

# **Satoyama Development Mechanism Framework and Procedures 2022**

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Institute for Global Environmental Strategies (IGES)  
United Nations University Institute for the Advanced Studies of Sustainability (UNU-IAS)  
Ministry of the Environment, Government of Japan

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## 1. About

“Satoyama” is a Japanese term representing “socio-ecological production landscapes and seascapes” or SEPLS, which are dynamic mosaics of habitats and land/sea uses providing the goods and services needed for human life while being managed to maintain biodiversity. The Satoyama Initiative, advocated by the Government of Japan and United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS), and endorsed at the 10th meeting of the Conference of the Parties to the Convention on Biological Diversity (CBD COP10) in 2010 in Aichi, Japan, is a global effort to realise “societies in harmony with nature” through landscape approaches to biodiversity conservation and human well-being, particularly in SEPLS. The International Partnership for the Satoyama Initiative (IPSI) facilitates a broad range of activities to implement the concepts of the Satoyama Initiative by diverse stakeholders. **The Satoyama Development Mechanism (SDM) is a financing mechanism to promote actions under IPSI towards the vision of the Satoyama Initiative: societies in harmony with nature.**

Through seed funding, **the SDM encourages IPSI members to: i) create innovations and best practices; ii) integrate governance and knowledge particularly indigenous and local knowledge; and/or iii) mobilise people, partnerships and resources.**

The SDM was established and is operated jointly by the Institute for Global Environmental Strategies (IGES), UNU-IAS and the Ministry of the Environment, Japan (MOEJ).



Figure 1. Vision and mission of the SDM

## 2. Scope

The SDM provides funding for convincing projects that enhance actions towards the SDM Priority Areas, and thereby the Strategic Plan for Biodiversity of the Convention on Biological Diversity<sup>1</sup>. Taking into account the ongoing discussions at the IPSI Steering Committee on its post-2020 Strategy and Plan of Action, the SDM identified five priority areas: i) generate and share knowledge; ii) institutionalise the landscape approach; iii) area-based conservation; iv) restoration; and v) sustainable production and consumption. Relating to these objectives, the SDM focuses specifically on supporting the development of other effective area-based conservation measures (OECMs); landscape or seascape restoration; conservation and collaboration with indigenous peoples and local communities; resilience enhancement; and sustainable food or material production.

Further, the SDM facilitates collective contributions of the funded projects to IPSI and the global goals by sharing experience among projects and generating meta-knowledge on SEPLS.

