

Call for proposals for showcase projects under the APFED Innovation Showcase for Sustainable Development

The call for proposals for the 2010 APFED Showcase Programme is now opened. The Asia-Pacific Forum for Environment and Development (APFED) is a regional group of eminent experts launched at the ECOASIA (Environment Congress for Asia and the Pacific) in 2001 with the support of the Ministry of the Environment, Japan. The APFED steers in its phase II the Showcase Programme as one of its programmes to support the experimentation of policy measures and actions recommended by the APFED Final Report of 2004.

The APFED Showcase Programme is designed to support relevant organisations, stakeholder groups and communities in promoting innovative approaches in policy implementation, technology application and social mobilisation towards achieving sustainable development in Asia and the Pacific. The applications made over the past four years have reached close to 1,000 and 46 projects have been selected and supported up to now. Their innovative approaches and achievements were documented and made available widely to promote the replication of good practice and innovative approaches towards achieving sustainable development in Asia and the Pacific (see the details at [_](#) and www.apfedshowcase.net).

The APFED Secretariat, serviced by the Institute for Global Environmental Strategies (IGES), and the Showcase Facility serviced by the United Nations Environment Programme's Regional Office for Asia and the Pacific (UNEP/ROAP) invite organisations and stakeholder groups to submit proposals for the 2010 APFED Showcase Programme in accordance with the procedures set out below.

1. About the Showcase Programme

1.1 Objectives of the Programme

The Showcase Programme aims to support projects that promote innovative policies, measures, and actions for sustainable development in the Asia-Pacific region as recommended by the APFED Final Report (http://pub/apfed1/final_report/index.html). These innovative activities supported under the Showcase Programme shall be shared among various stakeholders in the region through the APFED Good Practice Database.

Examples of innovative activities as defined in the APFED Final Report

Innovation in relation to policies

To pilot innovative policies that lead to behavioural changes of people in a defined direction, such as integrated transportation planning and establishing special environmental zones for innovative policies.

Innovation in relation to technologies

To analyse the feasibility of emerging technologies for prevention, mitigation or

adaptation purposes under specific conditions, such as new sources of water, eco-industrial parks, and eco-restoration initiatives.

Innovation in the encouragement of social practices for sustainability

To enhance social capacity for sustainable development by encouraging new and creative social practices conducted by Civil Society Organisations (CSOs) and/or by stimulating partnerships between CSOs and other stakeholders, such as rural-based industries with support from the urban community, local eco-currency, participatory composting, joint management of protected areas, and inter-university credit systems.

1.2 Outline of the Programme

Under the Showcase Programme, a grant of up to US\$30,000 can be provided to each sustainable development project to showcase innovative approaches to support the development, implementation, monitoring, and information dissemination of innovative policies, measures and actions for promoting sustainable development in the region. The funds may be used to support stakeholder consultations, feasibility studies, pilot scheme experimentation and demonstration. It is prerequisite that the proposed project aims to generate tangible outcomes in changing behaviours and business practices toward enhancing sustainability, and improving environmental performance. Mere literature review, report writing, and meeting organisations without showing any intent to make immediate behavioural changes and improve environmental performance are not eligible to be supported by the Programme.

While the project implementing organisations assume primary responsibilities for monitoring and self-evaluating project implementation and preparing reports thereon for submission to APFED, the projects shall be complementarily monitored and evaluated by one of the member institutes of the Network of Research Institutes for Sustainable Development (NetRes) established under APFED. For each of the approved projects, a NetRes institute shall be assigned to support the implementation of the project. The funds shall be channelled through the designated NetRes institute after the completion of a contract between the NetRes institute and the project implementing organisation.

It is expected that the project shall be implemented with good will and a spirit of partnership so that the outcome of the successfully implemented project can be registered in the APFED Good Practices Database. The Database is intended to disseminate information on good practices for promoting sustainable development in the region with a view to facilitating the replication of such successful initiatives.

2. How the Showcase Programme is managed

Administration

Under the guidance of APFED, the Showcase Programme is administered by the APFED Secretariat (Institute for Global Environmental Strategies, IGES) in coordination with the APFED Showcase Facility established that is serviced by the Regional Office for Asia and the Pacific of the United Nations Environment Programme (UNEP/ROAP).

