

FRAMEWORK OPERATIONAL GUIDELINES

**THE DEDICATED GRANT MECHANISM FOR
INDIGENOUS PEOPLES AND LOCAL COMMUNITIES
(DGM)**

THE FOREST INVESTMENT PROGRAM
September 12, 2013

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List of Abbreviations

AU	Administrative Unit (for the Climate Investment Funds)
CIF	Climate Investment Funds
DGM	Dedicated Grant Mechanism for Indigenous Peoples and Local Communities under the Forest Investment Program
FCPF	Forest Carbon Partnership Facility
FIP	Forest Investment Program
FIP SC	Sub-Committee for the Forest Investment Program
GEA	Global Executing Agency of the DGM
GEF	Global Environment Facility
GSC	Global Steering Committee of the DGM
IDB	Inter-American Development Bank
IFAD	International Fund for Agricultural Development
IPLC	Indigenous Peoples and Local Communities
MDB	Multilateral Development Bank
NEA	National Executing Agency
NGO	Non-governmental Organization
NSC	National Steering Committee of the DGM
REDD+	Reducing Emissions from Deforestation and Forest Degradation
SCF	Strategic Climate Fund (one of the two Climate Investment Funds)
UNPFII	United Nations Permanent Forum on Indigenous Issues
UNREDD	United Nations Programme on Reducing Emissions from Deforestation and Forest Degradation

Executive Summary

1. The Dedicated Grant Mechanism for Indigenous Peoples and Local Communities (DGM) is a global initiative that was conceived and developed as a special window under the Forest Investment Program (FIP) to provide grants to Indigenous Peoples and Local Communities (IPLCs) intended to enhance their capacity and support initiatives to strengthen their participation in FIP and other REDD⁺ processes at the local, national and global levels.
2. Projects and programs under the FIP are designed and implemented under the leadership of the governments of FIP pilot countries¹, with the assistance of the Multilateral Development Banks (MDBs). The DGM Design was developed by a working group of IPLCs, facilitated by the CIF Administrative Unit (AU). The program will be implemented in the eight FIP Pilot Countries through Country Grants Projects, under an overarching umbrella of a Global Component, which will serve as the learning and knowledge-exchange platform for the DGM. The World Bank has the responsibility to operationalize the Global Component as well as seven² of the Country Grants Projects in seven FIP pilot countries. These Framework Guidelines for the DGM define the common framework for implementation of the DGM and will serve as guidance to all stakeholders participating in the program, including FIP Focal Points in the countries, the National Executing Agencies (NEAs), members of the National Steering Committees (NSCs), the Global Executing Agency (GEA) and Global Steering Committee (GSC) of the DGM, civil society, IPLCs, CIF AU and the MDBs.
3. These guidelines provide an overview of the Dedicated Grant Mechanism including its objectives, principles, overarching grant eligibility criteria, procedures, grievance redress and complaints mechanism, and the role of different institutions in the governance of the program. The guidelines should be read in conjunction with the [FIP Design Document](#), the [DGM Design Document](#) and the [Preliminary Proposal for Implementation Arrangements under the Dedicated Grant Mechanism](#). Given the significant socio-economic and cultural differences across the eight pilot countries, the DGM will need to be adapted to the context in each country. However, at the same time, the integrity of the program and its links with the FIP must be maintained, as per the DGM Design Document. During implementation of the DGM, specific country contexts will require appropriate responses and adaptations of the guidelines, including the need to align with the policies and procedures of the particular MDB channeling the funds. Therefore, to complement these Framework Guidelines, detailed guidelines will be developed in each FIP pilot country.
4. These Framework Guidelines were developed jointly by the Multilateral Development Banks as implementing entities of the FIP in collaboration with the Global Transitional Committee of the DGM and endorsed by the co-chairs of this Committee and the CIF AU. This is a “living” document, and it may be amended and updated from time to time, with approval of the Global Steering Committee (GSC) of the DGM and a ‘no objection’ from the World Bank and other MDBs channeling funds.

¹ Brazil, Burkina Faso, Democratic Republic of Congo, Ghana, Indonesia, Lao PDR, Mexico and Peru.

² The implementing MDB for Mexico is still undetermined-- either the Inter-American Development Bank (IDB) or the World Bank could take on this role. The World Bank will implement the DGM in the other seven pilot countries.

I. The Dedicated Grant Mechanism: An Overview

A. Background

1. The Forest Investment Program (FIP) is one of three programs under the Strategic Climate Fund (SCF), a multi-donor Trust Fund established in 2009 as one of the two funds under the Climate Investment Funds (CIF) to provide fast-track climate financing. The FIP supports developing countries’ efforts to address the underlying causes of deforestation and forest degradation and to overcome barriers that have hindered past efforts to do so. It finances public and private sector investments that reduce emissions from deforestation and forest degradation, improve sustainable forest management and enhance carbon stocks, while providing benefits of biodiversity conservation, poverty reduction and improved livelihoods. The [FIP Design Document](#) (see box below), which provides the basis for FIP programs and projects, describes the importance of participation of Indigenous Peoples and Local Communities (IPLCs) in the FIP processes, and goes on to state that a dedicated grant mechanism should be established under the FIP.

CLIMATE INVESTMENT FUNDS (CIF) \$7.6 BILLION			
CLEAN TECHNOLOGY FUND (CTF) \$5.2 B <i>Donors: Australia, Canada, France, Germany, Japan, Spain, Sweden, United Kingdom, United States</i>	PILOT PROGRAM FOR CLIMATE RESILIENCE (PPCR) \$1.3 B <i>Donors: Australia, Canada, Denmark, Germany, Japan, Norway, Spain, United Kingdom, United States</i>	FOREST INVESTMENT PROGRAM (FIP) \$639 M <i>Donors: Australia, Denmark, Japan, Norway, Spain, Sweden, United Kingdom, United States</i>	PROGRAM FOR SCALING UP RENEWABLE ENERGY IN LOW INCOME COUNTRIES (SREP) \$505 M <i>Donors: Australia, Denmark, Japan, Korea, Netherlands, Norway, Spain, Sweden, Switzerland, United Kingdom, United States</i>
High-ambition, scaled-up demonstration, deployment, and transfer of low-carbon technologies in renewable energy, energy efficiency, and clean transport	Mainstream resilience in development planning and action	Reduce emissions from deforestation and forest degradation, sustainably manage forests, and enhance forest carbon stocks	Demonstrate economic, social, and environmental viability of low-carbon development in low income countries’ energy sectors
16 CTF investment plans: Chile, Colombia, Egypt, India, Indonesia, Kazakhstan, Mexico, Morocco, Nigeria, Philippines, South Africa, Thailand, Turkey, Ukraine, Vietnam, and the Middle East and North Africa Region (Egypt, Jordan, Morocco, Tunisia)	11 PPCR pilots: Bangladesh, Bolivia, Cambodia, Mozambique, Nepal, Niger, Tajikistan, Yemen, Zambia, the Caribbean Region (Dominica, Grenada, Haiti, Jamaica, St. Lucia, St. Vincent and the Grenadines), and the Pacific Region (Papua New Guinea, Samoa, Tonga)	8 FIP pilots: Brazil, Burkina Faso, DR Congo, Ghana, Indonesia, Lao People’s Democratic Republic, Mexico, and Peru	8 SREP pilots: Ethiopia, Honduras, Kenya, Liberia, Maldives, Mali, Nepal, and Tanzania
STRATEGIC CLIMATE FUND (SCF) \$2.4 BILLION			

B. Evolution of the DGM

2. The DGM is a special global initiative under the FIP to provide grants to enhance the capacity and support specific initiatives of IPLCs in FIP pilot countries in order to strengthen their participation in FIP and other REDD+ processes at the local, national and global levels.

3. During the design phase of the FIP in 2009, discussions were held by developing and developed countries, Indigenous Peoples and Civil Society observers, and MDB representatives on the merits of having a separate yet linked to the FIP dedicated funding mechanism to meet the specific needs of Indigenous Peoples and other forest dependent communities to support their specific REDD+ activities. These discussions led to the formation of a working group of IPLCs, facilitated by the CIF AU, to develop the proposal for such a mechanism.

