



# **GRANTS SOLICITATION: CALL FOR CONCEPT PAPERS**

Pacific-American Climate Fund Project

*Supported by:* United States Agency for International Development

*Managed by:* Partners for Global Research and Development, LLC (PGRD)

March 2014

# **Grants Solicitation: Call for Concept Papers**

## **Pacific-American Climate Fund (PACAM) Project**

*Supported by:*

United States Agency for International Development

Contract No.: AID-492-C-13-00017

*Managed by:*

Partners for Global Research and Development, LLC (PGRD)

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**Issuance Date:** March 6, 2014

**Rolling Deadline Dates:**

- 1<sup>st</sup> cycle, April 30, 2014
- 2<sup>nd</sup> cycle, June 30, 2014
- 3<sup>rd</sup> cycle, September 30, 2014
- 4<sup>th</sup> cycle, December 30, 2014
- 5<sup>th</sup> cycle, March 5, 2015

**Closing Time:** 12:00 Noon, Manila, Philippines

**Reference:** Issued under Pacific-American Climate Fund Project (PACAM) USAID Contract No. AID-492-C-13-00017

## **Solicitation of Concept Papers**

### **SECTION I. DESCRIPTION OF THE FUNDING OPPORTUNITY**

#### **1. The USAID/Pacific-American Climate Fund**

The United States Agency for International Development (USAID) has awarded Partners for Global Research and Development, LLC (PGRD) a five-year contract to manage and implement a grant-making facility called the Pacific-American Climate Fund or PACAM. PACAM will finance activities in the Pacific Islands region that aim to reduce long-term vulnerabilities associated with climate change and achieve sustainable climate-resilient development. Grants financed by PACAM will support United States Government (USG) development objectives and will complement other support provided by the USG to the Pacific Islands.

#### **2. Goals and Objectives of PACAM**

The Pacific Island region is one of the world's most vulnerable regions to the negative impacts of climate change. The goal of PACAM is to provide USAID with a platform to build the resiliency of Pacific Island countries to adapt to the negative impacts of climate change. By creating a grant-making facility that provides grants to qualified recipients, through an open and competitive process, the activity will support implementation of adaptation measures (such as best practices or new technologies) that reduce climate change-related vulnerabilities.

PACAM will be a flexible and adaptable resource to respond to the many diverse conditions, challenges and circumstances encountered in the Pacific Island region. In addition to building climate resiliency, PACAM, through the awarded grants, will assist in strengthening the managerial and financial capacity of civil society entities that are technically capable, but require additional financial, managerial, and organizational training. Although grants under PACAM will be open to civil society entities operating nationally or internationally, building local managerial and financial capacity will be prioritized, so that local recipients develop a stronger capability for contributing to and sustaining the country's development in the long-term.

### **3. Strategic and Technical Priorities**

Subject to the availability of funds, PACAM will issue grants that support the overall, long-term goal of U.S. development assistance in the Pacific region, which is to support more climate-resilient populations.

Grants will be available to non-sovereign civil society organizations (CSOs), including local, national and international entities operating in any of 12 Pacific nations covered by USAID's Regional Pacific Islands Office including: Fiji, Kiribati, Palau, Federated States of Micronesia (FSM), Republic of the Marshall Islands (RMI), Nauru, Papua New Guinea (PNG), Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

PACAM will make grants available to fund adaptation interventions that directly support USAID's objective of strengthening the climate resilience of Pacific Island countries.

#### **Strategic Objective 1: Improved Natural Resource and Water Resource Management**

Well-managed ecosystems have a greater potential to adapt to climate change, resist and recover more easily from extreme weather events, and provide a wide range of benefits on which people depend, while in contrast, poorly managed, fragmented and degraded ecosystems can increase the vulnerability of people and nature to the impacts of climate change (International Union for Conservation of Nature, 2009). This Strategic Objective aims to target adaptation interventions that support well-managed ecosystems and natural resources that directly support Pacific Island countries in decreasing their vulnerability to the impacts of climate change.

