



One planet
handle with care

CALL FOR PROPOSALS

One Planet network Sustainable Lifestyles
and Education Programme

CALL FOR PROPOSALS 2018
with the support of the Government of
Japan

GUIDELINES FOR APPLICANTS

Sustainable Lifestyles and Education Programme

SUMMARY

The Sustainable Lifestyles and Education (SLE) Programme, a global multi-stakeholder initiative with the goal to accelerate the shift towards more sustainable lifestyles, launch a new Call for Proposals. Funding for this Call is provided by the Ministry of the Environment, Japan (MOEJ), as a Co-lead of the Sustainable Lifestyles and Education (SLE) Programme. The One Planet Secretariat, the Institute for Global Environmental Strategies (IGES) and the Coordination Desk of the SLE Programme administer the call.

Theme of call: **“Delivering on sustainable low-carbon lifestyles - Mainstreaming Low-Carbon Sustainable Lifestyles through innovative initiatives or upscaling of successful high-impact initiatives”**.

Project proposals are invited in four budget scales:

- i. Micro scale: proposals for projects aimed at developing ideas that are still at infant stage; with project budgets under 50,000 US dollars;
- ii. Small-scale: proposals for projects to build partnerships with budgets between 100,000 and 200,000 US dollars
- iii. Medium scale grant (a): proposals for projects that will render high impact and with budgets up to 500,000 US dollars
- iv. Medium scale grant (b): proposals for implementation of activities contributing to the shift to Sustainable Lifestyles from Regional Roadmaps for Sustainable Consumption and Production with budgets up to 300,000 US dollars

In line with the requirements of the Ministry of the Environment of Japan, the donor for this call, it is compulsory for all projects to include CO2 emission reduction as an indicator and the project reports shall provide scientific estimations of actual or projected CO2 emission reductions or prevention from the activities funded. Projects selected for the 2nd stage will receive further guidance.

Duration of call:

For Micro-Scale Projects: Open from 15th of November 2018 to 27th of December 2018.

For Small-Scale Projects, and Medium-Scale Projects (a) and (b): Open from 15th of November 2018 to 10th of January 2019.

Duration of eligible projects: up to 18 months. All selected projects must be completed by 30th of September 2020.

The call is open to all organisations that meet the eligibility criteria, namely, regional, national, local governmental institutions/agencies (or subsidiary bodies) from developing countries or not-for profit organisations, with headquarters in developing countries and countries with economies in transitions. Priority is given to applicants who contact any of the members of the Multi-stakeholder Advisory Committee (MAC) of the One Planet SLE Programme.

Project proposals selection process is divided in two stages:

1. Initial screening: submission and evaluation of Concept Notes using Application form attached to this document.
2. Full proposals: those proposals that pass the screening process are invited to submit full project proposals.

This document offers information on the One Planet network, the SLE Programme and the specific focus of this call, and it provides guidance to all applicants on how to apply to the call for proposals.

CONTACTS

One Planet Secretariat,
Trust Fund Grant administration
Tel: +33 (0) 1 44 37 14 23
Address: 10YFP Secretariat - UN Environment
1 rue Miollis, Building VII. 75015 Paris, France
Email: yulia.rubleva@un.org
<http://www.oneplanetnetwork.org/>

1. WHAT IS THE 10YFP and its One Planet network?

1.1. What is 10YFP and its One Planet network?

The 10-Year Framework of Programmes on sustainable consumption and production, adopted at the World Summit on Sustainable Development in 2012 and as affirmed by target 12.1 of the 2030 Agenda for sustainable development, is a global commitment to accelerate the shift towards sustainable consumption and production in both developed and developing countries. It generates collective impact through six multi-stakeholder programmes: Public Procurement, Buildings and Construction, Tourism, Food Systems, Consumer Information, and Lifestyles and Education. One Planet network is the multi-stakeholder network that has formed to implement that commitment.

UN Environment serves as the One Planet Secretariat

The Secretariat cooperates closely with and responds to Member States and the 10YFP Board, collaborates with UN agencies, and fosters the active participation of key stakeholders. The Secretariat also coordinates and facilitates the development and implementation of the programmes of One Planet network and administers the Trust Fund.

1.2. What are One Planet network Programmes?

Programmes are at the core of the One Planet network. There are currently **six thematic and sectoral programmes** bringing together actors, expertise and resources to deliver SCP in an operational manner, on an increasing scale. They contribute to meeting the objectives, goals and functions of the network, responding to national and regional needs, priorities and circumstances.

