



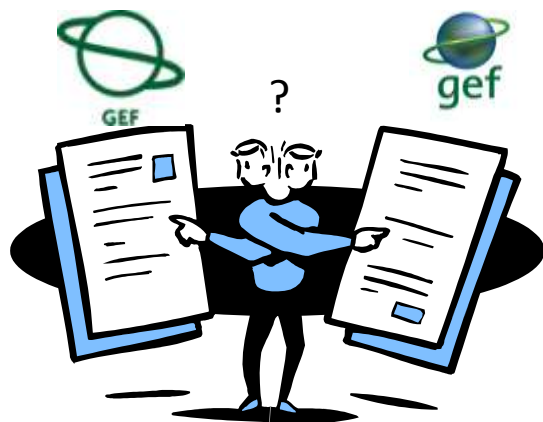
CELEBRATING TWENTY YEARS
GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

www.theGEF.org

GEF-5 Project Templates

**GEF Familiarization Seminar
January 18 – 20, 2011**

**Ramon de Mesa, Operations Officer,
Global Environment Facility**



PROJECT TEMPLATES FOR

**GEF Trust Fund
Special Climate Change Fund
Least Developed Countries Fund**

Where are the templates?

GEF 5 Project templates can be found at the GEF website at <http://www.thegef.org/gef/>:

Home

Most Popular

- ✓ [National Portfolio Formulation Exercises](#)
- ✓ [GEF Council Meetings](#)
- ✓ [Project Templates and Guidelines](#)
- ✓ [Climate Change](#)
- ✓ [LDCF/SCCF Council Meetings](#)

Projects & Funding

Projects & Funding

- Project types and Programmatic Approach
 - ▶ Who can apply?
- Templates and Guidelines
 - ▶ Project Cycle
- GEF Projects Database
- Co-financing
- Country Profiles



Templates and Guidelines

FSPs and MSPs Templates and Guidelines

- GEF 5 Template Reference Guide - Nov. 2010
- GEF 5 Project Review Template- Nov. 2010
- GEF 5 PIF Template - Oct. 2010
- GEF 5 PIF Preparation Guidelines - Sept. 2010
- GEF 5 PPG Template - Oct. 2010
- GEF 5 PPG Preparation Guidelines - Sept. 2010
- GEF 5 CEO Endorsement/Approval Template - Nov. 2010
- GEF 5 CEO Endorsment/Approval - Preparation Guidelines - Sept. 2010
- Request for Extension on Project Milestone(s) - Apr. 2008
- Operational Focal Point Endorsement Template - Sept. 2010
- Operational Focal Point Endorsement Template for SGP - Sept. 2010

- FSP - MSP Review Template - June 2009 (For CEO Endorsement of GEF - 4 PIFs)
- GEF Trust Fund CEO Endorsement / Approval Template - Dec. 2008 (for PIFs approved in GEF 4)



Templates and Guidelines

EAs Templates and Guidelines

- GEF 5 Enabling Activity PIF NCSA Template - Nov. 2010
- GEF 5 Enabling Activity Template - Nov. 2010

PAs Templates and Guidelines

- GEF 5 Program Framework Document Template - Nov. 2010
- GEF 5 Program Review Template - Nov. 2010
- GEF 5 Program Framework Document Guidelines - Nov. 2010
- GEF 5 OFF Endorsement Letter for PFD-PCA - Nov. 2010
- GEF 5 OFF Endorsement Letter for PFD-QGA - Nov. 2010

Small Grants Programme (SGP)

To know more about SGP and how potential grantees can apply for a grant, visit the [SGP website](#).



