**­­TIPS IN COMPLETING AND SUBMITTING GEF PROJECT IDENTIFICATION FORM (PIF) TEMPLATE**

**General:**

1. The official language of GEF is English.
2. Send documents in 2 separate files (1 PIF in Word, 1 Endorsement Letter(s))
3. Be sure to use the [latest template](http://www.thegef.org/gef/guidelines_templates) as posted in the GEF website (identified in footer by date)
4. Address your proposals to GEFSEC ([gcoordination@thegef.org](mailto:gcoordination@thegef.org)) but must also be copied to all GEF Partner Agencies[[1]](#footnote-1) and STAP[[2]](#footnote-2)
5. Use your institutional registries to send your documents and other official communications.
6. Avoid sending documents using your personal emails. (difficult to search)
7. Provide the focal area[[3]](#footnote-3) prefixes (BD, CC, LD, IW, CW, CD, MFA) in your subject email. (for Program Assistants processing guidance)
8. Documents received by 2:00 pm is logged on Day 1. Documents received after 2:00 pm is logged on Day 2.
9. If your submission does not show up in the [Weekly Program Management Bulletin](http://www.thegef.org/gef/pmb), call the attention of the GEF Program Coordination.
10. Project review standard for GEFSEC is 10 days.
11. Response standard for Agencies is 10 days.

Template Features:

1. The template is locked and allows the Agency to work within the confines of the provided “data fields”.
2. The “data fields’ in the template are coded with a view for automated checking through a Validator.
3. Relevant links to GEF policies and procedures are provided as background information on important issues.
4. Footnotes provided where clarity is needed.

[**PIF Template**](http://www.thegef.org/gef/sites/thegef.org/files/documents/document/GEF-6%20PIF%20Template-July2014_2014-08-21.doc)

**Part I: Project Information**

1. PIF template should be filled out and completed accurately and submitted in Word bearing the signature of the Agency’s Executive Coordinator or his/her designate. OFP endorsement letter(s) should be appended to the PIF template.
2. Resubmitted templates must always include the GEF Project ID.
3. At every resubmission, the resubmission date should be indicated to distinguish this from previous submission(s).
4. Resubmitted document should highlight the changes (marked in yellow) to make it easier for the PM to review revisions.
5. For regional projects, countries have to be named. When resubmitting projects where there may have been countries added, or omitted, these should be consistently be reflected in the new document. For regional or global projects in which pilot countries are mentioned, such countries should be named.
6. For a child project, the parent program should be indicated (for mapping purposes)
7. Agency fee should be correctly reflected: 9.5% of GEF Project Financing for amounts up to $10 million; 9% of GEF Project Financing for amounts of more than $10 million (Do not include fees for PPG), 9% for GEF Project Agencies for all types of projects regardless of the size of the project or program.
8. **Focal Area Strategy**
9. Refer to our reference guide posted in the web as [GEF-6 Results Framework for GEFTF, LDCF, and SCCF.](https://www.thegef.org/gef/sites/thegef.org/files/documents/document/GEF6%20Results%20Framework%20for%20GEFTF%20and%20LDCF.SCCF_.pdf) for project objectives. Select one objective per row.
10. Total Project Cost should sum up automatically.
11. **Project Description Summary**
12. Fields for Project Components and Project Outcomes must be text-filled.
13. For GEF Project financing up to $2 million, Project Management Cost (PMC) could be up to 10% of the sub-total. Above $2million, PMC could be up to 5% of the subtotal. PMC should be charged proportionately to focal areas based on focal area project financing amount
14. If multi-trust fund project, PMC should be the total. Need to enter the breakdown per trust fund[[4]](#footnote-4) in the field provided.
15. **Sources of Co-financing[[5]](#footnote-5)**
16. Select what is appropriate as source and the type[[6]](#footnote-6) of co-financing.
17. Refer to the [Co-financing Policy](http://www.thegef.org/gef/sites/thegef.org/files/documents/document/Co-financing_Policy.pdf).
18. **Trust Fund Resources**
19. Select what is appropriate as source and the type of co-financing.
20. Refer to the [Fee Policy for GEF Partner Agencies](http://www.thegef.org/gef/sites/thegef.org/files/documents/document/gef-fee-policy.pdf) to determine the appropriate Agency Fee.
21. The Country/Regional/Global column is filled up to indicate the country using STAR resources, or to indicate a focal area/corporate set-aside funding (as indicated in the Programming of Funds column) in which case, use Regional/Global.
22. The Programming of Funds[[7]](#footnote-7) column should be selected only as appropriate. Otherwise, leave it blank.
23. **Project Preparation Grant (PPG)**
24. PPG requested amount is determined by the size of the GEF Project Financing (PF) as follows: Up to $50k for PF up to $1 million; $100k for PF up to $3 million; $150k for PF up to $6 million, and $300k for PF above $10 million. On an exceptional basis, PPG amount may differ upon detailed discussion and justification with GEFSEC.
25. PPG fee percentage follows the percentage of the Agency fee over the GEF Project Financing amount requested.
26. **Target Contributions to Global Environmental Benefits**
27. Select the appropriate Corporate Results for the project and indicate project target.