The programmes focus on: 1) **Building synergies and cooperation**, bringing together existing initiatives and partners, leveraging resources towards common objectives; 2) **Scaling up and replicating** successful policies and best practices for SCP, responding to national and regional needs, priorities and circumstances; 3) **Generating and supporting new projects and activities** on SCP in response to regional and national priorities and needs, as they emerge. The programmes **build capacity to implement policies, voluntary instruments, management practices, information and awareness raising activities to promote the shift to SCP patterns**. They bring together existing initiatives and partnerships working in similar areas, highlighting good practices and success stories, building synergies and cooperation among stakeholders to leverage resources towards mutual objectives and minimize duplication of ongoing efforts.

Each programme consists of: Leads/Co-Leads; Coordination Desk; Multi-stakeholder Advisory Committee (MAC); and Partners.

Please follow the links below for more detailed information on each of the Programmes:

- [Sustainable Public Procurement Programme](#)
- [Consumer Information for SCP Programme](#)

- [Sustainable Lifestyles and Education Programme](#)
- [Sustainable Buildings and Construction Programme](#)
- [Sustainable Tourism Programme](#)
- [Sustainable Food Systems Programme](#)

The One Planet Secretariat ensures adequate support to the programmes and facilitates cooperation between the programmes for coordinated action.

2. SUSTAINABLE LIFESTYLES and EDUCATION PROGRAMME and FOCUS of the Call for Proposals

2.1. Introduction

The [Sustainable Lifestyles and Education \(SLE\) Programme](#), one of the six programmes of the One Planet network, is a global multi-stakeholder initiative, with the goal to accelerate the shift towards more sustainable lifestyles and education. The SLE programme was launched in November 2014, as a multi-stakeholder programme to promote sustainable lifestyles and education. It is being co-led by the Ministry of the Environment, Japan (MOEJ) and the Government of Sweden, with the support of a 25-member Multi-stakeholder Advisory Committee (MAC). Furthermore, the SLE Programme currently has over 80 partners around the globe from all stakeholder groups. More information on the governance and membership of the SLE Programme can be found online [here](#).

The SLE Programme has a mission to foster the uptake of sustainable lifestyles as the common norm, with the objective of ensuring their positive contribution to addressing global challenges, such as resource efficiency and biodiversity conservation, climate change mitigation and adaptation, poverty eradication and social well-being.

The SLE programme has administered three Calls for Projects from which 13 small- and 2 medium-scale projects have been selected and are being implemented. Funded by the MOEJ through the Trust Fund, these projects contribute to the objective of the SLE Programme through promoting the shift to the sustainable lifestyles based on the local needs, and provide the key insights from their implementation through the collaborative monitoring and evaluation activities by the Programme Coordination Desk.

Funds of the Call for Proposals were donated by the MOEJ, as a Co-lead of the SLE Programme. The One Planet Secretariat, the Institute for Global Environmental Strategies (IGES) as well as the Coordination Desk of the SLE Programme jointly administer the Call for Proposals.

2.2. Focus on the SLE programme call for proposals

The theme of this call is: **“Mainstreaming Low-Carbon Sustainable Lifestyles through innovative initiatives or upscaling of successful high-impact initiatives”**.

Applicants are suggested to clearly state the visions of more sustainable lifestyles that their projects envisage, and in what types of engagement these visions will be realised.

Firstly, Sustainable Lifestyles are considered as ways of living, social behaviours and choices, that minimize environmental degradation while supporting the equitable socio-economic development and better quality of life for all. Therefore, the call for projects invites applications that will take account of

both environmental aspects (use of natural resources, CO2 emissions, waste and pollution, etc.) and equitable socio-economic development and better quality of life for all (gender equality, empowerment, social inclusion and participation, etc.).

Secondly, applicants are requested to consider in which manner of engagement their projects will contribute to the achievements of such visions. For the next two years, the Multi-Stakeholder Advisory Committee (MAC) has identified three priority areas of engagement that will guide projects and activities of the SLE Programme and its partners, including project proposals seeking funding under this call. The three areas are:

- 1) Engagement with policymakers;
- 2) Engagement with the private sector; and
- 3) Strengthened education and capacity building.

1) Engagement with policy makers. The programme works with policymakers to assist in development of policies and instruments which can support the shift to sustainable lifestyles. To this end, the programme is seeking to identify and analyse existing and emerging policies and instruments, placing special emphasis on their impacts and scalability. Furthermore, the programme is interested in platforms that can to social facilitate change and that can provide up-to-date technical advice for policymakers, and support for communities.

