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: ramsar@ramsar.org Web: www.ramsar.org/

**Ramsar Small Grants Fund for
Wetland Conservation and Wise Use (SGF)**

Operational Guidelines for the Triennium
2009-2012

as amended by Standing Committee Decisions SC29-13, SC30-13 and SC34-18.

Contents

**OECD DAC List of Overseas Development Aid Recipients
See http://www.ramsar.org/pdf/sgf/sgf_oecd_dac_2008_e.pdf.**

[page intentionally blank[

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: ramsar@ramsar.org Web: www.ramsar.org/

**Ramsar Small Grants Fund for
Wetland Conservation and Wise Use (SGF)**

Section A
Guidelines for the Operation of the Small Grants Fund

Contents

I.   Introduction

1. The Small Grants Fund was established by the Conference of the Contracting Parties to the Ramsar Convention at its 4th meeting (COP4, 1990), with the name "Wetland Conservation Fund", as a mechanism to assist developing countries in implementing the Convention and to enable the conservation and wise use of wetland resources. At its 6th meeting in 1996 the Ramsar COP, through Resolution VI.6, adopted the current name of the Fund and decided that countries with economies in transition should also be eligible for funding.

2. As its name indicates, the SGF 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 SGF offers a maximum of 40,000 Swiss Francs per project and is intended to play a catalytic role. The SGF has an important niche as a funding programme that can allow countries to address relatively small-scale projects or use SGF funds to make the necessary preparations for seeking funding from other sources for larger scale activities.

II.   Eligibility to apply

3. According to the criteria established by Resolution VI.6 for SGF eligibility, all countries and overseas territories on the List of Aid Recipients established by the Development Assistance Committee (DAC) for the Organisation of Economic Cooperation and Development (OECD), effective from 2008 for reporting on 2008, 2009 and 2010 (see http://www.ramsar.org/pdf/sgf/sgf_oecd_dac_2008_e.pdf) shall be eligible for receiving assistance from the SGF. In practical terms this means that all developing countries and those overseas territories included in the OECD DAC List have access to the Fund. Countries that are not signatories to the Convention are also able to apply to the Fund, but only for so-called 'preparatory assistance' to allow them to progress toward adhesion to the

Convention, and not for the other types of assistance (see Section III below for further details).

4.   ***Important Notes***

    a)   The 7th Meeting of the COP (San José, Costa Rica, May 1999), in Resolution VII.5, decided that in future years the Standing Committee should make funding for new projects conditional upon satisfactory compliance with reporting requirements for previous grants to the same country under the Fund.

    b)   The 30th meeting of the Convention's Standing Committee (January 2004) authorised the Ramsar Secretariat, in consultation with the Standing Committee Chair and the Chair of its Subgroup on Finance, to cancel any project that has not complied satisfactorily with its reporting requirements within three years of the date of the signing of the project contract.

    c)   All project proposals must be endorsed and submitted by the Ramsar Administrative Authority in each eligible Contracting Party. No proposal can be considered that has not been countersigned by the Authority.

III.   Types of assistance available under the SGF

5.   The SGF is open to eligible Contracting Parties and those overseas territories included in the DAC List for:

    a)   activities that clearly contribute to the implementation of the Convention's Strategic Plan 2009-2015. Preference will be given to projects that are aimed at implementing particular priority aspects of the planning done by the Contracting Party, on the basis of the Strategic Plan, for the implementation of the Convention in the triennium 2009-2012; and

    b)   emergency assistance related to maintaining the ecological character of designated Ramsar sites;

and to eligible non-Contracting Parties for:

    c)   'preparatory assistance', to allow non-Contracting Parties to progress toward adhesion to the Convention.

Implementation of the Strategic Plan 2009-2015 during the triennium 2009-2012

6.   The Strategic Plan 2009-2015, adopted by Ramsar COP10 (November 2008) is available in the Ramsar Web site at http://www.ramsar.org/pdf/key_strat_plan_2009_e.pdf or in hard copy upon request.