Selection of Showcase Projects

The selection of showcase projects shall be made by the APFED Showcase Panel that is

supported by the APFED Showcase Facility and the APFED Secretariat. The Panel consists of five members from APFED who were appointed by the Chair of APFED.

NetRes

Each showcase project will be monitored and evaluated by one of the institutes of the Network of Research Institutes for Sustainable Development (NetRes). A NetRes institute will be appointed to each showcase project by the APFED Showcase Facility. The NetRes members are:

- Chinese Society for Environmental Sciences (CSES), China
- Institute for Global Environmental Strategies (IGES), Japan
- Korea Environment Institute (KEI), Korea
- Singapore Institute for International Affairs (SIIA), Singapore
- Sustainable Development Policy Institute (SDPI), Pakistan
- The Energy and Resources Institute (TERI), India
- Thailand Environment Institute (TEI), Thailand
- University of South Pacific (USP), Fiji

The major tasks of the NetRes institutes include:

- providing the project implementing organisations with advice on refining the project proposal, the implementation plan, facilitating its effective implementation, and devising monitoring and evaluation methodologies,
- concluding a contract and agreed implementation plan with the project implementing organisation,
- channelling APFED Showcase Programme funds to the project implementing organisation,
- monitoring and evaluating the project implementation and the outcomes,
- providing guidance in drawing lessons and accumulated knowledge from the project implementation,
- providing guidance on project implementation reports and preparing the final report based on the project implementation reports with the evaluation of the project by the NetRes institute for submission to APFED, and
- providing guidance in preparing the information sheet for registration in the APFED Good Practices Database.

3. How to Apply for the Showcase Programme

3.1 Eligibility

3.1.1 Eligibility of applicants

To be eligible to apply for the Programme:

- 1) The applicant must be a representative of an organisation that has been properly registered under the laws of the country for more than three years as an organisation working continuously for the promotion of sustainable development in a country in the Asia-Pacific region.
- 2) The organisation must have sufficient capacities to implement the proposed activities.
- 3) The organisation must be able to show its legal status and to present its recent annual report including financial statements at the time of concluding a contract. The organisation that fails to provide the mentioned documents shall be disqualified from receiving funds under the Programme.

3.1.2 Eligibility of projects

The proposed projects must satisfy the following requirements:

- 1) Projects must demonstrate innovative policies, measures, and actions including community empowerment and technology application with a view to promoting behavioural changes toward achieving sustainable development and generating positive impacts on environmental performance in Asia and the Pacific.

The concrete outcome must be demonstrated in terms of behavioural changes and/or improvement in environmental performance. In other words, the experimentation and demonstration of pilot schemes are essential components of the project. Therefore, mere literature review, report writing, or organisation of meetings and study tours *per se* shall not be eligible.

- 2) Projects must not have been implemented yet or must be at the very early stages of implementation. The incremental component for improving environmental performance within the ongoing or completed projects makes such projects eligible for the Programme.
- 3) The project implementing organisation must have already secured core funds including in-kind contributions to support the implementation of the APFED Showcase project.
- 4) Projects must be designed to be implemented in partnership with other relevant organisations and stakeholder groups as well as NetRes institutions. (*Note: initial contacts with NetRes institutions are not prerequisite during the early stage of application*).
- 5) Projects must aim to demonstrate impacts that are measurable within the project implementation period.
- 6) The project implementation period shall be from 6 to 24 months.
- 7) Disadvantageous considerations may be given to the project site that is difficult to visit due to its remoteness or looming security concerns.

3.1.3 Criteria in the selection process

- 1) Innovativeness: The project components include innovative elements and lessons that contribute to the creation of “knowledge” useful for sustainable development in the region.
- 2) Applicability: The project creates lessons that will be useful for other areas of the A-P region.
- 3) Effectiveness: The project attains the project objectives through proposed activities in an effective manner.
- 4) Feasibility: The proposal clearly identifies time schedule, financial plan, human resources and possible risks.
- 5) Long-term self reliance: The activities can be continued after the completion of the project.
- 6) Relevance: The project is linked with the APFED's recommended elements such as a co-benefit approach, poverty alleviation and civil society empowerment.

Easy access to the project site may give advantage as the Programme intends to

support demonstration activities and good practice knowledge sharing. However it does not in any way preclude the support of project proposals with project sites in the remote areas.

3.2 Priority Thematic Areas

APFED programmes aim to address three priority thematic areas, namely (1) climate change; (2) 3Rs (reduce, reuse and recycle including wastes and chemical management); and (3) biodiversity.

