



**REQUEST FOR PROJECT PREPARATION GRANT (PPG)**  
**PROJECT TYPE: FULL-SIZED PROJECT**  
**THE GEF TRUST FUND**

**Submission date:** July 16, 2009  
**Resubmission date:** September 14, 2009

**GEF PROJECT ID<sup>1</sup>:** 3821

**GEF AGENCY PROJECT ID:** 606415

**COUNTRY(IES):** Cameroon

**PROJECT TITLE:** Sustainable Community Based Management and Conservation of Mangrove Ecosystems in Cameroon

**GEF AGENCY(IES):** FAO

**OTHER EXECUTING PARTNER(S):** Ministry of Environment and Nature Protection (MINEP); Cameroon Wildlife Conservation Society (CWCS); IUCN Cameroon Office.

**GEF FOCAL AREA(s):** Biodiversity

**A. PROJECT PREPARATION TIMEFRAME**

Start date of PPG	October 2009
Completion date of PPG	September 2010

**B. PAST PROJECT PREPARATION ACTIVITIES (\$)**

List of Past Project Preparation Activities	Output of the Activities	Project Preparation Amount	Co-financing	Total
Not Applicable	Not Applicable	0	0	0
<b>Total Project Preparation Financing</b>		0	0	0

**C. PROPOSED PROJECT PREPARATION ACTIVITIES (\$)**

**Describe the PPG activities and justifications:** The main objective of the PPG funded activities will be the development of a full-size GEF project proposal financing under the Biodiversity focal area. The PPG will support:

(a) Baseline information compilation and analysis in relation to Cameroon's mangrove resource management and conservation, biodiversity and the socio-economic context. The overall information on the state of mangroves ecosystems of Cameroon will allow identification of constraints and opportunities for their conservation and sustainable use, identify hotspots and potential project sites, provide recommendations on monitoring and evaluation, including an agreed set of indicators to monitor project progress and impact, and provide the baseline information essential to developing a costed monitoring and evaluation (M&E) plan. Aspects to be covered, in addition to the biophysical and ecological elements, will include, *inter alia*, communities and household dependency on mangroves, ownership, incomes from mangroves based activities, gender issues, resources access and use, conflict management, and social organization in mangrove areas.

(b) A stakeholder analysis based on participatory consultations with a wide range of stakeholders including *inter alia* community groups, civil society organizations, private sector, academic and research institutions, NGOs, governmental agencies (central and decentralized), and local authorities (municipalities and villages). The analysis will review their role in relation to conservation and sustainable management of mangrove ecosystems, to capacity building needs, and propose participation and capacity-building plans..

<sup>1</sup> Project ID number will be assigned initially by GEFSEC. If PIF has been submitted earlier, use the same ID number as PIF.

(c) Analysis of weaknesses and gaps in policies, laws and regulations affecting the mangrove ecosystems of Cameroon and the communities depending on them; overall institutional analysis will also be performed. This will guide the policy, regulatory activities and institutional-strengthening activities to be carried out by the project, as well as feed into the institutional and implementation arrangements aspects of the project.

(d) A study on local livelihoods and adapted conservation and management approaches and practices in order to clarify how mangrove use by local communities may be intertwined with household livelihood strategies; mangrove user groups and respective leadership in communities will also be described;

(e) Elaboration of the full project design, based on a review of existing information complemented and updated by the results of activities (a) to (d).

A national NGO specialized in coastal and mangrove ecosystems and related socioeconomic and participatory aspects will be contracted under a Letter of Agreement (contract) to assist with activities 3 and 4 below (draft terms of reference for this are given in Annex C).

The final outputs will include the fully prepared Project Document, CEO Endorsement Request template, Biodiversity Tracking Tools, and any other documentation required for FAO approval and GEF endorsement (produced by FAO) processes. The project design and Project Document will be discussed with all stakeholders, validated and then endorsed at a stakeholder consultation which will be held at the end of project preparation activities.

