

Launch of the Fourth Round of applications for funding from the Special Programme

Guidance on the scope of the Special Programme

Guidance on the scope of the Special Programme



Guidance on the scope of the Special Programme

SPIEB.5/3/Add.1
Section III of Document SPIEB.5/3

Fourth round of applications

Call for Applications opens:
Application Deadline:

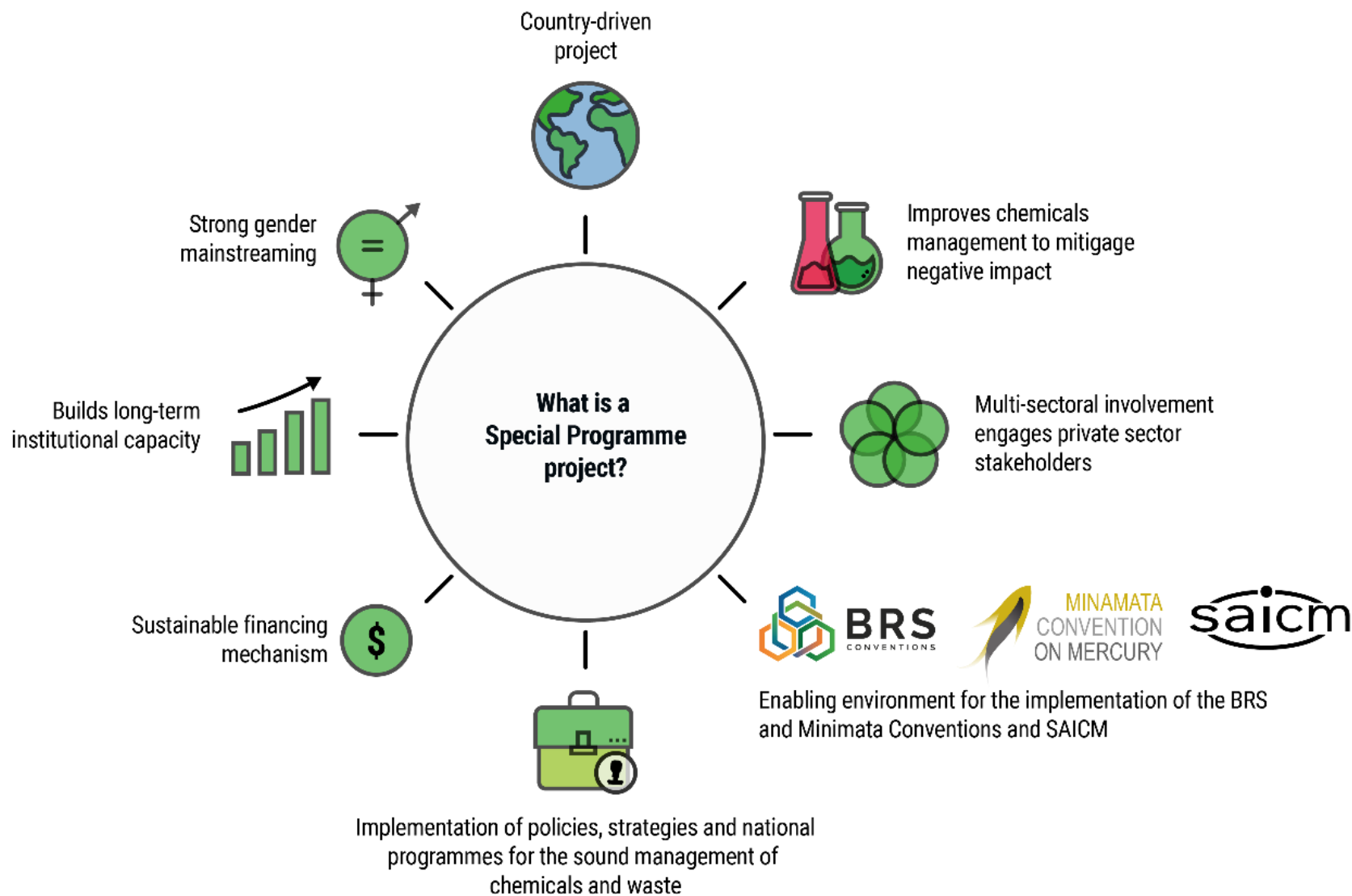
TABLE OF CONTENTS

1. INTRODUCTION	3
2. WHAT IS THE SPECIAL PROGRAMME?	4
2.1. WHAT IS A SPECIAL PROGRAMME PROJECT?	5
2.2. WHO CAN APPLY FOR FUNDING FROM THE SPECIAL PROGRAMME?	6
2.3. WHAT MEASURES AND ACTIVITIES CAN BE FUNDED?	7
2.4. WHAT AMOUNT OF SUPPORT IS AVAILABLE?	8
2.5. ARE THERE ANY BUDGET LIMITS OR CAPS THAT I SHOULD BE AWARE OF?	8
2.6. ARE CUMULATIVE ALLOCATIONS PERMITTED?	9
2.7. WHAT IS THE MAXIMUM DURATION OF A PROJECT?	9
2.8. IN WHAT LANGUAGE SHOULD I SUBMIT MY APPLICATION?	9
2.9. WHERE DO I FIND THE APPLICATION FORMS?	9
2.10. HOW DO I APPLY?	9
2.11. WHAT IS THE APPLICATION DEADLINE?	10
2.12. CAN I SEEK SUPPORT IN THE PREPARATION OF MY APPLICATION?	10
2.13. WHAT HAPPENS NEXT?	11
3. POSSIBLE SCOPE OF PROJECTS	12
3.1. GENDER MAINSTREAMING	14
3.2. ENVIRONMENTALLY SOUND MANAGEMENT OF PLASTIC WASTE	15
3.3. ENVIRONMENTALLY SOUND MANAGEMENT OF E-WASTE	17
3.4. INVOLVEMENT OF THE HEALTH SECTOR	17
3.5. SUSTAINABLE DEVELOPMENT GOALS	21
3.6. CIRCULAR ECONOMY	22
3.7. REPORTING, MONITORING AND OVERSIGHT REQUIREMENTS	23
4. ADDITIONAL RESOURCES	25
ANNEX I: TERMS OF REFERENCE FOR THE SPECIAL PROGRAMME	26
ANNEX II: APPRAISAL CRITERIA	30
1.1. COMPLETENESS CHECK	30
1.2. ELIGIBILITY SCREENING	30
1.3. BUDGETARY APPRAISAL	31
1.4. APPRAISAL AGAINST THE OBJECTIVES OF THE SPECIAL PROGRAMME	31
1.5. FOR PROJECTS REQUESTING MORE THAN US\$ 250,000	31

Updated to include:

- More detailed information on the aim and scope of the Special Programme
- New chapters on the project evaluation criteria,
- The timeline for the application process
- Explanation of the steps to expect after funding has been awarded

Guidance on the scope of the Special Programme



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Additional Information on possible scope projects

- Enhancing legal and institutional frameworks and enforcement
- National coordination for the exchange of information on chemicals and wastes
- Support to customs officers in combating illegal trafficking of chemicals
- Enhancing national capacities to strengthen international trade control measures
- Strengthening national reporting and information
- Promoting the sound management of chemicals and wastes management into national goals
- Strengthening of the science-policy-business interface and life-cycle of chemicals and wastes

3. Possible Scope of Projects

The Special Programme supports strengthening institutional capacity for the implementation of the Basel, Rotterdam, and Stockholm Conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management. The projects must take into account national priorities and the goals of national development plans. The projects may include components such as:

