



**Aligning projects and reporting for the
regional GEF Dugong and Seagrass Conservation Project:
“Enhancing the Conservation Effectiveness of Seagrass Ecosystems
Supporting Globally Significant Populations of Dugong across the Indian and
Pacific Oceans Basins”**

**Manila, Philippines
21-22 February 2013**

Pre-workshop questionnaire

At the GEF International Workshop in Manila, Philippines, on 21-22 February 2013, there will be an expectation for each country to present their progress in developing their project implementation plans. The following questionnaire covers some of the topics to be covered in these presentations.

The workshop organisers are requesting that the information be submitted in advance of the event. The final agenda will then be set to effectively support the remainder of the PPG phase, and the subsequent full implementation of the Project.

Please return completed questionnaires to Tristan Tyrrell at tristan@tentara.org by **Monday 11 February 2013**.

i. Status of National Reviews

How complete is your national review?

Where are the gaps, and what is missing?

Any areas where you have had particular problems (e.g. information unavailable or non-existent on Dugong distribution in area X).

Please indicate how complete your threats/root causes/barriers analysis is, and list the key threats (this is important as it is used to justify the GEF Project)

ii. Identification and development of national and community level activities for the GEF Project

(If all the information requested here has already been submitted to the Project Secretariat, please indicate where it was provided and approximate date of submission)

How developed are your proposed activities for the Project?

At the national workshops/meetings we gave you a 'GEF Dugong and Seagrass Conservation Project Form' (see Annex) to complete in details what you proposed to do. How complete is this form?

Please provide a breakdown of your proposed activities according to Outcome:

a. Activities that fit within Outcome 1 (community-based stewardship)

b. Activities that fit within Outcome 2 (innovative incentive mechanisms)

c. Activities that fit within Outcome 3 (barriers to critical knowledge removed)

d. Activities that fit within Outcome 4 (incorporation into regular policy frameworks)

e. Activities not related to any of the above outcomes

iii. Initial costings and co-financing for the Project

(If all the information requested here has already been submitted to the Project Secretariat, please indicate where it was provided and approximate date of submission)

Do you have initial costs for your proposed national and community level activities? If so, please give a rough breakdown.

Have you identified co-financing for your national and community level activities? If so, please give details, and keep in mind we are aiming for a 1:4 GEF co-financing ratio.

iv. Capacity limitations to implement your proposed GEF activities

What capacity limitations are you likely to face in implementing your a) national and b) community level activities?

Have you undertaken a capacity analysis to assess gaps and determine what measures need to be taken to ensure that there are sufficient human, technical, financial and other resources to deliver your proposed GEF activities?

Annex: GEF Dugong and Seagrass Conservation Project Form

Please complete this form for each set of proposed activities (project) to be developed at the national level, i.e. those in relation to Outcomes 1, 3 and 4 in the project logframe. Each project concept should be 5-6 pages in length (the boxes are expandable). (Outcome 2 only deals with pilot incentives projects and requires only a 2-page outline concept at this stage).

Country:
Title of proposed project:
Total funding and funding from GEF (US\$):
Name and physical address of proponent and institution:
Email and skype address:
Organisation type (government agency, university, NGO, etc):
Project location(s):
Project Duration (approximate time period of your project):
Problem statement and project rationale: Describe the conservation need (key threats and any important opportunities) your project aims to address and what would happen if this project were not implemented
<p>Project aim and expected results: Include a statement of your project's objective (what will it achieve), what specific outputs will be delivered, and how will you measure these?</p> <p>Aim:</p> <p>Output(s):</p> <p>Indicators to measure performance and impact:</p> <p>Note please make your indicators as specific as possible (SMART)</p>
Project activities: Describe the activities to deliver each output
Link to Project Strategy: How does the project meet the request for proposals? How does it link to the overall GEF project (e.g. their link to Outcome 1, Output 1.1, etc)?

Risks: List any potential risks you face in implementing the project. Describe anything that might influence the success of the project (e.g. political changes, weather)

Project Partners / Stakeholders: List any partners to be directly involved in implementing this project as well as important stakeholders

Long-term sustainability/replicability: Describe how project components or results will continue to be sustained (e.g. financially – what will happen when the GEF funds finish?), and be replicated beyond the initial project

Timeline for delivery of project with key milestones and deliverables:

Project management and implementation arrangements: who will carry out the project and what skills do they have to deliver it? Also, please describe your capacity to undertake this project (number staff, resources, previous experience and success in this area).

Project Budget – Provide a breakdown of the proposed budget (in US\$) and indicate how much is to be GEF funding and how much is co-financing (cash and in-kind), using the following categories

	GEF	Co-financing (and source)
Staff costs:		
Professional Services:		
Equipment:		
Rent and Storage:		
Communications:		
Supplies:		
Travel:		
Meetings		
Miscellaneous:		
Other (please specify)		
Total Budget:		

Current expenditure on dugong seagrass conservation at this site: This should include other peoples’ projects, government expenditure, current research, etc. This information needs to be provided to describe the ‘baseline funding’, which has to be presented in the GEF Project Document and CEO endorsement request.