

User Guide for GEF Portal

7/09/2018

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1 Introduction - The new GEF Portal

The new Portal is designed to provide an on-line place for GEF Agencies to submit projects and programs proposed for funding by GEF, and for the review of those proposals by the GEF Secretariat and other partners. The Portal also receives data from Agencies on progress and results for the global environment during project and program implementation.

Through its new IT platform and alignment with the GEF-7 programming and policy agenda, the Portal aims to support improved operational efficiency, data quality and capture of results; implementation of GEF Policies and Programming Strategies; and enhanced transparency and public access to data and documents about the GEF project portfolio through the GEF website.

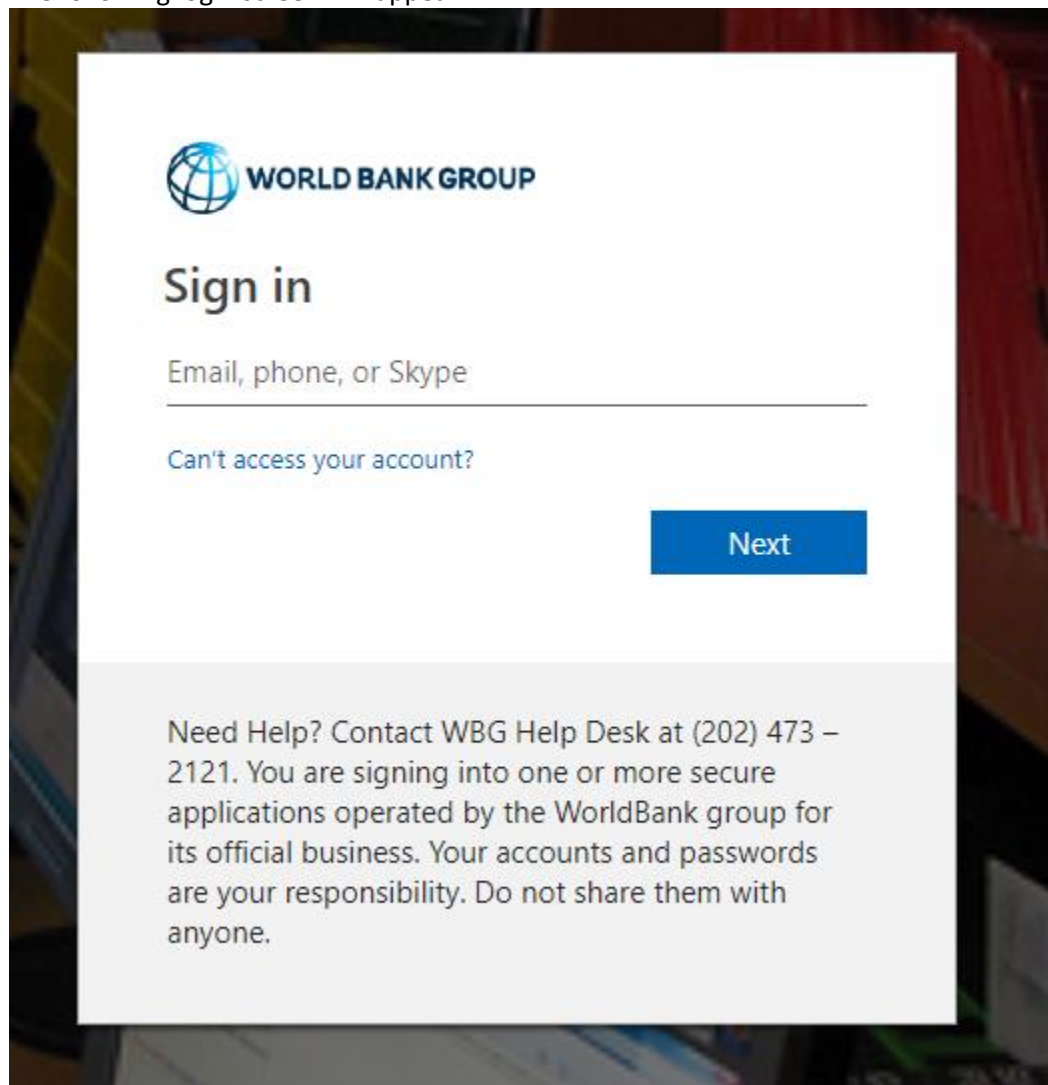
To help in using the Portal, the system includes this User Manual, FAQs [put link here], and pop-up guidance notes as you enter the system itself. Please feel free also to contact the GEF Portal helpline at gefportalhelpline@thegef.org or 202-473-1893 (Business Hours. EST. Monday-Friday)

