*
- e. *Please provide maps, photos, or graphics relevant to your project area.*

2. Problem Description (max 2 pages)

- a. Describe the scope of the problem and its urgency (the urgency should demonstrate the justification of how the situation may deteriorate if no such intervention were undertaken).
- b. Include any previous but relevant initiatives that may have been implemented the project area and what challenges remain to be addressed?

3. Objective and strategy (Maximum One and half Pages)

- a. What are the objectives of the project?
- b. What is your approach to achieve the objectives?
- c. Why is the chosen approach the best one to address the problem and what evidence or lessons learned from previous projects supports this?
- d. What opportunities do you want to seize through the project?
- e. What assumptions is your strategy based on? If you highlighted any risks/assumptions in your concept note, please give an outline on how you would mitigate these. If feedback on your Concept Note highlighted additional risks, please address these here.

4. Planned activities

Please fill out the Project Logframe, illustrating overall goal, outcomes and outputs of the project with indicators, baselines, targets, timelines, and assumptions and risks. Based on the logframe, please describe below in detail the proposed activities to achieve each output, illustrating to evaluators how the activity will contribute to the desired result. This will form the basis for evaluators to gauge cost efficiency in the project budget.

5. Sustainability of long-term impact (maximum 1-2 pages)

- a. How will the continuation of key activities be supported after the project's end (incl. TFCA management and enforcement, maintenance of infrastructure and equipment, support to community livelihood initiatives, etc.)?
- b. Please explain how project assets and achievements will be sustained beyond the lifespan of this grant.
- c. Provide an approximate timeline of relevant milestones to ensure work is continued and monitored.
- d. Provide information on the capacity or anticipated capacity of the TFCA management to continue beyond the project lifespan
- e. Any other details on exit strategy are to be provided in this section and may include for example the sustained involvement of the government beyond the project lifespan.

6. Partners and project management (maximum 4 pages)

- a. Please list all partners involved in the project consortium and identify "the lead" organisation, accountable to IUCN for the administration of the project.
- b. Please describe each partner organization in the consortium (If applicable), its respective area of expertise and its role and expected contributions to the project. Provide brief

outlines of the organizations involved and indicate their respective roles in the context of this project and provide evidence on the expertise of the consortium undertaking this project. Specify if partners are sub-grantees, match funders etc... Please include an organisational chart of the Implementing Organisation or consortium.

- c. Be aware that we require letters of endorsement/MOU from responsible national authorities for (i) organisations to operate in the target country(ies) and (ii) letter of endorsement supporting the project proposal.
- d. State how you plan to embed government agencies into the project in order to ensure the continuance of key activities beyond the lifespan of the project. Note, in addition, we will require MOUs between the different project partners, even if these are between several non-profits or between a non-profit and a community-based organisation.
- e. How will the project support the capacity development of local partners? (If applicable) (Kindly note that any form of partnership with the local organisations will be an added advantage) Please ensure that the particulars of the lead organisation and the partners involved in the implementation of the project are indicated in Annex 6 of the proposal.

7. Communication (maximum 1- 2 pages)

- a. Please give a breakdown and a timeline regarding the potential communication outputs of your project (including stories, scientific publications, popular press articles, photographs and films, tv, radio and online communication, and any other relevant communication materials).
- b. Note that it's a requirement under this funding facility for you to provide regular updates and communications about the project progress and impact.

8. Any Additional Documents

Is there anything else you wish to share with the evaluators to aid understanding and justification of the proposal? (maximum 1-2 pages)

Annex 1: Project Logframe

General instructions

The project Logframe explains at a glance the project's goals and objectives and how it contributes to the TFCA FF Programme Results Matrix.

- To the extent possible, use "SMART" indicators:
 - ✓ Specific: should be a single factual statement, precisely formulated and one-dimensional.
 - ✓ Measurable: should have baseline and target indicators; change should be expressed through absolute numbers or percentages; the effort-to-control indicator should correspond to its relevance and the total project volume.
 - ✓ Achievable: the changes captured by the indicator can be achieved and require reasonable resources.
 - ✓ Relevant: should measure the central dimension of the project objective/result.
 - ✓ Time-bound: a specific point in time for achieving the target should be indicated (usually end of project duration).
- Please number indicators in a manner that allows evaluators to understand the relevant outputs and activities for each outcome indicator (e.g., outcome indicator 2.1 is expected to be the result of outputs 2.1.1, 2.1.2, 2.1.3 etc.).

- Assumptions are typically formulated as “positive risks” (e.g. “Madagascar maintains their support to the TFCA programmes and keep track of the SADC TFCA development plan”).
- Please do not include assumptions that should be achieved by the project (e.g. “project staff is in place”).

Annex 2: List of Relevant Projects

Please provide a brief description of relevant initiatives in the project area/target TFCA and indicate what type of synergies are expected.

