

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)
Rue Mauverney 28, CH-1196 Gland, Switzerland
Tel. +41-22-999-0170,
E-mail: asia.oceania@ramsar.org
Web site: www.ramsar.org

Nagao Wetland Fund (NWF)

Operational Guidelines for the year 2016-2021 (2019 revision)

Contents

Section A.....	page 03
Operational Guidelines for the Nagao Wetland Fund	
I. Introduction	
II. Eligibility to apply	
III. Types of assistance available	
IV. Funds available for annual allocation	
V. NWF's project cycle	
VI. Reporting to donors	
Annex I. Project cycle details	
Section B.....	page 09
"Request for Funding" Form	
Section C.....	page 16
Project Contract Form (sample)	
Section D.....	page 20
Project Proposal Assessment Form	
Section E.....	page 23
Standard format for the preparation of Progress Reports	
Section F.....	page 26
Standard format for the preparation of Final Reports	
Section G.....	page 29
Standard format for evaluating completed projects	

[page intentionally blank]

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)

Rue Mauverney 28, CH-1196 Gland, Switzerland

Tel. +41-22-999-0170,

E-mail: asia.oceania@ramsar.org

Web site: www.ramsar.org

Nagao Wetland Fund (NWF)

Section A

Operational Guidelines for the Nagao Wetland Fund

Contents

I. Introduction

II. Eligibility to apply

III. Types of assistance available

IV. Funds available for annual allocation

V. The NWF project cycle

VI. Reporting to donors

Annex I. Project cycle

I. Introduction

1. The Nagao Wetland Fund was established by a Memorandum of Understanding between the Nagao Natural Environment Foundation (NEF) and the Secretariat of the Ramsar Convention on Wetlands (Ramsar Secretariat), as a mechanism to support developing countries in the Asia-Oceania region to implement the Convention and its Strategic Plan 2016-2024.
2. The NWF is intended for small-scale projects and does not replace the need for most developing countries and countries in transition to have access to much more substantial levels of funding in order to ensure the conservation and sustainable use of their wetland resources. The NWF offers a maximum of 18,000 USD per project and is intended to play a catalytic role.

II. Eligibility to apply

3. The NWF is open to Ramsar Contracting Parties and those overseas territories in the Asia-Oceania region included in the DAC List available [here](#). Countries that are not yet Contracting Parties to the Ramsar Convention, but have clearly signalled their intention to accede, may apply for grants from the NWF to support activities necessary for the accession process. It should be noted that if resources in the NWF are scarce, such assistance may receive a lower priority than assistance to Contracting Parties.
4. **Important Note**
Projects will be cancelled if they have not been successfully completed within two years of the date of the signing of the project contract.

III. Types of assistance available under the NWF

5. Projects should be identified as a national priority by the Contracting Party in implementation of the Convention's Strategic Plan 2016-2024.

Implementation of the Strategic Plan 2016-2024

6. The Strategic Plan 2016-2024, adopted by Ramsar COP12 (July 2015 as Res XII.02) is available [here](#) or in hard copy upon request.
7. A Contracting Party, when considering submitting a project to the NWF for funding, should consider how the project fits in with its national planning for the implementation of the Convention, and in particular which Target(s) in the Strategic Plan 2016-2024 the project will address, and indicate this in its project proposal.
8. The maximum amount to be requested from the NWF for each project should not exceed USD 18,000. Since resources in the Fund are limited, Parties are strongly encouraged to make a pre-selection of the most significant project that they would like to seek funding for and to submit to the Ramsar Secretariat only **one project proposal per year**.

IV. Funds available for annual allocation

10. The NWF is administered by the Ramsar Secretariat under the supervision of the NEF, pursuant to the Terms of Reference for the Financial Administration of the Convention.

V. NWF project cycle

11. The project cycle during the year 2016-2021 is attached in Annex I.

Notification

12. Each year, except for the year 2016, the Ramsar Secretariat will send an e-mail to the Administrative Authorities of the Ramsar Convention in the Asia-Oceania region to invite them to submit a project proposal to the NWF, indicating the deadline for submission and specifying that the Operational Guidelines and its attachments are available from the Asia-Oceania Team within the Secretariat.