7.   A Contracting Party, when considering submitting a project to the SGF for funding, should consider how the project fits in with its national planning for the implementation of the Convention, and in particular which action(s) in the Strategic Plan 2009-2012 and

Key Result Areas for implementation of the Strategic Plan the project will address, and indicate this in its project proposal.

8. The maximum amount to be requested from the SGF for each project should not exceed Swiss Francs 40,000. 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**.

Emergency assistance

9. Eligible Contracting Parties (see II above) may request emergency assistance for work in connection with wetland sites included in the List of Wetlands of International Importance which have suffered damage or are in imminent danger of damage as the result of technological developments, pollution, other human interference or natural phenomena such as hurricanes or drought. Such assistance may be made available to draw up an emergency plan to safeguard the site or to take urgently needed actions.

10. The maximum amount to be requested from the SGF for each emergency assistance project should not exceed CHF 40,000. Emergency assistance can be sought at any time and the decision on such allocations is made jointly by the Chairperson of the Convention's Standing Committee, the Chairperson of the Standing Committee's Subgroup on Finance, and the Secretary General of the Convention, following the advice of the appropriate Regional Representatives on the Standing Committee.

Preparatory assistance

11. Eligible countries (see II above) that are not yet Contracting Parties to the Convention, but have clearly signaled their intention to accede, may apply for a grant from the SGF to support activities necessary for completing their accession including *inter alia* preparatory workshops, and the identification, boundary delineation, and mapping of the first site to be included in the List of Wetlands of International Importance, as required for accession to the Convention. The maximum amount for each preparatory assistance project is fixed at CHF 25,000. It should be noted that if resources in the SGF are scarce, such assistance will receive a lower priority than assistance to Contracting Parties.

IV. Funds available for annual allocation

12. The SGF is administered by the Ramsar Secretariat under the supervision of the Standing Committee, pursuant to the Terms of Reference for the Financial Administration of the Convention.

13. The Fund is financed from voluntary contributions and any additional revenues received by the Ramsar Secretariat, and so the year-to-year allocations cannot be guaranteed. Each year, the Ramsar Secretariat undertakes an active fundraising campaign with the support of the Contracting Parties, in particular the Regional Representatives in the Standing Committee and the International Organization Partners of the Convention.

14. The Ramsar COP has established a target for SGF funding of one million US dollars per year, but unfortunately this target has not yet been reached for any year.

15.   COP10 adopted Resolution X.7 in which the Parties instructed the Secretariat to develop a portfolio approach to help raising additional resources. The portfolio groups all project proposals evaluated and approved for SGF funding but not yet funded because of a lack of money. Each year an attractive portfolio is created, sent to possible donors, and posted on the web.

V.   SGF project cycle

16.   The project cycle during the triennium 2009-2012 is attached in Annex I.

Notification

17.   Each year the Ramsar Secretariat will send an e-mail to the Administrative Authorities of the Ramsar Convention and to the general public through the Ramsar Forum and Web site to invite them to submit a project proposal to the SGF, indicating the deadline for submission and specifying that the Operational Guidelines and its attachments are also available in the Convention's Web site at any time.

Formulation of project proposals

18.   All project proposals MUST be submitted using the form attached to these Operational Guidelines. This "Request for Funding Form" contains both the detailed project proposal and Project Summary Form, which should be endorsed by the Ramsar Administrative Authority in the country.

19.   It should be noted that:

- Projects should, in general, be implemented within a one-year period.
- Countries are unlikely to gain support for more than one project in any year because of the lack of sufficient funds available to the SGF. Thus, countries 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

20.   The Ramsar Secretariat offers an advisory service to those preparing a project submission who wish to seek guidance on how to prepare it. In order to do this, a draft of the project proposal should be sent to the appropriate Senior Region Advisor in the Secretariat at least two months before the deadline for submission of projects. Those responsible for preparing the submission are advised to consult the document entitled *Identifying, Preparing and Drafting a Project Proposal*, available in the Ramsar Web site at http://www.ramsar.org/cda/en/ramsar-activities-grants-rsgf-advice-on-developing/main/ramsar/1-63-68-159%5E23256_4000_0__ or in hard copy upon request.