Please indicate in the table the details of the project you are implementing which should include name, title, duration, donor, country, budget (in million EUR) and activities relevant for the proposed project

Annex 3: Project Workplan

Complete the work plan table provided. Make sure to number activities and outcomes are consistent with your Logframe here and on all annexes. Ensure that the Workplan and Budget also are well aligned for execution and tracking

Annex 4: Direct Beneficiaries

Direct beneficiaries are individuals that measurably benefit from project implementation, e.g. communities living around the conservation areas, and other users of conservation areas resources (depending on the context of the project), employees of conservation and Protected Area management authorities, as well as their household members. For calculation, please use average household number in the country. If no current figures are available, an average household size of 5 people is assumed. Please consider the following points carefully:

- People situated in the project target area should count as beneficiaries. However, the project should distinguish between direct and indirect beneficiaries.
- Double counting must be avoided, i.e. the same person receiving multiple types/instances of benefit only counts as one beneficiary (example, one person receiving 2 separate trainings, e.g. new fishing gear, and small financial support would only count as one beneficiary).
- Calculation must be done in a transparent manner and must be evidence based
- Calculation must be verifiable and therefore be properly documented.

Please complete the table in the proposal with information of the envisaged beneficiaries from the project. Please note that the table below is a sample that has been completed for you as a guide.

Beneficiaries	Activities and Details of the Benefits	Means of verification	Estimated number		Estimated number of household members benefitting ¹
			Male	Female	
Communities Members are employed in physical infrastructure and improvements of the fire brakes	Revenue to communities generated by concessions (community conservancies, community forests) in the project area. Example: Income to communities increases through subcontracting of concessions to private sector enterprises (lodges, tourism activities, etc.)	TFCA Progress reports and observations through field visits			
Households supported to adopt diversified livelihood options (incl. agriculture, tourism, etc.)	Livelihoods of rural household improve due to diversified income through tourism development and conservation management and the adoption of environmentally sustainable agricultural production practices	TFCA Progress reports			
People benefitting from trainings and knowledge exchange	Trainings on co-management, options for PA management, climate risk assessment, regional exchanges. This can also include staff from PA authorities, NGOs, CBOs and other relevant organisations.	List of participants/project reports			

Annex 5: Environmental and Social Management

1. Stakeholder Engagement Plan

Based on the outcome of the review of the ESMS Screening Questionnaire together with the Concept Note and any additional documents submitted including Risk Categorization process and definition of the Safeguards Tools required. The Applicant may be required to submit any of the following Safeguards Tools:

2. Grievance Redress Mechanism
3. Environmental and Social Management Plan
4. Occupational Health and Safety Management Plan
5. Process Framework for Access Restriction to Resources
6. Human Wildlife Conflicts Mitigation Plan

¹ If the average household size for your country is available, please multiply the total number of individuals by this average number. Otherwise, use an average household size of five individuals (i.e. multiply total individuals by 5).

7. Indigenous People's Plan
8. Law Enforcement Rapid Risk Assessment or full comprehensive risk assessment
9. Training Plan for Rangers on Human Rights

Please note that the Environmental and Social Safeguards tools will be reviewed together with the full proposal. Review of the E and S tools will be considered in the evaluation of project readiness.

Annex 6: Applicant Information

Please fill in the following tables from the lead organization as well as for each organization participating in a consortium (if applicable).

For individuals who would be part of the project implementation, please include a list with names, respective positions, organisations, and nationalities. Attach full CVs of key staff that have not already been included as part of the Concept Note submission, if relevant. If the implementing Organisation or consortium partners will hire new staff please give the information as well.

Applicant information	
Name of organisation	Provide information on the lead Applicant
Total number of staff in the organisation	Total staff number (% staff in non-ODA countries; % staff in ODA countries; % of administrative staff).
Number and location of offices in the project country(ies)	Please provide information on the number of offices in the countr(ies) project target areas and spatial extent. Where possible, include a simple map to illustrate this
Start of operations in the proposed country(ies)	When you started your operation in the countries and landscape(s)
Staff number in the proposed country(ies) (national/international)	The total number of staff working in the landscape and if possible, include their positions/designations available in the countr(ies) or landscape
Annual budget in EUR for each of the last three years	Total budget and % of budget implemented in the project region for each of the last three years.
Financial management	Briefly describe who is responsible for financial management. Is the country office externally audited? How frequently are such audits carried out?
Responsible Staff for ESMS management	Briefly describe who is responsible for management of ESMS and their previous experiences. Have you had an ESMS officer with the past projects you have implemented?
Is the organisation legally authorised to receive charitable funds?	Does the organisation have Accounts through which they can receive and disburse money without any encumbrances? Do you have any limitations on the amount you can hold in the host countries
Contact person	Name, phone numbers and email
Website Address	Indicate the website for your organisation especially one that shows your previous works in the landscape