4. The CIF AU adopted a unique and unprecedented approach to develop the design of the grant mechanism. The initial design was presented at the 9th session of United Nations Permanent Forum on Indigenous Issues (UNPFII) in April 2010, which was followed by a series of regional and global meetings involving IPLC representatives and government counterparts from the eight FIP pilot countries as well as IPLC representatives from the Pacific region.

5. Four regional meetings in Africa, Asia, Pacific and Latin America and two global meetings in Bangkok and Washington, D.C. were conducted during 2010-2011 with the participation of IPLC representatives from FIP pilot and non-pilot countries (see Table 1). Government counterparts from pilot countries also participated in the regional meetings. These meetings discussed the principles and content of the DGM. The meeting for the Pacific region was organized to accommodate the request of representatives from the region who, although fully aware that DGM resources cannot be made available to non-FIP countries, wanted the opportunity to be involved with this strategic global initiative and to benefit from the lessons it generates.

6. Subsequent consultations within the Global IPLC Working Group and revisions to the written material developed in the two global meetings led to a working draft of a Design Document which was discussed and reviewed by the MDBs. In October 2011, the governing body of the FIP (FIP Sub-Committee) approved the [DGM Design Document](#) and took note of the request to allocate USD 50 million of the grant resources pledged under the FIP for the mechanism. The FIP SC took further note of the document [Preliminary Proposal for Implementation Arrangements under the Dedicated Grant Mechanism](#), which outlines the operational mechanism proposed by the MDBs, and requested the MDBs and the representatives of the Indigenous Peoples and Local Communities to further develop the project/program proposals required for approval of funding and operationalization of the DGM.

FIP DESIGN DOCUMENT - INDIGENOUS PEOPLES AND LOCAL COMMUNITIES DEDICATED INITIATIVE

“38. The full and effective, continuous participation of indigenous peoples and local communities in the design and implementation of FIP investment strategies is necessary. This participation will be highly dependent on strengthening the capacity of these groups to play an informed and active role in national REDD processes in general and FIP processes in particular, as well as on recognizing and supporting their tenure rights, forest stewardship roles, and traditional forest management systems. A dedicated grant mechanism should be established under the FIP to provide grants to indigenous peoples and local communities in country or regional pilots to support their participation in the development of the FIP investment strategies, programs and projects. At the implementation stage grants to indigenous peoples and local communities should be an integral component of each pilot.” FIP Design Document, Section X

Table 1: Regional and Global Meetings

Meeting	Timeline
Initial consultations during design of the FIP	2009
Presentation to 9th Session of the UNPFII	April 23, 2010
Regional meetings (organized by CIF AU):	
Africa (Accra)	November 18-20, 2010
Asia (Vientiane)	January 25-27, 2011
Latin America (Lima)	February 2-4, 2011
Pacific (Sydney)	February 7-8, 2011
Global meetings:	
Bangkok, Thailand	April 8-10, 2011
Washington, D.C. USA	May 24, 2011
Approval of Design Document by FIP SC	October 31, 2011

C. The Funding Envelope

7. The indicative allocation of USD 50 million in grant resources to the DGM is proposed to be distributed as follows:

Brazil and Indonesia	\$6,500,000 each
DRC and Mexico	\$6,000,000 each
Ghana and Peru	\$5,500,000 each
Burkina Faso and Lao PDR	\$4,500,000 each
Global component	\$5,000,000

D. Objectives and Structure of the Program

8. The DGM Design Document stresses the need to strengthen IPLC capacity to participate effectively in all phases of FIP and REDD+ processes and create livelihood opportunities that also generate climate mitigation and adaptation benefits. The DGM will aim to achieve this objective while respecting the culture, traditional knowledge and indigenous systems of forest management of IPLCs. On the basis of the DGM Design Document as well as the Preliminary Proposal for the Implementation Arrangements under the Dedicated Grant Mechanism for Indigenous Peoples and Local Communities, the program will have the following overall objective:

To enhance the capacity and support specific initiatives of Indigenous Peoples and Local Communities in the FIP pilot countries to strengthen their participation in FIP and other REDD+³ processes at the local, national and global levels.

9. To achieve this objective, the DGM has two components:

- i. a Country Component in each of the eight FIP pilot countries (Brazil, Burkina Faso, Democratic Republic of Congo, Ghana, Indonesia, Lao PDR, Mexico and Peru).

³ The term “REDD+” as used in this document has the meaning assigned to it in the *DGM Design Document* and the *FIP Design Document*, as set forth in Footnote¹ of the latter document: “For purposes of the Forest Investment Program, REDD means REDD+ and should be construed to include activities consistent with paragraphs 1(b)(iii) of the Bali Action Plan and modified, as necessary, to be consistent the decisions taken by the Conference of the Parties to the UNFCCC.”

- ii. a Global Component for exchange of knowledge, capacity building, and strengthening networks and partnerships among IPLC organizations in the pilot countries and beyond.

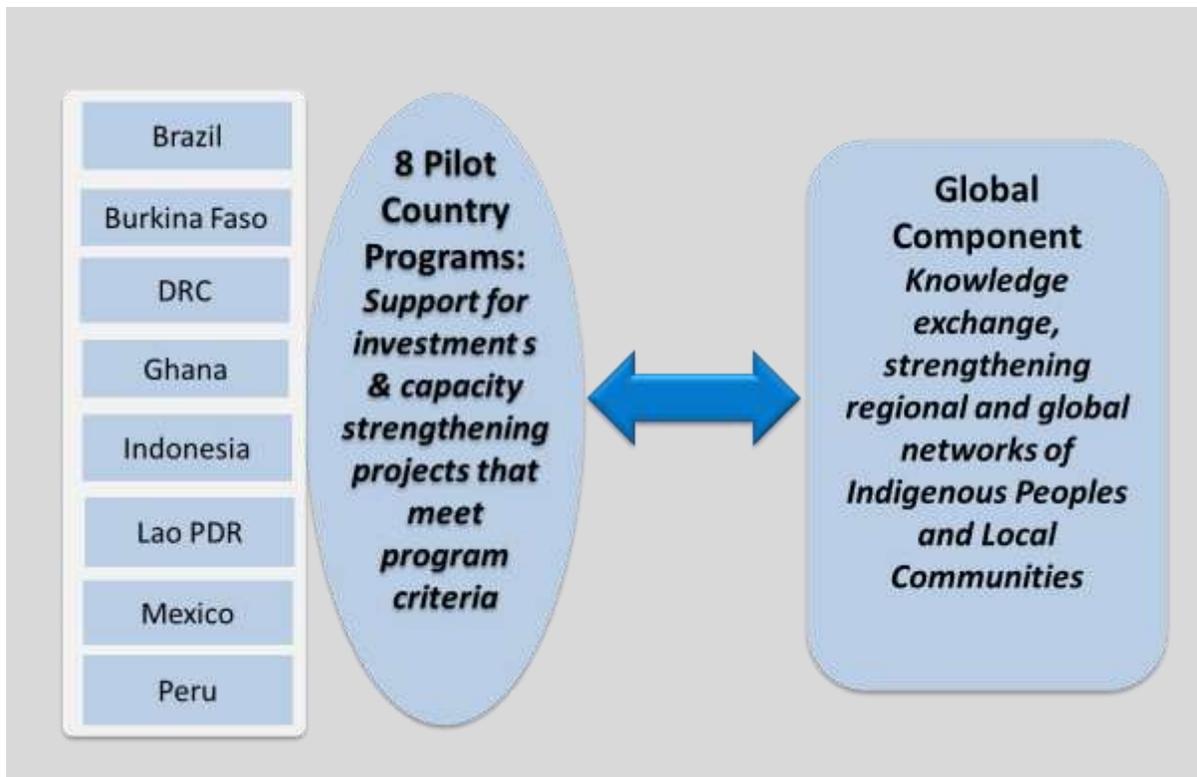
10. The Country component will support 2 sub-components:

- Sub-component I: supports grants to organizations of IPLCS on a competitive basis for investments of IPLCs choice and within the overall framework of the DGM;
- Sub-component II: supports Capacity Building activities for IPLC organizations.

Details on the Country component are provided in Chapter III of these Guidelines.

