**CONVENTION ON WETLANDS (Ramsar, Iran, 1971)**

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**Section B.2**

**Structure and contents of Detailed Project Proposal**

**Notes:**

i)Please follow the section headings and sequence and the guidance for what to include in each section.

ii) Please provide detailed information on your proposal, following the headings and instructions given below. Please use the font Garamond (font size 11 or 12) and line-spacing of 1.0.

**Details of proposal**

# A. Background and justification

Background information should provide basic factual and descriptive information to put the problem(s) in its local, provincial, national, or regional context, including relevant sectoral information, government objectives, policies, plans, and ongoing programmes. The amount of background information presented should be limited to what is essential to understand the current circumstances. Describe briefly the human population living in the project area and, if the project will be carried out at a certain location, the site should be described and ideally a map should be attached to show the location.

# B. The problem(s) to be addressed

In this section identify the problem(s) that can usefully be addressed by this project and covered by the objectives described in Section C. Determine the underlying causes of the problem(s) and the aspects that can be addressed by this proposal with NWF support.

# Objective(s)

General Objective(s):

Please study the Convention Strategic Plan 2016-2024 available [here](https://www.ramsar.org/sites/default/files/documents/library/4th_strategic_plan_2016_2024_e.pdf) and indicate the issues that are being addressed in this project, and to which Goals and Targets of the Plan they relate.

Specific Objective(s):

The objective states the results to be achieved by the project. These results should address and solve the problems and issues identified in Section B. Objective statements should define the intended results that should have been achieved by the end of the project. For clarity and ease of understanding, objectives should be written in standard grammatical patterns and phrases, e.g., …to develop the management and governance of a wetland…, …to achieve the wise use of…, …to raise awareness of wetland values…, ...to reinforce the capacity of institutions to…, …to identify the wetlands…, etc.

# D. Outputs

Outputs are results or products of the project to achieve an objective. Several outputs may be necessary to enable the achievement of an objective. The vocabulary used should describe the finished products or a completed result, e.g., “a management plan”, “a feasibility study”, “trained personnel”. At least one of the outputs should be to provide an appropriate activity report of the project (for example, if a scientific assessment of the wetland is being carried out then one of its outputs could be a detailed scientific assessment report).

# E. Activities

Explain all the activities that will be undertaken to produce each output. Explanation of the activities should be detailed and analytical so that at the end of this section the methodology of the project is clear. The vocabulary used should describe actions that will be taken, e.g., “conduct training”, “consultation with ministries”, “organize seminars”. **A full description of how these activities will be carried out should be provided, including details such as, for example, the person and organization executing the activity, sampling or monitoring methodologies, types of materials to be produced, number of publications to be printed, number of people attending workshop, cost of food and accommodation, etc.** Following Resolution XIII.18 Gender and Wetlands (Dubai, 2018), proposed activities are encouraged to be a balanced gender representation, such as workshops and trainings.

**F. Logical frame of the project**

Use the table below to summarize the activities undertaken to produce each output and to reach each objective. This table should be consistent with the paragraphs B, C, D and E above. It will be used to assess the project’s progress.

|  |  |  |  |
| --- | --- | --- | --- |
| Problems | Objectives | Outputs | Activities |
| *Example:*  *Unsustainable use of the Ramsar Site due to overfishing* | *1. to develop the sustainable management and governance of the Ramsar Site* | *1. Management plan* | *1.1 Working group involving all stakeholders: the authorities in charge of the site, fishermen, etc. 3 meetings.*  *1. 2 Preparing the draft management plan*  *1. 3 Review of the draft management plan by the working group* |
|  |  |  |  |

# G. Project management arrangements and stakeholders

A plan or flow chart for management and implementation arrangements of the project should be prepared. This section should include information on the agency or body executing the project, describe institutional and technical capacities to undertake the work, and indicate the monitoring and evaluation procedures to ensure that the objectives are met. It should also include an identification of the stakeholders concerned by the project. If the implementing agency is not the Administrative Authority of the Convention, general information on the implementing agency should be provided, including details about its institutional and/or working relations with the Administrative Authority.

# H. Work Plan

A schedule should be presented for production of all the outputs of the proposed project during the life of the project. This work plan should indicate the order in which activities will be undertaken so as to show the sequence and relationship between activities.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Month | | | | | | | | | | | |
| Outputs &  Key Activities | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| **Output 1**  Activity 1: |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2: |  |  |  |  |  |  |  |  |  |  |  |  |
| **Output 2**  Activity 3: |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 4: |  |  |  |  |  |  |  |  |  |  |  |  |

# I. Budget

The NWF provides a maximum of US Dollars (USD) 30,000 per strategic project or activities to support projects submitted by non-Contracting Parties to assist with their accession.

Please provide the budget costs in **your local currency** **and converted to US Dollars (USD) – but NOT in any other currency**. Please distinguish between the amounts to be covered by the NWF grant and by counterpart funding (if any). If there is counterpart funding, please indicate whether the funds have been secured and, if so, from which organization these funds will come. Also, distinguish clearly between counterpart funds coming from, or proposed to come from, sources within and from outside the country.

