

GEF/UNDP SGP TEAM MEETING: (9th July 2015)

Members Present –

1. Mr. P.S. Sodhi; Mr. Anil Arora; Sumit Verma; Gaurang; Bibhu Tripathy; Pritom De; Hardeep Singh; Swarnamayee and Himashree

The late afternoon session was devoted to have a meeting with all the Regional Staff at IIFM premises. Mr. Sodhi desired the Regional Team members that they should brush their knowledge for disseminating and guidance accurately to NGOs/CBOs.

-They should make field visits with the thinking as a learning platform and spend time in the field area. DURING THE FIELD VISITS SPEND NIGHTS IN VILLAGES WITH TEAMS. They should build relationship and command respect because of their knowledge and personality and not because of being on the donor side.

-The OP6 is getting through shortly and we need to be ready to accept additional responsibility and show initiatives and focussed thoughts. They should organise themselves and keep records of what they do.

-The details were provided on the purpose behind the Planning Grant.

-The Proposal Summary format was discussed and explained and how we should have the uniformity in filling up the information.

-The staff was informed to fill up the summaries in portrait format in word document and without using “headers” and “footers”.

-The staff was briefed on how to do assessment of an NGO and how to assess whether the proposal is made by a consultant or by the NGO himself. Bibhu was asked to share the format with the staff on how to do assessment of an NGO.

-The staff was explained that the term in the summaries should be used as “Recommended for Approval/Revision/Rejection” and not “Rejected” etc. as the decision-making authority for the proposals is the NSC and not the RC or the RCM.

-The staff should interact seriously with NGOs only when they are sure the proposal is worthwhile to avoid expectations of the NGOs and their assumption that their proposal will be approved once they provide all the required details. The staff should not get fascinated with the idea proposed by an NGO but should get into the details as to what the NGO wants to do and how. They **should do value-chain analysis** on the proposal and look at backward/forward linkages. They should verify that the NGO is not black-listed and they could check these on the websites of IICA, Income Tax Department, MoEF&CC and Rural Development Ministry.

-Bibhu was asked to send the “Compendium” to all staff which should be read by all. They were informed that any technology can be transferred to any Region/part of the country.

-The staff was informed that while preparing Attendance Sheets for any meeting, they should use only one Sheet to cover all the days where the participants should sign, rather than filling separate sheets with all the details of the participants.

Presentation by Dr. Manisha Garg: She took up the topic of “GIS – an effective tool for rural development management”. She explained that every MIS is different from each other but

MIS is important and is a systematic process to manage something. She explained that the geographical and geological analysis should be done of any MIS system as every MIS management model has the components of (1) Planning; (2) Organizing; (3) Commanding; (4) Co-ordination; and (5) controlling. She explained that the GIS is a software and a package and provides real time information.

Mr. Sodhi continued the meeting:

-He added that the staff should always be informed that they should verify the credentials of a resource person before inviting for any meeting.

-All responses to NGOs have been sent relating to approval, revision and rejection of their proposals, with copies to RCs. **If any NGO reports of not having received any response to their proposal, the staff should scan the letter and send to them as a system.**

-Mr. Sodhi desired that all the staff should go through the websites of ICAR and check their Departments and Institutes. He requested that all **should also go through the following websites to empower and up-date themselves with latest policies/schemes, etc:**

-Pollution Control Board; Agriculture Department; Rural Development Dept; MGNREGA; Fodder dept; Water resources; Women and Child Development; DoNER – for North East; Autonomous bodies –CFRI, CRRI etc

-They should also study the details of CSR from IICA's website.

-Hardeep you need to also sit with Anil and finalize the budget lines effectively and see what is the present position of expenses etc; we also need to finalize the follow on the Audit points

-For solar based technologies and subsidies, MNRE has the list of products and suppliers and the subsidy is now passed on by the supplier instead of claiming by the consumer from MNRE. Gaurang and Himashree should compile a list of donors and share with us, once completed.

-Mr. Sodhi desired that each regional staff member should prepare slides of all approved projects from **OP3 to OP5** capturing the information relating to (1) Baselines; (2) each technology adopted; (3) Names of Tribal Groups, if any (4) GEF ability (in terms of numbers); (5) Innovation; (6) Policy change brought, if any; (7) Gender mainstreaming; (8) Co-financing; (9) strength of NGO; and (10) sustainability. Therefore, they should continue making slides for the new recommended proposals.