11. During the design phase of the DGM, participants from non-FIP countries expressed a desire to be associated with the program and benefit from the capacity-building opportunities of the DGM, and there was a consensus that benefits in the form of learning, knowledge and capacity building from the DGM pilot country experiences could and should be made available to Indigenous Peoples and Local Communities worldwide. The Global Component meets this need, and is designed to collaborate with community-based initiatives of other programs and organizations such as the FCPF, UN-REDD Programme, GEF Small Grants Program and other similar climate change initiatives, from FIP pilots and other countries, to facilitate exchange of knowledge and lessons. The Global Component of the DGM will foster long-term partnerships and alliances of IPLCs in the REDD+ context. Further details on this component are in Chapter IV of these Guidelines.

Fig. 1: Structure of the DGM

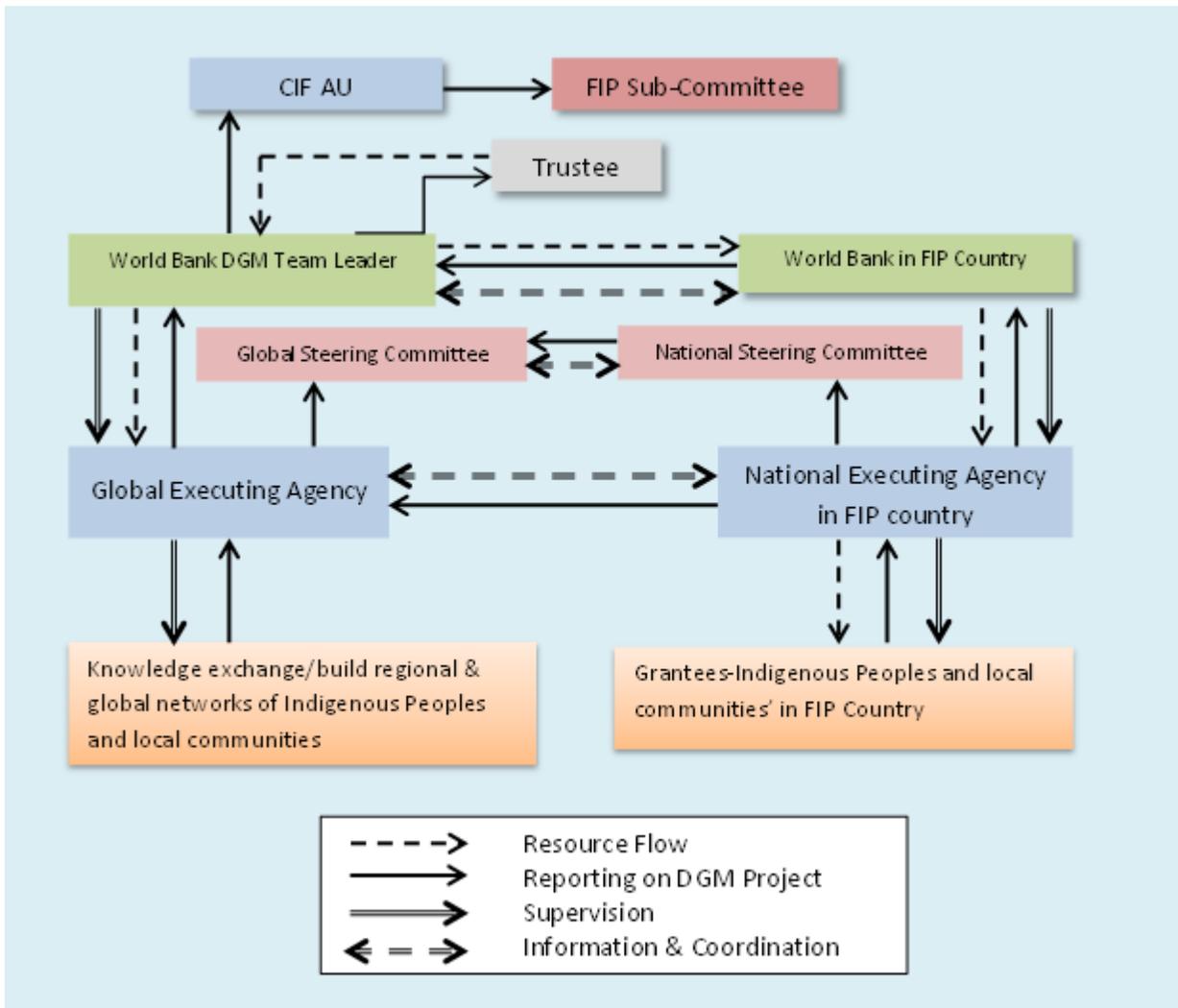


II. Governance of the DGM

A. The Governance Framework

12. This chapter describes the governance framework of the DGM as a whole and the key roles and responsibilities of different stakeholders involved. A summary of the roles is also provided in Table 2. Fig.2 below shows the interrelationship among the institutions involved in governance and management of the DGM. The key constituents of this structure are the two Steering Committees – the National Steering Committee (NSC) and the Global Steering Committee (GSC), which are the main decision-making bodies. Both Committees are comprised primarily of Indigenous Peoples and Local Communities as decision-making members. This is a defining feature of the DGM, where IPLCs have a key decision-making role in the program with active support from governments and MDB members.

Fig.2: The DGM Architecture



13. Each of the FIP pilot countries will have a National Steering Committee (NSC) and a National Executing Agency (NEA). The NEA and the Global Executing Agency (GEA) will support the NSC and GSC respectively, execute the program, and have fiduciary oversight. The advantages of this governance model are that it:

- *is decentralized and country-led:* having an NSC in each country gives an opportunity to a larger group of IPLCs to participate in the governance of the program, strengthening ownership and empowerment;
- *is flexible:* IPLCs, governments and other stakeholders in the country work together to define the most appropriate activities under the DGM in the country, in line with the Framework Operational Guidelines. Thus, the pace of the program may be different in each country, but this will not affect DGM effectiveness as each country will operate as an independent program. and,
- *keeps day-to-day administration and fiduciary functions separate from the decisions related to grant-making.*

B. Roles and Responsibilities of Stakeholders

14. The **National Steering Committee** (NSC) in each FIP pilot country will oversee the DGM implementation in the respective country. The NSC, assisted by the National Executing Agency (NEA), will provide a semi-annual progress report on the implementation of the program to the GSC (Global Steering Committee). The NSC's main functions will be to select proposals and award grants, and monitor progress of the projects. The NSC will participate in national REDD+ coordination committees or equivalents in the countries and ensure that DGM lessons are transmitted to ongoing national processes. The NSC will actively seek feedback from the IPLCs on the program, identify needs, and collect and send ideas to the Global Steering Committee (GSC) to be supported by the Global Component. One or two IPLC members from the NSC will participate as members in the GSC.

15. **Membership of the NSCs** will include both Indigenous Peoples and Local Communities and will be defined based on national circumstances and broad, participatory dialogues with IPLCs. IPLC Members will be representatives from Indigenous Peoples and Local Communities, balanced to the extent possible by geographic area, community/ethnic group/tribe and gender. As appropriate, government representatives may be members of the NSC. In addition, observers will be invited to the NSC from civil society, the private sector and other groups, as appropriate in the country circumstances. A representative of the NEA will support the NSC meetings.

16. Until the establishment of the NSCs in the pilot countries, the members of the Global Transitional Committee may be requested to fulfill the role of NSC members and participate in the GSC as an interim measure.

17. **Government Members** will provide inputs during the NSC meetings on technical soundness, operational feasibility and alignment of proposals with national policies. They will also help the NSC link the DGM activities with relevant rural development/forestry programs in the country to strengthen synergies and explore co-financing for activities. They will enable the NSC to establish linkages with FIP projects and national or regional REDD+ committees and climate change programs to enhance learning and outreach. They will participate in the decision-making process for strategic NSC decisions, but will not take part in the selection of grant proposals for funding by the DGM, which will be decided solely by IPLC members.

18. One **MDB Member** representing the MDB channeling the DGM resources into the country will participate in the NSC. The MDB member will provide guidance on technical soundness and feasibility of the proposals and alignment with MDB policies. The MDB member will not take part in the decision-making process of the NSC with respect to selection of grant proposals for funding.