**Part II: Project Justification**

1. Provide requested narratives for questions asked covering 1) project description, 2) stakeholders, 3) gender considerations, 4) risks, 5) coordination, consistency with national priorities, and 6) knowledge management.
2. Describe consistency with any of the following national strategies:

* NAPA (National Action Plan for Adaptation) under LDCF
* NAP (National Action Program ) under UNCCD
* ASGM NAP (Artisanal and Small-scale Gold Mining) under Mercury
* MIA (Mercury Initial Assessment) under Minamata Convention
* NBSAP (National Biodiversity Strategies and Action Plan) under UNCBD
* NC (National Communications) under UNFCCC
* TNA (Technology Needs Assessment ) under UNFCCC
* NCSA (National Capacity Self-Assessment)
* NIP (National Implementation Plan) under POPs
* PRSP (Poverty Reduction Strategy Paper)
* NPFE (National Portfolio Formulation Exercise) under GEFSEC
* BUR (Biennial Update Report) under UNFCCC

**Part III: Approval/Endorsement by GEF OFP and GEF Agency(ies)**

1. **Record of Endorsement of GEF OFP**
2. Indicate the name of the OFP and the date of letter of endorsement
3. Refer to the [OFP Endorsement letter template](http://www.thegef.org/gef/sites/thegef.org/files/documents/document/OFP%20Endorsement%20Letter%20Template-Sep82014_0.doc)
4. Refer to the [OFP Endorsement letter template if endorsing STAR funds for SGP](http://www.thegef.org/gef/sites/thegef.org/files/documents/document/OFP%20Endorsement%20of%20STAR%20for%20SGP%2010-2-2014.docx).
5. For regional and/or global projects in which participating countries are identified, OFP endorsement letters from these countries are required even though there may not be a STAR allocation associated with the project.
6. **GEF Agency Certification**
7. Name, Date and signature of GEF Agency Coordinator
8. Coordinates of project contact person
9. **Additional GEF Project Agency Certification (applicable only to newly accredited GEF Project Agencies)**
10. Download and fill up the required [GEF Project Agency Certification of Ceiling Information Template](http://www.thegef.org/gef/sites/thegef.org/files/documents/document/GEF%20Project%20Agency%20Certification%20Template.docx). To be submitted as an annex to the PIF.

**Intro to the GEF for New GEF Project Agencies**

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5/26/2015

1. AfDB ([GEF\_afdb@afdb.org](mailto:GEF_afdb@afdb.org)), ADB ([adbgef@adb.org](mailto:adbgef@adb.org)), EBRD ([ebrdgef@ebrd.com](mailto:ebrdgef@ebrd.com)), FAO ([faogef@fao.org](mailto:faogef@fao.org)), IDB ([idb-gef@iadb.org](mailto:idb-gef@iadb.org)), IFAD ([ECDmailbox@ifad.org](mailto:ECDmailbox@ifad.org)), UNEP ([unepgef@unep.org](mailto:unepgef@unep.org)), UNIDO ([gef@unido.org](mailto:gef@unido.org)), UNDP ([undpgef@undp.org](mailto:undpgef@undp.org)), WB ([wbgefoperations@worldbank.org](mailto:wbgefoperations@worldbank.org)), CI ([CIGEF@conservation.org](mailto:CIGEF@conservation.org)), WWF-US ([WWFGEF@wwfus.org](mailto:WWFGEF@wwfus.org)), IUCN ([IUCNFGEF@iucn.org](mailto:IUCNFGEF@iucn.org)), DBSA([DBSAGEF@DBSA.org](mailto:DBSAGEF@DBSA.org)), FUNBIO *(FPA in final stages; soon to become the 5th GEF Project Agency)* [↑](#footnote-ref-1)
2. Scientific and Technical Advisory Panel (STAPSEC@unep.org) [↑](#footnote-ref-2)
3. *Focal Areas in GEF-6*: Biodiversity (BD), Climate Change (CC), Chemicals and Wastes (CW), International Waters (IW), Land Degradation (LD), Multi-focal Areas (MFA) [↑](#footnote-ref-3)
4. *Trust Funds:* GEF Trust Fund (GEFTF), Least Developed Countries Fund (LDCF), Special Climate Change Fund (SCCF) [↑](#footnote-ref-4)
5. Sources of co-financing: GEF Agency, Recipient Government, Donor Agency, CSO, Private Sector, Beneficiaries, others [↑](#footnote-ref-5)
6. *Types of co-financing*: Grants, Loans, Equity, Guarantees, In-kind, unknown [↑](#footnote-ref-6)
7. *Programming of Funds* are set-aside funds for POPs, Mercury, ODS, SAICM, IAP-Cities, IAP-Commodities, IAP-Food Security, SFM, Cross-cutting Capacity [↑](#footnote-ref-7)