

**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.

Worldwide Web: <http://ramsar.org/>

Formatted

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

**Draft Operational Guidelines for the Triennium**  
**DRAFT OPERATIONAL GUIDELINES FOR THE**  
**TRIENNIUM**  
**2000-2002**

Contents

Section A.....page 2  
~~—Guidelines for the Operations of the Small Grants Fund—~~  
~~Operations of the Small Grants Fund~~

- I. Introduction
- II. Eligibility to apply
- III. Forms of assistance available
- IV. Funds available for allocation
- ~~V. Reporting to donors~~
- ~~VI. SGF's annual cycle~~
- ~~VII. Terms of agreement~~
- ~~VIII. Reporting to donors~~

Formatted: Bullets and Numbering

Section B.....page 110

Format for "Request for funding"

Formatted

Section C.....page 165

Project Proposal Assessment Form

Formatted

Section D.....page 219

Format for Progress Reports

Formatted

Section E.....page 231

Format for Final Reports

Formatted

Section F.....page 253

Evaluation form for completed projects

Formatted



Formatted

**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

Worldwide Web: <http://ramsar.org/>

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

**Section A**

Formatted

**Guidelines for the Operation of the Small Grants Fund-  
GUIDELINES FOR THE OPERATIONS OF THE SMALL GRANTS FUND**

**Contents:**

- I.** Introduction
- II.** Eligibility to apply
- III.** Forms of assistance available
- IV.** Funds available for allocation
- V.** Reporting to donors
- VI.** SGF's project cycle
- VII.** Terms of agreement
- VIII.** Reporting to donors

Formatted: Bullets and Numbering

**I. Introduction**

The Small Grants Fund was established by ~~the the 4th Meeting of the~~ Conference of the Contracting Parties (COP) to the Ramsar Convention ~~at its 4th meeting (Montreux, Switzerland, June (in 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 The 6th meeting in 1996 the of the Ramsar COP (Brisbane, Australia, March 1996), through its Resolution VI.6, adopted the current name of the Fund and decided that countries with economies in transition should also be eligible for funding.~~

Formatted

Formatted

Formatted

Formatted

As its name indicates, the SGF is 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 in its approach. The SGF has an important niche as a funding programme, which 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.

Formatted

## II. Eligibility to apply

According to Resolution VI.6 of Ramsar COP6, decided that the SGF would be available to “all countries on the List of Aid Recipients established by the Development Assistance Committee (DAC) for the Organization of Economic Cooperation and Development (OECD) shall be eligible for receiving assistance from the Ramsar SGF”. In practical terms this means that all developing countries and countries with economies in transition would also have access to the Fund. Countries which are not signatories to the Convention are also able to apply for so-called ‘preparatory assistance’ to allow them to progress toward adherence to the Convention (see Section III below for further details).

Formatted

Formatted

### *Important Notes.*

- a) The 7<sup>th</sup> Meeting of the COP (San Jose, Costa Rica, May 1999), through its 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) All project proposals must be endorsed and submitted by the Ramsar Administrative Authority in each eligible Contracting Party; no proposals can be considered that have not been countersigned by the Authority.

Formatted

Formatted

## III. Forms of assistance available under the SGF

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

- a) activities that clearly contribute to the implementation of the Ramsar Convention’s Strategic Plan 1997-2000 (and Work Plan 2000-2002 as adopted by Resolution VII.27 of Ramsar COP7);
- b) The SGF can also be used for emergency assistance related to Ramsar sites; and
- c) countries which are not signatories to the Convention may apply for so-called ‘preparatory assistance’, to allow non-Contracting Parties them to progress toward adherence to the Convention.

Further information is given on these three types of project assistance below.

### Implementation of the Convention Work Strategic Plan 2000-2002

The SGF is open to eligible Contracting Parties (see ~~Heading Section II~~ above) for activities which will clearly contribute to the implementation of the Convention Work Ramsar Strategic Plan 2000-2002, and in particular the following Operational Objectives in the Work Plan listed below. Please also refer to the Ramsar Convention Work Plan 2000-2002 (the annex to Resolution VII.27) adopted at the 7<sup>th</sup> Meeting of the COP and the targets set for the following Operational Objectives.

