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Wetlands for the Future Fund (WFF)

Operational Guidelines – 2013-2015

Contents

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Wetlands for the Future Fund (WFF)

Section A
Guidelines for the Operation of the Wetlands for the Future Fund

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I.   Introduction
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I. Introduction

The Secretariat of the Convention on Wetlands (Ramsar, Iran, 1971), the U.S. Department of State, and the U.S. Fish and Wildlife Service, support the Wetlands for the Future Fund (WFF) training initiative for the Western Hemisphere. This activity promotes the implementation of the concept of "wise use" of wetlands through the strengthening of the capacity of countries to manage their wetland resources in perpetuity and by contributing to the integration of wetland conservation and management with the development process. All proposed activities must be in line with the principles, recommendations and guidelines of the Ramsar Convention.

The Wetlands for the Future Fund initiative is intended to catalyze wetland-training activities currently underway or planned within the region, or complement existing training and education initiatives with wetland-related instruction.

Wetlands for the Future Fund addresses issues stated in Ramsar's Strategic Plan, 2009-2015, particularly General Objective 4: Implementation capacity to ensure that the Convention has the required implementation mechanisms, resources, and capacity to achieve its mission. Anyone interested in submitting a proposal to WFF is encouraged to read the Strategic Plan, the Convention Work Plan, and other relevant Ramsar documents (*Guidelines for the implementation of the wise use concept*; *Additional guidance for the implementation of the wise use concept*; *Guidelines for management planning for Ramsar sites and other wetlands*) available on the Ramsar Web site (http://www.ramsar.org/) or on request from the Ramsar Convention Secretariat.

II. Eligibility to apply

All countries within the Neotropic Region of the Ramsar Convention and Mexico have access to the Fund. Countries that are not Party to the Convention are also eligible to apply for assistance to allow them to progress toward accession to the Convention or to respond to natural emergencies.

National, State, provincial, or local government agencies, academic institutions, and non-profit organizations may apply. Grants CANNOT be given to individuals or for-profit organizations.

> *Important note.* All non-governmental organizations that require assistance from the Fund must have a legal personality, and the respective documents have to be sent to the Secretariat enclosed to the proposal.

The government of the United States has requested the Secretariat no to fund projects in countries that are in outstanding arrears to the Convention. To confirm if your country is in this list contact the Ramsar Secretariat at the email: americas@ramsar.org before submitting the Project proposal.

III.   Forms of assistance available under the WFF

The WFF is open to eligible Contracting and non-Contracting Parties for:

- a)   Activities that clearly contribute to the implementation of the Convention's Strategic Plan 2009-2015 and work within the Neotropics & Mexico;
- b)   Emergency assistance related to wetlands of regional importance or Ramsar sites;
- c)   Assistance to allow non-Contracting Parties to progress toward accession to the Convention; and
- d)   Activities that link this initiative to other programmes that share the overall goals of wetland management and conservation.

Implementation of the Convention Strategic Plan 2009-2015

The WFF is open to Contracting and non-Contracting Parties of the Ramsar Convention (see II above), particularly for activities which will clearly contribute to the implementation of the Convention Strategic Plan 2009-2015, and in particular training related to the implementation of the Convention in the Americas.

The maximum amount to be requested from the WFF for each project depends on the project's objectives:

1.   Long and Short-term Training

- a)   Preparation of teaching materials and implementation of university-level courses on management and conservation of wetland ecosystems: US$20,000 (maximum).

- b)   Support for participation in wetland-related training courses (primarily in Latin America and the Caribbean): US$20,000.

- c)   Support for thesis research and fieldwork on wetlands: US $3,000 (maximum) for master degree and US$4,000 for Ph.D.

- d)   Graduate placement (for MSc and Ph.D. graduates who have specialized in wetlands and wish to start a wetland project upon returning to their own countries after graduation): US$4,000 (maximum).