2 GEF 7- PIF Submission for FSP (Full Size Project)

2.1 Login

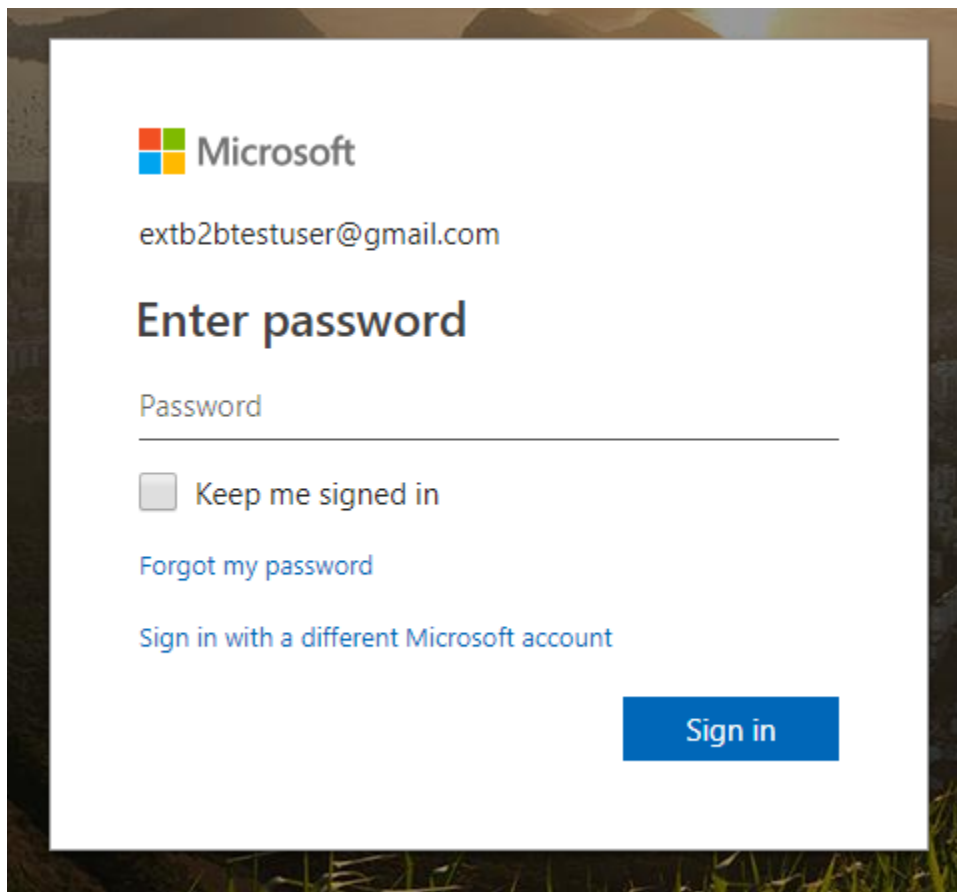
Type <https://gefportal.org>

The following login screen will appear



The image shows a login screen for the World Bank Group. At the top left is the World Bank Group logo, which consists of a blue globe icon followed by the text "WORLD BANK GROUP". Below the logo, the text "Sign in" is displayed in a large, bold, black font. Underneath "Sign in" is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". To the right of the input field is a blue button with the text "Next" in white. At the bottom of the screen, there is a grey box containing the following text: "Need Help? Contact WBG Help Desk at (202) 473 – 2121. You are signing into one or more secure applications operated by the WorldBank group for its official business. Your accounts and passwords are your responsibility. Do not share them with anyone."

Enter the email id used to create the account and then click on “Next”



 Microsoft

extb2btestuser@gmail.com

Enter password

Password

☐ Keep me signed in

[Forgot my password](#)

[Sign in with a different Microsoft account](#)

[Sign in](#)

Enter the password and click on “Sign In” button to go to the landing screen.

2.2 Landing Page

Once logged in the portal the user will be able to see the following on the landing screen.






Agency Preparer

Search by 

Showing 1-12 of 6541 Results 

Projects in Draft

GEF ID	Project Name	Type	Country	Agency	Focal Area	Created By	Created Date	Status
956	RC-GEF Partnership: Land Degradation in Dryland Ecosystems: Project I- Capacity Building to Combat Land Degradation	FSP	China	World Bank	Multi Focal Area	John Doe	July5, 2017	Draft 
1105	Efficient Utilization of Agricultural Wastes	EA	Albania	World Bank	Climate Change	John Doe	July5, 2017	Sent back for revision 

1. My Action List – List of projects where the agency has an action to work on e.g. Project returned from GEF SEC review.
2. Project in Draft – List of projects that are created but not yet submitted for GEF SEC review.
3. Project submitted to GEF Secretariat- List of projects submitted and in the process of review with GEF SEC.
4. Projects Returned to Preparer

2.3 Create New Project

The first step while creating a project is to select the type of project being created.

Create Project

Project Type

Full-Sized Project 

Depending on which project type you choose, you would need to choose some more details. Then, click Create button to go to the project detail page.

Create Project

Project Type

Medium-Sized Project ▼

Select Project Sub Type ▼

Create

The first screen to capture information is broken down in several sections. The first section is Project Information.

2.3.1 Project Information

Project Identification Form (PIF) entry – Full Sized Project – GEF - 7

Part I: Project Information

Import JSON Data

Name of Parent Program

GEF ID

[Auto Generated]

Project Title ⓘ

Project Type

FSP

Type of Trust Fund

Select Trust Fund ▼

Lead Agency

Inter-American Development Bank ▼

Lead Agency's Project ID

Enter Lead Agency's Project ID

Other GEF Agencies

Agency Project ID ⓘ

➕ Add Other Agency

☐ Global
 ☐ Regional
 ☐ Country

Other Executing Partner ⓘ

Enter Other Executing Partners

Executing Partner Type

Select Executing Partner Type ▼

GEF Focal Area ⓘ

Select Focal Area ▼

Taxonomy

All ▼

Duration

In Years

Agency Fee (\$)

\$

There are several validations on this page. These validations are checked during the time of submission. If the user will be able to save incomplete data in draft. Example of validations are shown the table below.

Field Name	Validation
GEF ID	This is a system generated ID that the user cannot edit.
Project Title	The user must enter a title as it is a required field
Project Type	This is a display only field. The value selected during the project creation is displayed here.
Type of Trust Fund	User must select a value from the drop-down as it is a required field.

Lead Agency	This is a display only field. Value is populated based on the agency the user logged in belong to.
Lead Agency's Project ID	This is an optional field where the user can enter a project ID used by the agency.
Other GEF Agencies	This is an optional field where the user can select value to add another agency to the project being created. The user can add more than one agency to the project being created.
Agency's Project ID	This is an optional field where the user can enter a project ID used by the other agencies.
Global	This option allows the user to select from a drop-down which displays country names and allows the user to select multiple country names. It is optional to select the country names.
Regional	This option allows the user to select from a drop-down which displays country names and allow user to select multiple country names. It is optional to select the country names.
Country	This option allows the user to select from a drop-down which displays country names, user can only select one single country.
Other Executing Partners	This is an optional text field for the user to enter other executing partner names
Executing Partner Type	This is option field where the user can select from the drop down the type of executing partner.
GEF Focal Area	This is a required field where the user can select the focal area from the drop down. This fi
Taxonomy	This is an optional field where the user can tag the project to multiple values from the taxonomy drop down list. This field allows multi selection.
Duration	This is an optional field where the user can select the duration in years.
Agency Fee	This is a system generated value that user cannot edit.