Formulation of project proposals

13. All project proposals **MUST** be submitted using the form attached to these Operational Guidelines. This "Request for Funding Form" (see Section B) contains both the detailed project proposal and Project Summary Form, which should be endorsed by the Ramsar Administrative Authority in the country.
14. It should be noted that:
 - Projects are expected to be implemented within one-year.

- Countries are unlikely to be awarded more than one project in any year. Thus, the Ramsar Administrative Authorities of the eligible Contracting Parties are encouraged to make a pre-selection of potential projects and submit to the Ramsar Secretariat only the one considered to be the top priority for advancing the implementation of the Convention in the country.

Advisory service of the Ramsar Secretariat

15. The Ramsar Secretariat offers an advisory service to those developing proposals that wish to seek guidance. In order to do this, project developers are invited to submit draft project proposals to the Secretariat before March 10 of each year, at the latest.

Submission of project proposals

16. ALL projects must be endorsed by the head of the Administrative Authority of the Ramsar Convention in the country concerned. Formal submission of projects must be made by the deadline established in Annex I.

Assessment of projects

17. The Ramsar Secretariat makes a technical and feasibility assessment of all project proposals received using the Project Proposal Assessment Form (see Section D).
18. ***Important Note.*** Prospective project developers are urged to consider the enclosed Project Proposal Assessment Form (see Section D).

Approval of projects

19. Approval of the successful project is made by a selection committee made up by two members of the Asia-Oceania Team with the Ramsar secretariat, and two members from the NEF.

Project contract and transfer of funds

20. Upon selection of a proposal, the Ramsar Secretariat prepares the contract with the recipient agency, which can be the Ramsar Administrative Authority or a different beneficiary (and in that case sends a copy to the Ramsar Administrative Authority). The contract duly signed by the recipient agency must be returned to the Ramsar Secretariat within three months; otherwise the selection will be automatically canceled.
21. This contract is governed by Swiss law.
22. Recipients receive an initial payment of 60% upon receipt by the Secretariat of the contract duly signed. The 40% balance of the funds is retained pending the submission of an acceptable Final Report (see Section F), which should include a statement of expenditure for the funds provided.
23. The Secretariat, in agreement with the Ramsar Administrative Authority of the recipient country, shall be allowed to visit, with financial support by the NEF, the project site and/or

the project implementing agency or agencies, and/or to designate one of its partners or collaborators to do so on its behalf, in order to have a first-hand appraisal of the progress made during implementation and/or to provide advice on how best to complete the project.

Progress Report and Final Report

24. Each recipient agency is required to provide a Progress Report on the implementation of NWF-funded projects nine months after receipt of the first payment and a Final Report up to six months after completion of the project. The standard forms for both the Progress and Final Reports are attached (see Sections E and F). Both Progress and Final Reports **MUST** be submitted with the endorsement of the Ramsar Administrative Authority in the country.
25. ***Important Note.*** To assist the Secretariat with its evaluation and reporting to donors, the Final Report should include copies of any materials produced under the project. Published materials should be submitted with the final report in both hard and electronic copy (for example, PDF), with suitable photographs illustrating the activities undertaken. Materials produced with NWF funding should acknowledge the origin of the funds.
26. Final reports are also requested in electronic as well as hard copy format.
27. The person responsible for executing the project is encouraged to maintain regular contact with the Senior Regional Advisor for Asia-Oceania and Assistant Advisor in the Ramsar Secretariat and the designated focal point in the Ramsar Administrative Authority. The Secretariat and the Administrative Authority should be informed as soon as possible if the project leader were to change during the course of the project. The new project leader should be given all the project details so that he/she can continue the project effectively.

VI. Reporting to NEF

28. The Ramsar Secretariat provides to NEF a Progress Report and/or Final Report received from the beneficiaries.

Annex I

Project cycle details during the year 2017-2021

(subject to confirmation each year)

Ramsar Secretariat	Time Frame	Proponent's responsibilities
A Secretariat sends out a call for applications.	By 31 January	
C Advisory service	February - March	B Drafting project concepts/proposals
		D Submission of the proposals before 1 April
E Assessment of projects	April - May	
F Selection of projects	By 30 June, Secretariat will notify project proponents about the success (or not) of their project.	
G Preparation of contract, beginning of projects & transfer of first payments	By 31 July, contracts will be sent out to the successful project proponents.	
I Comments and follow-up	Six months after receipt of the first payment	H Progress Report
K Evaluation of the completed projects	One and a half months after the completion of the project (at the latest)	J Final Report
L Transfer of last payment after approval of the report	In a period of two months after the approval of the final report	