2.   Practical Application of Ramsar's "Wise Use" Concept and Guidelines

a) On-the-job training opportunities and internships for wetland managers, planners, academic, field and technical staff. Short internships (1-2 months) at wetland sites and/or conservation and/or management programs associated with universities, resource management agencies or NGOs, primarily within Latin America and the Caribbean: US $5,000 (maximum)

b) Exchange opportunities for managers, planners, technical and field staff from "wise use" sites to wetlands in other countries within the region, particularly when such exchanges can contribute to training efforts under this initiative and/or the establishment of similar projects elsewhere: US $5,000 (maximum)

c) Hands-on (practical) training experience in wise-use activities for members of local and indigenous wetland-dependent communities: US $5,000 (maximum)

3. Protected Area Personnel Training Programs

a) Assistance to develop and conduct reserve personnel programs in the fields of wetland management and wardening within the region: US$20,000 (maximum).

b) Revision of current training curricula and/or for strengthening existing training programs to enhance the wetland management aspects of the curriculum and to offer more comprehensive training in this area: US$20,000 (maximum).

4. Information Management and Transfer

a) Information sharing and networking through documentation centers within the region (including dissemination of locally produced technical reports relevant to conservation and wise use of wetlands, and purchase and installation of hardware and software to facilitate information sharing and networking through electronic mail): US $5,000

5. Emergency assistance

Countries may request emergency assistance for training in connection with wetland sites of regional 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 assess damages and to take actions to safeguard the site. The maximum amount to be requested from the WFF for each emergency assistance project should not exceed USD $10,000. Emergency assistance can be sought at any time and the decision on such allocations is made jointly by the Ramsar Secretariat and FWS.

6. Preparatory assistance

Countries that are not yet Contracting Parties to the Convention, but have clearly signaled their intention to accede, may apply for training and technical assistance grants from the WFF to support activities necessary for the identification, boundary delineation, and mapping of the first site to be included on 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 USD $10,000. It should be noted that if resources in the WFF are scarce, such assistance may receive a lower priority than assistance to Contracting Parties.

To qualify for the Wetlands for the Future Fund, matching funds "in kind" contributions (50% of the total project costs or more) must be available.

Classification of Thematic Areas for Wetlands for the Future Fund projects

In addition to the different types of assistance described above, the proposals will need to clearly indicate the thematic area(s) of the project:

1. Training & Capacity Building
Projects that aim to provide technical training on wetlands. Although the standard recipients are field staff and government bureaucrats, instances where lay people are trained to perform a specific activity such as processing fish products, marketing wetland handicrafts or engaging in ecotourism activities are also included here.

2. Awareness Raising Activities
Non-technical information provided to any group in society. School visits, campaigns involving the general public, and activities with indigenous groups all fall into this category. Academic events, documentation and training also contribute to raising the awareness of participants.

3. Documentation
This includes all books, CDs, handbooks, leaflets, posters and other reference materials. Visitor centers have also been included here. Videos and radio broadcasts fall as much under this category as under "awareness raising", while websites are treated under "networking".

4. Wetland Management & Tools
Infrastructure and equipment, baseline and monitoring data about the characteristics of a site, guidance documents (e.g., management plans, policies and consensus documents), maps, software and databases.

5. Academic & Research
Those interventions whose main goal is to obtain and process information without making it readily available to the people in charge, or only doing so through specialized journals and theses are included here. Forum presentations in national and international events and new curricula (i.e. introduction of wetlands subjects into academic programs) are also considered.

6. Networking
Any initiative aimed at establishing or strengthening linkages between specialized or non-specialized groups are considered networking. In addition to the usual multi-stakeholder meetings and congresses, tools such as e-newsletters, virtual fora and joint (regional) initiatives are also included.

IV. Funds available for annual allocation

The WFF is administered by the Ramsar Secretariat pursuant to the Terms of Reference for the Financial Administration of the Convention and subject to the terms of a MOU between the Ramsar Secretariat, the US Department of State, and the US Fish and Wildlife Service.

V.	WFF project cycle

The typical WFF calendar is displayed in Table 1 and sets out the responsibilities of the Ramsar Secretariat and those of the proponents within the complete cycle of a WFF project. The requirements of each stage are explained in the following pages using the same letters for ease of reference.

The Secretariat may invite proposals for specific actions based on regional needs and opportunities at any time.

