

SAICM

Quick Start Programme Trust Fund

## Funding Application Guidelines\*

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## What is SAICM?

The Strategic Approach to International Chemicals Management (SAICM) is a policy framework for international action to advance the sound management of chemicals, adopted by the International Conference on Chemicals Management (ICCM) on 6 February 2006 in Dubai, United Arab Emirates.

SAICM aims to encourage governments and other stakeholders to address chemical safety more effectively in all relevant sectors such as agriculture, environment, health, industry and labour.

The Strategic Approach will support the achievement of the goal agreed at the 2002 Johannesburg World Summit on Sustainable Development of ensuring that, by the year 2020, chemicals are produced and used in ways that minimize significant adverse impacts on the environment and human health.

To this end, SAICM will promote capacity building for developing countries and countries with economies in transition and better coordination of international efforts to improve chemicals management<sup>1</sup>.

## What is the Quick Start Programme?

The ICCM decided to establish a Quick Start Programme (QSP) for the initial implementation of the objectives of SAICM. The QSP includes a trust fund and multilateral and bilateral and other forms of cooperation.

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\* For the 5<sup>th</sup> round of applications, closing Friday 29 August 2008

<sup>1</sup> For additional information on SAICM, please visit [www.chem.unep.ch/saicm](http://www.chem.unep.ch/saicm)

### **Objective and Strategic Priorities of the QSP**

The objective of the QSP is to support initial enabling capacity-building and implementation activities in developing countries, in particular least developed countries, small island developing States, and countries with economies in transition. The QSP will mobilize resources for national priority initial enabling activities, in keeping with the work areas set out in section IV of the SAICM Overarching Policy Strategy, in particular for the following strategic priorities:

- a) Development or updating of national chemical profiles and the identification of capacity needs for sound chemicals management;
- b) Development and strengthening of national chemicals management institutions, plans, programmes and activities to implement the Strategic Approach, building upon work conducted to implement international chemicals-related agreements and initiatives;
- c) Undertaking analysis, interagency coordination, and public participation activities directed at enabling the implementation of the Strategic Approach by integrating – i.e., mainstreaming – the sound management of chemicals in national strategies, and thereby informing development assistance cooperation priorities.

The QSP as a whole will:

- build upon the outcomes of the ICCM and the Bali Strategic Plan for Technology Support and Capacity-building, and will facilitate environmentally sound chemicals management;
- take fully into account the characteristics of the SAICM process and its institutional arrangements;
- help to pave the way for activities that can be assisted by the private sector, including industry, and other non-governmental organizations and through bilateral and multilateral cooperation, for example technical assistance and the sharing of knowledge and experience;
- seek to enhance synergies with processes initiated under relevant chemicals and wastes multilateral environment agreements;
- while aimed primarily at the country level, allow for, and encourage, regional and global approaches.

The ICCM established the Quick Start Programme Executive Board to provide operational guidance on the implementation of the strategic priorities of the QSP

and advise on other relevant matters as required. The Board consists of two government representatives of each of the United Nations regions and all the bilateral and multilateral donors and other contributors to the programme. It will meet annually to review progress under the Programme on the basis of reports from Trust Fund Implementation Committee and other Programme participants, as well as other relevant information on implementation of the programme.

## What is the Quick Start Programme Trust Fund?

The ICCM invited the United Nations Environment Programme (UNEP) to establish a voluntary, time-limited trust fund to provide seed money to support the objective and strategic priorities of the QSP described above. The QSP Trust Fund will be open to receive contributions until 30 November 2011 and will disburse funding until 30 November 2013.

The ICCM invited representatives of the participating organizations of the Inter-Organization Programme on the Sound Management of Chemicals (IOMC)<sup>2</sup> and the United Nations Development Programme to form a Trust Fund Implementation Committee. This Committee will be responsible for appraising and approving projects to be financed by the QSP trust fund.

## Who can apply to the trust fund?

### **Governments**

Developing countries and countries with economies in transition are eligible for support. Proposals may be presented by SAICM participating Governments that have given appropriate formal recognition to SAICM, at a minimum by having designated an official SAICM national focal point<sup>3</sup>.

### **Civil society networks**

On an exceptional basis, and having regard to resources and administrative capacity available<sup>4</sup>, representatives of civil society networks participating in

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<sup>2</sup> The participating organizations of IOMC are the Food and Agriculture Organization of the United Nations (FAO), the International Labour Organization (ILO), the Organization for Economic Cooperation and Development (OECD), UNEP, the United Nations Industrial Development Organization (UNIDO), the United Nations Institute for Training and Research (UNITAR) and the World Health Organization (WHO).

