

**SAMOA INFRASTRUCTURE ASSET MANAGEMENT
PROJECT**

PHASE 2

C6 COMPONENT

RISK ADAPTATION MEASURES

SMALL GRANT SCHEME

INTRODUCTION

Strengthening the resilience of local coastal communities to withstand the impacts of natural hazards often require a mix of structural measures as well as non-structural solutions that are low-cost, small scaled and low tech. The non-structural measures involve the restoration of shoreline assets and marine natural resource systems that play key roles in coastal protection at the same time providing economically to community livelihoods.

The low-cost and small-scale nature of many soft options makes it appropriate that local communities implement them. Under the Samoa Infrastructure Asset Management Project Phase 2 (SIAMP2), a Small Grant Scheme is established as the mechanism for financing these.

A. GENERAL INFORMATION

1. Component C6 - Risk Adaptation Measures

- 1.1 The Government of Samoa will implement, through the Ministry of Natural Resources and Environment (MNRE), under Component 6 a small grants program called Risk Adaptation Measures Small Grants Scheme (RAMSGS). Financed by a grant from the International Development Association (IDA), this program is part of the larger SIAMP2.
- 1.2 Component C6 (RAMSGS) will be implemented by MNRE who will provide administrative support and technical advice. It will be planned in conjunction with component B6, infrastructure risk mitigation measures using a rolling annual coastal infrastructure management (CIM) programme of risk mitigation measures which is currently under preparation. This programme will be developed to incorporate the priorities identified by the CIM plans, a broader range of soft and structural interventions, and a reasonable geographical spread.

2. The grants operational manual

The purpose of the grants operational manual is to:

- 2.1 Familiarise the MNRE, non-governmental organisations (NGOs), community-based organisation (CBOs) and other eligible entities with the objectives of the proposed RAMSGS and the means by which they will be implemented and managed.
- 2.2 Define the eligibility criteria, the application procedures and the implementation guidelines for RAMSGS supported activities.

3. Objectives of the RAMSGS

The objectives of the RAMSGS are to:

- 3.1 Strengthen the resilience of coastal communities and groups vulnerable to the impacts of natural hazards.
- 3.2 Support local community groups, NGOs and eligible entities carry out non-structural and practical interventions at the community levels.
- 3.3 Provide opportunities for direct community involvement in coastal hazard management.

4. Funding of the RAMSGS

- 4.1 The RAMSGS is financed from the SIAMP2 during the period from 20 January 2004 to 31 December 2008 with a total grant of S\$300,000.
- 4.2 The total allocation for each approved project under this grants programme will not exceed S\$15,000.00 and not less than S\$5,000.00.

4.3 The main purpose of the grant scheme is to fund the implementation of physical works for non-structural mitigation measures to coastal hazards. It is expected that a minimum of 75% of the financing shall be used for physical works. Within this framework the grant program can be used for consultant services, goods and minor civil works. No taxes (including VAGST), import duties or salaries are to be paid for out of grant monies.

B. ELIGIBILITY CRITERIA FOR THE USE OF RAMSGS FUNDS

Project grants under the RAMSGS will be awarded on a competitive basis only to those applicants and proposals which meet the eligibility criteria.

1. Eligibility criteria for applicants

The target populations for the small grant schemes are sea-side communities that are most affected by natural hazards. Eligible applicants for grants are the various not-for-profit community groups and organizations fitting the following criteria.

- NGOs
- CBOs including village and church youth groups, village sports clubs, village women's committees and others.
- Eligible NGOs:
 - a. must be formally constituted, and where relevant, registered in Samoa and be currently maintaining or willing to establish before receipt of a grant, formal records of accounts.
 - b. must have or be willing to establish a bank account with a designated signing officer and executive officer(s) responsible for the organization's affairs;
 - c. must have a board or another effective mechanism for community participation and accountability;
 - d. must show their commitment to the proposed initiatives through financial¹ and/or in-kind contribution.
- Eligible CBOs that are not formally constituted:
 - a. must be recognized and supported by the village council of chiefs
 - b. must have or be willing to establish a bank account with a designated signing officer and executive officer(s) responsible for the organization's affairs;
 - c. must have a board or another effective mechanism for community participation and accountability;
 - d. must show their commitment to the proposed initiatives through financial² and/or in-kind contribution.