Project cycle details during the year 2016

(subject to confirmation each year)

Ramsar Secretariat	Time Frame	Proponent's responsibilities
A Secretariat sends out a call for applications.	By 31 August	
C Advisory service	September - October	B Drafting project concepts/proposals
		D Submission of the proposals before 31 December
E Project assessment	January - February	
F Project selection	By 30 March, Secretariat will notify project proponents about the success (or not) of their project.	
G Preparation of contract, beginning of projects & transfer of first payments	By 30 April, contracts will be sent out to the successful project proponents.	
I Comments and follow-up	Six months after receipt of the first payment	H Progress Report
K Evaluation of the completed project	One and a half months after the completion of the project (at the latest)	J Final Report
L Transfer of last payment after approval of the report	In a period of two months after the approval of the final report	

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)

Rue Mauverney 28, CH-1196 Gland, Switzerland

Tel. +41-22-999-0170, Fax +41-22-999-0169

E-mail: asia.oceania@ramsar.org

Web site: www.ramsar.org

Nagao Wetland Fund (NWF)

Section B “Request for Funding” Form

Note. Please complete and enclose both Section B.1 “Project Summary and Endorsement Form” and Section B.2 “Detailed Project Proposal”, following the section structure and guidance provided below on what to include in each section of the proposal. Thank you.

Section B.1 Project Summary and Endorsement Form

Please fill in sections a, b, c, f, g, h and i, and either section d or section e.

- a. Country requesting support:
- b. Title of project proposal:
- c. Category of assistance requested (please consult the Operational Guidelines and indicate one option only):

Contracting Parties:

- Implementation of the Ramsar Strategic Plan 2016-2024. Please indicate relevant Goals and Targets (s):

Please fill in **either** section **d** or section **e** below:

- d. If the financial support sought from the NWF is requested to carry out part of a larger project, please indicate:
 - Title of the main project:
 - Duration of the main project:
 - Total cost of the main project:
 - Amount requested from the NWF:
 - Have the main project and the other funds been approved: Yes No

- If yes, please indicate the sources of these funds, showing whether the source is in-country or external:
- e. If the proposed project is a stand-alone activity, please indicate:
- Duration of the activities to be covered by NWF grant:
 - Amount requested from the Ramsar NWF:
 - Other financial contributions (including in-kind) – indicate whether these are from in-country or external sources:
- f. Name, address (including phone/fax numbers and e-mail address) and website of the recipient agency, i.e. the institution responsible for the project, specifying the name and contact details of the person responsible for preparing and executing the project.
- g. Summary (maximum 500 words)
Describe background, justification, objectives and intended follow-up. Indicate if the project will be carried out in a Ramsar site(s) or how it otherwise contributes to the implementation of the Ramsar Strategic Plan 2016-2024 and the fulfillment of its objectives:
- h. **Endorsement of this project application by the Ramsar Administrative Authority:**
Please confirm the importance of this proposed project in relation to your national Ramsar Convention implementation priorities. **Please tick (✓) only one of the following statements:**

1. The project's outcomes will deliver significantly increased implementation capacity for a high national priority. OR	<input type="checkbox"/>
2. The project's outcomes will deliver increased implementation capacity for a lower national priority. OR	<input type="checkbox"/>
3. The project's outcomes will not directly lead to increased implementation capacity.	<input type="checkbox"/>

Institution/Agency:

Name/Title:

Date:

Signature:

Please return this form along with the Detailed Project Proposal to:
Nagao Wetland Fund (NWF), Ramsar Convention Secretariat,
 28 Rue Mauverney, CH-1196 Gland, Switzerland. Fax: +41 22 999 0169, E-mail: asia.oceania@ramsar.org

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)

Rue Mauverney 28, CH-1196 Gland, Switzerland

Tel. +41-22-999-0170, Fax +41-22-999-0169

E-mail: asia.oceania@ramsar.org

Web site: www.ramsar.org

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 use a maximum of **five (5) pages** (A4 size paper) to provide detailed information on your proposal, following the headings and instructions given below. Please do not use margins of less than 1.5 cm, and do not use letters smaller than 10-point font size.

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.

C. Objective(s)

General Objective(s):

Please study the Ramsar Convention Strategic Plan 2016-2024 available [here](#) 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”.