In addition to these priority areas, the Showcase Programme is intended to address the following thematic areas: (4) energy and air, (5) marine and coastal resources; (6) freshwater; and (7) land management (including urbanisation, rural development and forest).

Among these seven priority thematic areas, additional scores would be given to the proposals that address any of the first three priority thematic areas namely: climate change actions, the 3Rs (facilitating actions to reduce, reuse, and/or recycle materials and to foster sound material cycle, sustainable consumption and production, and circular economy), as well as biological diversity for 2010 Showcase Programme.

Note: Co-benefit approaches for climate change, multi-stakeholder partnership for 3Rs, and payment for ecosystem services are some of those innovative practices that were highlighted at the 4th Plenary Meeting. Reflecting such concepts may give advantages, but it would not exclude the possibility of positively considering any other types of proposals.

Note: At the same time, we welcome the proposals which cover thematic areas other than the designated priority areas for 2010.

Within projects that fit the priority thematic areas listed above, it is also highly recommended to consider cross-cutting areas such as (i) Environmental Governance; (ii) Innovative Environmental Finance; (iii) Trade and Environment; (iv) Human Resource Capacity Development; (v) Environmental Information; (vi) Environmental Technologies; (vii) Education for Sustainable Development; and Others that address social capacity development.

3.3 Proposal format The proposal must be written in English, following the proposal format attached as "Appendix I". It must provide all information requested. Proposals with incomplete information will be disregarded. Reference documents can be submitted as attachments to the application.

3.4 Submission deadline

All proposals must be submitted to the APFED Showcase Facility at the following address either by post, email, or fax. All proposals should be received by the Showcase Facility NO LATER THAN 19 November 2010.

APFED Showcase Facility

c/o Regional Office for Asia and the Pacific, United Nations Environment Programme (UNEP/ROAP)
2nd Floor, Block A, United Nations Bldg., Rajdamnern Ave. Bangkok 10200, Thailand

Email: unep-apfed@un.org

Fax: +66-2-280-3829

3.5 Notification of successful applications

The APFED Showcase Facility shall only notify the successful applicants as result of the selection by email or postal-mail. The selection results shall also be announced on the APFED and APFED Showcase Programme website. It is expected that the final selection results will be announced in December 2010. The APFED website shall carry the updated information.

3.6 Disclaimer

The 2010 Showcase Programme is subject to the final disbursement of funds to support the 2010 Showcase Programme. None of the organizations involved in this Call for Application will remain liable and accountable for any detrimental consequence to be caused by the final decision over the expected fund disbursement. The right is also reserved to modify the terms of conditions for this Call for Application and implementation modalities depending on the guidance to be given by funding organizations.

4 Further inquiries

For any further inquiries concerning the Showcase Programme, please contact:

APFED Secretariat

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APFED Showcase Facility

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www.apfedshowcase.net

PROJECT PROPOSAL FORMAT
THE APFED SHOWCASE PROGRAMME 2010

SECTION 1: Basic Information on the Proposed Project

1. TITLE OF THE PROJECT

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2. PROJECT SITE

1) Country, State/Province/City

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2) Distance from the nearest major city that has an international airport. If the domestic airport needs to be used for the foreign visitor to the project site, please write the suggested route via the capital city or the hub airport.

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3) Mode of travel available from the nearest major city with an international airport and standard time required for travelling to reach the project site (approximate number of hours, specify air and/or road)

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4) Security conditions in the project sites at the present and the past five years. Please indicate the level of security and safety, particularly any conditions that may prevent foreign visitors from visiting the sites for the security/safety reasons.

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3. PROJECT IMPLEMENTATION ORGANISATION

1) Name of organisation

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2) Type of organisation: NGO/CBO, governmental, governmental research institute, academic/research institute, private company, or other (please specify)

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4. SUMMARY OF THE PROJECT (no more than one paragraph)

Summarise the outline of the project in one paragraph, including issues to be addressed, the targets of the project, and what the expected outputs of the proposed project are.