2. Eligible focal areas

The following focal areas constitute the broad scope from which eligible activities and projects will be selected:

- Rehabilitation of shoreline and marine ecosystems such as coral reefs, lagoon flats, sand beaches, mangrove areas and marshlands.

¹ The minimum financial requirement is the ability to cover project related taxes as well as operating and maintenance costs.

² The minimum financial requirement is the ability to cover project related taxes as well as operating and maintenance costs.

- Sustainable management of marine resources vital to community livelihoods;
- Risk reduction for assets and property of importance to the livelihoods of communities;
- Community awareness raising and education for natural hazard management

3. Example of eligible activities

The following are provided as examples of proposals which can be considered under the RAMSGS:

- Activities that directly enhance the resilience of seaside communities. For example, planting schemes for coastal erosion control, proper management and or enforcement of sand-mining and land reclamation bans.
- Initiatives that enhance the resilience and protection of vulnerable coastal ecosystems such as coral reefs, mangrove forests and marshlands, e.g. coral replanting schemes, widening of channels for wetlands flushing; mangroves replanting, control of crown-of-thorns outbreaks, establishment and enforcement of no-take zones for live coral harvesting and other marine species etc.
- Activities aim at strengthening the resilience of important community assets including their relocation, rerouting etc. from shore-fringe sites of high vulnerability to more protected locations. E.g. relocating a water tank; protection for shoreline freshwater pools or communal drinking water sources.
- Educational activities that promote the awareness of particularly vulnerable coastal communities of different hazard management options. E.g. awareness workshops focusing on the merits and pitfalls of sand mining, coastal area reclamation, or different hazard management options.
- The repair or replacement of cyclone damaged marine conservation facilities (other than buildings) such as conservation signage, floats for marine reserve demarcation, etc.

4. Examples of types of ineligible activities

- Activities that do not contribute directly to enhancing the resilience of coastal fringing communities against the impacts of natural hazards. For example, maintenance of access roads;
- Activities that do not contribute to enhancing the resilience of shoreline structures important to community security and coastal resources and ecosystems.
- Activities that are unacceptable under the CIM plans, and or not consistent with the CIM national strategy.
- Activities on inland areas considered outside the shoreline zone targeted by this Project.
- Activities of a commercial nature that are at the same time privately owned.
- Activities proposed by applicants not eligible under the eligibility criteria for applicants defined in this manual.
- Activities that do not fully satisfy the eligibility criteria for projects defined below.

5. Eligibility criteria for projects

Applicant's eligibility criterion:

- 5.1 Proposal is submitted by an organization that qualifies under the eligibility criteria for Applicants of the RAMSGS as defined in this manual.
- 5.2 Social and ecological resilience criterion
Proposal should promote the resilience of local communities and shoreline ecosystems to withstand the impacts of natural hazards.
- 5.3 Technical feasibility criterion
Proposal should be technically feasible with realistic implementation plans that can be implemented within the life of the RAMSGS and by the capacities assessed to be available to the proponent.
- 5.4 Financial criteria
The budget for the proposed project is realistic, within the limit defined for grants under the Scheme, and takes into account all likely costs and identifies adequate sources of funds.
- 5.5 Environmental and social criteria
The proposed activity should be at least environmentally and socially neutral (i.e. no adverse environmental or social impact) and preferably contributing positively to enhancing the environmental values of the area.
- 5.6 Institutional criteria
Proposal should contribute to advancing the objectives of the CIM plan already developed for the district.
- 5.7 Where the proposed project site is outside those areas with CIM plans already developed under IAMP1, the proposal should be consistent with the strategic priorities for actions defined in the CIM national strategy.
- 5.8 Community-support criteria
- Proposals should have strong community support and participation. Proposals by village groups should be accompanied by a signed letter-of-support from the Pulenu'u on behalf of the Council of Chiefs.
 - Projects proposed by NGOs involving villages should similarly have evidence of consultation with and support of the participating community.
- 5.9 Counter-parting responsibilities
Grant applicants will:
- provide in-kind contribution equivalent to no less than 25% of total requested amount.
 - Be responsible for any on-going maintenance required.
 - Agree to pay for any project-related taxes (including VAGST) and operating expenses.
- 5.10 Proven record of success
Applicants that have previously received grants from other programs should have a proven record of successful implementation.