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.

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
<i>Example: Unsustainable use of the Ramsar Site due to overfishing</i>	<i>1. to develop the sustainable management and governance of the Ramsar Site</i>	<i>1. Management plan</i>	<i>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</i>

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 Ramsar Administrative Authority, 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.

Outputs & Key Activities	Month											
	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) 18,000 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)	NWF (local currency)	Implementing organization and other sources of funding (local currency)	Total (local currency)	Total (US dollars)
1. SALARIES / WAGES / CONSULTANCY COSTS				
1.1 Supervisory Staff <i>No. of persons & duration of employment on this project:</i>				
1.2 Consultants / Experts <i>No. of persons & duration of employment on this project:</i>				
1.3 Field Staff / Equipment operators <i>No. of persons & duration of employment on this project:</i>				
1.4 Office Staff <i>No. of persons & duration of employment on this project:</i>				
1.5 Daily workers <i>No. of persons & duration of employment on this project:</i>				
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)				
<i>Dates of workshop(s)/ course(s):</i>				
<i>No. of persons attending:</i>				
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.

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)

Rue Mauverney 28, CH-1196 Gland, Switzerland

Tel. +41-22-999-0170, Fax +41-22-999-0169

E-mail: asia.oceania@ramsar.org

Web site: www.ramsar.org

Nagao Wetland Fund (NWF)

Section C Project Contract Form

CONTRACT XXX concerning the project proposal: ----

The Secretariat of the Ramsar Convention on Wetlands, hosted by IUCN, International Union for Conservation of Nature and Natural Resources (“IUCN”), Rue Mauverney 28, 1196 Gland, Switzerland (hereinafter referred to as “the Secretariat”).

and

Grant Recipient (hereinafter referred to as “XXX”).

The Nagao Wetland Fund has approved a grant of **USD 18,000.00** in support of the project and budget referred to above.

The following terms and conditions apply to the use of the Nagao Wetland Fund:

1. 60% of the approved grant (**USD 10,800.00**) will be transferred after receipt by the Ramsar Secretariat of the countersigned copy of this letter. The remaining 40% (**USD 7,200.00**) will be transferred only after receipt and satisfactory review of the final report of the project. To facilitate transfer of the payment, please indicate on the countersigned copy of this contract the full name and details of the organization to which payment will be sent (including its address, telephone/telefax, e-mail). Please provide the number of the bank account where the funds can be deposited.
2. Under the Ramsar Secretariat’s *Operational Guidelines for the Nagao Wetland Fund (NWF), 2016-2021*, NWF funds and interest earned thereon may be expended only for the purposes stated in the present letter, and it is understood that these grant funds will be used for such purposes in accordance with the approved budget. Any interest earned on the grant shall be added to the budget total and accounted for.
3. All the conditions described in the *Operational Guidelines for the Nagao Wetland Fund 2016-2021* apply to this contract. Under the terms of this grant, no additional administration costs may be deducted for this project.
4. Any substantial variations in project implementation as set out in the approved project proposal and budget, including changes to the timing of expenditures or changes in

activities or use of the budget affecting more than 10% of any budget line, should be submitted in writing to the Ramsar Secretariat for prior approval.

5. Whilst this project may form part of a larger project with funding from other sources, the specific work to be undertaken as annexed to this contract should not have duplicate funding from other sources. Should this project have such duplicate funding, the project proponents are required to declare this to the Ramsar Secretariat and to return to the Ramsar Secretariat the portion or all funds provided under this grant which have also received funding from other sources.
6. NWF funds may not be used by the implementing organization or any other body to carry out any activities that may adversely affect the ecological character of the wetland(s) involved, or otherwise contravene any of the applicable articles of the Ramsar Convention.
7. Attention is drawn to the fact that the project may be cancelled if the work is not completed and a satisfactory Final Report received in line with the schedule approved in this contract.
8. A **progress report** signed by an appropriate officer of the implementing organization is to be submitted to the Ramsar Secretariat at the latest nine months after receipt of the first payment, and a **final report** is to be presented no later than six months after completion of the project. Details of the format to be used for both of those reports are found in the Operational Guidelines.
9. These reports should contain a detailed financial statement which reflects expenditures of the grant funds, according to the categories of the approved budget, as of the end of the period covered by the report. The final report should also be accompanied, if appropriate, by photographs or similar materials illustrating the key activities undertaken.
10. Any funds unused by the end of the project period shall be identified in the financial statement accompanying the final report. The Ramsar Secretariat will decide on how best to use those funds.
11. The Ramsar Secretariat, in agreement with the Ramsar Administrative Authority, shall be allowed to visit, with financial support by NEF, the project site and/or the project implementing agency or agencies, and/or to designate one of its partner organizations or collaborators to do so on its behalf, in order to have a first-hand appraisal of the progress made during implementation and/or the results obtained after completion of the project. It is agreed that said staff will be given full cooperation during their visit, allowing them free access to sites and premises, as well as to any documents relevant to the project.
12. The Ramsar Secretariat will include information on this grant in its periodic reports and may also refer to the grant in a press release.
13. Three copies of any publications produced or disseminated wholly or in part with these funds, and three copies of any reports that are part of the final output of the project, should be furnished to the Ramsar Secretariat. Such publications and reports should include an appropriate acknowledgement of the support from the NWF.