GEF Templates

Features:

- Standard template applicable to all Trust Funds
- Field-coded to enable data transfer to PMIS
- Web links to referenced materials **provided** as appropriate
- Pull-down menu for given choices
- Auto summation of figures
- Guidelines provided

Limitations:

- Locked and password protected
- No flexibility to modify
- Macro features not enabled
- Can't add or delete rows
- Tracking for edits not possible



FSPs and MSPs Templates and Guidelines

- [GEF 5 Template Reference Guide – Nov. 2010](#)
- [GEF 5 Project Review Template – Nov. 2010](#)

- [GEF 5 PIF Template – Oct. 2010](#)
- [GEF 5 PIF Preparation Guidelines – Sept. 2010](#)

- [GEF 5 PPG Template – Oct. 2010](#)
- [GEF 5 PPG Preparation Guidelines – Sept. 2010](#)

- [GEF 5 CEO Endorsement/Approval Template – Nov. 2010](#)
- [GEF 5 CEO Endorsement/Approval – Preparation Guidelines – Sept. 2010](#)



FSPs and MSPs Templates and Guidelines

- [Request for Milestone Extension – Apr. 2008](#)
- [Operational Focal Point Endorsement Template – Sept. 2010](#)
- [Operational Focal Point Endorsement Template SGP – Sept. 2010](#)

GEF 4 Projects coming for CEO Endorsement

- [FSP/MSP Review Template– Jun. 2009](#)
- [CEO Endorsement/Approval Template – Dec. 2008](#)

NPFE Templates and Guidelines

- [GEF National Portfolio Formulation Exercises Template and Instruction](#)



Enabling Activity Templates and Guidelines

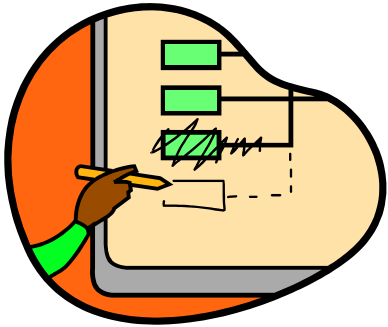
- [GEF 5 Enabling Activity PIF/NCSA Template – Nov. 2010](#)
- [GEF 5 Enabling Activity Template – Nov. 2010](#)

Program Templates and Guidelines

- [GEF 5 Program Framework Document Template – Nov. 2010](#)
- [GEF 5 Program Review Template – Nov. 2010](#)
- [GEF 5 Program Framework Document Guidelines – Nov. 2010](#)

- [GEF 5 OFP Endorsement Letter PFD PCA – Nov. 2010](#)
- [GEF 5 CEO Endorsement Letter PFD QGQ – Nov. 2010](#)

Project Amendment/Cancellation Templates



Agency Notification on Amended Project – Jan. 2011

- Agency Notification on Dropped/Cancelled Full-sized Project or its associated PPG or PIF – Jan. 2011



- Agency Notification on Dropped/Cancelled Medium-sized Project or Expedited Enabling Activity – Jan. 2011



Requirements for Project Submission!

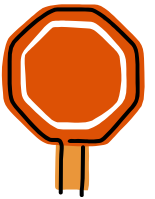
For first time submission¹:

- 1 - Submit proposal to gcoordination@thegef.org with copy to Program Assistant
- 2 - Circulate/copy to a) all GEF Agencies; b) relevant Convention Secretariat, and c) STAP

For resubmission of revised proposal:

- 1 – Re-submit proposal to gcoordination@thegef.org with copy to Program Assistant, Program Manager

Warning: Do not submit with incomplete documentation. They will not be reviewed.



¹Refer to distribution list provided in the GEF Weekly Program Management Bulletin