<sup>3</sup> For additional information on SAICM national focal points, see page 7 of these guidelines or please visit [www.chem.unep.ch/saicm](http://www.chem.unep.ch/saicm)

<sup>4</sup> The proponent should demonstrate that it has a "legal personality", for example by virtue of being legally incorporated in accordance with the laws of the country concerned. In addition, resource and administrative capacities need to be proven using, for example, a summary of the

SAICM can also be eligible to present project proposals, subject to endorsement of the application by the SAICM national focal point in the countries hosting the projects. Civil Society Networks applying to the QSP need also to have designated a SAICM NGO focal point for their organization<sup>5</sup>.

The term “civil society networks” is understood to be equivalent to “non-governmental organizations” and includes the following major groups: farmers, women, educators, the scientific, technological and professional communities, children and youth, indigenous peoples and their communities, workers and trade unions, as well as local authorities. For purposes of applications to the QSP trust fund, “civil society networks” do not include business and industry, with the following exceptions:

- Business and industry associations might nevertheless be involved as partners in a project to be funded by the trust fund (not as direct recipients of funding).
- Small companies can prepare project proposals, which would normally be submitted by and undertaken in partnership with Governments or civil society networks<sup>6</sup>.

Civil society applications to the trust fund should demonstrate that the organization concerned has expertise in chemicals management and that the proposed project is within the competence of the organization. It is desirable that project proposals from civil society networks involve a national NGO from the country where the project would be executed.

**In order to be considered on an exceptional basis, a project for which a civil society network is seeking funding through the QSP trust fund needs to:**

- **address a significant need;**
- **address a clearly identifiable gap, i.e. tackle an issue not being addressed by other actors; and**

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proposed project staff /implementers and their qualifications, and confirmation that the network has the necessary legal and banking arrangements in place that would enable it to receive, manage and account for project funds.

<sup>5</sup> For additional information on SAICM NGO focal points, please visit [www.chem.unep.ch/saicm](http://www.chem.unep.ch/saicm)

<sup>6</sup> For the purpose of applications to the QSP, small companies are understood to have a low number of employees and annual revenue relative to national circumstances and the particular service, sector or nature of the activity in which the company is engaged. Small companies seeking to benefit from QSP funding should be locally or nationally owned. Proposals for projects involving small companies should be submitted, and the projects implemented, by Governments or NGOs. Applicants should make the case for the ‘small company’ status of the enterprises that would be involved in the project, including, for example, by reference to relevant national legislation.

- **demonstrate the value of the project being undertaken by a civil society network, for example because there is a requirement for “grass roots” or community-level engagement in the issue in question.**

## How many projects are possible?

According to the guidance of the QSP Executive Board, “spread over the lifetime of the QSP trust fund, it should be possible for a Government to participate in a multi-country and/or civil society project as well as receiving assistance for a national governmental project, provided that such projects did not involve duplication and that sufficient funds were available to the QSP trust fund, bearing in mind the need for equitable access to the trust fund among the eligible countries.”<sup>7</sup>

At its third meeting in May 2008, the Board further advised that “with respect to countries approved in the preceding application rounds [round 1 to round 4] for small initial projects of a dollar value of approximately \$100,000,<sup>8</sup> the present QSP guidelines [the above paragraph] would be applied flexibly, allowing those countries to receive an additional project subject to the following guidance. The Implementation Committee should:

- give priority to countries which have not previously had support from the QSP trust fund;
- take into account whether there had been satisfactory progress reports on earlier projects involving repeat countries;
- avoid duplication of projects and ensure coverage of different QSP strategic priorities;
- avoid an excessive allocation of resources to individual countries; and
- observe the usual requirements for geographical and sectoral balance.”<sup>9</sup>

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7 See document SAICM/EB.2/8 Report of the second meeting of the QSP Executive Board

8 In the case of multi-country projects, the dollar value to be used as guidance by the Implementation Committee for second projects would be the total level of funds assigned to a particular country in that agreement and not the total value of the overall project.

9 See document SAICM/EB.3/7 Provisional report of the third meeting of the QSP Executive Board

## What projects and activities can be funded?

Projects that support initial enabling capacity-building and implementation activities in developing countries, in particular least developed countries, small island developing States, and countries with economies in transition, consistent with the objective and strategic priorities of the QSP (see page 2 “What is the Quick Start Programme”). Activities in line with the QSP strategic objectives include:

- a) Development or updating of national chemical profiles and the identification of capacity needs for sound chemicals management;
- b) Development and strengthening of national chemicals management institutions, plans, programmes and activities to implement SAICM, building upon work conducted to implement international chemicals-related agreements and initiatives;
- c) Undertaking analysis, interagency coordination, and public participation activities for integrating – i.e., mainstreaming – the sound management of chemicals in national strategies, and development assistance priorities.