Enhancing legal and institutional frameworks and enforcement	<ul style="list-style-type: none">• Identifying and documenting the needs and challenges that parties have in developing, implementing and enforcing integrated chemicals and wastes policies and legislation;• Promoting full legislative implementation of the BRS conventions; and• Identifying possible elements of a national strategy for the effective implementation of the Basel, Rotterdam and Stockholm conventions and other relevant agreements, e.g. measures, steps and best practices for strengthening national institutional, regulatory and legal frameworks.
National coordination, the exchange of information on chemicals and wastes	<ul style="list-style-type: none">• Identifying and documenting the needs and challenges that Parties have in developing, implementing and enforcing integrated chemicals and wastes policies and legislation;• Enhancing the data collection and information exchange for the implementation of the Basel, Rotterdam and Stockholm Conventions, the implementation of the Minamata Convention on Mercury and SAICM;• Supporting parties to develop a national strategy for the effective implementation of the Basel, Rotterdam and Stockholm conventions and other relevant agreements.
Support to customs officers	<ul style="list-style-type: none">• Promoting dialogue between customs officials, focal points of the Conventions and other national stakeholders towards a coordinated approach to support the objectives and requirements of the Basel, Rotterdam and Stockholm conventions;• Improving understanding of the trade control issues, the role of customs and other stakeholders, their challenges and needs, and how best to address them.
Enhancing national capacities to	<ul style="list-style-type: none">• Hands-on training on practical application of the procedures for the import and export of the hazardous chemicals and wastes regulated by the Basel, Rotterdam and Stockholm conventions;

Guidance on the scope of the Special Programme

New sections on thematic areas



3.1. Gender mainstreaming



3.2. Environmentally sound management of Plastic waste



3.3. Environmentally sound management of e-waste



3.4. Involvement of the health sector



3.5. Sustainable Development Goals



3.6. Circular Economy



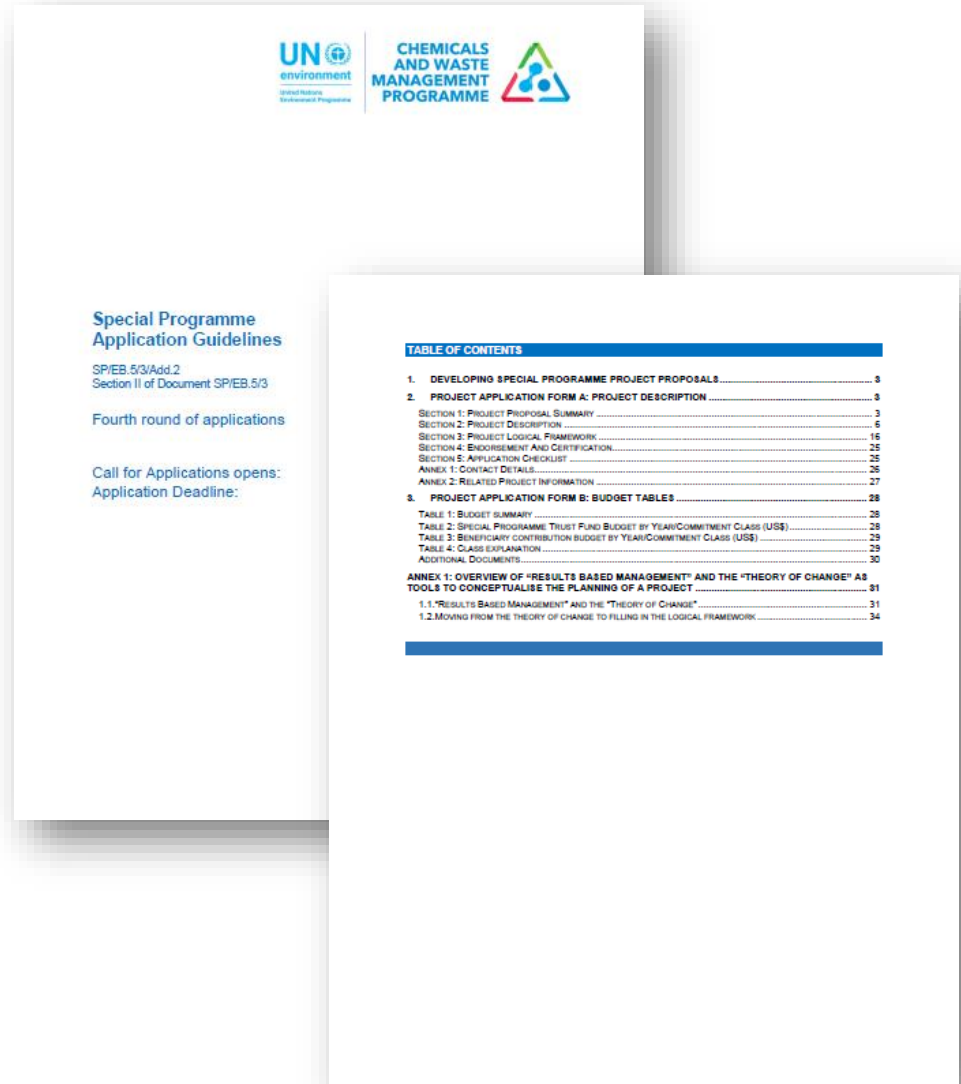
3.7. Reporting, Monitoring and oversight requirements