2.3.2 Indicative Focal/Non- focal Area Elements

A. INDICATIVE FOCAL/NON-FOCAL AREA ELEMENTS ⓘ

Programming Directions	Trust Fund	GEF Project Financing(\$)	Co-Financing(\$)
BD-3 Program 8			
Total (\$)		0	0

[+ Add New](#)

The user can add value by clicking on the “ADD NEW” link. Once the values are added they can delete or edit the row. In the section the values selected in the project information, populate the values available for Programming directions and trust fund drop-down.

There must be at least one entry in this table for the user to submit this project.

2.3.3 Indicative Project Description Summary

B. INDICATIVE PROJECT DESCRIPTION SUMMARY

Project Objective

Enter Detail Description

Project Component	Financing Type	Project Outcomes	Project Outputs	Trust Fund	GEF Amount(\$)	Co-Fin Amount(\$)
Add New						
Sub Total (\$)					0	0
Project Management Cost (PMC)				Select Tru		
Total (\$)					0	0

For multi-trust fund projects, provide the total amount of PMC in Table B and indicate the lit of PMC among the different trust funds here:

In this section the user can enter the project object and then click on the “Add New” click.

Enter Details

Project Component

Financing Type

Project Outcomes

Project Outputs

Save **Cancel**

In the pop-up the user will have to select the project component, financing type, project outcomes and project outputs. The trust fund value is populated from the project information section. The GEF amount and Co-financing amount from table A should match table B.

2.3.4 Indicative Sources of Co-Financing for the Project by Name and by Type, If Available.

C. INDICATIVE SOURCES OF CO-FINANCING FOR THE PROJECT BY NAME AND BY TYPE, IF AVAILABLE ⓘ

Sources of Co-financing	Name of Co-financier ⓘ	Type of Co-financing	Investment Mobilized	Amount(\$)
Select Sources of Co- ▼		Select Type of Co-f ▼	Select Investment M ▼	ⓘ
+ Add New				Total(\$) 0

The user can add value by clicking on the “ADD NEW” link. Once the values are added they can delete or edit the row.

2.3.5 Indicative Trust Fund Resources Requested by Agency(ies), country(ies), focal area and the programming of funds

D. INDICATIVE TRUST FUND RESOURCES REQUESTED BY AGENCY(IES), COUNTRY(IES), FOCAL AREA AND THE PROGRAMMING OF FUNDS ⓘ

Agency	Trust Fund	Country	Focal Area	Programming of Funds ⓘ	NGI	Amount(\$)	Fee(\$)
Select Agency ▼	Select ▼	Se ▼	Sele ▼	Select Pro ▼	☐		ⓘ
+ Add New						Total (\$) 0 0	

The user can add value by clicking on the “ADD NEW” link. Once the values are added they can delete or edit the row.

2.3.6 Project Preparation grant(PPG)

E. PROJECT PREPARATION GRANT (PPG) ⓘ

PPG Required ☒

PPG Amount (\$)

PPG Agency Amount (\$) ⓘ

Agency	Trust Fund	Country	Focal Area	Programming of Funds ⓘ	NGI	Amount(\$)	Fee(\$)
--------	------------	---------	------------	------------------------	-----	------------	---------

[+ Add New](#)

Total (\$)	0	0
------------	---	---

If PPG is required for the project being submitted then the user can click on the “PPG Required” check box. The screen will display additional field with validations.

Once the user enters all the values they have the following options.

Save and Validate

Save & Exit

Save & Continue

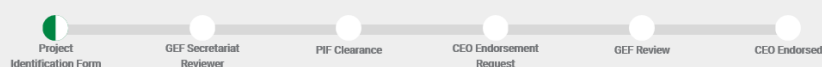
Cancel

- Save and Validate – This will save the data in draft and display any errors from the validations. e.g

*Please select Trust Fund in Table B.

- Save and Exit – This will save the project and the data entered in draft status and take the user back to the landing page.
- Save and Continue – This will save the data and take the user to the next screen.
- Cancel – This will cancel the transaction and not save any data entered.

2.4 Core Indicators



Project Identification Form (PIF) entry – Full Sized Project – GEF - 7

Project Information Form (PIF)

Core Indicators

To calculate the core indicators, please refer to guidance in the Annex II of this Council document

Indicator 1 Terrestrial protected areas created or under improved management for conservation and sustainable use	Add / Edit
Indicator 2 Marine protected areas created or under improved management for conservation and sustainable use	Add / Edit
Indicator 3 Area of land restored	Add / Edit
Indicator 4 Area of landscapes under improved practices (hectares; excluding protected areas)	Add / Edit
Indicator 5 Area of marine habit under improved practices to benefit biodiversity (excluding protected areas)	Add / Edit
Indicator 6 Greenhouse Gas Emissions Mitigated	Add / Edit
Indicator 7 Number of shared water ecosystems (fresh or marine) under new or improved cooperative management	Add / Edit
Indicator 8 Globally over-exploited fisheries moved to more sustainable levels	Add / Edit
Indicator 9 Reduction, disposal/destruction, phase out, elimination and avoidance of chemicals of global concern and their waste in the environment and in processes, materials and products (metric tons of toxic chemicals reduced)	Add / Edit
Indicator 10 Reduction, avoidance of emissions of POPs to air from point and non-point sources(grams of toxic equivalent gTEQ)	Add / Edit
Indicator 11 Number of direct beneficiaries disaggregated by gender as co-benefit of GEF investment	Add / Edit

[Back](#)

[Save & Exit](#)

[Save & Continue](#)

[Cancel](#)

In GEF 7 the user needs to add information for 11 Indicators.