Projects need to be country-driven, i.e. consistent with the priorities of the country, including those expressed in national or sector development plans, where such plans exist.

Regional or multi-country project proposals may also be submitted to the Trust Fund by Governments and civil society networks. Proposals for such projects should be submitted in a single applications and seek a maximum total funding of \$250,000. Regional or multi-country project proposals need the endorsement of national focal points of all the countries where project activities would be undertaken.

When assessing projects, the QSP Trust Fund Implementation Committee will take into account geographical and sectoral balance. Over several rounds, the pattern of project approvals should thus reflect a balance among the four United Nations regions where there are developing countries and countries with economies in transition: Africa, Asia-Pacific, Central and Eastern Europe, and Latin America and the Caribbean; and also take into account sub-regional balance, where appropriate. The varied sizes of the regions will be taken into account. Sectoral balance will reflect the principal sectors that participated in the development of SAICM, namely agriculture, environment, health, industry and labour. It will also take into account cross-cutting sectors such as development, science, education and transport.

Applicants are strongly encouraged to engage stakeholders from relevant sectors in the development and implementation of projects. **In case of projects with a**

**multisectoral dimension, applicants are required to include letters of support from such stakeholders with their applications<sup>10</sup>.**

In assessing whether projects would be compatible with the QSP objective and strategic priorities, the Trust Fund Implementation Committee may also take into account other relevant factors, such as

- whether the project would be multisectoral in its impact and its engagement of stakeholders;
- whether the proposed projects would be supported by contributions (cash or in-kind) from the proponent;
- whether the proposed project would lead to a significant and sustainable follow-on activity capitalizing on the investment of QSP trust fund seed money;
- whether a project would include meaningful participation by non-governmental stakeholders and whether such non-governmental stakeholders had contributed to the development of the project proposal;
- whether the project would be supported by co-financing from other sources;
- whether it would involve partnerships with other stakeholders; and
- whether it would contribute to risk reduction.

## **What amount of funding is available?**

The Quick Start Programme Trust Fund will provide funding from \$50,000 to \$250,000 per project proposal, including administration fees.

## **What is the maximum duration of a project?**

Projects are limited to two years, starting when the funds are made available to the proponent until the delivery of the final project financial report.

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10 See section V “Letters of support and other supporting information” on page 17

## When are the application deadlines?

The QSP Trust Fund is open for two rounds per year. The Implementation Committee meets twice a year, on dates that are announced on the SAICM website. The deadline for applications in each round will be set at six weeks before the next Committee meeting. Applications should be received by the SAICM secretariat at the latest two months prior to these meetings.

**Applicants are encouraged to submit their application packages as early as possible in advance of the deadline in order for the secretariat to review them for completeness and provide guidance.**

**To meet the deadline, advance copies of applications signed by the applicant and the SAICM focal point(s) can be sent to the secretariat by e-mail or fax, pending submission of the original by post.**

## How does one apply?

### **Step 1: Prepare the application package**

The application package consists of the following documents:

#### **I – Application Form**

#### **Complete and sign the application form.**

The application form is available on the Internet at [www.chem.unep.ch/saicm/](http://www.chem.unep.ch/saicm/). It can be completed electronically but **must be printed** so that it can be signed and included with your application package. The following notes provide guidance on filling out the form.

#### **- “Applicant” section:**

Provide details of the responsible officer and organization/institution submitting the funding request. Correct contact details are essential for efficient follow-up.

#### **- “SAICM National Focal Point” section**

All Government and civil society applications must be endorsed by the official SAICM National Focal Point of the country (or countries) where the project will be implemented and activities will be undertaken<sup>11</sup>. Nominations

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<sup>11</sup> Governments, through their Ministries for Foreign Affairs, have been invited by the SAICM secretariat to designate a National Focal Point. The SAICM National Focal Point is nominated officially through the Ministry for Foreign Affairs and should be a representative of the country's

of SAICM national focal points must be officially communicated prior to the submission of applications to the Trust Fund. National Focal points are encouraged to endorse project proposals on the basis of consultation with their national inter-ministerial coordination mechanism, where it exists, and the multi-sector stakeholders which they represent.<sup>12</sup>

#### - “SAICM NGO Focal Point” section

Applications from civil society networks also need to be endorsed by the SAICM focal point of the non-governmental organization (NGO)<sup>13</sup>. Nominations of SAICM NGO focal points must be officially communicated prior to the submission of applications to the Trust Fund.