14. The recipient of the NWF grant acknowledges its willingness to mark with the name and logo of the Ramsar Convention and the NEF all equipment and all products obtained through the support of the NWF.
15. The Ramsar Secretariat and the Administrative Authority reserve the right to use the publications and materials generated through this financing in the way they consider proper to strengthen the implementation of the Ramsar Convention and to advance the interests of conservation of wetlands and other natural resources at the local, national and international levels, provided that any such use shall clearly acknowledge the Ramsar Convention on Wetlands' funding and role in carrying out this project. The copyright of all products and materials produced wholly or in part under this grant belongs to the Ramsar Secretariat. However, XXX shall be free to use the products and materials for non-commercial purposes, to benefit the conservation of wetlands, without seeking the consent of the Ramsar Secretariat. XXX shall require the prior written approval of the Ramsar Secretariat before any modification or commercial use. Electronic versions of all such products and materials must be supplied to the Ramsar Secretariat.
16. The Grant Recipient shall comply with the terms of IUCN's Code of Conduct and Professional Ethics for the Ramsar Secretariat, available at https://cmsdata.iucn.org/downloads/code_of_conduct_and_professional_ethics.pdf, which by signing of this Agreement, the Grant recipient confirms it has reviewed and accepted.
17. The Grant Recipient shall comply with the standards of conduct set forth in IUCN's Anti-fraud Policy available at http://cmsdata.iucn.org/downloads/anti_fraud_policy.pdf, which by signing of this Agreement, the Grant recipient confirmed it has reviewed and accepted.
18. The Grant Recipient shall process any personal data exchanged in the implementation of this Agreement in compliance with the principles of Regulation (EU) 2016/679 of the European Parliament on the matter of Personal Data Protection. Personal Data is any information relating to an identified or identifiable individual.
19. This contract is governed by Swiss law.

If you agree to the terms and conditions, and timing, set out above, kindly confirm your agreement with the contents of this contract by counter-signing and initialling each page of one copy of this contract and of the attached project and budget document and returning them to the Ramsar Secretariat by post or preferably through a courier company. You should countersign and retain one copy of this contract and project document.

On behalf of the Ramsar Convention on Wetlands, let me extend every good wish for the success of this endeavour.

Yours sincerely,

Martha Rojas Urrego
Secretary General

ACCEPTED AND AGREED:

Name of the recipient agency/organization:

Represented by:

Title:

Date: _____

Attachments: NWF Operational Guidelines, Sections E & F.

The full Operational Guidelines are available from the Asia-Oceania Team at the Ramsar Secretariat (email: asia.oceania@ramsar.org)

PAYMENT SHOULD BE DIRECTED TO:

Name of Agency/Organization:

Name and title of Officer responsible for the NWF grant:

Address:

Telephone: _____ Fax: _____ Email: _____

Complete name of bank and/or branch:

Address of bank and/or branch: _____

Bank account in name of: _____

Bank account number: _____

SWIFTCODE: _____

IBAN: _____

Seal and signature of the recipient agency/organization:

Signature

Seal

Date

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)

Rue Mauverney 28, CH-1196 Gland, Switzerland

Tel. +41-22-999-0170, Fax +41-22-999-0169

E-mail: asia.oceania@ramsar.org

Web site: www.ramsar.org

Nagao Wetland Fund (NWF)

Section D Project Proposal Assessment Form *[for Ramsar Secretariat use]*

SUMMARY

Country:		
Project code:	NWF/year/country initials/consecutive number of multiple projects submitted by the country NWF/year/ /	
Project Title:		
Has the project been submitted previously?	<input type="radio"/> Yes	<input type="radio"/> No
If YES, how was it assessed? Feasible or feasible with minor improvements:	<input type="radio"/> Yes	<input type="radio"/> No
	Score:	
If part of a larger project, what is the total cost of the overall project:		USD
Amount requested from NWF:		USD
Additional counterpart financial contribution from proposer:		USD
In-kind support being provided from proposer:		USD
Additional financial contribution(s) from other in-country sources:		USD
Additional financial contribution(s) from other sources external to the country:		USD
In-kind support being provided from other sources:		USD
	Total Project Budget	USD
⇒ Project was assessed as feasible	<input type="radio"/> Yes	<input type="radio"/> No
OR feasible subject to minor improvements (Stage I)	<input type="radio"/> Yes	<input type="radio"/> No

Primary reasons for the score given:

Assessment Procedure

The assessment procedure considers the feasibility of the project by reviewing the objectives, proposed activities and outputs, budgetary information and the capacity of the proposer to complete the project. If it is the overall conclusion of the Secretariat that the project does not meet expectations of the review, it will not be further considered.

Review of objectives, methodology, budgetary and capacity information

In the following review, the questions are intended to help the reviewer to determine if the project has appropriate objectives, proposes to apply suitable methods and activities, has a clearly prepared and appropriate budget, the proposer has the necessary capacity to carry out the project, and the project is therefore feasible. The reviewer should indicate Yes or No in response to each question in sections A, B, C, and D, and then in Section E indicate an overall assessment about the feasibility of the project based on the assessments in the foregoing sections. If there are more than two “No” responses given in a section (A-D), this section will be assessed as “No”. In Section E, if there are at least two “No”, then serious consideration needs to be given to rating the project as unsuitable.

A. Objectives and outputs: are the objectives and beneficiaries well defined?	
1. Is the background of the project satisfactory?	Yes / No
2. Are the justification and beneficiaries of the project clearly explained?	Yes / No
3. Is (are) the problem(s) to be addressed identified?	Yes / No
4. Are the general objectives clearly related to Operational Objectives of the Ramsar Strategic Plan?	Yes / No
5. Are the specific objectives clearly defined?	Yes / No
6. Is there an output indicated for each objective?	Yes / No
7. Are the outputs suitable to achieve the objectives?	Yes / No
Assessment – the beneficiaries, objectives and outputs are well defined	<input type="radio"/> Yes <input type="radio"/> No
B. Activities: are the activities for achieving the objectives well defined and appropriate?	
1. Are the activities described adequately?	Yes / No
2. Are the methods for undertaking each activity described clearly?	Yes / No
3. Are the activities proposed appropriate to attain the indicated output?	Yes / No
4. Are the different stakeholders described adequately?	Yes / No
5. Does the project include monitoring and evaluation procedures to ensure that the objectives are met?	Yes / No
6. Is the work plan described adequately?	Yes / No
7. Is the work plan appropriate to attain the indicated outputs?	Yes / No
Assessment – the methods proposed for achieving the objectives are suitable	<input type="radio"/> Yes <input type="radio"/> No
C. Suitability of the budget and adequacy of information on budgeting	
1. Is there a budget with itemized lists of costs?	Yes / No
2. Does the budget provide justification for each budget item?	Yes / No
3. Is the proposed budget appropriate for the activities envisaged?	Yes / No

4. Where applicable, does the budget distinguish between amounts to be covered by the NWF grant and amounts with confirmed (or proposed) financing by other sources (either cash or in-kind contributions)?	Yes / No
Assessment – the budget information is adequate and the proposed budget appropriate	<input type="radio"/> Yes <input type="radio"/> No

D. Capacities needed to see the project completed:	
1. Is a project management structure defined, so that it is clear who is responsible for the various aspects of the proposal?	Yes / No
2. Does the proposed executor of the project have the institutional and technical capacity to carry out the project?	Yes / No
3. Given the current political and administrative environment in the country, is the assessor confident of the project being completed?	Yes / No
Assessment – the capacity information indicates that the project should be able to proceed	<input type="radio"/> Yes <input type="radio"/> No

E Overall assessment - Project feasibility:	
On balance does the project meet the expected standards under Sections:	
A (Objectives),	Yes / No
B (Activities and methods),	Yes / No
C (Budget),	Yes / No
D (Capacity)	Yes / No
Based on the above ratings this project is:	
feasible	<input type="radio"/>
feasible subject to minor improvements	<input type="radio"/>
not feasible	<input type="radio"/>

If the overall assessment indicates that the project is not feasible, then it will not be further considered.

