

Outline Document for the Operation of
the Satoyama Development Mechanism 2020
(SDM 2020)

Contents

1. Satoyama Development Mechanism.....	2
2. Scope.....	3
3. Governance	4
4. Application	6
5. Selection process and criteria.....	7
6. Implementation, reporting and payment	10
7. Application forms and attachments.....	11

1. Satoyama Development Mechanism

What is the Satoyama Development Mechanism?

Since its launch in October 2010, the International Partnership for the Satoyama Initiative (IPSI) has been working with its diverse partners to promote the sustainable use of socio-ecological production landscapes and seascapes (SEPLS) in both developed and developing countries. However, it was found that there were barriers to the implementation of such activities on the ground, which are often due to difficulties in securing initial financial investments. Although IPSI is trying to mobilise available resources, many activities have not been implemented due to resource constraints. To address such barriers, the "Satoyama Development Mechanism (SDM)" was established jointly by the United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS), the Institute for Global Environmental Strategies (IGES), and the Ministry of the Environment of Japan (MOEJ) as a collaborative activity under the framework of IPSI to facilitate further implementation of activities under the IPSI.

Objectives of the Satoyama Development Mechanism

The purpose of this mechanism is to facilitate activities in line with the IPSI Strategy and Plan of Action by providing seed funding to promising projects that demonstrate good practices. These activities are expected to contribute to the retention and enhancement of biodiversity in SEPLS for achieving the Aichi Biodiversity Targets. The fund aims to help recipients further develop their respective projects to attract additional resources, while also facilitating collaboration among members. As such, the SDM encourages the mobilisation of other financial resources for the implementation of its activities. The outstanding activities supported under the SDM shall be shared among various stakeholders through the IPSI.

The SDM is thus expected to:

- Promote the implementation of activities under the IPSI Strategy and Plan of Action
- Promote the development of model practices that enable people to live in harmony with nature through sustainable use of SEPLS and contribution to the Aichi Biodiversity Targets
- Provide an incentive to IPSI members to strengthen their partnerships and to generate a knock-on effect from their joint activities for the sustainable use of SEPLS

2. Scope

The SDM provides grant to selected projects to support the development, implementation, monitoring, and information dissemination on the sustainable use of SEPLS. The funds may be used to support a wide range of activities implemented by IPSI members, and those which fall in line with the IPSI Strategy. The grant particularly focuses on fostering model practices which are both replicable and appealing to the IPSI member organizations and others who are engaged in SEPLS as well.

Proposals from IPSI members are invited under the following project types:

- 1) Community/field-based project implementation
- 2) Research activities
- 3) Activities to kick-start cooperation among IPSI members, including the holding of meetings, workshops, and conferences, and
- 4) Activities aimed at capacity building and increasing awareness on IPSI, including the production of educational materials and dissemination and outreach activities.

One or two projects will be selected under each of these four project types, and will be provided with a maximum support of approximately 10,000 USD for their implementation.

To be selected for funding under SDM, it is a prerequisite that the proposed projects aim to generate tangible outcomes towards changing behaviours and practices for enhancing sustainability, and improving the status of SEPLS. It is expected that the projects be implemented with good will and a spirit of partnership so that the outcome of the successfully implemented project can be documented and shared as good practices of the IPSI. The SDM Secretariat intends to disseminate information on good practices with a view to facilitating the further replication of such successful initiatives.

3. Governance

SDM is composed of three entities, the Executive Board, the Advisory Group and the SDM Secretariat.

Executive Board

The Executive Board is the decision-making entity responsible for making decisions on and supervising the implementation of the SDM, including the selection of projects, the review and evaluation of achievements, and dissemination of information on the SDM. It is composed of the following organizations:

- Ministry of the Environment of Japan (MOEJ)
- The United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS): Chair
- The Institute for Global Environmental Strategies (IGES)

Advisory Group

The Advisory Group provides advice on the design of the SDM, for strengthening the relevance of SDM to the IPSI Strategy and other global agenda and goals including the global biodiversity frameworks and the Sustainable Development Goals (SDGs), as well as on the compilation and dissemination of SDM outcomes. The following members of the Advisory Group have been appointed by the Executive Board.

