



The Global Framework on Chemicals Fund Application Guidelines

First round of applications

**Call for Applications opens: 1 October 2024
Application Deadline: 31 January 2025**

TABLE OF CONTENTS

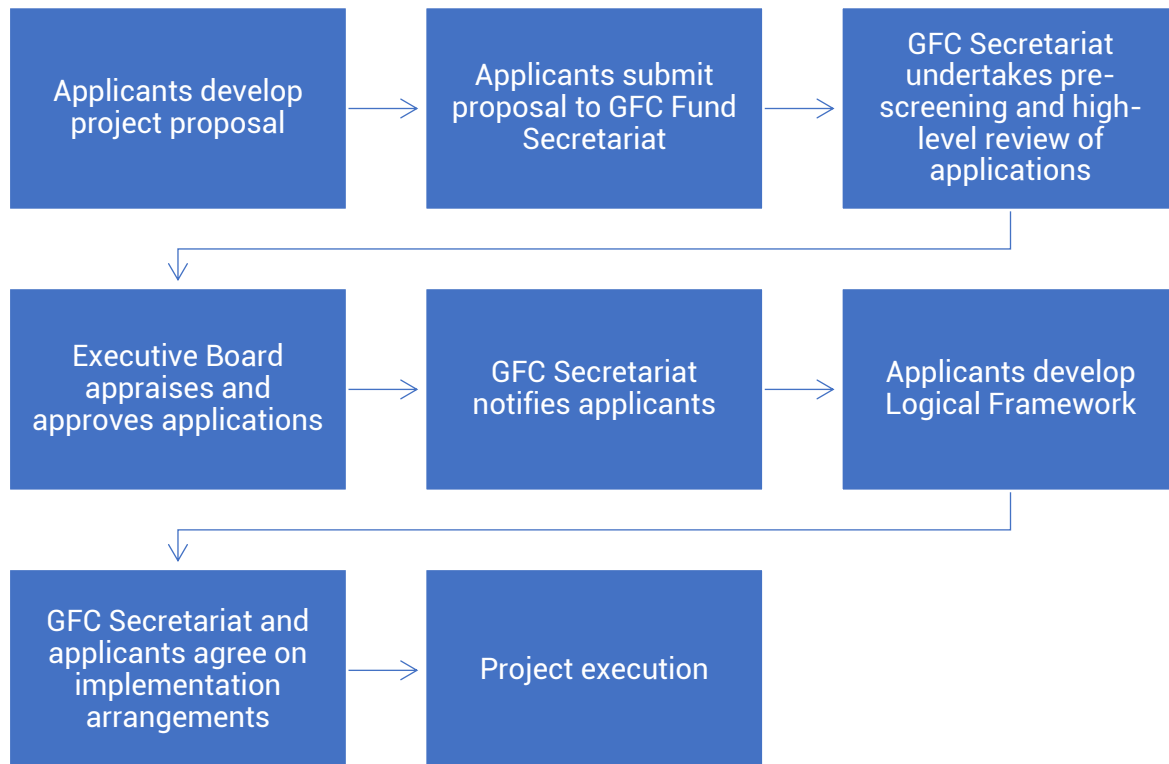
1. INTRODUCTION	3
APPLICATION PROCESS	3
DEVELOPING A PROJECT PROPOSAL.....	3
2. PROJECT APPLICATION FORM A: PROJECT DESCRIPTION	4
SECTION 1: PROJECT PROPOSAL SUMMARY	4
SECTION 2: PROJECT DESCRIPTION	7
SECTION 3: SIGNATURE, ENDORSEMENT AND CERTIFICATION	16
SECTION 4: APPLICATION CHECKLIST	16
ANNEX 1: CONTACT DETAILS	17
ANNEX 2: ADDITIONAL INFORMATION FOR MULTI-COUNTRY APPLICATIONS.....	18
3. PROJECT APPLICATION FORM B: BUDGET TABLES	19
4. PROJECT APPLICATION FORM C: PROJECT LOGICAL FRAMEWORK	24
APPENDIX 1: OVERVIEW OF “RESULTS BASED MANAGEMENT” AND THE “THEORY OF CHANGE” AS TOOLS TO CONCEPTUALISE THE PLANNING OF A PROJECT	28

1. INTRODUCTION

This application guideline aims to support applicants in preparing their application for the Global Framework on Chemicals Fund. It is designed to provide information on all sections of the application document as well as overarching information that may assist applicants in the conceptualisation of their project prior to filling in the application forms.

APPLICATION PROCESS

The application process follows the following steps:



DEVELOPING A PROJECT PROPOSAL

An important first step in the application process is to identify the problem(s) that lead to the need for this project. The main rationale for the project should be defined as a solution to the problem(s) in a way that allows others to understand the intentions of the intervention, the proposed activities and results, key roles and responsibilities, and the resources required for the successful delivery of the project and ultimately a sustainable solution to the stated problem.

The document uses the principles of “Results Based Management” and the “Theory of Change”, as outlined in Appendix 1, to show how a project can be conceptualised. An example project is presented in this document to serve as illustration of how to move from project idea, through project planning, to sound project design and management that will be reflected in the narrative and financial application forms. This example project is also used in the next chapter of these guidelines to help illustrate how to fill in the application form.

Note: Guidance on specific considerations that relate to the drafting of regional/multi-country projects is highlighted in blue boxes throughout this document.

2. PROJECT APPLICATION FORM A: PROJECT DESCRIPTION

SECTION 1: PROJECT PROPOSAL SUMMARY

For regional/multi-country projects: It is a requirement that one government or organization is specified as the project lead. This country will submit the application on behalf of all the countries involved.

Section 1: Project Proposal Summary should provide the specified information for the lead applicant. Additional information for multi-country applications is requested in *Annex 2*. One copy of *Annex 2* should be completed for each co-applicant.

