



GEF SGP OP8 COUNTRY PROGRAMME STRATEGY PROPOSAL GUIDELINES

GENERAL REQUIREMENTS

The Project Proposal should include the standard cover sheet and the proposal should not exceed 20 pages of text (including any charts or diagrams). The Proposal should be submitted in typed form, with concise and straightforward information (avoid too lengthy description or background information). Additional attachments may be submitted, including documents certifying the status of the organization, bank account header, and other supporting information to the proposal.

Please ensure that the project proposal and all attachments are legible. Submit the Proposal (**soft copy in MS Word and MS Excel for budget**) to the *National Coordinator ad interim, GEF Small Grants Programme* through email: therese.tiu@undp.org

PREPARING YOUR PROPOSAL

In preparing a Project Proposal, please follow the major points of the outline set forth below. Applicants are strongly advised to study the “Terms of Reference” (TOR) document on [SGP 8th Operational Phase Malaysia Country Programme Strategy Development](#) and any relevant information on SGP implementation in Malaysia in order that objectives and activities can be aligned with the national priorities.

PROPOSAL

The proposal includes the following main sections: **Application Summary (Section A), Project Rationale, Plan and Approach and Implementation Plan and Timeframe (Section B)** and **Project Budget (Section C)**

SECTION A: APPLICATION SUMMARY

The cover page provides an important summary of the application. The section provides the applicant’s details, organizational backgrounds and includes information on project finances, specifying the total requested support from the GEF SGP.

SECTION B: PROJECT PROPOSAL

This section provides the background of the project assignment, and the major part of it should be focused on the proposed approach/methodology.

Project Rationale, Plan and Approach

The Detailed Plan should describe the project/assignment context, key objectives, and the proposed approach and methodology to fulfil the requirement as outlined in the “TOR”. This section should include very clear description of project activities. This entails what will be done to produce the expected results and accomplish the assignment. There should be a clear and direct linkage between the activities and the expected results or outcomes. Activity descriptions should be as specific as possible, identifying **what** will be done, **who** will do it, who the stakeholders/communities involved, **when** it will be done (beginning, duration, completion), and **where** it will be done.

Implementation Plan and Time Frame

This section may be presented in graphical (table) form and can be attached as an annex. It should indicate the **sequence of all major activities and implementation milestones**, including targeted



beginning and ending dates for each step. Provide as much detail as possible at this stage. The Implementation Plan should show a logical flow of steps, indicating all the activities that will be carried out.

SECTION C: PROJECT BUDGET

Budget Proposal

The Project Budget is an important part of every GEF SGP project proposal and must be completed prior to consideration of the proposed project. The budget proposal could be presented in an excel spreadsheet format. The following important principles should be kept in mind in preparing a project budget:

- Include only costs which directly relate to efficiently carrying out the activities and producing the objectives which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic and include all costs associated with managing and administering the project. GEF SGP funds should be spent according to the agreed budget.
- All relevant financial records should be made available. These may be independently audited, and may become public information.
- The budget line items are general categories intended to assist in thinking through where fund will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The budget for this project assignment including professional fee and stakeholder consultation should not exceed USD25,000.

Bank Details

Please provide the bank account information where project funds are proposed to be received. When the proponent is a well-established organization, which may have multiple bank accounts, it is necessary to indicate which bank account will be used to receive SGP funds, and how these funds can be tracked and accounted for.

Please provide the bank account information where project funds are proposed to be received as per table below. A copy of **letterhead of a recent bank statement** with clear indication of account holder title, account number and name of bank should be attached as part of annex to the proposal.



SECTION D: PROJECT BUDGET

Please include:

- CVs of all relevant team members
- Organisations' Certificate of Registration and Organisation Chart (Compulsory)
- Any relevant supporting documents

Please submit your proposal by email to:

Therese Tiu, therese.tiu@undp.org

Nurul Fitrah Mohd Ariffin Marican, nurul.fitrah.mohd.ariffin.marican@undp.org