- IPSI members with relevant experience and qualification in similar grant management and activities of the CBD, and
- The Chair of the IPSI Steering Committee.

Secretariat

The Secretariat is mandated to implement SDM operations, including but not limited to the tasks listed below, under the decisions made and supervision by the Executive Board.

- Planning and implementing the SDM sub-grant project selection process,
- Contracting with and disbursing funds to the selected sub-grantee organizations,
- Monitoring and evaluating sub-grant projects,
- Collecting, organising and disseminating knowledge generated by the sub-grant projects, and
- Reporting on the above activities to the Executive Board.

The Secretariat is composed of the following organizations.

- Institute for Global Environmental Strategies (IGES)
- United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS)

Meetings

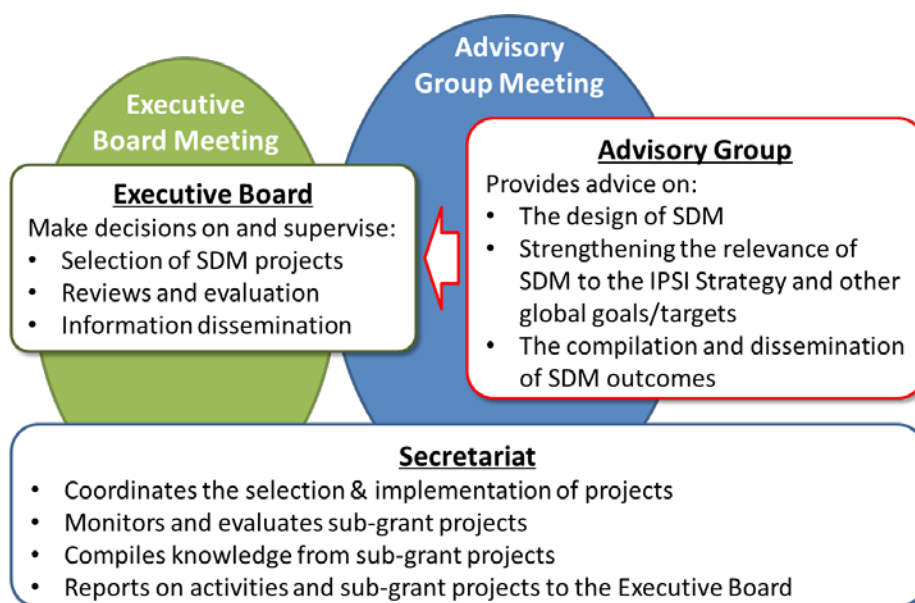
Meetings consist of two separate elements, namely Executive Board Meetings and Advisory Group Meetings, both of which are chaired by the Chair of the Executive Board (UNU-IAS).

1) Executive Board Meetings

Executive Board Meetings are convened to make important decisions on the implementation of SDM, e.g. on the overall operations of SDM and on the selection of SDM sub-grant projects. At the request of the representative of UNU-IAS as the Chair of the Executive Board, meetings may be conducted either in-person, or virtually using electronic means, if needed.

2) Advisory Group Meetings

The Advisory Group Meetings are convened when necessary, either physically or virtually, to seek advices from the Advisory Group members. At the request of the representative of UNU-IAS as representative of Executive Board, the meetings may be conducted either in-person or virtually using electronic means, if needed.