#### - “Project summary” section

Provide summary information from the separate Project Description document (see also page 12, “Project Description” of section “III – Project Description”) which will also be included in the application package. Indicate details of the responsible officer and organization/institution for the implementation of the project.<sup>14</sup> The project summary should include the budget and amount requested from the QSP Trust Fund, the sector(s) covered by the project, the duration of the project, information on the main problems to be addressed, objectives of the project, the target groups, the main activities, the expected outcomes and geographical areas where the proposed project is to be implemented. **Clearly indicate how the project would relate to the QSP objective and strategic priorities and state which strategic priority/ies is addressed**<sup>15</sup>. Indicate other chemicals management projects undertaken in the past, currently being implemented or planned in the future. If any, please provide details on the timeframe, funding and framework of such projects, as well as details on the links with the proposed QSP trust fund Project. Provide contact details for the person who will undertake the independent monitoring and evaluation of the project

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inter-ministerial or inter-institutional arrangements, where such arrangements exist. For additional information on SAICM National Focal Points, please visit [www.chem.unep.ch/saicm](http://www.chem.unep.ch/saicm).

<sup>12</sup> Applicants are strongly encouraged to contact the relevant national focal point as early as possible in order to ensure the endorsement of the project well in advance of the applications deadline. Civil society and multi-country projects, in particular, are likely to require advance coordination to obtain the necessary support.

<sup>13</sup> Non-governmental participants were invited by the ICCM to designate SAICM Focal Points and to communicate the details of the Focal Points to the secretariat. For additional information on SAICM NGO Focal Points, please visit [www.chem.unep.ch/saicm](http://www.chem.unep.ch/saicm).

<sup>14</sup> It is understood that the applicant’s organisation, agency or ministry should be the implementing agency of the project since it will have the overall responsibility and will be the main coordinator of the project. Applicants may however choose to transfer this responsibility to another organisation, agency or ministry. In compliance with United Nations financial rules, profit-making companies cannot serve as implementing (or executing) agencies.

<sup>15</sup> For reference to the QSP objective and strategic priorities, please see the box on page 2.

The independent monitoring and evaluation should be undertaken by a person or an organisation, which has no ties to the project development and implementation.<sup>16</sup> (see also the separate guidelines for independent monitoring and evaluation and on page 17 “Evaluation Plan” of section “III – Project Description”). In the case of projects without an intergovernmental organization acting as executing agency, applicants are required to identify an external auditing firm or entity. The auditor would be required to make a final financial report of project expenditures after completion of the project. Please also answer all questions referring to the involvement of different Ministries and Governmental Institutions, intergovernmental organizations, international agreements’ focal points or non-governmental organizations in the project preparation. Please also indicate if intergovernmental organizations or non-governmental organizations would become executing agencies or sub-contractors, in the project’s implementation<sup>17</sup>. An executing agency is understood to have responsibility in the overall administration and delivery of the project.<sup>18</sup> A sub-contractor is understood to be the provider of services in relation to specific individual project tasks.

#### - “Funding summary “section

In the first table, indicate the amount requested from the SAICM QSP Trust Fund, the confirmed and requested contributions from other sources and the total value of the project. In the second table, list the budget for each year broken down by category. Further details of the budget should be provided using the separate form for Budget tables. In the third table, list the amounts requested from the QSP Trust Fund broken down by category.<sup>19</sup>

#### - “Other Funding sources” table

Indicate all other requests made for funding at the national and international levels, including from Government departments, intergovernmental organizations, foundations and the private sector. Indicate if the project has already been submitted in a previous round of applications to the QSP Trust Fund. ***Stipulate whether the funds from other sources have been confirmed and, if not whether the project’s viability is dependent on confirmation of the other funding.*** If contributions of cash or in kind

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<sup>16</sup> Applicants may wish to identify, for example, an academic institution, a research centre, a independent consultant, or a non-governmental organization

<sup>17</sup> In compliance with United Nations financial rules, profit-making companies cannot serve as project executing (or implementing) agencies. Profit –making companies can only serve as sub-contractors.

<sup>18</sup> Project budgets may include administration fees of up to 8 per cent of the project value (or the proportion funded by the QSP trust fund in the case of projects with multiple sources of finance). See also “Budget Table D: Administrative costs” of section II “Budget Tables Form”. The fee can be calculated automatically using the Excel Budget spreadsheets.

<sup>19</sup> *ibid.*

support have been confirmed, please note the amounts or value of in-kind support. ***Proof of other funding needs to be included in the application package, for example in the form of written pledges or deposits received.***

- **“Application package checklist” section**

Please review the list and check all relevant boxes before sending the application. Applicants are invited to note that budget annexes and letters of support are important requirements of the application and without which applications may be considered incomplete.