-The regional staff should regularly **send fortnightly reports starting from June 2015** and a hard copy should also be sent, **including planning for the next two months.**

-The staff should **not organize workshops on their own but should bring to CPM's attention if** a need arises and we will properly develop agenda and organise them. If Southern Region wishes to conduct a workshop, Swarnamayee should find details and coordinate. The regional staff should be friendly to NGOs and should bring technology linkages and do networking on technology sharing. They should not do policing. The regional staff should not organize Green Haats at their level.

-Pritom is asked to provide a list of grading of NGOs from OP3 to OP5. He should also upload all MTRs of NGOs on Intranet.

The regional staff should develop a format on what is the project completion date and when to seek extension. The request for extension should reach well in advance of the original project completion date to enable us to extend it to avoid any audit observation.

-The staff should read the MOAs when the copies are shared with them. They should ensure that the NGOs send a copy of the blank cheque with the MOA covering letter to avoid any error in release of payment to them.

-The NGO should book expenses from the date of MOA and not from the date of the sanction of the project.

-The NGOs should submit the QPRs on a calendar basis, i.e. for the period ending on 31st March, 30th June, 30th September and 31st December. The first QPR should include the odd months when the project is approved. The QPR Form will also be corrected accordingly to mention that the 1st QPR should include the period from the date of approval of the project.

-The staff was informed that no funds should be used for making toilets from the SGP funds. The projects like CORE and Sacred Earth are an exception as they have components of clear CO2 emission reduction factor included in their approved proposals.

-Important to develop listening quality. In one-to-one meetings with NGOs/CBOs, should listen to them for an hour to know about the NGO capacity, background, knowledge and see the aspects of the knowledge on the project or it is based through consultants; use the NGO assessment format as attached. To find out whether it is an NGO representative or a consultant, ask questions about past projects

-Format for RCM/NSC to be with each on the persons. Anil to circulate the details. Name, address and Telephone

-When writing details in the project summaries; then the comments should be complete sentences; clear and measurable. Summaries should be made in vertical format in a word document. Always reply on receipt of proposals as received. Projects should have correct Titles, please see and check !!!

-SGP looks for Action projects and not research proposals. Proposal for them. Guidance to provided by SGP team; Important to do backward- forward linkage; Do value chain analysis for proposals developed; While providing any appliance/asset to the HHs, get a certified note from the NGO. For e.g. This is to certify that this *chulha* will be taken care of by this beneficiary.

-Discussion on BMCs. The power lies with the secretary who can take legal action against trespassers. BMC soft copy is available at NBA website; download and read all and also see the PBRs (People's Biodiversity Registers).

-In our project proposals assessments, we should include and focus on – innovation, define through project what is it and how attempted, names of tribes being affected with, photos of new/innovative technologies, addtionality what the project will bring, policy influence, linkages

and all 25 indicators in the results based format, how we will do. We all need to build on the principles of Knowledge Management – in sharing knowledge, ideas, skills, practices in between ourselves and how we as partners are ensuring the benefits to pass down the communities; learn and build on each other's success, strengths and also learn on different technologies, processes and institutional skills that each partner is using in their projects;

-Leverage and disseminate best practices in neighbouring villages through the use of the village volunteers and their skills and interface with technologies need to be enhanced;

And he added at the project levels

-more measurability needs to be defined in the reports in terms of social, institutional, economic and environmentally benefits through the project, more so in the scaling up projects and address expectations of each stakeholders in projects;

-Create more visibility through a communication strategy in every project. How the banners, logos use etc has to take place and explained with examples. He informed that we are going to circulate the details of each project to the respective District Collectors of the areas of each NGO partner with whom the partners should get in touch to obtain support relating to various ongoing government programs/subsidies and projects in the area. (All Partners).

The partners were informed that the GEF/SGP funds can be used for up-scaling or for replication projects only if they are innovative and the activities are adopted in areas other than the ones where an earlier project has been taken up. Such projects are only entertained if strong institutionalized systems have been established in the earlier phase.

The SGP funds do bring flexibility and the experiences are meant for learning and there is a scope in the projects for mid-course correction with the approval of the CPM. The SGP does not shy away from linking with the activities of other donors. The SGP funds are meant for actions that serve as a direct response to the community needs rather than forcing upon a top-down approach. These funds bring additionality to strengthen the stand that the NGOs may have taken in their programs, explained the Co financing and Sustainability; and how to access and link, define the indicators in each project in terms of Areas in Hec, Households (HHs), No. of people in the (HHs), areas brought under better fertility, new areas in cultivation, no. of MTs CO2 saved, woodlots saved, etc, indicating that all the indicators may not be useful, therefore we need to choose them.

The meeting came to conclusion at 08.30 pm on 9th July 2015. Mr. Sodhi thanked all staff members for their whole-hearted participation.