



Applying for funding from the Special Programme



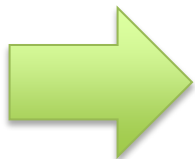
Guidelines on the Completion of Special Programme Application Forms

Prepare yourself with our available resources



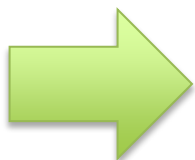
READ the **Special Programme Application Guidelines** on completion of application forms in English, French, Spanish, Arabic or Russian at:

<https://www.unep.org/explore-topics/chemicals-waste/what-we-do/special-programme>



FOLLOW the **Special Programme E-Learning Platform Course** which will help you to create a quality project proposal. This course is self-paced and you can take it anytime!

<https://specialprogramme.unenvironment.org/>



CONSULT today's **presentation** when you will start filling in the application form. We will be sharing the slides via email after today's webinar. However, do not copy the examples. Each project is country driven and unique, so the project has to follow the specific needs in your country!

What we will focus on today

We will present four practical examples and walk you through each step on how to best prepare your application.

Through the examples we will show you:

- How to prepare parts of a logframe and formulate indicators and means of verification
- How to create parts of the budget



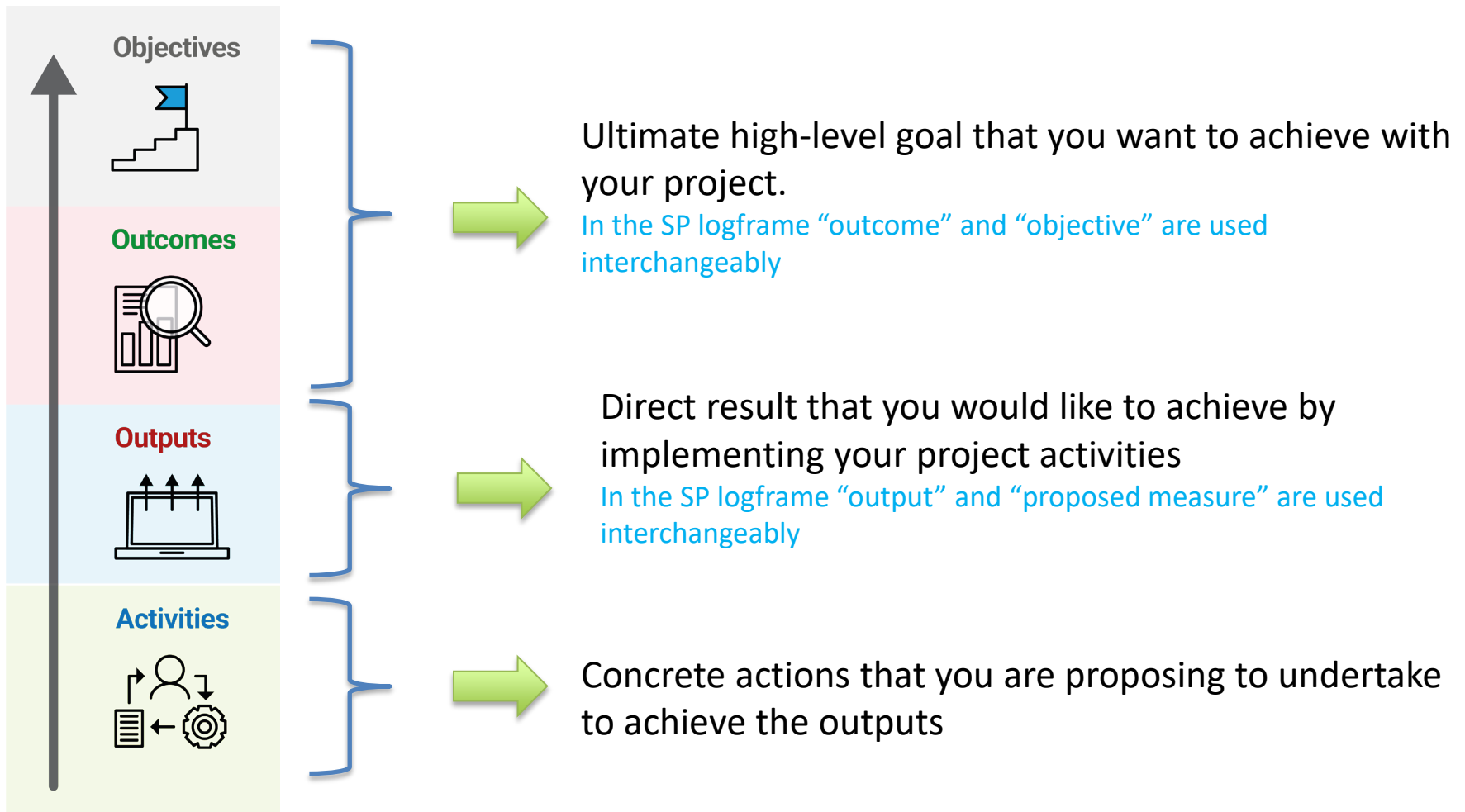
Let's first go through a few key concepts!



