**Investing in Sustainable Partnerships for Inclusive Growth**

**and Regenerative Ecosystems (INSPIRE) Project**

**Full Application Outline**

**Formatting Guidelines**

* Maximum of 15 pages
* Font: Times New Roman, size 12, single spaced

**General Information Sheet**

|  |  |  |
| --- | --- | --- |
| **Name of Organization** |  | |
| **SEC Registration No.** |  | |
| **Date Established** |  | |
| **Office Address** |  | |
| **Email Address** |  | |
| **Contact Number** |  | |
| **Contact Person/s** |  | |
| **Brief Organizational Profile** |  | |
| **Board of Trustees** | **Name** | **Contact No./Email Address** |
|  |  |
|  |  |
| **Project Title** |  | |
| **Area Focus** |  | |
| **Start and end date of Project** |  | |
| **Target Beneficiaries** |  | |
| **Project Partners** |  | |

1. **Background**

This section presents the proposed project scope along with its biological importance and climate mitigation potential. The applicant should be able to present a deep understanding of their proposed project site, including their conservation targets—species, habitats, and ecosystems. Rare, threatened, and endemic species and habitats are presented and discussed using the most recent IUCN classification and nomenclature (e.g., Gray’s monitor *Varanus olivaceus*, Vulnerable). Local communities experience on sightings and encounters should also be discussed. The size, hectarage, and unique features of the ecosystem and the ser

Discussion can be supported by the size or hectarage and its unique features or local testimonies on sightings.

The ecosystem services these provide should also be discussed to surface contributions to human well-being.

References:

* [IUCN Red List of Threatened Species](about:blank)
* [National list of threatened fauna](about:blank)
* [Philippine Clearing House: Philippine Ecosystems](http://www.philchm.ph/ecosystems/)

1. **Situation Model**

This section highlights the situation model of the proposed bioregion or project site. The situation model is a visualization tool to help INSPIRE and USAID understand the context of issues and threats in the proposed project site. INSPIRE recommends formulating the situation model with the community and a variety of stakeholders for a more systemic view and analysis of challenges and opportunities in the target site.

The situation model should enable the applicant and its partners identify the direct threats, human actions or unsustainable use directly affecting species, their habitats, and ecosystems. The applicant must also discuss constraints and opportunities influencing the threats. Constraints are contributing factors that increases likelihood of threats, while opportunities are factors that hinder the prevalence of threats, such as existing initiatives, digital monitoring applications, government programs, existing networks of partners, and funding opportunities. A diagram of the situation model is required for this section. Linkages between drivers (contributing and hindering factors) and the direct threats should be illustrated. Threats rating and prioritization can also be done to focus project resources on actionable threats.

A vulnerability assessment or threats map may also be useful to support narratives in this section.

References:

* [Biodiversity how-to guide 1: Developing situation models in USAID biodiversity programming](https://pdf.usaid.gov/pdf_docs/PA00M8MV.pdf)
* [Miradi: Online Diagramming Tool for Situation Model and Theories of Change](https://www.miradishare.org/ux/home)

1. **Theory of Change**

This section presents the project’s vision or desired change given the situation model presented above. The theory of change is a sequence of if-then causal statements or results chains that depict how strategic approaches will contribute to the reduction of threats on biodiversity focal interests. The discussion should also include underlying risks and assumptions and learning questions to test the theory during project implementation.

Strategic approaches may be determined as a suite of interventions that addresses the following in the situation model:

* root causes (left most boxes),
* constraints without existing interventions,
* high leverage points (boxes with several incoming and outgoing junctions), and
* issue chains in a singular row

References:

1. [Biodiversity how-to guide 2: Using results chains to depict theories of change in USAID biodiversity programming](https://pdf.usaid.gov/pdf_docs/PA00M8MW.pdf)
2. **Technical Approach**

The technical approach flows from the strategic approaches identified in the TOC.

*Goals and Objectives*

This section provides the overall goals and objectives of the project. Biodiversity conservation and sustainable landscapes (reduction, sequestration, or avoidance of GHG emissions) objectives should be explicitly stated.