When they click on Add or Edit a screen is displayed. (This sample screen is for indicator 1)

Indicator 1 Terrestrial protected areas created or under improved management for conservation and sustainable use ⓘ

Ha (expected at PIF)	Ha (expected at CEO Endorsement)	Ha (Achieved at MTR)	Ha (Achieved at TE)

Indicator 1.1 Terrestrial Protected Areas Newly created ⓘ

Total Ha (expected at PIF)	Total Ha (expected at CEO Endorsement)	Total Ha (Achieved at MTR)	Total Ha (Achieved at TE)

Name of the Protect Area	WDPA ID	IUCN Category	Total Ha (expected at PIF)	Total Ha (expected at CEO Endorsement)	Total Ha (Achieved at MTR)	Total Ha (Achieved at TE)
Add New						

Indicator 1.2 Terrestrial Protected Areas Under Improved Managed effectiveness ⓘ

[Please use this work sheet to calculate the METT score](#)

Total Ha (expected at PIF)	Total Ha (expected at CEO Endorsement)	Total Ha (Achieved at MTR)	Total Ha (Achieved at TE)

Name of the Protect Area	WDPA ID	IUCN Category	Ha	METT score (at PIF)	METT score (at CEO Endorsement)	METT score (at MTR)	METT score (at TE)
Add New							

[Back](#)
[Save](#)
[Cancel](#)

The user has the option to Save data or cancel and go back to the core indicator screen.

Once the user enters the required information they have the following options.

Save & Exit

Save & Continue

Cancel

- Save and Exit – This will save the project and the data entered in draft status and take the user back to the landing page.
- Save and Continue – This will save the data and take the user to the next screen.
- Cancel – This will cancel the transaction and not save any data entered.

2.5 Project Justification

On this page the user can enter data for 8 sections/questions.

2.5.1 Project Description and Project Map and Coordinates

Project Identification Form

GEF Secretariat Reviewer

PIF Clearance

CEO Endorsement Request

GEF Review

CEO Endorsed

Project Identification Form (PIF) entry – Full Sized Project – GEF - 7

Part II. Project Justification

Import JSON Data

←

1a. Project Description

Briefly Describe

- a. The global environmental and/or adaptation problems, root causes and barriers that need to be addressed;
- b. The baseline scenario or any associated baseline Programs;
- c. The proposed alternative scenario with a brief description of expected outcomes and components of the Program;
- d. alignment with GEF Focal Area and/or Impact Program Strategies
- e. Incremental/additional cost reasoning and expected contributions from the baseline, the GEFTF, LDCF, SCCF, CBIT and co-financing; ⓘ
- f. global environmental benefits (GEFTF) and/or adaptation benefits (LDCF/SCCF); and
- g. Innovation, sustainability and potential for scaling up. ⓘ

B

U

Roboto

A

1b. Project Map and Coordinates ⓘ

Please provide geo-referenced information and map where the project interventions will take place.

B

U

Roboto

A

The user can enter for the both the questions using the rich text editor text boxes.

2.5.2 Stakeholders

2. Stakeholders ⓘ

Select the stakeholders that have participated in consultations during the project identification phase:

☐ Indigenous Peoples and Local Communities ⓘ

☐ Civil Society Organizations ⓘ

☐ Private Sector Entities

☐ If none of above, please explain why?



In addition, provide indicative information on how stakeholders, including civil society and indigenous peoples, will be engaged in the Project preparation, and their respective roles and means of engagement. ⓘ



The user can use the check box and the text box to enter relevant information.

2.5.3 Gender Equality and Women's Empowerment

3. Gender Equality and Women's Empowerment ⓘ

Briefly include below any gender dimensions relevant to the project, and any plans to address gender in project design (e.g. gender analysis).



Does the project expect to include any gender-responsive measures to address gender gaps or promote gender equality and women empowerment? ⓘ

☐ Yes ☐ No ☐ TBD

If possible indicate in which result areas the project is expected to contribute to gender equality

☐ Closing gender gaps in access to and control over natural resources ⓘ

☐ Improving women's participation and decision-making; and/or ⓘ

☐ Generating socio-economic benefits or services for women. ⓘ

Will the project's results framework or logical framework include gender-sensitive indicators? ⓘ

☐ Yes ☐ No ☐ TBD

The user can use the Radio button, check box and the text box to enter relevant information.

2.5.4 Private sector engagement

4. Private sector engagement ⓘ

Will there be private sector engagement in the project?

☐ Yes ☐ No

Please briefly explain the rationale behind your answer.

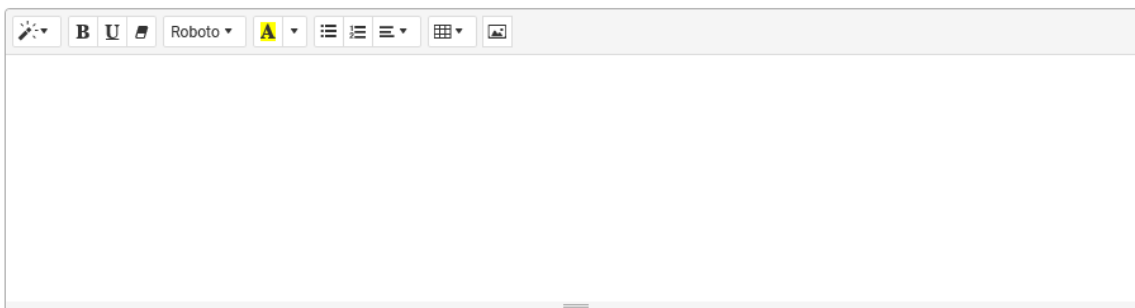


The user can use the Radio button and the text box to enter relevant information.