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)

Rue Mauverney 28, CH-1196 Gland, Switzerland

Tel. +41-22-999-0170, Fax +41-22-999-0169

E-mail: asia.oceania@ramsar.org -

Web site: www.ramsar.org

Nagao Wetland Fund (NWF)

Section E

Standard format for the preparation of progress reports

(to be filled in by the implementing agency/organization and endorsed by the Ramsar Administrative Authority)

Country:

Title of the Project:

Project code:

Year of approval:

Total funds allocated:

Funds received to date:

Name and position of the author of this report:

Date progress report due:

Date progress report provided:

1. Abstract

Please report on what has been accomplished so far (approx. 200 words).

2. Progress with meeting projects objectives

According to the logical framework of the project (please refer to the project proposal) and for *each objective and activity* of the project, using the table below, please describe briefly the status of the progress, in terms of:

A) Task completed or B) Task partially completed or C) No progress as yet

Objective	Activity	Current status	Success rating (do you think you will reach the objective for the planned date of the project completion?) Green, orange or red
<i>Example: 1. to develop the sustainable</i>	<i>1.1 working group with all the stakeholders (3 meetings)</i>	<i>Partially completed: 1 meeting took place</i>	Green

<i>management of the Ramsar site</i>			
Objective 1	Activity 1.1		
	Activity 1.2		
Objective 2	Activity 2.1		

Please also provide a summary of action(s) taken for *each objective*.

3. Overall progress

Overall, has the project made appropriate progress towards meeting the objectives within the time frame initially agreed upon? Yes No

If No, please indicate the reasons for any delays or proposed changes in project objectives.

.....

.....

.....

.....

.....

.....

.....

4. Budgetary details

- Please indicate what amount of the funds received from the NWF for this project has been spent so far (in US dollars).

- For each budget line, based on the final budget table from the project proposal, specify which amount of money has been used.

Description of budget item (include unit costs where appropriate)	Budget		Expenditures			
	Ramsar SGF (local currency)	Other sources (local currency)	NWF (local currency)	Other sources (local currency)	Total (local currency)	Total (Swiss francs)
1. SALARIES / WAGES / CONSULTANCY COSTS						
1.1 Supervisory Staff <i>No. of persons & duration of employment on this project:</i>						
1.2 Consultants / Experts <i>No. of persons & duration of employment on this project:</i>						
SUB-TOTAL:						
...						
TOTAL:						

- Have the funds been spent in accordance with the project specifications and budget?

Yes No

- If No, please advice of where variations have occurred and the cost of these variations and provide a justification for this variation.

.....

.....

.....

.....

.....

.....

- Indicate any expected future additional variation that you think could occur with the budget.

5. Future issues

Highlight the three most significant issues/challenges to successfully completing the project and explain how they will be addressed.

6. Final report

When can the project's final report be expected?

7. Project Officer (person responsible for executing the project)

Name: _____ Signature: _____
Institution: _____ Date: _____
Address: _____

8. Approved by the Ramsar Administrative Authority

Name: _____ Signature: _____
Administrative Authority: _____ Date: _____
Address: _____

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)

Rue Mauverney 28, CH-1196 Gland, Switzerland

Tel. +41-22-999-0170, Fax +41-22-999-0169

E-mail: asia.oceania@ramsar.org -

Web site: www.ramsar.org

Nagao Wetland Fund (NWF)

Section F

Standard format for the preparation of Final Reports

(to be filled in by the implementing agency/organization and endorsed by the Ramsar Administrative Authority)

Country:

Title of the Project:

Project code:

Year of approval:

Name and position of the author of this report:

Date project was completed:

Date final report provided:

Have you provided the Final Report in electronic as well as hard copy format?

Have you enclosed:

- a) some suitable photographs or colour slides (with the necessary description) illustrating the project? Yes No
- b) the copies of the materials produced with NWF funding (if applicable)? Yes No

1. Abstract

Please report on what has been accomplished by the completed project (approx. 300 words).

