



Ramsar Regional Center – East Asia Wetland Fund 2018 Guidelines

***We call on potential grantees– those who wish to contribute towards
the conservation and wise use of wetlands –to submit applications
according to the following guidelines***

Summary of the RRC-EA Wetland Fund 2018 Guidelines

Target Countries:	South, East, and Southeast Asia: Bangladesh, Bhutan, Cambodia, China, India, Indonesia, Japan, Republic of Korea, Lao PDR, Malaysia, Mongolia, Myanmar, Nepal, Philippines, Sri Lanka, Thailand, and Viet Nam
Thematic Areas:	1 – Wetland Conservation and Wise Use to support the implementation of the 4th Ramsar Strategic Plan 2016-2024 2 – Celebration of World Wetlands Day
Project Duration:	up to 12 months (one year)
Potential Applicants:	A team of members based in target countries from diversified backgrounds (practitioners, policy makers, researchers, local community leaders, media, NGOs, etc.) endorsed by the concerned Ramsar National Focal Point
Grant amount (maximum per project):	Thematic area 1: USD 10,000 or maximum of KRW 12,500,000 (up to 4 projects) Thematic area 2: USD 5,000 or maximum of KRW 6,250,000 (up to 3 projects)
Applications:	by e-mail
Deadline for application:	30 November 2017

Background

The Ramsar Regional Center – East Asia (RRC-EA) was established in 2009 to promote the implementation of the Ramsar Convention by providing opportunities for awareness raising, information sharing, networking and funding. Its regular Grant Program is the RRC-EA Wetland Fund.

The RRC-EA Wetland Fund began in 2009 and has already supported 39 wetland conservation projects by 2017. It supports four (4) projects per year with a budget of USD 10,000 per project (but not exceeding KRW 12,500,000) for measures that promote wetland conservation and wise use in support of the implementation of the 4th Ramsar Strategic Plan 2016-2024. The RRC-EA Wetland Fund also provides financial assistance for three (3) projects per year, in line with the celebration of World Wetlands Day (WWD), with budget amounting to USD 5,000 per project (but not exceeding KRW 6,250,000).

This Grant Program provides complementary support to planned and ongoing national Ramsar initiatives as a contribution of participating Contracting Parties to the implementation of the Ramsar Convention.

Thematic Areas

Two (2) thematic areas constitute the RRC-EA Wetland Fund 2018.

Thematic Area 1:

Conservation and wise use of wetlands to support the implementation of the 4th Ramsar Strategic Plan 2016-2024

- support to national or sub-national processes on wetland conservation and wise use, including policy development
- implementation of activities that support the preparation or updating of Ramsar Information Sheets
- socio-economic and ecological studies to determine possible expansion of Ramsar Site boundaries
- wetland site/ecological assessments and research studies that will support the development and updating of wetland management plans, designation of new Ramsar Sites, and the establishment of transboundary Ramsar Sites
- completion and dissemination of national wetland inventories
- mapping of wetlands for restoration measures
- support to processes for the development and implementation of wetland restoration plans as aligned with wetland management plans
- support to processes for the development or revision of national wetland CEPA action plans or programs
- measures to control invasive alien species
- joint development and implementation of activities with the private sector
- provision of capacity building support for Ramsar Site Managers and wetland managers
- establishment of national or local networks of Ramsar Sites and wetlands
- assessment of wetland ecosystem services/values and management effectiveness of Ramsar sites
- support to national processes to facilitate country accession to the Ramsar Convention
- other related topics

Thematic Area 2:

Celebration of World Wetlands Day 2018

- any type of WWD celebration activity
- preference is given to activities that reach out to other wetland stakeholders who are not normally involved in affairs related to the Ramsar Convention

Technical Guidelines

Target Countries

The Target Countries of this program are mainly the 17 countries in South, East, and Southeast Asia which include: Bangladesh, Bhutan, Cambodia, China, India, Indonesia, Japan, Republic of Korea, Lao PDR, Malaysia, Mongolia, Myanmar, Nepal, Philippines, Sri Lanka, Thailand, and Viet Nam.