- **“Applicant Certification”** Please sign, and date the application form before sending it **via post** to the SAICM secretariat. **Signed** advance copies of the application may be submitted by fax or email to meet the application deadline. However, ***the application will not be considered finalised until receipt of the signed original copy.***

## **II – Budget Tables**

The budget should be prepared using the separate budget spreadsheets and form provided on the SAICM website (in Excel). **Please list each cost on a separate line and indicate by “yes” or “no” if the cost should be covered by the QSP Trust Fund.** When using the electronic spreadsheet, totals and subtotals should be automatically updated.

Provide all figures in US dollars (\$) and per year. Budgets in other currencies will not be considered. Budgets should reflect the amount requested from the QSP trust fund, as well as other financial or in-kind contributions. In order to provide a full picture of the resources required for the project, the budget should include the estimated value of items for which no payment is required, such as the free use of office space or the labour of volunteers<sup>20</sup>.

**Note: Not all costs are eligible for funding.** The following categories of costs must be excluded from amounts sought from the SAICM QSP trust fund:

- Wages for civil servants already receiving a salary;
- Hospitality costs, for example in connection with receptions given for participants in conferences, seminars, etc; and

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<sup>20</sup> Such “costs” should also be reflected as in-kind contributions in the “other funding sources” table on pages 7 and 8 of the application form I.

- Excessive costs for individual items which are disproportionate to the total project budget. If such costs are part of the project, they must be mentioned in the budgets and provided by other funding sources.

- **“Project Budget Summary” table**

The Summary tables should be automatically updated from the totals of each separate budget. Please ensure that the information is correctly shown in the table. **The figures of each table should be identical to the Funding Summary in the application form** (part I, page 7).

- **“Budget A – Personnel and training costs” table**

This table covers costs related to project personnel, consultants, administrative support, independent monitoring and evaluation, travel and training. Please note that **wages for civil servants** already receiving a salary **are not eligible** for funding. Please list each cost on a separate line and indicate by “yes” or “no” if the cost should be covered by the QSP Trust Fund. Totals and subtotals are automatically updated.

**Project personnel** should include salary only. Job descriptions and a description of the recruitment process should be included as a separate annex to the application. Travel costs for project personnel should be included in the following separate section for this purpose.

**Consultant** services should include salary and travel. Terms of reference and a description of the recruitment process should be included. Firms and companies cannot be hired as consultants, but can be offered institutional sub-contracts (see table C).

**Administrative support personnel** include administrative assistants, secretaries, typists, clerks, drivers, translators, interpreters, temporary assistance or conference services<sup>21</sup>. Job descriptions and a description of the recruitment process should be included in a separate annex. Travel costs for administrative support personnel should be included in the following separate section for this purpose.

**Volunteers** include all unpaid personnel. Please indicate a general estimate of the values of in-kind contributions made by the volunteers (or the organization providing them), based on an indicative salary they would have

received for their work if paid. Also indicate total months of work of volunteers.

**Travel** covers the travel costs and the daily subsistence allowance (DSA) in relation to project activities. It applies only to project and administrative support personnel<sup>22</sup>. Travel should be in strict relation to a project activity included in the project work plan.

Budgetary provision should be made for **independent monitoring and evaluation and auditing**. The budget for the monitoring and evaluation, e.g. consultant fees, should cover the costs of the preparation and submission of a report on the achievement of the project's objectives, delivery of outputs and compliance with the project management arrangements after 12 months of project activities and/or upon completion of the project. Please note that independent monitoring and evaluation arrangements should be economical and costs should not be disproportionate to the total project budget. Auditing costs should be included for all projects without an intergovernmental organization acting as executing agency. Such costs should cover the preparation of a final financial report to be presented at the end of the project.

**Training costs** should also be integrated in table A. Training should be a project activity included in the project work plan. In principle, training funds should only be provided for participants from developing countries. Training costs include fellowships, group trainings and meetings or conferences.

The **group training** budget should cover the costs of participation in training courses, seminars, workshops or study tours. Details for participation in each activity, such as the tentative dates, venue and number of participants, costs of travel and daily subsistence allowance should be given in a separate annex for each training course or workshop.

**Meetings or conferences** costs should cover the estimated costs for organization or participation, including travel and daily subsistence allowances. Details such as the tentative dates, venue and number of participants should be set out in a separate annex. Mention the title of the meetings/conference. Specify if the meeting is of an expert group or an intergovernmental meeting. Please note that **hospitality costs** used in

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<sup>16</sup> Note: administrative support costs of this nature are different from the administration fees that may be paid. Please indicate in this section the administrative support costs directly related to project implementation.