19. In each FIP pilot country a **National Executing Agency** (NEA) will be the secretariat for the NSC. Selection of the NEA will be through a competitive process administered by the MDB responsible for channeling DGM resources into the country. The NEA will be a not-for-profit and non-state organization that meets the programmatic, fiduciary and safeguards requirements of the World Bank (or other MDB). The NEA will facilitate the work of the NSC, develop country-specific review and risk assessment criteria, and provide operational and financial reporting to the relevant MDB. The NEA will be responsible for disbursing funds to grant projects selected by the NSC as well as for monitoring grant-funded projects and ensuring appropriate use of DGM funds, in accordance with the operational and safeguards policies of the respective MDB, and will report to the MDB. The NEA will complement these Operational Guidelines with country-specific procedures and update them as needed so that the DGM procedures are tailored to respond to national circumstances and requirements. The NEA will also maintain documentation of the country DGM projects, follow the communications strategy in coordination with the GEA, manage grievance and complaints redress processes, respond promptly to queries, and coordinate with and send information as requested to the GEA.

20. The **Global Steering Committee** (GSC) provides intellectual and policy leadership to the DGM and monitors the overall implementation of the DGM. It will report to the FIP SC on the progress of the program. The GSC also has an important role in external interactions with contributor countries and other partners to advocate for IPLCs in international forums on climate change and REDD+. Representatives of the GSC will also assist in disseminating information and raising awareness about the DGM in their countries and in identifying opportunities for additional resources and expansion of the program. The GSC will ensure that the program lessons are widely disseminated. The GSC will mediate complaint and grievance issues if requested by National Steering Committees (NSC). The GSC approves the annual work program to be implemented by the Global Executing Agency (GEA) for the Global Component.

21. **Membership** of the GSC will be as follows:

- **Decision-making Members:** One IPLC representative from each FIP pilot country and one representative from a non-FIP pilot country. One additional IPLC representative shall be selected as an alternate to the selected member and, if needed, the alternate will be called upon to attend GSC meetings or otherwise execute GSC functions.
- **Non-Decision-making Members:** Two representatives from FIP pilot country governments, two from MDBs (World Bank and one other MDB), one from the FCPF FMT/UNREDD Secretariat, and one from the CIF AU. The role of Non-decision-making Members is to provide technical and global REDD+ and climate change policy inputs to the discussions, provide expert advice, and recommend experts to the GSC. Non-decision-making Members may request the addition of items to the agenda and propose linkages of the Global Component with DGM and other REDD+ activities in countries. They can voice concern that an activity or program proposed for decision by the GSC is not consistent with the DGM Design Document, and they can appeal to the FIP Sub-Committee, as the governing body for the FIP, of which the DGM is part.
- **Secretary to the Committee** will be the representative of the Global Executing Agency (GEA).

22. The **Global Executing Agency** (GEA) will provide secretariat functions for the GSC. The GEA will carry out the agreed activities of the Global Component and will have responsibility for the overall communications and outreach activities of the DGM. It will coordinate actively with the NEAs in the FIP pilot countries to monitor and document the implementation progress of the DGM and coordinate the knowledge and learning exchange. The GEA will liaise with global partners working on similar issues to

enhance synergies and learning opportunities through the DGM. Such partners could be the UNREDD, FCPF, IFAD, GEF, international foundations and others.

23. The GEA will also facilitate a grievance redress and complaints mechanism on behalf of the GSC. The GEA will be selected through a competitive process administered by World Bank. For implementation of the Global Component, the GEA will seek approval of its work plan by the World Bank and will report to the World Bank on the program, including fiduciary aspects. The GEA will implement activities of the Global Component in compliance with the World Bank's operational policies, including safeguards.

24. The **FIP Sub-Committee** (SC) is the governing body for the FIP and makes policy and funding decisions for the FIP as well as the DGM. Fund utilization and delivery progress for the DGM will be ultimately reported to the FIP SC by the World Bank through the CIF AU. The composition and procedures of operation of the FIP SC are documented in the [Governance Framework Document](#) governing the Strategic Climate Fund. The CIF AU provides secretariat functions to the FIP SC and, in that capacity, it is responsible for communicating the decisions of the FIP SC and reporting back on implementation of those decisions.

C. Selection Criteria for Decision-making IPLC Members

25. During the selection of IPLC Members, it is suggested that the following criteria be taken into consideration. This is broad guidance and these or other criteria may be used in the countries, based on the judgment of IPLCs.

- i. Members should be from identified groups (Indigenous Peoples, forest dependent communities, traditional communities, /tribes, ethnic minority or any other defined group that is dependent on forests for livelihood);
- ii. Members should ideally be representatives of Indigenous Peoples Organizations/ Community-based Organizations/federations or associations of Indigenous Peoples/ community organizations working on forestry/agriculture/sustainable development or recognized community leaders;
- iii. Members should be recognized community leaders, actively working with communities in the field on issues relevant to the DGM. They should be known and respected for their work on forests and REDD+ issues, working for the rights and 'voice' of vulnerable groups, and known for non-partisanship and transparency in their work.

D. Establishing the Steering Committees

26. The World Bank will administer the competitive selection of the GEA. The GEA will carry out the process for establishment of the GSC in consultation with the current Transitional Committee of the DGM, the World Bank, FIP country governments, and IPLCs as appropriate. The first step in the process of creating the GSC will be the establishment of the NSCs. Members of the NSC will be selected through a self-selection process which may be facilitated by the GEA or by the respective MDB during the national DGM project preparation, or NSCs may be constituted by IPLCs themselves without GEA or MDB support. In either case, the selection process will be in accordance with procedures determined by the IPLCs in consultation with the MDB and the government, and will be consistent with the FIP Design Document (paragraphs 16.d and 20.b), and its Annex III (Guidelines for Consultation), taking into account principles of equity, inclusiveness and transparency. Existing and traditional decision-making processes and institutions may be used for this purpose where appropriate.

27. The government FIP Focal Points and other stakeholders may be consulted and kept informed during this process. In all cases it is important that the process be inclusive and generate broad support for the NSC's composition. The process should be inclusive and participatory and take into account gender, geographic and other diversity considerations as appropriate in the final composition. The process should be documented and disclosed through the website of the DGM maintained by the GEA or NEA. Additionally, a report on the selection process should be sent to the MDB.

Table 2: Summary of Institutional Roles and Responsibilities

Stakeholder Group	Roles and Responsibilities
Indigenous Peoples and Local Communities	<ul style="list-style-type: none"> • members in the various governing bodies, selected in an open and transparent manner • develop and implement grant proposals under the country components, if eligible • collaborate with the NEA in the grant application, implementation and evaluation processes • participate in community-level monitoring and peer learning • communicate proposals for improvements of the DGM to the NSC and GSC
National Steering Committee	<ul style="list-style-type: none"> • provides oversight to the DGM in the country and keep the functioning of the NEA under review • agrees on eligibility criteria for funding in accordance with the criteria of this Framework Guidelines for Operations, with a 'no-objection' from participating MDBs • reviews and makes funding decisions on eligible project proposals • participate in meetings of national REDD+ and FIP institutions • raises funds through other programs/mechanisms • reports to the GSC on national activities on a semi-annual basis • mediates conflicts related to DGM funding proposals
National Executing Agency	<ul style="list-style-type: none"> • responsible for the execution of the DGM in the pilot country, including disbursements to grantees per agreement with the corresponding MDB • responsible for oversight, reporting, fiduciary and environmental and social safeguards per MDB policies • reports to the implementing MDB on the allocation and use of funds • serves as secretariat to the NSC • maintains communication with stakeholders in the country • provides information and assistance as needed to grantees • prepares information for and coordinates with the GEA
Global Steering Committee	<ul style="list-style-type: none"> • provides strategic oversight to the DGM • offers intellectual and policy guidance • promotes program consistency across the countries, respecting national Indigenous processes • approves and allocates budget for the Global component • reviews the work of the GEA and progress in implementation • identifies key activities for the global component, • drafts and approves its decision-making rules and by-laws and elects the chairperson of the GSC • facilitates complaints redress and mediation • reviews progress reports from each NSC • widely disseminates lessons and results, and reports to the FIP Sub-Committee on an annual basis • advocates for global policy frameworks and programs to scale up program results • reviews and approves amendments to the Framework Operations Guidelines with a 'no-objection' from the World Bank and participating MDBs • reviews and approves the conditions under which additional members may be invited to take part in the DGM GSC with a 'no-