Proposed Project Preparation Activities	Output of the PPG Activities	Project Prep	Co-financing	Total
1. Conduct 1 inception workshop	Report with agreed operational project workplan; methodology and roles and responsibilities for studies agreed; draft resulted framework (logframe) developed in a participatory manner; criteria for the selection of project sites identified for further consideration during project preparation; preliminary identification of possible progress and impact indicators to measure project progress.	2,500	3,000	5,500
2. Carry out an analysis of weaknesses and gaps in policies, laws and regulations, and the roles and responsibilities affecting the conservation and sustainable management of mangrove ecosystems in Cameroon.	Report on "Policy, legal and institutional framework" with recommendations on improvements of policies, laws and regulatory tools; draft institutional framework and coordination mechanisms.	13,000	12,000	25,000
3. Undertake a stakeholders and institutional analysis	Report on "Stakeholder and institutional analysis" that includes a stakeholder matrix and capacity building needs, and recommends a participation plan and capacity building plan.	16,150	12,000	28,150
4. Conduct a socio-economic study of local communities and propose priority activities for livelihood improvement and sustainable mangrove management.	Report on "socio-economic study and the role of mangrove ecosystems in local livelihoods" that includes facts and figures, prioritizes issues, and recommends project activities to	20,000	12,000	32,000

	promote non destructive use of mangrove ecosystems and their restoration and rehabilitation; conduct local meetings/workshops as needed.			
5. Conduct regional/provincial workshops	Reports containing information and recommendations for thematic issues, geographical areas (potential project sites where there is biodiversity of global significance), stakeholders' roles and responsibilities, and national and transboundary aspects.	5,000	3,000	8,000
6. Compile a baseline information and M&E report based on updated information and information gap analysis.	(a) Report on the state of the mangroves ecosystems of Cameroon, including description of biodiversity of global significance; (b) Description of project baseline and GEF alternative (added value of GEF); (c) Potential project sites identified; (d) Impact indicators identified and agreed through stakeholder consultation and at final workshop; (e) Recommendations for costed Monitoring and Evaluation (M&E) Plan (f) Biodiversity Tracking Tools prepared.	17,350	15,000	32,350
7. Synthesis of results and finalisation of project design (including final validation workshop).	(a) Financing plan elaborated (including incremental analysis and cofinancing arrangements); (b) Costed M&E plan designed; (c) Final project design completed, discussed and endorsed by all stakeholders; (d) Final project documents <sup>1</sup> prepared and submitted for CEO Endorsement and other donor financing	11,000	28,000	38,000
<b>Total Project Preparation Financing</b>		<b>85,000</b>	<b>85,000</b>	<b>170,000</b>

1. Including: Project Document, CEO Endorsement Template, Biodiversity Tracking Tools, etc.

#### D. FINANCING PLAN SUMMARY FOR PROJECT PREPARATION GRANT: (\$)

	Project Preparation	Agency Fee
GEF financing	85,000	8,500
Co-financing	85,000	
<b>Total</b>	<b>170,000</b>	<b>8,500</b>

#### E. PPG REQUESTED BY AGENCY, FOCAL AREA AND COUNTRIES

GEF Agency	Focal Area	Country Name/ Global	(in \$)		
				Agency	Total

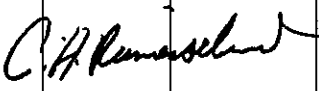
			<b>PPG (a)</b>	<b>Fee (b)</b>	<b>c = a + b</b>
FAO	Biodiversity	Cameroon	85,000	8,500	93,500
<b>Total PPG Requested</b>			85,000	8,500	93,500

#### F. PPG BUDGET REQUEST

Cost Items	Total Estimated Person Weeks for GEF Grant (PW)	GEF (\$)	Co- financing (\$)	Total (\$)
Local consultants	18	11,250	15,500	26,750
International consultants	13	32,500	38,900	71,400
Contracts/LoA		16,000	0	16,000
Travel (Local and International)		15,250	15,200	30,450
Workshops		10,000	10,000	20,000
General Operational Expenses (printing, communications, misc. supplies, etc.)		0	5,400	5,400
<b>Total PPG Budget</b>		85,000	85,000	170,000

**G. GEF AGENCY(IES) CERTIFICATION**

This request has been prepared in accordance with GEF policies and procedures and meets the GEF criteria for project identification and preparation.