Note: List in budget table D all administration fees which are for services in support of the project, but not directly linked to its implementation, including costs such as budgeting, accounting, treasury, staff management and technical support services. See table D of the Budget tables form.

<sup>22</sup> Travel for consultants should be included in the total consultancy costs.

connection with receptions for participants in conferences, seminars, etc., **are not eligible for funding.**

Please note that **excessive costs for individual items** which are disproportionate to the total project budget **are not eligible for funding.**

### **- Budget B – Equipment and related expenses” table**

This table should include all budget provisions for expendable equipment, non-expendable equipment, premises, rental, operation and maintenance of equipment, reporting costs and sundry items. Please list each cost on a separate line and indicate by “yes” or “no” if the cost should be covered by the QSP Trust Fund. Totals and subtotals should be automatically updated.

**Expendable equipment** refers to expendable property or equipment with an original cost of under \$1,500, for which inventory records are not maintained. Purchase of office supplies, books and documents, disposable laboratory equipment, and so on should be budgeted under this table.

**Non-expendable equipment** includes items of property or equipment valued at \$1,500 or more per unit, usually with a serviceable life of five years or more, as well as items of attraction such as computer hardware or other office equipment. Property records and controls must be maintained and inventory forms with the progress reports of the independent monitoring body. A list of non-expendable equipment, including the estimated costs, should be attached in annex to the funding request. Please note that **excessive costs for individual items** which are disproportionate to the total project budget **are not eligible for funding.**

If necessary, **premises** can be rented to implement a project. If applicable, the maintenance of premises should also be budgeted in this table.

**Rental, operation and maintenance of equipment** should be covered in the budget. This includes the rental, operation and maintenance of office, photocopying and computer equipment; repair, maintenance and insurance of vehicles; purchase of petrol, and rental of meeting room and equipment.

**Reporting costs**, whether estimated or standard costs, should be budgeted for editing, translation, printing, and distribution of reports, publications and newsletters, and shown under separate lines.

**Sundry items** cover miscellaneous expenditures such as freight and port clearance charges, postage and communications costs.

### -“Budget C – Sub-contracts” table

A sub-contractor is understood to be the provider of specific individual services in relation to the project. The project proponent should indicate why such services cannot be provided by project personnel. Sub-contracts with United Nations cooperating agencies, intergovernmental organizations, NGOs or commercial entities should be included in this table. **Sub-contracts** include all official contracts **other than** the following contracts:

- Personnel and consultants contracts (table A)
- Purchase, repair and maintenance of equipment (table B)
- Printing and publishing contracts (table B)

Please list sub-contracts with United Nations Organizations or Intergovernmental Organizations in the “**cooperating agencies**” section<sup>23</sup>. Sub-contracts with external public organizations, (NGOs or academics) should be listed in the “**supporting organizations**” section<sup>24</sup>. Sub-contracts with profit making entities (companies) should be listed in the “**commercial purposes**” section<sup>25</sup>. If the project is approved for funding from the QSP Trust Fund, the proponent will be required to provide three bids for each commercial sub-contract. Please list each cost on a separate line and indicate by “yes” or “no” if the cost should be covered by the QSP Trust Fund. Totals and subtotals are automatically updated.

Table C does not apply to administration fees charged by executing agencies responsible for the overall administration and delivery of the project in partnership with the project proponent (see table D).

### - “Budget D – Administration fees” table

This table is applicable to administration fees for services in support of the project but not directly linked to its implementation. This fee may be charged by the project proponent or intergovernmental organizations and other external partners executing a project in partnership with a project proponent<sup>26</sup>. This fee may include costs such as budgeting, accounting, treasury, staff management and technical support services which are not

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<sup>23</sup> Sub-contracts with cooperating agencies must not exceed \$200,000.

<sup>24</sup> Sub-contracts with supporting organizations must not exceed \$100,000

<sup>25</sup> Sub-contracts with companies must not exceed \$100,000

<sup>26</sup> Organizations which have responsibility for the overall administration and delivery of the project in partnership with the project proponent are understood to be executing agencies. Organizations which will provide a limited service for the project should be listed as sub-contractors in table C

directly linked to the activities undertaken. A maximum of 8 percent of the project value can be budgeted to cover administration fees<sup>27</sup>.