Guidelines on the Completion of Special Programme Application Forms

Guidelines on Completion of Application Forms

Updated to include:

- New chapters with explanations on how some countries are addressing the gaps in the implementation of the MEAs
- Information on how to use results-based management to design projects,
- Updated definitions of “domestic” versus “proposed” measures and
- Tables providing examples of poorly designed project outcomes and outputs and how to address the problems with such projects.



Updated Special Programme Application Form

Agenda Item 4.2

Document SP/EB.5/3/Add.3

Updated Application Form

FORM A – PROJECT APPLICATION
SPECIAL PROGRAMME
FOURTH ROUND OF APPLICATIONS – 2019
S/IEB.5/3/ADD.3

CHEMICALS AND WASTE MANAGEMENT PROGRAMME

Read the Application Guidelines carefully before filling in the Application Form. Do not modify the form's original format. Modified forms will not be accepted.

SECTION 1: PROJECT PROPOSAL SUMMARY

PROJECT TITLE	Insert Project title here.
APPLICANT GOVERNMENT	Click or tap here to enter text.
APPLICANT GOVERNMENT INSTITUTION	Click or tap here to enter text.
TOTAL PROPOSED BUDGET	Click or tap here to enter text.
DURATION	Click or tap here to enter text. months
COUNTRY STATUS	Country Status: Developing Country <input type="checkbox"/> Least Developed Country <input type="checkbox"/> SIDS <input type="checkbox"/> CBTs <input type="checkbox"/> Your country is a Party to: Basel <input type="checkbox"/> Rotterdam <input type="checkbox"/> Stockholm <input type="checkbox"/> Minamata <input type="checkbox"/> Your country is planning to ratify: Basel <input type="checkbox"/> Rotterdam <input type="checkbox"/> Stockholm <input type="checkbox"/> Minamata <input type="checkbox"/>
PROJECT SUMMARY	Click or tap here to enter text.
PROBLEM STATEMENT	Click or tap here to enter text.
PROJECT OBJECTIVE/ OUTCOME	Click or tap here to enter text.
SUMMARY OF COUNTRY APPROACH TO INSTITUTIONAL STRENGTHENING (§18 ToR)	Click or tap here to enter text.

Updated to include:

- Shortening the application form by consolidating sections that ask for similar information into a single question and deleting the redundant questions
- Two new questions were added for countries to define a problem statement and explain the project objective/outcome
- New question was added to incorporate the sustainable development goals
- Language was improved for consistency
- Updated format to make the application more user friendly

Updated Application Form

SECTION 1: PROJECT PROPOSAL SUMMARY

PROJECT TITLE	Insert Project title here.
APPLICANT GOVERNMENT	Click or tap here to enter text.
APPLICANT GOVERNMENT INSTITUTION	Click or tap here to enter text.
TOTAL PROPOSED BUDGET	Click or tap here to enter text.
DURATION	Click or tap here to enter text. months
COUNTRY STATUS	<p>Country Status: Developing Country <input type="checkbox"/> Least Developed Country <input type="checkbox"/> SIDS <input type="checkbox"/> CEITs <input type="checkbox"/></p> <p>Your country is a Party to: Basel <input type="checkbox"/> Rotterdam <input type="checkbox"/> Stockholm <input type="checkbox"/> Minamata <input type="checkbox"/></p> <p>Your country is planning to ratify: Basel <input type="checkbox"/> Rotterdam <input type="checkbox"/> Stockholm <input type="checkbox"/> Minamata <input type="checkbox"/></p>
PROJECT SUMMARY	Click or tap here to enter text.
PROBLEM STATEMENT	Click or tap here to enter text.
PROJECT OBJECTIVE/ OUTCOME	Click or tap here to enter text.
SUMMARY OF COUNTRY APPROACH TO INSTITUTIONAL STRENGTHENING (§18 ToR)	Click or tap here to enter text.