Agency Coordinator, Agency name	Signature	Date (mm/dd/yy)	Project Contact Person	Telephone	Email Address
Charles Riemenschneider (TCID) Director, Investment Centre Division Technical Cooperation Department FAO  Barbara Cooney (TCID) FAO GEF Coordinator Email: <a href="mailto:Barbara.Cooney@fao.org">Barbara.Cooney@fao.org</a> Tel: +39 06 57055478		9/14/2009	Michelle Gauthier Forestry Officer Forest Conservation Service (FOMC) Forestry Department FAO	+3906 5705 3692	Michelle.Gauthier @fao.org

## Annex A

### Consultants Financed by the Project Preparation Grant (PPG)

Position Titles	\$ per week	Estimated weeks	Tasks to be performed
<b>Local</b>			
Legal and Policy Specialist in natural resource conservation and coastal ecosystems	625	6	<ol style="list-style-type: none"> <li>1. Analysis of weaknesses and gaps in policies, laws and regulations; roles and responsibilities affecting the conservation and sustainable management of mangrove ecosystems in Cameroon.</li> <li>2. Participation to key project inception and validation of final documentation workshops.</li> <li>3. Preparation the Report on "Policy and Legal and Institutional Framework." (activity 2)</li> </ol>
Mangrove Ecosystems Specialist	625	12	<ol style="list-style-type: none"> <li>1. Compilation of the existing information on the mangrove of Cameroon and identify the gaps of information (activity 5)</li> <li>2. Coordination of the gaps analysis study (activity 6)</li> <li>3. Assistance to the Project Preparation Coordinator and the Specialist in Baseline Information for the collection, compilation and analysis of all information; coordination of the team of national consultants; preparation of the missions for the international consultants. (activity 6)</li> <li>4. Organization of the key project workshops (inception, consultation and validation of final documentation) and preparation of the workshop report.</li> <li>5. Assistance in preparation of Biodiversity Tracking Tools.</li> </ol>
<b>International</b>			
Project Preparation Coordinator specialist in mangroves (team leader)	2,500	3.5	<p>In his capacity of project coordinator:</p> <ol style="list-style-type: none"> <li>1. Coordination of national and international consultants, review of the reports and advice, to ensure they meet FAO and GEF policies, criteria and other requirements.</li> <li>2. Review of the workplan, supervision of its implementation, preparation of a mid-term progress report and a final project report (final activities, outputs and impacts of the project).</li> <li>3. Facilitation of the key workshops, at inception and validation of final documentation.</li> <li>4. Preparation of the GEF project proposal for submission (Activity 7).</li> <li>5. Mobilize financial resources and follow-up for the obtention of the signed commitment letters.</li> </ol>
Specialist in baseline information and monitoring & evaluation for	2,500	3.5	<ol style="list-style-type: none"> <li>1. Participation from an early stage to the design of the information baseline analysis, identify information needs, and propose the overall structure of the assessment.</li> </ol>

mangroves and coastal ecosystems.			<ol style="list-style-type: none"> <li>2. Assess and analyse the mangrove resources and their biodiversity, conservation and management issues and practices, management options and strategies.</li> <li>3. Based on the information presented in the project reports and overall baseline information study, produce the final report on the state of the mangrove ecosystems of Cameroon, and on the recommendations for monitoring and evaluation. (activity 6).</li> <li>4. Guide national mangroves ecosystem specialist in the preparation of Biodiversity Tracking Tools.</li> </ol>
Financial/budget analyst	2,500	6	<ol style="list-style-type: none"> <li>1. Prepare the incremental cost reasoning/analysis and the project financing plan, including a detailed inputs budget with unit costs and an outcomes/outputs/activities budget.</li> <li>2. Analyse the project's cost-effectiveness.</li> <li>3. With the support and direct input of the team (all national and international consultants), prepare a costed monitoring and evaluation plan for the project.</li> <li>4. Assist the project proponents to finalize the project design and documentation.</li> </ol>

**Project preparation activities and draft workplan**

**Project preparation activities**

The proposed activities for the project preparation phase are described below in more detail:

***1. Inception workshop***

a) Conduct an inception workshop for planning and gathering of information with FAO, national and international consultants, national counterparts, and key stakeholders. The workplan will be confirmed, and roles and responsibilities for project preparation agreed. The inception workshop will produce a number of outputs, including a draft results-framework, including potential project progress and impact indicators, which will be developed in a participatory manner development for further review and refinement during project preparation. Criteria for the selection of projects sites and potential sites where there is biodiversity of global significance will also be identified. Biodiversity Tracking Tools discussed.