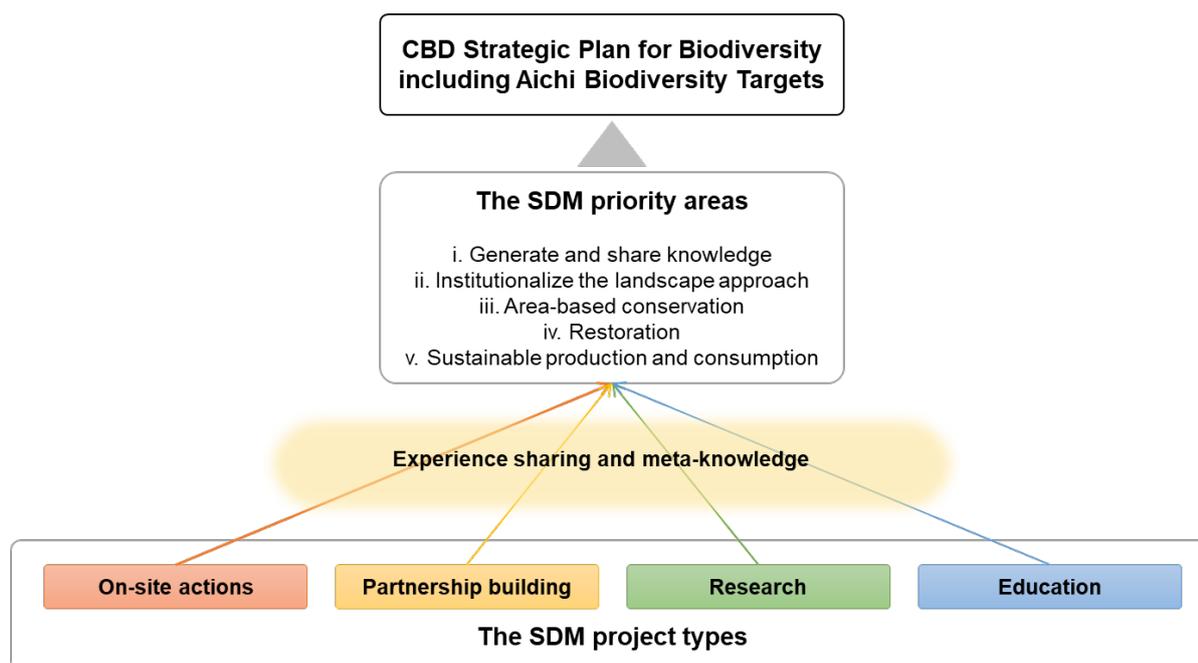


Figure 2. Scope of the SDM

The SDM invites project proposals of different types including:

- **On-site actions:** e.g. community-based conservation; sustainable practices; alternative livelihoods; technology application; and tree planting

<sup>1</sup> As the Post-2020 Global Biodiversity Framework is still under consideration by CBD due to the postponement of COP15, this document tentatively refers to the Aichi Biodiversity Targets. These, however, will be replaced by the Post-2020 Global Biodiversity Framework upon its adoption by CBD COP15. Likewise, the provisional SDM priority areas will be replaced by the new IPSI Strategy and Plan of Action once determined.

- **Partnership building:** e.g., institutionalisation; scaling-up or out; multi-stakeholder platforms; community of practitioners; and experience sharing
- **Research:** e.g. Satoyama Initiative Thematic Review (SITR); baseline or evidence base for project appraisal; peer-reviewed papers; and books
- **Education:** e.g. textbooks; picturebooks; e-learning; field schooling; alternative education programmes; and youth-elderly knowledge exchange

### **3. Project number, duration and payments**

In 2022, the SDM will select **five** projects proposed by IPSI members and will award each of them with **up to USD 20,000**. The length of the project period is no more than **one year**.

The grant recipient shall receive **the first instalment (70%)** of the total requested amount at the start of project; and **the second instalment (remaining 30%)** upon completion of the project.

Grant recipients, if failing to complete all the planned activities, shall cancel all or part of the second instalment, or even return all or part of the first installment, based on an assessment of the project outputs.

### **4. Overall process**

Interested and eligible IPSI members (see section 5.1 Eligibility criteria) are invited to submit project proposals in accordance with the application guidelines (see section 6 Application).

The SDM Executive Board evaluates all eligible applications and will finally select five projects based on the screening and prioritisation criteria (see sections 5.2 and 5.3).

Successful applicants will be announced and contacted by the SDM secretariat around September 2022 for project administration procedures (see section 7). At the end of the project, grantees are mandated to submit project final evaluation report (see section 8. Reporting).



Figure 3. Overall project application, administration and reporting procedures

## 5. Application

All interested and eligible IPSI members are invited to submit project applications **from 28 June 2022 to 12 August 2022** (Please see section 6.1 for the eligibility criteria. The dates are subject to change in cases of unexpected events, such as the COVID-19 pandemic situation). Applications submitted after the deadline will not be considered for selection. Applicants are required to prepare an application form and supporting documents as specified below. A competent application fully addresses the screening and prioritization criteria (please see sections 6.2 and 6.3).

- Completed **application form** (Available from [the application page](#));
- Up to five **photographs** of project site (e.g. landscape or seascapes, wildlife, local people, activities) saved in a zip folder; and
- **Project site map (location and size)** preferably with the project site boundaries demarcated on Google My Maps (<https://mymaps.google.com/>) or using GIS pasted in a word file. If you have not used Google My Maps, you may refer to [“Draw lines & shapes in My Maps”](#).