Governance structure of the SDM

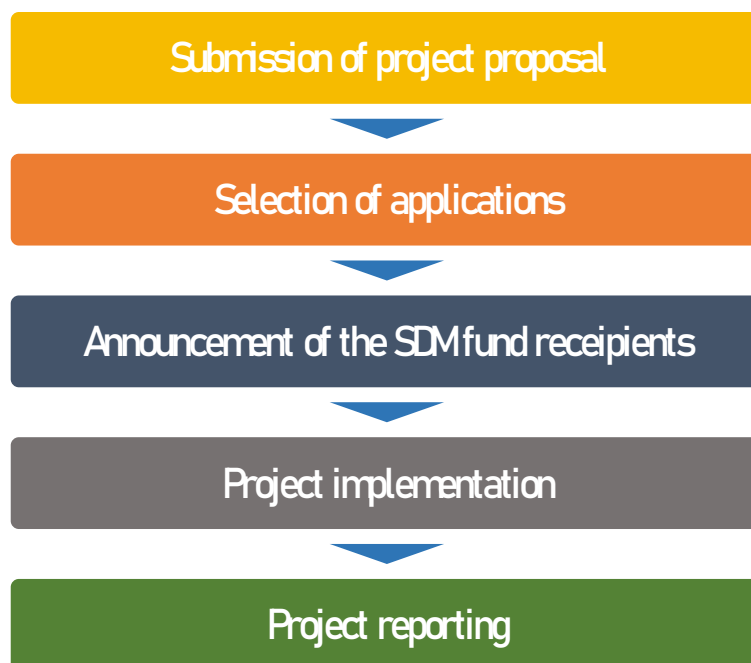
4. Overall process for application, selection and implementation

The SDM invites all interested and eligible IPSI members (see eligibility criteria in page 7) to apply for the SDM to implement the activities that fall under either of the four project types (see page 3) and address the SDM objectives using the format(Attachment 1) provided by the SDM. The SDM selects up to six projects from among the eligible applications through a three-step evaluation process (see page 7).

Proposed activities should be in line with the SDM Objectives (see page 2). Application is opened on 19 June 2020 and the project proposal should be submitted to the SDM Secretariat by 14 August 2020. However, due to the worldwide pandemic of COVID-19 and consideration of difficulty to propose or implement projects in an early stage of this year, the second or third application calls in the later stage may be considered depending on the situation of application and the pandemic.

The successful applicants will be announced by the SDM Secretariat within two months after the application due date. The applicants will be requested to proceed to formulating and signing the Grant Agreement (GA) with the Secretariat before commencing the project. IGES, on behalf of the SDM Secretariat, disburses the first instalment upon agreement on GA with each recipient. In the course of the project implementation, the grant recipients are recommended to provide updates to the SDM Secretariat when they make major progress.

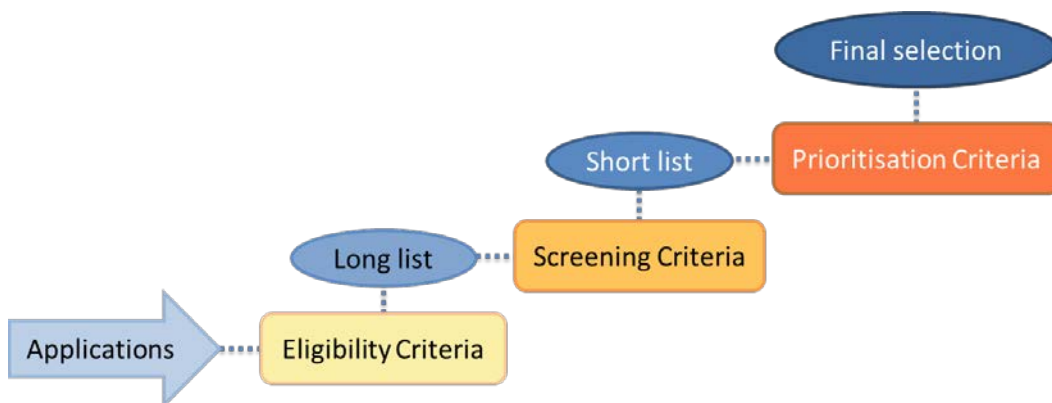
The SDM mandates the grant recipients to submit the final project evaluation report at the project end. The SDM Secretariat, upon the endorsement of the final project evaluation report, disburses the final instalment.