Formatted

Formatted

- Operational Objective 2.1:** To review and, if necessary, amend national or supra-national (e.g., European Community) legislation, institutions and practices in all Contracting Parties, to ensure that the Wise Use Guidelines are applied.
- Operational Objective 2.2:** To integrate conservation and wise use of wetlands in all Contracting Parties into national, provincial and local planning and decision-making on land use, groundwater management, catchment/river basin and coastal zone planning, and all other environmental planning and management.
- Operational Objective 2.4:** To provide economic evaluations of the benefits and functions of wetlands for environmental planning purposes.
- Operational Objective 2.5:** To carry out environmental impact assessments (EIAs) at wetlands, particularly of proposed developments or changes in land/water use which have potential to affect them, notably at Ramsar sites, whose ecological character "is likely to change as the result of technological developments, pollution or other human interference" (Article 3.2 of the Convention).
- Operational Objective 2.6:** To identify wetlands in need of restoration and rehabilitation, and to implement the necessary measures.
- Operational Objective 2.7:** To encourage active and informed participation of local communities, including indigenous people, and in particular women, in the conservation and wise use of wetlands.
- Operational Objective 2.8:** To encourage involvement of the private sector in the conservation and wise use of wetlands.
- Operational Objective 3.2:** To develop and encourage national programmes of Education and Public Awareness (EPA) on wetlands, targeted at a wide range of people, including key decision-makers, people living in and around wetlands, other wetland users and the public at large.
- Operational Objective 4.1:** To develop the capacity of institutions in Contracting Parties, particularly in developing countries, to achieve conservation and wise use of wetlands.
- Operational Objective 4.2:** To identify the training needs of institutions and individuals concerned with the conservation and wise use of wetlands, particularly in developing countries, and to implement follow-up actions.
- Operational Objective 5.1:** To maintain the ecological character of Ramsar sites.
- Operational Objective 5.2:** To develop and implement management plans for all Ramsar sites, consistent with the Convention's Guidelines on Management Planning and emphasizing involvement of local communities and other stakeholders.
- Operational Objective 5.3:** To obtain regularly updated information on wetlands of international importance, in accordance with the approved standard format.
- Operational Objective 6.2:** To increase the area of wetland designated for the List of Wetlands of International Importance, particularly for wetland types that are under-represented either at global or national level.
- Operational Objective 7.1:** To identify international and/or regional needs for managing shared wetlands and shared catchments, and develop and implement common approaches.

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

Formatted

Formatted

### Emergency assistance

Eligible Contracting Parties (see ~~Heading Section 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 in order to take urgently needed actions. The maximum amount to be requested from the SGF for each emergency assistance project should not normally exceed SFr. 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 Sub-group on Finance, and the Secretary General of the Convention.

### Preparatory assistance

Exceptionally, eligible countries (see Section Heading II above) that are not yet Contracting Parties to the Convention, but have clearly signalled their intention to accede, but are not yet Parties to the Convention may apply for a grant from the SGF 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 SFr. 25,000. It should be noted that if resources in the SGF are scarce, Note that in recent years such assistance will receive has been given lesser has been given a lower priority than assistance to Contracting Parties, due to financial constraints placed on the SGF.

### IV. Funds available for annual allocation

The SGF is administered by the Ramsar Bureau (the Convention's secretariat) under the supervision of the Subgroup on Finance of the Standing Committee, pursuant to the Terms of Reference for the Financial Administration of the Convention.

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

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

### V. Reporting to donors

To report to the donors and for general promotion of the SGF the Ramsar Bureau prepares for each year of SGF an Allocation Report. This report relies principally on project evaluations as they are submitted. Allocation Reports for each year are also available through the Convention's Web site.

**Important note**—To assist the Bureau with its evaluation and reporting to donors, each project funded is requested to provide with their Final Report (see Attached) suitable photographs illustrating the activities undertaken. Final reports are also requested in electronic, as well as hard copy format.

#### **VI.-\_\_SGF project cycle**

The typical SGF calendar is displayed in Table 1 and sets out the responsibilities of the Ramsar Bureau and those of the Contracting Parties within the complete cycle of an SGF project. The **letters steps A, B, C, D through to J** indicates the sequence of the events. The requirements of each stage are explained in the following pages using the same letters for ease of reference.





Formatted

Table 1. SGF Calendar

Formatted

Ramsar Bureau and Standing Committee Responsibilities	Time Frame	Contracting Party Responsibilities
<b>A</b> Eligible Contracting Parties are invited by Diplomatic Notification to submit project proposals.	October of each year After Standing Committee Meeting	
<b>C</b> Advisory service	December/ January Month 1	<b>B</b> Drafting project concepts/proposals
	February/ March Month 2	<b>D</b> Submission of the proposals before 31 March
<b>E</b> Project assessment by Bureau	April/ July Months 4-9	
<b>F</b> Consideration of Bureau recommendations by the Meeting of Standing Committee Subgroup on Finance and final decision by the Standing Committee meeting where decisions are taken on the projects to be funded	October/ November Month 10	
<b>G</b> Preparation of agreements/contracts & transfer of first payments	November/ December/ January Month 11	
<b>I</b> Comments and follow-up and transfer of last payment	One Nine-year months -after receipt -of the first payment (at the latest)	<b>H</b> Progress Report
<b>K</b> Evaluation of the completed projects	Six months -after the completion -of the project (at the latest)	<b>J</b> Final Report

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Explanatory Notes

A. – Notification

Each year, and normally not later than 31 October (in most years — this can change depending on the timing of the Standing Committee meeting), the Ramsar Bureau, by means of a Diplomatic Note addressed to all eligible countries and copied to the Administrative Authority of the Ramsar Convention in the country/countries concerned, invites applications to the SGF, with a deadline for receiving them at the Bureau of 31 March of the following year. Along with this notification, the eligible countries will receive copies of these Operational Guidelines and its attachments, the

~~“Request for Funding Form” and “Form A”.~~ These materials are also available in the Convention’s Web site at any time.

