

Call for proposals for showcase projects under the APFED Innovation Showcase for Sustainable Development

The Asia-Pacific Forum for Environment and Development (APFED) Secretariat calls for proposals for showcase projects in 2007 to be conducted under the Innovation Showcase for Sustainable Development (hereafter “Showcase Programme”). The Showcase Programme is an implementation facility of APFED, which is a regional forum launched at ECO ASIA 2001 with the support of the Ministry of the Environment, Japan.

1. About the Showcase Programme

1.1 Objectives of the Programme

The Showcase Programme aims to support projects that promote innovative policies, measures, and actions for sustainable development in the Asia-Pacific region as recommended by the APFED Final Report (<http://www.iges.or.jp/en/ltp/pdf/apfed/index.html>). These innovative activities supported under the Showcase Programme shall be shared among various stakeholders in the region through the APFED Good Practice Database.

Examples of innovative activities as defined in the APFED Final Report

Innovation in relation to policies

To pilot innovative policies that lead to behavioural changes of people in a defined direction, such as integrated transportation planning and establishing special environmental zones for innovative policies.

Innovation in relation to technologies

To analyse the feasibility of emerging technologies for prevention, mitigation or adaptation purposes under specific conditions, such as new sources of water, eco-industrial parks, and eco-restoration initiatives.

Innovation in the encouragement of social practices for sustainability

To enhance social capacity for sustainable development by encouraging new and creative social practices conducted by Civil Society Organisations (CSOs) and/or by stimulating partnerships between CSOs and other stakeholders, such as rural-based industries with support from the urban community, local eco-currency, participatory composting, joint management of protected areas, and inter-university credit systems.

1.2 Outline of the Programme

Under the Showcase Programme, a grant of up to US\$30,000 can be provided to each sustainable development project to showcase innovative approaches to support the development, implementation, monitoring, and information dissemination of innovative policies, measures and actions for promoting sustainable development in the region. The granted funds may be used to support stakeholder consultations,

feasibility studies, pilot scheme experimentation and demonstration. It is a prerequisite that the proposed project aim to generate tangible outcomes in changing behaviours and business practices toward enhancing sustainability, and improving environmental performance. Mere literature review, report writing, and meeting organisations without showing any intent to make immediate behavioural changes and improve environmental performance shall be disqualified under the Programme.

While the project implementing organisations assume primary responsibilities for monitoring and self-evaluating project implementation and preparing reports thereon for submission to APFED, the projects shall be complementarily monitored and evaluated by one of the member institutes of the Network of Research Institutes for Sustainable Development (NetRes) established under APFED. For each of the approved projects, a NetRes institute shall be assigned to support the implementation of the project. The funds shall be channelled through the designated NetRes institute after the completion of a contract between the NetRes institute and the project implementing organisation.

It is expected that the project shall be implemented with good will and a spirit of partnership so that the outcome of the successfully implemented project can be registered in the APFED Good Practices Database. The Database is intended to disseminate information on good practices for promoting sustainable development in the region with a view to facilitating the replication of such successful initiatives.

1.2 How the Showcase Programme is managed

Administration

Under the guidance of APFED, the Showcase Programme is administered by the APFED Secretariat (Institute for Global Environmental Strategies, IGES) in coordination with the APFED Showcase Facility established that is serviced by the Regional Office for Asia and the Pacific of the United Nations Environment Programme (UNEP/ROAP).

Selection of Showcase Projects

The selection of showcase project shall be made by the APFED Showcase Panel that is supported by the APFED Showcase Facility and the APFED Secretariat. The Panel consists of five members from APFED who were appointed by the Chair of APFED.

NetRes

Each showcase project will be monitored and evaluated by one of the institutes of the Network of Research Institutes for Sustainable Development (NetRes). A NetRes institute will be appointed to each showcase project by the APFED Showcase Facility Secretariat. The NetRes members as of 10 April are:

- Chinese Association of Environmental Science (CAES), China
- Korea Environment Institute (KEI), Korea
- Singapore Institute for International Affairs (SIIA), Singapore
- TERI (The Energy Research Institute), India
- Thailand Environment Institute (TEI), Thailand
- University of South Pacific (USP), Fiji
- The Institute for Global Environmental Strategies (IGES), Japan

The major tasks of the NetRes institutes include:

- providing a project implementing organisation offering advice on refining a project proposal, the implementation plan, facilitating its effective implementation, and devising monitoring and evaluation methodologies,
- concluding a contract with a project implementing organisation,

- channelling APFED Showcase Programme funds to the project implementing organisation,
- monitoring and evaluating the project implementation and its outcome,
- providing guidance in drawing lessons and accumulated knowledge from the project implementation,
- providing guidance on project implementation reports and preparing a final report based on those project implementation reports with the evaluation of the project by the NetRes institute for submission to APFED, and
- providing guidance in preparing an information sheet for registration in the APFED Good Practices Database.