Applicants submit these documents from the SDM application page. The application page navigates you to submit your application ([Please see Annex I for a detailed step-by-step guidance for the proposal submission procedure and Annex II for how to prepare application documents](#)).

If you have troubles with the online application, you have an option to submit your application to the SDM Secretariat ([sdm@iges.or.jp](mailto:sdm@iges.or.jp)) by email, enclosing all the necessary documents, by the deadline.

## 6. Selection

The SDM follows a three-step process for project selection, eligibility check, screening and prioritisation based on the respective three criteria sets (see Figure 4 and sections 5.1, 5.2 and 5.3).

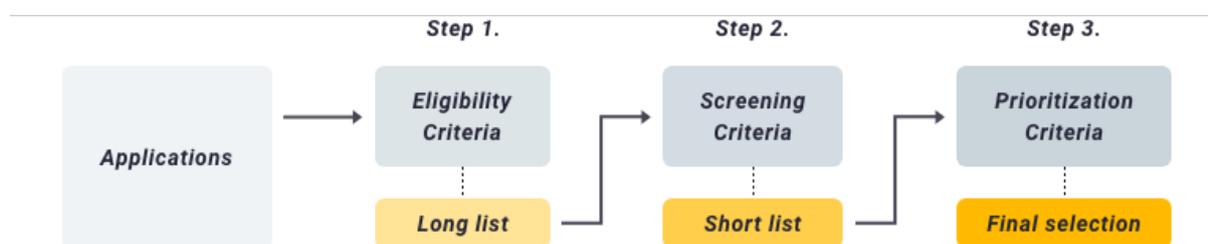


Figure 4. A three-step selection process

### 6.1. Eligibility criteria

- 1 The applicant is an approved member of the IPSI at the date of submission of the project proposal.
- 2 The applicant has agreed to act as focal point of the proposed project to be contacted by the SDM Secretariat, if the proposed project is to be jointly implemented by more than one IPSI members.
- 3 The applicant has demonstrated sufficient institutional capability to implement the proposed project.
- 4 The applicant has demonstrated sufficient English proficiency to deliver a good project report.
- 5 The applicant is not a member of either the Advisory Group or the Executive Board of SDM.
- 6 Any applicant that makes an unequivocally false presentation of him/herself or his/her organisation will be excluded from the SDM.
- 7 The applicant does NOT have an ongoing SDM project as of the application date.

### 6.2. Screening criteria

#### A Relevance

- 1 Addresses critical local needs.
- 2 Contributes to SDM priority areas and Aichi Biodiversity Targets, particularly

OECMs<sup>2</sup>, landscape/seascape restoration, conservation and collaboration with indigenous peoples and local communities, resilience enhancement and sustainable food or material production.

### **B Effectiveness**

- 3 Specifies concrete outputs and outcomes of the project, and logically presents the project components and activities leading to these.
- 4 Engages multiple stakeholders necessary to generate intended outcomes.

### **C Feasibility**

- 5 Proposes activities that effectively utilise time and resources while fitting within the given timeline and budget.
- 6 Demonstrates appropriate implementation capacity of the proponent with clear roles of those involved.

### **D Sustainability**

- 7 Properly identifies the measures to mitigate possible risks that may emerge during the project implementation
- 8 Identifies self-reliant operating mechanisms for the continuation and/or further development of project activities upon completion of the project.

### **6.3. Prioritisation criteria**

- 1 Potential for **innovations** or **best practices**
- 2 **Underrepresented regions, sectors and/or landscape/seascape types.**
- 3 Implements **an IPSI Collaborative Activity** (<https://satoyama-initiative.org/activities/ipsi-collaborative-activities/>) that has already been endorsed by IPSI, or formulates a new IPSI Collaborative Activity.
- 4 Applicants **not previously been selected** by the SDM.
- 5 Demonstrates **a strong need of support** from the SDM (e.g., limited access to other funding sources)