Table 1. WFF Calendar

Ramsar Secretariat	Time Frame	Proponent's responsibilities
A Countries are invited to submit project proposals through the WEB page.	End of July of each year	
C Advisory service	August	**B** Drafting project concepts/proposals
	September	**D** Submission of the proposals before 30 September
E Project assessment	October-November	
F Project selection	December-January	
G Preparation of agreements, beginning of projects & transfer of first payments	February-March	
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	

Explanatory Notes

A.   Notification
Each year, normally not later than 30 July, the Ramsar Secretariat by Web posting invites applications to the WFF, with a deadline for receiving them at the Secretariat of 30 September. Application materials are available in the Convention's Web site at any time.

B.   Formulation of project proposals
All project proposals MUST be submitted using the format indicated in the application instructions. This includes both the Project summary and endorsement form and a detailed project proposal (see enclosed Section B).

It should be noted that projects should, in general, be implemented within a one-year period maximum.

C.   Advisory service of the Ramsar Secretariat
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 between August 1 and August 20 of each year at the latest.

D.   Submission of project proposals
Applications MUST be submitted using the "Project Summary and Endorsement Form" and the "Details of Proposal" as prescribed in these Operational Guidelines (Section B.1). It is recommended that the Administrative Authority of the Ramsar Convention in the country concerned endorse the project before it is submitted to the Ramsar Secretariat (see Step B.2 in Table 1). Formal submission of project proposals has to be done by 30 September of each year.

National, State, provincial, or local government agencies, academic institutions, and non-profit organizations may apply. Grants CANNOT be given to individuals or for-profit organizations.

> *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 Secretariat will make a decision, usually within three months of having received the request.

E.   Assessment of projects
The Ramsar Secretariat makes a technical and feasibility assessment of all project proposals received using the WFF Project Proposal Assessment Form (attached). During this process, the Secretariat may invite views, as appropriate, from members of the Convention's Scientific and Technical Review Panel (STRP) or other experts.

> *Important note.* Prospective proposal developers are urged to consider the enclosed Project Proposal Assessment Form (Section C) 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 favors the following types of projects:
>
> i.   those projects from countries which have received no previous, or relatively fewer allocations from the WFF;
> ii.   those projects involving working in partnership between two or three institutions;
> iii.   those projects where the impacts of WFF funds are being effectively multiplied through other funds or in-kind contributions to the project;

iv.   those projects which are of importance at the regional/multinational level involving several countries; these are of higher priority than those involving only two countries, one country, or local projects.

F.   Selection of projects

The Ramsar Secretariat submits its recommendations for funding to the FWS and projects are approved jointly by the two organizations. Information on selected projects will be circulated for information to all proponents with copy to the Administrative Authorities of the countries where projects will be carried out.

G and L.   Transfer of funds

The Ramsar Secretariat prepares the agreements and sends them out to the project grantees. The beneficiaries of funding up to 10,000 USD will receive one payment equivalent to 100% of the approved funds once the Ramsar Secretariat receives the signed agreement. Beneficiaries of funding of more than 10,000 USD will receive an initial payment of 60% upon receipt by the Secretariat of the agreement duly signed. The 40% balance of the funds is retained pending the submission of acceptable and satisfactory Final and Financial Reports (see Section D, attached) approved by the Secretariat.

> *Important note.* The Ramsar Secretariat will NOT make any payment to personal only to institutional accounts. In addition to that the project grantees must send an invoice for receiving the payments. In case the proponent does not have an invoice format, the Ramsar Secretariat will provide one.

H and J.   Progress Report and Final Report

Each recipient agency is **required** to provide a Progress Report (standard form D) on the implementation of WFF-funded projects six months after receipt of the first payment, and four copies of the Final Report (standard form E) up to one and a half (1.5) month after completion of the project.

For projects that are 6 months in duration the recipient agency is required to provide a Progress Report 3 months after receipt of the first payment and a Final Report up to one and a half month (1.5) after the completion of the project.

The recipient agency is also required to provide a technical report (not standard form) to be submitted with the final report, that includes detail information about the activities undertaken during the duration of the project as well as a financial report based on the approved budget.

As part of the financial report, grantees MUST include a financial statement of expenditures, stating clearly the amounts spent per approved budget, certified by the legal accounting authority of the organization. It is recommended to include in the financial report copies of all receipts and financial records related to WFF expenditures. In case of not including these, grantees MUST keep all pertinent financial records for a period of three years, and the Secretariat will reserve the right to request proofs of all expenditures at any time during these three years.