Key Concepts

The SP Project Logframe and its different levels

You can find the SP project logical framework (logframe) on page 6 of the project application form (FORM A)



Indicators and Means of Verification



INDICATORS

An indicator is a measure that provides a simple and reliable means to **track the progress** in results.

Indicators always have a:

- **baseline** [point where you start]
- **target** [point to be reached]



MEANS OF VERIFICATION

A means of verification is a tool used to **confirm whether progress has been made within an indicator**. It shows if the target has been met.

Level of objective/outcome

SECTION 3 PROJECT LOGICAL FRAMEWORK

2

| Overall project Objective/outcome | Indicators | Means of verification |
|---|---|---|
| <p>Insert title of overall project outcome</p> | <p>Select at least one of the two Special Programme Core Indicators listed here below:</p> <ul style="list-style-type: none"> Core Indicator 1 Extent of strengthened government capacity and coordination mechanism to support development and implementation of National Strategies for Chemicals and Waste Management as a result of funding from the Special Programme (Outcome indicator, Qualitative) Core Indicator 2 Degree of integration of chemicals and waste management into national and sector planning - formally proposed, adopted, or being implemented including required reporting to the relevant Conventions and voluntary reporting to SAICM (Outcome Indicator, Qualitative) <p>Add other outcome level indicators that are appropriate for the project</p> | <p>Insert both data source and method for measuring progress against indicator target</p> <p>For Core indicator(s) INSERT: “Will be reflected in Core Indicator Scorecard”</p> |
| <p>Performance targets (project milestones that show progress towards completing the project outputs and achieving the overall project outcome)</p> | <p>Expected Milestone</p> | |
| <p>Proposed Measure 1 Insert</p> | <p>Insert Month/Year</p> | |
| <p>Proposed Measure 2 Insert</p> | <p>Insert Month/Year</p> | |
| <p>Proposed Measure 3 Insert</p> | <p>Insert Month/Year</p> | |
| <p>... Insert</p> | <p>Insert Month/Year ...</p> | |

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3

Level of proposed measure/output & activities

| Proposed Measure 1 | Indicators | Means of verification |
|---|---|--|
| Insert Title of Proposed Measure 1 | Insert Indicators (plus measurable baseline and target in brackets) | Insert both data source and method for measuring progress against indicator target |
| Activities / Milestones | | Expected Milestone |
| Activity 1.1 Insert title of activity for the first project output as described in the previous section | | Insert Month/Year |
| Activity 1.2 Insert title of activity for the first project output as described in the previous section | | Insert Month/Year |
| Activity 1.3 Insert title of activity for the first project output as described in the previous section | | Insert Month/Year |
| ... Insert | | Insert Month/Year ... |



Our examples will focus on this level today!
We will follow this numbering to fill out the table



Four Examples from Laila

Example 1 – Laila



Laila is currently drafting her application for the SP.

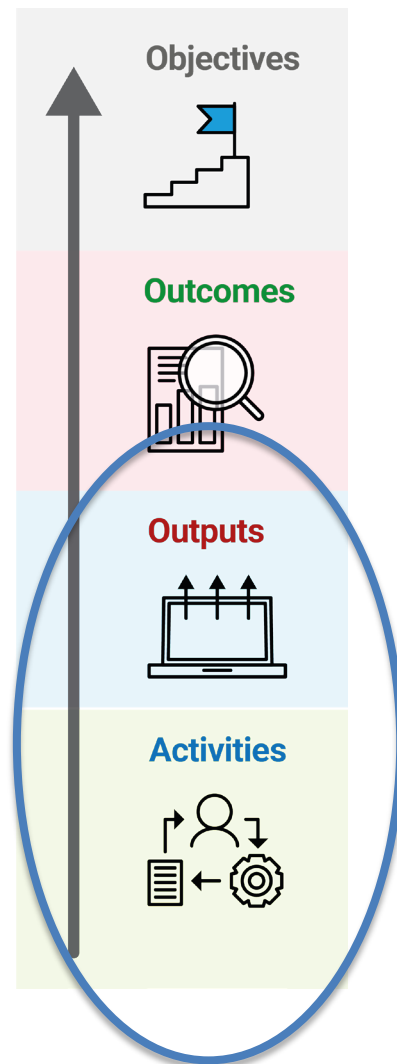
She would like to include in her application an **Output/Proposed Measure** to **Establish a Project Secretariat**.