## **7. Project implementation**

Selected organisations will be contacted by the SDM secretariat for project administration, implementation and reporting procedures as outlined below:

1. **Grant Agreement (GA) and Project Implementation Plan (PIP):** GA constitutes a contractual agreement between IGES, on behalf of the SDM Secretariat, and each grant

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<sup>2</sup> Other Effective area-based Conservation Measures. See its guiding principles, common characteristics and criteria for identification in CBD/COP/DEC/14/8 Annex III (<https://www.cbd.int/doc/decisions/cop-14/cop-14-dec-08-en.pdf>)

recipient. The Grant recipients have full responsibility to conduct activities in accordance with GA and the PIP therein once both parties sign the GA. PIP specifies the contents of the work under the GA, which is basically identical to the project application but subject to amendment(s) as necessary in consultation with the SDM Secretariat.

2. **First installment:** Upon signing the GA, grant recipients submit an invoice to request the first installment (70% of the total fund amount).
3. **An inception workshop:** The SDM Secretariat invites all grant recipients for the year to an online inception workshop. The workshop provides guidance on project implementation from the SDM Secretariat and an opportunity for introduction, knowledge sharing and networking among the grant recipients. Each organisation is requested to make a short presentation on its project (about five minutes).
4. **Project implementation:** Grant recipients implement the activities stipulated in the PIP. In case of delay of activities or difficulty to complete the project within the contract period, the recipient shall duly inform and seek guidance from the SDM secretariat in advance.

## 8. Project closing

Nearing the completion of all projects for the 2022 batch, the SDM Secretariat will invite grant recipients to an online project closing workshop for guidance on project closing procedures by the Secretariat and for experience sharing among projects. Thereafter, in accordance with the guidance, grant recipients must submit a final evaluation report for their respective projects within the contract period. With this submission, grant recipients request the SDM Secretariat for the second installment. Step-by-step guidance is provided below on the project completion procedures:

1. **Project completion workshop:** Nearing the end of all projects for the 2022 batch, the SDM Secretariat will invite them to a project completion workshop. The Secretariat provides guidance on procedures to finalise the project, and also invites grant recipients to present their project results, experiences and lessons. This may come after the final evaluation report submission and second installment depending on the completion date of individual projects.
2. **Project final evaluation report:** Upon completion of all project activities stipulated in PIP and within the contract period, grant recipients must submit a project final evaluation report to the SDM Secretariat through the designated online form on the SDM Website. The following documents and files are required for the submission:
  - **Final evaluation form** (Available in the personal page. See Annex III, at the bottom

of this document)

- **Financial Statement**
- Relevant **materials or documentations**, e.g. outreach or education materials, format of questionnaire survey, project brochure or PR materials, policy documents, reports or publications produced by the project
- **Photographs** of project activities and results, landscapes or seascapes, species, etc. (up to 10 photos saved in a zip folder)
- Completed **IPSI Case Study Summary Sheet**
- **Project site map (location and size)**, the same as the time of application, preferably with the project site boundary demarcated on a google map or using GIS pasted in a Word file (if there is a change or revision from the map(s) submitted for application).

Please see Annex III and IV for the detailed guidance for the report submission.

3. **Second installment:** Upon the receipt and confirmation of the final evaluation report for the project and all other necessary documents for project completion, the SDM Secretariat will issue a notice of acceptance to the grant recipients. Grant recipients then submit an invoice to the Secretariat for the second installment (30% of the total fund amount). If a grant recipient fails to complete all the project activities stipulated in PIP by the contract end, all or part of the second instalment may be cancelled. Further refunding of all or part of the first instalment may be requested by the SDM Secretariat based on assessment of the project outputs.

If you have any questions in any of these procedures, please feel free to contact the SDM secretariat ([sdm@iges.or.jp](mailto:sdm@iges.or.jp)).

## **Annex**

- Annex I. Proposal submission procedure
- Annex II. How to prepare application documents
- Annex III. Report submission procedure
- Annex IV. How to prepare reporting documents

## Annex I. Proposal submission procedure

- Step 1. Go to “[Call for proposals](#)” at the top page of the SDM website and move to “Application” section.