2) Engagement with the private sector. The programme engages with the private sector, including multinational companies, small- and medium-size enterprises, and start-up business initiatives, supporting development of initiatives and business models that promote sustainable living as well as develop platforms to facilitate change.

3) Education and capacity building. The programme engages in building the capacity of implementing organizations and individuals to mainstream sustainable lifestyles through formal and informal education. Activities include, but are not limited to, integrating education for sustainable living (ESL) in formal education curricula, infrastructure and management practices; scaling up and replicating good practices on ESL, and the support for broad changes in schools facilitated at regional and national levels.

Projects funded under this call should be aligned with the above priorities. In their Concept Notes, applicants are requested to indicate how planned activities, outputs and outcomes will contribute to one or more of the priorities above. In addition, successful projects will identify and address one or more core issues related to sustainable lifestyles. Preference will be given to high quality proposals that involve multiple actors from different stakeholder groups.

Type of the Projects:

In line with the requirements of the Ministry of the Environment of Japan, the donor for this call, it is compulsory for all projects to include CO2 emission reduction as an indicator and the project reports shall provide scientific estimations of actual or projected CO2 emission reductions or prevention from the activities funded. Projects selected for the 2nd stage will receive further guidance.

The call opens four tracks for different scale of projects as follows:

Micro projects: Planting Seeds

Successful proposals for micro grants would have clearly defined, targeted and niche initiatives such as developing or polishing new ideas that are still at initial stage and that have potential to make meaningful contributions to shifts towards sustainable lifestyles.

Selection will prioritise projects that show clear pathways toward sustainable implementation after the period of financial support from this Call. Applicants must show how outcomes and impacts of the proposed initiative will be monitored, including the behaviour change and reductions or prevention of GHG emissions.

- Number of micro projects to be funded: Up to six
- Project budget: Up to 50,000 US dollars
- Project duration: 12 – 18 months

Small scale projects: Enhancing Partnerships for Change

Successfully funded small-scale projects would promote changes in behaviour/practices of organisations and/or group of individuals through the multi-stakeholder partnerships, involving at least two of the following sectors: government, business, educational institutions, and civil society organisations.

Preference will be given to proposals that demonstrate effective potential contributions to public policy or institutional operations (including innovative and circular business models).

Applicants should clearly show the role of the lead agency and each partner. Applicants must show how outcomes and impacts of the proposed initiative will be monitored, including the behaviour change and reductions or prevention of GHG emissions.

- Number of small-scale projects to be funded: Up to four
- Project budget: 100,000 – 200,000 US dollars
- Project duration: 12 – 18 months

Medium scale projects: The Game Changer

Successfully funded medium scale project(s) would be well-structured with clearly defined actions and how it will lead to substantial and concrete impact and positive changes in lifestyles. The project must involve or be led by an organization with proven potential to influence lifestyles such as a national/local government agency or organisation with a successful track record; it will contribute to developing, reforming, and/or implementing policy measures that lead to a clear shift of behaviour by organisations/individuals toward more sustainable and low-carbon patterns of living.

The Applicant must clearly describe the proposed initiative, related policy implications, and how it will lead to a positive shift in lifestyles. Submission must show a clear project implementation and management structure, as well as roles of each project partner – including the government agency or major organisation. Applicants must show how outcomes and impacts of the proposed initiative will be monitored, including the behaviour change and reductions or prevention of GHG emissions.

Though it is not mandatory, this track will also invite applications of projects contributing to the changes in lifestyles through implementing activities specified in Regional Roadmaps and/or Strategies for Sustainable Consumption and Production, including those for [Asia-Pacific](#); [Latin America and the Caribbean](#); [Africa](#). The project must be led by an organization with proven potential to influence lifestyles as a national government agency or international/regional organisation with a successful track record.

