



Republic of the Philippines
Department of Environment and Natural Resources

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DENR Special Order
No. 2024 - 05

JAN 11 2024

SUBJECT : CREATION OF THE NATIONAL STEERING COMMITTEE (NSC), PROJECT TECHNICAL REVIEW COMMITTEE (PTRC), LANDSCAPE ROUND TABLE COMMITTEE (LRTC), AND PROJECT MANAGEMENT UNIT (PMU) FOR THE COUNTRY PROGRAMME, "SEVENTH OPERATIONAL PHASE OF THE GEF SMALL GRANTS PROGRAMME IN THE PHILIPPINES (SGP-7)"

In the interest of the service and in order to ensure the efficient and effective implementation of the Country Programme, "Seventh Operational Phase of the GEF Small Grants Programme in the Philippines (SGP-7)" under Global Environment Facility-United Nations Development Programme (GEF-UNDP), its National Steering Committee (NSC), Project Technical Review Committee (PTRC), Landscape Round Table Committee (LRTC), and Project Management Unit (PMU) are hereby created with composition and functions and responsibilities, as follows:

I. National Steering Committee (NSC)

The NSC is composed of both government and non-government sector representatives. Its roles and responsibilities, composition, selection and appointment, term of service and decision-making shall be guided by the provisions set forth in the GEF Small Grants Programme (SGP) Operational Guidelines.

A. Composition

The composition of the NSC shall be in line with the provisions set forth in the spirit of the SGP Operational Guidelines and the civil-society-run nature of SGP. That is, a majority of the NSC members shall be from the non-government sector.

Chairperson: DENR Undersecretary for Policy, Planning and International Affairs
Co-chairperson: Ms. Aurora Chavez-De Guzman
Malayang Lapian ng mga Kababaihan (MALAYA KA), Inc.
Alternate Chairperson: DENR Assistant Secretary for Policy, Planning and Foreign-Assisted and Special Projects

Members of the NSC shall be composed of at least Director-level or equivalent from the following offices:

- UNDP Philippines Country Representative
- Department of Interior and Local Government - Bureau of Local Government Development (DILG-BLGD)
- National Economic and Development Authority - Agriculture, Natural Resources, and Environment Staff (NEDA-ANRES)
- National Commission on Indigenous Peoples - Foreign Assisted Programs and International Relations Office (NCIP-FAPIRO)
- Six (6) NGO Representatives

B. Functions and Responsibilities

The NSC is the main decision-making body of the SGP in the Philippines. It provides the primary overall oversight to the Country Programme. Specifically, the NSC has the following functions and responsibilities:

1. Provide overall guidance and strategic direction to the SGP Country Programme, including the development, implementation, and periodic review and revision of the SGP Country Programme Strategy (CPS);
2. Review and approve projects in alignment with the CPS following participatory, democratic, impartial, and transparent procedures in line with the SGP Operational Guidelines and Standard Operating Procedures;
3. Must ensure the technical and substantive quality of SGP grants, and the administrative and financial capacity, either actual or potential, of the CSO grant recipients;
4. Provide technical support to project oversight and implementation at the country level in accordance with the SGP-7 Project Document (ProDoc) for the operational phase, including project monitoring and evaluation, such as field visits;
5. Link the SGP operations in the relevant global, regional, and national policies and strategies of the GEF and other third-party co-financing;
6. Support partnership development and resource mobilization efforts for the SGP at the project and country levels;
7. Support scaling-up efforts to mainstream the SGP lessons learned and successes in national development planning and policymaking;
8. Ensure the representation of the indigenous peoples (IPs) covered by the Country Programme at all levels where activities of the SGP-7 are being conducted;
9. Review and approve work and financial plans and operations manual under the SGP-7;
10. Institute and oversee the implementation of an institution-wide grievance redress mechanism as the NSC's main mechanism for providing Grievance Redress to potentially affected communities and people; and
11. Undertake other relevant tasks as provided under the Project Document and the GEF SGP Operational Guidelines.

The NSC shall meet at least annually or as the Chairperson may deem necessary, to discuss and decide on program/project issues and concerns. It may engage resource persons from other agencies/offices/organizations, as necessary, to provide technical advice and support/assistance to program/project implementation.

II. Project Technical Review Committee (PTRC)

The PTRC shall serve as a technical sub-committee for review of proposals and in relation to specific areas of programming and partnership development.

A. Composition

The composition of the PTRC shall also reflect the multi-sectorial approach of the SGP, incorporating a mix of experts drawn from civil society and the government. Its composition shall be in line with the provisions set forth in the spirit of the SGP Operational Guidelines and the civil-society-run nature of SGP. That is, a majority of the PTRC members shall be from the non-government sector.

Chair: Director, DENR-BMB
Co-Chair: PTRC member from non-government sector
Members of the PTRC shall be composed of technical representatives from the following offices:

- Department of Agriculture
- National Commission on Indigenous Peoples
- Department of Trade and Industry
- Department of Tourism
- DENR-BMB
- Six (6) Civil Society Organizations (CSO)

B. Functions and Responsibilities

1. Assist the NSC in the review of LRTC recommendations on landscape level portfolio and provide recommendations to strengthen its implementation of landscape approach;
2. Provide technical guidance with regards to project selection and the quality of project proposals, prior to final review and approval by the NSC. In such cases, minutes from PTRC meetings shall be a pre-requisite and fully report on the review process and recommendations made to the NSC;
3. Review SGP-7 work and financial plans and reports for endorsement to the NSC;
4. Ensure that program and project initiatives are aligned with the Philippine Biodiversity Strategy and Action Plan (PBSAP) 2015-2028 and other relevant country frameworks and policies;
5. Support the SGP Country Programme in mobilizing donor and co-financing requirements;
6. Where needed and through its selected members, help clarify and communicate relevant policies needed for the design and implementation of landscape level portfolios through the small grants;
7. Assist the NSC in mobilizing the co-financing as delineated in the project documents;
8. Where needed and through its selected members, provide expert advice to address policy legal and institutional issues from the ground that the Landscape Round Table Committee is unable to address; and
9. Undertake other functions or tasks as provided by the National Steering Committee and the Project Document.