- A. Project title:** Enter the title of the project.
- B. Applicant type:** Select the appropriate box and continue by filling in the appropriate section for your applicant type (Governments fill in section C; Civil society networks fill in section D; Other entities fill in section E).
- C. Applications by governments:**
- C1: Applicant Government:** Fill in the name of the Applicant Government
 - C2: Applicant government institution:** Fill in the name of the country(ies) and institution(s) submitting the application.
 - C3: Relationship to the Global Framework on Chemicals:** Indicate whether your government has endorsed or given other formal recognition of and support to the Global Framework on Chemicals. Please attach evidence of the endorsement or formal recognition.
- D. Applications from Civil Society Networks**
- D1: Name of applicant:** Fill in the name of the civil society network making the application.
 - D2: Relationship with the Global Framework on Chemicals:** Indicate whether the applying network is participating in the GFC.
 - D3: Governmental endorsement of the application:** Indicate whether the country hosting the project has endorsed the application. Please attach letters of support from the GFC Focal Point or other relevant ministries and authorities.
- E. Applications from other organizations or entities**
- E1: Name of applicant organization/entity:** Fill in the name of the organization or entity making the application.
 - E2: What is the legal nature of the organization/entity?** Select the appropriate category for the applying organization. Please note that private sector entities are not permitted as UNEP is not able to sign implementing partnership agreements with such entities.
 - E3: Governmental endorsement of the application:** Indicate whether the country hosting the project has endorsed the application. Please attach letters of support from the GFC Focal Point or other relevant ministries and authorities.
- F. For regional/multi-country projects**

F1: How does the project demonstrate visible and sustainable impact to implement the Global Framework on Chemicals in the countries concerned?

- G. **Status of country/ies in which the project will be implemented:** Indicate whether the Applicant Government is a developing country, a Least Developed Country (LDC), a Small Island Developing State (SIDS) or a country with an economy in transition (CEIT).

Country status is determined with reference to the statistical annexes to the [United Nations World Economic Situation and Prospects Report](#), specifically tables B (economies in transition), C (developing economies by region), F (least developed countries) and G (small island developing States). The Board is likely to exclude countries listed by the World Bank as high-income countries.

Note that a number of donors have strict policies of funding only applications that meet the eligibility requirements of the Development Assistance Committee (DAC) [list of Official Development Assistance \(ODA\)](#) at the time of application.

For regional/multi-country projects: Co-applicants should respond to this question in Annex 2.

All countries listed on a regional/multi-country application should be developing countries, Least Developed Countries (LDC), Small Island Developing States (SIDS) or Countries with Economies in Transition (CEIT).

- H. **Total Proposed Budget from the GFC Fund:** Indicate the total budget being requested from the Global Framework on Chemicals Fund, including any administrative costs. This amount should be between US\$300,000 and US\$800,000 in total and should not include the amount of the co-financing contribution. Co-financing is covered in *project application form B* – the project budget.
- I. **Duration:** Indicate the proposed project duration, expressed in the number of months. Please note that projects should ideally be fully completed within 36 months (3 years) from the receipt of the letter of agreement. According to UN financial rules and practices a project is to be closed as soon as possible after the date of operational completion, and no more than 12 months after that date.
- J. **Project Outcome:** Describe the project's overall intention, which should be achieved at the end of a defined period. It should be consistent with the vision, strategic objectives, and targets of the GFC as well as the outcome and outputs stated in section 2 of the form and the logical framework which will be developed at a later stage.

The following table shows examples of weak and strong project outcomes:

Example of a weak project outcome	Issue	Examples of a strong outcome
Use of plastic is reduced	Outcome does not identify for/by whom or where the expected change will occur. Outcome is not achievable in the context of one project	Use of single use plastic bags by the public is phased out and reusable alternatives are promoted
Plastic waste is soundly managed	Outcome does not specify direction of expected change, nor whom, specifically, it will affect	Reduced transboundary movement of illegal plastic waste into country X

	Outcome is not achievable in the context of one project	
Better chemicals and waste policy	<p>Outcome is too vague</p> <p>Outcome does not indicate what to measure when selecting indicators.</p> <p>Very difficult to report on the impact of this outcome</p>	Improved coherence and comprehensiveness of existing chemicals and waste legislation in country X in the context of its obligations towards the Global Framework on Chemicals

- K. **Rationale of the project:** Describe your project and how it addresses the work areas set out in the [strategic objectives](#) of the GFC.
- L. **Describe how the project addresses the strategic priorities of the GFC Fund:** Please select the appropriate checkbox(es) in the form and describe how the project will address these strategic priorities.
- M. **Multi-sectoral approach:** Describe how the project adopts a multi-sectoral approach. Sectors could for example be the environment, health or labour sectors.
- N. **Stakeholders:** Describe how the project adopts a multi-stakeholder approach.
- O. **Sustainability:** Describe how the sustainability of the project's results will be ensured. Please outline a follow-up or exit strategy for the project's work to be used after the closure of the project.
- P. **Information regarding additional funding sources/Viability of co-funding:** In *project application form B, table 1* indicate all other related contributions from the Government(s) and stakeholders involved as project partners as well as funding received or requested at the national and international levels, including from intergovernmental organizations, foundations, and the private sector.

Under question P specify whether the funds from other sources have been confirmed and if not, whether the viability of the project is dependent on confirmation of the other funding. If contributions of cash or in-kind support have been confirmed, note their amounts or value.

Evidence of government contributions or other funding needs to be included in the application package, for example in the form of written pledges or deposits received.

SECTION 2: PROJECT DESCRIPTION

Project outcome

Describe which outcome the project is intending to achieve by the end of the project timeframe/funding.



The **project outcome** is the use (i.e. uptake, adoption, application) of an output by intended beneficiaries, observed as a change in institutions or behaviours, attitudes and conditions.¹

Outputs



An **output** is the availability (for intended beneficiaries/users) of new products and services and/or gains in knowledge, abilities, and awareness of individuals or within institutions. For example, access by the intended user to a report; new knowledge held by a workshop participant at the end of a training event; heightened awareness of a serious risk among targeted decision-makers. (Outputs are viewed from the perspective of the intended beneficiary or user of the output rather than the provider).²

Provide a title and brief description of the output and how it will contribute to the outcome of the project.

Under this section, the specific outputs which are proposed for financial support should be described. The proposed outputs should clearly demonstrate how they will facilitate and enable implementation of the Global Framework on Chemicals.

It is recommended that projects plan to have an Inception Workshop as one of their first activities.

Proposed outputs relate to the completion of activities and project managers have a high degree of control over them.

Points to consider when formulating an output:

- **What:** The product or service being provided, and in what topic or subject, e.g. training/conference/workshop, legislation, publication, database, strategy, information materials on a specific subject.
- **Verb:** Use a verb in the past tense, e.g. provided, delivered, completed, organized.
- **Whom:** The target audience, e.g. general public, ministry officials, farmers, companies along the value chain, end-users of a product, children and youth, enforcement officers.