**Illustrative areas for grant activities (examples are not limited to those listed here):** coastal, mangrove, and reef protection, conservation, and management; setback efforts; upland and ridge-to-reef activities that impact Pacific Island countries; protecting and restoring mangroves; communication of climate change coastal zone management; implementation of pilot or proven technologies or best practices related to water management; freshwater access; flood control; water catchment management; water conservation; rainwater harvesting; protecting and restoring water catchment areas; soil conservation to reduce erosion and sedimentation; research; and generation of public awareness related to climate change adaptation and coastal zone or water management.

**Anticipated Outcome:** Improved resilience in managing natural and water resources, including freshwater resources.

## **Strategic Objective 2: Livelihood Development and Income Diversification:**

Many Pacific Islands countries depend on tourism, fisheries, and agriculture as their main sources of income, foreign exchange, and economic livelihood. Climate change impacts such as beach erosion, sea level rise, warming temperatures, reduced freshwater access, bleaching of coral reefs, increased incidence of vector borne disease, and increasing storm intensities pose risks to these sectors and other economic activities. PACAM will provide Pacific Islands' civil society organizations with a platform to advance adaptation measures and address these issues.

**Illustrative areas for grant activities include (examples are not limited to those listed here):** livelihood development activities; income diversification activities; agriculture and value chain resiliency; crop and livestock management; near-shore fisheries and aquaculture; erosion and soil management; protection of native species; microfinance; and public awareness and dissemination of technologies or best practices related to adaptation in major livelihoods sectors in the Pacific Islands.

**Anticipated Outcome:** Enhanced livelihoods and improved adaptive capacity of Pacific Island countries.

### **Required indicators for both Strategic Objectives include:**

- Number of stakeholders with increased capacity to adapt to the impacts of climate variability and change as a result of USG assistance (sex-disaggregated);
- Number of people benefitted by PACAM supported grants (sex-disaggregated);
- Number of communities benefitted from the PACAM supported grants; and
- Number of women beneficiaries in activities implemented by PACAM grantees designed to increase access to productive economic resources.

The grantees may include additional performance indicators that are relevant to the adaptation component of USAID's Global Climate Change Strategy<sup>1</sup> and relevant to the activity's expected results to be included in a Monitoring and Evaluation (M&E) Plan. These performance indicators will depend on the activities funded by PACAM grants and will be subject to PACAM's approval.

### **Holistic Approach to Building Climate Resiliency**

Because the effects of climate change threaten both the services that ecosystems provide, (such as clean water, coastal protection, soil stability etc.) and livelihoods depend directly on those ecosystem services and natural resources, **both objectives should be included in applicants' concept papers.** However, applicants should identify which objective is the primary objective, which is the secondary one and how both objectives will be met in the proposed approach.

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<sup>1</sup> [USAID's Global Climate Change and Development Strategy](#) is a five-year strategy that sets out principles, priorities, and objectives for the agency's climate work through 2016.

#### 4. Other Considerations

**Innovation:** Consideration will be given to applicants who can identify and offer to bring to scale proven technologies or best practices that can support increased resiliency to the impacts of climate change. Although innovativeness will be considered, this will be analyzed in the context of technical feasibility studies and market analyses.

**Sustainability:** Sustainability considerations will be important in grant selection. Grant applications will be required to explain how funded activities will be sustainable beyond the life of the grant. The review process for grants will prioritize funding for activities that have a strong potential for sustainability, local buy-in, and scale-up potential.

**Gender:** All applications will be evaluated for potential impacts on women. Gender equality and female empowerment are essential for achieving USAID's development goals. This includes empowering women and girls to participate and benefit from development, through the integration of gender in the entire project cycle -- from project planning and implementation to monitoring and evaluation. Special consideration will be given to proposals that benefit women, either through specific adaptation interventions, or through opportunities for women's participation in the activity. Hence, applicants should describe and address specific climate change adaptation interventions by community members that create opportunities for women's participation.

**Collaboration:** Consideration will be given to applicants who will have the ability to scale up their climate change adaptation efforts, leverage with other organizations, engage in public-private partnerships, engage in collaboration with government programs, and adopt new and proven technologies and share best practices with other stakeholders.

**Capacity Building:** PACAM seeks to assist grantees to improve their financial accounting, planning, management, monitoring, evaluation and other organizational and financial systems to ensure proper stewardship of funds and improve organizational capacity of civil society partners to carry out development objectives. The applicant should indicate how they could capitalize on their strengths and address organizational limitations with USAID funding. If funds will be used for capacity building purposes, please explain which activities are designed to do this and the expected outputs of these activities. Examples could include but are not limited to: personnel training, upgrading financial management systems and procedures, establishing a communication strategy, monitoring and evaluation, procurement, or other core operating skills. PACAM recognizes that many organizations applying for this solicitation have not previously received USAID funding; applicants are therefore encouraged to fully discuss their capacity building needs.

## SECTION II. AWARD INFORMATION AND ADMINISTRATION

Applicants must have established financial management, internal control systems, and policies and procedures that comply with established U.S. Government rules and regulations and cost principles (e.g. 22CFR226 and 230) and the Mandatory Standard Provisions for non-U.S. non-governmental organizations. A prospective grantee not meeting these requirements may be classified as a high-risk grantee in accordance with relevant USAID regulations, and may receive

a grant with special award conditions such as administrative and capacity building assistance. All potential awardees will be subject to a financial responsibility determination issued by PACAM that may include a pre-award survey and/or an audit.

An award shall be made only by PACAM's authorized representative upon his/her signature to incur costs but only after he/she makes a positive responsibility determination that the Applicant possesses, or has the ability to obtain, the necessary management competence in planning and carrying out assistance programs and that it will practice mutually agreed upon methods of accountability for funds and other assets provided by PACAM. PACAM may choose to change the Applicant's proposed grant type (i.e. Simplified, FOG, Standard or In-kind) prior to award.

All awards to U.S. and Non-U.S. Non-Governmental Organizations will be administered in accordance with ADS-303 and applicable standard provisions which can be found at: <http://www.usaid.gov/policy/ads/300/303>

## **1. Grant Size and Period of Performance**

Subject to availability of funds, solicitations will be open to fund grants in one of three grant size categories: 1) Up to \$150,000; 2) \$150,001 - \$1 million; and 3) \$1,000,001 - \$3 million. The period of performance for each grant may vary but shall not exceed 36 months.

- Category 1 - For local organizations, non-governmental organizations (NGOs) and institutions operating locally, community-based organizations, faith-based organizations operating locally and local private sector organizations that support civil society activities with a focus on directly meeting adaptation needs, budget requests should be within the range of a maximum of US\$150,000.
- Category 2 - For established civil society organizations, which may be operating locally, nationally, regionally, or internationally, whose focus is on building climate change resilience, budget requests could be within the range of a minimum of US\$150,001 to a maximum of US\$1,000,000.
- Category 3 - For established financially sound CSOs, with a proven track record of delivering results on climate change projects that are operating nationally, regionally or internationally, and have experience implementing sustainable development projects in the area of climate change adaptation in the Pacific Islands context could request a budget of US\$1,000,001 to US\$3,000,000. PACAM anticipates awarding not more than two Category 3 grants during the 5-year life of the project.

Applicants should provide the indicative budget envisioned for the proposed concept. The budget request should be based on the organization's operational and absorptive capacity.

## **2. Authorized Geographic Code**

The authorized geographic code under the resultant grant agreement is 937<sup>2</sup> for procurement of commodities and services.

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<sup>2</sup> Code 937 is defined as the United States, the cooperating/recipient country, and developing countries other than advanced developing countries, and excluding prohibited sources, <http://www.usaid.gov/sites/default/files/documents/1876/310.pdf>

## SECTION III. ELIGIBILITY INFORMATION

### 1. Eligibility

Grants will be available to non-sovereign civil society organizations organized or recognized in accordance with the laws of, and operating in any of 12 Pacific nations covered by USAID's Regional Pacific Islands Office including: Fiji, Kiribati, Palau, Federated States of Micronesia, Marshall Islands, Nauru, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

PACAM will execute grants with non-governmental organizations (non-profits or for-profits), subject to the conditions in the USAID Automated Directives System (ADS). Grants will be awarded only to non-U.S. or U.S. non-governmental organizations, however grants to U.S. non-governmental organizations will not exceed \$100,000.

Civil Society Organizations targeted through PACAM include:

- International NGOs or CSOs that implement climate change adaptation measures;
- National NGOs or CSOs including advocacy groups, universities, and umbrella organizations, whom typically represent multiple NGO members;
- Local NGOs, academic institutions, and other public institutions with resources and mandates focused on coastal zone, upland or water management, or livelihood development;
- CSOs working locally on adaptation interventions;
- Faith-Based Organizations (FBOs) operating internationally, nationally, or regionally, on adaptation measures; and
- Private entities such as tourism development companies, chambers of commerce, farmer/fisher associations, or other private groups involved in efforts around coastal, upland, or marine conservation, protection and management, coastal zone and water management, agriculture, fisheries, or other livelihood sectors.

#### Other Eligibility Requirements:

| Organizational Eligibility                                                                                                                                                                                                                                                                                                                                                               | Technical Feasibility                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Legal Certifications (In-country registration as legally recognized organizational entities under applicable law)</li><li>• An established track record in managing projects focusing on natural resources management or livelihoods and income diversification</li><li>• Working Board of Trustees or any equivalent governing bodies</li></ul> | <ul style="list-style-type: none"><li>• Clear definition of the problem(s) and how the applicant intends to address them.</li><li>• Clear definition of outputs that logically contribute to PACAM goals and objectives as Stated in Section I.</li><li>• Alignment with the two Strategic Objectives (SO) of the PACAM as defined in Section I.</li><li>• Other Considerations including innovation, sustainability, gender, collaboration and capacity development.</li></ul> |

## 2. Ineligible Organizations

Direct grant support under the PACAM award may not be extended to the following:

- Government entities, and quasi-governmental entities, and Public International Organizations;
- Political parties, groupings, or institutions or their subsidiaries and affiliates;
- Organizations that advocate, promote, or espouse anti-democratic policies or illegal activities;
- Faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objective of the grant is of a religious nature;
- Any person or entity that appears on the U.S. Treasury's Specially Designated Persons or Blocked Persons list; and
- Any entity whose name appears on the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

## SECTION IV. APPLICATION SUBMISSION AND REVIEW INFORMATION

### 1. Grant Application Process

PACAM will use a **two-step** application process. Step one involves the development and submission of Concept Papers for both Strategic Objectives, as described above. Concept Papers must conform to the required submission format provided below. In summary, applicants who choose to submit a Concept Paper will be asked to include a statement of need; a description of basic institutional capacity; proposed partnerships; planned activities; key indicators and measures of success; planned contribution to strategic objectives; and an indicative budget.

Step one of the application process is open to all interested parties. Concept Papers will be accepted on a rolling basis and screened according to the criteria below:

- Clear definition of the problem(s) and how the applicant intends to address them.
- Clear definition of outputs that logically contribute to PACAM goals and objectives as stated in Section I.
- Technical merit, as aligned with the Strategic Objectives and Technical Priorities discussed in Section I. Applicants should ensure that application is clear and specify which of the targeted outcomes will be addressed and how.
- Ability to describe succinctly, the project envisioned, based on the requirements described in this document.
- Level of inclusion of Innovation, Sustainability, Gender, Collaboration, and Capacity Building.
- Organizational Capacity and Past Performance.
- Cost Realism.

PACAM will screen the Concept Papers and categorize them by: applicant type; applicant size; grant size request; technical category addressed; specific grant topic; applicant location; and unique vulnerabilities. All Concept Papers received on or before the rolling deadline dates will be vetted based on eligibility criteria found in Section III. Concept Papers that pass the pre-screening will be invited to submit a full application.

**Full applications may only be submitted by invitation from PACAM. Do not submit a full proposal unless specifically invited to do so.**

Step two of the application process will start with an invitation from PACAM to submit a full application that must include Technical and Financial Proposals. The Technical Application must not exceed 35 pages, including cover page and required appendices. Financial proposals should provide sufficient details to support the proposed budget. Technical and Financial Proposals should be submitted separately. Applicants invited to submit a full proposal will receive detailed proposal development instructions.