*Strategic Approaches*

Strategic approaches should be individually discussed in this section, including a narrative how each SA will contribute to threat reduction and overall purpose of the project. Applicants may also provide a results chain diagram for each SA to illustrate this linkage. Major activities for each strategic approach (especially those reflected in the cost proposal) should be included in the discussion.

References:

1. [USAID Biodiversity Policy](https://www.usaid.gov/biodiversity/policy)
2. [USAID Sustainable Landscapes Program](https://www.usaid.gov/sites/default/files/documents/USAID_ENRM_Factsheet_Sustainable_Landscapes.pdf)
3. [High Conservation Value Approach](https://www.hcvnetwork.org/hcv-approach)
4. [Natural Capital Accounting](https://seea.un.org/home/Natural-Capital-Accounting-Project)
5. [Ecosystems Based Approach](about:blank)
6. [Natural Climate Solutions](https://www.usaid.gov/climate/natural-solutions)
7. [Ecosystems Approach to Fisheries Management](http://www.eafmlearn.org/)

**V. Additional Considerations**

*Promoting Locally Led Development*

The applicant should be able to demonstrate how the local communities and stakeholders actively contributed to the identification of threats, challenges, and opportunities in developing the full application process and, consequently, in identifying strategic approaches to address them.

*Timeline*

The applicant should discuss the proposed timeframe for project implementation. A Gantt chart or timeline of indicative activities should be attached to the proposal. Strategic approaches and proposed activities should be outlined in the chart. Applicants should ensure consistency of identified SAs and proposed activities with those listed in the cost proposal.

*Sustainability*

Applicants must explain their strategies for sustaining the initiative or in scaling gains and lessons arising from their project. Describe plans to sustain conservation actions and the flow of development co-benefits to the communities. The role of local communities and stakeholders in the overall aspect of sustainability should also be discussed.

*Gender Considerations*

This section should contain the plans of the applicant to mainstream gender equality and equity considerations, including female empowerment, in the implementation of their activities. Applicants should use prescribed checklists for project design and natural resource management projects, fisheries projects under the Harmonized Gender and Development Guidelines.

*Social Impact Assessment*

The Social Impact Assessment plan should contain how the applicant intends to provide for community engagement and its potential environmental and social impacts, including consultation in accordance with [USAID’s Policy on Promoting the Rights of Indigenous People](https://www.usaid.gov/indigenous-peoples/usaid-policy-on-indigenous-peoples). The plan should avoid, mitigate, or address negative impacts, as appropriate; and monitor the impacts of the project with particular attention to potential effects on land or resource rights. The applicant should also devise a grievance and redress mechanism, allowing members of the community to bring up objections or complaints.

*Environmental Compliance and Climate Risk Mitigation*

Discuss activities that may have environmental impacts and for each identified impact, the applicant should identify mitigation measures that can be used to decrease or reduce the potential negative environmental impacts. The Applicant must ensure that the activities they intend to implement will do no harm or will have no negative impact on the environment. In cases where a minimal negative impact is identified, the applicant will be required to develop an environmental mitigation and monitoring plan (EMMP), or conduct an environmental assessment, depending on the scale and extent of activities. The applicant will be responsible for the cost associated with monitoring for environmental compliance, as well as mitigation activities and should budget accordingly.

References:

* [USAID Environmental Compliance Procedures](https://www.usaid.gov/our_work/environment/compliance/pdf/216)

1. **Organizational Management Plan**

Briefly discuss how you intend to manage the project. The discussion should include the following:

* 1. Identification of the project core team with their respective roles and responsibilities.
  2. Project organizational chart and its placement within the Applicant’s organization (Applicant’s Organizational Structure showing the placement of the project team and the Detailed Organizational Structure of the project team).
  3. Brief description of current and potential partnerships that can contribute to the project’s success.

1. Institutional Capability and Past Performance

This section provides information on the organization’s capacity to implement the proposed project. The information should include the following:

* 1. Names of key members of the Board and Management and a brief description of their management and/or technical capabilities
  2. List of Completed and Ongoing Projects in the past 3 years with the corresponding results and significant achievements
  3. Technical capacity (presence of or access to technical staff/experts) for the implementation of the proposed project.