This Output/Proposed measure will include as an **activity** to **Hire a National Project Manager**



How will Laila formulate this in the logframe?

How will she reflect this in the budget?



Example 1 LAILA

PM: Establish a Project Secretariat – **Activity:** Hiring of National Project Manager

| Proposed Measure 1: | Indicators | Means of verification |
|---|---|---|
| <i>Establish a Project Secretariat</i> | 1.1 ToRs for National Project Manager developed [Baseline: 0 ToRs ; Target: 1 ToRs] 1.2 National Project Manager hired [Baseline: 0 Manager ; Target: 1 Manager] | 1.1 ToRs for the National Project Manager 1.2 Appointment letter of the National Project Manager |
| Activities / Milestones | | Expected Milestone |
| Activity 1.1 Develop ToRs for National Project Manager | | 1 Month/Year 1 |
| Activity 1.2 Hire National Project Manager | | 3 Month/Year 1 |



Let's see how we would reflect the hiring of the National Project Manager (activity 1.2) in the budget

Budget allocation threshold

| Commitment Class Name | Explanation | Maximum Percentage of Budget Permitted |
|----------------------------------|--|---|
| Staff and Other Personnel Costs | (i) Includes all costs and entitlements of personnel including staff, consultants, administrative staff, interns. (ii) Meeting facilitators, interpreters, Evaluation consultants all to be budgeted under this Class. | Combined 50% |
| Contractual Services | (i) Works and services of a commercial nature contracted following procurement procedures. This could include contracts given to NGOs if they are more similar to procurement of services than a grant transfer. (ii) Where meetings/workshops require venue to be hired e.g Hotel, then relevant costs to be budgeted under this Class. (iii) Commercial printing/publication contracts to be budgeted here | |
| Equipment Vehicles and Furniture | (i) Procurement of non-consumables e.g. IT equipment. | 10% |
| Travel | i) All meeting costs including staff/consultant/meeting participant travel [per diem/tickets as applicable] (ii) Road / train /Fuel and vehicle/boat rental costs for staff, consultants and other project personnel | N/A |
| Administrative Costs | Administrative and other operational costs | 5% |

Example 2 – Laila



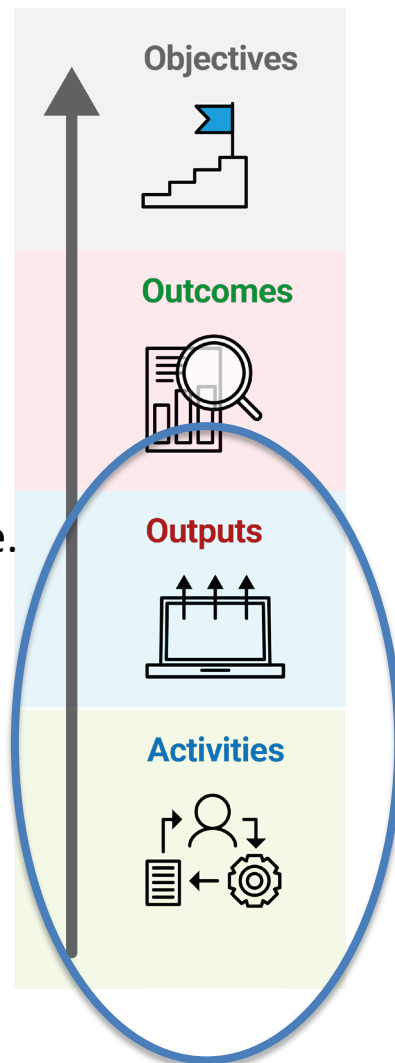
An important part of Laila's project aims to create a Poison Control Centre. She includes the **establishment of the Poison Control Centre** as an **Output/Proposed Measure** in her logframe.