Full applications will be evaluated by a Grants Review Board (GRB) based on the following criteria in descending order of priority:

- Clear definition of the problem(s) and how the applicant intends to address them
- Clear definition of outputs that logically contribute to PACAM goals and objectives as stated in Section I.
- Technical merit, as aligned with the Strategic Objectives and Technical Priorities discussed in Section I. Applicants should ensure that application is clear and specify which of the targeted outcomes will be addressed and how.
- Ability to describe succinctly, the project envisioned, based on the requirements described in this document.
- Level of inclusion of Innovation, Sustainability, Gender, Collaboration, and Capacity Building.
- Organizational Capacity and Past Performance
- Cost Realism. Will this project be a cost-effective means for PACAM to achieve its objectives?

The applicant's capacity to commit or generate cost sharing will also be considered. An invitation to develop Concept Papers into full applications will not constitute an award. PACAM reserves the right to fund any or none of the applications received.

## **2. Submission Instructions**

- a. **Concept papers will be accepted on a rolling basis.** Applicants are however encouraged to apply early because funds are limited and they will be awarded throughout the grant cycle process. Even if a concept paper is approved based on a technical merit, applicants who delay their submission could be rejected due to lack of funds.
- b. **Electronic submissions are preferred.** Applications should be transmitted as an attached document to [PACAMinfo@pgrd.org](mailto:PACAMinfo@pgrd.org). The subject line of the email should read as follows: "PACAM Concept Paper."

- c. Printed hard copy submissions are acceptable and can be hand carried or mailed to PACAM's sub-regional offices as follows:

| <b>For Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, Palau:</b>                                                     | <b>For Papua New Guinea, Solomon Islands and Vanuatu:</b>                                                                                                                                                       | <b>For Fiji, Samoa, Tonga and Tuvalu:</b>                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Pacific-American Climate Fund<br><i>C/o Marshall Ferrin</i><br>Regional Fund Manager<br>Hotel Robert Reimers<br>Majuro, Marshall Islands | Pacific-American Climate Fund<br><i>C/o Junne Cosmas</i><br>Regional Fund Manager<br>URS Australia Pty. Ltd. (PNG)<br>Century 21 House, Level 1<br>Kunai Street<br>Hohola Section 35 Lot 51<br>Papua New Guinea | Pacific-American Climate Fund<br><i>C/o Praveen Lata</i><br>Regional Fund Manager<br>P O Box 13725, Suva<br>Fiji Islands |

- d. **Concept papers may be submitted anytime from March 6, 2014 to March 5, 2015.** Due to the large number of expected concept papers that PACAM may receive, a response indicating formal approval or rejection of the funding request may **NOT** be immediate. All applicants will receive an approval or rejection response from PACAM and applicants are encouraged to exercise patience in this process. Reviews will begin immediately after the closing of the grant cycles referred on the cover page of this document.
- e. For hard copies, the envelopes containing the original and two copies of the application must reflect the name, address and contact details of the applicant. To ensure centralized tracking of application, applicants who send Concept Papers in hard copy should also send an email to [PACAMinfo@pgrd.org](mailto:PACAMinfo@pgrd.org) notifying PACAM of their submission and provide evidence of transmittal date (photocopy of postal delivery receipt).
- f. Incomplete submission may mean non-processing or significant delay in processing of the concept papers.
- g. All applicants should retain, for their records, a copy of their Concept Paper and all accompanying enclosures.
- h. Any questions or requests for clarifications concerning this solicitation must be addressed to [PACAMinfo@pgrd.org](mailto:PACAMinfo@pgrd.org). Responses to questions and clarifications will be made available through [www.pgrd.org](http://www.pgrd.org) and applicants are also invited to visit this website for updates on this solicitation, schedules for succeeding grant application processing, additional announcements, guidelines, and instructions.
- i. **Concept Paper Format.** All Concept Papers must be in English, single-spaced, Times New Roman size 11 font, printed on one-side of A4 size bond paper, with each page numbered consecutively. All application documents must be submitted in Microsoft Word, PDF or Microsoft Excel format.