- Number of medium scale projects to be funded: up to three
- Project budget: 300,000 - 500,000 US dollars
- Project duration: 12 - 18 months

2.3. Eligibility of the project proposals

All the project proposals submitted under this call must comply with the criteria indicated below:

1. **Duration:** maximum duration 18 months. All projects should be completed by 30th of September, 2020.
2. **Deadline:**
 - a. For Micro-scale projects: The call for proposals is open until the 27th December 2018 (11:59pm CET). Applications must be submitted by the stipulated deadline. Any submissions after the deadline be considered ineligible.
 - b. For Small-scale projects and Medium-scale projects (a) and (b): The call for proposals is open until the 10th of January 2019 (11:59pm CET). Applications must be submitted by the stipulated deadline. Any submissions after the deadline be considered ineligible.
3. **Targeted Programme:** Sustainable Lifestyles and Education.
4. **Applicants, Executing Agency, and Partners**

The call is open to all organisations that meet eligibility criteria. Priority is given to applicants who contacted one or more of the members of the Multi-stakeholder Advisory Committee (MAC) of the 10YFP SLE programme.

An applicant is an entity that submits the project proposal. An executing agency can optionally be designated by the applicant to implement the project. The organisation that will be in charge of implementing the project (applicant or assigned executing agency) and signs the funding agreement, will be referred to as “Implementing entity” further on in this document. Implementing entity is the signatory of the funding agreement and is solely responsible for the implementation and funds management of the project.

Applicants and executing agencies (when applicable) will need to comply with the following eligibility criteria:

Applicants’ eligibility

- Only regional, national, local Governmental institutions / agencies (or subsidiary bodies) from developing countries or not-for profit¹ organisations, with headquarters in developing countries and countries with economies in transition² are eligible to be applicants.
- Project can only be carried out and submitted by one applicant, including in the case of multi-country project proposals.
- An applicant can designate only one executing agency to implement the project.
- Applicants are required to have sufficient operational experience; technical and financial expertise to manage, coordinate and monitor the implementation of the project. The organisation’s experience in similar projects over the last 3 years is taken into account.

Executing Agency eligibility.

- Only UN Agencies and other inter-governmental organisations (IGOs), not-for-profit organisations and governmental institutions / agencies from developed and developing countries are eligible as executing agencies.
- An executing agency must be commissioned by an applicant to implement the project.

¹ Not-for-profit organisations include: associations, non-governmental organisations (NGOs), academia, and Community Based Organisations

² For developing countries please refer to the following list:

https://www.un.org/development/desa/dpad/wp-content/uploads/sites/45/publication/WESP2018_Full_Web.pdf -Table C
For the list of countries with economies in transition please refer to the following document:

https://www.un.org/development/desa/dpad/wp-content/uploads/sites/45/publication/WESP2018_Full_Web.pdf -Table B.

- Project proposals can only have one executing agency.
- When the executing agency is from a governmental institution from a developed country, this institution is expected to provide co-funding to the project and the proposal should include a capacity-building element.
- The identification of an executing agency is optional.
- The executing agency is responsible for the implementation of the project and administration of the funds. Executing agencies are required to have the necessary operational experience, technical and financial expertise.

Project Partners' eligibility.

- Organisations eligible as applicants or executing agencies are eligible as implementing partners of the projects. Additionally, those with headquarters in developed countries, as well as private companies can be involved in the project as partners.
- Project proposals can have multiple partners.
- The identification of a partner is optional.
- A partner supports the implementation of the project that is led by the applicant or the executing agency.

5. **Overall requirement for the objective:** The proposed projects should contribute to the goals and principles of the 10YFP, respond to the objectives of the SLE programme, and to the specific focus of this call as specified in section 2.2 of this document. Project activities must respond to regional or national needs and priorities.
6. **Approaches to scale-up project activities and sustainability.** The project should describe the opportunities to scale-up and to replicate project activities in different contexts and how the sustainability of the project will be ensured, once the funding period is over. The project should therefore demonstrate commitment to transferring knowledge, skills and/or technologies to local stakeholders and encourage its beneficiaries or partners to continue activities after completion of the project.
7. **Geographical scope:** The project's geographical scope may be at the national (including sub-national), sub-regional or regional level or include multi-country projects, for developing countries or countries with economies in transition.
8. **National focal point involvement**
 - 10YFP National Focal point(s) should be informed of the proposal submission
 - Government applicants shall provide evidence that the 10YFP National Focal Point has been consulted
 - Not-for-profit applicants shall submit copy of the proposal to the 10YFP National Focal Point of their country
 - When a 10YFP National Focal Point has not been nominated in the country of the applicant, the proposal shall so specify
9. **Language:** English. Applications written in a language other than English will be considered ineligible.
10. **Submission:** Only fully completed online applications, including any requested supporting documentation, received by the 10YFP secretariat by the stipulated deadline will be considered. All applicants are strongly encouraged to apply on-line as soon as possible after the call has been opened and well before the deadline. On-line applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please

resubmit the application, if necessary. If the problem persists, please seek technical assistance by contacting 10yfptrustfund@unep.org.