Process of the SDM project selection and implementation

5. Selection process and criteria

The SDM follows a three-step process, i.e., eligibility assessment, screening and prioritization, to select grant recipients. It first prepares a longlist of applications that fulfil eligibility criteria (see 5-1 below), and narrows it down to a short list after an evaluation against the screening criteria (see 5-2 below). The SDM Executive Board concludes the selection process by identifying up to six projects from among the shortlisted applications referring to the prioritization criteria (see 5-3 below).



Process of the SDM project selection

5-1 Eligibility criteria

Eligibility criteria	
1	The applicant is an approved member of the IPSI at the date of submission of the project proposal.
2	The applicant has agreed to act as focal point of the proposed project to be contacted by the SDM Secretariat, if the proposed project will be jointly implemented by more than one IPSI members.
3	The applicant has demonstrated sufficient institutional capability to implement the proposed project.
4	The applicant has demonstrated sufficient English proficiency to deliver a good project report.
5	The applicant is not a member of either the Advisory Group or the Executive Board of SDM.
6	Any applicant that makes an unequivocally false presentation of him/herself or his/her organization will be excluded from the SDM.

5-2 Screening criteria

A	Relevance
1	The contents of the proposed project address critical needs of local communities or issues of international concerns such as those in line with the Aichi Biodiversity Targets and the Sustainable Development Goals (SDGs).
2	The proposal addresses the Strategic Objectives outlined in the IPSI Strategy and Plan of Action 2013-2020
3	The proposed project is likely to foster good practices and provide lessons that will be useful for IPSI members and applicable to other SEPLS.
4	The proposed project fosters concrete collaborations between IPSI members.
B	Effectiveness
5	The proposal outlines concrete outcomes and outputs of the project, and defines the process and mechanisms for promoting key stakeholders' engagement in the project implementation.
6	The proposed project demonstrates cost effectiveness through efforts to achieve maximum impact with the available resources.
C	Feasibility
7	The proposal presents realistic project components and implementation plans for achieving project objectives under the proposed timeframe .
8	The project proposal demonstrates appropriate implementation capacity , with detailed institutional roles and modalities, and a reliable financial plan, including other sources of funding.
D	Sustainability
9	The implementing organization has properly identified measures for mitigating possible risks that may emerge in the project implementation process.
10	The project proposal intends to establish self-reliant operating mechanisms for the continuation of project activities, and/or the activities promoted under the project are likely to generate a positive knock-on effect after the cessation of SDM funding.

5-3 Prioritization criteria

1	Facilitating IPSI Collaborative Activities
a.	Priority will be given to collaborative activities that have already been endorsed under the framework of IPSI, or to proposals that will lead to the formulation of new collaborative activities.
2	Consideration for geographical and thematic balance
a.	The geographical balance of project sites and implementing organization locations will be taken into consideration in the selection of recipients.
b.	Priority may be given to projects targeting underrepresented regions, sectors, IPSI clusters, and any other issues worth highlighting through the SDM.
c.	Priority will be given to developing countries to support their community-driven activities, but developed countries shall not be excluded.
d.	The distribution of the types of projects described under the scope of the SDM may be taken into account in the selection of recipients.
3	Consideration for wide distribution of funding to IPSI members
a.	Priority will be given to project proposals from applicants who have not been previously selected as recipients of the SDM funding.
4	Consideration for important funding needs
a.	Priority will be given to project proposals that have demonstrated a strong need for support from the SDM.
5	Consideration of innovativeness
a.	Priority will be given to project proposals that have demonstrated innovativeness by addressing critical needs of local communities and/or issues of international concerns through alternative, unique or other novel approaches.

6. Implementation, reporting and payment

6-1. Implementation

Upon a notification by the SDM Secretariat, grant recipients formulate a Grant Agreement (GA) with a Project Implementation Plan (PIP) attached. PIP is basically identical to the Project Proposal submitted by the grant recipient for application, except for its document title (Project Proposal => Project Implementation Plan). PIP however is subject to amendment(s) when necessary, in consultation with the SDM Secretariat¹.