In certain cases, and depending on the area of technical specialization required, the PTRC may decide to invite other agencies, offices, organizations or individual experts to assist in the conduct of its functions and responsibilities.

III. Landscape Round Table Committee (LRTC)

Each DENR Regional Office (Regions III, MIMAROPA, VIII, and XIII) which has jurisdiction over the four priority landscapes and seascapes of the SGP-7 (Aurora Province in Sierra Madre Mountain Range, Calamianes Group of Islands in Palawan, Catubig Watershed in Samar Island, and Siargao Island Protected Landscape and Seascape in Surigao Del Norte Province) are hereby authorized and delegated to create a Landscape Round Table Committee (LRTC) to support the implementation of SGP-7.

A. Composition

The composition of an LRTC shall be in line with the provisions set forth in the spirit of the SGP Operational Guidelines and the civil-society-run nature of SGP. That is, a majority of the LRTC members shall be from the non-government sector.

The LRTC in each priority landscapes and seascapes shall be composed of regional/provincial experts and practitioners from government and non-government sectors: NGOs/CBOs, government institutions (DENR, DA, DILG, and NCIP at the minimum), indigenous peoples, and academia.

B. Functions

Each LRTC for the four priority landscapes and seascapes shall perform the following roles and responsibilities:

1. Work with landscape-level actors to establish landscape priorities to be considered during the small grant assessment phase;
2. Identify the needs and opportunities of the targeted landscape and build multi-stakeholder consensus on directions and priority actions that strengthen synergy among ongoing efforts to improve the socioecological resiliency of the landscape;
3. Provide inputs and recommendations to the NSC with regards to the landscape strategy development as well as help identify the priority interventions required in each landscape, and propose a portfolio of small grants to be supported;
4. Periodically review the overall progress of the portfolio of supported grants, towards agreed priorities and vision;
5. Evolve to full and institutionalized multi-stakeholder platforms that provide opportunities for different sectors to share their expertise, best practices, and offer opportunities for knowledge-sharing;
6. Work with IP and NGO Hub advocating/facilitating incorporation of landscape portfolio strategies in the design and implementation of CSO project proposals, taking into account existing national and local policies and guidelines;
7. Identify and assist targeted multi-stakeholder governance platforms to integrate and upscale project interventions using a holistic approach to addressing landscape concerns;
8. Work with NGO Hubs and grantees in analyzing lessons learned, scaling-up good practices to other SGP and non-SGP grantees/areas as well as organizing South-South exchanges; and
9. Undertake other roles and responsibilities necessary to deliver expected program outputs and outcomes.

The LRTC will be initially convened by the DENR Regional/Provincial Office in consultation with Provincial Government and the Indigenous Peoples who are also core members. Other key members include MLGUs, regional offices of DA, NCIP, DILG, NEDA and civil society representatives coming from the IP, women, farmers, and fishermen sectors as majority of its members.

IV. Project Management Unit (PMU) or Country Programme Management Unit (CPMU)

The PMU, which is lodged within the Implementing Partner/Executing Agency of the SGP-7 (FPE), shall be responsible for the day-to-day operations of the Country Programme. The PMU, with functions and responsibilities as stipulated in the Project Document, shall be led by the National Coordinator.

Specifically, the PMU shall perform the following functions and responsibilities:

1. Act as secretariat of the NSC, PTRC, and LRTC;
2. Execute program activities based on approved work and financial plan, and in accordance with the systems and standards as prescribed under the Project Document;
3. Perform periodic program/project monitoring and evaluation and submit reportorial requirements to concerned oversight agencies;
4. Develop and implement the Operations Manual of SGP-7;
5. Attend and represent SGP-7 in relevant meetings and workshops;
6. The National Coordinator is responsible for ensuring grantees adhere to UNDP's Social and Environmental Standard Policy through the application of the fit for purpose social and environmental screening procedure, when they apply for grants, and during the execution of their grants;
7. Examine the grantee's completed initial screening questionnaire and determine if its exempt or not from further screening based on the exemption criteria as established in the SESP;
8. Review the complete screening questionnaire submitted by the grantee and determine: the overall risk category of the proposed activities and if they are excluded from receiving funding from the SGP, whether social and environmental assessments and management measures are required, and if so, in what form;
9. Assign one of four potential risk categories (High risk, Substantial risk, Moderate Risk, and Low risk) based on the approach/ methodology prescribed by UNDP's SESP;
10. Determine if the grantee must conduct a targeted social and environmental assessment and oversee that an abbreviated environmental and social management plan is developed. Once submitted by the grantee with the final project proposal, it should be reviewed and approved by the NC;
11. Serve as a focal point for receiving complaints under the NSC-led grievance redress mechanism;
12. Perform other tasks as may be assigned by the Chairperson of the NSC and PTRC; and
13. Undertake other relevant tasks as provided under the Project Document.

All expenses to be incurred in the implementation of this Order shall be chargeable against the SGP-7 funds, subject to the Implementing Partner's/Executing Agency's accounting and auditing rules and regulations and GEF-UNDP guidelines.

This Order shall take effect immediately and shall remain in force for the duration of SGP-7 or until revoked in writing.

MARIA ANTONIA YULO LOYZAGA
Secretary