***2. Carry out an analysis of weaknesses and gaps in policies, laws and regulations, and the roles and responsibilities affecting the conservation and sustainable management of mangrove ecosystems in Cameroon***

a) Based on the information available on Cameroon, including the information gathered in the framework of the project TCP/CMR/2908, conduct the study through desk analysis and consultation with key stakeholders.

b) Produce a Report on "Policy, legal and institutional framework" with recommendations on improvements of policies, laws and regulatory tools and on institutional framework and coordination mechanisms.

c) Produce specific operational recommendations for the finalization of the GEF Project Proposal.

***3. Undertake a stakeholders and institutional analysis***

a) Based on the information available on Cameroon, including the information gathered in the framework of the project TCP/CMR/2908, conduct the study through desk analysis and consultation with key stakeholders at national, provincial and local level.

b) Produce a Report on "Stakeholder and institutional analysis" that includes a stakeholder matrix and capacity building needs, and recommends a participation plan and capacity building plan.

c) Prepare Annex on Institutional and Implementation Arrangements.

d) Produce specific operational recommendations for the finalization of the GEF Project Proposal.

e) This activity will be undertaken by a National NGO specialized in coastal and mangrove ecosystems and related socioeconomic and participatory aspects which will be contracted under a Letter of Agreement (draft terms of reference in Annex C).

***4. Conduct a socio-economic study of local communities and propose priority activities for livelihood improvement and sustainable mangrove management***

a) Based on the information available on Cameroon, including the information gathered in the framework of the project TCP/CMR/2908, complete and update a socio-economic study by survey of sample of communities, representative and other key stakeholders as needed. Collect and validate through inclusive and participatory process at local level, including local workshops/meetings.

b) Produce a Report on "socio-economic study and the role of mangrove ecosystems in local livelihoods" that includes facts and quantified figures, prioritizes issues, and recommends issues to be addressed by the project in order to promote non destructive use of mangrove ecosystems and their restoration and rehabilitation.



c) This activity will be undertaken by a National NGO specialized in coastal and mangrove ecosystems and related socioeconomic and participatory aspects which will be contracted under a Letter of Agreement (draft terms of reference in Annex C).

#### **5. Conduct provincial workshops**

a) Conduct provincial workshops/meetings to gather information and draw recommendations on thematic issues, potential projects sites where there is biodiversity of global significance, stakeholders' roles and responsibilities, and national and transboundary aspects.

#### **6. Compile the baseline information, carry out an information gap analysis, and publish the state of the mangrove ecosystems of Cameroon**

a) Based on the information available on Cameroon, including the information gathered in the framework of the project TCP/CMR/2908, with the participation of all national and international consultants involved in the project preparation, compile the available information and identify the gaps. Conduct the information analysis of the key missing information through desk analysis and consultation with key stakeholders at national, provincial and local level.

b) Produce a Report on the "state of the mangroves ecosystems of Cameroon" that contains:

1. Baseline information on i) socio-cultural, economic, management and conservation aspects, ii) recommendations on strategies to address these issues, and iii) recommendations on the strategic ways to assess their use and change. The report will also include a description of biodiversity of global significance, and will be illustrated with tables (quantitative data), photos, maps and other as needed.
2. Project impact indicators agreed.
3. Project sites confirmed and agreed.
4. Baseline description and GEF alternative (added value) prepared.
5. Recommendations for a costed Monitoring and Evaluation Plan.
6. Biodiversity Tracking Tools prepared for review and discussion

c) Validate the information at the final workshop for documentation validation.

d) Produce specific operational recommendations for the finalization of the GEF Project Proposal.

#### **7. Formulate the GEF Project proposal.**

a) Design and preparation of the full-size GEF project document in the format required by FAO and GEF.