C. THE GRANT PROCESS

A Grant Operations Committee (GOC) will be established to review and select proposals for funding based on the defined eligibility criteria and to monitoring and advice on grants implementation.

1. Composition of the GOC

- 1.1 The GOC members will be unpaid and there will be no allowances. The GOC will be chaired by the CEO of MNRE and include representatives from:
- Ministry of Finance (1), appointed by the CEO
 - SUNGO (1), appointed by the president of SUNGO

- PUMA (1), Assistant CEO PUMA who will also serve as deputy chair
- Ministry of Women and Community Development (1), appointed by the CEO.

The small grants scheme manager will attend as secretary and non-voting member.

- 1.2 GOC decisions (including the selection of proposals) will be made by consensus, with the option of voting when necessary.
- 1.3 The GOC can seek external and independent technical advice from time to time.
- 1.4 The deputy chair of the GOC will act on the chair's behalf in his absence.
- 1.5 GOC members will declare their conflict of interests and not participate in the deliberations and decision-making related to any proposal or proposing organization to which they are directly and or formally affiliated.

2. Tasks of the GOC

- 2.1 The GOC is responsible for reviewing all proposals and selecting proposals for funding, and for overseeing the proper administration of the RAMSGS.
- 2.2 With the support of MNRE, the GOC will:
 - (a) Meet no later than within 6 weeks after the closing date for the submission of project proposals in Rounds 1 and 2, and thereafter on a schedule to be determined by the chairman.
 - (b) Ensure that proposals recommended for consideration meet eligibility criteria;
 - (c) Evaluate and grade proposals on the basis of agreed criteria set forth in this manual, taking into consideration the technical evaluation for each proposal prepared by MNRE.
 - (e) Ensure that notifications to unsuccessful applicants are made with explanation of the reasons for non-success.
 - (f) Review progress and financial reports by recipients and field monitoring reports from the small grants scheme manager, and advise as appropriate on actions to be taken.
 - (g) Ensure that proper files of each recipient are properly compiled and kept up-to-date and will include their initial application, a copy of the contract or letter of agreement, copy of all progress reports, and a copy of the final terminal report showing completion of work.

3. Application process

- 3.1 MNRE will conduct public workshops in Savaii and Upolu to raise local awareness of the SGS and to explain its requirements. Workshops will target pulenu'u and representatives of other eligible groups.
- 3.2 Proposals will be invited publicly in the Savali and Observer newspapers and on SBC1-TV, in Samoan and English.
- 3.3 Proposals will be invited in two rounds, the first immediately following the completion of the public workshops, and the second, 6 months after the first invitation.
- 3.4 Applications will be on pro-forma application forms. The forms will be distributed to interested parties during the workshops, or may be collected from MNRE (PUMA) office.
- 3.5 Application for grants will be addressed and delivered to c/o – CEO, MNRE.

- 3.6 All applications will be subject to a thorough technical review and evaluation process, which will likely require site investigations.
- 3.7 Successful applications will be informed via a formal letter from the CEO, MNRE as chairman of the GOC.
- 3.8 Grants amounts will be in the range of S\$5,000 and S\$15,000.
- 3.9 Grant applications will include a detailed implementation plan.
- 3.10 Grants will be disbursed in two payments – the first 50% will be released following signing of a contract agreement. The remaining 50% will be made at an agreed point depending on the grantees' satisfactory performance.