To achieve this, she is planning several activities. One **activity** is the **purchasing of laboratory equipment**.



How will Laila formulate this in the logframe?

How will she reflect this in the budget?



Example 2 LAILA

PM: Establish Poison Control Centre – **Activity:** Purchase Lab Equipment

| 1 | Proposed Measure 2 | Indicators | 4 | Means of verification | 5 |
|---|--|--|---|---|---|
| | <i>Establish a Poison Control Centre</i> | 2.1 Number of laboratory items for the poison control centre [Baseline: 0 items; Target: 30 items]. 2.2 2.3 | | 2.1a List of laboratory items purchased 2.1b Invoices of the items purchased 2.2 2.3 | |
| | Activities and Milestones | | | Expected Milestone | |
| 2 | Activity 2.1 Purchase of lab equipment and annual supplies for laboratory the of poison control centre | | | Month 3/ Year1, Month 3/Year 2 and Month 3 Year 3 | |
| | Activity 2.2 | | | | |
| | Activity 2.3 | | | | |



How should Laila reflect the purchase of lab equipment and annual supplies for laboratory in the budget?

Example 2 LAILA

Activity: Purchase of Lab Equipment

LAILA has the activity 2.1 to purchase of Lab equipment and lab supplies (annual supplies)

Under Equipment

Activity 2.1 – Purchase of Lab equipment and lab supplies (annual supplies)

Lab Equipment = USD30,000 (first year)

Lab supplies : USD2,000 x 3 years = USD 6,000

TOTAL = USD 36,000

| Project Output | Activity No. | Activities | Staff and Other Personnel Costs (FT30_010) | | | Contractual Services (FT30_120) | | | Equipment (FT30_135) | | | Travel (FT30_160) | | | Grand Total |
|--|--------------|---|--|--------|--------|---------------------------------|--------|--------|----------------------|--------|--------|-------------------|--------|--------|-------------|
| | | | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | |
| Output 2: Establish a Poison Control Centre | | | | | | | | | | | | | | | |
| | 2.1 | Purchase of lab equipment and annual supplies for laboratory the of poison control centre | 0 | 0 | 0 | 0 | 0 | 0 | 32,000 | 2,000 | 2,000 | 0 | 0 | 0 | 36,000 |
| Sub-total for Output 2 | | | 0 | 0 | 0 | 0 | 0 | 0 | 32,000 | 2,000 | 2,000 | 0 | 0 | 0 | 36,000 |

Example 3 – Laila



The next component of Laila's project consists in strengthening the legal framework to implement the Basel Convention and Minamata Convention. Therefore, she includes as **Output 3/Proposed Measure 3** the **Strengthening of the legal framework to implement the Basel Convention and Minamata Convention**.

Under it, she has included **two activities**:

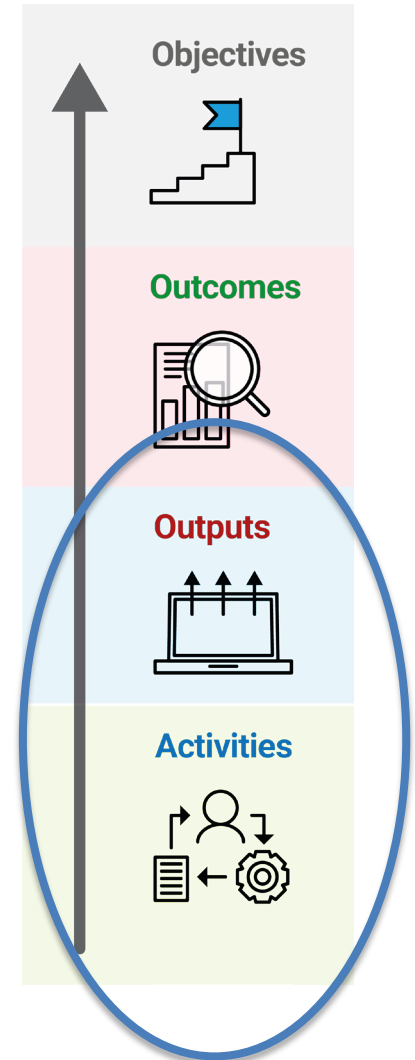
Activity 3.1 Conducting a legislative analysis

Activity 3.2 Drafting a package of recommendations



How will Laila formulate this in the logframe?