Submission of project proposals

21.   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.

22.   ***Exception:*** Emergency assistance projects may be submitted at any time of the year. Once the Ramsar Secretariat has undertaken a technical and feasibility analysis of the proposal, the Secretary General shall seek the advice of the appropriate Regional Representatives on the Standing Committee, and, following this, the Secretary General, the Chairperson of the Subgroup on Finance, and the Chairperson of the Standing Committee will take a decision, usually within a maximum of three months of having received the request.

Assessment of projects

23.   The Ramsar Secretariat makes a technical and feasibility assessment of all project proposals received using the Project Proposal Assessment Form (see Section D). During this process, the Secretariat may invite views, as appropriate, from members of the Convention's Scientific and Technical Review Panel (STRP) and may seek the advice of the Regional Representatives in the Standing Committee. If required, the Secretariat may also seek the technical advice of the Convention's International Organization Partners (BirdLife International, IWMI-The International Water Management Institute, IUCN-the International Union for the Conservation of Nature, Wetlands International, and WWF International).

24.   ***Important note.*** Prospective project developers are urged to consider the enclosed Project Proposal Assessment Form (Section D) and, in particular, the so-called Stage II assessment designed to determine the relative priority of projects. Reference to that form will show that the project assessment process is biased in favour of the following types of projects:

    i)   those projects which are of high technical quality, as judged by the presentation of their Objectives, Activities and Methods, Budget, and Capacity to Implement the Project;
    ii)   those projects which directly address a high national implementation priority;
    iii)   those projects from the least developed countries among the OECD DAC list;
    iv)   those projects from countries which have received no, or few, previous allocations from the SGF;
    v)   those projects involving the Ramsar Administrative Authority working in partnership with other Ministries;
    vi)   those projects where the SGF funds are being effectively multiplied several fold through other funds or in-kind contributions to the project;
    vii)   those projects which are of importance at the regional level; these are given a higher priority than those involving more than one country, which in turn are considered more important than simply national and then local projects.

Approval of projects

25.   The Ramsar Secretariat submits its recommendations for funding in October by e-mail to the Standing Committee for final decision.

26. ***Important Note.*** Ramsar COP7 (San Jose, Costa Rica, May 1999), in Resolution VII.5, decided that the Standing Committee should make funding for new projects conditional upon satisfactory compliance with reporting requirements for previous grants to the same country under the Fund.

Project contract and transfer of funds

27. 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 and the funds assigned to another project.

28. This contract is governed by Swiss law.

29. 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.

30. The Secretariat, in agreement with the Administrative Authority of the recipient country, shall be allowed to visit 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. The budget of the project proposal should include a budget line for this visit (i.e., for travel and subsistence).

Progress Report and Final Report

31. Each recipient agency is required to provide a Progress Report on the implementation of SGF-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 (Sections E and F). Both Progress and Final Reports MUST be submitted with the endorsement of the Ramsar Administrative Authority in the country.

32. ***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 SGF funding should acknowledge the origin of the funds.

33. Final reports are also requested in electronic as well as hard copy format.

34. In accordance with Ramsar COP7 Resolution VII.2, the Administrative Authorities of recipient countries are urged to consider involving their designated National Focal Points for the Convention's Scientific and Technical Review Panel (STRP) in SGF project monitoring and evaluation.

35.   The person responsible for executing the project is encouraged to maintain regular contact with the appropriate Senior Regional Advisor 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 details of the project so that he/she can continue the project effectively.

Follow-up by the Ramsar Secretariat

36.   The Ramsar Secretariat reviews Progress and Final Reports, the latter with the use of the adopted Project Evaluation Form attached (Section G). During implementation, and after projects are completed, Secretariat staff follow up and monitor SGF projects. Where possible, when traveling to countries that have received SGF funding, they visit project sites and meet with those responsible for project implementation.

VI.	Reporting to donors

37.   In order to report to the donors and for general promotion of the SGF, the Ramsar Secretariat prepares for each year an Allocation Report, which is also available through the Convention's Web site.