A copy of the Final Report will be submitted to the Ramsar Administrative Authority of the country where the project is being executed.

> **Important note.** To assist the Secretariat with its evaluation and reporting to donors, each project funded is requested to provide, with the Final Report, copies of any materials produced under the project and suitable photographs illustrating the activities undertaken.

Materials produced with WFF funding should acknowledge the origin of the funds and insofar as practicable display the logos of the Ramsar Convention, the US Fish & Wildlife Service, and the US Department of State. If necessary, the Ramsar Secretariat will provide these logos in electronic form, if requested.

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

The person responsible for executing the project is encouraged to maintain regular contact with the Americas Team in the Ramsar Secretariat and the designated focal point in the Ramsar Administrative Authority of the recipient country.

I and K.   Follow-up by the Ramsar Secretariat

The Ramsar Secretariat reviews and approves Progress and Final Reports, the latter with the use of the adopted Project Evaluation Form attached (Section F). During implementation, and after projects are completed, Secretariat staff will carry out their follow-up, and evaluation when they deem it necessary.

VI.   Terms of Agreement to be concluded with agencies receiving WFF assistance

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An agreement will be concluded between the Ramsar Secretariat and the organization executing the project that sets forth:

i)   the extent and purpose of the financial assistance granted;

ii)   the obligations of the recipient organization;

iii)   the obligation of the recipient organization to indicate on all equipment and all products arising from this assistance, that it was provided under the Wetlands for the Future Fund with the Ramsar Convention, US Department of State, and the US Fish and Wildlife Service logos displayed, if possible.

The Secretariat shall be allowed to visit the site where the project took place and/or visit the project implementing organization, 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 the results obtained after completion of the project.

It is noted that Swiss law governs these agreements.

VII.   Reporting to donors

To report to the donors and for general promotion of the WFF, the Ramsar Secretariat prepares for each year an Allocation Report of Funded Projects, which is also available through the Convention's Web site.

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Wetlands for the Future Fund (WFF)

Section B.1
Request for Funding

A complete request for funding will contain both documents I and II as described below:

I.   **Summary of project and endorsement of the project application**
      Please complete and enclose both the "Project Summary and Endorsement Form"
      (follows in this section) with the "Detailed Proposal" and submit it with the summary of
      the project. Kindly use **only** the space provided on the form for each question. Though
      the endorsement of the Administrative Authority is not a pre-requisite for WFF financing,
      in case it has been obtained we recommend including it with the rest of the request for
      funding documents, since it will result in a higher score during the evaluation of the
      proposal. In case the endorsement of the Administrative Authority is or will be obtained
      after the request for funding is submitted to the Ramsar Secretariat, it can be submitted by
      fax or post mail separately.

      Important note. If the project is expected to be implemented in a country (ies) different
      to the official residence of the proponent, previous endorsement by the Administrative
      Authorities of the other country (ies) should be obtained.

II.   **Detailed proposal**
      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. Kindly type, do
      not use margins less than 1.5 cm and letters smaller than 10-point font size.

A.   **The problem(s) to be addressed**
In this section identify the problem(s) that can be usefully addressed by this project. Determine the
underlying causes of the problem(s) and the aspects that can be addressed by this proposal and
WFF support.

B.   **Background and justification**
Background information should include sufficient factual and descriptive information to put the
problem(s) in its local, provincial, national, or regional context. The amount of background
information presented should be limited to that which is essential to understand the current
circumstances. If the project will be carried out at a certain location(s), the site(s) should be
clearly described and ideally a map should be attached to show the location of the site(s). It
should be clearly stated if the wetland where the project will be carried out is a Ramsar site or
not. Justification for the request should identify the project beneficiaries and state the rationale
for WFF support.

C.   Objective(s)

General Objective(s):
Please review the Ramsar's Strategic Plan 2009-2015, and indicate the issues you are addressing in this project, and which objectives of the Plan they relate to.

Specific Objective(s):
The specific objective(s) state the results to be achieved by the project. These results should address and solve the problems and issues identified in Section A. 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 achieve the wise use of…, …to raise awareness of wetland values…, ...to reinforce the capacity of institutions to…, …to identify the wetlands….

D.   Methodology and activities

Please provide the detailed methodology to be used to successfully accomplish the objectives of the project, and explain all the activities that will be undertaken to produce each output, using the box below. 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" (It must be also specified the issue of the workshops, duration of seminars, target group).

Objectives	Outputs	Activities	Indicators

E. 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. "trained personnel".

F.   Work Plan

A schedule of activities 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:												

G.   Follow Up
Intended to follow-up during the project and after completion of its timetable.

H.   Budget
The WFF provides a maximum of USD 20,000 per project depending on the objectives (see section A-III). Indicate costs in local currency **AND IN US DOLLARS**. Please distinguish between the amounts to be covered by the WFF grant and by counterpart funding. Please note that **WFF FINANCING CANNOT BE USED TO COVER SALARY EXPENSES.** Counterpart contribution may be in-kind but must, at least, match the funds requested from the WFF grant. If there is counterpart funding, please indicate whether the funds have been secured and, if so, which organization these funds will come from. Please list these other sources of funding, financial and in-kind (including government input), and give a broad break down of these funds.

In this section a detailed budget should be presented (please give the unit costs). All items for which support is requested from the WFF must be justified in the activity section. Present the budget for a maximum of one-year period. The WFF contribution should be spent in line with the work plan.

Please follow the format of the following **example** of a budget table:

Exchange rate - 1 USD =

	RAMSAR	Executing Organization		Co-executing Organization		TOTAL (USD)
		Cash	In-kind	Cash	In-kind	
OUTPUT #1 – WORKSHOP…						
Personal						
Coordinator for .. (1/3)	**N/A**					
Consultant for .. (1/3)	**N/A**					
4 environmental technicians (1/3)	**N/A**					
Subtotal	**N/A**					
Material						
Elaboration of …						
Computer software for…						
Office supplies …						
Photographic materials …						
Subtotal						
Photographic camera						
Overhead projector						
Computer equipment						
Small motorboat for…						
Subtotal						
Workshop instructor for …						
Workshop instructor for …						
Instructor for elaboration of …						
Photographic development …						
Subtotal						
Brochures (quantity)						
Posters (quantity)						
Programmes (quantity)						

Workshop summary (quantity)					
Subtotal					
Training					
Per diem (number of people, place, date)					
Accommodations (number of people, place, date)					
Subtotal					
Travel					
Trip #1 -Tickets (number of people, place, date)					
Trip #2 -Tickets (number of people, place, date)					
Fuel					
Subtotal					
Miscellaneous					
Telephone					
Internet					
Mailing of …					
Security …					
Subtotal					
OUTPUT # 2 - BOOK…					
Personal					
Coordinator of .. (1/3)	**N/A**				
Consultant on .. (1/3)	**N/A**				
Editors (1/3)	**N/A**				
Subtotal	**N/A**				
Material					
Design elaboration…					
Camera film					
Office supplies …					
Subtotal					
Digital camera					
Scanner					
Computer equipment for …					
Subtotal					
Field data collector for…					
Specialist in ….					
Subtotal					
Book printing (quantity, type)					
Subtotal					
Book transport to…					
Trip #1 - Train Tickets (number of people, place, date)					
Fuel (trip, place, date)					
Subtotal					
Telephone					
Internet					
Mailing of book to ….					

Subtotal						
TOTAL						

N/A = does not apply

Budget Summary

Source	cash	In-kind	Total (USD)
Wetlands for the Future Fund - Ramsar		N/A	
Executing Organization			
Co-executing Organization			
Total			

Subcontracts: external assistance for any activity of the project
Equipment: durable equipment such computers, etc.
Materials: office supplies, photographic materials, etc
Publications: brochures, reports, etc.
Training; seminars, workshops, roundtables, etc.
Travel: travel costs, fuel, etc.
Miscellaneous: such as consumables, printing costs, communications, etc.

I.   Project Management Arrangement

A plan for management and implementation arrangements of the project should be prepared, including a clear definition of who is responsible for the different tasks of the project implementation. This section should include information on the organization implementing the project and describe its institutional and technical capacities to undertake the work. Justifying documentation regarding the institution, participants and executors of the project should also be provided.

J.   Bibliography

Please list only key references.

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Wetlands for the Future Fund (WFF)

Section B.2 continued
Project Summary and Endorsement Form

Country requesting support:

Title of project proposal:

Proponent:

Name of the person responsible for the project:
Complete mailing address:
e-mail address:
Telephone numbers:
Fax numbers:
Name of the institution which he/she represents:

Category of assistance requested: (See detailed description in Section A.III)

    1. Long and Short-term Training

    2. Practical Application of Ramsar's "Wise Use" Concept and Guidelines

    3. Reserve Personnel Training Program

    4. Information Management and Transfer

    5. Emergency assistance

    6. Preparatory assistance

Thematic Areas of the project: (See detailed description in Section A.III)
Please mark the thematic area(s) in which the project will focus, clearly specifying the main thematic area.

    1. Training and Capacity Building

    2. Awareness Raising Activities

    3. Documentation

    4. Wetland Management and Tools

5. Academic and Research

6. Networking

If the financial support sought from the Wetlands for the Future 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:

- Have the main project and the other funds been approved?:   o Yes o No

- If yes, please indicate the sources of these funds.

If the proposed project is a stand-alone activity please indicate:

- Duration of the activities to be covered by WFF grant:

- If also requested from the Ramsar Small Grants Fund, please indicate the amount:

- Other financial contributions (including in-kind):

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:

Endorsement of this project application by the Ramsar Administrative Authority:

Institution/Agency:

Name/Title:

E-mail address(es)
Telephone number: Fax number:

Date: Signature:

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Wetlands for the Future Fund (WFF)

Section C
Project Proposal Review Form
(for official use of the Ramsar Secretariat)

Summary Details

Country:
Project code: WFF/   /   /
(please add the program initials/year (use suffix "-2" for second cycle)/country code/consecutive number of multiple projects submitted by the country

Project Title

_____

Proponent:

_____

Implementation:

Amount requested from WFF $ _____

Additional counterpart financial contribution, including in-kind support
from proponent $ _____

TOTAL PROJECT BUDGET. $ _____

- **Project was assessed as feasible (Stage I)**   **Yes/No**

- **Assessor's overall project rating (Stage II)**   _____
  (Ramsar Secretariat)

STAGE 1
ASSESSMENT OF THE PROPOSAL FORMAT

I.1   *The proposal must include*:

I. 1.1   Complete project summary and endorsement form
I.1.2   The problem(s) to be addressed
I.1.3   Background and justification
I.1.4   Objectives
I.1.5   Outputs
I.1.6   Activities
I.1.7   Work plan
I.1.8   Evaluation and follow-up
I.1.9   Detailed budget
I.1.10   Supporting documentation: CV. In the case of institutions, they must briefly describe
         their previous experience

I.2   *The WFF budget proposal cannot*:

I.2.1   Include salaries
I.2.2   Request funds more than US$20,000, nor more than 50% of the total cost of the project

I.*3*   *Evaluation of the content of the proposal:*

I.3.1   Are the objectives clearly related to the priorities of WFF?

I.3.2   Is the methodology appropriate to reach the objectives?

I.3.3   Is the work plan appropriate?

I.3.4   Have the contents of the course/workshop been included? (in accordance with the application)

I.3.5   Will the proposal promote exchanges about the application of the wise use concept?

I.3.6   Will the project results be followed up in an adequate manner by the proponent?

I.3.7   Is the future implementation of the recommendations/results of the project guaranteed?

If the proposal complies with all the previous requirements, proceed to Stage II.
If not, recommend to the proponent to modify the proposal.

STAGE II
SCORING TO DETERMINE THE PRIORITY FOR FUNDING

II.1   Higher priority (max.15 points)

The proponent country is Party to the Ramsar Convention	10
The proposal is endorsed by the Ramsar Administrative Authority	5
The proponent country is not Party to the Ramsar Convention	5
The proposal is endorsed by the country's wetland management authority	5
Total	_____

II.2   Scope of the project: (max. 10 points)

Regional/Multinational	10
National	5
Local	2

II.3   Capacity building elements of the project: (max. 15 points)

Two or more institutions	15
Ramsar Administrative Authority	10
Only one institution and/or well known expert	5

II.4   Leverage effect of the WFF funds (max. 10 points)
The counterpart funds provide:

More than 75 % of the total cost of the project	10
Between 50% and 75% of the total cost of the project	5

II.5   Level of importance of the wetland (max. 10 points)