- Step 2. Download the “Application Form”, “SDM Framework and Procedures 2022 (this document)” and “Application example”.

**Application**

**Application by Online Form**

Please download and fill out the excel document, and upload it at the Online form below.

[Application Form\(356KB\)](#) ← Step 2. Download /Step 3. Check your eligibility

[Outline Document for the Operation of SDM 2021](#)

apply by  
**ONLINE FORM**

Upload documents and fill out the information by Online form.

**Online Application** ← Step 5. Click

**Application by email**

If you want to apply by e-mail, please attach the following file and send it to the e-mail address down below.  
[sdm@iges.or.jp](mailto:sdm@iges.or.jp)

[Application Form\(356KB\)](#)

[Outline Document for the Operation of SDM 2021](#)

- Photos which represent the SEPLS of the project site
- An image or satellite photo of the project site. Please draw a line to make clear the project site in the map, if possible.

- Step 3. Read the “The SDM Framework and Procedures 2022 (PDF, this document)” carefully and check your eligibility to apply for the SDM.
- Step 4. Fill in the “Application Form (Excel file)” referring to the “Application example (PDF)” as necessary. Please do not forget to fill in the two sheets contained in the Excel file.
- Step 5. Click “Online Application” on the website.
- Step 6. On the online form, first identify your IPSI membership status and fill in the rest of the form giving details of your organisation and contact person. If you are not an IPSI member, you cannot fill in the rest of the form.

The screenshot shows the 'Online Application' form. The left side contains the following sections:

- Are you an IPSI member?** with radio buttons for 'Yes' and 'No'. A note states: 'You are not allow to apply SDM project if you are not a member of IPSI. If your organisation is interested in becoming a partner, please click the link below to check the informations and contact the IPSI Secretariat for application forms. [Click to become a member](#)'
- Online Application** header
- Organisation** section with fields for 'Organisation name\*', 'Organisation country\*' (with a dropdown), and 'Organisation type\*' (with a dropdown).
- Contact person** section with fields for 'Name\*', 'Position title\*', 'Mailing address\*', 'Telephone\*', and 'Email\*'. There is also an 'Email\*' field at the bottom of the page.

The right side of the form is annotated with steps:

- Step 7. Upload the required files**: A dashed orange box highlights the 'File' section. It includes:
  - 'Application form (Excel file)' with a 'ファイルを選択' button and the text '選択されていません'.
  - 'Photos (zip up to 5)\*' with a 'ファイルを選択' button and the text '選択されていません'. A note says: 'Upload photos which represent the SEPLS of the project site.'
  - 'Project location and size\*' with a 'ファイルを選択' button and the text '選択されていません'. A note says: 'Upload an image or satellite photo of the project site. Please draw a line to make clear the project site in the map, if possible.'
- Step 8. Check the box**: A dashed green box highlights the 'Disclaimer' section. It contains a 'NOTE' and a 'Disclaimer' paragraph. At the bottom, there is a checkbox labeled 'Yes, I accept'.
- Step 9. Click to submit**: A blue arrow points to the 'Submit' button at the bottom of the form.

At the bottom of the right side, there is a link: 'Create your own free form with HubSpot'.