38.   In addition, the Ramsar Secretariat provides donors with summary reports of project results prepared on the basis of the Final Reports received from the beneficiaries.

Annex I

Project cycle during the triennium 2009-2012
(subject to confirmation each year)

Invitation to submit projects: By 31 January the Administrative Authority of eligible Contracting Parties will be invited to submit a project proposal on the basis of the Operational Guidelines 2009-2012.

Deadline for submission of the project: 30 June

Advisory service: Contracting Parties requiring the advice of the Secretariat on the preparation of the project proposal should submit a draft no later than 30 April.

Project assessment by the Ramsar Secretariat : July/August

Additional fundraising effort by the Ramsar Secretariat : August

Submission of recommendations for funding to the Standing Committee: September

Standing Committee decision on funding: by electronic circulation and consultation, October

Contracts to Contracting Parties for projects that have been funded: by 30 December

Transfer of funds: as soon as the signed contract is returned to the Ramsar Secretariat

**Ramsar Small Grants Fund for
Wetland Conservation and Wise Use (SGF)**

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.

Please return both the Project Summary and Endorsement Form and the Detailed Project Proposal to:
Small Grants Fund (SGF), **Ramsar Convention Secretariat**,
28 Rue Mauverney, CH-1196 Gland, Switzerland. Fax: +41 22 999 0169, E-mail: ramsar@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: ramsar@ramsar.org Web: www.ramsar.org/

**Ramsar Small Grants Fund for
Wetland Conservation and Wise Use (SGF)**

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 2009-2015. Please indicate relevant Operational Objective(s):
or

❑ Emergency assistance

or

Non-Contracting Parties:

❑ Preparatory assistance

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

d.   If the financial support sought from the Small Grants Fund 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 Ramsar Small Grants Fund:

- 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 SGF grant:

- Amount requested from the Ramsar Small Grants Fund:

- Other financial contributions (including in-kind) – indicate whether these are from in-country or external sources:

f.   Name and address (including phone/fax numbers and e-mail address) 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 2009-2015 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	❑
2. The project's outcomes will deliver increased implementation capacity for a lower national priority. OR	❑
3. The project's outcomes will not directly lead to increased implementation capacity.	❑

Institution/Agency:

Name/Title:

Date: Signature:

Please return this form along with the Detailed Project Proposal to: **Small Grants Fund (SGF)**, **Ramsar Convention Secretariat**, 28 Rue Mauverney, CH-1196 Gland, Switzerland. Fax: +41 22 999 0169, E-mail: ramsar@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: ramsar@ramsar.org Web: 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 type (or print clearly), do not use margins of less than 1.5 cm, and do not use letters smaller than 10-point font size.

iii)   You are encouraged to consult the document entitled *Identifying, Preparing and Drafting a Project Proposal* available at http://www.ramsar.org/cda/en/ramsar-activities-grants-rsgf-advice-on-developing/main/ramsar/1-63-68-159%5E23256_4000_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, 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 SGF support.

C.   Objective(s)

General Objective(s):
Please study the Ramsar Convention Strategic Plan 2009-2015 (http://www.ramsar.org/pdf/key_strat_plan_2009_e.pdf) and indicate the issues that are being addressed in this project, and to which operational objectives and Key Result Areas (KRAs) 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 should describe actions that will be taken, e.g., "implementation of training", "consultation with ministries", "conducting 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 lodging, 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
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 anidentification 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 SGF provides a maximum of Swiss francs (CHF) 40,000 per strategic or emergency project, but there is a maximum of CHF 25,000 for "Preparatory Assistance" projects submitted by non-Contracting Parties.

Please provide the budget costs in **your local currency and converted to Swiss Francs (CHF) – but NOT in any other currency**. Please distinguish between the amounts to be covered by the SGF 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 SGF 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 SGF contribution should be spent during a one-year period, in line with the work plan provided.