2.5.5 Risks

5. Risks

Indicate risks, including climate change, potential social and environmental risks that might prevent the Project objectives from being achieved, and, if possible, propose measures that address these risks to be further developed during the Project design (table format acceptable)



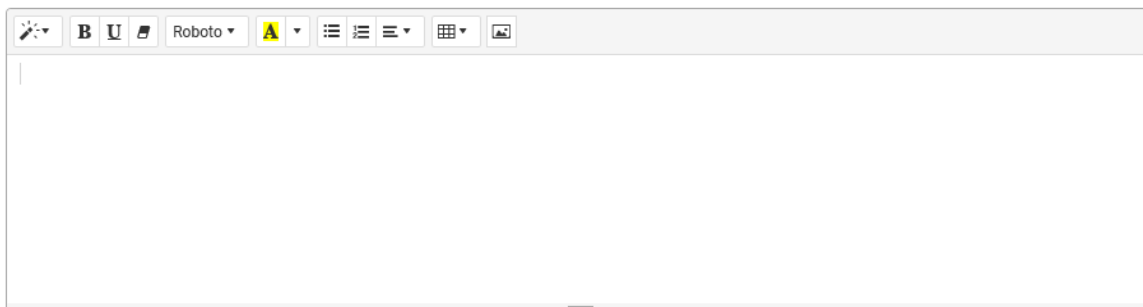
A rich text editor interface with a toolbar at the top containing icons for undo, redo, bold, italic, strikethrough, font color, background color, bulleted list, numbered list, decrease indent, increase indent, table, and image. The main area is a large, empty text box for input.

The user can use the text box to enter relevant information.

2.5.6 Coordination

6. Coordination

Outline the institutional structure of the project including monitoring and evaluation coordination at the project level. Describe possible coordination with other relevant GEF-financed projects and other initiatives.



A rich text editor interface with a toolbar at the top containing icons for undo, redo, bold, italic, strikethrough, font color, background color, bulleted list, numbered list, decrease indent, increase indent, table, and image. The main area is a large, empty text box for input.

The user can use the text box to enter relevant information.

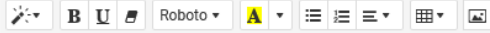
2.5.7 Consistency with national priorities

7. Consistency with National Priorities

Is the Project consistent with the National Strategies and plans or reports and assessments under relevant conventions

☐ Yes ☐ No

If yes, which ones and how: NAPAs, NAPs, ASGM NAPs, MIAs, NBSAPs, NCs, TNAs, NCSAs, NIPs, PRSPs, NPFE, BURs, INDCs, etc



The user can select yes or no radio button and provide information if yes.

2.5.8 Knowledge Management

8. Knowledge Management ⓘ

Outline the Knowledge management approach for the Project, including, if any, plans for the Project to learn from other relevant Projects and initiatives, to assess and document in a user-friendly form, and share these experiences and expertise with relevant stakeholders.



The user can use the text box to enter relevant information.

Once the user enters the required information they have the following options.

Save and Validate

Save & Exit

Save & Continue

Cancel

- Save and Validate - This will save the data in draft and display any errors from the validations.
e.g

*Table C Co-Finance total should match with Co-Finance total in Table A

- Save and Exit – This will save the project and the data entered in draft status and take the user back to the landing page.
- Save and Continue – This will save the data and take the user to the next screen.
- Cancel – This will cancel the transaction and not save any data entered.

2.6 Approval/Endorsement by GEF Operational Focal Point and GEF agency(ies)

Part III: Approval/Endorsement By GEF Operational Focal Point(And GEF Agency(ies)

A. RECORD OF ENDORSEMENT OF GEF OPERATIONAL FOCAL POINT (S) ON BEHALF OF THE GOVERNMENT(S): (Please attach the Operational Focal Point endorsement letter(s) with this template).

Focal Point Name	Focal Point Title	Ministry	Signed Date
------------------	-------------------	----------	-------------

+ Add New

When the user clicks on “Add New” click the following row is added.

Focal Point Name	Focal Point Title	Ministry	Signed Date
			MM-DD-YYYY   

The user can add multiple rows. They can also edit or delete the existing rows.

2.7 GEF Agency(ies) Certification

GEF Agency(ies) Certification

GEF Agency Coordinator	Date	Project Contact Person	Phone	Email
------------------------	------	------------------------	-------	-------

	MM-DD-YYYY				  
----------------------	------------	----------------------	----------------------	----------------------	---

+ Add New

◀ Back

Save and Validate

Save & Exit

Review

Cancel

On this page the user can enter the relevant information.

Once the user enters the required information they have the following options.

Save and Validate

Save & Exit

Review

Cancel

- Save and Validate - This will save the data in draft and display any errors from the validations.
e.g

*Table C Co-Finance total should match with Co-Finance total in Table A

- Save and Exit – This will save the project and the data entered in draft status and take the user back to the landing page.
- Cancel – This will cancel the transaction and not save any data entered.
- Review – This will save the data and check all the validations before taking the user to a page where all the information entered is displayed.

On the Review page the user has the following 3 options

- Validate- This will display any errors from the validations.
- Submit to GEFSEC – This will check if all the data entered is validated and submit it to GEFSEC for review.
- Cancel - This will cancel the transaction and not save any data entered.

3 GEF 6- CEO Endorsement Submission

After the PIF is cleared, an Agency will be able to create a CEO Endorsement Form from the Project listing page by selecting the Project.