#### **B. – Formulation of project proposals**

All project proposals MUST be submitted using the format ~~attached to presented in~~ these Operational Guidelines. ~~– This “Request For Funding Form” contains both the detailed project proposal and Project Summary “Form A”; that is the Form summary of the project, which that should be~~ endorsed by the Ramsar Administrative Authority in the country.

~~It should be Please 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 anyeach year~~ because of the lack of sufficient funds available to the SGF. ~~Thus, if a country is submitting more than one project, the Administrative Authority should indicate to the Ramsar Bureau which project one of them constitutes its should be given the highest priority. , and so, are urged to consider submitting just one or at most no more than three projects in each year.~~

#### **C. – Advisory service of the Ramsar Bureau**

The Ramsar Bureau offers an advisory service to those ~~developing projects that proponents developers wishing~~ to seek ~~guidance advice and assistance with project preparation of project proposals~~. In order to do this, ~~proponents project developers~~ are invited to submit draft ~~detailed~~ project proposals ~~or project concepts~~ to the Bureau by 31 January each year.

#### **D. – Submission of project proposals**

Applications MUST ~~be~~ submitted ~~their projects~~ using the “Request For Funding Form” and ~~‘Project Summary Form Form A’ formats~~ as prescribed in these Operational Guidelines. ~~– ALL~~ projects must be endorsed by the head of the Administrative Authority of the Ramsar Convention in the country concerned (see ~~Stage Step B in Table 1~~). ~~– Only~~ project proposals with the endorsement of the Administrative Authorities will be considered for assessment. Formal submission of projects ~~is must be made~~ by 31 March ~~in most years~~.

***Exception:*** Emergency assistance projects may be submitted at any time of the year. ~~– Once~~ the Ramsar Bureau 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.

#### **E. – Assessment of projects**

The Ramsar Bureau ~~shall~~ makes a technical and feasibility assessment of all projects received using the Project Proposal Assessment Form (see Section C, ~~– as attached~~ ~~adopted by the Standing Committee subgroup on Finance~~). ~~– During~~ this process, the Bureau 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 so required~~ ~~When appropriate~~, the Bureau may also seek the ~~technical advice opinion~~ of the Convention’s International Organization Partners (BirdLife International, IUCN, Wetlands International, and WWF International) ~~with respect to certain projects~~.

Formatted

**Important note.**— Prospective project ~~proponents-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 is biased in favour of the following types of ~~the~~ projects:

Formatted

- ~~i.~~ i. those projects from the least developed countries among the DAC OECD list;
- ~~ii.~~ ii. those projects from countries which haves received no previous, or relatively fewer allocations from the SGF;
- ~~iii.~~ iii. those projects involving the Ramsar Administrative Authority working in partnership with other Ministries;
- ~~iv.~~ iv. those projects where the SGF funds are being effectively multiplied several fold through other funds or in-kind contributions to the project;
- ~~v.~~ v. those projects which are of importance at the regional level; these are given -are considered- a higher priority than those involving more than one country, which in turn are considered more important than simply national and then local projects.

Formatted: Bullets and Numbering

#### F.— Approval of projects

The Ramsar Bureau ~~will~~ submits its recommendations for funding to the Regional Representatives in the Standing Committee from regions where requests for funding have been received; this occurs at least ~~two~~2 weeks in advance of the dispatch ofing these recommendations to the Standing Committee in anticipation of its annual meeting (which is normally held in October/November). ~~the annual meeting of~~ This allows Regional Representatives to express their views on the recommendations prepared by the Bureau before they are dispatched to all Standing Committee members.— The Standing Committee's Subgroup on Finance of the Standing Committee considers the Bureau's recommendations together with any views expressed by the Regional Representatives at its meeting prior to the Standing Committee meeting, and in turn transmits its recommendations to the Committee for final decision. ~~which in turn will submit its recommendations to the Standing Committee meeting following immediately thereafter, for final decision.~~

**Important Note.**— Ramsar The 7<sup>th</sup> Meeting of the COP7 (San Jose, Costa Rica, May 1999), through ~~its~~ 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 (see H and J below).

Formatted

Formatted

#### G.— Transfer of funds grants

The Ramsar Bureau prepares the agreementcontracts with the ~~for~~ Ramsar Administrative Authorities receiving project funding (see ~~section~~Heading VI below). They receive an initial payment of 80% upon receipt by the Bureau of the agreement duly signed, of the full project grant at the time of the signing of the contract. The 20% balance of the funds is retained pending the submission of an acceptable Progressfinal reportReport (see Section D, —attached), which should include a statement of expenditure for the funds provided.

