

# **Satoyama Development Mechanism**

## **Framework and Procedures 2026**

June 2026

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 (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).

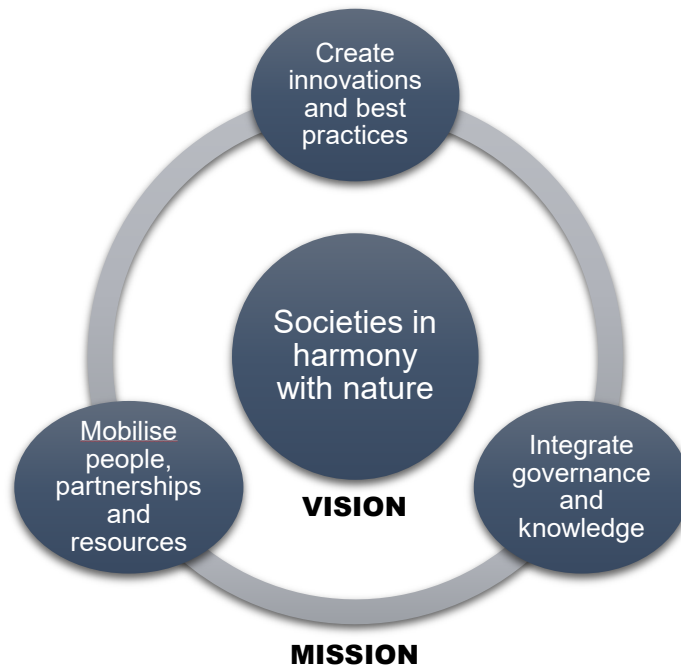


Figure 1. Vision and mission of the SDM

## 2. Scope

The SDM provides funding for convincing projects that enhance actions towards achieving the IPSI Strategic Objectives and thereby contributing to the Kunming-Montreal Global Biodiversity Framework (KMGBF).

Strategic Objectives (SO) of IPSI Strategy and Plan of Action 2023-2030:

- 1) Knowledge Co-Production, Management and Uptake;
- 2) Institutional Frameworks and Capacity Development;
- 3) Area-based Conservation Measures;
- 4) Ecosystem Restoration; and
- 5) Sustainable Value Chain Development.

### Key aspects of selection for SDM 2026

As we approach the KMGBF deadline in 2030, we welcome projects that clearly and concretely demonstrate and contribute to its specific targets (e.g. by using the same indicators as the monitoring framework, i.e. headline, component or complementary indicators, for the outputs of project activities).

Projects involving a component aimed at registering SEPLS sites as Other Effective Area-Based Conservation Measures (OECMs) are also considered important in relation to *SO3 Area-Based Conservation Measures* and *KMGBF Target 3*, based on the conservation, restoration and sustainable management of SEPLS.

These points will be considered in the proposal evaluation under the screening criterion A-2 (Relevance). For the overall evaluation criteria, please refer to *Section 6 Selection*.

Further, the SDM facilitates collective contributions of the funded projects to IPSI and the global goals (e.g. KMGBF, Sustainable Development Goals) by sharing experience among projects and generating meta-knowledge on SEPLS. 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
- **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; picture books; e-learning; field schooling; alternative education programmes; and youth-elderly knowledge exchange