The following table shows examples of weak and strong outputs:

Examples of weak output	Issue	Examples of strong output
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¹ UNEP Glossary of results definitions [2021](#)

² UNEP Glossary of results definitions [2021](#)

Identify major barriers and priority measures needed to improve national legislation on chemical management.	<p>The proposed output does not describe the specific products or services the country is expected to deliver, such as technical assistance, training, or mentorship, etc.</p> <p>It contains the term "improved". Outputs should not reflect an adjective that indicates direction (increased, improved, strengthened, etc.).</p>	<p>Chemicals and waste related legislation reviewed, updated, and endorsed by relevant Government officials.</p> <p>Chemicals and waste management mainstreamed in the Government's upcoming national development plan and budget</p>
Planning the project, Establish the project management team, Data gathering, conducting workshops and training on cleaner production techniques and risk and impact Assessment,	<p>These proposed outputs are detailed at the activity level, leading to a longer list of proposed outputs than necessary.</p> <p>It combines multiple proposed outputs into one.</p>	<p>Project management team is established.</p> <p>Research conducted to gather data on cleaner production techniques within the chemicals industry.</p> <p>Training provided to workers in the chemicals industry on Risk and Impact Assessment</p>
Undertake an awareness raising and education campaign	<p>The output does not describe the specific products or services the country is expected to deliver, such as technical assistance, or training, or mentorship, etc.</p> <p>It does not specify the target group or provide a qualifier about the scope of the campaign.</p> <p>The output does not reflect how the country will fulfil its obligations towards the GFC objectives.</p>	<p>Awareness raising and education campaign for the general public on chemical safety conducted</p>

For each output the following details will need to be provided:

- A **description of the activities** and tasks that will take place under each output as well as their **sequence and timing**.

Please note that this text links directly to the Logical Framework (*Project application Form C*).

- The **roles and responsibilities** of all involved stakeholders must be detailed, including intergovernmental organizations, ministries, departments, NGOs and/or relevant private sector entities.

Explain how this output will contribute to the Global Framework on Chemicals

Under this section provide an explanation of how each of the outputs listed will contribute to the Global Framework on Chemicals.

Activities

Under this section, the specific activities that will lead to the achievement of the output which are proposed should be described. Provide a title and description of the activity, who will implement it and how it will be implemented.



An **activity** is an action taken or work performed, through which inputs are utilized to realize specific results.³

The activities of a project are the tasks and actions needed to achieve the proposed output and, by extension, the outcome. It is recommended that **three to five activities** are included for each output, but the exact number will depend on the nature of a specific project. Each activity must represent a task necessary for achieving the proposed outputs.

Points to consider when formulating project activities:

- **Verb:** A verb describing the action to be taken, e.g. provide, train, produce, hire, prepare, develop.
- **What:** Describe the activity being undertaken and in which area or subject.
- **Whom:** The individuals, groups, organizations, or entities for whom, or in cooperation with whom, the activity will be undertaken.

The following table shows examples of weak and strong activity descriptions:

Examples of weak activity description	Issue	Examples of strong activity descriptions
Training workshops	Activity does not specify the target audience for the workshops. It does not specify the topic of the training workshop.	Organise and deliver two training workshops for officials from the Customs Department on the surveillance/monitoring of chemicals and waste imports and exports
Identification of the needs and strengthening the capacities of the stakeholders	Description does not provide enough information on the activity being undertaken or the topic/subject. It combines multiple activities into one. It does not provide sufficient details on the target audience.	Conduct a gap and needs analysis of existing legislation related to chemicals and waste management. Organize and deliver an awareness raising workshop for policymakers based on the gaps and needs analysis
The effectiveness of information exchange for the reduction and destruction of hazardous waste has	This describes a result, not an activity. It does not provide enough information on the activity being undertaken or the topic/subject.	Online clearing house mechanism designed and developed for customs control officers.

³ UNEP Glossary of results definitions [2021](#)

increased in the country.	It does not provide sufficient details on the target audience.	
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Last output: Monitoring, evaluation, and audit

All projects need to include “monitoring, evaluation, audit” in their project application and execution (see last output in the form). Please leave the inserted text in the form under this output and provide further specifications under each activity, if needed, based on the explanations of the different concepts here below.

Monitoring



Monitoring is the systematic collection of data on progress towards the project's overall outcome, outputs, and activities. This is done to determine the extent to which the project is set to achieve its indicators and targets as outlined in the logical framework.

Monitoring is conducted by the project team. It is the responsibility of the project manager and must be carried out regularly. For this reason, monitoring should be included as a separate activity in the project work plan and allocated with the necessary human and financial resources from the start.

To clarify roles and responsibilities for monitoring within the project team, a simple monitoring plan could be developed specifying “what will be monitored, how often, by whom and how”.

What?	How often?	Who?	How?
Item being monitored	Periodicity (i.e. 2 months)	Person responsible in the team	Indicators, means of verification
Overall Outcome			
Output			
Activities			

Evaluation



Evaluation is a systematic and impartial assessment of the expected and unexpected results and achievements of the project. It provides the project team with independent findings, conclusions about the project and recommendations for future similar projects.

The evaluation should be conducted by an **independent external expert**, unlike monitoring which is conducted by the project team. It is the responsibility of the project manager to identify and hire an independent expert such as a consultant who will conduct the evaluation of the project during the last months of project implementation. For this reason, the evaluation should be included as a separate activity in the project work plan and allocated with the necessary financial resources, as appropriate.

The evaluation will assess the achievements of the project according to a set of questions that will be provided by the Global Framework on Chemicals Secretariat to the project team in the form of a standard evaluation Terms of Reference template. The project team will manage the entire evaluation process, whereas an external evaluation expert, hired by the project team, will conduct the evaluation in terms of data collection, data analysis and report writing.

Financial Audit

The use of resources within the United Nations is guided by the UN Financial Regulations and Rules. The United Nations Secretariat, under which the UN Environment Programme and therefore the Secretariat of the Global Framework on Chemicals falls, is subject to audits by the UN Office of Internal Oversight Services and the UN Board of Auditors. All projects under the Global Framework on Chemicals Fund are externally executed, and therefore the (lead) applicant is responsible for the financial management of the project.

Upon completion of the project, a final project audit should be undertaken by an independent auditor. Projects that are implemented by a government entity will be required to submit a copy of its consolidated audited financial statements, wherein GFC Fund funding is clearly identified, issued by an independent audit authority, and as presented to and endorsed by the country's governing body. The institution which will be responsible for undertaking the audit should be identified in application form Annex 1.

The arrangements for monitoring, evaluation and financial audit should be a simple but robust mechanism with a budget not higher than a maximum total of US\$20,000.