#### H and J.— Progress Rreport and Final Rreport

Each recipient agency ~~is~~will be required to provide a Progress Rreport on the implementation of progress achieved as a result of the assistance received from the SGF-funded projects — an interim,

~~or Progress report at the latest one year~~ nine months after receipt of the first payment; and/or a Final ~~R~~report up to six months after completion of the project. The ~~Convention has~~ standard forms for both the Progress and Final Reports are attached (Sections D and E) as enclosed. ~~In the case of both~~ Both Progress and Final Reports, ~~these~~ MUST be submitted with the endorsement of the Ramsar Administrative Authority in the country.

**Important note.**— To assist the Bureau with its evaluation and reporting to donors, each project funded is requested to provide, with the ~~Final Report,~~ with copies of any materials produced under the project and suitable photographs illustrating the activities undertaken. Materials produced with SGF funding should acknowledge the origin of the funds.

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

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

The person responsible for executing the project is encouraged to maintain regular contact with the appropriate Regional Coordinator and Assistant in the Ramsar Bureau and the designated focal point in the Ramsar Administrative Authority.

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

#### **I and K.**— Follow-up by the Ramsar BBureau

The Ramsar Bureau reviews Progress and Final ~~R~~reports, the latter being reviewed using with the use of the adopted Project Evaluation Form ~~as attached (Section F) enclosed.~~ During implementation, and after projects are completed, Bureau staff follow up and monitor SGF projects. ~~Where possible, when travelling to countries that have received SGF funding, they visit project sites and meet with those responsible for project implementation, when travelling to countries which have received SGF funding.~~

### **VI.**— Terms of Agreement to be concluded with agencies receiving SGF assistance

An agreement will be concluded between the Ramsar Bureau and the Administrative Authority of the Convention in the recipient country, or an appropriate agency or organization designated by the Administrative Authority to administer the funds on ~~their~~ its behalf. ~~In this agreement~~ the following will be set out:

- ~~i)~~ i) the extent and purpose of the financial assistance granted;
- ~~ii)~~ ii) the obligations of the recipient agency;
- iii) the obligation of the recipient agency to mark all equipment and all products arising

Formatted: Bullets and Numbering

— from assistance provided under the Fund with the Ramsar Convention name and logo.

The Bureau, 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 the 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.

These agreements are governed by Swiss law.

#### **VII.— Reporting to donors**

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

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

**Section B**

**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,

~~Worldwide~~ Web: http://ramsar.org/

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

**Section B**  
**Request for Funding -**  
**REQUESTS FOR FUNDING**

**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 your Project Application Form. – Please Kindly use **only** the space provided on the form for each question. – Thank you.

**II. Details of 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. – Please Kindly type (or print clearly), do not use margins less than 1.5 cm and letters smaller than ~~the~~**10-point** font size ~~used in this document (10 pt).~~ – Thank you.

**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 SGF 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. It should include relevant sectoral information, government objectives, policies, plans and ongoing programmes. The amount of background information presented should be limited to that which is essential to understand the current circumstances. If the project ~~would take place~~**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). The justification information should identify the beneficiaries of a solution to the problems to be addressed and the rationale for SGF support.

**C. ~~E.~~ Objective(s)**

General Objective(s):

Formatted: Bullets and Numbering

Please study the Ramsar Convention Work Plan– 2000-2002 and ~~identify and~~ indicate the issues you are addressing in this project, and to which general and operational objectives 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 A. Objective statements should define the intended results that ~~will should~~ have been achieved ~~at~~by the end of the project. For clarity and ease of understanding, objectives should be written in ~~the~~ standard grammatical patterns and phrases, e.g.: ...to achieve the wise use of..., ...to raise awareness of wetland values..., ~~to~~...to reinforce the capacity of institutions ~~to~~..., ...to identify the wetlands....

**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 feasibility study”, “trained personnel”, “a management plan”.

**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”, “~~carrying out~~ conducting seminars”.

Objectives	Outputs	Activities

**F. Work Plan**

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

Outputs & Key Activities	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
<b>Output 1</b>												
Activity 1:												
Activity 2:												
<b>Output 2</b>												
Activity 3:												
Activity 4:												

**G. Follow Up**

Intended follow-up after completion of the project timetable.

Formatted

### H. Budget

The SGF provides a maximum of Sfr 40,000 per project, with a maximum of Sfr 25,000 for “Preparatory Assistance”. Indicate costs in local currency **AND IN SWISS FRANCS – 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 a counterpart funding, please indicate ~~if whether~~ the funds ~~fund money~~ have been secured? ~~And~~, if so, from which organization these funds will come? Also, distinguish very clearly between counterpart funds coming from, or proposed to come from, sources within and from outside the country.