- j. Applicants must follow the prescribed format for concepts (*Please refer to Appendix 1 to 4*) and must strictly observe the maximum number of pages allowed according to the table below:

| Appendix/Description               | Maximum Number of Pages |                   |
|------------------------------------|-------------------------|-------------------|
|                                    | US\$150,000 and Below   | Above US\$150,000 |
| Appendix 1 - Cover Page            | 1 page                  | 1 page            |
| Appendix 2 – Technical Narrative   | 2 pages                 | 6 pages           |
| Appendix 3 – Eligibility Checklist | 1 page                  | 1 page            |
| Appendix 4 – Summary Budget        | 1 page                  | 1 page            |
| <b>Total Number of Pages</b>       | 5 pages                 | 9 pages           |

Only the first two pages of the Technical Narrative for concepts with a proposed budget of US\$150,000 and below will be evaluated. Likewise, only the first six pages of the Technical Narrative will be evaluated for concepts with a proposed budget of above US\$150,000.

- k. **Program Budget.** Provide a one-page indicative budget that reflects major cost line items, such as personnel, travel, training, and other direct costs by year to support activities for the proposed program period.
- l. **Capacity Building Budget.** Grants in any category may include financial and capacity building support to improve organizational capacity. Hence, a portion of the award may allocate funds for organizational training and capacity building activities that PACAM could support. The proposed budget for financial and capacity building support will be reviewed for cost realism. All proposed cost in the budget should be indicated in US dollar currency.
- m. **Legal registration. For civil society applicants.** Please attach proof of legal status in country of operations.

Issuance of this solicitation does not constitute an award commitment on the part of PACAM, nor does it commit PACAM to pay for costs incurred in the preparation and submission of concept papers. PACAM reserves the right to reject any or all concept papers received.

## Appendix 1 – Cover Page

### Pacific-American Climate Fund

#### I. General Information

|                                                                      |                                                                                                                                                                                                                                        |                                     |                                                                       |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------|
| <b>Name of Organization</b>                                          |                                                                                                                                                                                                                                        |                                     |                                                                       |
| <b>Office Address</b>                                                |                                                                                                                                                                                                                                        |                                     |                                                                       |
| <b>Website</b>                                                       |                                                                                                                                                                                                                                        |                                     |                                                                       |
| <b>Phone Number</b>                                                  |                                                                                                                                                                                                                                        |                                     |                                                                       |
| <b>Date Established</b>                                              |                                                                                                                                                                                                                                        |                                     |                                                                       |
| <b>Brief Organizational Profile and Legal Status</b>                 |                                                                                                                                                                                                                                        |                                     |                                                                       |
| <b>Organizational Size</b><br><i>(Annual Revenue, in US Dollars)</i> |                                                                                                                                                                                                                                        |                                     |                                                                       |
| <b>Board of Trustees or Board of Directors</b>                       | <i>Please enumerate names and position of BOT or similar governing body.</i>                                                                                                                                                           |                                     |                                                                       |
| <b>Name</b>                                                          | <b>Contact No./Email Address</b>                                                                                                                                                                                                       |                                     |                                                                       |
|                                                                      |                                                                                                                                                                                                                                        |                                     |                                                                       |
|                                                                      |                                                                                                                                                                                                                                        |                                     |                                                                       |
|                                                                      |                                                                                                                                                                                                                                        |                                     |                                                                       |
| <b>Contact Person/s</b>                                              | <b>Name</b>                                                                                                                                                                                                                            | <b>Position in the organization</b> | <b>Email</b>                                                          |
|                                                                      |                                                                                                                                                                                                                                        |                                     |                                                                       |
|                                                                      |                                                                                                                                                                                                                                        |                                     |                                                                       |
| <b>Name, Position and Signature of Authorized Representative</b>     | <i>On behalf of the Applicant identified in Section I, "General Information," of this application, I hereby certify that to the best of my knowledge, this application in its entirety contains only true and current information:</i> |                                     |                                                                       |
|                                                                      | <div style="border-bottom: 1px solid black; width: 100%;"></div> Signature over name and position title                                                                                                                                |                                     | <div style="border-bottom: 1px solid black; width: 100%;"></div> Date |

#### II. Project Information

|                               |  |
|-------------------------------|--|
| <b>Proposed Project Title</b> |  |
| <b>Geographic Coverage</b>    |  |
| <b>Target Beneficiaries</b>   |  |
| <b>Proposed Partners</b>      |  |
| <b>Project Timeframe</b>      |  |
| <b>Requested Budget</b>       |  |