Updated Application Form

Examples of weak outcome statements	Issue	Examples of strong outcomes
Use of plastic reduces	<ul style="list-style-type: none">• Does not identify for whom or where the expected change will occur.• Not achievable in the context of one project	Use of single use plastic bags by the public is phased out and reusable alternatives are promoted
Plastic waste is soundly managed	<ul style="list-style-type: none">• Does not specify direction of expected change, nor whom, specifically, it will affect• Not achievable in the context of one project	Reduced transboundary movement of illegal plastic wastes into country X
Better chemicals and waste policy	<ul style="list-style-type: none">• Statement is too vague• Very difficult to know what to measure when selecting indicators• Would be very difficult to report on the impact of such an objective	Improved coherence and comprehensiveness of existing chemicals and wastes legislation in Country X in the context of its obligations towards the chemicals and waste related Conventions

Updated Application Form

BUDGET AND FUNDING SUMMARY		
	Requested from the SPTF in USD	Beneficiary contribution (cash and/or in kind) – in USD
Proposed Output 1	\$ Enter amount in USD	\$ Enter amount in USD
Proposed Output 2	\$ Enter amount in USD	\$ Enter amount in USD
Proposed Output 3	\$ Enter amount in USD	\$ Enter amount in USD
Proposed Output 4	\$ Enter amount in USD	\$ Enter amount in USD
Proposed Output 5: Monitoring, evaluation & financial audit	\$ Enter amount in USD	\$ Enter amount in USD
Sub-total	\$ Enter amount in USD	\$ Enter amount in USD
Total project budget	\$ Enter amount in USD	

INFORMATION REGARDING ADDITIONAL FUNDING SOURCES*	Has the contribution from the beneficiary country been confirmed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Has this project or the activities proposed previously been submitted for funding from Special Programme?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is the viability of the project dependent on confirmation of funding or in-kind contribution that is not yet confirmed in addition to the Special Programme trust fund?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Updated Application Form

2030 AGENDA FOR SUSTAINABLE DEVELOPMENT	<input type="checkbox"/> Goal 1. No Poverty <input type="checkbox"/> Goal 2. Zero Hunger <input type="checkbox"/> Goal 3. Good health and well being <input type="checkbox"/> Goal 4. Quality Education <input type="checkbox"/> Goal 5. Gender Equality <input type="checkbox"/> Goal 6. Clean water and sanitation <input type="checkbox"/> Goal 7. Affordable and clean energy <input type="checkbox"/> Goal 8. Decent work and economic growth <input type="checkbox"/> Goal 9. Industry, Innovation and infrastructure	<input type="checkbox"/> Goal 10. Reduced inequality <input type="checkbox"/> Goal 11. Sustainable Cities and communities <input type="checkbox"/> Goal 12. Responsible consumption and production <input type="checkbox"/> Goal 13. Climate Action <input type="checkbox"/> Goal 14. Life Below water <input type="checkbox"/> Goal 15. Life on Land <input type="checkbox"/> Goal 16. Peace and Justice strong institutions <input type="checkbox"/> Goal 17. Partnerships to achieve the goal
	<p><i>Please provide information on the SDG targets, including the specific indicators, that this project will address</i></p> <p>Click or tap here to enter text.</p>	

Updated Application Form

Bringing it all together

PROPOSED MEASURE 1	<i>Please provide a title and brief description of the proposed measure and how it will contribute to the objective of the project</i>	
	Chemicals and Waste unit established	
	<p>The Chemicals and Waste unit will be established to follow and monitor the implementation of activities in line with the country's obligations towards the BRS Conventions and the Minamata Convention, to which the country is Party. In its initial phase of establishment, the unit will also act as the project management unit (PMU). The PMU will coordinate the implementation of the project including the facilitation of a multi-stakeholder body comprising representatives of key participating ministries and public and private organizations. The PMU will play an active role in the project and will be responsible for providing leadership as well as overall strategic guidance on the execution of the project at the national level. The PMU meets biannually to facilitate stakeholder involvement, to assess the progress of the project towards the project goals and objectives, to determine the necessary corrective actions to be taken in case of diversion and to mainstream the findings and outcomes of the project within the respective sectors and groups they represent.</p>	
	<i>Please explain how this proposed measure will contribute to Institutional Strengthening</i>	
	<p>The implementing organisation will start the process of applying for the inclusion of the project management unit as a permanent unit within the government. Following the initial project-based establishment of the project management unit (Chemicals and Waste Unit) in the implementing organisation, efforts will be made to establish the unit as a formal component of the implementing agency's internal structures to ensure that the Government can address the sound management of chemicals in the long term. The Chemicals and Waste Unit will provide dedicated services for the sound management of chemicals and waste in the country.</p>	
	Activity 1.1: Project Management Unit established, endorsed and fully functional	Proposed cost: 5000USD
<p>Project Administration and Coordination Committee will be established within the first 2 months of project implementation and will be endorsed by the relevant authorities in the Ministry of Environment and fully functional. The PMU will be composed of relevant technical staff from the ministry and supported by a newly hired administrative assistant. The PMU will also consist of external stakeholders with in depth scientific knowledge in the sound management of chemicals and waste from the national university.</p>		
Activity 1.2: Project inception workshop organised and held	Proposed cost: 3000USD	
<p>The project inception workshop will be held in the first quarter of the implementation phase of the project. It will bring together all project partners and relevant stakeholders in the country who are involved in the sound management of chemicals and waste. The workshop will focus on i) raising</p>		

Details provided on how to structure activities

- What
- Qualifier
- Verb
- Whom

Examples of weak and strong activities

Updated Application Form

Examples of weak activities	Issue	Examples of strong activities
Training workshops	<p>Does not specify the target audience for the workshops.</p> <p>Does not specify the topic of the training workshop</p>	Organise and deliver two training workshops for officials from the Customs Department on the surveillance/monitoring of chemicals and waste imports and exports
Identification of the needs and strengthening the capacities of the stakeholders	<p>Does not provide enough information on the activity being undertaken or the topic/subject.</p> <p>Combines multiple activities into one.</p> <p>Does not provide sufficient detail on who the target audience.</p>	<p>Conduct a gaps and needs analysis of existing legislation related to chemicals and waste management.</p> <p>Organize and deliver an awareness raising workshop for policy makers on the outcomes of the gaps and needs analysis</p>
The effectiveness of information exchange for the reduction and destruction of hazardous wastes has increased in the country.	<p>This describes an outcome not an activity.</p> <p>Does not provide enough information on the activity being undertaken or the topic/subject.</p> <p>Does not provide sufficient detail on who the target audience.</p>	Online clearing house mechanism designed and developed for customs control officers.

Updated Application Form

DETAILED DESCRIPTION OF THE ASSOCIATED DOMESTIC MEASURES	<i>Please provide a description of the Associated Domestic Measure corresponding to proposed measure 1</i> Click or tap here to enter text.
	<i>Please provide a description of the Associated Domestic Measure corresponding to proposed measure 2</i> Click or tap here to enter text.
	<i>Please provide a description of the Associated Domestic Measure corresponding to proposed measure ...</i> Click or tap here to enter text.
DETAILED INFORMATION ON PROJECT MANAGEMENT AND IMPLEMENTATION	Click or tap here to enter text.
PROJECT ASSUMPTIONS	Risk 1: Click or tap here to enter text. Mitigation measure 1: Click or tap here to enter text. Risk 2: Click or tap here to enter text. Mitigation measure 2: Click or tap here to enter text. Risk ...: Click or tap here to enter text. Mitigation measure ...: Click or tap here to enter text.
PROJECT GENDER CONSIDERATIONS / MAINSTREAMING	Click or tap here to enter text.
MONITORING AND EVALUATION PLAN AND FINANCIAL AUDIT	Click or tap here to enter text.