3.1 Agency Landing Page/ Project Listing Page:

Projects submitted to GEF Secretariat							
GEF ID	Project Name	Type	Country	Agency	Focal Area	Status	
10006	Climate Smart Management of Grassland Ecosystems	FSP	China	World Bank	Climate Change	PIF Cleared	
9989	A supply Chain Approach to Eliminating Mercury in Guyana's ASGM Sector: El Dorado GoldJewelry Made in Guyana	FSP	Guyana	CI	Chemicals and Waste	Under GEFSEC Review	
9875	Participatory in situ Conservation and Sustainable Use of Agrobiodiversity in Hainan	MSP	China	UNDP	Biodiversity	PIF Cleared	
9876	On-farm Conservation and Sustainable Use of Genetic Diversity of Crops Originated in China	FSP	China	FAO	Biodiversity	PIF Cleared	
9842	Shire Valley Transformation Program - I	FSP	Malawi	World Bank	Multi Focal Area	CEO Endorsement Cleared	
9845	Combatting Environmental Organized Crime in the Philippines	MSP	Philippines	ADB	Biodiversity	Technical Review Completed	
9850	Reducing Environmental Health Risks in Artisanal Gold Mining Sector in Tanzania	FSP	Tanzania	World Bank	Chemicals and Waste	Under GEFSEC Review	

Agency user must click on View/eye icon to view the Cleared PIF from GEF Secretariat

Projects submitted to GEF Secretariat

GEF ID	Project Name	Type	Country	Agency	Focal Area	Status	
10006	Climate Smart Management of Grassland Ecosystems	FSP	China	World Bank	Climate Change	PIF Cleared	
9989	A supply Chain Approach to Eliminating Mercury in Guyana's ASGM Sector: El Dorado GoldJewelry Made in Guyana	FSP	Guyana	CI	Chemicals and Waste	Under GEFSEC Review	
9875	Participatory in situ Conservation and Sustainable Use of Agrobiodiversity in Hainan	MSP	China	UNDP	Biodiversity	PIF Cleared	
9876	On-farm Conservation and Sustainable Use of Genetic Diversity of Crops Originated in China	FSP	China	FAO	Biodiversity	PIF Cleared	
9842	Shire Valley Transformation Program - I	FSP	Malawi	World Bank	Multi Focal Area	CEO Endorsement Cleared	
9845	Combatting Environmental Organized Crime in the Philippines	MSP	Philippines	ADB	Biodiversity	Technical Review Completed	
9850	Reducing Environmental Health Risks in Artisanal Gold Mining Sector in Tanzania	FSP	Tanzania	World Bank	Chemicals and Waste	Under GEFSEC Review	

User will now be able to see the Create CEO Endorsement Form on the Cleared PIF form.

Project Identification Form (PIF) entry – Medium Sized Project – GEF - 6

Create/Edit CEO Endorsement

Part I: Project Information

Name of Parent Program

PRC-GEF Partnership Program for Sustainable Agricultural Development

GEF ID

9875

Project Type

MSP

Type of Trust Fund

GET

Project Title

Participatory in situ Conservation and Sustainable Use of Agrobiodiversity in Hainan

Countries

China,

Agency(ies)

UNDP,

Other Executing Partner(s):

Executing Partner Type

GEF Focal Area

Biodiversity

Taxonomy

Duration

1.3

Agency Fee(\$)

Indicative GEF Child Project Financing

Indicative Agency Fee

By clicking on “Create CEO Endorsement Form”, application will take the user to the CEO Endorsement Form.

CEO Endorsement Entry Form:

All the data which was entered at PIF stage will be populated in the CEO Form. User will be able to change the data except for the meta data of the Project like Project ID, Project Title, Project Type and Lead Agency. After validating the Project metadata, user can now edit the form and update if there are any changes from PIF.

3.2 Project Information Screen (Meta data):

CEO Endorsement (CEO) entry – Medium Sized Project – GEF - 6

Part I: Project Information

Import JSON Data

Name of Parent Program

PRC-GEF Partnership Program for Sustainable Agricultural Development

GEF ID

9875

Project Type

MSP

Type of Trust Fund

GET

Project Title

Participatory in situ Conservation and Sustainable Use of Agrobiodiversity in Hainan

Countries

China,

Agency(ies)

UNDP,

Other Executing Partner(s):

Executing Partner Type

GEF Focal Area

Biodiversity

Taxonomy

Duration

1.3

Agency Fee (\$)

User can select and directly go to that screen/section from the section filter on the right side

Part I: Project Information

Focal Area Strategy Framework

Indicate Project Description Summary

Co - Financing Plan

Finance Breakdown

Non-Grant

Project Preparation Grant (PPG)

Project's Target

Part II: Project Justification

Part III: Record Endorsements

Part III: GEF Agency Certification

Annexure

A. Focal Area Strategy Framework and Program

Objectives/Programs	Focal Area Outcomes	Trust Fund	GEF Project Financing(\$)	Co-Financing(\$)	
Select Objectives/Pro		GEF Trust Fu	10,000	10,000	 
 Add New	Total (\$)		10,000	10,000	

B. Project Framework

Project Objective

Enter Detail Description

Project Component	Financing Type	Project Outcomes	Project Outputs	Trust Fund	GEF Amount(\$)	Co-Fin Amount(\$)	
Test	TA			GEF Trust Fund	10,000	10,000	 
 Add New							
				Sub Total (\$)	10,000	10,000	
Project Management Cost (PMC)				Select 1			
				Total (\$)	10,000	10,000	

C. Sources of Co-Financing

Sources of Co-financing	Name of Co-financier	Type of Co-financing	Amount(\$)	Evidence
Beneficiaries	Test	Grant	10,000	☒
Total(\$)			10,000	

[Add New](#)

D. Trust Fund Resources Requested by Agency(ies), Country(ies), Focal Area and the Programming of Funds

Agency	Trust Fund	Country	Focal Area	Programming of Funds	NGI	Amount(\$)	Fee(\$)
United Nations Dev	GEF T	Chin	Select	Select Progr	☒	10,000	10,000
Total (\$)						10,000	10,000

[Add New](#)

E. Non Grant Instrument

NON-GRANT INSTRUMENT at CEO Endorsement

☒ Includes Non grant instruments? ☐ Includes reflow to GEF?