- “Annexes”

***Please add in annex to the budget separate information requested specifically for some budget items***, including:

- Job descriptions and descriptions of the recruitment process for project personnel;
- Terms of reference and descriptions of the recruitment process for consultants;
- Information regarding group trainings, such as the tentative dates, venue and number of participants, costs of travel and daily subsistence
- Information regarding meetings and conference, such as the tentative dates, venue and number of participants, costs of travel and daily subsistence; and
- A list of non-expendable equipment, including the estimated costs.

### **III – Project Description**

#### **Prepare a separate project description**

Use the provided cover page as page one of the separate, more detailed project description. This document is an essential part of the application package. It needs to be developed by the project proponent and must include the following elements:

#### **- Project background**

The project background must identify and elaborate the problems the project intends to resolve and explain the logic of the project. ***This section should be concise, including only*** directly relevant material. ***Applicants are required to state how their proposed projects would relate to past***

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<sup>27</sup>In the case of projects with multiple sources of finance, the administration fees to be covered using QSP trust fund monies may not exceed 8 percent of the proportion of the total project budget funded by the QSP trust fund.

**and existing chemicals management activities and projects<sup>28</sup>**, such as work to implement international agreements and develop national profiles, and bilateral and multilateral projects. The background should also include information on:

- Specific problems or challenges faced in relation to human health and the environment;
  - Priority and urgency of the problem;
  - Previous actions to address the problem and how the project complements these efforts;
  - Achievements and lessons learned from similar past projects;
  - Listing of the country's signature and ratification status of international agreements on chemicals.
- *Project total budget and total amount requested from the QSP Trust Fund***

Indicate the figures for the total budget of the project, as well as the total amount requested from the Trust Fund. The figures should be identical to the Funding Summary in the application form (part I, page 7).

#### **- Project responsibility and management**

All stakeholders, including organizations, Ministries or Departments involved in the project must be clearly identified. Define the role and responsibilities of national and international implementing partners. Where appropriate, the multi-stakeholders and multi-sectoral aspects of the project implementation should be clearly identified. The relevant knowledge, experiences or competency possessed by different actors in order to deliver the project successfully should be stressed. The contact details of the responsible officer must be provided.

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<sup>28</sup> Indicate other chemicals management projects undertaken in the past, currently being implemented or planned in the future. If any, please provide details on the timeframe, funding and framework of such projects, as well as details on the links with the proposed QSP trust fund project.

### **- Project description**

The overall outline of the project should be described here. It should include information on:

- How activities will be carried out and outputs generated (methodology);
- Implementation modalities with internal and external partners and stakeholders;
- How the proposed outputs and activities will help to address the current problem;
- Target beneficiaries and expected impacts on the target beneficiaries;
- How the project managers would ensure successful implementation (strategies);
- How the project will address the sustainability of capacities of the target beneficiaries;

### **- Project objectives and justification**

The relevance of project objectives to the overall objectives of the Strategic Approach, as set out in section IV of the SAICM Overarching Policy Strategy, and the Quick Start Programme objective and strategic priorities should be clearly stated (see previous section “What is the Quick Start Programme?”). State clearly what the project will accomplish and how chemicals management will benefit. Please define how the project will address issues raised in the Project Background section; such as the urgency, priority and specificity of the problems on human health and the environment. Ensure that project objectives are achievable and measurable. General objectives should also demonstrate that projects are country-driven<sup>29</sup>. Civil society applicants are invited to use this section to clearly state how the project addresses the “exceptional circumstances” under which civil society projects are eligible. Applicants are expected to demonstrate fulfilment of each of the three conditions defining the “exceptional circumstances”:

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<sup>29</sup> Projects will be considered to be country-driven when they are consistent with national priorities, including those expressed in national or sector development plans, where such plans exist.

- Addressing a **need**. Indicate the nature, scale and urgency of the chemicals management problem.
- Addressing a **gap**. Relate the need to the absence of action to resolve the problem. Identify clearly why the issue is not tackled by other actors.
- Demonstrating **added value**. State the merits and usefulness of the project being undertaken by a civil society network, for example because there is a requirement for “grass roots” or community-level engagement in the issue in question.

### - Project work plan

Provide a plan for starting and completing the project. List of all activities and outputs and provide specific descriptions of their role in the project, their specific timeframe and specific objectives or targets. Note specific methods and techniques as well as the implementation team involved in the accomplishment of each activity.

The work plan sets out the timetable for carrying out project activities. The timetable must include the expected starting and completion dates (in month and year) for each activity. It must also state who is responsible for the implementation of each activity. This information is best presented as a table.