11. Co-financing: projects are encouraged to raise complementary funding, including in kind contribution.

12. Overall quality: applications of poor content and presentation quality will be ineligible

13. Mandatory documents:

- Application form (Concept Note)
- Latest annual and financial reports (Small- and Medium-scale Projects)
- Evidence that National Focal Point has been consulted (if applicable)
- Letters of support from partners/partnership agreements (if applicable)

3. PROJECT CYCLE of the Trust Fund

The table below gives an overview of the actors that have been assigned specific roles:

Actor	Role
One Planet Secretariat	<ul style="list-style-type: none"> • Administration of the fund • Coordination of the Call for Proposals
Coordination Desk and Technical Review Committee (TRC) (ref. 2.2)	<ul style="list-style-type: none"> • Definition of the focus of the call for proposals • Technical evaluation of the proposals submitted • Consultation with the selected applicants • Technical advice to the selected grantees throughout implementation
National Focal Points (NFP) ³	<ul style="list-style-type: none"> • Endorsement of and support to the proposed projects in countries where NFP is assigned
10YFP Board	<ul style="list-style-type: none"> • Commenting to the TRC evaluation of the projects
Ministry of Environment of Japan	<ul style="list-style-type: none"> • Final decision of the projects to be funded, based on the recommendation of the TRC and comments by the 10YFP Board • Ensure neutrality, objectivity, transparency, accountability and regional balance in the allocated use of the resources

The SLE Programme project proposals selection process is divided in two stages:

1. Submission and evaluation of application forms (cover page and project concept note)- online
2. Submission and evaluation of full project proposals

A Technical review committee (TRC) is established for each call for proposals. Its aim is to provide technical guidance throughout the whole process, from the preparation of the call for proposals, to the

³ More information on the National Focal Points can be found [here](#)

technical evaluation of the proposals and technical support in the implementation phase of the projects selected. The TRC is chaired by one of the co-leads of the relevant programme and is composed of the interested co-leads and MAC members of the programme, the One Planet Secretariat or a 10YFP National Focal point may be invited to join the TRC by the Chair.

Timetables for Micro-Scale Projects

Activity	Lead responsibility	Deadline	Cumulative duration (weeks)
Submission of Expressions of Interest	Applicants	27.12.2018	6
Eligibility check	Secretariat	24.01.2019	10
Evaluation of Concept Notes	Technical Review Committee (TRC)	31.01.2019	11
Online and phone consultation call	TRC and applicants	14.02.2019	13
Submission of full project proposals	applicants	28.02.2019	15
Evaluation of full project proposals	TRC	14.03.2019	17
Board comments to TRC recommendation of projects	Board	21.03.2019	18
MOEJ final decision based on TRC recommendation and Board comments	MOEJ	28.03.2019	19
Finalisation of the funding agreement	Secretariat and TRC	25.04.2019	23
Signature of the funding agreement	Secretariat	09.05.2019	25

Table 1a. Timelines for the Micro -Scale Projects. These timelines are indicative; significant deviations to those will be communicated to applicants.

Timetables for Small-Scale Projects and Medium-Scale Projects (a) and (b)

Activity	Lead responsibility	Deadline	Cumulative duration (weeks)
Submission of Expressions of Interest	Applicants	10.01.2019	8
Eligibility check	Secretariat	07.02.2019	12
Evaluation of Concept Notes	Technical Review Committee (TRC)	21.02.2019	14
Online and phone consultation call	TRC and applicants	07.03.2019	16
Submission of full project proposals	applicants	21.03.2019	18
Evaluation of full project proposals	TRC	04.04.2019	20
Board comments to TRC recommendation of projects	Board	18.04.2019	22
MOEJ final decision based on TRC recommendation and Board comments	MOEJ	25.04.2019	23
Finalisation of the funding agreement	Secretariat and TRC	13.06.2019	30
Signature of the funding agreement	Secretariat	11.07.2019	34

Table 1b. Timelines for the Small and Medium-Scale Projects. These timelines are indicative; significant deviations to those will be communicated to applicants.