D. FINANCIAL REGULATIONS FOR CERPSGS GRANTS

1. No project activities or associated budget commitment will be approved before a grant is awarded.
2. No grant funds will be transferred without evidence of a signed agreement between the GOC and the grantee which contains the project implementation plan and conditions on the use of the grant monies.
3. When the contract is signed, the first payment of 50% of the value of grant will be deposited into the grantee's bank account. The remaining 50% of the grant will only be deposited in the grantee's bank account when the GOC is satisfied with the progress of the project.
4. No taxes (including VAGST), import duties or salaries are to be paid for out of grant monies. These must be met from other sources and a non-revocable undertaking to meet these costs and all other costs of the project which will not be covered by the grant must be provided by the grantee prior in the proposal.
5. No grant activities or the associated budget commitment will exceed the time frame of SIAMP2, which is the completion date of the Project as specified in the legal agreement.
6. The grantees will be required to maintain detailed records of expenditure of project funds (from the grant and other sources) in a form acceptable to the GOC and make available to the MNRE upon request.
7. Financial records are to be kept during the project and for two years after the conclusion of the grant period and are to be made available for independent audit during this period as required.
8. Grants can be used for goods, consultant services and civil works. Eligible expenditures include:
 - Consultants
 - Planting materials (seedlings, seeds, saplings)
 - Hand tools
 - Local training/workshops support costs
 - Training materials
 - Equipment and consumables (no previously-owned goods allowed)
 - Local transportation including hiring of boats
 - Hire of specialized equipment and supplies for marine monitoring and surveying purposes;
 - Hire of heavy machinery
 - Small civil works
9. Reports on expenditure and progress of each approved project are to be submitted to the GOC at mid-term and end of project.
Ineligible expenditures include:

- Purchase of capital assets e.g. vehicles.
- Wages or allowances for the beneficiaries.

E. USE OF GRANT FUNDS AND REPORTING REQUIREMENTS

1. Use of grant funds

- 1.1 Once the grant proposal is approved, the MNRE prepares contracts for signature by the grantee and itself (see Annex 1). The MNRE also prepares the first payment. This will be distributed to grantees either directly or at a public ceremony. Grants will be made in two payments. The first will constitute 50% of the approved grant amount and will be processed and disbursed after the signing of the contract. The second 50% payment will be made at an agreed point depending on the grantee's satisfactory performance.
- 1.2 All recipients of grants must implement the grant awards with due diligence and efficiency, according to the terms and conditions of the contract and the procedures set out in this operational manual.
- 1.3 Grantees may exercise discretion to reallocate under-expended funds for one approved activity to another approved activity on condition that the details of the reallocation and the reasons for the under-expenditure are clearly recorded in the financial records of the grant. However, reallocation of more than 20 percent of the grant can only be approved by the GOC.
- 1.4 Grantees may not expend funds for approved activities on an activity which has not so far been approved, except where they have the explicit agreement in writing of the GOC. Copies of such an agreement must be held in the relevant financial records of the grant.
- 1.5 The MNRE will provide guidance to grantees on implementation, procurement, accounting, and monitoring and evaluation of grant awards.

2. Reporting requirements

2.1 Financial reports

During the implementation process, it is responsibility of grantees to submit financial reports on grant expenditures to the MNRE twice (at mid-term and end of the project). The MNRE will prepare a reconciliation for each grant at the end of first funding period and, based on this reconciliation, release the second payment to grantees.

2.2 Progress reports

Grantees will submit progress reports to the MNRE twice (mid-term and end-of-project completion report). These will summarize the outputs, outcomes, impressions and lessons learned from implementation of the grant. These reports will form the basis of the MNRE-produced annual monitoring and evaluation report which will be submitted to the GOC and IDA for consideration.

2.3 The GOC will report to the SIAMP2 Project Steering Committee on the progress of the RAMSGS at every Project Steering Committee meeting. These reports will be reviewed during joint supervision missions of the Government of Samoa and IDA.

2.4 The MNRE will arrange bi-annual meetings at which grantees present the outcomes of their work and share experiences with stakeholders. Where appropriate, the MNRE will assist grantees to publish papers on their project to more widely disseminate lessons learned.

- 2.5 IDA shall reasonably request grantees' financial and progress reports from time to time for examination and will exchange views with the MNRE and grantees on the progress and results of the projects.
- 2.6 The proceeds of the RAMSGS grant can be suspended or terminated upon failure of the grantee to perform its obligation under the contract.