Information on project management and implementation

Tick the appropriate boxes and indicate the organization or institution responsible for project management and how the project will be managed.

In addition, explain how the different partners involved in the project (intergovernmental organization(s), governmental entity(ies), other actors such as non-governmental organization(s), or the regional and sub-regional centres established under the Basel Convention and Stockholm Convention) will be involved, taking care to clearly describe the roles and responsibilities of the different entities. To ensure that all partners fulfil their respective responsibilities with respect to the project, the project team should consider the necessary formal and informal arrangements. For example, it should be specified if certain partners are required to take the lead of specific outputs and/or provide data on results for monitoring and evaluation. Also, indicate how the project will ensure both accountability of, and coordination between, different relevant national authorities and partners.

Furthermore, present the project implementation structure through an organizational diagram, and describe the composition, roles and responsibilities and how decisions will be made, as appropriate, for the following stakeholders:

- Project manager and government authority implementing the project;
- Lines of responsibility of project team members;
- External partner agencies, highlighting each agency's responsibility in the project;
- The Project Steering or Coordination Committee, including specificities on the roles and responsibilities of the partners in the decision-making process; and
- Indicate how the project will ensure both accountability of, and coordination between different relevant national authorities and partners.

For regional/ multi-country projects: Provide information on which countries will be participating in this project, what their involvement will be, and which country will act as the project lead. The lead country will take responsibility for direct engagement with the Global Framework on Chemicals Secretariat on project implementation; will sign the agreement; is responsible for reporting and will channel the funding, as needed, to the other project partners.

This section should clearly indicate how the lead government will coordinate the effective implementation of the project and will channel funds, as needed to the other project partners, and how project implementation will be divided amongst the participating governments, as appropriate.

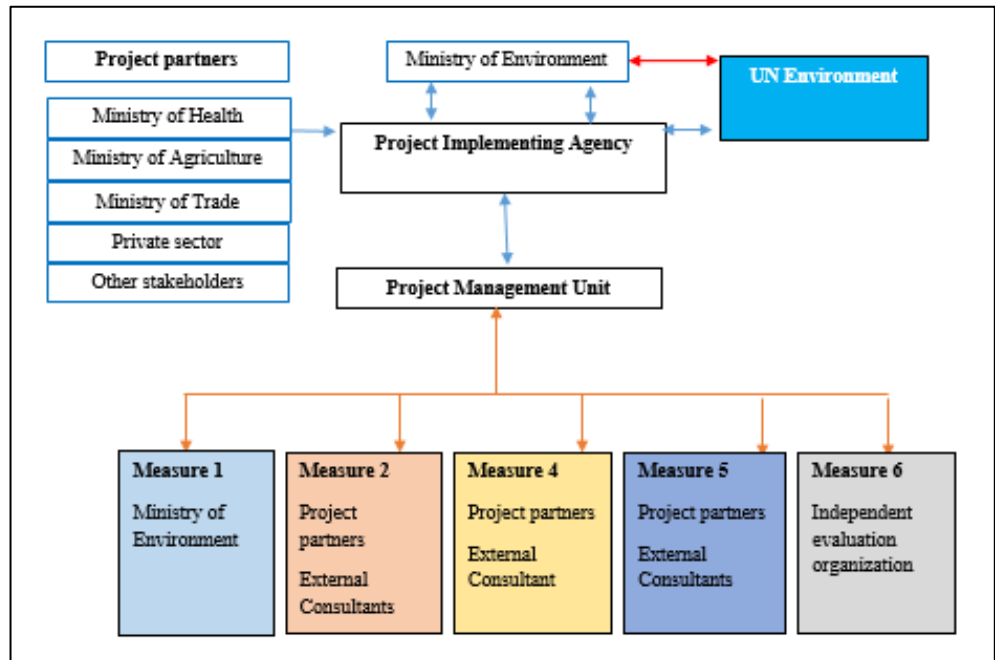
Furthermore, the application should provide details on how the project is expected to facilitate the sound management of chemicals and waste in the context of the shared challenges. Describe the value added of the regional/multi-county approach and any economies of scale that would be achieved.

EXAMPLE:
Information on Project Management and Implementation

Role of the Project Management Unit

The day-to-day management and administration of the project will be handled by the Project Management Unit (PMU) headed by the Project Coordinator from the Ministry of Environment. The PMU will provide secretariat services that includes, among others:

- Scheduling and coordinating meetings;
- Setting the meeting agendas;
- Producing documentation and distributing to members;
- Recording and distributing meeting minutes to members;
- Managing correspondence;
- Hiring and managing personnel;
- Completing inputs from national stakeholders and developing final products in line with the proposed outputs;
- Fulfilling reporting, monitoring and evaluation requirements



Descriptions of the roles of all the project stakeholders listed in the graphic above should be provided.

Describe how the project builds on previous initiatives and projects and draws on lessons learned, where applicable

Please indicate whether predecessors of this project have been financed and by whom. This may include projects financed by the Global Environment Facility (GEF), the Special programme, the Specific International Programme of the Minamata Convention on Mercury or bilateral agreements with donor governments.

Project risks and mitigation measures



Risks are significant factors or conditions that may negatively affect a project. Risk management is a set of the measures taken to reduce and mitigate the likelihood or effects of identified risks.

List the top 3 factors or conditions, and challenges that are likely to affect the successful achievement of project outcome (for example, institutional, financial, administrative, technical or political) and the mitigation measures that could be taken to reduce each risk. Indicate how the project managers would ensure successful implementation (strategies).

<p>EXAMPLE: Project risks</p>	<p>Risk 1: Delay of project activities due to inefficient human resource (HR) procedures (for example, hiring national consultants), inefficient personnel, or coordination challenges.</p> <p>Mitigation measure 1: Terms of reference and human resource procedures will be developed well in advance of related activities and the hiring process will be closely monitored by the Project Management Unit to ensure that there are no delays and that appropriate candidates are selected. The hiring committee will also meet regularly to review progress, ensure coordination, and agree on mitigation measures if needed.</p> <p>Risk 2: Delayed development and endorsement of policies.</p> <p>Mitigation measure 2: The existing parliamentary committee on environment will take up the responsibility of ensuring political support is obtained where necessary.</p> <p>Risk 3: Delay of project activities due to inefficient procurement or financial management.</p> <p>Mitigation measure 3: Procurement operating procedures and regulations are in place. A designated financial manager has been assigned to the project to support procurement and financial activities.</p>
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Project gender mainstreaming and safeguard considerations

Describe how the project will take into account gender mainstreaming and safeguard considerations.

Relevant activities, indicators and targets should also be included in the project's logical framework to reinforce the commitment to gender mainstreaming and safeguard considerations.

The primary objective of gender mainstreaming and safeguard considerations is to design and implement projects, programmes, and processes that:

- Do not enforce existing gender inequalities;
- Attempt to redress existing gender inequalities;
- Attempt to redefine women and men's gender roles and relations at the structural level.

- Avoid or minimize the generation of hazardous or non-hazardous waste and promote a human rights-based approach to the environmentally sound management and disposal of hazardous substances and waste;
- Promote and protect the rights of indigenous peoples, especially concerning their lands, territories, resources, traditional livelihoods, tangible and intangible cultural heritage, which are central to respecting indigenous peoples' identities and improving their well-being.

During the project development you should consider:

- Equal/appropriate participation or representation of women and men – in decision- making as well as project implementation activities.
- Women's and men's different needs based on their concerns, experiences and constraints.
- Whether proposed activities/approaches will lead to gender-responsive results (and not unintendedly reinforce gender inequity).
- Collection of sex-disaggregated data.

Questions that may support you during the project development and throughout its execution:

- A. Who does what? When? Where?
- B. Who has what or has access to what?
- C. Who decides and how?
- D. Who gains? Who might lose (even if unintended)?

UNEP's [Gender and Environment support kit](#) may provide further support on understanding the relevance of gender in your specific project context.

SECTION 3: SIGNATURE, ENDORSEMENT AND CERTIFICATION

Representative from the applicant entity

Provide details of the responsible officer and organization or institution submitting the application on behalf of the project (i.e. the project lead). This person will be the point of contact for the GFC Secretariat.

Applicant Certification

Sign and date the application form. The complete application packages should be sent electronically in **Word and PDF** versions to: unep-gfc.fund@un.org **no later than January 31, 2025**.

National Global Framework on Chemicals Focal Point

The official GFC national focal point is required to support the application on behalf of the Government through the provision of a letter accompanying the submission of the application. A list of all focal points can be found on the [GFC website](#).

The focal point should coordinate project applications at the national level and in the case of several submissions make sure that the different applications in no way duplicate work. The official focal point should coordinate different applicants and try to make different units work together to submit a common proposal, rather than submitting separate proposals.

To foster cross-sectoral impact, supporting letters from other authorities and stakeholders relevant for implementing the project or its outcomes should be attached to the application.

For regional/multi-country projects: Provide a support letter from the lead government acknowledging its role in the project.

SECTION 4: APPLICATION CHECKLIST

Please review the list and check all relevant boxes before sending the application. Applicants are invited to note that budget, annexes, beneficiary contribution letter, and letters of support including the endorsement letter from the official focal point are mandatory requirements of the application without which applications will be considered incomplete.

ANNEX 1: CONTACT DETAILS

Implementing Ministry / Organization

If relevant, provide details of the responsible officer and organization or institution for the implementation of the project.⁴ Correct contact details are essential for efficient follow-up. If it is the same as the applicant, please state clearly in this section that they are the same.

Please note that if the project implementing organization or institution is not a government or United Nations entity, then a due diligence exercise will be carried out in accordance with the United Nations Environment Programme's Partnership Policy, prior to the time of developing the legal agreement with the entity. Adequate time needs to be factored into the project implementation plan for the development of the project agreement.

Please include a letter of support from the implementing entity, confirming that they will be responsible for implementing the project.

Participating Project Partners

Provide details of the intergovernmental organization(s), governmental entity(ies), non-governmental organization(s), regional centres established under the Basel, Rotterdam, and Stockholm conventions and the Minamata Convention, private sector organization(s), academic or research organization(s) that will be acting in partnership with the implementing organization/institution to prepare the project proposal or implement the project. Roles and responsibilities should be included in this section.

For **regional/multi-country** projects: Letters of project endorsement/formal recognition from the official focal points of each participating country should be submitted in addition to letters from participating project partners.

It is not necessary for each co-applicant country to sign the application form as long as they have submitted a letter of project endorsement.

Provide letters of support from **all** project partners, and participating countries for regional/multi-country projects, and submit them together with the rest of the application package. This is mandatory requirement for all projects.

Financial audit

In the case of projects without an intergovernmental organization acting a project partner, applicants are required to identify an external auditing firm or entity. The auditor would be required to make an audit report of project expenditures indicating consolidated audited financial statements, wherein GFC funding is clearly identified, issued by an independent audit authority and as presented to and endorsed by the country's governing body.

As noted above, the combined budget for monitoring, evaluation and audit should not be higher than a maximum total of US\$ 20,000.

⁴ It is understood that the applicant's organization, agency or ministry should be the implementing agency of the project, since it will have the overall responsibility and will be the main coordinator of the project. Applicants may, however, choose to transfer this responsibility to another organization, agency or ministry. In compliance with United Nations financial rules, profit-making companies cannot serve as implementing (or executing) agencies.

ANNEX 2: ADDITIONAL INFORMATION FOR MULTI-COUNTRY APPLICATIONS

This part is only to be used for multi-country applications. Please fill in the form for each co-applicant country participating in a multi-country application with the questions A to D.

3. PROJECT APPLICATION FORM B: BUDGET TABLES

The Global Framework on Chemicals Fund may provide support **from US\$ 300,000 to US\$ 800,000 per project application**. The proposed budget should aim to include a maximum of 5% for project management/administrative costs but for multi-country and regional projects this may be slightly higher. These costs should include provisions for monitoring and evaluation as well as audits.

The **budget should be in United States dollars (US\$)**. Budgets in other currencies will not be considered. Budgets should reflect the amount requested from the Global Framework on Chemicals Fund, per year, as well as other financial or in-kind contributions.

Form B includes the following tables (each table is on a separate sheet in the excel table):

Table 1: Budget summary

Summarize funding or in-kind contribution from all sources of funding. The figures in this table should match the other sheets of the Excel file.

BUDGET INFORMATION (USD)							
Requested GFCF funding							
Beneficiary country and co-sponsor in-kind support							
% of beneficiary support (of requested funding)							
Total budget							
Output		Staff and Other Personnel Costs	Contractual Services	Equipment	Travel	Grand Total	Total in Percentage
Output 1							
Output 2							
Output 3							
Output 4							
Output 5							
Administrative Costs (max. 5%)							
Grand Total							
Total in Percentage							

Table 2: Budget by Year/Commitment Class (US\$)

GFCF Project Application Form - Project Budget Summary

Sponsor Project Output Activity No.	Activities	Staff and Other Personnel Costs (FT30_010)				Contractual Services (FT30_120)				Equipment (FT30_130)				Travel (FT30_160)				Grand Total
		Year 1	Year 2	Year 3	Total	Year 1	Year 2	Year 3	Total	Year 1	Year 2	Year 3	Total	Year 1	Year 2	Year 3	Total	
		Special Programme Total Fund (SPTF)																
Proposed Measure 1:																		
1.1	Inception workshop				0				0				0				0	0
1.2					0				0				0				0	0
1.3					0				0				0				0	0
1.4					0				0				0				0	0
	Sub-total for Proposed Measure 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Proposed Measure 2:																		
2.1					0				0				0				0	0
2.2					0				0				0				0	0
2.3					0				0				0				0	0
2.4					0				0				0				0	0
	Sub-total for Proposed Measure 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Proposed Measure 3:																		
3.1					0				0				0				0	0
3.2					0				0				0				0	0
3.3					0				0				0				0	0
3.4					0				0				0				0	0
	Sub-total for Proposed Measure 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Proposed Measure 4:																		
4.1					0				0				0				0	0
4.2					0				0				0				0	0
4.3					0				0				0				0	0
4.4					0				0				0				0	0
	Sub-total for Proposed Measure 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Proposed Measure 5: Monitoring, evaluation, financial audit and exit strategy																		
5.1					0				0				0				0	0
5.2					0				0				0				0	0
5.3					0				0				0				0	0
5.4					0				0				0				0	0
	Sub-total for Proposed Measure 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal eligible costs (incurred)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Operating Costs costs (Maximum 5% of the total eligible costs)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total eligible costs (Secured)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

List the cost for each output and activity on a separate line, noting that the columns refer to different class codes, such as staff and other personnel, travel, contractual services, etc. in accordance with UNEP financial rules and regulations. The table should **only present the cost that is covered by the Global Framework on Chemicals Fund.**

As with previous sections, the budget is built based on information provided in sections that have already been filled out under Section 2 of the application form ("project description"). Review the information provided under section 2, including the proposed costs for each activity and copy the relevant text into the appropriate sections, as shown below. Please make sure that the costs reflected in the budget and the application form are aligned.

EXAMPLE:

Sponsor Project Output Activity No.	Activities	Staff and Other Personnel Costs (FT30_010)			Contractual Services (FT30_120)			Equipment (FT30_130)			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: Chemicals and Waste Unit established												
1.1	Project Management Unit established, endorsed and fully functional		2,500.00						500.00				2,000.00	5,000.00
1.2	Project Inception workshop organised and held		500.00									2,500.00	3,000.00	
1.3	Monthly meetings of the Project Management Unit organised and held												0	
1.4	Terms of reference for and hand over report of permanent Chemicals and Waste Unit developed												0	
1.5	Project Management Unit endorsement for reestablishment as a permanent Chemicals and Waste Unit and fully operational			500.00									500.00	
	Sub-total for Output 1	3,000.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00	0.00	4,500.00	0.00	8,500.00	

Table 3: Beneficiary contribution budget by Year/Commitment Class (US\$)

Provide the budget for the beneficiary contribution from the Government(s). If possible, provide the breakdown of the budget by proposed output and activity. Table 3 should also present the details about the contribution from other sources including from the beneficiary

government, other intergovernmental organizations, non-governmental organizations and the private sector, as appropriate. Please note that each entity that will be providing a beneficiary contribution must submit an individual letter specifying the amount it will contribute. Upon project closure, an expenditure report will be required to verify expenditure against the contribution committed.

It should be noted that, based on the Fund guidelines, each project should try to achieve at least 25% co-financing which could include in-kind contributions such as staff time, accommodation, office space or operating costs.⁵

Source of Funds	Project Output / Activities	Staff and Other Costs			Operating costs (office space, transport, equipment, communications)			Grand Total
		Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	
Beneficiary contribution	Output 1:							0
	Output 2:							0
	Output 3:							0
	Output 4:							0
	Output 5:							0
		Total beneficiary contribution	0	0	0	0	0	0

For regional/multi-country projects: The total co-financing contribution for the project should try to achieve 25 per cent of the total allocation. The participating countries can decide amongst themselves what portion of the total amount they will contribute. Each country must submit an individual letter specifying the amount it will contribute. Upon project closure, an expenditure report will be required to verify expenditure against the contribution committed.

Table 4: Class explanation

This table provides examples for the class codes used in table 2. For example, *Class Code: travel* includes workshops and meetings, and so on.

Commitment Class	Commitment Class Name	Explanation	Recommended Percentage of Budget under each category
FT30_Class_010	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%
FT30_Class_120	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	

⁵ The Executive Board may reduce that percentage, commensurate with consideration of the specific national circumstances, capacity constraints, gaps and needs of the applicant.

		costs to be budgeted under this Class. (iii) Commercial printing/publication contracts to be budgeted here	
FT30_Class_135	Equipment	(i) Procurement of non-consumables and specialized and technical equipment costs e.g. IT equipment.	10%
FT30_Class_160	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

Note the following guidance on specific budget classes:

- It is expected that those applicant countries that decide to manage projects themselves should be able to ensure project management without having to devote funds from the Global Framework on Chemicals Fund for operating costs. The project budget should aim to include **a maximum of 5 per cent for operating costs**. Please note that the total amount requested, including the 5 per cent for operating costs, should total no more than the maximum of US\$ 800,000.

For regional/multi-country projects: a slightly higher amount for project management/administrative costs could be considered.

- It is recommended that staff and other personnel costs and contractual services costs combined should **not exceed 50 per cent** of the requested amount from the Global Framework on Chemicals Fund.
- As implementing a project sustainably requires a minimum level of commitment, notably from an administrative and logistical perspective, it is also expected that applicant countries will provide the necessary administrative and logistical support. Therefore, normal operational and running costs such as office equipment, premises, vehicles, fuel, etc. will commonly not be eligible for support.
- The budget for monitoring, evaluation and audit shall all together have a **maximum total of US\$ 20,000**.

Not all costs are eligible for support.

Examples of categories of costs that must be excluded from amounts sought from the Global Framework on Chemicals Fund include the following:

- Recurrent or running institutional costs, including the rental of office space;
- Wages for civil servants;
- Hospitality costs, for example in connection with receptions given for participants in conferences, seminars, etc.
- Office equipment and furniture, vehicles, fuel, electricity, etc.; and

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

Additional Documents

Add an annex to the budget including separate information requested specifically for certain budget items, including the following:

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

4. PROJECT APPLICATION FORM C: PROJECT LOGICAL FRAMEWORK

The Project Logical Framework (“logframe”) is not part of the initial set of application documents but will be requested from applicants in case their project is approved by the Executive Board.

The Logical framework is **completed based on the information provided in previous sections of the application**, particularly *Section 2: Project Description*. In some areas you will simply need to copy and paste the correct section into the appropriate box in the logical framework.

Overall project Outcome

Take the information provided under section J “Project Outcome”.

EXAMPLE: Project Outcome:	The country's institutional capacity for the sound management of chemicals and waste is enhanced, particularly in the context of gender, and the ability to report on obligations under the Global Framework on Chemicals is improved
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Overall project Outcome	Indicators	Means of verification
The country's institutional capacity for the sound management of chemicals and waste is enhanced, particularly in the context of gender, and the ability to report on obligations under the Global Framework on Chemicals is improved	<p>Indicator 1: Mechanism to support the development and implementation of National Strategies for Chemicals and Waste Management as a result of funding from the Global Framework on Chemicals.</p> <p>Indicator 2: Degree of integration of chemicals and waste management into national and sector planning - formally proposed, adopted, or being implemented, including voluntary reporting to GFC</p> <p>[Should you wish to insert an additional outcome indicator, you can do so here – this is only optional]</p>	[please insert the related means of verification]

Outputs

EXAMPLE:	Provide a title and brief description of the proposed output and how it will contribute to the outcome of the project
Output 1	<p style="color: red; text-decoration: underline;">Chemicals and Waste unit established</p> <p>The Chemicals and Waste unit will be established to follow and monitor the implementation of activities in line with the country's obligations towards the GFC, to which the country is Party. [...]</p>

Output 1: Chemicals and waste unit established				
#	Activities	Start date	Due date	Lead responsibility
1.1	Insert title of activity 1.1. as described in the project description in section 2	date	date	Insert name of entity responsible
1.2	Insert title of activity 1.2.			
1.3	Insert title of activity 1.3.			
#	Indicators	Baseline	Target	Means of Verification
1.1	Insert indicator to measure progress against the activities.	number	number	data source to measure progress
1.2				

This process should be followed for all outputs. The final logframe for an approved project will form part of the project cooperation agreement. It will also form the basis for the narrative progress reports that are required to be submitted to the Global Framework on Chemicals Secretariat.

Activities

EXAMPLE: Output 1	Activity 1.1: Project Management Unit established, endorsed and fully functional	Proposed cost: 5,000USD
	Project Management Unit will be established within the first 2 months [...]	
	Activity 1.2: Project Inception workshop organised and held	Proposed cost: 3,000USD
	The project inception workshop will be held in the first quarter [...]	
	Activity 1.3: Monthly meetings of the Project Management Unit organised and held	Proposed cost: In-Kind
	The PMU will hold monthly meetings throughout the duration of the project [...].	
	Activity 1.4: Terms of reference for and hand over report of permanent Chemicals and Waste Unit developed	Proposed cost: In-kind
	In Year 3 of the project, the PMU will draft the terms of reference [...]	
	Activity 1.5: Project Management Unit endorsement for reestablishment as a permanent Chemicals and Waste Unit and fully operational	Proposed cost: 500USD
	As the project comes to a close, the members of the Chemicals and waste management Unit will be confirmed [...]	

Insert year and month

Insert responsible entity.

Output 1: Chemicals and waste unit established				
#	Activities	Start date	Due date	Lead responsibility
1.1	Project Management Unit established, endorsed and fully functional	Y1/M1	Y1/M2	Ministry of Environment
1.2	Project Inception workshop organized and held	Y1/M1	Y1/M3	Project Mgt Unit
1.3	Monthly meetings of the Project Management Unit organized and held	Y1/M2	Y3/M12	Project Mgt Unit
1.4	Terms of reference for and hand over report of permanent Chemicals and Waste Unit developed	Y1/M4	Y3 M8	Project Mgt Unit
1.5	Project Management Unit endorsed to reestablish as permanent Chemicals & Waste Unit & fully operational	Y1/M4	Y3/M8	Project Mgt Unit

Indicators

Output 1: Chemicals and waste unit established				
#	Activities	Start date	Due date	Lead responsibility
1.1	Project Management Unit established, endorsed and fully functional	Y1/M1	Y1/M2	Ministry of Environment
1.2	Project Inception workshop organized and held	Y1/M1	Y1/M3	Project Mgt Unit
1.3	Monthly meetings of the Project Management Unit organized and held	Y1/M2	Y3/M12	Project Mgt Unit
1.4	Terms of reference for and hand over report of permanent Chemicals and Waste Unit developed	Y1/M4	Y3 M8	Project Mgt Unit
1.5	Project Management Unit endorsement for reestablishment as a permanent Chemicals and Waste Unit and fully operational	Y1/M4	Y3/M8	Project Mgt Unit
#	Indicators	Baseline	Target	Means of Verification
1.1	Project Management Unit established	0	1	Nomination/Appointments letters for PMU members List of PMU members
1.2	Monthly meetings of the PMU organised	0	36	Meeting minutes of the PMU including list of participants.
1.3	Inception workshop held	0	1	Inception workshop report, including list of participants
1.4	Terms of reference for and hand over report of permanent Chemicals and Waste Unit developed	0	1	Chemicals and Waste Unit TORs Hand over report
1.5	Chemicals and Waste Unit formally established and operational	0	1	Nomination/Appointments letters for permanent Chemicals and Waste Unit members List of Unit members

Insert numerical value at the start and end of the project

Insert the data source/evidence used to measure the progress

Appendix 1: Overview of “Results Based Management” and the “Theory of Change” as tools to conceptualise the planning of a project

An important first step in the application process is to clearly identify the problem(s) that lead to the need for this project. The main rationale for the project should be defined as a solution to the problem(s) in a way that lets others understand the intentions of the intervention, the proposed activities and results, key roles and responsibilities, and the resources required for the successful delivery of the project and ultimately a solution to the stated problem.

This appendix sets out project development tools and some considerations that may help applicants in the conceptualisation of their project prior to filling in the application forms.

First, this appendix introduces “Results Based Management” and the “Theory of Change” as a conceptual tool that applicants may wish to consider in the planning of their project application. The consideration of the Results Based Management and the Theory of Change is becoming widely supported as best practice in project management planning. They are an imperative preparatory step for clear, effective project design. It is suggested here to consider using a “Results Based Management” and the “Theory of Change” approach to conceptualise the project design as a first step. This will help fill in the different sections of the application forms, and specifically to help crystalizing the outputs, the Logical Framework and workplan.



“Results Based Management” and the “Theory of Change”

What is Results Based Management?

Results based management is a management strategy by which all actors, contributing directly or indirectly to achieving a set of results, ensure that their processes, products, and services contribute to the achievement of desired results. The actors use information and evidence on actual results to inform decision making on the design, resourcing and delivery of programmes and activities as well as for accountability and reporting.

The aim of Results Based Management is to improve project management throughout its life cycle: from initiation (analysis, project planning and design) to implementation (results-based monitoring, adjustments, and reporting), and closure (final evaluations and reports, and integrating lessons learned into future programming). Through better management, the achievement of results can be maximized and the positive changes that were set out in the project can be achieved.

Results-Based Management requires looking beyond activities and outputs to focus on the final result (outcome). By establishing clearly defined expected results, assessing risks, collecting information to assess their progress on a regular basis during implementation, and making timely adjustments, projects can be managed in order to maximise the achievement of results. With Results-Based Management, the focus remains on the effectiveness of results, not only during planning, but also during implementation.

Key definitions

- An **activity** is an action taken, or work performed, through which inputs are utilized to realize specific results. The activities of a project are the tasks and actions needed

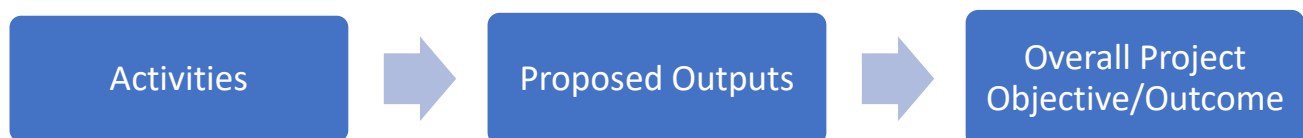
to achieve the project proposed outputs and, by extension, the overall project outcome.

- The **outputs** are the result of undertaking a series of activities. Each activity will result in a service (i.e. training, awareness raising) or a tangible output (i.e. technical guidance material, reports). The proposed outputs will capture how the services or products are adopted by the intended beneficiaries and how their awareness, knowledge and behaviours has changed. It is normally captured at the level of the individuals or groups of people. *For example: Increased capacities of civil servants in the Health and Environment Ministry.*
- The **overall project outcome** describes the desired overall result of a project. It is normally measured at the institutional level. *For example: Increased public institutional capacity of the Government for the sound management of chemicals and waste.*
- **Drivers** are the significant external factors that, if present, are expected to contribute to the realization of the intended results. Drivers can be influenced by the project and its partners. They are external factors that are required to reach a next level result in the project implementation, such as the level of engagement of stakeholders and partners, or the level of awareness of policymakers.
- **Assumptions** are significant external factors or conditions that need to be present for the realization of intended results but are beyond the influence of the project and its partners. E.g. the country's economic landscape or its political turn-over.

What is the Theory of Change?

The Theory of Change is a method for planning, participation, and evaluation. It defines long term intended impact and then maps backward to identify necessary preconditions. It is a comprehensive description and illustration of how and why a desired change is expected to happen in a context. The aim of a Theory of Change is to understand the dynamics of change and the logical pathways between preconditions and project outputs and overall outcome. It maps how change can occur, and the values that underpin views on how change happens.

In the simplest terms, the Theory of Change is a mapping exercise. It starts by defining the overall project outcome, working backwards to identify intermediate steps and preconditions, explicitly depicting the causal pathways from activities to outputs. Defining these pathways and precise links between the activities needed and achieving the overall project outcome contributes to a better understanding of how change will occur. This then becomes a roadmap for the project implementation phase, with clear routes and measurable distances.



The Theory of Change also maps external factors that influence change along the major causal pathways defined. These factors can either be drivers or assumptions. Identifying drivers and assumptions is central to the exercise because they inform the strategic approaches to be employed during implementation.

A Theory of Change can be represented either in a graphic manner or as a narrative. This is also known as a results chain. A narrative of the Theory of Change allows for detailed

discussion of stakeholder roles, needs and choices and a chronological description of change dynamics. A visual representation of the Theory of Change can serve as a summary and make communicating the project's logic easier. Theory of Change diagrams can be simple or complex, depending on how much information is available and the scale of the project being designed.

A project's theory of change will be revisited regularly during implementation, as the project and the context in which it is being delivered evolve. This is in line with the Results-Based Management principle of continuous adjustment: monitor progress, compare expected outputs to actual outputs, learn and adjust as necessary.

Moving from the theory of change to filling in the logical framework



The **Logical Framework**, which takes the form of a table, is a mandatory part of a project document. It serves as the key planning tool, using the principles of results-based management to reflect the insights gained from doing a Theory of Change exercise in preparation of a project application.

The Logical Framework describes the project components and explains the details of how the project will operate and will affect the change intended. It will serve as the roadmap for implementation and as a tool for monitoring the progress and evaluating the results. It is the concrete blueprint of the project plan, assuming a linear cause and effect relationship between the activities and outputs, taking into account assumptions and baseline and setting out timeframes, targets, indicators of success, means of verification.

Key definitions

- **Indicators** - quantitative or qualitative measures that provide a simple and reliable means to assess results. Indicators are used to track progress towards project targets. They should have a pre-established baseline and target.
- **Means of verification** - how progress will be verified. In case of products, the evidence will be the product itself (e.g. "Assessment Report"). In case of services, it will be the summary reports or materials used to provide the service that will be provided as evidence (i.e. training materials, participation sheets, training assessment forms will be the evidence for a holding a training session).

The activities and time frames are to be reflected as necessary in the Logical Framework.

In summary

The *results-based management* approach to project design and management focuses on the desired result and works backwards to ensure that the correct interventions and building blocks are provided so that the intended results are achieved. The *Theory of Change* provides a visual guide, mapping out the journey from destination to starting point and identifying inputs and risks along the way. The *logical framework* turns that vision into a step-by-step process, identifying key milestones, indicators and targets by which to measure progress, with the workplan and budget detailing the activities and resources required to achieve the goals of the project. These important design tools then in turn form the basis for *monitoring of progress*, allowing for an adaptive approach to management as lessons are learned along the way. They also feed into regular reports on progress that allow for the project's achievements and results, and ultimately its success, to be identified and measured.