Ramsar site	10
Potential Ramsar site	8
Wetland of national importance	5
Wetland of local importance	2

II.6   Local participation: (max. 10 points)

Participation or benefits for indigenous or local communities	10
Participation and benefits for administrative and field staff	5

II.7   Replicability of the results in other areas or countries

Yes	10
No	0

II.8   Mechanisms for the implementation of recommendations and or monitoring

Yes	10
No	0

II.9   Organization has received previous WFF funds for projects: (max. 10 points)

Never	10
Only once	5
Twice or more	0

II.10 Number of project proposals submitted by country

One to two proposals	10
Three to four proposals	5
Five or more proposals	0

Total score: /110

Rating: _____ of _____ (assessment proposals)

Reviewer's comments:

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)
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Wetlands for the Future Fund (WFF)

Section D
Standard format for the preparation of progress reports
(to be filled in by the implementing agency/organization/proponent)

Country:

Title of the Project:

Project code: **Year of approval:**

Total funds allocated:

Funds received to date:

Project officer (See section 6 below for further details):

Date progress report due: **Date progress report provided:**

1. Abstract

Please report on what has been accomplished so far (approx. 200 words). Please attach the abstract to this form.

2. Progress with meeting projects objectives

In a separate page, for *each objective* of the project, 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
and additionally, in the page, please provide a summary of action(s) taken for *each objective*. Use as reference the following table.

Objectives	Results	Activities	Current status

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 advice what amount of the funds received from the WFF for this project have been spent so far (in US dollars and local currency).

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

o Yes   o No

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

5. Final report
When can the project's final report be expected?

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

Name:
Institution:
Complete mailing address:

Email address:
Telephone number:
Fax number:
Signature: Date:

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Wetlands for the Future Fund (WFF)

Section E
Standard format for the preparation of Final Reports
(to be filled in by the implementing agency/organization/proponent)

Country:

Title of the Project:

Project code: **Year of approval:**

Project Officer (see Section 5 below for further details):

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 color slides (with the necessary description) illustrating the project?**   o Yes   o No
> **b) the copies of the materials produced with WFF funding (if applicable) ?**
>   o Yes   o No

1.   Abstract
Please report on what has been accomplished by the completed project (approx. 300 words). Please attach the abstract to this form.

2.   Achievements against each project objective

In a separate page 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
and in addition, in the same page, 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.

Please provide information about two or three lessons learned in the implementation of the project.

4. Recommendations for future follow-up and conclusions

5. 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 attach a separate finance report table (preferably in Excel or Word) which presents all the expenditures in the categories of the original budget, as well as a summary table with the totals by category.

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

If No, please advice 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 that the Ramsar Secretariat can consider.

Unspent funds: US Dollars

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

Name:
Institution:
Complete mailing address:

E-mail address:
Telephone number:
Fax number:
Signature: Date:

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Wetlands for the Future (WFF)

Section F
Standard format for evaluating completed projects
(to be completed by the Ramsar Secretariat's Regional Advisory Unit for the Americas)

Country:

Title of the Project:

Project Code: **Year of approval:**

Total funds allocated:

Project officer (person responsible for implementing the project):

Title:

Institution:

Date progress report received: **Date final report received:**

Date report reception was acknowledged:

Date monitoring table was updated:

1.   Reporting requirements

    1.1.   Was a satisfactory abstract provided?   Yes / No

    1.2.   Were photos illustrating the project received?   Yes / No

    1.3.   Was the overall presentation of the report satisfactory?   Yes / No

    1.4.   Was an electronic copy of the report provided?   Yes / No

2.   Consultations between the Secretariat and the proponent

During the project what level of contact was maintained between the Ramsar Secretariat and the person responsible for implementing the project? Was it:
    θ regular   θ occasional   θ 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:   Fully θ   Partially θ   Not at all   θ

      Objective 2:   Fully θ   Partially θ   Not at all   θ

      Objective 3:   Fully θ   Partially θ   Not at all   θ

      Objective 4:   Fully θ   Partially θ   Not at all   θ

      Objective 5:   Fully θ   Partially θ   Not at all   θ

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

        If no, please get in touch with the proponent and request him/her to amend the report.

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

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

And if all funds were not spent, how will they be used?