In preparing the project budget, an SGF project proponent should include a budget line for Secretariat travel and subsistence for an assessment and advisory visit to the project during its implementation. The Secretariat will provide, as part of its SGF Advisory Service, an estimate of the appropriate sum to be included in each project proposal since this will vary depending on the geographical location of each project.

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 Swiss franc (CHF) = xx [local currency]

Funding Source	Total funds (local currency)	Total funds (Swiss francs)
Ramsar SGF	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 Swiss franc (CHF) = xx [local currency]

Description of budget item (include unit costs where appropriate)	Ramsar SGF (local currency)	Implementing organization and other sources of funding (local currency)	Total (local currency)	Total (Swiss francs)
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. RAMSAR SECRETARIAT PROJECT VISIT: TRAVEL & ACCOMMODATION COSTS				
3.1 Air fares				
3.2 Other travel costs				
3.3 Accommodation & meals				
SUB-TOTAL:				
4. OFFICE RUNNING COSTS				
5.1 Computer costs				
5.2 Telephone & fax				
5.3 Photocopies				

5.4 Office supplies				
5.5 Other (please specify):				
SUB-TOTAL:				
Costs of planned activities:				
6. Output 1 For example **COST OF PUBLICATIONS, VIDEOS/DVDs, CDs etc.**				
6.1 Preparation				
6.2 Printing / reproduction				
6.3 Distribution (postage)				
6.4 Other (please specify):				
SUB-TOTAL:				
7. Output 2 For example **COST OF WORKSHOP(S)/ TRAINING COURSE(S)**				
Dates of workshop(s)/course(s): *No. of persons attending:*				
7.1 Air fares				
7.2 Transportation				
7.3 Per diems				
7.4 Rental of Facilities				
7.5 Speakers' fees				
7.6 Translation costs				
SUB-TOTAL:				
8. **MISCELLANEOUS**				
8.1 (please specify):				
8.2 (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 only 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: ramsar@ramsar.org Web: www.ramsar.org/

Ramsar Small Grants Fund for
Wetland Conservation and Wise Use (SGF)

Section C
Project Contract Form (sample)

(Note: The following is an **example** – the actual contract to be agreed may differ slightly.)

CONTRACT XXX concerning the project proposal: -----

The Ramsar Standing Committee has approved a grant of **CHF 40,000** Swiss francs in support of the project and budget referred to above.

The following terms and conditions apply to the use of the Small Grants Fund grant:

1. 60% of the approved grant (**CHF 24,000**) will be transferred after receipt by the Ramsar Secretariat of the countersigned copy of this letter. The remaining 40% (**CHF 16,000**) 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 Small Grants Fund for Wetland Conservation and Wise Use (SGF), 2009-2012,* SGF 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 *Ramsar Small Grants Fund Operational Guidelines 2009-2012* 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 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. Ramsar SGF 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 Ramsar Standing Committee Decision SC30-13 which indicates that the project may be canceled 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 and a narrative account (in English, French or Spanish) of what has been accomplished by the expenditure of funds, including a description of progress made towards achieving the goals of the project. The financial statement should reflect 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 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 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. The project should set aside the sum of the airfare from Gland, Switzerland, plus accommodation and subsistence for one site visit by a Regional Advisor to view the status of 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. Two copies of any publications produced or disseminated wholly or in part with these funds, and two 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 SGF.

14.   The recipient of the SGF grant acknowledges its willingness to mark with the name and logo of the Ramsar Convention all equipment and all products obtained through the support of the SGF.

15.   Decision SC25-25 of the Ramsar Standing Committee states that "fully signed contracts must be returned to the [Secretariat] within three months of the date that the Secretariat has confirmed the project proponent's reception of the document. If a contract is not so returned, the project should be canceled and the funds reallocated to the next ranked A2 project awaiting funding." The official date of receipt will be that of the signature on record with the courier company delivering the contract. If the contract is not received by the Ramsar Secretariat fully countersigned within the three month period following receipt of the contract, this grant will be canceled and the funds will be used to finance other projects.

16.   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. Electronic versions of all such products and materials must be supplied to the Ramsar Secretariat.