F. Project Preparation Grant (PPG)

PPG Required ☐

Save and Validate

Save & Exit

Save & Continue

Cancel

By Clicking on PPG Required, user will be able to see PPG table displayed on the screen.

F. Project Preparation Grant (PPG)

PPG Required ☒

PPG Amount (\$)

PPG Agency Amount (\$)

Agency	Trust Fund	Country	Focal Area	Programming of Funds	NGI	Amount(\$)	Fee(\$)
Total (\$)						0	0

[Add New](#)

User needs to enter the data based on the business validations. Ex:

- At least one entry should be available in **Table A: Indicative Focal Area Strategy Framework and Other Program Strategies**.
- At least one entry should be available in **Table B: Indicative Project Description Summary**.

After entering all the required data, user will have the following actions to perform

Save and Validate

Save & Exit

Save & Continue

Cancel

1. **Save and Validate:** User can validate the data entered and then save the data
2. **Save & Exit:** User can save the entered data and exit the application.
3. **Save & Continue:** User can save the data entered on the current screen and continue to next screen.
4. **Cancel:** User can cancel the form and get back to Project listing page.

If users select to Save & Continue, application will then take the user to next screen which is Core Indicators.

3.3 Core Indicators:

CEO Endorsement (CEO) entry – Medium Sized Project – GEF - 6

CEO Endorsement (CEO)

Core Indicators

To calculate the core indicators, please refer to guidance in the Annex II of this Council document

Indicator 1 Terrestrial protected areas created or under improved management for conservation and sustainable use

[Add / Edit](#)

Indicator 2 Marine protected areas created or under improved management for conservation and sustainable use

[Add / Edit](#)

Indicator 3 Area of land restored

[Add / Edit](#)

Indicator 4 Area of landscapes under improved practices (hectares; excluding protected areas)

[Add / Edit](#)

Indicator 5 Area of marine habit under improved practices to benefit biodiversity (excluding protected areas)

[Add / Edit](#)

Indicator 6 Greenhouse Gas Emissions Mitigated

[Add / Edit](#)

User can click on add/edit the core indicators on this screen.

User will be editing Indicator if it is already added at PIF and adding a new indicator if it was not added at PIF stage. By clicking on Add/edit button, the application will open the individual Indicator screen.

Indicator 1 Terrestrial protected areas created or under improved management for conservation and sustainable use

Ha (expected at PIF)	Ha (expected at CEO Endorsement)	Ha (Achieved at MTR)	Ha (Achieved at TE)

Indicator 1.1 Terrestrial Protected Areas Newly created

Total Ha (expected at PIF)	Total Ha (expected at CEO Endorsement)	Total Ha (Achieved at MTR)	Total Ha (Achieved at TE)

Name of the Protect Area	WDPA ID	IUCN Category	Total Ha (expected at PIF)	Total Ha (expected at CEO Endorsement)	Total Ha (Achieved at MTR)	Total Ha (Achieved at TE)
Add New						

Indicator 1.2 Terrestrial Protected Areas Under Improved Managed effectiveness

Please use this work sheet to calculate the METT score

Total Ha (expected at PIF)	Total Ha (expected at CEO Endorsement)	Total Ha (Achieved at MTR)	Total Ha (Achieved at TE)

Name of the Protect Area	WDPA ID	IUCN Category	Ha	METT score (at PIF)	METT score (at CEO Endorsement)	METT score (at MTR)	METT score (at TE)
Add New							

All the 11 Core Indicators has individual screens like 'Indicator 1' shown in screenshot to add/edit. After adding the applicable Indicators. User will have the following actions he/she can perform

Save & Exit

Save & Continue

Cancel

- Save & Exit:** User can save the entered data and exit the application.
- Save & Continue:** User can save the data entered on the current screen and continue to next screen.
- Cancel:** User can cancel the form and get back to Project listing page.

If users select to Save and Continue from the Core Indicators screen, application will then take the user to next screen which is Project Justification.

3.4 Project Justification:

User will have to answer few questions in this section to justify the Project scope and considerations like Gender.

CEO Endorsement (CEO) entry – Medium Sized Project – GEF - 6

Part II. Project Justification Import JSON Data

Describe any changes in alignment with the Project design with the original PIF

1. Project Description

- a. The global environmental and/or adaptation problems, root causes and barriers that need to be addressed;
- b. The baseline scenario or any associated baseline Projects;
- c. The proposed alternative scenario, GEF focal area strategies, with a brief description of expected outcomes and components of the Project;
- d. Incremental/additional cost reasoning and expected contributions from the baseline, the GEFTF, LDCF, SCCF, CBIT and co-financing;
- e. Global environmental benefits (GEFTF) and/or adaptation benefits (LDCF/SCCF);
- f. Innovation, sustainability and potential for scaling up.

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Source, Preview, Full Screen, Help.

2. Child Project?

If yes, identify key stakeholders and briefly describe how they will be engaged in Project design/preparation:

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Source, Preview, Full Screen, Help.

3. Stakeholders

Identify key stakeholders and elaborate on how the key stakeholders engagement is incorporated in the preparation and implementation on the Project.

Do they include civil society organizations

☐ Yes ☐ No

And From indigenous people?

☐ Yes ☐ No



4. Gender Equality and Women's Empowerment

Elaborate on how gender equality and women's empowerment issues are mainstreamed into the Project implementations and monitoring, taking into account the differences, needs, roles and priorities of women and men.

Did the Project conduct a gender analysis and during Project preparation?

☐ Yes ☐ No

Did the Project incorporate a gender responsive Project results framework, including sex-disaggregated indicators?

☐ Yes ☐ No

What is the share of women and men in direct beneficiaries(women X%, menx%)?

Men's share:

Women's share:



5. Benefits

Describe the socioeconomic benefits to be delivered by the project at the national and local levels. Do any of these benefits support the achievement of global environment benefits (GEF Trust Fund) and/or adaptation to climate change?



