

## **GEF Small Grants Programme 7th Operational Phase in the Philippines (SGP-7)**

### **Site Inception Workshop**

#### **Calamian Group of Islands, Palawan**

**25–27 October 2022**

### **I. BACKGROUND**

The Small Grants Programme Operational Phase 7 (SGP-7) in the Philippines promotes a landscape approach through multi-stakeholder interventions, which mutually reinforce one another, to result in landscape-level outcomes. The main objective of the project is to build socio-ecological and economic resilience in four selected landscapes and seascapes on the Eastern Seaboard of the Philippines - (1) *Catubig Watershed in Samar Island*, (2) *Aurora Province in the Sierra Madre*, (3) *Siargao Island Protected Landscape/Seascope* - and along the West Philippine Sea - (4) *Calamian Group of Islands in Northern Palawan*. The project shall make use of community-based activities in its interventions to enhance environmental benefits and sustainable development on the local, national, and global scale. The following are the five desired outcomes of this project:

1. Ecosystem services and biodiversity within the four targeted landscapes and seascapes are enhanced through multi-functional land-use systems.
2. The sustainability of production systems in the target landscapes is strengthened through integrated agro-ecological practices.
3. Livelihoods of communities in the target landscapes and seascapes are improved by developing eco-friendly, climate-adaptive small-scale community enterprises with clear market linkages.
4. Multi-stakeholder governance platforms strengthened/in place for improved governance of target landscapes and seascapes for effective participatory decision-making to enhance socio-ecological landscape resiliency.
5. Knowledge from community-level engagement and innovative conservation practices is systematically assessed and shared for replication and upscaling across the landscapes, across the country, and to the global SGP network.

Implemented by the United Nations Development Programme-Global Environment Facility (UNDP-GEF) in partnership with the Department of Environment and Natural Resources (DENR) and other stakeholders, the SGP-7 is the first-ever small grant entrusted into the hands of a Non-Government Organization (NGO), in particular to the Foundation for the Philippine Environment (FPE). The FPE shall function as the National Implementing Partner (NIP) to spearhead the implementation of the project. This includes the effective use of resources and the delivery of outputs and outcomes in five years. The UNDP, as the Implementing Agency, is accountable to the GEF for the implementation of SGP-7. The UNDP shall provide the overall program oversight and ensure that the project is being carried out in accordance with agreed standards and provisions. Aside from these, the UNDP is also responsible for the Project Assurance Role of the National Steering Committee (NSC).

Consistent with the Project Document (ProDoc), the SGP-7 will commence with the submission of an Inception Report, which shall detail the methodologies, targets, roles of the key stakeholders, project activities, and the corresponding timeframes. Integral to the preparation of the report is the conduct of inception workshops which will be organized at the national and site levels by the FPE to orient key players about the project. In line with this, the FPE shall organize the Site Inception Workshop for Calamian Group of Islands in Palawan on 25–27 October 2022.

## **II. OBJECTIVES**

The Site Inception Workshop primarily aims to inform the participants about the start of the project. During which, the project's overall concept, objectives and expected results shall be discussed to enable the stakeholders to fully understand and take ownership of the project. Specifically, the workshop seeks to:

1. Familiarize key stakeholders on the SGP-7 Project Document (ProDoc), including the detailed project strategies. Changes that took place since the project idea was initially conceptualized will also be discussed to alert the stakeholders about the possible implications these changes may cause on the project's implementation later on.
2. Review and validate the project's Results Framework, imparting additional details, as needed, including the finalization of the Multi-Year Work Plan with precise and measurable performance indicators.
3. Discuss the governance and institutional arrangements of the project, outline the roles and responsibilities of the GEF OFP and other stakeholders in the reporting, monitoring, and evaluation of the grants at the site and project levels, and identify the national, regional, and local institutions to be represented.
4. Discuss and provide a detailed overview of the following:
  - Reporting system, as required by the UNDP-GEF, including the annual, mid-term, and terminal evaluations.
  - The UNDP's Social and Environmental Compliance Review and Stakeholder Response Mechanism (Accountability Mechanism) and other important policies and procedures of the UNDP and GEF.
5. Review and update responsibilities for the implementation of overseeing project elements, including the Risk Log, Social and Environment Safeguards Report, Project Grievance Mechanism, Gender Framework, and Knowledge Management Strategy and other relevant management strategies.

## **III. EXPECTED OUTPUTS**

Below are the expected outputs from the Site Inception Workshop:

1. Informed stakeholders of the detailed project strategy and the changes, if necessary, in the overall context due to the influencing factors that arose since the project idea was first conceptualized.
2. A validated Project Results Framework, including baseline data, indicators, targets, means of verification, assumptions, and outputs; and reviewed, validated and fine-tuned activities, including the Multi-Year Work Plan and 2022 Annual Work Plan.
3. Discussed the governance and institutional arrangements in the implementation of the SGP-7 as well as roles and responsibilities of the GEF OFP and other stakeholders in the reporting and M&E of the grants at the site and project levels and identified institutions to be involved.
4. Discussed the overview of the reporting system requirements and other important components of the ProDoc.
5. A site-level inception workshop report.