Formatted

In this section a detailed budget should be presented (please give the unit costs). All items (especially salary costs) for which support is requested from the SGF must be justified in the activity section. Present the budget for a one-year period. The SGF contribution should be spent during a one-year period, ~~according to in line with~~ the work plan.

Output	Salaries	Sub-contracts	Equip-ment	Training	Travel <del>ns</del> port	Miscel.	Total Cost
Output 1							
Output 2							
Totals							SFr.

~~Salaries:~~ such as for staff that have to be employed for the project ~~scientific consultants,...~~

~~Subcontracts:~~ external assistance for any activity of the project other than the salaries referred to above ~~scientific consultants e.g. publication~~

~~Equipment:~~ durable equipment such (e.g. computers), etc.

~~Training:~~ seminars, workshops, roundtables, etc.

~~Travel~~ns~~port:~~ travel costs, etc.

~~Miscellaneous:~~ such as consumables, (e.g. books and stationary, printing costs), etc.

As indicated above, ~~ia) If it is proposed that the project also the proposal is a single project and receives funding from sources other than the SGF, or forms part of a larger project, other than the SGF, please list these other sources of funding, financial and in-kind, (including government input), give a broad break down of these funds, and indicate whether these sources are from in-country or external in origin.~~

Formatted

Formatted

Formatted

~~b) If the proposed project is part of a larger project, please explain briefly the financial and in-kind contribution of other sources (including government input) to the main project.~~

### I. Project Management Arrangement

A plan for management and implementation arrangements of the project should be prepared. The Administrative Authority of the country seeking the funds has the overall responsibility and



legal accountability for the ~~management implementation~~ of the project. This section should include information on the agency or body executing the project and describe institutional and technical capacities to undertake the work. ~~proponents to execute~~ ~~executors~~ ~~the project~~

## **J. Bibliography**

Please ~~only quote~~ ~~list only~~ key references.

Ramsar SGF, Operational Guidelines, page 18

Formatted

Section B—continued

SGF Guidelines, page 30

Formatted

**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](mailto:ramsar@ramsar.org)

Worldwide Web <http://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](mailto:ramsar@ramsar.org),

Worldwide Web: <http://ramsar.org/>

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

**Section B continued**

**Project Summary and Endorsement Form**

**PROJECT SUMMARY AND ENDORSEMENT FORM**

a. Country requesting support:

b. Title of project proposal:

c. Category of assistance requested (Please consult the Operational Guidelines and indicate one option only)

Implementation of the Ramsar Strategic Plan 1997-2002.- Please indicate relevant Operational Objective(s):

Formatted

Emergency assistance

Formatted

Preparatory assistance

Formatted

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:

Formatted: Bullets and Numbering

• Duration of the main project:

Formatted: Bullets and Numbering

• Total cost of the main project:

Formatted: Bullets and Numbering

• Have the main project and the other funds been approved:  Yes  No

Formatted: Bullets and Numbering

• If yes, please indicate the sources of these funds, showing whether the source is in-country or external:

Formatted: Bullets and Numbering

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

Formatted

Formatted

• Duration of the activities to be covered by SGF grant:

Formatted: Bullets and Numbering

• Amount requested from the Ramsar Small Grants Fund:

Formatted: Bullets and Numbering

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

Formatted: Bullets and Numbering

If the financial support sought from the Small Grants Fund is requested to carry out part of a larger project, please indicate:

Formatted

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:  Yes

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 SGF grant:

Amount requested from the Ramsar Small Grants Fund:

Other financial contributions (including in-kind):

f. Name and address (including phone/fax numbers and e-mail address) of the institution or person responsible for preparing the project:

Formatted

g. Name and address (including phone/fax numbers and e-mail address) of the institution or person responsible for implementing the project:

Name and address (including phone/fax numbers and e-mail address) of the institution or person responsible for executing the project:

Formatted

h. Summary (maximum 500 words)

Formatted

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 1997-2002 and the fulfilment of its objectives:

d. Endorsement of this project application by the Ramsar Administrative Authority:

Institution/Agency:

Institution/Agency:

Name/Title:

Formatted

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Formatted

Please return this form along with the Detailed Project Proposal to:  
**Small Grants Fund (SGF), Ramsar Convention Bureau,**  
28 Rue Mauverney, CH-1196 Gland, Switzerland. Fax: +41 22 999 0169, E-mail: [ramsar@ramsar.org](mailto:ramsar@ramsar.org)