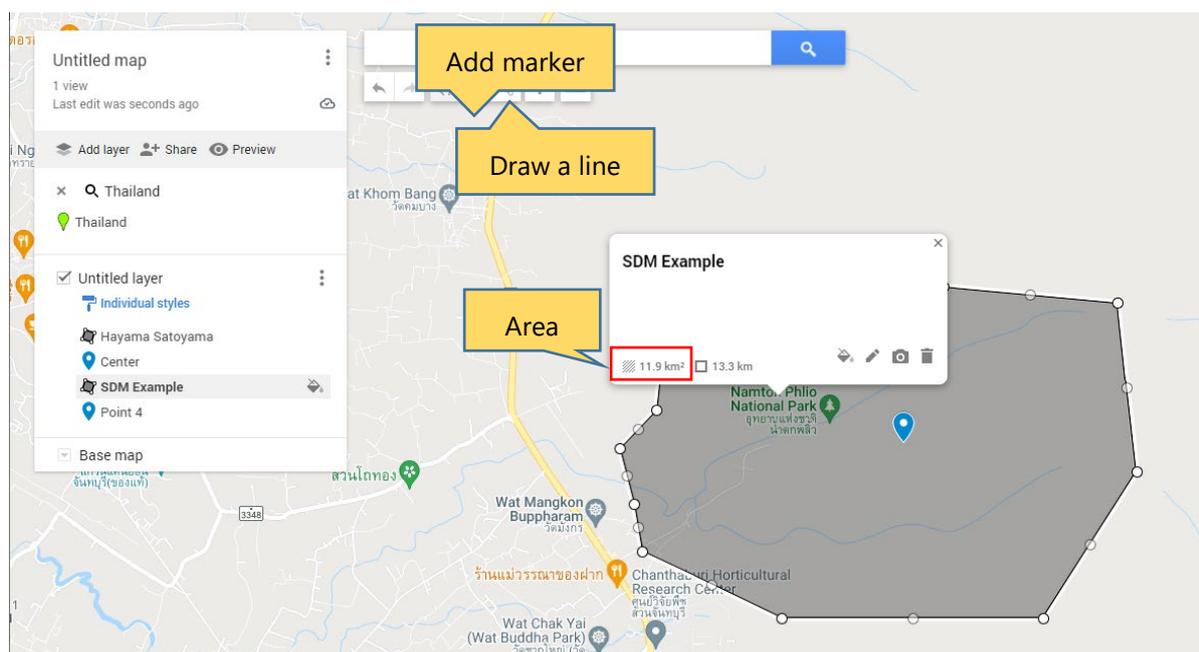
- Step 7. Upload an application form (Excel), photographs (up to 5 photographs saved in a zip folder) and a project site map (Word).
- Step 8. Read the disclaimer and accept it.
- Step 9. If everything is ready, click “Submit” at the bottom to complete the application. You cannot modify an application once submitted. If you need to revise the contents of your application, you can resubmit following the same steps.

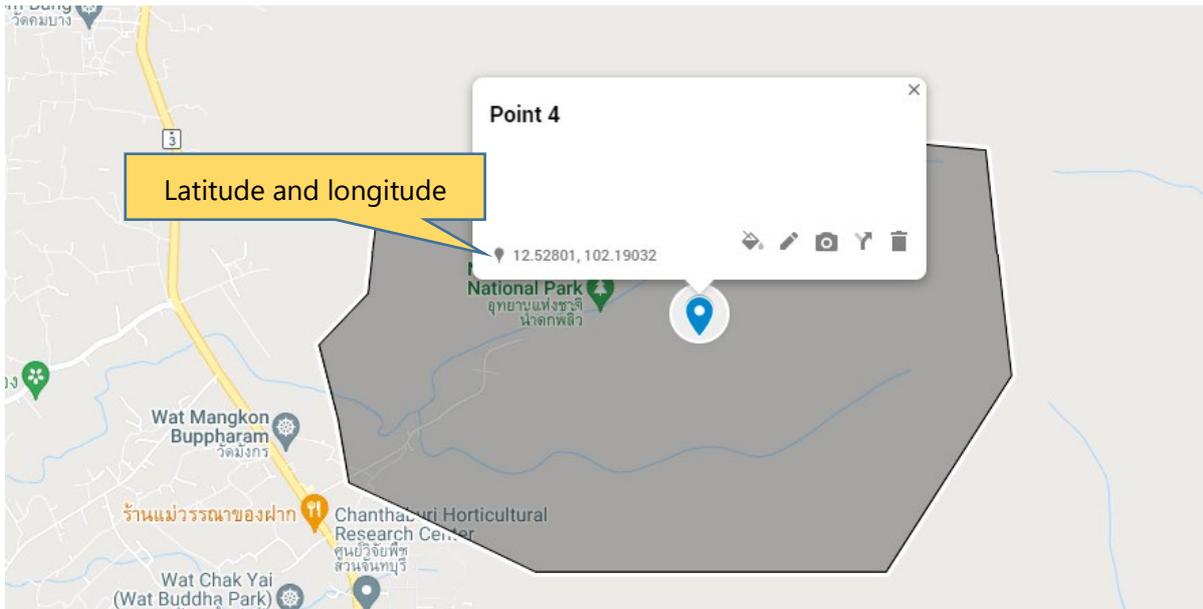
If you have problems with the online application, you have the option to submit your application to the SDM Secretariat ([sdm@iges.or.jp](mailto:sdm@iges.or.jp)) by email, enclosing all the necessary documents, by the deadline.