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5. CONTACT PERSON AND CONTACT ADDRESS

1) Name and position title	
2) Mailing address	
3) Telephone	
4) Fax	
5) E-mail	

6. PARTNER ORGANISATION(S) (if any)

Please indicate the name(s) of the organisation(s)

7. DURATION OF THE PROJECT

Total () months,

Start from: month, year to month, year

8. PROJECT AREA (please tick one)

- | | |
|--|---|
| ☐ Climate change | ☐ Marine and coastal resources |
| ☐ Wastes and Chemicals | ☐ Energy and air |
| ☐ Biodiversity | ☐ Freshwater |
| ☐ Land management (including urbanisation, rural development, and forest) | |
| ☐ Others, please specify () | |

9. ESTIMATED BUDGET (in US dollars)

1) Estimated total budget

2) Requested amount of funds from the APFED Showcase Programme

3) Source and amount of core funds

Please provide the name(s) of source(s)/organisation(s) that provide the core funds.

In-kind contributions can be included among the core funds.

SECTION 2: Outline of the Proposed Project

1. BACKGROUND TO THE PROJECT

Please describe the social/economic/environmental situation in the areas where the project is proposed, state the reasons why the proposed project is required, and elaborate on how the proposed project can change the current situation.

2. OBJECTIVES OF THE PROJECT

Please explain the objectives of the project.

3. OUTLINE OF THE PROJECT ACTIVITIES

1) Key activities

Please present a list of activities with some annotation/explanation.

2) Key stakeholders to be involved in the project and their roles

3) Key benchmarks and indicators for monitoring and evaluation

Please describe how the project progress and/or outcome can be monitored and evaluated, including benchmarks and indicators that shall be used in the monitoring and evaluation processes.

4) Potential/anticipated risks

Identify potential or anticipated risks associated with key activities. Explain how you will cope with such risks.

4. OUTCOMES OF THE PROJECT

Please describe the outcome of the project.

5. KEY FEATURES OF THE PROJECT

Please elaborate on key features of the project with respect to the following aspects:

1) How is your project innovative and different from conventional approaches?**2) How can this project catalyse the involvement of stakeholders and public support?****3) How can the effective implementation of the project be secured?****4) What kind of progressive achievements and lessons can be demonstrated by the project?****5) How will the project contribute to enhance environmental conditions while improving socio-economic conditions?****6. TIMEFRAME FOR THE PROJECT IMPLEMENTATION**

Please explain the timeframe for the project implementation following the table presented below.

Example:

Key Activities	Duration							
	Year I				Year II			
	1st quarter	2nd	3rd	4th	1st quarter	2nd	3rd	4th
Activity 1: Inception Workshop								
Activity 2: Perception Survey								

7. DETAILED FINANCING PLAN (in US dollars)

Example:

Budget and source of finance (in USD)				
Key Activities	Item	Core Fund	APFED	Sub-Total
Activity 1: Inception Workshop	▪ Personnel cost of full-time staff (30 person/day @ 30 USD)	900	0	900
	▪ Graduate student assistants (30 person/day @ 15 USD)	0	450	450

	- Venue rental (1 day @ 125 USD) - Meeting materials (50 packs @ 5 USD) - Lunch, coffee and tea (50 units @ 10 USD)	0 0 0 900	125 250 500 1,325	125 250 500 2,225
	Sub-total			
Activity 2: Perception Survey	- Personnel cost of full-time staff (10 person/day @ 30 USD) - Part-time staff for interviews and consolidation of the survey results (30 person/day @ 15 USD) - Car rental (3 day @ 50 USD)	300 0 0 300	0 450 150 600	300 450 150 900
	Sub-total			
Activity 3:				
Total				

The core fund can include in-kind contributions from the implementing organisations.

IMPORTANT NOTE:

The expenses listed below are generally not eligible to be covered by the grant:

- (a) Permanent/full-time staff, project directors/managers. Personnel expenses for directors and full-time staff, office rent including utilities and water charges
- (b) Expenses necessary for the routine operation of the organisations, including those for in-house publications
- (c) Construction expenses
- (d) Equipment expenses, such as cars and computers

8. INFORMATION ON THE PROJECT IMPLEMENTATION ORGANISATIONS

- 1) Mandate of the organisation

- 2) Head of the organisation

- 3) Office location

- 4) Legal status, government registration no., and so on (which are to be provided upon request at later stage)

- 5) Past experience in the field of the project proposal
(project title, duration, funding source, outputs, related web-site of the project)

- 6) Web-site (URL)

- 7) Other related information on the web regarding the activities of your organisation

9. DATE OF SUBMISSION: Date/Month/2010

Applications should be emailed to: unep-apfed@un.org