How will she reflect this in the budget?



Example 3 LAILA

PM: Strengthen legal framework **Activities:** Conduct Analysis + Draft Recommendations

| Proposed Measure 3: | Indicators | Means of verification |
|---|--|---|
| <i>Strengthen legal framework to implement the Basel Convention and Minamata Convention</i> | 3.1 Legislative analysis of current laws conducted [Baseline: 0 analysis; Target: 1 analysis] 3.2 Package of recommendations for legislative reform drafted [Baseline: 0 packages of recommendations; Target: 1 package of recommendations] | 3.1 Report containing the legislative analysis of the current laws 3.2 Report containing package of recommendations for legislative reform |
| Activities / Milestones | Expected Milestone | |
| Activity 3.1 Conduct a legislative analysis to identify the gaps to implement the Basel Convention and Minamata Convention | 9 Month/Year 1 | |
| Activity 3.2 Draft a package of recommendations for legislative reform to ratify and implement Basel Conventions and Minamata Convention | 6 Month/Year 3 | |

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How should Laila reflect activities 3.1 and 3.2 in the budget?

Example 4 – Laila



Another part of Laila's project will focus on **strengthening the national capacities on chemicals and waste management to implement the MEAs and SAICM**. She decides to include it as **Output 4/Proposed Measure 4**.

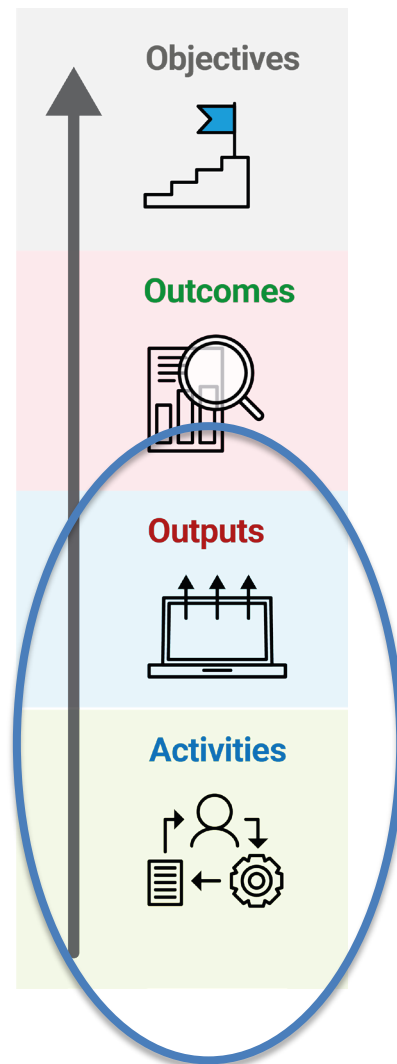
Under it, she has included **two activities**:

Activity 4.1 Developing a national training toolkit

Activity 4.2 Conducting a multi-stakeholder national training

How will Laila formulate this in the logframe?

How will she reflect this in the budget?



Example 4 LAILA

PM: Strengthen capacities **Activity:** Conduct training

| 1 Proposed Measure 4: | 4 Indicators | Means of verification |
|---|--|---|
| <i>Strengthen national capacities on chemicals and waste management to implement the MEAs and SAICM</i> | 4.1 National training toolkit developed [Baseline: 0; Target: 1 training toolkit] 4.2 50 participants from sectors x, y and z trained [Baseline: 0 participants; Target: 50 participants] | 4.1. National training toolkit 4.2a Participants list 4.2b Workshop report 4.2c Feedback questionnaire from participants |
| 2 Activities and Milestones | 3 Expected Milestone | 5 |
| Activity 4.1 Develop a national training toolkit on chemicals and waste management | 6 Month/Year 1 | 3 |
| Activity 4.2 Conduct a multi-stakeholder national training on chemicals and waste management for 50 participants from sectors x, y and z | 9 Month/Year 1 | |



How should Laila reflect activity 4.2 in the budget?