## Annex II. How to prepare application documents

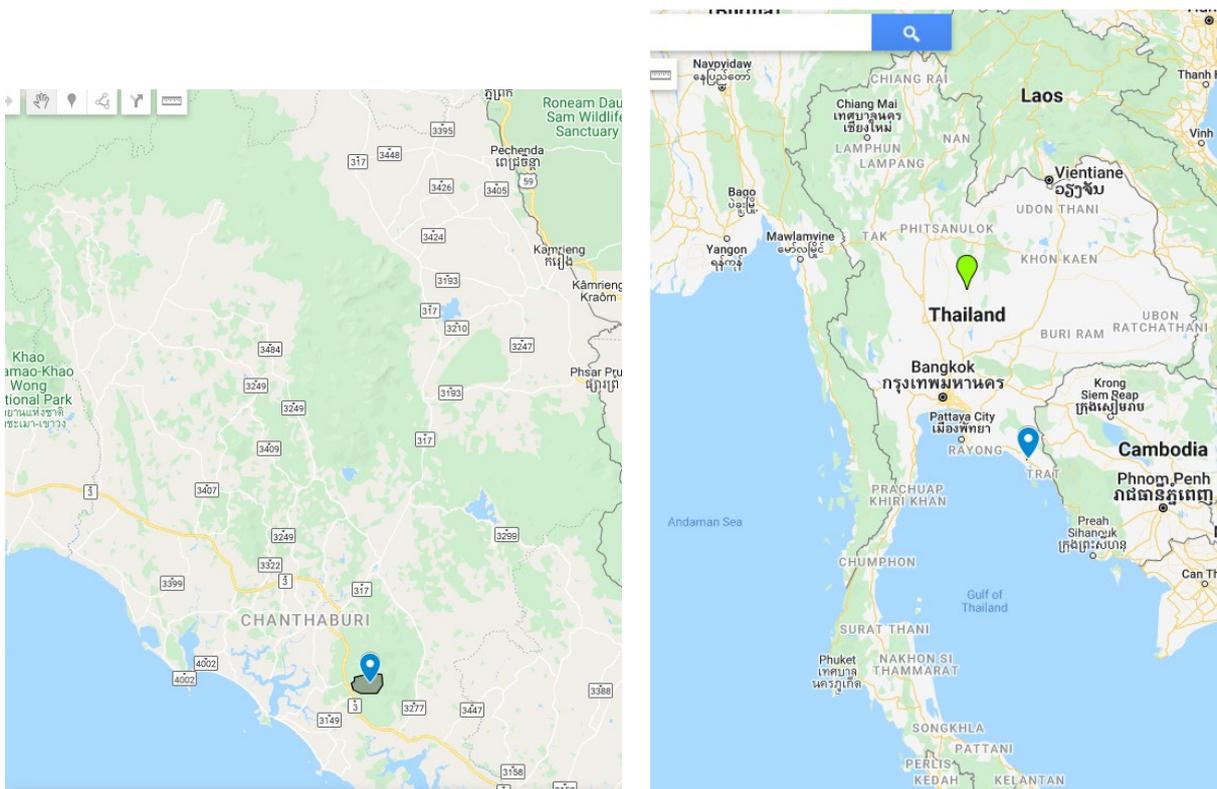
- ◆ **Application form:** please check the example of application form available in the [the application page](#).
- ◆ **Photographs of project site:** Please name each image file with a short description of the subject of the photograph (e.g. *Tree planting activities by the local communities; Indigenous people preparing the land for the next season; Mangrove forests where the local communities rely on for their livelihoods*), which the SDM can use as the image caption in its information materials
- ◆ **Project site map (location and size):** As much as possible, please include the following information: 1. Project site name; 2. Area (hectare); 3. Latitude and longitude of the center of the site; and 4. Maps in a community scale; regional scale and country scale (zoom out to show the whole scale of each).

