



Réseau Régional d'Aires Marines Protégées en Afrique de l'ouest
West African Network of Marine Protected Areas

Site web : www.rampao.org

Small Initiatives and Financial Mechanisms for the Conservation of Marine and Coastal Biodiversity in West Africa (PIMFAO)

RAMPAO'S CALL FOR SMALL PROJECTS GUIDELINES

With the financial support of



FONDS FRANÇAIS POUR
L'ENVIRONNEMENT MONDIAL



SMALL
PROJECTS

Table of contents

- 1. BACKGROUND AND RATIONALE FOR RAMPAO CALL FOR SMALL PROJECTS 1
- 2. ELIGIBILITY REQUIREMENTS..... 1
- 3. PROJECT DURATION 3
- 4. PROJECT FUNDING RULES..... 3
- 5. APPLICATIONS..... 3
- 6. PROJECT SELECTION PROCESS 4
- 7. RESPONSIBILITIES AND REPORTING 5

Note: This guideline document provides useful information on how to apply for "OHIP Small Project" funding. It is strongly recommended that applicants read this guideline document thoroughly before completing and submitting a proposal.

1. BACKGROUND AND RATIONALE FOR RAMP AO CALL FOR SMALL PROJECTS

Officially created in 2007, the mission of RAMP AO is to ensure, at the scale of the West African marine eco-region, the maintenance of a coherent set of critical habitats necessary for the dynamic operation of ecological processes essential to the replenishment of natural resources and the conservation of biodiversity for the benefit of societies.

With the support of the “*Fonds Français pour l'Environnement Mondial*” (French GEF), RAMP AO has benefited from support to restart its call for small projects program.

Initiated in 2014, the RAMP AO call for small projects is still relevant today. Indeed, very often, MPA managers and local communities do not have substantial means allowing them to make these MPAs functional and operational.

This call for small projects of the RAMP AO aims at (i) re-launching the dynamics of animation of the network around the selected projects, (ii) reinforcing the cohesion of the network by developing experience sharing between small projects and (iii) improving the capacities of the MPAs and local organizations by providing them with small grants to implement concrete actions in order to reinforce the efficiency of the management of the network MPAs.

About thirty small projects will be deployed, according to previously defined eligibility criteria. The results will be shared and capitalized on for the benefit of all the MPAs of the RAMP AO and beyond.

2. ELIGIBILITY REQUIREMENTS

2.1. Eligible Countries

The eligible countries are those currently members of RAMP AO, namely Benin, Cabo Verde, Côte d'Ivoire, Gambia, Guinea, Guinea Bissau, Mauritania, Senegal and Sierra Leone.

2.2. Eligible Project Holders

Project holders can be:

- MPA Conservators who are members of the RAMP AO;
- MPA Conservators wishing to join RAMP AO and who have already taken the steps to join;
- Community organizations involved in MPA management.

2.3. Eligible Themes and activities

The themes eligible for RAMP AO's call for small projects are:

- support to the management of MPAs;
- Conservation and bio-ecological monitoring of marine and coastal ecosystems;
- Information, Education and Communication (IEC) for the conservation of marine and coastal resources.

For this purpose, the activities supported must fall within the priority areas listed below:

- monitoring of MPAs, species and habitat monitoring, updating and/or implementation of the MPA management Plan
- Development and restoration of coastal ecosystems and habitats (reforestation of mangroves, immersion of artificial reefs, soft solutions for coastal protection, etc.);
- Income-generating activities to build the nexus between conservation and socio-economic development (ecotourism, development of sustainable industries ...) especially for women and youth
- Capacity building for MPA managers and other users on climate change impact mitigation including Nature Based Solutions;
- Information, Education and Communication (IEC)targeting MPA users at the local level related to mitigation, adaptation, climate change impact reduction and early warning, sustainable marine and coastal resource conservation activities;
- IEC targeting the importance of MPAs (billboard rules, forums, open days, environmental education, implementation of participatory MPA management activities, etc.)

Remarks:

The AMPAO call for small projects does not support staff salaries or operating expenses of the MPA or community organizations.