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 initialing 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,

                                        Tiega Anada
                                        Secretary General

ACCEPTED AND AGREED:

Name of the recipient agency/organization:

_____

Represented by:

_____

Title:

_____

Date:

_____

Attachments: SGF Operational Guidelines, Sections E & F.

The full Operational Guidelines are available at http://www.ramsar.org/cda/en/ramsar-activities-grants-rsgf/main/ramsar/1-63-68-159_4000_0__

PAYMENT SHOULD BE DIRECTED TO:

Name of Agency/Organization:

_____

Name and title of Officer responsible for the Ramsar SGF 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: ramsar@ramsar.org Web: www.ramsar.org/

**Ramsar Small Grants Fund for
Wetland Conservation and Wise Use (SGF)**

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

SUMMARY

Country:	

Project code:	SGF/year/country initials/consecutive number of multiple projects submitted by the country SGF/year/ /

Project Title:	

Has the project been submitted previously?	o Yes	o No
If YES, how was it assessed? Feasible or feasible with minor improvements:	o Yes	o No
Score:		

If part of a larger project, what is the total cost of the overall project:	CHF

Amount requested from SGF:	CHF
Additional counterpart financial contribution from proposer:	CHF
In-kind support being provided from proposer:	CHF
Additional financial contribution(s) from other in-country sources:	CHF
Additional financial contribution(s) from other sources external to the country:	CHF
In-kind support being provided from other sources:	CHF
Total Project Budget	**CHF**

⇒ Project was assessed as feasible OR feasible subject to minor improvements (Stage I)	o Yes o Yes	o No o No
⇒ Overall project scoring (Stage II) (Ramsar Secretariat project scoring)		

Primary reasons for the score given:

Assessment Procedure

The assessment procedure is a two stage process as follows: Stage I 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 in Stage I of the review, it will not be further considered. Those projects which are considered feasible will then pass for review in Stage II, which considers a range of factors in order to give an indication of relative priority for funding.

Stage I
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 stated?	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	o **Yes** o **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	o **Yes** o **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 SGF 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	o **Yes** o **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	o **Yes** o **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** o **feasible subject to minor improvements** o **not feasible** o	

If the overall assessment indicates that the project is not feasible,
do not proceed to the Stage II review.

Stage II
Determination of relative priority for funding support

A. Technical quality of project

For each of the four categories below – Objectives, Activities and Methods, Budget, and Capacity to Implement Project – score the technical quality of the project itself (not the quality of the project proposal) on a scale of 0 to 5.

Note. To have passed Stage I of the Project Evaluation Process the project must have been judged technically feasible under each of the four categories. This part of the evaluation is designed to assess the technical quality of the project above this minimum level of feasibility.

A score for each of the technical categories should be allocated as follows:
>   0 Only just technically feasible
>   1 Fair technical quality
>   3 Good technical quality
>   5 Excellent technical quality

	Enter score (max. 5 points in each category)
1. **Objectives and outputs,** including clarity of objectives' definition and link between outputs to deliver objectives (max. 5 points)	
2. **Activities and methods for achieving the Objectives and outputs**, including validity of methods, appropriateness of activities and methods to address the objectives and quality of monitoring and evaluation procedures (max. 5 points)	
3. **Budget,** including itemisation of budget lines and appropriateness of budget to deliver each activity (max. 5 points)	
4. **Capacity to implement the project**, including project management procedures and the organisation's institutional and technical capacity (max. 5 points)	
TOTAL (max. 20 points)	

B. Project significance for national implementation priorities (circle one category only)	
1. The project's outcomes will deliver significantly increased implementation capacity for a high national priority.	10
2. The project's outcomes will deliver increased implementation capacity for a lower national priority.	5
3. The project's outcomes will not directly lead to increased implementation capacity	0
TOTAL (max. 10 points)	

C. Economic status of the country or territory (*circle one category only*)

1. The country is a Least Developed Country included in the DAC List.	10
2. The country is an Other Low Income Country in the DAC List.	7
3. The country or territory is a Lower Middle Income Country or Territory in the DAC List.	3
4. The country is an Upper Middle Income Country or Territory in the DAC List.	0
TOTAL (max. 10 points)	