2. How to Apply for the Showcase Programme

2.1 Eligibility

2.1.1 Eligibility of applicants

To be eligible to apply for the Programme:

- 1) An applicant must be a representative of an organisation that has been properly registered under the laws of the country for more than three years as an organisation working continuously for the promotion of sustainable development in a country in the Asia-Pacific region.
- 2) The organisation must have sufficient capacities to implement the proposed activities.
- 3) An organisation that fails to show its legal status and to present its recent annual report including financial statements at the time of concluding a contract shall be disqualified from receiving funds under the Programme.

2.1.2 Eligibility of projects

The proposed projects must satisfy the following requirements to be eligible for the Programme.

- 1) Projects must demonstrate innovative policies, measures, and actions including community empowerment and technology application with a view to promoting behavioural changes toward achieving sustainable development and generating positive impacts on environmental performance in Asia and the Pacific.

The concrete outcome must be demonstrated in terms of behavioural or environmental performance. In other words, the experimentation and demonstration of pilot schemes are essential components of the project. Therefore, mere literature review, report writing, or organisation of meetings and study tours *per se* shall not be eligible.

- 2) Projects must not have been implemented yet or must be at the very early stages of implementation. The incremental component for improving environmental performance within the ongoing or completed projects makes such a project eligible for the Programme.
- 3) The project implementing organisation must have already secured core funds including in-kind contributions to support the implementation of the APFED Showcase project.
- 4) Projects must be designed to be implemented in partnership with other relevant organisations and

stakeholder groups as well as NetRes institutions.

- 5) Projects must aim to demonstrate impacts that are measurable within the project implementation period.
- 6) The project implementation period shall be from 6 months to 24 months.

2.2 Proposal format

The proposal must be written in English, following the proposal format attached as "Appendix I". It must provide all information requested. Proposals with incomplete information will be disregarded. Reference documents can be submitted as attachments to the application.

2.3 Submission deadline

All the proposals must be submitted to the APFED Showcase Facility Secretariat at the following address either by post, email, or fax. All proposals should be received by the Showcase Facility Secretariat NO LATER THAN 15 JULY 2007.

APFED Showcase Facility Secretariat

c/o Regional Office for Asia and the Pacific, United Nations Environment Programme (UNEP/ROAP)
United Nations Bldg., Rajdamnern Ave. Bangkok 10200, Thailand

Email: unep-apfed@un.org

Fax: +66-2-280-3829

2.4 Notification of successful applications

The APFED Showcase Facility Secretariat shall only notify the successful applicants of the selection result by email or postal-mail. The selection results shall also be announced on the APFED website. It is expected that the final selection results will be announced in September 2007. The APFED website shall carry updated information.

2.5 Further inquiries

For any further inquiries concerning the Showcase Programme, please contact the following persons:

The APFED Secretariat

Ms. Yatsuka Kataoka

Institute for Global Environmental Strategies (IGES)

e-mail: apfed@iges.or.jp, fax:+81-46-855-3809

The APFED Showcase Facility Secretariat

Ms. Aretha Aprilia

UNEP Regional Office for Asia and the Pacific (UNEP/ROAP)

e-mail: unep-apfed@un.org, fax: +66-2-280-3829

PROJECT PROPOSAL FORMAT THE APFED SHOWCASE PROGRAMME 2007

SECTION 1: Basic Information on the Proposed Project

1. TITLE OF THE PROJECT

2. PROJECT SITE

Country, State/Province/City

3. PROJECT IMPLEMENTATION ORGANISATION

1) **Name of organisation**

2) **Type of organisation: NGO/CBO, governmental, academic/research institute, private company, or other (please specify)**

4. SUMMARY OF THE PROJECT (no more than one paragraph)

Summarise the outline of the project in one paragraph, including issues to be addressed, the targets of the project, and what the expected outputs of the proposed project are.

5. CONTACT PERSON AND CONTACT ADDRESS

1) **Name and position title**

2) **Mailing address**

3) **Telephone**

4) **Fax**

5) **E-mail**

6. PARTNER ORGANISATION(S) (if any)

Please indicate the name(s) of the organisation(s)

7. DURATION OF THE PROJECT

Total () months,

Start from: month, year to month, year

8. PROJECT AREA (please tick one)

Water/Sanitation

Marine and Coastal Resources

Energy/Climate/Air

Waste

Land/Agriculture/Forest/Mangrove

Hazardous substance/Chemical

Biodiversity

Community Development/Empowerment

Business/Industry and the Environment

Others (please specify) _____

9. ESTIMATED BUDGET (in US dollars)

- 1) **Estimated total budget**
- 2) **Requested amount of funds from the APFED Showcase Programme**
- 3) **Source and amount of core funds**

Please provide the name(s) of source(s)/organisation(s) that provide the core funds. In-kind contributions can be included among the core funds.

SECTION 2: Outline of the Proposed Project

1. BACKGROUND TO THE PROJECT

Please describe the social/economic/environmental situation in the areas where the project is proposed, state the reasons why the proposed project is required, and elaborate on how the proposed project can change the current situation.

2. OBJECTIVES OF THE PROJECT

Please explain the objectives of the project.

3. OUTLINE OF THE PROJECT ACTIVITIES

1) Key activities

Please present a list of activities with some annotation/explanation.

2) Key stakeholders to be involved in the project and their roles

3) Key benchmarks and indicators for monitoring and evaluation

Please describe how the project progress and/or outcome can be monitored and evaluated, including benchmarks and indicators that shall be used in the monitoring and evaluation processes.

4) Potential/anticipated risks

Identify potential or anticipated risks associated with key activities. Explain how you will cope with such risks.

4. OUTCOME OF THE PROJECT

Please describe the outcome of the project.

5. KEY FEATURES OF THE PROJECT

Please elaborate on key features of the project with respect to the following aspects:

- (i) How is your project innovative and different from conventional approaches?
- (ii) How can this project catalyse the involvement of stakeholders and public support?
- (iii) How can the effective implementation of the project be secured?
- (iv) What kind of progressive achievements and lessons can be demonstrated by the project?
- (v) How will the project contribute to enhance environmental conditions while improving socio-economic conditions?

6. TIMEFRAME FOR THE PROJECT IMPLEMENTATION

Please explain the timeframe for the project implementation following the table presented below.

(Example)

Key Activities	Duration							
	Year I				Year II			
	1st quarter	2nd	3rd	4th	1st quarter	2nd	3rd	4th
Activity 1: Inception Workshop								
Activity 2: Perception Survey								

7. DETAILED FINANCING PLAN (in US dollars)

(Example)

Budget and source of finance (in USD)				
Key Activities	Item	Core Fund	APFED	Sub-Total
Activity 1: Inception Workshop	✓ Personnel cost of full-time staff (30 person/day @ 30 USD)	900	0	900
	✓ Graduate student assistants (30 person/day @ 15 USD)	0	450	450
	✓ Venue rental (1 day @ 125 USD)	0	125	125
	✓ Meeting materials (50 packs @ 5 USD)	0	250	250
	✓ Lunch, coffee and tea (50 units @ 10 USD)	0	500	500
	Sub-total		900	1,325
Activity 2: Perception Survey	✓ Personnel cost of full-time staff (10 person/day @ 30 USD)	300	0	300
	✓ Part-time staff for interviews and consolidation of the survey results (30 person/day @ 15 USD)	0	450	450
	✓ Car rental (3 day @ 50 USD)	0	150	150
	✓			
Sub-total		300	600	900
Activity 3:				
Total				

The core fund can include in-kind contributions from the implementing organisations.

IMPORTANT NOTE:

The expenses listed below are generally not eligible to be covered by the grant:

- Permanent/full-time staff, project directors/managers. Personnel expenses for directors and full-time staff, office rent including utilities and water charges;
- Expenses necessary for the routine operation of the organisations, including those for in-house publications;
- Construction expenses;
- Equipment expenses, such as cars and computers.

8. INFORMATION ON THE PROJECT IMPLEMENTATION ORGANISATIONS

- 1) Mandate of the organisation
- 2) Head of the organisation
- 3) Office location
- 4) Legal status, government registration no., and so on
- 5) Past experience in the field of the project proposal
(project title, duration, funding source, outputs, related web-site of the project):
- 6) Web-site (URL)
- 7) Other related information on the web regarding the activities of your organisation:

9. DATE OF SUBMISSION: date/month/2007

Applications should be emailed to: unep-apfed@un.org