#### IV. PROGRAM OF ACTIVITIES

Schedule	Activity
<b>Day 1</b>	
08:00 - 09:00	Arrival and Registration of Participants
09:00 - 09:45	Opening Program
09:45 - 10:00	<b>Plenary Session and Discussion 1: Introduction to the Site Inception Workshop</b>
	1.1. Expectation Check
	1.2. Overview of the Site Inception Workshop and Program of Activities
	1.3. Presentation of Workshop House Guidelines
10:00 – 10:15	Break
10:15 – 12:00	<b>Plenary Presentation and Discussion 2: The Small Grants Programme</b>
	2.1. The Small Grants Programme: Global Perspective and Introduction to UNDP Local Action and Upgrading County Programme <i>Ms. Thess Espino Yap</i> , Programme Analyst, Climate Action Programme Team, United Nations Development Programme
	2.2. The Small Grants Programme: Approach, Key Results and Implementation Modalities in the Philippines, including the Small Grants Programme Operational Phase 5 <i>Dr. Al Orolfo</i> , Director, Foreign Assisted and Special Projects Services, Department of Environment and Natural Resources
	2.3. The Small Grants Programme Operational Phase 7: Context, Objective, Outcomes, and Outputs <i>Mr. Errol Gatumbato</i> , National Coordinator, SGP-7 Project Management Unit
12:00 - 01:00	Lunch Break
01:00 – 01:45	<b>Plenary Presentation and Discussion 3: SGP-7 Safeguard Management Plans</b> <i>Ms. Thess Espino Yap</i> , Program Analyst, United Nations Development Programme
	3.1. Social and Environment Safeguard and Project Risk Log
	3.2. Gender Action Plan
	3.3. Stakeholder Engagement Plan
01:45 – 02:45	<b>Plenary Presentation and Discussion 4: The SGP-7 Landscape Approach and Climate Change and Disaster Risk Reduction Management</b>
	4.1. UNDP Local Action and Initiatives on Disaster Risk Reduction and SGP-7 Complementation <i>Mr. Sonny Jegillos</i> , Regional Practice Coordinator, Regional Bureau for Asia and the Pacific, United Nations Development Programme
	4.2. The Landscape Assessment in 2019 and the SGP-7 Landscape Strategies <i>Ms. Cynthia Layusa</i> , Regional Coordinator, SGP-7 Project Management Unit
02:45 - 03:45	<b>Breakout Session 1:</b> <ul style="list-style-type: none"> <li>• Validation and Updating of the Landscape Assessment and Strategies Relative to the Impacts of Disaster and Responses and Recovery Efforts</li> <li>• Identification of Gaps and Recommendations</li> </ul>
03:45 – 05:00	<b>Plenary Presentation and Discussion 5: Breakout Session 1 Reporting</b>
<b>Day 2</b>	
08:30 - 08:45	Opening Activities <ul style="list-style-type: none"> <li>• Prayer</li> <li>• Recap of Yesterday's Program of Activities</li> <li>• Presentation of Today's Program of Activities</li> </ul>
08:45 - 09:45	<b>Plenary Presentation and Discussion 6: Governance and Institutional Arrangements of the SGP-7</b> <i>Mr. Errol Gatumbato</i> , National Coordinator, SGP-7 Project Management Unit
	6.1. SGP-7 Governance Structure

	6.2. The National Steering Committee
	6.3. UNDP as the Implementing Agency
	6.4. FPE as the National Implementing Partner
	6.5. DENR as GEF-Focal Point
	6.5. The Project Technical Review Committee, Landscape Technical Review Committee and Site NGO Hub
	6.6. Participation of Civil Society Organizations and Local Government Units
09:45 – 10:00	Break
10:00 - 10:45	<b>Plenary Presentation and Discussion 7: The SGP-7 Results Framework and Monitoring and Evaluation</b> <i>Ms. Cynthia Layusa</i> , Regional Coordinator, SGP-7 Project Management Unit
10:45 - 12:00	<b>Breakout Session 2: Validation of Results Framework, Risk and Assumptions and Monitoring and Evaluation Plan</b>
12:00 - 01:00	Lunch Break
01:00 - 02:30	<b>Plenary Presentation and Discussion 7: Output of the Breakout Session 2</b>
02:30 - 03:00	<b>Plenary Presentation and Discussion 8: SGP-7 2022-23 Work Plan</b> <i>Mr. Errol Gatumbato</i> , National Coordinator, SGP-7 Project Management Unit
03:00 - 03:15	Break
03:15 – 3:45	<b>Plenary Presentation and Discussion 8: Biodiversity Friendly Enterprises</b> <i>Ms. Gelli Felices</i> , Technical Assistant, SGP-7 Project Management Unit
03:45 - 05:00	<b>Breakout Session 3: Brainstorming on Project Ideas</b>
<b>Day 3</b>	
08:30 - 08:45	Opening Activities <ul style="list-style-type: none"> <li>• Prayer</li> <li>• Recap of Yesterday's Program of Activities</li> <li>• Presentation of Today's Program of Activities</li> </ul>
08:45 - 11:00	<b>Plenary Presentation and Discussion 8: Output of the Breakout Session 3</b>
11:00 - 11:30	<b>Plenary Presentation and Discussion 9: Action Planning and Next Steps</b> <i>Mr. Errol Gatumbato</i> , National Coordinator, SGP-7 Project Management Unit
11:30 - 12:00	Closing Program