Formatted

**Section C**

**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](mailto:ramsar@ramsar.org)  
 Worldwide Web <http://ramsar.org/>

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

**Section C**  
**-Project Proposal Assessment Form**  
**PROJECT PROPOSAL ASSESSMENT FORM**

**SUMMARY**summary

Country:	
Project code:	SGF/year/country initials/consecutive number of multiple projects submitted by the country SGF/2000/----- /
Project Title:	
Has the project been submitted previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, what was its rating:	A B C
If part of a larger project, what is the total cost of the overall project:	SFr.
Amount requested from SGF:	SFr.
Additional counterpart financial contribution from proposer:	SFr.
In-kind support being provided from proposer:	SFr.
Additional financial contribution(s) from other in-country sources:	SFr.
Additional financial contribution(s) from other sources external to the country:	SFr.
In-kind support being provided from other sources:	SFr.
<b>Total Project Budget</b>	<b>SFr.</b>
Project was assessed as feasible OR feasible subject to minor improvements -(Stage I)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
First assessors overall project rating (Stage II) -- (Regional Co-ordinator and Assistant for the appropriate region)	A B C

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted



Formatted

Second assessors overall project rating

-- (Combined view of the Secretary General and Deputy Secretary General)

A

B

C

Formatted

Overall rating to be recommended to Standing Committee

--- by the Bureau

A

B

C

Formatted

Formatted

Formatted

Primary reasons for rating given:

Formatted

**Assessment Procedure** ~~ASSESSMENT PROCEDURE~~

Formatted

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 Bureau that the project does not meet expectations in Stage I of the review, then it will not be further considered. – Those projects which are considered feasible will then pass through for review in Stage II, which considers a range of factors in order to give an indication of relative priority for funding.

Formatted

**STAGE** ~~stage~~ **I**

Formatted

**Review of objectives, methodology, budgetary and capacity information**  
**REVIEW OF OBJECTIVES, METHODOLOGY, BUDGETARY AND CAPACITY INFORMATION**

Formatted

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 is therefore feasible. – The reviewer is expected to indicate Yes or No in response to each question and then for each question in sections A, B, C, and D, and then in Section E to 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 any section, then serious consideration needs to be given to rating the project as unsuitable under that section of review.

<b>A. Objectives and outputs: are the objectives and beneficiaries well defined?</b>	
1. Is (are) the problem(s) to be addressed identified?	Yes / No
2. Is the background of the project satisfactory? _____	Yes / No
3. Are the justification and beneficiaries of the project clearly stated? _____	Yes / No
4. Are the general objectives clearly related to the priorities as stated in the Ramsar Strategic Plan?	Yes / No
5. Are the specific objectives clearly defined? _____	Yes / No
6. <del>Are the outputs consistent with the relevant objectives</del> Is there an output indicated for each objective?	Yes / No
7. Are the outputs suitable to achieve the objectives?	Yes / No
<b>Assessment - the beneficiaries, objectives and outputs are well defined</b>	<input type="checkbox"/> Yes- <input type="checkbox"/> No

Formatted

Formatted



Formatted

<b>B. – Activities: are the activities for achieving the objectives well defined and appropriate?</b>	
1. Are the activities described adequately? _____	Yes / No
2. <del>Is the methodology clear</del> 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. Is the work plan described adequately?	Yes / No
5. Is the work plan appropriate to attain the indicated outputs?	Yes / No
6. Does the project include monitoring and evaluation procedures to ensure the objectives are met?	Yes / No
7. Where appropriate, have literature reviews been undertaken? _____	Yes / No
<b>Assessment - the methods proposed for achieving the objectives are suitable</b>	<input type="checkbox"/> Yes- <input type="checkbox"/> No

Formatted

Formatted

Formatted

	
---	---

Formatted

<b>C.- Suitability of the budget and adequacy of information on budgeting</b>	
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 budget proposed 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 counterpart funding and by other sources (either cash or in-kind contributions)? _____	Yes / No
<b>Assessment - the budget information is adequate and the proposed budget appropriate</b> _____	<input type="radio"/> Yes <input type="radio"/> No

Formatted

Formatted

<b>D.- Capacities needed to see the project completed: of the proponent to carry out the work</b>	
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 <del>proponents executor, the</del> institutional and technical capacity to carry out the project? _____	Yes / No
3. <del>Is there any risk of hindrance of the project process after its approval</del> Given the current political and administrative environment in the country is the assessor confident of the project being undertaken/completed? _____	Yes / No
<b>Assessment - the capacity information indicates the project should be able to proceed</b> _____	<input type="radio"/> Yes <input type="radio"/> No

Formatted

Formatted

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

Formatted

Formatted

Formatted

*If the overall assessment indicates that the project is not feasible,*

*do not proceed to the Stage II review.*

Formatted

Formatted

Formatted

**STAGE II**

Formatted

**Determination of relative priority for funding support**  
**DETERMINATION OF RELATIVE PRIORITY FOR FUNDING SUPPORT**

**A. Economic status of the country (10 points)**

1. The country is included in Part I of the DAC List and below the threshold for World Bank Loan eligibility.	(10 points) Yes / No
<b>TOTAL</b>	