3.1. Submission and evaluation of application form

To request support from the SLE Programme, applicants are required to fill out the application form and submit to the One Planet Secretariat through the dedicated online platform of the One Planet network web-page. The application form includes a cover page which describes applicant's details and financial

capacity as well as a project concept note of 2 pages. The concept note provides an overview of the proposed project: project context; targeted beneficiaries; specific and general objectives; main activities; expected outcome and outputs. The total cost of the project, including amount requested from the SLE Programme and any co-financing, should be provided. A detailed budget is not necessary at this stage of the selection process. The submission is online; in addition and for reference purposes the template of the application form is provided in the Annex to the Call for Proposals announcement. Upon submission of the application form an applicant will receive an automatically-generated confirmation e-mail.

Guidance: The 10YFP Secretariat guides applicants during the application process when necessary to ensure that applicants follow the administrative and strategic guidance of the 10YFP Trust Fund.

Mandatory documents

- Application form (Expression of Interest)
- Latest annual and financial reports
- Evidence that National Focal Point has been consulted (if applicable)
- Letters of support from partners/partnership agreements (if applicable)

Online Submission: The submission of the application form is online through the dedicated space on the One Planet network web-page. All applicants are strongly encouraged to apply on-line as soon as possible after the call has been opened and well before the deadline. On-line applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. If the problem persists, please seek technical assistance by contacting yulia.rubleva@un.org

Eligibility check: After the submission deadline and once all proposals have been collected, the One Planet Secretariat conducts a first eligibility check, based on the defined eligibility criteria. Eligible proposals are forwarded to the TRC for initial review and scoring.

Technical evaluation: The TRC reviews all eligible proposals and scores each proposals against a set of established evaluation criteria. The TRC evaluation will results in a single score for each of the proposals. The TRC provides the One Planet Secretariat with the scoring of all the eligible proposals and the recommendation:

- Option 1: TRC supports the application and via the Secretariat requests the applicant to develop a full project proposal.
- Option 2: TRC does not support the application, and proposal is not processed any further.

3.2. Consultation call / Submission of full project proposals

Invitation to submit full project proposals: Selected applicants are invited by the One Planet Secretariat to submit a detailed project proposal composed of an implementation plan and a detailed preliminary budget. The applicants invited to this stage will be shared with the full proposal template. Supporting documents such as budget development guidelines will be shared with the selected applicants. Full project proposals should be aligned with and feed into the Monitoring and Evaluation Framework “Indicators of success”, available for reference on the Call for Proposals announcement page.

In case an executing agency is designated, the applicant is required to attach a Letter nominating the executing agency signed by both parties. Template of such a letter can be downloaded from the Call for Proposals announcement page.

Invitation to the consultation: Applicants invited to submit the full proposals are encouraged to consult with the Coordination Desk and the One Planet Secretariat in the course of developing and submitting full proposals. Consultation is intended to support applicants to better align their proposals with the

objectives of the SLE programme, funding requirements, and rules of the Trust Fund. Where necessary, the Coordination Desk can also suggest modifications to the proposal to be considered by the applicant.

3.3. Evaluation of full project proposals / Final Decision

Technical evaluation: The TRC reviews the submitted full project proposals and scores them against a set of established evaluation criteria. For each full proposal, the TRC will make one of 3 recommendations:

- Recommendation to be selected and funded
- Recommendation to be selected and endorsed (the proposal meets the established criteria but no funding is available under this call for proposal)
- Recommendation not to select

It is estimated that about 50% of submissions at the full project proposal stage will be selected for funding.

Final decision of projects to be funded by the MOEJ

- The One Planet Secretariat submits the TRC's recommendation to the 10YFP Board and MOEJ for review and final decision.
- The 10YFP Board comments to the evaluation/recommendation of the projects by TRC.
- MOEJ decides on the projects to be funded, based on the objectives of the SLE Programme as well as TRC recommendations and Board's comments.

3.4. Finalisation of the implementation plan and signing of funding agreement

1. The signing of the funding agreement is subject to the full project document (detailed implementation plan and related budget) being fully in line with UN rules and regulations and satisfactory to the 10YFP Secretariat as well as TRC.
2. Both TRC and the Secretariat support the implementing entity in finalising a clear and concise project document.
3. The TRC provides technical inputs to the development of the implementation plan, advises the implementing entity on the alignment of the indicators defined in the implementation plan with the Monitoring and Evaluation framework "Indicators of Success", and provides technical advice throughout implementation.
4. The One Planet Secretariat is responsible for making contractual arrangements using UNEP legal instruments and disburses approved funding from the SLE Programme in line with the payment schedule established in the funding agreement.
5. The funding agreement consists of the main body with standard UNEP legal provisions, as well as the implementation plan and budget as its annexes.