Example 4 LAILA

Activity: Conduct a national training

LAILA has the activity 4.2 to conduct a national training on chemicals and waste management

Contractual Costs & Travel Costs for MEETINGS

Activity 4.2 –Training and Capacity Building workshop (ONCE in project life – YEAR 1)

Training Workshop for 50 participants (15 sponsored by the project + 35 self-sponsored or local participants)

- i) Travel & Accommodation costs/allowances: USD100 per day x 6 Days x 15 sponsored participants = USD 9,000
- ii) Meeting room /Conferencing costs (by hotel): USD 50 per person/day x 50 participants x 5 days = USD 12,500
- Total = USD 21,500

| Project Output | Activity No. | Activities | Staff and Other Personnel Costs (FT30_010) | | | Contractual Services (FT30_120) | | | Equipment (FT30_135) | | | Travel (FT30_160) | | | Grand Total |
|---|--------------|--|--|--------|--------|---------------------------------|--------|--------|----------------------|--------|--------|-------------------|--------|--------|-------------|
| | | | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | |
| Output 4: Strengthen national capacities on chemicals and waste management to implement the MEAs and SAICM | | | | | | | | | | | | | | | |
| | 4.1 | Develop a national training toolkit on chemicals and waste management | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 4.2 | Activity 4.2 Conduct a multi-stakeholder national training on chemicals and waste management for 50 participants from sectors x, y and z | 0 | 0 | 0 | 12,500 | 0 | 0 | 0 | 0 | 0 | 9,000 | 0 | 0 | 21,500 |
| Sub-total for Output 4 | | | 0 | 0 | 0 | 12,500 | 0 | 0 | 0 | 0 | 0 | 9,000 | 0 | 0 | 21,500 |

LAILA

Operating Costs

LAILA has 3% operating cost for the project

Operating Costs (Maximum 5 % of the total eligible costs)

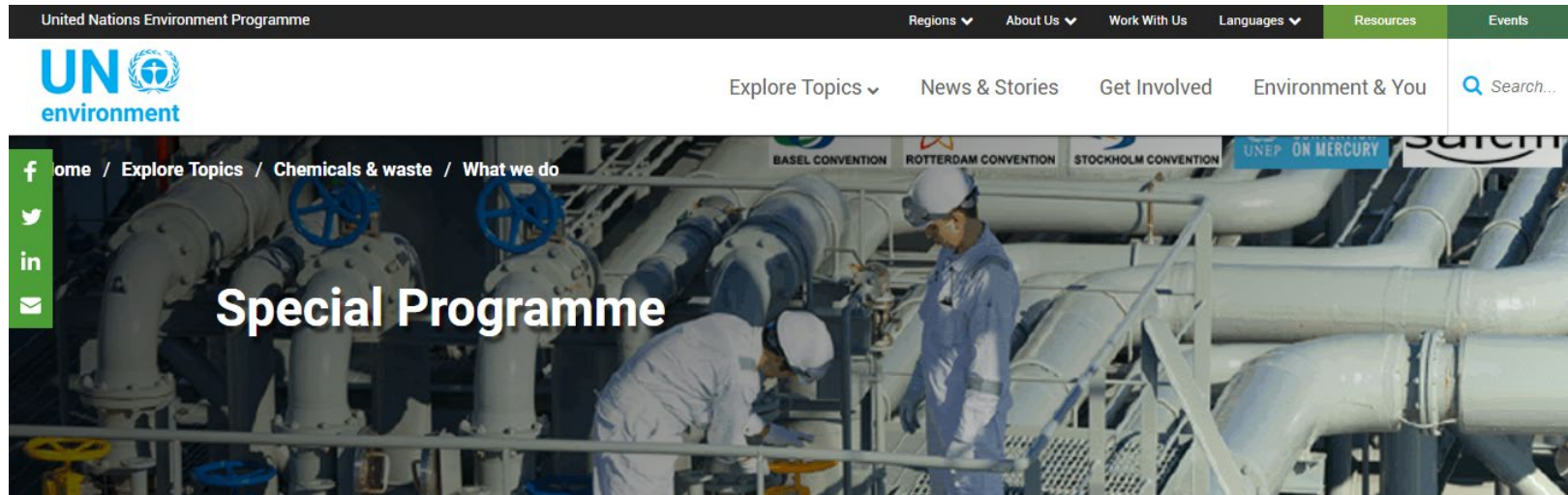
3 % is applied to all budget categories to cover for office operating costs