F. PROCUREMENT METHODS

Grantees selected to receive RAMSGS grants will follow the procurement guidelines listed below:

1. Goods

- 1.1. Purchase of goods (cost less than US\$12,500 equivalent per contract) will follow prudent national shopping procedures in accordance with paragraphs 3.5 and 3.6 of the Bank Procurement Guidelines, meaning that grant recipients should compare price quotations from at least three suppliers.
- 1.2. Alternatively, goods (cost less than US\$ 12,500 equivalent per contract) may be procured from the Inter-Agency Procurement Services Office in accordance with the provisions of paragraph 3.9 of the Bank Procurement Guidelines.
- 1.3. For commonly purchased items, such as stationary and general supplies, the PMT may obtain the required number of price quotations and nominate pre-qualified vendors that offer competitive prices (pre-qualification will be reviewed at least once a year).

2. Civil works

- 2.1 Civil works shall be procured with community participation procedures that are in accordance with the Bank Procurement Guidelines, section 3.15 and the Community-based participatory process as detailed below.
- 2.2 The Grantees will first bring to the attention of the whole population of the community the notifications of the civil works under the RAMSGS grants. Decisions for the civil works construction as well as its supervision will be made by the community representatives. There are two following options.
- *Option 1:* the civil works can be sub-contracted to a qualified national contractor or a NGO, using the quotation procedures with the comparison of two price quotations.
 - *Option 2:* the civil works can be carried out with the contribution of in-kind or paid local labor from the community. Construction materials will be procured in accordance with national shopping procedure as described above.

3. Consultant services

The hiring of consultant services will follow individual selection procedures in accordance with the provisions of paragraphs 5.1 through 5.3 of the Bank Consultant Guidelines. This means the consultants are to be selected on the basis of the qualifications for the assignment. They may be selected on the basis of references or through comparison of qualifications among those expressing interest in the assignment or be approached directly by the grant recipients. Individuals employed by grant recipients shall meet all relevant qualification requirements and shall be fully capable of carrying out the assignment. Capabilities judged on the basis of academic background, experience and as appropriate, knowledge of the local conditions such as local language, culture, administrative system and government organization.

Annex 1

Model Contract

between

Government of Samoa

Ministry of Natural Resources and Environment

and

Risk Adaptation Measures Small Grants Scheme -Program Grantee

Government of Samoa

Samoa Infrastructure Asset Management Project Phase2

Grant Agreement

for the implementation of the

Risk Adaptation Measures Small Grant Scheme

Name of Grantee

Organisation:.....

Project

Title:.....

Date Contract Signed:.....

Total Approved Grant Amount:.....

Period of Grant: (Date).....to

(Date).....

CONTRACT

Source of Grant Funds - Development Credit Agreement for Credit No. 3848-WSO signed on 20th January 2004 between the IDA and the Independent State of Samoa.

The Undersigned Parties - This contract is signed on between the Chief Executive Officer, Ministry of Natural Resources and Environment (MNRE), and

.....
(name of grantee organisation)

During the period of delivery and implementation of
.....
(name of approved project grant)

the two parties above agree as follows:

The Ministry of Natural Resources and Environment agrees to:

- Provide a small grant of a total amount of S\$..... to in accordance with the conditions stipulated (name of grantee organisation) in the Grants Operational Manual.
- Provide the first instalment of S\$..... being 50% of the total grant amount on
- Provide the second instalment of S\$....., being the remaining 50% on.....subject to satisfactory performance.

..... **agrees to:**
(name of grantee organisation)

- Use the grant funds not before the approved starting date ofand no later than the closing date of
- Use the grant funds in accordance with its proposal of as amended and approved by the Grants Operations Committee on
- Purchase goods and services and hire consultants in accordance with the procurement procedures stated in the Grants Operational Manual.
- Return any unused grant funds to the Ministry of Natural Resources and Environment no later than two weeks after the closing date or the termination of the contract.
- Keep full and detailed records to account for all grant funds and expenditures and grant activities to the satisfaction of the Grants Operations Committee

- Provide mid-term and completion financial and progress reports to the Grants Operations Committee in accordance with the Grants Operational Manual.
- Arrange initial, progress and final public meetings to inform stakeholders and community members of the details of the project, amount of the grant funds supplied under the RAMSGS and from other sources and details of how the funds are to be dispersed and to give account of the actual expenditures and project achievements.