Updated Application Form

SECTION 3 PROJECT LOGICAL FRAMEWORK

Overall project Objective/outcome	Indicators	Means of verification
Insert title of overall project outcome	[All indicators should have a measurable Baseline and Target listed in brackets]	Insert both data source and method for measuring progress against indicator target
Performance targets (project milestones that show progress towards completing the project outputs and achieving the overall project outcome)		Expected Milestone
Proposed Measure 1 Insert		Insert Month/Year
Proposed Measure 2 Insert		Insert Month/Year
Proposed Measure 3 Insert		Insert Month/Year
... Insert		Insert Month/Year ...

Proposed Measure 1	Indicators	Means of verification
Insert Title of Proposed Measure 1	Insert Indicators (plus measurable baseline and target in brackets)	Insert both data source and method for measuring progress against indicator target
Activities / Milestones		Expected Milestone
Activity 1.1 Insert title of activity for the first project output as described in the previous section		Insert Month/Year
Activity 1.2 Insert title of activity for the first project output as described in the previous section		Insert Month/Year
Activity 1.3 Insert title of activity for the first project output as described in the previous section		Insert Month/Year
... Insert		Insert Month/Year ...

Updated Application Form

PROPOSED MEASURE 1	Activity 1.1: Project Management Unit established, endorsed and fully functional	Proposed cost: 5000USD
	Activity 1.2: Project Inception workshop organised and held	Proposed cost: 3000USD
	Activity 1.3: Monthly meetings of the Project Management Unit organised and held	Proposed cost: In-Kind
	Activity 1.4: Terms of reference for and hand over report of permanent Chemicals and Waste Unit developed	Proposed cost: In-kind
	Activity 1.5: Project Management Unit endorsement for reestablishment as a permanent Chemicals and Waste Unit and fully operational	Proposed cost: 500USD

Activities / Milestones	Expected Milestone
Activity 1.1 Project Management Unit established, endorsed and fully functional	Month 2 / Year 1
Activity 1.2 Project Inception workshop organised and held	Month 3 / Year 1
Activity 1.3 Monthly meetings of the Project Management Unit organised and held	Month 2 / year 1 – Month 12 / Year 3
Activity 1.4 Terms of reference for and hand over report of permanent Chemicals and Waste Unit developed	Month 8 / Year 3
Activity 1.5 Project Management Unit endorsement for reestablishment as a permanent Chemicals and Waste Unit and fully operational	Month 8 / Year 3

Updated Application Form

Proposed Measure 1	Indicators	Means of verification
Chemicals and waste unit established	<p>Project Management Unit established (baseline: 0; target: 1)</p> <p>Monthly meetings of the PMU organised (baseline: 0; Target: 36)</p> <p>Inception workshop held (Baseline: 0; Target:1)</p> <p>Terms of reference for and hand over report of permanent Chemicals and Waste Unit developed (Baseline: 0; Target: 1)</p> <p>Chemicals and Waste Unit formally established and operational (Baseline: 0; Target: 1)</p>	<p>Nomination/Appointments letters for PMU members List of PMU members</p> <p>Meeting minutes of the PMU including lists of participants.</p> <p>Inception workshop report, including list of participants</p> <p>Chemicals and Waste Unit TORs Hand over report</p> <p>Nomination/Appointments letters for permanent Chemicals and Waste Unit members List of Unit members</p>
Activities / Milestones		Expected Milestone
Activity 1.1 Project Management Unit established, endorsed and fully functional		Month 2 / Year 1
Activity 1.2 Project Inception workshop organised and held		Month 3 / Year 1
Activity 1.3 Monthly meetings of the Project Management Unit organised and held		Month 2 /year 1 – Month 12 / Year 3
Activity 1.4 Terms of reference for and hand over report of permanent Chemicals and Waste Unit developed		Month 8 / Year 3
Activity 1.5 Project Management Unit endorsement for reestablishment as a permanent Chemicals and Waste Unit and fully operational		Month 8 / Year 3

The process described above should be followed for all proposed measures / outputs.