Non-Contracting Parties of the Ramsar Convention in the region can participate in this program as well.

Project Duration

The duration of projects is limited to one (1) year, without any extension.

Maximum Amount of Funding

Number of projects supported annually per thematic area	Maximum amount of funding per project
4 projects for Thematic Area 1	USD 10,000 (KRW 12,500,000)
3 projects for Thematic Area 2	USD 5,000 (KRW 6,250,000)

Budget

Sixty percent (60%) of the approved total grant amount will be transferred to the authorized bank account of the grantee after receipt by the RRC-EA of the countersigned copy of grant contract. The remaining 40% will be released upon receipt and acceptance by the RRC-EA of the project progress report.

Eligible costs

- Travel
- Communication (e.g. telephone, courier service)
- Meeting (e.g. hotel accommodation, snacks and meals, equipment rental, function room)
- Production of output materials (e.g. editing and printing, video production, website development)
- Personnel (must not exceed 20% of total budget)

Ineligible costs

- Personal benefits (including scholarship / fellowship)
- Personnel costs exceeding 20% of total budget
- Purchase of equipment and vehicle
- Overhead and other forms of indirect costs
- All costs for activities that are not included in the approved project proposal
- All project costs that are not in conformity with these guidelines

Submitting Applications

The RRC-EA will circulate the call for proposals through the Ramsar National Focal Points. Alternatively, applicants may also download the relevant forms via the RRC-EA website (<http://www.rcea.org/wetlandfund>). Applicants will be notified by the RRC-EA on the results of the screening process. Submission of project proposals should be accompanied by an official endorsement from the concerned Ramsar National Focal Point.

Applicant

Eligibility

Applicants must:

- be experienced in any of the thematic areas
- have established linkages or networks with various wetland stakeholders (practitioners, researchers, policy makers, local communities) involved in any of the thematic areas
- have the capacity to encourage active stakeholder participation
- possess strong management and communication skills

Responsibility

- Must read these guidelines thoroughly and follow each instruction
- Must submit application requirements with official endorsement from the concerned Ramsar National Focal Point before the deadline
- Must respond timely to inquiries from the RRC-EA during the selection process
- Must be flexible on technical and monetary suggestions, and requests from the RRC-EA to modify submitted application requirements, if and when necessary

Prior Consultation

Before submitting the project proposals, applicants are encouraged to consult the RRC-EA. RRC-EA officers will assist applicants in preparing the documents and will guide applicants through the application process.

Selection

Final decision on selection will be made by the RRC-EA Steering Committee. The Steering Committee will review and assign scores to shortlisted proposals. The highest ranking proposals shall be selected as grantees of the RRC-EA Wetland Fund 2018 (4 under Thematic Area 1, and 3 under Thematic Area 2). The selection results will be communicated to all applicants and will also be posted on the RRC-EA website.

Grantee's Responsibility

Coordination with the RRC-EA

Grantees are expected to closely coordinate with the RRC-EA for the benefit of managing their project properly.

Exchanging formal grant document

Upon approval of the RRC-EA Steering Committee, the RRC-EA will send grantees a copy of the grant contract, including the terms and conditions to be applied for the project. Grantees are expected to return the contract with their signatures immediately afterwards. If not returned, the RRC-EA will refrain from transferring funds.

Progress Report

It is imperative for the grantees to submit mid-term reports, following a prescribed format and including both technical and financial information, by the agreed deadlines. The clearance and approval of mid-term reports is a condition for the next funds transfer.

Final Report

It is also mandatory for the grantees to submit final reports in accordance with agreed deadlines and with prescribed format and contents.

Privacy Notice

The information found in the application documents as well as pertinent information available in any form will be used by the RRC-EA for project selection, statistical analysis, and administrative activities such as contacting applicants. This information will not be used for any other purpose without the applicant's consent, except in cases provided for by law.

Copyright

All copyright of products as an output of a project belongs to the grantee. However, the RRC-EA may quote the report or a part of the report for use in its own publications and other products with prior written consent of the grantee.

Contact Details

Application documents must be submitted via e-mail: rrceawf@gmail.com. Formal communications should be addressed to:

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