- Always send project proposals through your Institutional/Agency Registries.
- Always provide a focal area prefix (BD, CC, IW, LD, POPs, OZ, CD, MFA) in the Subject of your email transmission
- For resubmission, include GEFSEC ID for ease of reference

undpgef	BD RUSSIAN FEDERATION - Mainstreaming BD into Energy Sector- GEFSEC ID 3909/UNDP ID 4241 - 1 of 2	12/31/2010 11:52 AM	2.1M
WBGEF Operations	FOR YOUR REVIEW - PCB Management Project	12/14/2010 05:09 PM	142K
World Bank GEF	POPs: Managing Health Care Waste and PCBs - Tunisia	11/17/2010 04:38 PM	1.1M
adbgef	CC-ADB GEFSec ID 4130 Nepal: Kathmandu Sustainable Urban Transport Project - Submission of CEO Endorsement request	10/06/2010 05:01 AM	4.2M
UNEP GEF	POPs: FSP: GEF ID: 3614- : Demonstrating and Scaling Up Sustainable Alternatives to DDT for the control of vector borne diseases in Southern Caucasus and Central Asia - Request for CEO endorsement resubmission	10/15/2010 06:12 AM	3.4M
UNIDO GEF	POPs: Cambodia: Environmentally Sound Management of PCBs - GEF ID 4390 - Revised PIF	12/17/2010 01:40 PM	648K
IDB-GEF	CC_SP1 & 2, Chile "Encouraging the Establishment and Consolidation of an Energy Services Market in Chile" GEF4176. CEO Endorsement Request	10/04/2010 07:42 PM	2.3M
ECDmailbox	1. RESUBMISSION - CC/SCCF, GEFID 3695 (Mongolia): Mongolia Livestock Sector Adaptation Project (CEO Endorsement)	10/18/2010 12:21 PM	6.0M
FAOGEF	IW: GEF ID 3619 Regional - Strategies for trawl fisheries bycatch management (REBYC-II CTI): CEO Endorsement Request (GCP/RAS/269/GFF) 2 of 2	10/21/2010 10:12 AM	4.7M
EBRDGEF	SCCF - Resubmission - North Tajikistan Water Rehabilitation project: reformatted PIF	12/07/2010 08:14 AM	1.2M
MOHAMED AHMED, SIHAM	Strengthening the adaptive capacity of most Vulnerable Sao Tomean's livestock-keeping households PIF and PPG- resubmission	11/01/2010 05:51 PM	287K

Documentation Requirements



FSP/MSP/EA NCSA

Concept

- PIF Template
- OFP Endorsement Letter*
(PPG Template)

Preparation

- PPG Template

Endorsement

- Endorsement Template
- Confirmed Co-financing Letters
- Responses to Council/STAP comments
- Project Appraisal Document
- OFP Endorsement Letter

MSP

- MSP Template
- OFP Endorsement Letter*
- Confirmed co-financing Letters
- PAD (as required by Agency)

EA

Thru Agency

- EA Template*
- OFP Endorsement Letter

Thru Direct Access

- EA Template* including Simplified Management Assessment Report

* STAR endorsement if BD, CC or LD project

D Documentation Requirements

PROGRAM

Thru PCA

- PFD Template
- OFP Endorsement Letter*
- PIF Template(s)

Thru QGA

- PFD Template
- OFP Endorsement Letter*

NPFE

Thru Direct Access

- EA Template including Simplified Management Assessment Report

* STAR endorsement if BD, CC or LD project



Questions and Answers

Is there a deadline for submitting PIFs?

None. PIFs can be submitted anytime. They are received, reviewed and cleared on a rolling basis.

Is there a deadline for submitting Request for CEO Endorsement?

Yes. Eighteen months after Council approval of PIF

Is there a deadline for submitting MSPs?

None. MSPs can be submitted anytime.

However, if PPG is going to be requested, a PIF has to be submitted. Deadline for submitting MSP is 12 months after PIF approval.

When to request a PPG?

- 1 – at the time of PIF submission, or
- 2 – anytime after PIF clearance but before CEO endorsement/approval



Questions and Answers

How can you tell if your project submission has been received by GEFSEC?

- 1 – Has been acknowledged in the Weekly Program Management Bulletin;
- 2 – Document is logged in PMIS (check for yourself)

Important:

Call the attention of the Program Coordination immediately if projects that you have submitted has not been acknowledged in The Weekly Program Management Bulletin



Template problems?

Send
your
queries
to



gcoordination@thegef.org



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