GA constitutes a contractual agreement between IGES, on behalf of the SDM Secretariat and each grant recipient. The grant recipient shall thus owe the full responsibility to conduct activities in accordance with GA and the PIP therein once the both parties sign on the GA. The necessity for any modification of the project activities after the project commencement should be duly and timely communicated with the SDM Secretariat. Where appropriate PIP shall be amended reflecting on the proposed modification of the project activities, and approved by the SDM Secretariat².

6-2. Reporting

For the projects falling under the categories (1) Community/field-based project implementation and (2) Research activities, the grant recipient may be requested to submit an **interim report** to the SDM Secretariat, as necessary, around the interim period of the Project. There is no designated format for this report.

Upon completion of the project, the grant recipient shall submit a **final evaluation report** to the SDM Secretariat, in line with the Evaluation Criteria provided in the below table and using the format provided in Attachment 3, no later than the end of the project period specified in GA.

Evaluation Criteria
<p>A. Relevance to IPSI Strategic Objectives: <i>In what way has the project addressed the Strategic Objectives of the IPSI Strategy?</i></p> <p>B. Relevance to Aichi Biodiversity Targets and SDGs: <i>In what way has the project responded to the critical needs of the target group / target area, and/or dealt with the issues of international concern such as the 2020 Aichi Biodiversity Targets and the 2030 Sustainable Development Goals (SDGs)?</i></p> <p>C. Progressive achievements and innovativeness: <i>What kind of progressive achievements and/or innovative approaches/methodologies were demonstrated by the project which can serve as a model for further IPSI activities?</i></p> <p>D. Long-term continuation of project activities: <i>Has the project established any mechanisms/funding/partnerships for the wider dissemination of its experiences/lessons, or for the longer term continuation of its activities beyond the SDM project period?</i></p>

¹ Significant amendment(s) from the project proposal to the project implementation plan may be communicated with the Executive Board (EB), and when necessary subject to the approval by EB.

² Significant deviation from the initial project implementation plan shall be subject to approval by EB.

6-3. Deliverables

The below table lists out the deliverables required of SDM projects for different project types, with the timing in which each deliverable should be submitted.

Project type	Deliverables and timing		
	Project commencement	Interim period	Project completion
(1) Community/field - based project implementation	<ul style="list-style-type: none"> • GA • Project Implementation Plan 	<ul style="list-style-type: none"> • Interim report (as necessary) 	<ul style="list-style-type: none"> • Final Project Evaluation Report • Financial Statement • Any relevant materials or documentations • Pictures
(2) Research activities	<ul style="list-style-type: none"> • GA • Project Implementation Plan 	<ul style="list-style-type: none"> • Interim report (as necessary) 	<ul style="list-style-type: none"> • Final Project Evaluation Report • Financial Statement • Research Report • Pictures
(3) Meetings, workshops, and conferences	<ul style="list-style-type: none"> • GA • Project Implementation Plan 	N/a	<ul style="list-style-type: none"> • Final Project Evaluation Report • Financial Statement • Meeting/workshop programme, discussion summary and/or any relevant materials /documentations • Pictures
(4) Production of educational materials, dissemination and outreach activities	<ul style="list-style-type: none"> • GA • Project Implementation Plan 	N/a	<ul style="list-style-type: none"> • Final Project Evaluation Report • Financial Statement • Education materials /information contents and others • Pictures

6-4. Payment

The grant recipient shall receive the **first instalment (70%)** of the total requested amount- upon signing GA; and can request the **second instalment (remaining 30%)** once the project has been completed and the final project evaluation report is submitted to and approved by the SDM Secretariat.

In cases that the planned project activities have not been duly completed by the end of the project period specified in GA, all or part of the second instalment may be cancelled, or even refunding of all or part of the first instalment may be requested by the SDM Secretariat based on assessment of the outputs of the project.

7. Application forms and attachments

Attachment 1: Proposal Format (Word)

Attachment 2: Examples for filling the Proposal Format (PDF)

Attachment 3: Final Project Evaluation Format (Word)

Attachment 4: Definition of Terms (PDF)

Attachment 5: IPSI Case Study Summary Sheet template (Word)