3.4. Starting implementation

1. The official start of the project implementation is considered the date of the counter signature of the funding agreement.
2. On average, the first payment is disbursed one month after signing the agreement. Further payments are done in line with the schedule of payments indicated in the funding agreement.

3.5. Monitoring and reporting on projects

1. Implementing entities are required to report to Secretariat and TRC every 6 months. Progress and financial reporting is done using UNEP standards templates and should be in line with the indicators defined in the implementation plan. The 6-month reporting will be aligned with and feed into the Annual Programme Progress Reports as per the M&E framework.
2. The One Planet Secretariat receives and reviews the progress reports (narrative and financial) submitted by applicants in order to monitor project expenditures and to measure activities progress.
3. The TRC advises on, and if applicable reviews, technical deliverables and the progress of activities. Direct costs of monitoring and review of technical deliverables and activities may be covered by the budget allocation on monitoring.
4. The implementing entity is fully responsible for the management of funds allocated for the project. In case of non-compliance with the approved implementation plan and budget, the Secretariat in consultation with TRC will decide on appropriate measures in line with UN rules and regulations.

3.6. Final reporting and project closure

The implementing entity is required to submit a final progress and financial reports. Upon acceptance of the final reports by both the Secretariat and the TRC, the final payment is disbursed and the project is considered closed.

4. APPLICATION FORM GUIDANCE

Applicants should complete the online application form in accordance with the specifications below and with respect to the specific call they are responding to. Applicants are invited to carefully follow the instructions provided.

The application form is considered submitted once all the fields are filled out and the “Submit” button is clicked off. Please note that Individual sections cannot be saved. When the application form is submitted, it is no longer possible to modify or update it.

10YFP SUSTAINABLE LIFESTYLES AND EDUCATION PROGRAMME APPLICATION TEMPLATE		
INFORMATION ABOUT THE APPLICANT – COVER PAGE		
1.1* (mandatory)	Organisation name	
1.2*	Organisation type (Government Ministry, Local government, Not-for-Profit, International organisation, UN agency, Scientific or technical organisation, Other <i>(please specify)</i>).	

1.3*	Country		
1.4*	Office address		<i>Applicant's administrative address.</i>
1.5*	Country of the organisation's Headquarters (if different from office address). Please refer to the guidelines contained in the announcement of the call for proposals.		<i>If different from office address. Applicants from developing countries with headquarters in developed countries are not eligible.</i>
1.6*	Website address		
1.7	Name of executing agency (if different from applicant)		<i>If different from applicant: Implementing entity designated by the applicant (see above "applicant and executing agency characteristics").</i>
1.8	Type of executing agency (if different from applicant)		
1.9	Contact person, responsible for project's implementation	Name*	<i>Contact information of the main interlocutor who will be contacted by the 10YFP Secretariat during the selection process, if necessary.</i>
		Position*	
		Email*	
		Telephone (with country code) *	
1.10*	When was the implementing entity established? <i>The implementing entity is either the applicant (if there is no executing agency) or the executing agency. Please refer to guidelines.</i>		<i>Month and year of creation of the applicant's (if there is no executing agency) or the executing agency's organisation.</i>
1.11*	Briefly describe the implementing entity's mission and geographical areas of intervention (maximum 80 words)		<i>Short statement describing the mission of the implementing entity.</i>

1.12*	Annual budget of the last year (N-1), (in USD). <i>Please attach the latest annual and financial reports.</i>	<i>To be provided in USD. Please attach the latest annual (including financial) report (if not possible, please explain the reason).</i>	
1.13*	Annual budget of year N-2 (in USD).		
1.14*	Annual budget of year N-3 (in USD).		
1.15*	Number of employees	<i>Number of employees of the implementing entity at the time of the submission of the project proposal.</i>	
1.16*	Has the 10YFP National Focal Point been informed about the proposal? (if yes, please attach a relevant endorsement letter)	<i>NFPs should be consulted and informed about the submission of the project proposal by an applicant with headquarters in their respective country. Applicants are encouraged to request a letter of endorsement from their NFP. Evidence that the NFP has been consulted and endorsed the project should be provided together with the application</i>	
1.17*	Are you a partner to the 10YFP programme?	Yes	No
INFORMATION ABOUT THE PROJECT – CONCEPT NOTE			
2.1*	Title	<i>Together with the title please indicate which type of project you are submitting: micro-scale; small-scale; or medium-scale a or b</i>	
2.2*	Which 10YFP programme the project contributes to?	<i>The applicant must ensure that their project is consistent with the SLE programme's objectives and the specific focus of the call. The proposed project can as well contribute to other 10YFP Programmes, however the main focus should remain on the SLE programme.</i>	
2.3*	Country (countries) of implementation		