Updated Application Form

Activities / Milestones	Expected Milestone
Activity 1.1 Project Management Unit established, endorsed and fully functional	Month 2 / Year 1
Activity 1.2 Project Inception workshop organised and held	Month 3 / Year 1
Activity 1.3 Monthly meetings of the Project Management Unit organised and held	Month 2 / Year 1 – Month 12 / Year 3
Activity 1.4 Terms of reference for and hand over report of permanent Chemicals and Waste Unit developed	Month 1 / Year 3
Activity 1.5 Project Management Unit endorsement for reestablishment as a permanent Chemicals and Waste Unit and fully operational	Month 8 / Year 3

Project Activities		Lead responsibility	Timeframe (by quarter - every 3 months)														
			Year 1				Year 2				Year 3						
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Proposed Measure 1																	
1.1	Project Management Unit established, endorsed and fully functional	Ministry of Environment	x														
1.2	Project Inception workshop organised and held	PMU	x														
1.3	Monthly meetings of the Project Management Unit organised and held	PMU	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
1.4	Terms of reference for and hand over report of permanent Chemicals and Waste Unit developed	PMU													x	x	
1.5	Project Management Unit endorsement for reestablishment as a permanent Chemicals and Waste Unit and fully operational	PMU													x	x	

Updated Application Form

ARE ALL OF THE FOLLOWING ELEMENTS INCLUDED IN YOUR APPLICATION?	
Form A - Project Application Form	<input type="checkbox"/>
Has the official Focal Point signed and endorsed the Application?	<input type="checkbox"/>
Has the applicant signed and certified the Application?	<input type="checkbox"/>
Annex 1: Contact Details	<input type="checkbox"/>
Annex 2: Related Project Information	<input type="checkbox"/>
Form B – Project Budget	<input type="checkbox"/>
Proof of funding from beneficiary country and any other project funding	<input type="checkbox"/>
Endorsement letter from the Official focal point	<input type="checkbox"/>
Letters of support from the project partners confirming its/their role(s)	<input type="checkbox"/>
Projects with an implementing organization/institution, a letter from the organization/institution confirming its role (if relevant)	<input type="checkbox"/>
Annexes providing any relevant additional information regarding the measures and activities to be funded	<input type="checkbox"/>
Completed Application Checklist	<input type="checkbox"/>

Budget Form

Table 1: Budget summary

Please summarize funding or in-kind contribution from all sources of funding.

TYPE OF FUNDING	SOURCE OF FUNDING	Year 1	Year 2	Year 3	Total
SPTF	Special Programme Trust Fund (SPTF)				
	TOTAL SPTF BUDGET	-	-	-	-
BENEFICIARY CONTRIBUTION	Beneficiary contribution				-
	Other (include name of donor)				-
	TOTAL IN-KIND BUDGET	-	-	-	-
TOTAL	TOTAL PROJECT BUDGET	-	-	-	-

E-learning Module

E-learning Modules

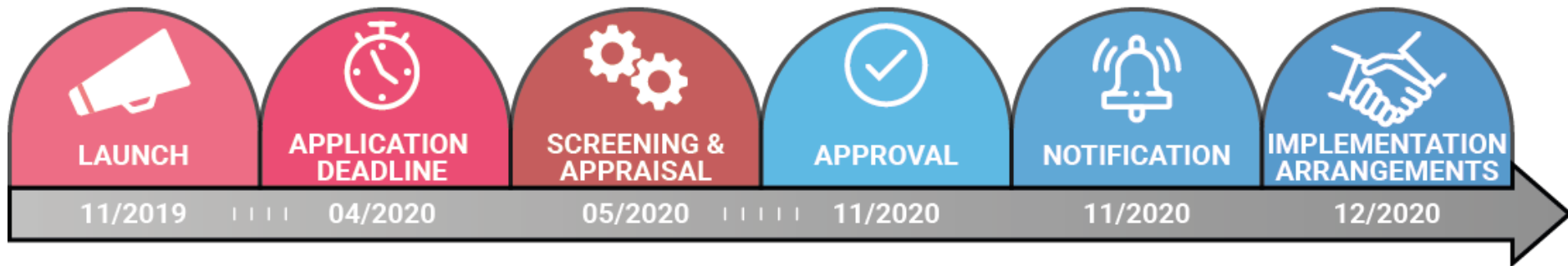
E-learning module developed to provide an overview of the Special Programme and instructions for filling out the applications.

Please Welcome:

Leslie Paas

Timeline for review and appraisal of application

Timeline for review and appraisal of application





Thank you

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