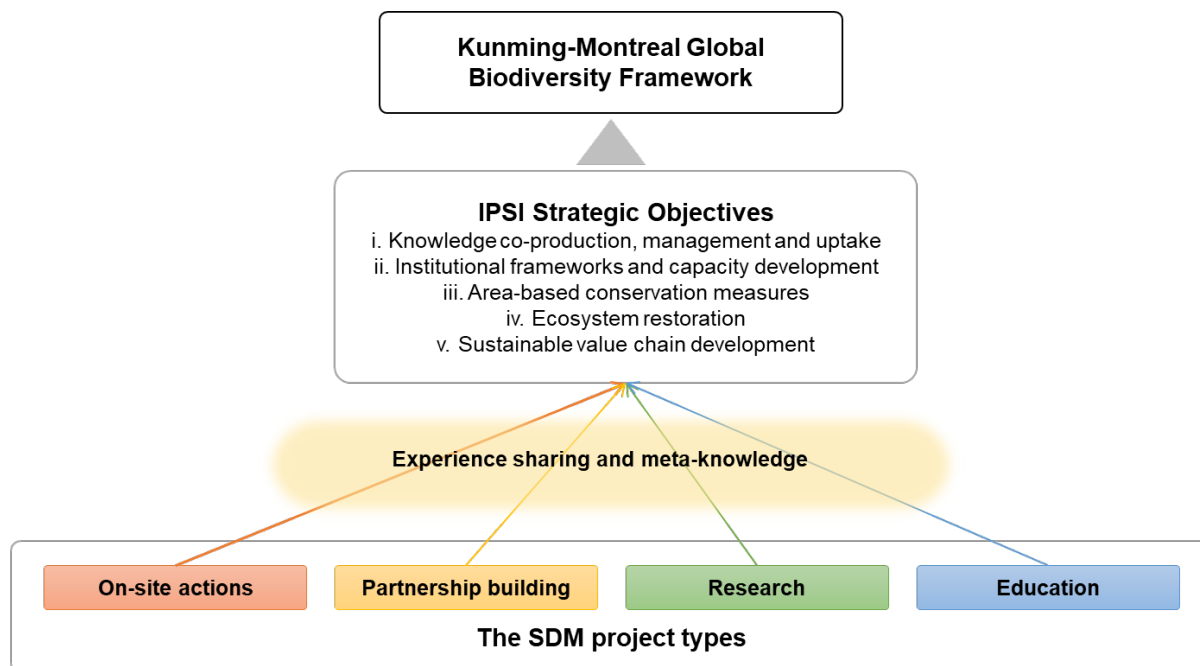


Figure 2. Scope of the SDM

### 3. Project number, duration and payments

In 2026, the SDM will select **five** projects proposed by IPSI members and will award each of them with **up to JPY 2,200,000** ( $\approx$  USD 13,780<sup>1</sup>). The length of the project period is no more than **twenty-four months**.

The grant recipient shall receive **the first instalment (approx. 50%)** of the total requested amount at the start of project; and **the second instalment (remaining approx. 50%)** 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 6.1 Eligibility criteria) are invited to submit project proposals in accordance with the application guidelines (see section 6). The SDM Executive Board evaluates all eligible applications and will finally select five projects based on the screening and prioritisation criteria (see sections 6.2 and 6.3). Successful applicants

<sup>1</sup> This grant is disbursed in Japanese Yen. The amount you receive will depend on the exchange rate applied by the bank when the funds are transferred.

will be announced and contacted by the SDM Secretariat around September 2026 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. Project closing).

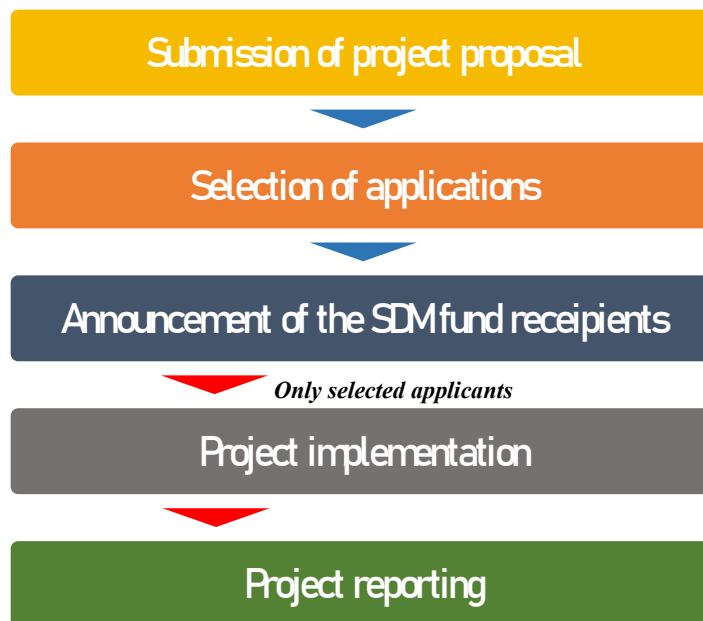


Figure 3. Overall project application, administration and reporting procedures

## 5. Application

All interested and eligible IPSI members are invited to submit project applications **from 1 July to 14 August 2026** (Please see section 6.1 for the eligibility criteria. The dates are subject to change in cases of unexpected events). 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) in JPEG or JPG format, with captions of photos in a word document; 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 6.1, 6.2 and 6.3).

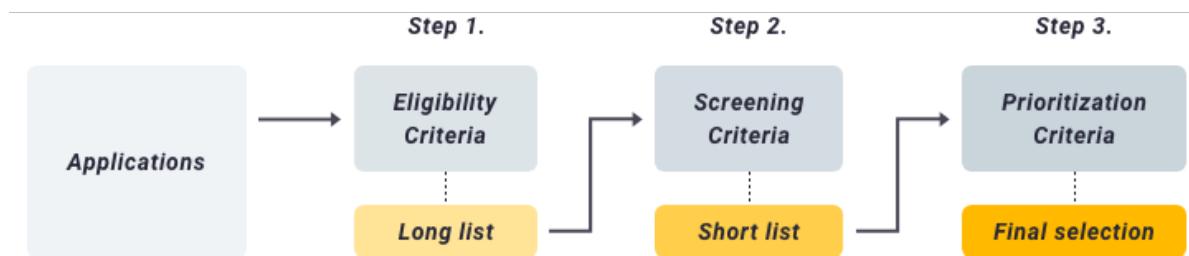


Figure 4. A three-step selection process

### 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 the IPSI Strategic Objectives and the Kunming-Montreal Global Biodiversity Framework.

### 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://satoyamainitiative.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 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 (50% 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.
4. **Project implementation:** Grant recipients implement the activities stipulated in the PIP. If activities are delayed or it becomes difficult to complete the project within the contract period, the recipient must inform the SDM secretariat in advance (ideally two to three months before the end of the contract) and seek guidance.

## 8. Project closing

Nearing the completion of all projects for the 2026 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 closing workshop:** Nearing the end of all projects for the 2026 batch, the SDM Secretariat will invite them to a project closing workshop. The Secretariat provides guidance on procedures to finalise the project, and 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 on 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 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 (50% 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**

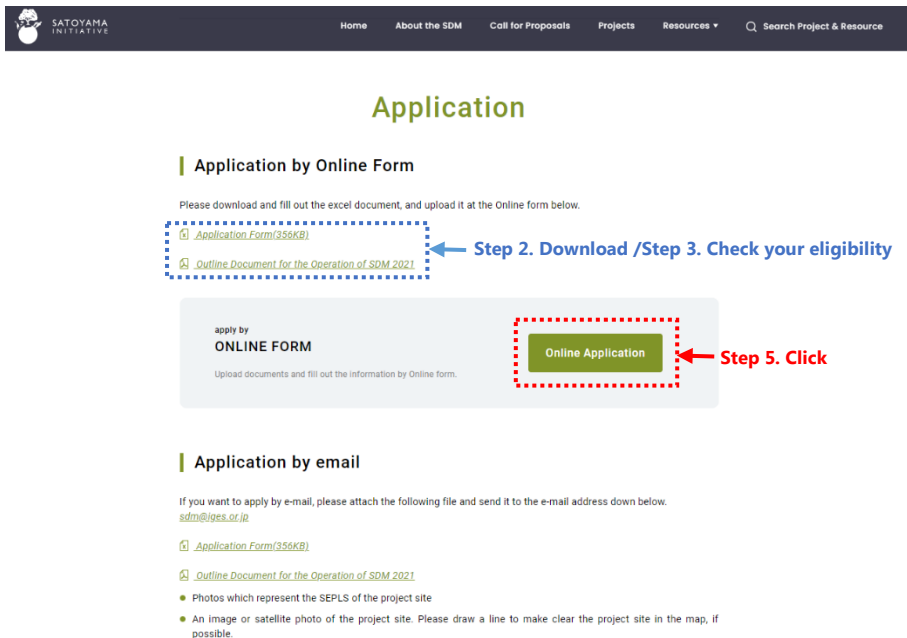
- Annex I. Proposal submission procedure
- Annex II. How to prepare application documents
- Annex III. Report submission procedure
- Annex IV. How to prepare reporting documents

**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 2026 (this document)” and “Application example”.



- Step 3. Read the “The SDM Framework and Procedures 2026 (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. Pleased 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.

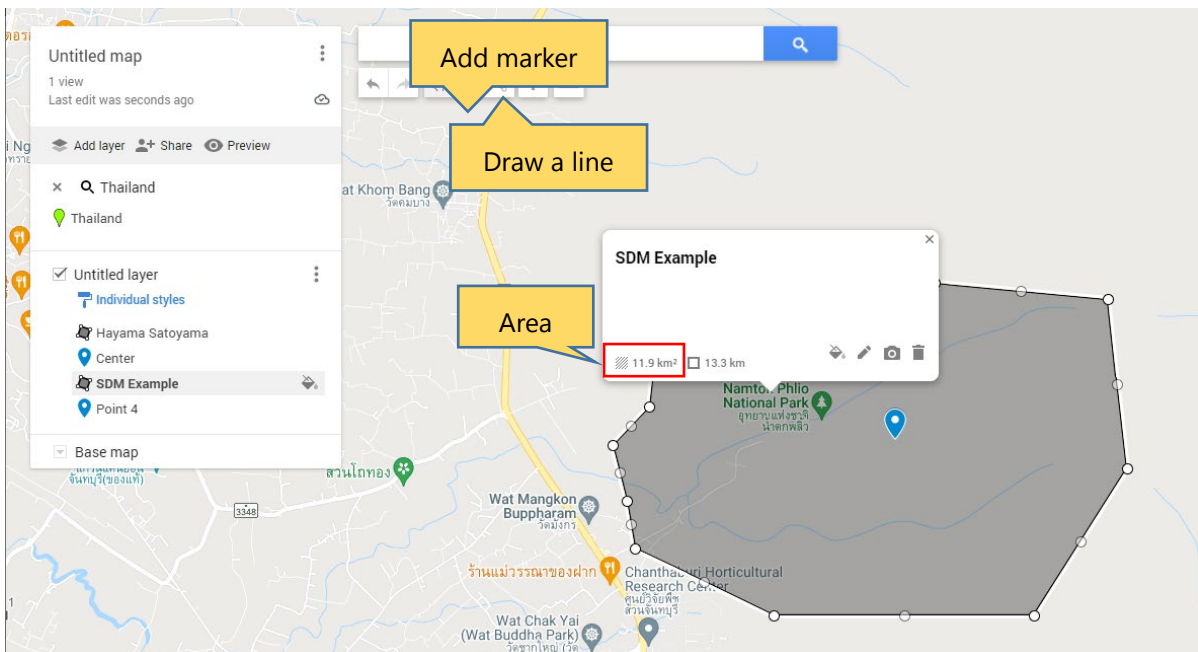
- Step 7. Upload an application form (Excel), photographs (up to 5 photographs saved in a zip folder) and a project site map (Word).
- Step 8. Read the disclaimer and accept it.
- Step 9. If everything is ready, click “Submit” at the bottom to complete the application. You cannot modify an application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

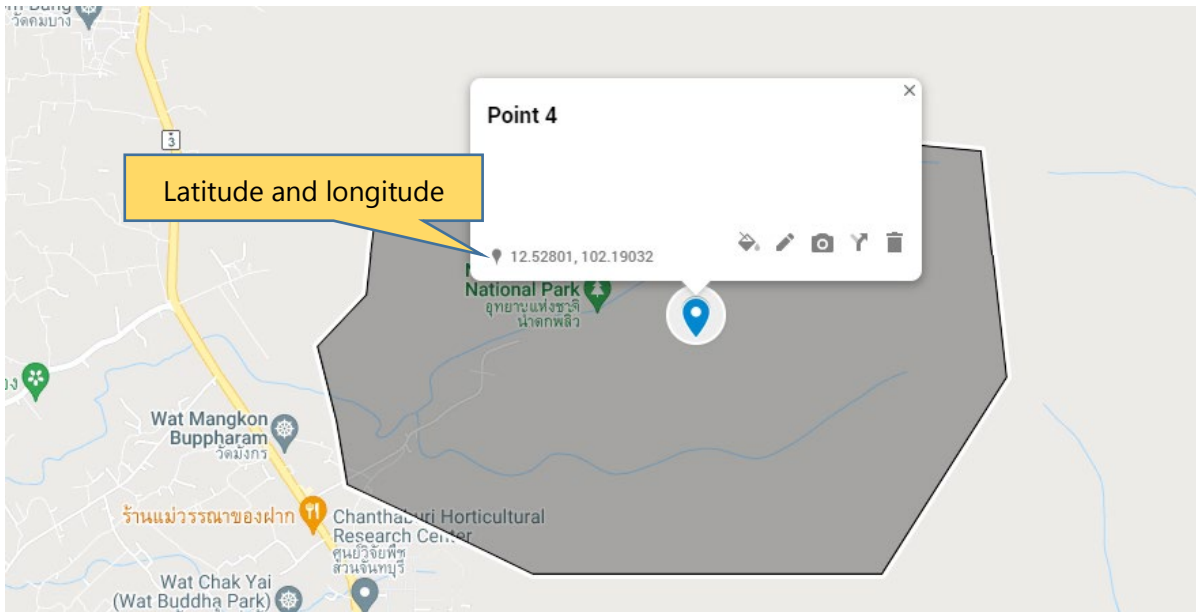
If you have problems with the online application, you have the option to submit your application to the SDM Secretariat ([sdm@iges.or.jp](mailto:sdm@iges.or.jp)) by email, enclosing all the necessary documents, by the deadline.

## Annex II. How to prepare application documents

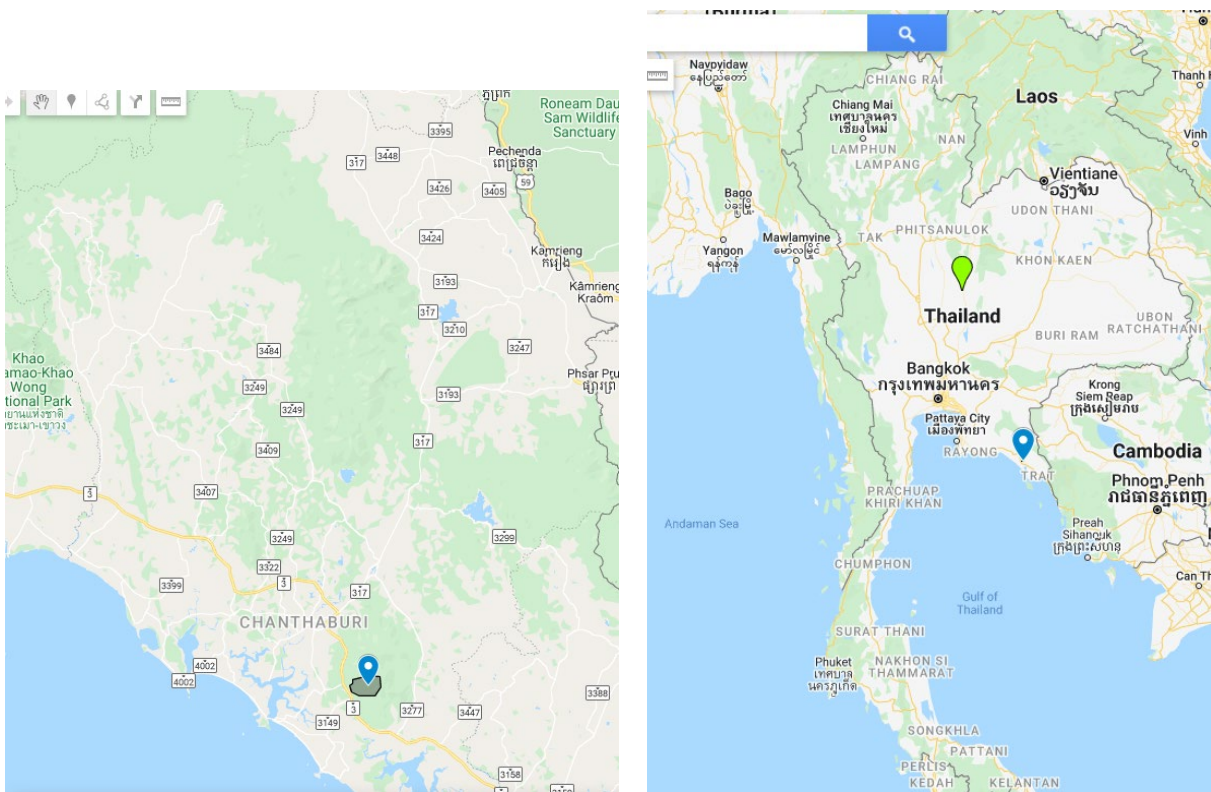
- ◆ **Application form:** please check the example of application form available on the [the application page](#).
- ◆ **Photographs of project site:** Please name each image file with a short description of the subject of the photograph (e.g. *Tree planting activities by the local communities; Indigenous 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 download](#)

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

**Define Report**

**Download the form**

**Organisation**

Organisation name\*

Organisation country\*

Please Select

**Contact person**

Name\*

Position title\*

Mailing address\*

Telephone\*

E-mail\*

**File**

Final evaluation form (Basic file)\*

[Upload file](#)

Project relation and type

Project relation and type

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**ANNEX\***

Please attach the following documents

Annex 1: Evaluation Statement

Annex 2: The evaluation report or questionnaire, including records of survey (interviewed) questionnaire, interview record, meeting/working record and other materials from the survey.

Annex 3: Self-assessment

Annex 4: Other documents (optional)

[Upload file](#)

[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.