Stakeholder Group	Roles and Responsibilities
	<ul style="list-style-type: none"> objection' from the World Bank and participating MDBs • identifies partnership opportunities for further expansion of the DGM • recommends a fund-raising strategy for the DGM • reviews and approves the terms of reference for a midterm evaluation and the external audit, as well as any subsequent material changes to those terms of reference with a 'no-objection' from the World Bank and participating MDBs
Global Executing Agency	<ul style="list-style-type: none"> • implements the Global Component of the DGM • reports to the World Bank as the implementing MDB for the Global Component on fiduciary and safeguards responsibilities • serves as secretariat to GSC • prepares reports on progress for the GSC • responsible for reporting on the learning and knowledge outcomes of the overall program and dissemination of lessons from the program • discharges other duties as required by the GSC • facilitates mediation if required
MDB	<ul style="list-style-type: none"> • enters into financing agreements with the GEA and/or an NEA and transfers funds for execution of the DGM • provides oversight of NEA and GEA, as appropriate, in accordance with MDB policies, including fiduciary standards and safeguards • prepares reports on the DGM fund utilization for the FIP SC • participates as an observer in the GSC and NSCs
FIP Country Government	<ul style="list-style-type: none"> • endorses the DGM program in the pilot country prior to approval by the FIP Sub-Committee • establish linkages between national REDD+ processes, FIP projects and the DGM through the NSC • through FIP investments, creates an environment which supports IPLC leadership in DGM management and execution • participates in the GSC and NSC
CIF Administrative Unit	<ul style="list-style-type: none"> • participates as an observer in the GSC

III. The DGM Country Component

28. This Chapter provides information on the objectives and thematic areas under which IPLC organizations may receive DGM financing in the FIP Pilot countries. The objective of this component is to support investments and capacity building for IPLCs through the following sub-components:

- *Sub-component I:* Implementation of on-the-ground activities of Indigenous Peoples and Local Communities' choice in the FIP pilot countries. The grants will be allocated on a competitive basis as per the eligibility criteria described below; and,
- *Sub-component II:* Capacity building programs for IPLC organizations in the FIP countries on related to and as per the criteria and thematic areas listed below.

29. The indicative allocation per Pilot country for activities under this component is shown in the table below and includes the cost of project management and administration of the Country Component. The NSC in each country will decide the share between the two sub-components on the basis of country circumstances.

FIP Country	Indicative allocation (million US\$)
Brazil	6.5
Indonesia	6.5
DRC	6.0
Mexico	6.0
Ghana and Peru	5.5
Burkina Faso	4.5
Lao PDR	4.5

A. Geographic Coverage

30. This component will finance activities in the eight FIP pilot countries or any additional FIP pilot country based on a decision by the FIP SC.

B. Program Criteria

31. In line with the criteria of the FIP and DGM Design Documents, activities financed under this component must be:

- i. aligned with the objectives of the DGM and the FIP as stated in the FIP Design Document;
- ii. aligned with one or more thematic areas of the DGM – Capacity development, Promotion of rural livelihoods, or Investments in sustainable management of forest landscapes;
- iii. complementary to the country FIP investment plan and projects and programs supported under it. Preference may be given to activities that demonstrate synergies with one or more ongoing or proposed FIP investments. However, the nature of the complementarity and synergies may be further defined by each NSC, taking account of national and local contexts;
- iv. designed and implemented under the initiative of Indigenous Peoples and/or Local Communities and directly benefit them;

- v. based on inclusive and accountable processes, respecting the cultural ways, modes of living, rights and cultural resources of Indigenous Peoples and Local Communities; and,
 - vi. compliant with the relevant operational and safeguards policies of the corresponding MDB.
32. Each NSC may define and apply nationally appropriate, supplemental priorities and criteria, as long as each sub-project financed by the DGM meets the above criteria.

C. Thematic Areas and Potential Activities - Sub-Component I

33. On the basis of the DGM Design Document and the objectives and guidelines elaborated in the FIP Design Document, activities that fall under the following broad thematic areas may be financed. This is only an illustrative list of activities. The DGM operational manual for each country may have additional activities which are more appropriate for the local environment.

- i. Promotion of economic development and improvement of rural livelihoods practices that enhance climate change mitigation and adaptation and are consistent with the values of IPLCs on the ground.
- ii. Investments in sustainable management of forest landscapes, including wood and non-wood products for efficient use of energy, and climate change mitigation and adaptation.

34. Promotion of economic activities and rural livelihoods practices that enhance climate change mitigation and adaptation

- sustainable management and development of natural forests as well as restoration and natural regeneration of previously degraded or converted forests;
- IPLC traditional farming, medicinal and aromatic species use and conservation, and cultivation practices that enhance local agro-biodiversity;
- Indigenous/traditional water and soil conservation and improvement technologies;
- Indigenous landscape management practices.

35. Investments in sustainable management of forest landscapes, including wood, non-wood products and efficient use of energy

- traditional management and use of forests that maintain high carbon stocks and conserve biodiversity;
- community-led forest landscape restoration, agro-forestry production systems, agro-ecology tillage practices, reforestation and plantations;
- wood energy plantations, sustainable charcoal/briquette production and substitution of fossil fuel and energy, in every case in a locally adapted form, operating at a community and family level;
- biogas/other renewable energy supply projects;
- collection and processing of non-wood resources (medicinal plants, essential oils, etc.);
- community-based mapping.

D. Capacity development in leadership, management and technical skills of Indigenous Peoples and Local Communities- Sub Component II

- training in leadership development, conflict resolution and negotiations skills to ensure active participation in initiatives related to natural resource-based mitigation and adaptation to climate change, intellectual property and land tenure issues, development of technical skills or understanding of REDD+, carbon measurement and monitoring, mapping, etc.;
- capacity development of indigenous and local community leaders for accessing and sharing information as well as developing skills for negotiation of commercial activities and contracts (timber and non-timber forest products) to ensure equitable trade and benefit-sharing;
- training and capacity development for securing and strengthening customary land tenure and resource rights and traditional forest management systems of IPLCs and for reducing cultural, social, economic and policy barriers to such rights and to the continuance and enhancement of traditional forest management systems;
- strengthening organizations and networks of IPLCs to participate in national and local policy-making, strategy and planning processes related to REDD+ and FIP;
- training in information and communication technologies, development of specific, related technical skills (wood processing, wood-based energy etc.) and enterprise management (e.g. ecotourism, non-timber forest products enterprises, etc.);
- supporting models of REDD+ activities that reinforce the principles and objectives set forth in the DGM Design Document;
- training on access to financial resources, credit lines, financial management, accounting and book keeping and procurement.

IV. Global Component

36. The objective of this component is to organize and facilitate knowledge exchange, learning and capacity building on REDD+ and climate change issues at regional and global levels, and to strengthen the networks and alliances of IPLC organizations within and across regions with a view to enhancing their representation and voice in regional and global policy fora.

A. Geographic Coverage

37. This component will have a global focus. Activities will include participants from FIP pilot countries and regions as well as other developing countries.

B. Program Criteria for Global Component

38. To be eligible for funding, the proposed activities need to:

- i. be aligned with the objectives of the DGM and the FIP Design Documents;
- ii. be consistent with World Bank operational policies;
- iii. have a REDD+ and climate change mitigation or adaptation focus and be relevant and culturally appropriate to IPLCs at the regional and global levels;
- iv. have a global, regional or multi-country focus and/or application; and,
- v. demonstrate potential for significant positive impact on IPLC capacities, networks or representation in regional or global bodies.