2.4*	Duration of the project (<i>maximum 24 months</i>)	
2.5	Amount requested from the 10YFP SLE Programme (<i>in USD</i>) *	
	Co-financing (<i>in USD</i>), <i>if any</i>	<i>Please indicate the total amount in USD to be received from other donor(s) for this project, if applicable.</i>
	Total cost of project (<i>in USD</i>) *	
	List name of other donors	<i>Please provide name of other donors and specify which category the donors belong to (private or public funding).</i>
2.6*	Project objectives. <i>Please indicate which SCP general objective(s) the project contributes to (for further information, please refer to funding guidelines).</i>	
2.7*	<p>Concept note (2 pages). Provide the project summary including :</p> <p>- Overall objectives</p> <p>- Contribution to programme objectives, work areas and work plans</p>	<p><i>This project summary may not exceed 2 pages or 1300 words at the maximum and should contain the following:</i></p> <p><i>Please indicate clearly whether you are applying under funding Window 1 (Immediate Action Projects) or Window 2 (Strategic Impact Projects).</i></p> <p>Overall objectives. <i>Please explain the objectives the proposed project aims to achieve.</i></p> <p>Contribution to programme objectives, work areas and work plan. <i>Please describe how the project will substantially contribute to the achievement of the overall goal, the work areas, the focus themes and the priority activities of the SFS Programme; and the SDGs; as well as the objectives of the One Planet network ensuring the shift to SCP patterns</i></p> <p><i>Does the project respond to recognised international, regional, national or local needs and priorities established by regional / national consultations, scoping studies, action plans or strategies, formal</i></p>

	<p>- Does the project respond to recognised needs and priorities, at international, regional, national or local levels?</p> <p>- How many direct beneficiaries are expected to be targeted? Please provide a country breakdown if the project covers several countries.</p> <p>- Expected outcome of the project (what the project will change)</p> <p>- Specific activities, location(s), and expected tangible results (outputs).</p> <p><i>Please carefully read the guidelines contained in the announcement of the call for proposals, and describe how this proposal responds to the focus of the call.</i></p>	<p><i>institutions or scientific institutes? Please, explain the project relevance based on national and regional identified needs and priorities using relevant technical and scientific references and publications.</i></p> <p>How many direct beneficiaries are expected to be targeted? <i>Please provide a country breakdown if the project covers several countries. Direct beneficiaries are those benefiting from project-funded activities while indirect beneficiaries are considered those who benefit as a result the project.</i></p> <p>Expected outcome of the project: <i>What will the project will change? The uptake, adoption or use of project outputs by the project beneficiaries. This is observed as change of behaviour, attitude/action, condition, knowledge or skill.</i></p> <p>Specific activities, location(s) and expected tangible results (outputs): <i>Outputs are the products, capital goods and services delivered by the project. Outputs relate to the completion of activities and managers have a high degree of control over them.</i></p>
2.8*	<p>Describe what the proposed approaches are to scale-up the project's activities over time and how the sustainability of the project will be ensured, once the duration is over. (maximum 100 words).</p>	<p><i>Please describe the opportunities to scale-up and to replicate project's activities in different contexts overtime and how the sustainability of the project will be ensured</i></p>
INFORMATION ABOUT PARTNERSHIPS		

3.1	<p>What are the partners to the project? Names and roles in the project implementation. (Bullet points).</p> <p><i>Please attach relevant support/commitment letters</i></p>	<p><i>Partnerships are to be mentioned when partners were contacted and agreed to participate in the project with the applicant for the success of the project. Applicant is requested to include a brief paragraph on the role and commitments these partners have expressed. Please attach to the application template any relevant support or commitment letter from these partners or a</i></p> <p><i>Memorandum of Understanding signed between the applicant and one or several partners, if relevant.</i></p> <p><i>In this section, please, indicate the Members of the Advisory Committee (MAC) of the programme that you have contacted.</i></p>
3.2	<p>Will the project engage with private sector organisations? If yes, please specify which are these organisations and their role in the project (100 words)</p>	