Formatted

**B. Previous SGF projects in the country concerned– (max. 10 points)**

1. No previous projects	(10 points) Yes / No
2. Previously funded once	(5 points) Yes / No
3. Previously funded twice or more	(0 points) Yes / No
<b>TOTAL</b>	

Formatted

Formatted

<b>C. Capacity building elements - Promoting multisectoral approaches of the project (max. 10 points)</b>	
1. The project will promote cooperation between the <del>be implemented by the Ramsar Administrative Authority in partnership with</del> and one or more other Ministries.	(10 points) Yes / No
2. The project will promote cooperation between <del>will be implemented by the Ramsar Administrative Authority in partnership with</del> and one or more other organizations.	(7 points) Yes / No
3. The project will be <del>implemented</del> executed by the Ramsar Administrative Authority acting on its own.	(3 points) Yes / No
4. The project will be <del>implemented</del> executed by an organization other than the Ramsar Administrative Authority.	(0 points) Yes / No
<b>TOTAL</b>	
<b>D. Leverage effect of the SGF funds (max. 10 point)</b>	
1. The SGF funds represent less than one third of the total project budget (including in-kind contributions)	(10 points) Yes / No
2. The SGF funds represent approximately half of the total project budget including in-kind contributions	(7 points) Yes / No
3. The SGF funds are providing more than 75% of the total project budget (including in-kind contributions)	(3 points) Yes / No
4. The SGF funds are providing all of project budget	(0 points) Yes / No
<b>TOTAL</b>	

Formatted

Formatted

Formatted

**E. Scope of project– (max: 10 points)**

Formatted

1. Is it a project with implications for the whole of a Ramsar region or sub-region?	(10 points) Yes / No
2. Is it a multi-lateral project carried on by two or more countries?	(7 points) Yes / No
3. Is it a national project, which will have national implications?	(5 points) Yes / No
4. Is it a project with local relevance only?	(0 point) Yes / No
<b>TOTAL</b>	

Formatted

**Total score out of a possible maximum of- 50 in stage II**

Formatted

**Overall rating for funding priority:**

Based on the above ratings and total score this project is considered:

- ~~A – high priority for funding~~                      ~~high priority for funding.~~    (A)
- ~~B – medium priority for funding~~                      ~~medium priority for funding.~~    (B)
- ~~low priority for funding.~~ ~~C – low~~                      (C)
- ~~priority for funding~~

**Reviewer's comments:**

Formatted

Section D

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](mailto:ramsar@ramsar.org).

~~Worldwide~~ Web: <http://ramsar.org/>

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

Section D

**-Standard format for the preparation of progress reports**  
**STANDARD FORMAT FOR THE PREPARATION OF PROGRESS REPORTS**

**PROGRESS REPORT FORM**

(to be filled in by the implementing agency/organization

and endorsed by the Ramsar Administrative Authority)

Country:

Formatted

Title of the Project:

Project code:

Formatted

Year of approval:

Formatted

Total f

Funds allocated:

Formatted

Funds received to date:

Formatted

Project officer (See section 56 for further details):

Formatted



Formatted

Date progress report due:

Formatted

Date progress report provided:

**1. Abstract**

Formatted: Bullets and Numbering

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

---

---

---

---

---

---

**1.2. —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

For each objective of the project, as stated in the application, indicate the progress which has been made:

Please provide a sObjective 1

Progress - Task completed, Task partially completed, No progress as yet

Summary of action(s) taken for each objective.

Formatted

Formatted

Objective 2

Progress – Task completed, Task partially completed, No progress as yet

Summary of action(s) taken –

Objective 3

Progress – Task completed, Task partially completed, No progress as yet

Summary of action(s) taken –

Formatted

23. Overall progress

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

Formatted

Yes / No

Yes

No

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

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

34. Budgetary details

Please advise what amount of the funds received from the SGF for this project have been spent so far (in Swiss francs), \_\_\_\_\_

Formatted

Sfr

Have all of these the funds been spent in accordance with the project specifications and budget? Yes / No:

Yes

No

Formatted

Formatted

Formatted

Formatted

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

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

45. Final report

When can the project's final report be expected? \_\_\_\_\_

**56. Project Officer** (person responsible for ~~implementation~~ ~~executing~~ ~~n~~ of the project)

Name: \_\_\_\_\_

Signed nature: \_\_\_\_\_

Institution: \_\_\_\_\_

Date: \_\_\_\_\_

:

Address: \_\_\_\_\_

**7. 6. Endorsement Approved by the Ramsar Administrative Authority**

Where the project is being undertaken by other than the designated Ramsar Administrative Authority, the progress report should be endorsed by the Head of this agency, department or ministry.