Priority is given mainly to concrete actions for the management of the MPA. Experience sharing is strongly encouraged, especially if it aims to improve the networking of MPAs, the creation of synergies between MPAs and local communities.

3. PROJECT DURATION

The duration of the projects is between **6 to 11 months**. The projects are scheduled to start in January 2024.

4. PROJECT FUNDING RULES

4.1. Funding amount

The maximum amount per project is **15 000 euros**.

4.2. Co-funding rules

A counterpart to the financial contribution of RAMPAO is mandatory from the project holder.

This counterpart can be either self-funding (in kind or cash) or co-funding by local or international financial partners.

In all cases, the maximum funding rate of RAMPAO will be 80% of the total amount of the project.

4.3. Payment terms

Payments per project will be made in 2 payments:

As an estimate:

- 85% at contract signing;
- 15% upon validation of the final technical and financial report of the project.

5. APPLICATIONS

The call for projects will be launched by the RAMPAO and widely disseminated so that all potential applicants are informed.

5.1. Application for Grant

There are two main steps to apply for a grant:

- **Step 1 (applies to all applicants)**

The applicant must first fill out the **Grant Application Form (GAF)** and submit it with the required documents.

This form is used to present the project in a synthetic way.

Only complete forms will be considered in the evaluation. It is recommended to take the utmost care in writing the **GAF** in order to provide clear and accurate information.

- **Second step (for shortlisted projects):**

The short-listed project holder will have to fill in a complete Grant Application Form (**GAF**) which allows the detailed presentation of the project.

5.2. Procedures for submitting applications

The completed **Grant Application Form** is enclosed in this e-mail.

Only correctly completed grant application forms will be considered.

The form must be submitted in Word and PDF format.

All annexes listed in the application form must be provided. Project holders are kindly requested not to send the grant application form in paper format to RAMPAO

5.3. Date of submission

The grant application form and attachments must be submitted by email to secretariat@rampao.org **no later than 22 December 2023 at 05:00 PM (Dakar Time)**.

Only applications received by the above deadline will be considered.

If you have any questions, please contact us via the email above

6. PROJECT SELECTION PROCESS

6.1. Verification of the eligibility criteria of the projects.

Project eligibility criteria will be based on:

- applicant eligibility;
- compliance with the themes and activities;
- compliance of the budget with ceiling and funding rules.

6.2. Project evaluation

i) Screening:

It will be based on the following 3 points:

- **Relevance of the project:** justification of the project (the project responds to a problem related to the management issues of the MPA) demonstrating its "added value" for the MPA ;
- **Expected results of the project:** the project will help to achieve the planned results according to the schedule and the allocated resources, the potential for sustainability of the results will be demonstrated ;
- **Coherence of the planned activities:** the activities are well calibrated and prioritized, they respond to the management issues of the MPA.

A bonus point will be awarded to projects that demonstrate added value for the West African MPA network.

The screening will also take into account the following general criteria:

- diversity of themes, activities and sites ;
- Innovative projects, projects of interest for the RAMPAO network.

ii) **Selection**

For the final selection, projects will be evaluated on the basis of the following criteria:

- relevance and coherence of the project ;
- methodology adopted for the implementation of activities
- sustainability of the project's actions;
- coherence of the provisional budget, etc..

7. RESPONSABILITIES AND REPORTING

RAMPAO is responsible for the implementation of the call for small projects.

The selected project leaders will sign a **Financing Agreement** with the RAMPAO Secretariat for the implementation.

Any delay of more than 3 months on the start of the activities after the signature of the agreement will lead to its cancellation.

The first installment will then be fully repaid by the selected project leader to the RAMPAO secretariat.

All projects will be subject to a mid-term and final evaluation. The RAMPAO secretariat will be able to help the project leaders with their self-evaluation and reporting. It will also provide a template for interim and final technical and financial reports.

The RAMPAO secretariat will monitor the implementation of the projects and may call upon the support of one of its Task Forces, if necessary.

A procedures manual annexed to the **Financing Agreement** will be provided to the project leader.