6. Risks

Elaborate on indicated risks, including climate change, potential social and environmental risks that might prevent the Project objectives from being achieved, and, if possible, the proposed measures that address these risks at the time of Project implementation.



7. Cost Effectiveness

Explain how cost-effectiveness is reflected in the project design



8. Coordination ◉

Outline the coordination with other relevant GEF-financed projects and other initiatives

Rich text editor toolbar: Bold, Italic, Underline, Sans-serif font, Paragraph, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Undo, Redo.

9. Institutional Arrangement and Coordination ◉

Describe the institutional arrangement for Project implementation. Elaborate on the planned coordination with other relevant GEF-financed Projects and other initiatives.

Rich text editor toolbar: Bold, Italic, Underline, Sans-serif font, Paragraph, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Undo, Redo.

10. Knowledge Management ◉

Outline the knowledge management approach for the project, including, if any, plans for the project to learn from other relevant projects and initiatives, to assess and document in a user-friendly form, and share these experiences and expertise with relevant stakeholders.

Rich text editor toolbar: Bold, Italic, Underline, Sans-serif font, Paragraph, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Undo, Redo.

11. Consistency with National Priorities ◉

Is the project consistent with the National strategies and plans or reports and assessments under relevant conventions? (yes 0 /no0). If yes, which ones and how: NAPAs, NAPs, NBSAPs, ASGM NAPs, MIAs, NCs, TNAs, NCSA, NIPs, PRSPs, NPFE, BURs, INDCs, etc.

Rich text editor toolbar: Bold, Italic, Underline, Roboto font, Paragraph, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Undo, Redo.

12. Describe The Budgeted M & E Plan ◉

Describe the budgeted monitoring and evaluation plan.

Rich text editor toolbar: Bold, Italic, Underline, Sans-serif font, Paragraph, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Undo, Redo.

< Back

Save and Validate

Save & Exit

Save & Continue

Cancel

After entering the details in all the required fields, user will have followings actions to perform

Save and Validate

Save & Exit

Save & Continue

Cancel

1. **Save and Validate:** User can validate the data entered and then save the data
2. **Save & Exit:** User can save the entered data and exit the application.
3. **Save & Continue:** User can save the data entered on the current screen and continue to next screen.
4. **Cancel:** User can cancel the form and get back to Project listing page.

If user select to Save and Continue. The application will then take the user to next screen Focal Point Endorsement.

3.5 Focal Point Endorsement Screen:

User can upload and update the country focal point supporting documents.

CEO Endorsement (CEO) entry – Medium Sized Project – GEF - 6

Part III: Approval/Endorsement By GEF Operational Focal Point(S) Agency(ies)

[Import JSON Data](#)


A. Record of Endorsement of GEF Operational Focal Point (s) on Behalf of the Government(s):

Focal Point Name	Focal Point Title	Ministry	Signed Date	
Test	Test	Ministry of Finance	07/17/2018	  

 Add New

[← Back](#)
[Save and Validate](#)
[Save & Exit](#)
[Save & Continue](#)
[Cancel](#)

After entering the details in all the required fields, user will have followings actions to perform

[Save and Validate](#)
[Save & Exit](#)
[Save & Continue](#)
[Cancel](#)

1. **Save and Validate:** User can validate the data entered and then save the data
2. **Save & Exit:** User can save the entered data and exit the application.
3. **Save & Continue:** User can save the data entered on the current screen and continue to next screen.
4. **Cancel:** User can cancel the form and get back to Project listing page.

If user select to Save and Continue. The application will then take the user to next screen Agency Certification.

3.6 Agency Certification:

User can update and upload Agency Coordinator, POC, Phone and Email details and upload documents if any.

CEO Endorsement (CEO) entry – Medium Sized Project – GEF - 6

B. GEF Agency(ies) Certification 

[Import JSON Data](#) 

GEF Agency Coordinator	Date	Project Contact Person	Phone	Email	
David	07/12/2018		9867898594	David@hotmail.cor	  

[Add New](#)

[Back](#) [Save and Validate](#) [Save & Exit](#) [Save and Continue](#) [Cancel](#)

After entering the details in all the required fields, user will have followings actions to perform

[Save and Validate](#) [Save & Exit](#) [Save & Continue](#) [Cancel](#)

1. **Save and Validate:** User can validate the data entered and then save the data
2. **Save & Exit:** User can save the entered data and exit the application.
3. **Save & Continue:** User can save the data entered on the current screen and continue to next screen.
4. **Cancel:** User can cancel the form and get back to Project listing page.

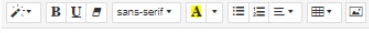
If user select to Save and Continue. The application will then take the user to next screen Annexes.

3.7 Annexes: User can enter the annex details if any in this section.

CEO Endorsement (CEO) entry – Medium Sized Project – GEF - 6

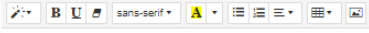
ANNEX A: PROJECT RESULTS FRAMEWORK (either copy and paste here the framework from the Agency document, or provide reference to the page in the project document where the framework could be found). 



ANNEX B: CALENDAR OF EXPECTED REFLows (if non-grant instrument is used) 

Provide a calendar of expected reflows to the GEF/LDCF/SCCF/CBIT Trust Funds or to your Agency (and/or revolving fund that will be set up) 



After entering all the required details, user will have the following actions to perform

1. **Save & Exit:** User can save the data entered and exit the application.
2. **Review:** User can review all the data entered and validate the same
3. **Cancel:** User can cancel and go back to the Project Listing page

After entering all the details, user can review and validate the complete form by clicking on Review button on the Annex screen.

On the Review page the user has the following 3 options

- Validate- This will display any errors from the validations.

- Submit to GEFSEC – This will check if all the data entered is validated and submit it to GEFSEC for review.
- Cancel - This will cancel the transaction and not save any data entered.