C. Illustrative List of Activities

39. The following is an illustrative list which may be modified and expanded as appropriate, by the Global Steering Committee:

- regional and sub-regional training workshops to learn from successful community REDD+ or other relevant experiences -- e.g. culturally appropriate REDD+ activities, benefit sharing, landscape approaches, land tenure and rights issues, climate-smart agriculture, etc.
- strengthening capacities of, and providing means for, regional IPLC organizations and networks to participate in REDD+ and climate change negotiations, including training on engaging in international negotiations and in relevant international policy dialogues and processes.
- strengthening regional/global partnerships of Indigenous Peoples and/or other forest dependent communities.
- support for participation of the alliances or networks of IPLCs in regional or global REDD+ and climate change forums, thematic conferences and meetings related to the role of IPLCs in the land, forest and livelihoods dialogue.
- learning, knowledge sharing, and information exchange across and between regions.
- development of culturally appropriate knowledge resources for use by IPLCs globally, in the form, for example, of case studies, examples of promising or “state-of-the-art” practices, focal points for sharing ideas around particular themes or challenges, and web-based knowledge networking tools.

V. Procedures for Review and Selection of DGM Grant Proposals & Capacity Building Activities

40. This chapter provides the guiding framework for the process of grant proposal submission, review, decision-making, and the steps to be followed during implementation of grant-funded projects and the capacity building activities of the Country component as well as the Global component. The GEA for the Global Component, and the NEA for each FIP pilot country, will develop more detailed and customized guidance.

A. Basic Requirements for Country Grants

41. All proposals for the Country Grants will be reviewed for the following criteria, and any modifications to these criteria provided in the respective Country Operational Manual for the DGM:

- a. **Country Eligibility.** The proposed project should be located in one or more FIP pilot countries.
- b. **Program Criteria.** All proposed projects for DGM Country Grants should meet the DGM program criteria presented in Chapter III, Section B of these guidelines.
- c. **Organization Eligibility.** Not-for-profit organizations of Indigenous Peoples or Local Communities that wish to apply for the DGM grants should be non-state actors, based in a FIP pilot country. In addition, these organizations should meet the following legal and financial criteria:

(i) **Legal Status:** Organizations applying for grants should have legal status under relevant domestic laws.

In the event that an Indigenous Peoples or Community-based Organization **does not meet the legal criteria**, it may ask a legally registered not-for-profit organization, NGO or local institution that meets the above criteria to act as applicant and recipient of the grant on its behalf. In such cases, the relationship between the Indigenous Peoples Organization or Community-based Organization and the recipient entity must be made explicit in the proposal. A **letter** signed by representatives of the beneficiary Indigenous Peoples Organization or Community-based Organization, delegating the applicant organization to apply on their behalf and stating the **informed consent** of the community, must be attached to the proposal.

(ii) **Financial Management Capacity:** Organizations applying for grants, including organizations acting on behalf of an Indigenous Peoples or Community Organization, should have demonstrated financial management capacity and organizational accountability, including:

- i. an operational bank account that has been functional for at least one year (as evidenced by bank statements);
- ii. a qualified and experienced accountant to account for the grants;
- iii. audited accounts and management letters for the last one year or interim statements that it is willing to share with the NEA for evaluation of the financial management systems in place;

An organization that does not meet these financial criteria may still apply for a grant. In such cases the NSC may direct the NEA to adopt a flexible approach depending on the capacity of the organization, size of grant requested and other relevant parameters.

Organizations in such situations may also access capacity building programs through the DGM which will enhance their opportunity to access other funding sources as well. These options will be elaborated in the country operational manuals.

No international NGO or local office of an international NGO, government department, state-funded entity or for-profit company or firm, or executing agency of the DGM in any of the FIP pilot countries may apply for grants under the DGM.

- d. **Conflict of Interest.** Current members of GSC or NSC may become beneficiaries of the grants provided they recuse themselves from the grant award decision-making process for the particular round/quarter. Such members shall also recuse themselves from any other decision that may affect or benefit them or any other organization or entity with whom they are affiliated. In the case that a GSC or NSC member represents an association or federation of organizations, then member organizations of the federation or association are not restricted from applying for the grants.

B. Procedures for Country Grants

42. **Step 1: Call for Proposals.** NEA, following the NSC's approval, issues a call for proposals at least once in a year, on its own website, the FIP website, and through other media, as appropriate for the local context. It will include among other things: (i) eligibility criteria for applicants; (ii) eligible activities; (iii) decision-making procedure and timeline; and (iv) guidance for submission of proposals.

43. **Step 2: Brief Project Proposal.** Applicants submit a **Brief Project Proposal** in response to the call for proposals (see sample template for Brief Project Proposal in Annex 1). This may be submitted in English or in the language specified in the call for proposals in the country. The NEA will screen the proposals and take one of the following steps:

- i. if the funding requested is below \$50,000, the NEA will screen proposals using the basic requirements for country grants (see section A above), including any country-specific criteria established for this purpose. The NEA may also conduct site visits with applicants and assist with the development of their plans, including the formation of partnerships. These proposals will then be included in a list for the NSC to review and consider for funding. A Brief Project Proposal will be sufficient for all proposals under \$50,000; or,
- ii. if the proposal meets the DGM basic requirements for country grants and the requested funding is more than \$50,000 but below \$500,000, a request for submission of a Full Project Proposal is sent to the applicant; or,
- iii. if there is insufficient information in the proposal for a decision, a request for additional information is sent to the applicant; or,
- iv. if the proposal does not meet the DGM criteria for funding, the NEA will include it in the list of proposals not recommended for funding, citing the reasons for the recommendation, for a final decision by the NSC.

44. **Step 3: Full Project Proposal.** Applicants will be requested to submit a **Full Project Proposal** (see sample template in Annex 2) for review when the grant amount requested is greater than \$50,000 and up to \$500,000. This template includes more technical and financial details on the proposed project. The NEA may also seek additional information on the financial status, staffing or other organizational information of proponents or make a site visit to enable its review.

45. **Step 4: Screening of Proposals.** The NEA will screen all proposals to ensure that they meet the basic requirements for country grants proposals (see section A above). The NEA will prepare a final list of complete proposals that meet the criteria for funding, for the NSC's review and decision.

46. **Step 5: Review and Selection.** The NSC will meet to review the list of proposals prepared by the NEA and make a final decision regarding funding of proposals. In some cases, the NSC may decide to request additional information from applicants or decide not to fund some proposals. It may offer interested organizations technical assistance through the NEA to develop a project idea, and present it in the required format. In cases where small organizations seek funding for projects without evidence of prior experience, the NSC may adopt a flexible approach and ask the NEA to assess its work through site visits and recommend a smaller grant size or several tranches, if the proposal merits DGM funding. The NSC's decisions will be recorded in the minutes of its meeting.

47. **Step 6: Notification and Execution of Grant Agreement.** All applicants will be notified of the status of their proposal and next steps by the NEA following the NSC's meeting and decisions. Proposals accepted for funding will be notified accordingly, and the NEA will take the grant recipients through all the next steps required, such as execution of a grant agreement between the NEA and the recipient organization and procedures for disbursement and reporting by the grant recipient. The NEA will enter into an agreement with the organization which will include, inter alia, the following financial management requirements:

- i. The organization agrees to provide quarterly accountability reports to the NEA that compare actual expenditure to the budget and explain any significant variances. These reports should be supported with evidence of expenditure incurred and can include photos where applicable.
- ii. The organization opens a specific bank account for the project where funds will be deposited. The names of signatories to the account should also be provided to the NEA.
- iii. The organization allows the NEA internal and external auditors access to the grant records to determine that funds are used for purposes intended.

48. **Step 7: Implementation, Monitoring and Reporting.** Implementation of the projects will be in accordance with the agreement signed between the recipient organization and the NEA. Project activities should be in compliance with all relevant MDB safeguards policies. Projects financed by the DGM will be regularly monitored by the NEA. The MDB will also carry out regular supervision of all the DGM activities in the country. The Country Operational Manual will specify the formats and frequency for reporting by the grant recipients. In addition, there may be peer group (other IPLC) monitoring and learning visits. An independent review of the projects may also be carried out, if deemed necessary by the MDB.

49. Disbursements to the organization will be on the basis of milestones agreed on with the NEA. The first tranche will be disbursed after signing of the grant agreement and upon providing an approved list of activities in line with the budget. Thereafter, subsequent disbursements will be made following satisfactory accountability of funds disbursed in the preceding installment. In the case that the NSC decides to fund proposals of organizations that do not have all the above financial management systems (see section A above) in place, the NEA may pay directly from its account upon receiving payment requests for eligible expenditures per the agreed work plans and budgets. Further disbursements will be made upon fully accounting for the earlier funds disbursed.

