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**GEF NATIONAL PORTFOLIO FORMULATION EXERCISE (NPFE)**

1. At the request of the GEF Council, the GEF Secretariat, through its Country Support Progamme, will work with interested countries to carry out, on a voluntary basis, a National Portfolio Formulation Exercise (NPFE). The Exercise will serve as a priority setting tool for countries to program GEF resources under GEF-6. Undertaking an NPFE is not a requirement or pre-requisite for requesting GEF grants.
2. Countries interested in participating in this exercise should contact the GEF Secretariat by presenting an expression of interest using the attached template. This expression of interest would include a description of proposed activities, as well as their expected cost. GEF Secretariat will work with countries to carry out the exercise by providing logistic, financial and technical assistance.
3. This exercise will support the country’s efforts to discuss and present its priorities and project concepts in a National Portfolio Formulation Document (NPFD), following the guidelines in Annex 1. The GEF Operational Focal Point should submit the NPFD to the GEF Secretariat within 10 months after starting the exercise. Once the GEF Secretariat has received the NPFD, it will provide overall feedback on the content for consideration by the countries.
4. The deadline for accepting the Expressions of Interests for NPFE is September 30th, 2014.

**Please submit the expression of interest to the following account:** [**gefnpfe@thegef.org**](mailto:gefnpfe@thegef.org)

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PART I: Request Identifiers:**

**EXPRESSION OF INTEREST**

**NATIONAL PORTFOLIO FORMULATION EXERCISE (NPFE)**

|  |  |
| --- | --- |
| **Expected Milestone** | **Dates (mm/dd/yyyy)** |
| Start Date |  |
| End Date |  |

Submission Date (mm/dd/yyyy):

Country:

**Part II: Information and Budget:**

*Activity Objective:* To enable the country to conduct a broad consultation process, including government ministries and other stakeholders such as civil society, community based organizations and private sector, to set priorities for GEF resource programming covering the 6th replenishment period.

*Proposed Activities and budget*

|  |  |  |
| --- | --- | --- |
| **Proposed Activities, itemized** | | **Amount ($)** |
| **Category** | **Description** |
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| Total Cost |  |  |

**Part III: Submitted by GEF Operational Focal Point**

Last name:       First name:

Title/Position:

Ministry:

Office Address, line 1:

line 2:

City:       Postal Code:

State/ Province:

Telephone No.:

Fax No.:

Email Address:

**Please submit the expression of interest to the following GEF Secretariat account: gefnpfe@thegef.org**

**INSTRUCTIONS FOR FILLING OUT THE**

**EXPRESSION OF INTEREST FOR NATIONAL PORTFOLIO FORMULATION EXERCISE (NPFE)[[1]](#footnote-2)**

**Part I: REQUEST Identifiers**

**Submission Date:** The date of first submission.

**Country:** Name of Country

**Part II: Information and Budget**

**Activity Objective:** This field is already pre-filled as all NPFEs have the same objective.

**Proposed Activities, itemized:** Identify specific activities that will be undertaken to achieve the expected objective. Provide detailed and itemized cost estimates for each activity. Suggested activities that can be supported by the GEF Secretariat are:

1. Local consultations, national hearings, and or/workshops to discuss specific project and/or program concepts[[2]](#footnote-3). At a minimum there should be two meetings:
   1. The first meeting should focus on reviewing the country’s priority global environmental issues within the framework of GEF focal areas. This meeting should draw on relevant national strategies, plans and priorities (especially as they are presented in national strategic documents prepared for the various international environmental conventions relevant to GEF activities).
   2. The initial meeting could be followed by a series of institutional and local consultations.
   3. The final meeting should discuss and define the potential priority projects for funding under GEF-6[[3]](#footnote-4).
2. Communication materials that could facilitate discussion and translation into local language, where appropriate.