In Google My Maps, you can identify latitude and longitude by the “Add marker” function. To make a polygon, choose the “Draw a line”. One you make a polygon, area (size) of the demarcation is shown, as seen in the following figure.





Example 1. Community scale (how to make a polygon and find required information)



Example 2. Regional scale (left) and Country scale (right).

### Annex III. Report submission procedure

Please look at the following figure. If you click the “Final project evaluation form”, you go to the page of the form. You can find the link to the Final Evaluation form and download there. Once you prepared all the required documents for reporting, come back to this page, fill in the blanks, upload the files and submit.

**1. Click here to go to the evaluation report**

**2. Fill in the blanks**  
\*After all the reporting documents are prepared.

**3. Upload files**

**4. Click “Submit”**

**Final Project Evaluation Form**

**Notification**

Please download and fill out the document, and upload it at the online form below. You can also apply by email due to some problem.  
[Click here to apply](#)

[Final Evaluation Form \(338KB\)](#)

**Define Report**

**Organisation**

Organisation name\*  
 Organisation country\*  
 Please Select

**Contact person**

Name\*  
 Position title\*  
 Mailing address\*  
 Telephone\*  
 E-mail\*

**File**

Final evaluation form (Basic file)\*  
[アップロード](#) @SHAN/TU/CE/DA

Photos (up to 5)\*  
 Upload photos when necessary (maximum: 5MB and 500x500 pixels) (max. 5 images)  
[アップロード](#) @SHAN/TU/CE/DA

Project relation and size  
[アップロード](#) @SHAN/TU/CE/DA

**ANNEX**

Please download and fill out the following documents.  
 Annex 1: Evaluation Statement  
 Annex 2: The evaluation process or questionnaire, including records of various stakeholders' participations, interview record, meeting/working record and/or other activities from the project.  
 Annex 3: Self-assessment  
 Annex 4: Other documents (optional) (max. 5MB)  
[アップロード](#) @SHAN/TU/CE/DA

**Submit**

#### **Annex IV. How to prepare reporting documents**

- ◆ **Final evaluation form:** please fill in the form in the same way as the application form. If there are any changes in some sections such as background, stakeholders, IPSI and global targets, please update them.
- ◆ **Financial Statement:** there is no designated format. Please include all the items purchased from the SDM fund and co-finances, making clear which fund you spend for each, price in both local currency and US dollar, exchange rate from the local currency to the US dollar and the total amount.
- ◆ **Photographs of project site:** please submit the photos that were taken during the project duration. Do not submit the same photos you did at the time of application. Include the photos of each project activity and targeted landscape or seascape. In the same way as the time of application, please name each image file with a short description of the subject of the photograph (e.g. *Tree planting activities by the local communities; Indigenous people preparing the land for the next season; Mangrove forests where the local communities rely on for their livelihoods*), which the SDM can use as the image caption in its information materials
- ◆ **IPSI Case Study Summary Sheet:** this can be a more summarised version of the final evaluation form which will be used by the IPSI secretariat.
- ◆ **Project site map (location and size):** As much as possible, please include the following information: 1. Project site name; 2. Area (hectare); 3. Latitude and longitude of the center of the site; and 4. Maps in community scale; regional scale and country scale. If there is any change from the time of application, please state what changed and the reason why it happened.