D. Previous SGF projects in the country concerned (*circle one category only*)

1. No previous projects	10
2. Previously funded one to three times	5
3. Previously funded four times or more	0
TOTAL (max. 10 points)	

E. Promoting multisectoral approaches of the project (*circle one category only*)

1. The project will promote active cooperation between the Ramsar Administrative Authority and one or more other Ministries.	10
2. The project will promote cooperation between the Ramsar Administrative Authority and one or more other organizations.	7
3. The project will be executed by the Ramsar Administrative Authority acting on its own.	3
4. The project will be executed by an organization other than the Ramsar Administrative Authority.	0
TOTAL (max. 10 points)	

F. Leverage effect of the SGF funds (*circle one category only*)

1. The SGF funds represent less than one third of the total project budget (including in-kind contributions)	10
2. The SGF funds represent approximately half of the total project budget including in-kind contributions	7
3. The SGF funds are providing more than 75% of the total project budget (including in-kind contributions)	3
4. The SGF funds are providing all of project budget	0
TOTAL (max. 10 points)	

G. Scope of project (*circle one category only*)

1. Is it a project with implications for the whole of a Ramsar region or sub-region?	10
2. Is it a multilateral project carried on by two or more countries?	7

3. Is it a national project, which will have national implications?	5
4. Is it a project with local relevance only?	0
TOTAL (max: 10 points)	

Total score out of a possible maximum of 80 in stage II	

Reviewer's comments:

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: ramsar@ramsar.org - Web:www.ramsar.org/

**Ramsar Small Grants Fund for
Wetland Conservation and Wise Use (SGF)**

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
Example: 1. to	*1.1 working group*	**Partially completed:** *1 meeting took place*	Green

develop the sustainable management of the Ramsar site	*with all the stakeholders (3 meetings)*		
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?   o Yes o 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 SGF for this project has been spent so far (in Swiss francs).

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

	Budget		Expenditures			
Description of budget item (include unit costs where appropriate)	**Ramsar SGF** (local currency)	**Other sources** (local currency)	**Ramsar SGF** (local currency)	**Other sources** (local currency)	**Total** (local currency)	**Total** (Swiss francs)
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:*						
SUB-TOTAL:						
…						
TOTAL:						

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

                                o Yes   o No

- If No, please advise 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: ramsar@ramsar.org - Web: www.ramsar.org/

Ramsar Small Grants Fund for
Wetland Conservation and Wise Use (SGF)

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?**   o Yes o No
b) **the copies of the materials produced with SGF funding (if applicable)?**
                                                                o Yes   o 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
Example: 1. to develop the sustainable management of the	*1. A management plan*	*1.1 working group with all the stakeholders (3 meetings)*	**Partially completed:** *2 meetings took place*

Ramsar site			
		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? o Yes o 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 Swiss Francs 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)	**Ramsar SGF** (local currency)	**Other sources** (local currency)	**Total** (Local currency)	**Total** (Swiss francs)
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:*						
SUB-TOTAL:						
TOTAL:						

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

- If No, please advise of where variations have occurred, the cost of these variations and provide a justification for this variation. Include this information in your *detailed expenditure and income account report.*

- If all funds were not spent, please indicate below the amount of unspent funds and recommend possible uses for these funds which the Ramsar Secretariat can consider.

Unspent funds: Swiss francs

....

....

....

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

Name: Signature:

Institution: Date

Address:

6.   Approved by the Ramsar Administrative Authority

Name and title: Signature:

Administrative Authority: 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: ramsar@ramsar.org, Web site: www.ramsar.org/

**Ramsar Small Grants Fund for
Wetland Conservation and Wise Use (SGF)**

Section G
Standard format for evaluating completed projects

*(to be completed by the relevant Senior Regional Advisor/Regional Assistant of the
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:

o regular   o occasional   o 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 CHF) detailing all expenditures
        provided?   Yes / No

5.2   Were all funds allocated to the project from the SGF 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: