

Sub-Grant Application Form

Forest Carbon Partnership Facility-Capacity Building on REDD+ for Forest-Dependent Indigenous Peoples in East Asia and the Pacific (EAP) and South Asia Region (SAR) Project (FCPF-CBP)

Section 1: Contact Details

1.a Legally registered name of the organization (Attach an English version of the copy of Certificate of Registration or any other document that certifies its legal personality)			
SOQOSOQO VAKAMARAMA I TAUKEI TRUST BOARD (FIJI INDIGENOUS WOMEN'S SOCIETY)			
1.b Official address of the organization			
SUKANAIVALU ROAD, NABUA, SUVA, FIJI			
1.c Website of the organization if any			
N/A			
1.d Person authorized to sign the Sub-Recipient Agreement		1.e Person responsible to implement the sub-project if different from 1.d	
Name	ESETA TUINABUA	Name	BULO LAVENIA YAVALA
Position	GENERAL SECRETARY	Position	ADMINISTRATOR
Telephone & Fax	3381408 9977429	Telephone & Fax	3381408 9307332
Email address	etuinabua1@gmail.com	Email address	laveniayavala@gmail.com
Skype address	N/A	Skype address	N/A
1.f Person responsible for finance (must be different from 1.d and 1.e)			
Name	AKISI KORODRAU	Telephone	3381408
Position	NATIONAL COUNCIL EXECUTIVE	Email & Skype	akorodrau@gmail.com

Section 2: Sub-Project Identification

Sub-Project title	Building Capacity for Fiji's Forest Dependent Indigenous Men and Women to Actively Participate in the Fiji REDD+ Readiness Program
Name Describe the Sub-Project implementation area/s and if possible, the indigenous peoples who will directly benefit from the sub-project: (the location should be in the same area/s where there are ongoing government activities on REDD+ readiness and/or emissions reduction)	
<p>Fiji is an archipelago of more than 300 islands of oceanic origin. Fiji's total land mass is 1.827 million ha, of which 58.3% is forest (177,000 ha is primary forest). More than 80% of Fiji's land mass belongs to indigenous landowners (iTaukei), whose land outside of the village area is under Native Reserve and is administered by the iTaukei Lands Trust Board (TLTB), and more recently, the Ministry of Lands (through the Land Use Decree) on their behalf. Through these administrations, iTaukei land can be leased for commercial development such as agriculture (under the Agriculture Landlord and Tenant Act), for water catchment and forestry purposes (under the Fiji Forest Decree), infrastructural development, resource extraction, and residential purposes.</p> <p>Fiji's economy is dependent on its natural resources, and, despite their close proximity to these resources, 43% of the population living in poverty are from the rural area (Fiji Bureau of Statistics,</p>	

2011).

Fiji has two sites at which REDD+ processes are being implemented: Emalu Forest (Government led) and Drawa Forest (NGO/ community led). Since accessing the Forest Carbon Facility, Fiji has captured key lessons relating to the participation of indigenous men and women in the REDD+ Readiness program.

This project will focus on communicating these issues, particularly in relation to land tenure, legal instruments, carbon rights, non-carbon benefits, benefit sharing, misconceptions of REDD+ ecosystem services and safeguards. The project will build up on existing programs and training implemented by the Fiji REDD+ Unit under the Fiji Department of Forests, and will use existing structures and communication channels. The newly established CSO platform will be engaged to ensure sustainability of the project outcomes beyond the project life.

Forest owning communities adjacent to the pilot sites of Emalu and Drawa, and within their respective provinces of Nadroga/Navosa and Macuata, and who have indicated an interest elements of the National Emission Reductions Program will be specifically targeted.

Estimated number of direct beneficiaries	Male 500	Female 500
Estimated number of indirect beneficiaries	Male 2000	Female 2000
Sub-Project duration [should not be more than fifteen (15) months]	12 months	
Total Sub-Project cost (amount requested plus counterpart in USD)	USD 84,965	
Amount requested for the sub-project (in USD)	USD 49,233	
Amount provided by your organization (in USD, please specify cash/in kind)	USD 35,732 in-kind [Vehicle, Office space (Soqosoqo Vakamarama I Taukei House), Office equipment (computer, printer)]	
Amount provided by other sources (in USD, please specify cash/in kind)		

Section 3: Applicant Organization Information

Describe briefly your organization: mission, priorities, and major projects/programmes implemented with similar activities being proposed under the FCPF-CBP.

The vision of the Soqosoqo Vakamarama I Taukei (SSV) is to be the premier women's organization in Fiji – moving Itaukei (indigenous) women forward in shaping and building a better future. Our mission is to empower and promote the culture of cooperation amongst Itaukei women to enhance their status, strengthen and preserve Itaukei culture and heritage and uplift the standard of living of Itaukei villages and rural communities.

Being one of the largest associations in Fiji, our projects are selected by members in accordance with our Constitution and Strategic plan (2017 – 2019), and are implemented by members in their villages. The members also raise their own funds to implement their projects.

The four outputs of our strategic plan are:

1. Strengthen the Soqosoqo Vakamarama I Taukei as an organization;

2. Health, Sanitation, Nutrition and Wellness Promotion
3. Environmental Protection, Food and Resource Security
4. Preserve, Promote, Strengthen Culture Heritage Tradition and the Vanua; and
5. Promotion of National Stability.

Outputs 3 and 4 are relevant to the activities being proposed under the FCPC-CBP.

How is your organization governed (example Board of Directors/Trustees, Council of Elders/Leaders, etc)? How often do they meet?

The organization is governed by the Constitution of Na I Soqosoqo Vakamarama I Taukei (Fijian Women’s Society), registered under the Charitable Trust Act in 1966/67 (Annex 1 – Certificate of Incorporation). The management and control of the affairs of the society are vested in the Executive Committee which consists of the following:

- i. 1 President
- ii. 2 Vice Presidents
- iii. 1 Secretary
- iv. 1 Treasurer
- v. Committee members elected.

The Executive committee operates on a voluntary basis with allowances given to the members on a weekly basis, as funding permits.

The National Council makes the policies and decides on the direction of the society, and consists of:

1. Patron who is appointed by invitation at the Annual General Meeting (life appointment)
2. Vice Patron who is appointed by invitation at the AGM (life appointment)
3. Executive Committee
4. Provincial Presidents (14)
5. Other branch presidents.

Meetings: The National Council meets once a quarter, with the Executive Committee and leaders of the 14 branches, representing the 14 provinces in Fiji. Each Provincial branch has its own executives and this structure is mirrored down to the District and village level. The Annual General Meeting for the national society is held in the month of September each year, whilst branches hold their AGM in before the national AGM.

Describe your organization structure or attach your organizational chart.

See attached document (Annex 2: SSV Structure).

List down your organization’s policies and procedures including finance and procurement or attach a copy. Successful applicants must submit these documents.

We currently do not have a written finance policy and procedures, but would like to develop the policy and procedures as part of this project, in collaboration with NatureFiji-MareqetiViti – Fiji’s only local membership based conservation organization, who will be assisting us in a technical capacity.

List your organization’s membership/part of a Network or Alliance. Include those with government, if any.

Name of Alliance/Network	Contact Person	Contact Details
N/A		

List down your organization’s sources of funds from 2014 to the present

Name of Donor	Contact Person	Contact Details
Our sources of funding are		

<p>through membership levies from our 14 branches, whereby the branches pay \$2013 per province per year. Within each branch, funds are raised through sale of traditional handicraft. The organization also has a catering component and hires out kitchen utensils to the general public. The Soqosoqo Vakamarama I Taukei owns property on which our head office sits. The hall is hired out for functions.</p>		
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Are the funds of your organization subjected to annual external audit? If yes, kindly enter the name and contact details of the external auditor and attach a copy of the recent audit report including the letter to management for the recent fiscal year.

Name of the External Auditor	Contact Details
Our funds were audited, and it was last audited in 2008.	

Describe your organization's previous or ongoing projects/activities on REDD+ at local and national levels including engagement with government/government agencies.

We have not had any specific projects, however, we have been ensuring that our members participate in REDD+ activities at the site level, and advise them on issues relating to REDD+ when the need arises.

Describe fluency of staff in the language/s of targeted indigenous peoples.

Fluent in the oral and written Itaukei (indigenous) language.

Elaborate on how your organization settle/address complaints.

Complaints are brought to the attention of the Executive Committee to address the complaint. If it is not solved at this level, it is then taken up to the National Council for their deliberation and decision.

Rate your organization on the following, 10 points being the highest.

Technical capacity	2	Reports preparation	3
Safeguards implementation	2	Monitoring & evaluation	3

Section 4: Proposed Sub-Project Information

4.1 Please provide a short overall description of your Sub-Project. Why is the Sub-Project important to forest-dependent indigenous men and women beneficiaries?

Fiji's economy is dependent on its natural resources, and, despite their close proximity to these resources, 43% of the population living in poverty are from the rural area (Fiji Bureau of Statistics, 2011).

More than 80% of Fiji's land mass belongs to indigenous landowners (iTaukei), whose land outside of the village area is under Native Reserve and is administered by the iTaukei Lands Trust Board (TLTB), and more recently, the Ministry of Lands (through the Land Use Decree) on their behalf. Through these administrations, iTaukei land can be leased for commercial development

such as agriculture (under the Agriculture Landlord and Tenant Act), for water catchment and forestry purposes (under the Fiji Forest Decree), infrastructural development, resource extraction, and residential purposes.

As custodians of over 80% of Fiji's land resources, forest dependent indigenous men and women must be able to make informed decisions that benefit them economically in the short term, and their future generations in the long term. The indigenous people are not well-equipped enough to participate in the ERP and this is what the project will focus on. The specific issues to be addressed are below.

4.2 What are the issues and problems of forest-dependent indigenous men and women that the Sub-Project will address? Why are these critical to them?

Through previous consultation mediums by Civil Society Organisations working in the conservation sector in Fiji, it became clear that rural indigenous communities were interested in better managing their resources, but were not able to identify the way forward, but still lack the capacity to do so.

Ideally, Fiji's Emission Reduction Program (ERP) under the Fiji REDD+ program provides the opportunity for forest dependent indigenous men and women to convert degraded grasslands and idle degraded land into productive forests, diversify their livelihoods, conserve key biodiversity and ecological areas, and participate in sustainable harvesting practices.

The sub-project will help forest dependent indigenous men and women identify gaps in their capacity to participate in and contribute to the national Fiji REDD+ readiness program and Emission Reductions Program.

This project aims to work specifically within two provinces: Macuata and Nadroga/ Navosa, to expand the two pilot REDD+ projects lessons to surrounding communities and build up their capacity to participate independently in the National ERP, and other forums relating to natural resource use. Work with these two provinces will be captured as lessons to assist the Fiji REDD+ and RSC expand the knowledge to indigenous people in the other 12 provinces in Fiji.

4.3 Sub-Project Objective (what is the desired contribution of the proposed Sub-Project to the community and/or organization?)

Build the capacity for forest dependent indigenous men and women from priority sites for active participation in the National Emission Reductions Program, and the implementation of the National REDD+ Policy and support the National Sustainable Development Plan, and the Green Growth Framework. These participants will represent forest dependent indigenous men and women to the CSO platform.¹ You can stop here and put the rest in footnotes. Please make sure it is clear that the project targets IPs and not non-indigenous civil society/CSOs.

4.4 Desired Outcomes (what benefits or immediate changes do you anticipate by the end of the Sub-Project?)

At the end of the project, 1,000 forest dependent indigenous men and women from priority forest sites in the provinces of Macuata and Nadroga/ Navosa are aware of their rights and obligations under the National REDD+ Policy, Climate Change Policy, and their role in the Emission Reductions

¹The CSO platform is a newly established network of Civil Society Organisations in Fiji, set up through the Fiji REDD+ Readiness Phase program (See ANNEX 3) to ensure the voice of civil society in the program. The CSO platform recognizes the lack of capacity of its members in relation to Fiji's REDD+ program and therefore have documented a Capacity Needs Matrix (ANNEX 3) and a workplan to build member capacity and participation in the National ERP through targeted technical training to better understand REDD+. The CSO platform has identified a need for an independent indigenous voice at the national, provincial and divisional level. Despite the capacity building programs (in other CSO projects) targeting indigenous landowners who own over 80% of Fiji's land and forests, there is no independent avenue through which these landowners – men, women and youth, can address their view and concerns.

Program. Participants will have measurably improved knowledge on the impacts of climate change on indigenous land owners and their resources; and on the issues of REDD+ readiness surrounding governance, land tenure, legal instruments, forest management, carbon accounting/ Monitoring Reporting and Verification, diversification of livelihoods, ecosystem services and non-carbon benefits, benefit sharing and safeguards. These outcomes will be sustained through the development and implementation of new tools and materials, and by building capacity of the implementing organization (Soqosoqo Vakamarama I Taukei) and the participants through targeted training and support with existing technical organisations with the Fiji CSO platform. The Soqosoqo Vakamarama I Taukei in particular, will be strengthened administratively, and in its capacity to address issues surrounding REDD+ through this project.

4.5 Kindly enumerate and describe the activities to be implemented by the Sub-Project for a period of not more than fifteen (15) months. (group the activities which contribute to a single result)

Activities	Expected Outputs
<i>Sub-Component 1: Forest dependent indigenous men and women from priority sites are aware of their rights and obligations under the National REDD+ Policy, Climate Change Policy and ERP</i>	<i>Forest dependent indigenous men and women from priority sites are aware of their rights and obligations under the national REDD+ policy, climate change policy and ERP.</i>
Activity 1.a: Undertake desk top research to identify priority sites for ERP in Fiji, with a specific focus on the provinces of Macuata and Nadroga/ Navosa	<ol style="list-style-type: none"> 1. Register of priority sites for ERP in Fiji, with specific attention on Macuata and Nadroga/ Navosa. 2. Register of representation of the Soqosoqo Vakamarama I Taukei (SSV) at the priority sites for ERP in Fiji
Activity 1.b: Undertake baseline assessment with forest dependent indigenous men and women, inclusive of non-resource owners, on their understanding of REDD+ at priority sites	<ol style="list-style-type: none"> 1. Baseline questionnaire to assess understanding of REDD+. 2. Report on current understanding and list of misconceptions about REDD+ at priority sites.
Activity 1.c: Compile and publish 2 case studies from two REDD+ sites in Fiji based on baseline data and misconceptions in Activity 1.b.	<ol style="list-style-type: none"> 1. Two case study videos (3 minutes), 2x10-page booklet (1000 copies), 5xA2 sized posters (1000 copies).
Activity 1.d: Conduct workshops/ training at the Northern and Western Divisional working group level for forest dependent indigenous men and women. (1 baseline assessment workshop, follow up workshops and topics will be dependent on the baseline assessment).	<ol style="list-style-type: none"> 1. Register of participants (with specific focus on age, gender and mataqali) 2. Measured capacity to communicate about and participate in REDD+ at the local and national level 3. Register of mataqali (Land owning unit) at workshops
<i>Sub-Component 2: The National Indigenous Women's Group has the capacity to communicate about REDD+ at the local and national levels</i>	<i>The National Indigenous Women's Group has the capacity to communicate about REDD+ at the local and national levels</i>
Activity 2.a.: Undertake baseline assessment of understanding of REDD+ within SSV.	<ol style="list-style-type: none"> 1. Report on current understanding and list of misconceptions about REDD+ with members of SSV

Activity 2.b: Training workshop with SSV members at AGM 2017 (Topics: Fiji's REDD+ program)	<ol style="list-style-type: none"> 1. Organisational input into communication materials from Activity 1.c. 2. SSV report on knowledge gaps in terms of governance, land tenure, legal instruments, carbon rights, non-carbon benefits, benefit sharing, misconceptions of REDD+ ecosystem services and safeguards
Activity 2.c: Peer learning workshop on REDD+ technical aspects between the two pilot sites (Drawa and Emalu).	<ol style="list-style-type: none"> 1. Network of SSV members involved in REDD+ established
Activity 2.d: Assessment of current administration, finance and procurement policy through question/answer with the existing staff on the weaknesses and strengths of the system. Re-design (if needed) and document.	<ol style="list-style-type: none"> 1. Administration, Finance and Procurement Policies and Procedures are in place and documented
<i>Sub-Component 3: Forest dependent indigenous men and women from priority sites are actively participating in the CSO platform</i>	<i>Forest dependent indigenous men and women from priority areas are actively participating in the CSO platform</i>
<p>Activity 3.1 Identify representatives who will be trained, on National and International REDD+ policy, and conduct their training as per CSO platform workplan.</p> <p>3.2 Meetings with REDD+ Unit, members of the REDD Steering Committee, and Department of Forests, as well as participation at national, divisional and provincial levels to raise issues of indigenous peoples in the project area/s and share project results, lessons learned and recommendations</p>	<ol style="list-style-type: none"> 1. Network of forest dependent indigenous men and women established and participating in the Fiji CSO platform through their respective CSOs.
4.6 Describe any important external factors that may affect Sub-Project implementation and how will you mitigate these potential risks.	
<i>There are none that are applicable at this point in time.</i>	
4.7 Describe previous engagements of your organization with the forest-dependent indigenous peoples who will benefit from this Sub-Project and how they will be involved in Sub-Project implementation, monitoring and evaluation.	
<p>The SSV network is national, with members in all provinces in Fiji. The organization is structured such that individual members, even in the most remote communities are updated on the activities at the national level.</p> <p>SSV members at priority sites will be identified to undergo the capacity training to be able to collect baseline data on pre-project awareness of REDD+ and existing misconceptions within their community.</p>	
4.8 Is the national focal point on REDD+ aware of your sub-project proposal? If yes, what are the common activities in your sub-project proposal with their plans/activities?	
<p>Yes, the national focal point on REDD+ is aware of the sub-project proposal.</p> <p>The project will use structures set up under the national program: the Divisional Working Groups,</p>	

the Emission Reductions Program and existing communication materials. The project will report to the CSO platform and the REDD+ Steering Committee.

4.9 Which other groups/organizations, including government, will be involved in Sub-Project implementation?

Name of group/organization	Roles/Responsibilities
Fiji REDD+ Unit (Department of Forests)	Technical advisor on National and International REDD+ Policy
Live and Learn Environment Education	Consultant: Content for case study materials Facilitator/ Trainer Technical advisor on legal instruments, non-carbon benefits, Land Tenure
NatureFiji-MareqetiViti	Consultant: Content for case study materials Facilitator/ Trainer Technical advisor on priority sites, organizational strengthening for SSV.

4.10 How will the Sub-Project gains be sustained after Sub-Project implementation?

Trained participants will become active members at the Divisional Working Group level; and the CSO platform, contributing to issues relating to forest dependent indigenous men and women.

4.11 How will you ensure the proportionate participation of men, women and youth in the sub-project planning, implementation, monitoring and evaluation?

Once the priority sites are selected, the project will seek the participation of a representative man, woman and youth from each site in the training and workshops.

Section 5: Detailed Work Plan

Activities	Months											
	1	2	3	4	5	6	7	8	9	10	11	12
Output 1: Forest dependent indigenous men and women from priority sites are aware of their rights and obligations under the National REDD+ policy, Climate Change Policy and ERP												
Activity 1.a: Undertake desk top research to identify priority sites for ERP in Fiji, with a specific focus on the provinces of Macuata and Nadroga/ Navosa.												
Activity 1.b: Undertake baseline assessment with forest dependent indigenous men and women, inclusive of non-resource owners, on their understanding of REDD+ at priority sites												
Activity 1.c: Compile and publish 2 case studies from two REDD+ sites in Fiji based on baseline data and misconceptions in Activity 1.b.												
Activity 1.d: Conduct workshops/ training at the Northern and Western Divisional working group level for forest dependent indigenous men and women. (1 baseline assessment workshop, follow up workshops and topics will be												

Transport for Navosa participants (22 districts/venues, 122 villages)	2,000	1,000	3,000
Transport for awareness team (mileage for two vehicles @\$0.95/km * 3000KM)	5,700	1,000	6,700
Transport for awareness team to Vanua Levu for Macuata awareness (ferry @ \$60/person * 5 people + vehicle freight @ \$250 ret)	1,100	1,000	2,100
Meals for workshops @ \$200 per venue * 20 venues (10 for Navosa, 10 for Macuata)	4,000	2,000	6,000
Meals for awareness team @ \$15/person/day * 30 days	2,250		2,250
Accommodation for awareness team @ \$20/day * 30 days	3,000		3,000
Workshop stationeries and supplies	500	500	1,000
Paper @ \$30/box * 10	300	360	660
Consultant (to train awareness team, post awareness monitoring and report writing with the team) cost @ \$100/day * 5 days	500	200	700
Activity 1.c: Compile and publish 2 case studies from two REDD+ sites in Fiji based on baseline data and misconceptions in Activity 1.b.	9,400	1,000	10,400
Field interviews and shots @ \$200/day * 10 days (excluding travel time), 5 days at each site	2,000		2,000
Script writing, editing, post production * 2 videos	1,000		1,000
Travel costs (Vanua Levu – Drawa) including accommodation and meals	1,200		1,200
Travel costs (Emalu)	900		900
Booklet content (Project Steering Committee Working Group)	200	1,000	1,200
Booklet design and layout * 2 booklets	1,600		1,600
Booklet printing (1000 copies)	2,500		2,500
Activity 1.d: Conduct workshops/ training at the Northern and Western Divisional working group level for forest dependent indigenous men and women. (1 baseline assessment workshop, follow up workshops and topics will be dependent on the baseline assessment).	6,400	12,500	18,900
Transport for awareness team to Vanua Levu for Northern Division (ferry @ \$60 per person *5 people + vehicle freight @\$250 ret)	400	2,000	2,400
Meals for workshops @ \$200 per venue * 10 venues (5 in the North, 5 in the West)	2,000	2,000	4,000
Meals for awareness team \$15/person/day *20 days *5	1,500	1,500	3,000
Accommodation for awareness team @ \$20/day * 20 days	2,000	2,000	4,000
Training and supervision by consultant for awareness team + report writing @ \$100/day * 5 days	500	5,000	5,500
Activity 2.a.: Undertake baseline assessment of understanding of REDD+ within SSV.	1,600	600	2,200
Transport	500		500
Workshop meal	500		500
Workshop cost (stationeries etc)	100	100	200
Facilitator cost	500		500
Activity 2.b: Training workshop with SSV members at AGM 2017 (Topics: Fiji's REDD+ program)			
Incorporated into Activity 2.a			
Activity 2.c: Peer learning workshop on REDD+ technical aspects between the two pilot sites (Drawa and Emalu).			

Incorporated into Activity 1			
Activity 2.d: Develop Soqosoqo Vakamarama I Taukei's Administration and Finance policy	500		500
Consultant time @ \$100/day * 5 days	500		500
Activity 3.1. a Identify representatives who will be trained, trained on National and International REDD+ policy, and conduct their training as per CSO platform workplan.		500	500
Incorporated into Activity 1		500	500
Activity 3.2 Meetings with REDD+ Unit, members of the REDD Steering Committee, and Department of Forests, as well as participation at national, divisional and provincial levels to raise issues of indigenous peoples in the project area/s and share project results, lessons learned and recommendations	1,000	1,000	2,000
Travel cost for participation at the meeting – accommodation (2 meetings @ \$100/meeting * 5 people)	1,000	1,000	2,000
TOTAL ACTIVITIES	39,900	23,460	63,360
Administration and Personnel + Audit fees	9,333	12,272	21,605
Vehicle		10,000	10,000
Printer		1,000	1,000
Computer		500	500
Lead SSV staff @ \$50/day for 5 days a month for 12 months	2,700	300	3,000
Finance and Admin support staff @ \$50/day for 5 days a month for 12 months	2,700	300	3,000
NFMV staff support @ \$115/day for 6 days	690		690
Live and Learn staff support @ \$115/day for 6 days	690		690
Awareness team (5 people @ \$25/day * 60 days)	1,553	172	1,725
Audit	1,000		1,000
Total	49,233	35,732	84,965

Documents to be attached: (all documents must be in English)

- a. Copy of your organization's certificate of legal registration (only applications with attached certificate of registration will be considered eligible);
- b. Organizational chart (if available);
- c. Policies and procedures on operations, finance and procurement (if available); and
- d. Latest audited financial reports including letters to management (if applicable).
- e. Other documents as needed to shed light on the proposed Sub-Project, including maps, photos, etc.

Please add attachments