Name: \_\_\_\_\_

\_\_\_\_\_ Signed nature:

\_\_\_\_\_

Administrative

Authority: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Formatted

**Section E**

**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.

Worldwide-Web: <http://ramsar.org/>

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

**Section E**

**Standard format for the preparation of Final Reports**

**STANDARD FORMAT FOR THE PREPARATION OF FINAL REPORTS**

**FINAL REPORT FORM**

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

Country:

Formatted

Title of the Project:

Project code:

Year of approval:

Formatted

Year of approval:

Project Officer (see Section 45 for further details):

Formatted

Date project was completed:

Date final report provided:

Formatted

Date final report provided:

Have you enclosed some suitable photographs or colour slides illustrating the project?

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

Have you enclosed:

a) some suitable photographs or colour slides (with the necessary description) illustrating the project?—  Yes -----  No

Formatted: Bullets and Numbering

b) the copies of the materials produced with SGF funding (if applicable) ?

Formatted

Yes  No

Formatted

Formatted

**1. Abstract**

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

Formatted

Formatted

Formatted: Bullets and Numbering

---

---

#### 2.4. 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

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

**For each objective of the project, as stated in the application, indicate the output(s). Where tasks were only partially completed or not attempted please provide the reasons for not fulfilling this expectation:**

##### Objective 1

Task completed, Task only partially completed, Task not attempted

Summary of action(s) taken -

---

---

##### Objective 2

Task completed, Task only partially completed, Task not attempted

Summary of action(s) taken -

---

---

##### Objective 3

Task completed, Task only partially completed, Task not attempted

Summary of action(s) taken -

---

---

Formatted

23. Overall project outcomes

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

Formatted

Formatted

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

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

34. Budgetary details

Please submit a *detailed expenditure and income account* (including unit costs) referring to the ~~following~~ original project budget. Indicate expenditure and income in the currency(s) in which they have actually occurred, and as necessary ~~in addition~~, provide the exchange rate into the Swiss Francs to be applied. ~~Please attach a separate page(s) to the form for this budgetary information section.~~

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

Formatted

Formatted

Yes / No:

Has an expense account detailing these expenditures been provided?  
Yes / No

If ~~no~~, to either question 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 ~~being returned and~~ recommend the possible uses for these funds ~~to the Ramsar Bureau of this money to be considered~~ by which the ~~Ramsar Bureau~~ can consider. ~~unnecessary~~

Unspent funds: Swiss francs

Formatted

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

Formatted

Unspent funds being returned to the Ramsar Bureau Sfr

**45. Project Officer** (person responsible for ~~implementation of~~ executing the project)

Name:-  
Signature:

Formatted

Institution:  
Date:

Formatted

Address:  
\_\_\_\_\_

**56. Endorsement Approved by the Ramsar Administrative Authority**

~~Where the project is being undertaken by other than the designated Ramsar Administrative Authority, the final report should be endorsed by the Head of this agency, department or ministry.~~

Name and title:  
Signature:

Formatted

~~Administrative Authority:-~~  
Date:  
:  
Address:\_\_\_\_\_



Section F

**CONVENTION ON WETLANDS (Ramsar, Iran, 1972)**

Rue Mauverney 28, CH-1196 Gland, Switzerland  
Tel. +41-22-999-0170, Fax +41-22-999-0169, E-mail: ramsar@ramsar.org  
Worldwide Web <http://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  
Worldwide Web <http://ramsar.org/>

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

Section F

**Standard format for evaluating completed projects-  
STANDARD FORMAT FOR EVALUATING COMPLETED PROJECTS**

**PROJECT EVALUATION FORM**

(to be completed by the relevant Regional Coordinator of the Ramsar Bureau)

**Project information:**

**Country:**

Formatted

**Title of the Project:**

**Project Code:**

**Year of approval:**

Formatted

Formatted

**Total funds allocated:**

Formatted

**Project officer (person responsible for implementing the project):**

Formatted

**Position, Institution:**

Formatted

**Date progress report received:**

**Date final report received:**

Formatted

**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. ~~If requested, w~~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 Bureau, the Project Officer and the Administrative Authority**

During the project what level of contact was maintained between the Ramsar Bureau, the person responsible for implementing the project and the focal point in the Ramsar Administrative Authority? - Was it:

~~regular~~  ~~occasional~~ ~~or~~  only when reports were due?

**3. Achievement against each project objective**

For each objective of the project (as stated in the ~~application project proposal~~) were the goals achieved?

Fully, Partially, Not at all

~~Objective 1: Fully, Partially, Not at all~~

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective 3:

Objective 4:  
~~Fully, Partially, Not at all~~

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~~Objective 2: Fully, Partially, Not at all~~

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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? ~~which areas were not addressed fully and what were the reasons for failing to meet the overall objective.~~

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 SFr.) 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

And, if all funds were not spent how will they used? ~~Ramsar Bureau been informed about the balance and agreed to its alternative use? unspent funds being returned to the Ramsar Bureau.~~

Yes / No

**6. Ramsar Bureau Project Officer**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