Suspension or closure

Grant activities and authorities to expend funds may be postponed or discontinued by the Grants Operations Committee if in the view of that Committee, the grantee organisation is not performing in a satisfactory manner.

Delay or failure in the implementation of the approved grants due to mistakes, errors or negligence on the part of the grantee organisation will be taken into account in assessment of any future RAMSGS by the same organisation.

Force Majeure

If delay in the implementation of the approved grant is due to force majeure, the sanctions in the above “Suspension or closure” clause of this contract will not be applied.

Force Majeure includes among others:

- Natural disaster or climatic conditions that make the implementation of the approved grant impossible
- Riots, war or chaotic situation that makes the implementation of the approved grant impossible
- Other situations beyond human capacity as accepted by the Grants Operations Committee

In the case of force measure the, the grantee organisation should inform the MNRE Small Grants Scheme Manager within 14 days of the event and should inform the same as soon as possible when the situation has again become normal.

Settlement of disputes

Disputation arising out of this contract will be settled wherever possible by negotiation between the parties. When this cannot be achieved, an arbitrator selected by the Project Coordinating Committee will make a binding determination.

Other

This contract will be considered valid and binding when signed by the authorized representatives of the parties.

.....
 Chief Executive Officer, MNRE
 Date.....

.....
 Representative of Grantee Organisation
 Date.....

Annex 2

Application Guidelines and Evaluation Checklist

for

Risk Adaptation Measures Small Grants Scheme

Purpose of this checklist

To provide a checklist for applicants on the essential information that must be provided in an application for a grant under the RAMSGS.

The Grants Operations Committee in assessing whether applications are complete will also use the checklist.

Applicants are free to develop their application in a format of their own choosing. They must make sure that the information they provide contains all of the matters listed in this checklist.

Applicants are encouraged to provide a summary of their application using the checklist format.

Items marked * are essential and an application will not be considered complete unless this information is provided. The Grants Operations Committee may not review incomplete applications.

1*	Name of the proposed project	
2*	Brief summary of the proposed project	
3*	Name of the applicant organisation	
4*	Name and position of the person who will be the Project Leader directly responsible for implementing the proposed project Phone number and other contact details	
5*	Has the relevant senior executive of the applicant organisation signed the application AND provided guarantees of funding from non RAMSGS sources?	Yes / No Details
6*	Does the applicant organisation meet the criteria for grants under the RAMSGS?	Yes / No Details
7*	Does the application make it clear how the project will advance the goals of the RAMSGS and is consistent with the priorities of the Government?	Yes / No Details
8*	Does the application describe: - how the beneficiary community was consulted during the preparation of the proposal? - the intended impact on the community and where relevant identify support from community representatives?	Yes / No Details
9*	Total budget for the project	
10*	Total budget amount sought through RAMSGS	

11*	Does the application adequately outline how the budget will be allocated?	Yes / No Details
12*	Does the application adequately outline how goods and services will be procured in accordance with the requirements of the RAMSGS Grants Operations Manual?	Yes / No Details
13*	Does the application contain a clear implementation plan and is there sufficient evidence that this can be achieved?	Yes / No Details
14	Does the application clearly describe what the achievements expected in the period of the grant?	Yes / No Details
15	Does the application clearly describe what is intended to be done in the applicant organisation after completion of the grant period if the outcome of the pilot is successful (e.g. continued internal funding for project activities, changed practices or priorities)?	Yes / No Details
16	Does the application adequately show how equipment purchased under the grant will be maintained after the grant period?	Yes/No Details
17	Does the application clearly describe how the lessons learned from the project will be shared with others?	Yes / No Details
18*	Does the application clearly identify if it will have environmental or social consequences and if so, are these adequately addressed?	Yes / No Details
19*	Has the applicant previously received a RAMSGS grant?	Yes / No Details