| | | | | | | | | | | | | | |
|--|--------|--------|--------|--------|---|---|--------|-------|-------|-------|---|---|---------|
| Subtotal eligible costs [secured] | 39,000 | 24,000 | 39,000 | 12,500 | 0 | 0 | 32,000 | 2,000 | 2,000 | 9,000 | 0 | 0 | 159,500 |
| Operating Costs costs (Maximum 5% of the total eligible costs) | 1,170 | 720 | 1,170 | 375 | 0 | 0 | 960 | 60 | 60 | 270 | 0 | 0 | 4,785 |
| Total eligible costs [Secured] | 40,170 | 24,720 | 40,170 | 12,875 | 0 | 0 | 32,960 | 2,060 | 2,060 | 9,270 | 0 | 0 | 164,285 |

Consolidate Activity Budget

| Project Output | Activity No. | Activities | Staff and Other Personnel Costs (FT30_010) | | | Contractual Services (FT30_120) | | | Equipment (FT30_135) | | | Travel (FT30_160) | | | Grand Total |
|---|--------------|--|--|---------------|---------------|---------------------------------|----------|----------|----------------------|--------------|--------------|-------------------|----------|----------|----------------|
| | | | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | |
| Output 1: Establish a Project Secretariat | | | | | | | | | | | | | | | |
| | 1.1 | Develop ToRs for National Project Manager | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1.2 | Hire National Project Manager | 24,000 | 24,000 | 24,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 72,000 |
| Sub-total for Output 1 | | | 24,000 | 24,000 | 24,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 72,000 |
| Output 2: Establish a Poison Control Centre | | | | | | | | | | | | | | | |
| | 2.1 | Purchase of lab equipment and annual supplies for laboratory the of poison control centre | 0 | 0 | 0 | 0 | 0 | 0 | 32,000 | 2,000 | 2,000 | 0 | 0 | 0 | 36,000 |
| Sub-total for Output 2 | | | 0 | 0 | 0 | 0 | 0 | 0 | 32,000 | 2,000 | 2,000 | 0 | 0 | 0 | 36,000 |
| Output 3: Strengthen legal framework to implement the Minamata Convention | | | | | | | | | | | | | | | |
| | 3.1 | Conduct a legislative analysis to identify the gaps to implement the Basel Convention and Minamata Convention | 15,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15,000 |
| | 3.2 | Draft a package of recommendations for legislative reform to ratify and implement the Basel and Minamata Conventions | 0 | 0 | 15,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15,000 |
| Sub-total for Output 3 | | | 15,000 | 0 | 15,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 30,000 |
| Output 4: Strengthen national capacities on chemicals and waste management to implement the MEAs and SAICM | | | | | | | | | | | | | | | |
| | 4.1 | Develop a national training toolkit on chemicals and waste management | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 4.2 | Conduct a multi stakeholder national training on chemicals/waste management | 0 | 0 | 0 | 12,500 | 0 | 0 | 0 | 0 | 0 | 9,000 | 0 | 0 | 21,500 |
| Sub-total for Output 4 | | | 0 | 0 | 0 | 12,500 | 0 | 0 | 0 | 0 | 0 | 9,000 | 0 | 0 | 21,500 |
| Output 5: Monitoring, evaluation and financial audit | | | | | | | | | | | | | | | |
| | 5.1 | Monitoring | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 5.2 | Evaluation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 5.3 | Auditing | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sub-total for Output 5 | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Subtotal eligible costs [secured] | | | 39,000 | 24,000 | 39,000 | 12,500 | 0 | 0 | 32,000 | 2,000 | 2,000 | 9,000 | 0 | 0 | 159,500 |
| Operating Costs costs (Maximum 5% of the total eligible costs) | | | 1,170 | 720 | 1,170 | 375 | 0 | 0 | 960 | 60 | 60 | 270 | 0 | 0 | 4,785 |
| Total eligible costs [Secured] | | | 40,170 | 24,720 | 40,170 | 12,875 | 0 | 0 | 32,960 | 2,060 | 2,060 | 9,270 | 0 | 0 | 164,285 |

Start preparing your application now!



Seventh round of applications

Deadline 11 August 2023

Countries are invited to submit their applications.

More information available at: <https://www.unep.org/explore-topics/chemicals-waste/what-we-do/special-programme>

E-mail: unepchemicalsspecialprogramme@un.org



Questions



CHEMICALS
AND WASTE
MANAGEMENT
PROGRAMME



THANK YOU!
