**Small Grants Programme of the ASEAN Centre for Biodiversity**

**Proposal Format**

1. **Project Key Information**

**Project title:**

**Country:**

**Project Start**:       *(DD/MM/YYYY)*  **Project End:**       *(DD/MM/YYYY)*

**Core Area:** **↓ *(****Drop down menu)*

**Thematic Focus***:* **↓*(****Drop down menu)*

**Project Type: ↓*(****Drop down menu)*

**Contract Amount:**       EUR *(max. 100.000 EUR)*

**Proponent [Lead Organization]:**

**Name of Institution/Organization:**

**Contact Person:**       *(Name and Position)*

**Mailing Address:**       (include email address)

**Telephone:**

**Mailing/Physical Address:**

**Partner Institution** (if any)**:**

**Name of Institution/Organization:**

**Contact Person:**       *(Name and Position)*

**Mailing Address:**       (include email address)

**Telephone:**

**Physical Address:**

1. ***Organization Backgroud***

Give information about the organization to demonstrate that the proposing organization has the experience, capacity, and commitment to successfully implement the proposed project. In addition, the applicant should include information regarding experience in the same geographic region, similar projects, and management capacity to handle such project.

Max. 250 words.

***Project Summary***

A short summary of the project: include strategic fit, project context, proposed approach, the relevance of the project to the Objectives of the ACB-SGP.

Max 250 words

 ***II.Project Concept***

***Problem Statement***

Short description of the core problem(s) in the project area which the project is addressing (challenges the project intends to address).

Max 75 words.

***Rationale***

Indicate the importance of the proposed project to the CMP/PSGAP and have a significant impact on the SGP objectives; probable impacts on livelihood and biodiversity conservation in the target area; and how the project may address priority areas (from the call for proposals).

Please describe how the project is relevant for the ASEAN Heritage Parks Programme and the CBD Aichi Targets, as well as the updated Global Biodiversity Framework and/or relevant National Biodiversity Strategies (e.g. Promoting cooperation and sustainability, addressing conservation targets, sharing of lessons learned).

Max. 250 words.

***Multi-stakeholder Engagement***

1. ***Target Group (Beneficiaries)***

The target group is multi-stakeholder, including government and communities living within the adjacent areas, identified as the intended direct or indirect recipient of the intervention. The target groups to include ethnic minorities/local representatives/commune/local communities/women groups/youth groups/elderly groups/vulnerable groups as their implementing partners.

Max. 50 words.

1. ***Implementing partner stakeholders***

Please give a brief description of how the proposed interventions / activities will engage [government agencies/departments], ethnic minorities / local cooperatives/commune/women groups/ youth groups/ elderly groups/ vulnerable groups / local communities as their implementing partners. Please indicate and highlight any specific participation and role of these stakeholders, in consideration of global commitments and policies. (www.oecd.org/dac/gender and http://www.oecd.org/dataoecd/14/27/42310124.pdf and other relevant references may be included)

Max. 100 words.

1. ***Project Content and Strategy***

***Overall Project Objective***

Define the overall objective(s) of the proposed project. Please be reminded that the objectives have to be formulated in a measurable way.

Max. 25 words.

***Project Results / Outcomes***

State the desired results and direct benefits addressing the identified needs and problems. The expected results are the measurable changes that occurred by the end of the project as a result of the planned.

Max. 50 words

***Project Outputs***

Outputs are the results of the activities conducted to achieve the project objectives. **Provide a description and the specific number/indicator of targets per output.**

Max. 50 words

***Project Activities***

Describe the activities or interventions that will lead to achieving the project results/outcomes. Provide details of what will actually be done to accomplish the project objectives.

Max. 100 words

***Logical Framework***

For this section, please use Annex 4. Proponents should prepare a Logical Framework to demonstrate and clearly outline how the project will be implemented, including key indicators for each of output.

***Key Project Personnel***

List the key project personnel who will be responsible for the completion of the project, as well as other personnel involved in the project. Include the tasks and responsibilities. For this section please refer to Annex 4 template.

Max. 250 words

***Project Strategy and Methodology/approach to activity implementation***

Proponents should clearly present the specific methodologies or procedure/ step by step process in implementing the activities described above.

Max. 250 words

***Risk and its Mitigation to Successful Implementation***

Identify and list the major risk factors (1) that could arise in the project and (2) could jeopardize the expected result. Propose mitigation measures to address the described potential risks.

Max 100 words.

***Knowledge Management, Communication, and Replication of Project Results***

How do you plan to capture and share the (1) knowledge, (2) lessons learned, and (3) good practices gained through the implementation of the project? How will the results of the project be communicated with other protected areas in the country?

Max. 100 words

***Sustainability***

Please formulate how the use of the project results can be sustained after the project’s conclusion. Below are guiding questions: (a) How will the project contribute to a policy institutionalizing the best practices from the project results? (b) Are there any measures to ensure the presence of strategies that will engage relevant stakeholders/local government/AHP to continue implementing the results after the project ends? (c) Are there any measures to ensure the presence of strategies for financing the project outcomes after the project ends? (d) Are there any measures to ensure the presence of strategies to incentivize the relevant stakeholders to protect their surrounding environment and improve the social conditions? (e) Is there a clear benefit-sharing scheme as part of the sustainability of project results in terms of socio-economic criteria?

Max. 250 words.

1. **Monitoring and Evaluation**

***Monitoring and Evaluation***

Please describe the methods and procedures to pursue and assess project progress during the implementation (e.g. reporting schemes and schedules, field assessment/quality control) All projects may be audited upon request by ACB.

Max. 300 word

1. **Plan of Operations**

(For this section please use Annex 5 / GraMMS)

|  |  |  |
| --- | --- | --- |
| Project Results | Target Outputs | Timeframe |
|  | Activities |  |
|  |  |  |
|  |  |  |

1. **ACTIVITY COST MILESTONE PLAN**

For this section please use Annex 6. Please provide financial plan for the suggested activities/ interventions. The ACM presents all work to be done on a summary task basis; specifies personnel, materials, and other supports; presents clearly defined and quantified achievements or milestones and products that vouch for achievement. Please refer to the PMM\_Annex 4 for further references on the ACM.

Max. 1000 Characters.