**Total cost:** The amount that GEF would allocate to the proposed activities.

**Categories**: in the first column select one of the categories from the drop-down list. In the second column provide details as appropriate (see categories below):

1. Meetings: cost of the meeting room (including rental of audiovisual equipment); coffee breaks; meals.
2. Materials: photocopies; stationery
3. Travel: cost of tickets indicating origin and destination; number of days; number of people; daily per diem; daily cost of the hotel (note: please take into account that if meals and hotel are already covered, per diem must be reduced by 60%).
4. Consultants: local consultants may be hired to facilitate the workshops and meetings;
5. Miscellaneous: provide details. The sum of all miscellaneous categories cannot exceed US$500 dollars.

**Ineligible expenditure items include salaries for regular staff; purchase of software and equipment such as computers etc.; and civil works.**

**Expected Milestone Dates**

**Start Date:** The expected date for the start of the activities indicated in Part II.

**End Date:** The expected date when the OFP submits the NPFD to the GEF Secretariat (maximum ten months from start date).

**Please submit the expression of interest to the following GEF Secretariat account: gefnpfe@thegef.org**

**Annex 1**

**Guidelines for the Contents of the National Portfolio Formulation Document (NPFD)**

The National Portfolio Formulation Document is the main output of the NPFE process. It is recommended that the final document be no longer than 15 pages and contains the following elements.

a) Description of the National Steering Committee.

The country should describe the national steering committee, or similar body/ process, its composition (organizations) and how it functions. This committee could be chaired by the country’s GEF Operational Focal Point, and include, inter-alia, the ministries of environment, agriculture, industry, energy, planning and finance, convention focal points, the SGP national coordinator, as well as representative of civil society and community based organizations and the private sector. The composition may be adjusted to take into account each country’s circumstances. Principles of transparency and inclusiveness of national stakeholders, including civil society and community based organizations will be taken into consideration when planning the exercise.

b) Description of activities as outlined in the application

The Report will include a description of consultations that the operational focal point or the national steering committee held to carry out the NPFE process.

c) Brief description of country’s environmental challenges in different sectors and strategies to address them.

This section will draw on existing national strategies, plans, priorities and other documents, especially those prepared under the conventions and/or agreed with development partners (bilateral and multilateral). In particular, this section should focus on the following GEF focal areas (where relevant):

* climate change (mitigation and adaptation);
* biodiversity;
* land degradation, primarily desertification and deforestation;
* chemicals and waste (in particular with reference to the Stockholm Convention, Minamata Convention and the Montreal Protocol, as appropriate);
* capacity development;
* international waters;

d) Proposed Projects for GEF-6.

The NPFD should clearly note the level of indicative STAR allocation for the country. The report should also contain a description of country’s GEF portfolio, including projects and/or programmatic approaches, eligible under the GEF 6 for both STAR and non-STAR focal areas.

Each project concept should (where appropriate) include the following information:

* Proposed Project title
* Project objective and main outcomes (including GEF-6 focal area strategies/objectives/ programs)
* Indicative amounts for GEF grant and co-financing
* An outline of how implementation of these projects will contribute to the goals of the Conventions (CDB, UNCCD, UNFCCC, Stockholm, Minamata, Montreal Protocol [for CEITs])
* The use of the flexibility mechanism (when applicable)
* Proposals for multi-focal area and multi- trust fund projects
* The use of incentive mechanisms for SFM and integrated approaches (when applicable)
* Issues related to gender, indigenous peoples and civil society organizations should be highlighted as appropriate.

Please refer to GEF-6 Programming Directions and GEF-6 Policy Recommendations documents for further guidance

e) Potential Areas for Regional Collaboration

The document can also highlight pressing global and regional environmental problems on which regional and sub-regional level cooperation will be necessary. The document can indicate new or existing regional initiatives for which the country’s government would favor GEF support.

1. To be submitted in Word format and in English. [↑](#footnote-ref-2)
2. GEF Agencies and GEF Project Agencies may be invited as appropriate. [↑](#footnote-ref-3)
3. At the country’s request, the GEF Secretariat may participate. The cost will be covered by the GEF Secretariat. [↑](#footnote-ref-4)