The work plan is an important tool for formulating and implementing a project. From the work plan, it is possible to assess the implementability of a project, as follows:

- Are the time horizons realistic (for approval, negotiation with cooperating agencies or supporting organizations, delivery of outputs and administration)?
- Is the work load reasonably balanced?
- Are any activities likely to be held up by the timing of other activities?

A well-prepared work plan is particularly useful for monitoring and evaluation. The work plan is used in the progress report as the reference point for assessing the project's progress. As well as being an indicator of progress, the work plan also highlights difficulties likely to be encountered in project implementation, identifies backlogs or bottlenecks, and facilitates advance planning to resolve the anticipated problems.

## - Evaluation plan

The evaluation plan should indicate the arrangements for ***the independent monitoring and evaluation*** on project implementation<sup>30</sup>, set the different steps and targets for monitoring and the final evaluation. Upon completion of the first 12 months of activities, a first report on project execution will be required. Upon completion of the project, a second and final project assessment should be provided.<sup>31</sup> For projects involving no intergovernmental organization as an executing agency, a final financial audit will also be required. These arrangements should not represent a high percentage of the budget of the project nor be a complex mechanism due to the scale of the projects. A person and/or institution should be identified in application form I. The evaluation plan must be based on the project work plan and objectives identified in the project description. Project activities and progress should be monitored and outcomes should be reported. The monitoring and evaluation should also include a number of indicators or targets. Such indicators may include:

- Performance of the project against its defined objectives;
- Performance against the QSP objective and strategic priorities
- Capacity of the project to target its beneficiaries;
- Stakeholders and sectoral involvement in the project implementation;
- Sustainability of the project and follow-up
- The contribution of the project to the national chemicals management framework

Additional guidelines for independent monitoring and evaluation are also available on the SAICM website: <http://www.chem.unep.ch/saicm/qsptf.htm>

## **IV – Proofs of funding from other sponsors and donors**

If relevant, please provide letters or documents from other funding sources confirming cash and in-kind contributions. Letters or documents of confirmed support should be sent at the time of application.

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<sup>30</sup> Proponents are reminded that the independent monitoring and evaluation on project implementation to the Trust Fund Implementation Committee will be the responsibility of the project proponent.

<sup>31</sup> For projects of less than 12 months, only one final report would be required.

### **V – Letters of support and other supporting information**

**In cases of multi-sectoral and multi-stakeholder projects, applicants are required to provide letters of support for the project from relevant Ministries, government institutions, non-governmental organizations or private companies.** Such documents should indicate that the project has been developed and will be implemented in coordination with the various relevant sectors or stakeholders.

Other documents supporting the application for funding can also be sent within the application package, and might include: documents highlighting involvement in the SAICM process, press articles and proofs of achievements in chemicals management.

#### **Step 2: Mail the completed application package**

Once the application package is completed, **mail the signed application** to:

**SAICM secretariat**

**c/o Chemicals Branch, UNEP/DTIE,**

**11-13 chemin des Anémones,**

**International Environnement House**

**CH-1219 Châtelaine, Geneva, Switzerland**

**Fax: (41 22) 797 34 60**

**E- mail: [saicm@chemicals.unep.ch](mailto:saicm@chemicals.unep.ch)**

All supporting documentation must be forwarded with your original submission. **Applicants are encouraged to submit their application packages as early as possible in advance of the deadline in order for the secretariat to review them for completeness and provide guidance. Advance copies of applications signed by the applicant and the SAICM focal point(s) can be sent to the secretariat by e-mail or fax, pending submission of the original by post.**

## **What will happen next?**

### **Screening by the SAICM secretariat**

The application will be screened by the SAICM secretariat to make sure it is complete and eligible for funding. Once screened by the secretariat, the applicant

will be informed if the application is complete and eligible and can be reviewed by the Trust Fund Implementation Committee.

### **Appraisal and approval by the QSP Trust Fund Implementation Committee**

The secretariat will submit complete and eligible proposals to the QSP Trust Fund Implementation Committee (see pages 4 and 5).

### **Notification**

The applicant will be notified in writing by the secretariat of the Committee's decision.

### **Implementation arrangements**

Activities financed by the trust fund will be implemented in accordance with the project management arrangements approved by the Committee. Project management arrangements will include the conversion of applications into Memoranda of Understanding, which would form the basis of a signed funding agreement between the project proponent, its executing agency (if relevant) and UNEP as the trust fund administrator. Financial and reporting arrangements will be set up with the project manager.

### **Online publication of the project document**

Each approved project will be made available to the public and posted on the website of the SAICM secretariat:

[http://www.chem.unep.ch/saicm/gsp/approved\\_projects/summary.htm](http://www.chem.unep.ch/saicm/gsp/approved_projects/summary.htm)

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