## Appendix 2 – Technical Narrative

### Pacific-American Climate Fund

#### I. Technical Narrative

The Technical Narrative must include the following sections in order:

1. **Project Background/Statement of Need:** Provide a clear definition of the problem(s) and a concise background of the specific development challenge/opportunity and the program's expected, measurable contribution to the development challenge/opportunity. Demonstrate the overall objective of the proposed program and how it is aligned with the two (2) Strategic Objectives as defined in Section 3.
2. **Proposed Plan: Responses or Measures to Address the Problem(s) Identified:** Provide how the applicant intends to address them with clear definition of outputs that logically contribute to PACAM goals and objectives as stated in Section 3.
3. **Planned Activities and Outputs:** Link the activities, which are being proposed to the program's anticipated outputs, propose a timeline to achieve those results and discuss how you will measure success.
4. **Innovation:** Describe the proposed approach and activities, including any innovative methods, techniques, or tools relevant to your program.
5. **Monitoring and Evaluation:** Clearly articulate how the proposed activities will be monitored and evaluated, including illustrative indicators and targets.
6. **Sustainability:** Discuss how the proposed innovative methodologies can lead to sustainable change in the local development context. Discuss how this program will build sustainability into activities, so they can be continued after USAID assistance ends.
7. **Gender:** The applicant should describe the gender considerations that are a part of their activity design. Special consideration will be given to proposals that benefit women, either through the specific adaptation intervention, or through opportunities for women's participation in the activity.
8. **Capacity Building:** Describe how PACAM funds will be utilized to strengthen the applicant's organizational capacity. PACAM recognizes that many organizations applying for this APS have not previously received direct funding from USAID; applicants are therefore encouraged to candidly discuss their capacity needs. Examples could include but are not limited to: personnel training, upgrading financial management procedures, establishing a communication strategy, and building systems for program development and planning, monitoring and evaluation, procurement, or other core operating skills.
9. **Organizational and Team Capabilities:** Briefly describe the primary applicant's organizational history and demonstrate the organization's ability to successfully implement the proposed program. Highlight partnerships or strategic relationships (if any), which will be necessary to ensure the program's success. Partners could include but are not limited to: local or regional civil society organizations, academia, private sector, governments or inter-governmental organizations.

### Appendix 3 – Eligibility Checklist

#### Pacific-American Climate Fund

**Instruction:** Respond to each of the question below by checking “YES” if the answer is “Yes” and by checking “NO” if the answer is “No.”.

| YES | NO | Eligibility Questions                                                                                                                                                                                                                                     |
|-----|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |    | 1. Are you legally registered in one of the following countries in the Pacific Islands? Federated States of Micronesia, Fiji, Kiribati, Nauru, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu. |
|     |    | 2. Do you conduct activities in the following countries? Federated States of Micronesia, Fiji, Kiribati, Nauru, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.                                |
|     |    | 3. Do you have previous experience working on Natural Resource Management and Livelihood Development projects?                                                                                                                                            |
|     |    | 4. Do your proposed activities align with and contribute to the goals, objectives, and results outlined in PACAM’s strategic objectives as presented in this concept paper?                                                                               |

**NOTE:** If your answer to any of the questions above is “NO”, your organization is NOT eligible to be considered for an award and hence, should not submit a concept paper. Applications submitted by ineligible organizations will not be considered.

## Appendix 4 – Summary Budget Template

### Pacific-American Climate Fund

**Instructions:**

1. Only the summary budget provided below is to be included with the concept paper.
2. All amounts are to be in US dollars.

| SUMMARY BUDGET FOR CONCEPT PAPER                     |                     |  |  |       |
|------------------------------------------------------|---------------------|--|--|-------|
| ITEMS                                                | Yearly Expenditures |  |  | TOTAL |
| Project Staff/Labor                                  |                     |  |  |       |
| Travel, Transportation and Per Diem                  |                     |  |  |       |
| Capacity Building and Training Costs                 |                     |  |  |       |
| Other Direct Costs                                   |                     |  |  |       |
| TOTAL ESTIMATED COSTS                                |                     |  |  |       |
| Cash and/or In-kind Cost Share Provided By Applicant |                     |  |  |       |
| <b>GRAND TOTAL</b>                                   |                     |  |  |       |