50. **Step 8: Completion Reporting.** All projects funded by the DGM will complete an implementation completion report in the format specified in the operational manual.

51. The DGM will not finance individual proposals above \$500,000, except under exceptional circumstances where the scale and scope of positive impacts from a proposed project are estimated to

be significant. For such proposals, the review process will be determined on a case-by-case basis by the respective MDB in consultation with the NSC and, if required, the GSC.

C. Procedures for Country Capacity Building Activities

52. Under the direction of the NSC the NEA in each FIP country will develop a menu of capacity building programs and prepare a budget and delivery plan for those programs. Capacity building activities under this Sub-component will be directly related to the DGM and FIP activities in the country. In addition to the capacity building activities listed in Chapter III, under Thematic Area - *Capacity development in leadership, management and technical skills of Indigenous Peoples and Local Communities*, training in grant proposal writing, financial management, book-keeping, procurement and safeguards will be available to grant recipient organizations. Depending on the technical requirements of capacity building activities, the NSC may ask the NEA to seek the services of partner organizations or deliver the training using NEA's staff.

D. Procedures for the Global Component

53. Activities under this component will be implemented by the Global Executing Agency, under the direction of the Global Steering Committee. At the start of the program the GEA will liaise with the NSCs and NEAs, which will present their assessed needs and ideas for funding under this component. The GEA will also liaise with organizations such as UNREDD, GEF, FCPF, etc. to generate a list of ideas or additional needs identified by these partner organizations. The GEA will use these ideas to prepare a work plan listing activities, budget, timeframe and expected impacts. For each activity the GEA will specify the requirements for participation. The GEA will seek a 'no objection' from the World Bank before submission of the work plan to the GSC for its review and approval.

54. The GSC will review the work plan using the criteria for activities to be funded by the Global Component (section IV, para. 40) and approve all or selected activities and budget and ask the GEA to proceed with implementation. The GEA will liaise with partner agencies in the regions and countries as needed and disseminate information on the upcoming activities or events on its website, those of partner agencies and NEAs, and through known networks.

55. The GEA will implement the activity and where relevant, will partner with regional and national organizations of IPLCs to deliver the program activities.

E. Beneficiaries of Activities under the Global Component

56. Not-for-profit organizations, national or regional federations or associations of IPLCs or their designated representatives in FIP pilot countries or UNREDD/FCPF member countries who are non-state actors and who meet the specific criteria for the activities as notified by the GEA may be beneficiaries.

F. Safeguards

57. All DGM activities will comply with all relevant MDB safeguard policies and domestic laws of the country of operation. An Environmental and Social Assessment Framework prepared by the World Bank for the DGM as a whole will provide the generic procedures to be integrated in the national-level operational guidelines. The specific MDB safeguards policies applicable and the method of their application will be determined by the World Bank or other MDBs in each of the eight pilot countries during the preparation of the country DGM projects. The NEA in each FIP pilot country will be responsible for ensuring the compliance of DGM-financed activities with the MDB safeguards policies, and safeguards compliance will be part of the NEA's reporting to the MDB in the

country. In addition to the safeguards guidance that will be provided in each Country Operational Manual, the following activities would be ineligible for funding by the DGM:

- i. purchase of land;
- ii. activities carried out in relation to adjudication of lands under dispute;
- iii. activities adversely affecting Indigenous Peoples and/or local communities, or where communities have not provided their broad support. Evidence of such broad community support may be explained in the project proposal, or presented in the form of a letter with the proposal;
- iv. removal or alteration of any physical cultural property (includes sites having archeological, paleontological, historical, religious, or unique natural values);
- v. conversion, deforestation or degradation or any other alteration of natural forests or natural habitats including, inter alia, conversion to agriculture or tree plantations;
- vi. financing of elections or election campaigning; and,
- vii. purchase of arms or ammunition.

VI. Grievance Redress Mechanism and Complaints Procedure

58. Indigenous Peoples and Local Communities and other interested stakeholders may raise a grievance related to a grant award decision, representation in the NSC or GSC, or the governance of the program. Irrespective of the nature of the grievance, the DGM will ensure that a transparent, timely and fair process is adopted to address each complaint. This chapter provides the framework for a grievance and complaints handling process under the DGM. More details will be provided in the Country Operational Manual for each FIP pilot country.

59. The DGM will have a three-tier grievance redress mechanism that will:
- i. make a written record of all complaints received;
 - ii. encourage immediate, on-the-spot resolution of issues; and,
 - iii. publicly report on complaints received and actions taken on each complaint.

A. Communication and Access to Information

60. The program in each country will ensure culturally appropriate, easy access to information on the program, grant-funded projects, status of project proposals under review, and contact points. This information will be provided on the GEA and NEA websites as well as radio and other culturally appropriate means of communication. Documents and reports will be translated into Bahasa, French, Spanish and Portuguese as necessary.

61. The NEAs and the GEA will maintain open lines of communication and actively reach out to the stakeholders. Information on DGM implementation will be shared with stakeholders through websites and through information-sharing meetings organized for this purpose.

62. The NEAs and GEA will regularly review feedback received, respond to questions and comments on the websites, and report to the NSC and GSC on actions taken. This is an important part of their responsibility under the DGM.

B. Complaints Handling Process

63. The initial point of contact for all grievances will be with a dedicated staff member within the NEA. All NEAs and the GEA will assign a staff member to receive and acknowledge complaints and feedback. The name and contact information of the staff member will be on the website and printed brochures of the program. The designated staff member will acknowledge complaints within 10 business days with a written response to the complainant, detailing the next steps it will take, including escalation to the NSC or the GSC Grievance Sub-Committee level where appropriate.

64. If the NEA cannot resolve the issue, the grievance should be elevated to the NSC. If the NSC cannot resolve the issue, it will elevate to the GSC. The time taken for the NSC to resolve complaints brought to its attention will be specified in the Country Operational Manual of the respective country. Because the GSC meets infrequently, a Grievance Sub-Committee of the GSC will be formed to handle escalated grievances upon request.

65. It is expected that the majority of grievances filed can and should be resolved on the spot by the dedicated staff member within the NEA. Further detail is available below and in a grievance handling manual that each NEA will be responsible for producing. Complaints can be submitted by phone, SMS, fax, email, regular mail, or in person. Anonymous complaints can be made by phone or through a letter.

Where possible, complainants will be handed a receipt and a flyer that describes the DGM and the grievance redress mechanism procedures, which will be read to them at their request.

66. Each Country Operational Manual will provide the contact details for receiving questions and complaints, as follows:

Feedback and /or complaints regarding the DGM may be sent to:
 Name of Organization (NEA) and name of individual: _____
 Address: _____
 Email: _____
 Phone number: _____

Name of GEA and staff member:
 Address: _____
 Email: _____
 Phone number: _____

Feedback and complaints received will be posted online at (website.....) along with action taken.

67. The NEA will record all complaints received in a publicly accessible online system that will allow complaints to be tracked and monitored. The system will track and report on:

- number of complaints received
- number and percent of complaints that have reached agreement
- number and percent of complaints that have been resolved
- number and percent of complaints that have gone to mediation
- number and percent of complaints that have not reached agreement

68. The database will also report the issues and geographic areas generating the most complaints. The information provided by the database is expected to help the NEA and GEA improve the mechanism and better understand and address the social impacts of the projects.

69. All feedback and complaints received will be displayed on the DGM website with complaint numbers to help the complainant in tracking progress. In the countries, this information will be available in a more culturally appropriate manner, depending on local circumstances.

70. **Assess, Assign, Acknowledge:** If the complaint is related to decisions on grant applications by the NSC, the complaint should be referred to the NSC. If it relates to MDB policies, an MDB staff member from the respective country office of the MDB may be invited by the NSC to its meeting to interpret the relevant policy. If the matter is not resolved, it will be referred to the Grievance Sub-Committee of the Global Steering Committee.

71. If the complaint does not fall under the mandate of DGM operations at the country level, but relates to (i) the policies of the DGM as a whole, (ii) the governance of the DGM in the country, or (iii) complaints that could not be resolved at lower levels, the matter will be taken to the Grievance Sub-Committee of the GSC.

72. **Resolution and Closure:** In each instance, the written response will indicate which entity (i.e. the NEA, NSC or GSC) will handle the complaint. That entity will then seek agreement on an approach with the complainant. The parties will engage in the process, implement the agreed actions, and record the outcome.

73. Alternatively, the parties could be unwilling or unable to engage in the process. In this instance, the complainant will be offered the option of taking the matter to the next level (i.e. the NSC or the GSC), referring the issue for mediation, or closing out. The appropriate entity will record all outcomes in writing. It is expected that resolution and closure should occur within 30 days of receipt of the initial complaint at the staff level.

74. The Grievance Sub-Committee of the NSC will offer independent mediation or alternative dispute resolution as an option in all instances.

75. Regardless of where the complaint is handled (i.e. at the staff level, NEA, NSC, or GSC level), the dedicated staff member will make a brief written note of the options discussed with the complainant(s) and the agreed action(s) to be taken to resolve the issue. Following implementation of the agreed action(s), the outcome will be recorded (i.e. resolution and/or closure) and both parties will sign.

76. Whether agreements are reached through direct conversations or mediation, all supporting documents of meetings needed to achieve resolution should be part of the file related to the complaint. At all stages of the process the NEA will keep the MDB in the country informed and maintain a comprehensive record of all correspondence and decisions on the issue.

C. Additional Resources

77. The above-mentioned grievance and complaint mechanisms are without prejudice to any additional mechanism established by the MDBs, such as The Inspection Panel -- an independent, accountability and recourse mechanism that investigates IBRD/IDA financed projects to determine whether the World Bank has complied with its operational policies and procedures (including social and environmental safeguards), and to address related issues of harm.

ANNEXES

Annex 1

DGM: Brief Project Proposal

(This is a sample template. Country-specific templates will be developed for pilot countries.)

To submit your Proposal, please send it to [Name and Address of respective NEA]. If you have any questions or concerns please contact us and we will do all that we can to assist.

Grant Amount Requested in US\$:

1. ORGANIZATION INFORMATION

Organization Legal Name & Registration number:

Organization Type (non-profit/society/trust/etc.):

Mailing Address:

Physical Address – if different from mailing address above:

Country:

Telephone:

Fax, if any:

Website Address, if any:

E-mail Address:

Project Lead Contact –name and contact information for the person responsible for correspondence regarding this project:

Organization Chief Executive – name and contact information for the chief executive or person who is authorized to sign contracts on behalf of your organization:

Total Permanent Staff:

Year Organization Established:

History & Mission Statement or Relevant Background of Individual –brief description of your organization’s history and mission relevant to the proposed project:

2. PROJECT DESCRIPTION

Project Title:

Project Location – define the geographic location where project activities will take place:

Project Duration – the approximate time period of your proposed project that would be funded by the DGM (should be 1-3 years)

Project Objective:

Planned Activities:

DGM Thematic Area– brief description of how your project links with one or more of the following broad

thematic areas:

Thematic Area 1: Capacity development in leadership, management and technical skills

Thematic Area 2: Promotion of economic development and improvement of rural livelihoods practices that enhance climate change mitigation and adaptation and are consistent with the values of IPLCs on the ground.

Thematic Area 3: Investments in sustainable management of forest landscapes including wood and non-wood products for climate change mitigation and adaptation.

Describe who will benefit from the project and how those communities are involved in the design and implementation of the project:

What is the link with the FIP investment projects in the country?

How will you measure progress and success of the project?

3. BUDGET

Total Project Budget –enter the total budget for this project from all funding sources:

In-Kind Contributions – will there be in-kind contribution from beneficiaries, or your organization?

Project Budget – provide a breakdown of the proposed budget (in US\$ or local currency and only for the DGM funded portion of the project) by project activity. Please note that administrative costs of the project should not exceed 15% of the Budget.

ACTIVITY	Consultants	Goods/equipment	Works and non-consulting services

DGM: Full Project Proposal

(This is a sample template. Country-specific templates will be developed for pilot countries.)

Project Title:

Organization:

Grant Amount Requested:

1. ORGANIZATION INFORMATION

Organization Legal Name & Registration number:

Type (Charity/Trust/NGO/etc):

Full Mailing Address -- include street, city and postal code:

Physical Address – if different from mailing address above:

Country:

Web Site Address, if any:

Telephone:

Fax:

E-mail Address - separate multiple addresses with semicolons:

2. PROJECT INFORMATION

Project Title:

Total Project Budget (US\$):

Funding Request (US\$):

Projected Start Date (MM/YY):

Projected End Date (MM/YY):

Linkage with DGM Thematic Areas-- Please describe how this project relates to any one or more of the DGM themes:

Thematic Area 1: Capacity development in leadership, management and technical skills

Thematic Area 2: Promotion of economic development and improvement of rural livelihoods practices that enhance climate change mitigation and adaptation and are consistent with the values of IPLCs on the ground.

Thematic Area 3: Investments in sustainable management of forest landscapes including wood and non-wood products for climate change mitigation and adaptation

Project Location – define the geographic location where project activities will take place (in relation to FIP investments):

Responsible Individual or Organization Chief Executive-- provide the name and contact information for the chief executive or person who is authorized to sign contracts on behalf of your organization:

Key Project Staff - include titles, roles and responsibilities, and percentage of time dedicated to project:

Counterpart Funding – identify the amounts and sources of additional funding already secured to be directed to this project:

In-Kind Contributions – will the beneficiaries or your organization will provide in-kind contributions?

Project Partners – list any partners to be directly involved in implementing this project. For each partner please indicate how they will be involved and whether they are a government, local, national, or international organization:

Project Proposal – present the project rationale within the following sub-headings: Objective, Outcomes, Planned Activities, Results and Monitoring. Limit the proposal to *under 10 pages*. Please provide maps, figures, and other supplementary material if deemed useful.

How will you measure the success of the Project?

5. ADDITIONAL INFORMATION

Stakeholder Participation - describe who will benefit from the project and how. How have the beneficiaries been involved in the design? How will they be involved during implementation?

External Assumptions - describe any important external factors that may affect your project during implementation and how you will mitigate these potential risks.

Long-term Sustainability/Replicability – describe how project components or results will continue or be replicated beyond the initial project. Note that this may include elements of project design, tools utilized during the project, or project results.

Additional Information – please provide any additional information here.

PROJECT SCHEDULE, DELIVERABLES and BUDGET

PROJECT SCHEDULES AND DELIVERABLES									
Key activities [Please mark the duration of the activities (#####) and indicate which deliverable is planned to be due in which time period] [please add/delete 'components' or 'activities' where needed]	WHO [please specify the entity responsible for the DIRECT implementation of the activity]. If the entity needs to be contracted please specify 'individual consultancy' or 'firm consultancy'.]	YEAR 1				YEAR 2			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1. Component [please specify]									
1.1 Activity: [please specify, e.g. <i>baseline survey</i>]									
1.2 Activity:									
2. Component [if applicable]									
2.1 Activity:									
2.2 Activity:									
3. Component [if applicable]									
3.1 Activity:									
Budget requirements by quarter [approximate]		US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$

PROJECT BUDGET [THIS BUDGET IS ONLY FOR THE GRANT AMOUNT REQUESTED]						
	Budget per expenditure category (US\$)					Comments
	Consulting Services	Training/ Workshops/ Seminars	Dissemination	Other [please specify in Comments]	TOTAL (US\$)	
A. PROJECT ACTIVITIES [please add/delete lines where needed]						
1. Component [please specify]						
1.1 Activity: [please specify]	US\$	US\$	US\$	US\$	US\$	
1.2 Activity:	US\$	US\$	US\$	US\$	US\$	
2. Component						
2.1 Activity:	US\$	US\$	US\$	US\$	US\$	
2.2 Activity:	US\$	US\$	US\$	US\$	US\$	
A. SUB-TOTAL PROJECT ACTIVITIES	US\$	US\$	US\$	US\$	US\$	
B. OPERATING COSTS [MAXIMUM 15% of the total]						
Independent Audit					US\$	
Supervision Costs	US\$	US\$	US\$	US\$	US\$	
B. SUB-TOTAL OPERATING COSTS	US\$	US\$	US\$	US\$	US\$	
TOTAL (A+B)					US\$	