The key tasks are:

- (i) Collate and analyze data and information obtained from workshops, activities, related projects and stakeholders' consultations.
- (ii) Prepare the incremental reasoning, coordination with other ongoing and planned related projects and initiatives;
- (iii) Prepare cost-effectiveness sections of the project document as well as the biodiversity tracking tool, in close collaboration with the project coordination and team;
- (iv) Prepare costing of the project workplan, incremental analysis and financing plan for the project, including a detailed inputs budget with unit costs and an outcomes/outputs budget;
- (v) Prepare a costed Monitoring and Evaluation plan;
- (vi) Prepare the full-size GEF Project Document, CEO Endorsement Template and Biodiversity Tracking Tools; and,
- (vii) Co-financing mobilized and co-financing commitment letters provided..

b) Validate the information at the final workshop for documentation validation.

#### **8. Final validation workshop**

a) Conduct a final workshop for review and endorsement of draft Project Document with key stakeholders.

- b) Review Project Document in light of feedback received and submit final draft Project Document to FAO and Government of Cameroon for approval and further submission to GEF Secretariat.
- c) FAO will submit the final version of the Project Document, CEO Endorsement Request, and Biodiversity Tracking Tools to the GEF Secretariat for CEO Endorsement.

## **Draft workplan**

The project will be implemented in 6 phases of 3 months each:

- Phase I: Inception, selection of team members, methodology and project workplan.
- Phase II: Collection of data
- Phase III: Analysis of data and completion of information baseline
- Phase IV: Finalization of Baseline information, preparation of GEF project proposal.
- Phase V: Validation finalization of products, and submission of GEF project proposal.
- Phase VI: Publishing of major reports.

The draft workplan for the project preparation is outlined below:

Phases/Activities	2009		2010		
	Jul- Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep
<b><u>Preparatory activities</u></b>					
Selection of consultants	Sept				
Compilation of basic information	Sept	Oct			
<b><u>Inception workshop</u></b>					
Preparation inception workshop		Nov			
Implementation of Workshop		Nov			
Report & Recommendations		Nov			
<b><u>Technical studies and analysis</u></b>					
1 – Policy, legal and institutional		collect	analysis	final draft	Report
2 – Stakeholder and institutional		collect	analysis	final draft	Report
3 – Information gap study		collect	analysis	final draft	Report
4 - Local socio-economic study		collect	analysis	final draft	Report
<b><u>Baseline, monitoring and evaluation</u></b>					
1 – Integrated Analysis of data of activities 1 to 4 for Report on Baseline Information and Report on the state of mangrove of Cameroon		collect	analysis	final draft	
2 –Report for baseline, monitoring and evaluation					Report
<b><u>Finalization of project proposal (including terminal workshops)</u></b>					
1- Pre-design of the content; preparation; and, Report of the state of the mangroves		Pre-design		Editing	Validate Finalize Publish
2 – GEF Project Proposal formulation				Drafting	Validate. Finalize.
3 – Validation workshop: Validation of final documentation, finalization and closure of project: M&E recommendations; state of the mangroves report; GEF Project Proposal.					Worksh. Finalize. Submit to GEF. Closure project.

**Items for draft Letter of Agreement between FAO and a national NGO specialized in coastal and mangrove ecosystems and related socioeconomic and participatory aspects.**

**Main activities and products**

1. Collection of baseline information for socioeconomic analysis.
2. Organization of the local meetings/workshops as needed for data collection and validation.
3. Validation of baseline information and discussion of the community involvement strategies with local communities (and prepare local workshop reports recording these results).
4. Contribute to the analysis of stakeholders and institutions (from community perspectives).
5. Contribute to the study on the socio-economic status of local communities and local means of livelihoods and propose adapted socio-economic and conservation and management approaches and practices.
6. Participation in national consultations and validation workshops (for inception, consultation and validation of final documentation).
7. Contribute draft text to preparation of the following final reports:
  - (a) Report on the “Stakeholder and institutional analysis” (activity 3);
  - (b) Report on the “socio-economic study and the role of mangrove ecosystems in local livelihoods” (activity 4).