**In this section a detailed budget, consistent with the previous sections, in particular with the activities described, should be presented. All items (especially salary costs) for which support is requested from the NWF must be justified in the activity section. Please include unit costs (e.g., monthly salaries, number of copies and unit cost of publications, etc.) where appropriate.** Present the budget for a one-year period: the NWF contribution should be spent during a one-year period, in line with the work plan provided.

In addition to the cash funds in the budget, please also provide additional information in this section of the project proposal about any additional “in-kind” contributions to the project (e.g., provision of office accommodation, provision of technical equipment, work time of personnel paid from other sources, etc.).

Use the format below for the project budget tables.

i) ***Budget summary***

Exchange rate applied: 1 US dollars (USD) = xx [local currency]

|  |  |  |
| --- | --- | --- |
| **Funding Source** | **Total funds**  (local currency) | **Total funds**  (US dollars) |
| NWF | 000.00 | 000.00 |
| Implementing Organization | 000.00 | 000.00 |
| Other sources of funding | 000.00 | 000.00 |
| **TOTAL** | **000.00** | **000.00** |

ii) ***Overall itemized budget***

Exchange rate applied: 1 US dollars (USD) = xx [local currency]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description of budget item**  (include unit costs where appropriate) | **Unit Cost**  **(local currency)** | **Number of Unit** | **NWF** (local currency) | **Implementing organization and other sources of funding**  (local currency) | **Total**  (local currency) | **Total**  (USD) |
| 1. **SALARIES / WAGES / CONSULTANCY COSTS** |  |  |  |  |  |  |
| 1.1 Supervisory Staff  *No. of persons & duration of employment on this project:* |  |  |  |  |  |  |
| 1.2 Consultants / Experts  *No. of persons & duration of employment on this project:* |  |  |  |  |  |  |
| 1.3 Field Staff / Equipment operators  *No. of persons & duration of employment on this project:* |  |  |  |  |  |  |
| 1.4 Office Staff  *No. of persons & duration of employment on this project:* |  |  |  |  |  |  |
| 1.5 Daily workers  *No. of persons & duration of employment on this project:* |  |  |  |  |  |  |
| **SUB-TOTAL:** |  |  |  |  |  |  |
| 2. **TRAVEL & ACCOMMODATION COSTS** |  |  |  |  |  |  |
| 2.1 Air fares |  |  |  |  |  |  |
| 2.2 Other travel costs |  |  |  |  |  |  |
| 2.3 Accommodation |  |  |  |  |  |  |
| 2.4 Meals |  |  |  |  |  |  |
| **SUB-TOTAL:** |  |  |  |  |  |  |
| 3. **OFFICE RUNNING COSTS** |  |  |  |  |  |  |
| 3.1 Computer costs |  |  |  |  |  |  |
| 3.2 Telephone & fax |  |  |  |  |  |  |
| 3.3 Photocopies |  |  |  |  |  |  |
| 3.4 Office supplies |  |  |  |  |  |  |
| 3.5 Other (please specify): |  |  |  |  |  |  |
| **SUB-TOTAL:** |  |  |  |  |  |  |
| **Costs of planned activities:** |  |  |  |  |  |  |
| 4. Output 1 For example **COST OF PUBLICATIONS, VIDEOS/DVDs, CDs etc.** |  |  |  |  |  |  |
| 4.1 Preparation |  |  |  |  |  |  |
| 4.2 Printing / reproduction |  |  |  |  |  |  |
| 4.3 Distribution (postage) |  |  |  |  |  |  |
| 4.4 Other (please specify): |  |  |  |  |  |  |
| **SUB-TOTAL:** |  |  |  |  |  |  |
| 5. Output 2 For example **COST OF WORKSHOP(S)/ TRAINING COURSE(S)** |  |  |  |  |  |  |
| *Dates of workshop(s)/course(s):*  *No. of persons attending:* |  |  |  |  |  |  |
| 5.1 Air fares |  |  |  |  |  |  |
| 5.2 Transportation |  |  |  |  |  |  |
| 5.3 Per diems |  |  |  |  |  |  |
| 5.4 Rental of Facilities |  |  |  |  |  |  |
| 5.5 Speakers’ fees |  |  |  |  |  |  |
| 5.6 Translation costs |  |  |  |  |  |  |
| **SUB-TOTAL:** |  |  |  |  |  |  |
| 6. **MISCELLANEOUS** |  |  |  |  |  |  |
| 6.1 (please specify): |  |  |  |  |  |  |
| 6.2 (please specify): |  |  |  |  |  |  |
| **SUB-TOTAL:** |  |  |  |  |  |  |
| **TOTAL:** |  |  |  |  |  |  |

# J. Follow Up

Intended follow-up after completion of the project timetable. Please mention here what is going to be done after the project is over to ensure the long-term sustainability of the results.

**K. Bibliography**

Please list key references.