2. Achievements against each project objective

For *each objective* of the project, as stated in the project proposal, please indicate the *output(s)* in terms of:

A) Task completed or B) Task only partially completed or C) Task not attempted

Objective	Output	Activity	Current status
<i>Example: 1. to develop the sustainable management of the Ramsar site</i>	<i>1. A management plan</i>	<i>1.1 working group with all the stakeholders (3 meetings)</i>	<i>Partially completed: 2 meetings took place</i>

		1. 2 Preparing the draft management plan	Completed: the draft management plan is ready
Objective 1	Output 1	Activity 1.1	
		Activity 1.2	
Objective 2	Output 2	Activity 2.1	

Please provide a summary of action(s) taken for each *output*. Where tasks were only partially completed or not attempted please provide the reasons for not fulfilling this expectation.

3. Overall project outcomes

Overall, has the project achieved what it set out to do? Yes No

If No, please indicate the reasons for failing to meet the overall objective.

.....

.....

.....

.....

.....

.....

.....

.....

4. Budgetary details

- Please submit a *detailed expenditure and income account* referring to the original project budget.

Indicate expenditure and income in the currency(s) in which they have actually occurred, and as necessary provide the exchange rate into US dollars to be applied. Please fill in the table below which presents all the expenditures following the categories of the original budget, as well as a summary table with the totals of all the categories.

Description of budget item (include unit costs where appropriate)	Budget		Expenditures			
	Ramsar SGF (local currency)	Other sources (local currency)	NWF(local currency)	Other sources (local currency)	Total (Local currency)	Total (Swiss francs)
1. SALARIES / WAGES / CONSULTANCY COSTS						
1.1 Supervisory Staff <i>No. of persons & duration of employment on this project:</i>						
1.2 Consultants / Experts <i>No. of persons & duration of employment on this project:</i>						
SUB-TOTAL:						
TOTAL:						

- Were all funds allocated to the project from the NWF spent in accordance with the project specifications and budget? Yes No

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)

Rue Mauverney 28, CH-1196 Gland, Switzerland

Tel. +41-22-999-0170, Fax +41-22-999-0169,

E-mail: asia.oceania@ramsar.org,

Web site: www.ramsar.org

Nagao Wetland Fund (NWF)

Section G

Standard format for evaluating completed projects

*(to be completed by the Senior Regional Advisor/Regional Assistant for Asia-Oceania,
Ramsar Secretariat)*

Country:

Title of the Project:

Project Code:

Year of approval:

Total funds allocated:

Project officer (person responsible for implementing the project):

Position, Institution:

Date progress report received:

Date final report received:

1. Reporting requirements

- 1.1. Was the report submitted with the endorsement of the Ramsar Administrative Authority?
Yes / No
- 1.2. Was a satisfactory abstract provided? Yes / No
- 1.3. Were photos illustrating the project received? Yes / No
- 1.4. Was the overall presentation of the report satisfactory? Yes / No
- 1.5. Was an electronic copy of the report provided? Yes / No

2. Consultations between the Secretariat, the Project Officer and the Administrative Authority

During the project what level of contact was maintained between the Ramsar Secretariat, the person responsible for implementing the project, and the focal point in the Ramsar Administrative Authority?

Was it:

- regular occasional only when reports were due

3. Achievement against each project objective

For **each objective** of the project (as stated in the project proposal) were the goals achieved? Fully, Partially, Not at all

Objective 1:

Objective 2:

Objective 3:

Objective 4:

Objective 5:

Objective 6:

4. Overall project outcomes

Overall, has the project achieved what it set out to do? Yes / No

If No, are the reasons given for failing to meet the objectives acceptable, and why?

.....
.....
.....
.....
.....
.....

If the reasons given for failing to meet the objectives are not acceptable, describe what further action is recommended:

.....
.....
.....
.....
.....
.....

5. Financial accountability

5.1 Was an acceptable (accurate and clear) expense account (in USD) detailing all expenditures provided? Yes / No

5.2 Were all funds allocated to the project from the NWF spent in accordance with the project specifications and budget? Yes / No

If no, were the variations which occurred acceptable and justifiable? Yes / No

If all funds were not spent how will they used?

6. Ramsar Secretariat Project Officer

Name:

Signature:

Date: