

Introduction to Concept Note and Full Project Proposal Requirements

Launching Workshop on Innovation Grant Facility

27th December 2019, Cambodiana Hotel

Presented by Mr. Lim Veng,
CCCA Financial Management Officer



National Council for Sustainable Development
General Secretariat
Department of Climate Change



Ministry of Environment

Supported By



Concept Note Requirement

- The concept note should be as concise as possible and not exceed 8 pages (A4) (excluding attachments) using the prescribed format: Calibri font, font size 12 and the margins 2.54 cm (top, bottom, left, right).
- Concept note should be submitted under a cover letter signed by the representative of the applicant and must be accompanied by all required supporting documents (see List of Attachments).
- Applicant can use the checklist provided at the end of the annex to check that they have prepared all the required documentation.

Concept Note Template

I. General Information

| | |
|--|--|
| Date of Submission | |
| Grant Window # (see Call for Proposals) | |
| Proposal # (to be filled out by GSSD) | |

II. Applicant Information

| | |
|---|--|
| Name of applicant (full and acronym) | |
| Address | |
| Contact person (name and position) | |
| Email | |
| Website | |
| Telephone # | |

III. Project Information

| | |
|--|--|
| Project Title | |
| Status | New project or existing project |
| Project location(s) | |
| Level of proposed intervention | e.g. National, sub-national, community ... |
| Partners | |
| Proposed project duration | |
| Total Project budget (USD) | |
| Amount requested from the grant facility | |
| Co-financing (in cash or in-kind) | |

Project Description

1. Problem Statement (max 1 page)

Briefly describe the climate change risk(s) or the mitigation objective that the project proposes to address, with relevant evidence. Mention how it relates to the Cambodia Climate Strategic Plan or ministerial Climate Change Action Plans. What has been done already to address them and justify how the project's proposed research / innovation will bring added value.

2. Overall Objective (few lines)

State the overall objective of this project. This should be innovation or research related, but also outlining how this innovation / research can be applied to contribute to the climate change response.

3. Beneficiaries (half page)

Describe the target direct and/or indirect beneficiaries including numbers and locations. Identify vulnerable groups (e.g. gender, elderly, children, poorest, disabled), their underlying vulnerabilities (for adaptation projects), how climate is and will affect them and how the project could help address these issues. Describe the strategies to target these vulnerable groups (main elements only, to be further elaborated in the full proposal).



Project Description

4. Approach and key activities (max 1 page)

Describe the key steps / activities that will be implemented, and the rationale for the proposed approach. Briefly describe the innovative aspects of the proposed project. What lessons learned from past projects or best practices in other locations/countries are being reflected in the project design? How is the applicant and its partners qualified for implementing this proposed approach? What are the main obstacles to scaling-up the proposed innovation and how will they be addressed?

5. Expected Outputs (few lines)

List the outputs that would be expected from implementing the above key activities. At a minimum, indicate what innovative practices or technologies will be developed.

6. Impacts (few lines)

Briefly state what impacts the project aims to attain (include the impact for vulnerable groups). This corresponds to the adaptation/mitigation impact if the innovative practices or technologies developed by the project are implemented.



Project Description

7. Risks (max ½ page)

List possible difficulties and problems that may be encountered in implementing this project and propose ways to address/mitigate them. This includes any sustainability or scaling-up issues.

8. Monitoring & Evaluation (max ½ page)

Briefly describe how the project plans to monitor progress and evaluate results (methods and main indicators). Take into account alignment with the national level M&E framework for climate change.

9. Management Arrangements (max ½ page)

Briefly describe how the project will be managed – what management structures will be established.

If relevant, describe the roles and responsibilities of the applicant and its partners. What kind of legal arrangements for partnership and financial disbursement is being envisaged between the applicant and its partners?

The applicant may want to include a simple diagram showing the proposed management arrangements (optional at this stage).



Project Description

10. Coordination/Synergy-building and Contribution to Knowledge (max. ½ page)

How does the project intend to coordinate or collaborate with other existing initiatives in similar thematic or geographical areas, in order to avoid duplication and promote synergies?

What are the specific knowledge products expected from this project, and how will they be fed into national, sector or sub-national policies and plans?

11. Sustainability and scaling-up (max. ½ page)

Briefly explain what will be the strategy for sustaining the impacts of this project beyond its life and key milestones for achieving sustainability and scale. What is the proposed long-term financing strategy / business model? What will be the strategy to feed results into climate change policies and programming?

Budget Preparation- Concept Note Stage

- Applicants have to provide a budget summary using the table provided below. Indicate the co-financing from the applicant or partners under “Other funds” column. Budget amounts should be expressed in USD.
- Note 1: Budget categories are examples only. Applicants can use different budget categories based on their accounting systems.
- Note 2: If funds are needed to develop the full proposal. Please note that these funds must be included within the project budget and the maximum amount of these costs is USD 5,000.
- Note 3: General operational/management costs shall be kept to a maximum of 20% of the budget, and shall be fully itemized.

Budget Summary

| Budget category | Requested from GSSD | Of which, reimbursable project preparation amount (optional) | Other funds | Total |
|----------------------|---------------------|--|-------------|-------|
| Personnel | | | | |
| Travel | | | | |
| Contractual Services | | | | |
| Workshops, meetings | | | | |
| Equipment | | | | |
| Outreach | | | | |
| Audit | | | | |
| Miscellaneous | | | | |
| ... | | | | |
| Total | | | | |



Work Plan

Attachment 1: Indicative Project Workplan

| Output | Activities (List key activities including M&E activities) | Responsible Parties | Timeframe (each column should represent one quarter) | | | | | | | | | | | |
|--------|---|---------------------|--|----|----|----|----|----|----|----|----|-----|-----|-----|
| | | | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 | Q9 | Q10 | Q11 | Q12 |
| | | | | | | | | X | X | | | X | | |
| | | | | | | | X | X | | | | | | |
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Partners Information

Attachment 3: Partners Information

Please provide the below information for every partner that will be involved in this project.

| | |
|---------------------------------|--|
| Name of Organisation | |
| Address | |
| Website | |
| Expertise | |
| Name of Contact Person | |
| Title | |
| Telephone | |
| Email | |
| Contributions to the project* | |
| Expected role in this project** | |

*Please indicate contributions made by the implementing partner to this project (in cash or in kind)
** Please indicate the role that this partner will play in this project.



Checklist for Submission

Applicant can use the list below to check if the documentation is complete before making the submission to the GSSD. There is no need to include the checklist in the submission.

- ☐ Did you consult your partners when preparing the Concept Note? Did all your partners agree to the content of the Concept Note?
- ☐ Does your project fully address the priorities identified in the grant application guidelines?
- ☐ Does your organization as the applicant fully meet the eligibility criteria specified in the Grants Application Guidelines?
- ☐ Have you completed all the sections of the Concept Note using the format provided?
- ☐ Did you use the correct font and size?
- ☐ Did you respect the guidance on length of each section and for the whole Concept Note (max 8 pages)?
- ☐ Is the total amount requested from the grant facility within the maximum eligible amount for this call for proposals?
- ☐ Did your organization and your partners fully understand that no indirect costs can be charged to the grant facility?
- ☐ Did you prepare all the required attachments?
- ☐ Did you prepare a cover letter signed by your representative?
- ☐ Did you copy all the documents you are submitting in a CD-ROM or USB stick?



Full Project Proposal Requirement

- The Project Proposal should be prepared using the Calibri font, Font size 12, single line spacing and the margins 2.54 cm (top, bottom, left, and right) and not more than 15 pages (A4), excluding the attachments.
- The Project Proposal should be submitted with a cover letter signed by the representative of the applicant, and must be accompanied by all required supporting documents.
- Submission of the Project Proposal needs to include all required attachments (see List of Attachments)

Project Proposal Template

I. General Information

| | |
|---|--|
| Date of Submission | |
| Grant Window # <small>(see Call for Proposals)</small> | |
| Proposal # <small>(to be filled out by GSD)</small> | |

II. Applicant Information*

| | |
|--|--|
| Name of applicant <small>(full and acronym)</small> | |
| Address | |
| Contact person <small>(name and position)</small> | |
| Email | |
| Website | |
| Telephone # | |

*Applicant is the "lead" organization that will be responsible for overall project management and contractual obligations.

III. Project Information

| | |
|---|--|
| Project Title | |
| Status | New project or existing project |
| Project location(s) | |
| Level of proposed intervention | e.g. National, sub-national, community ... |
| Partners | |
| Proposed project duration | |
| Total Project budget (USD) | |
| Amount requested from the grant facility | |
| Co-financing <small>(in cash or in-kind)</small> | |

Project Description

1. Project Justification
2. Results Framework
3. Project Workplan
4. Management Arrangements
5. Monitoring and Evaluation
6. Analysis of Risks and Assumptions
7. Knowledge Management and Communications
8. Project Budget



Attachment 1: Results Framework

Attachment 1: Sample Results Framework

Project Title:

| Result statements | Objectively verifiable indicators | Baseline | Targets | Sources and Means of Verification | Assumptions |
|--|--|------------|-----------|--|---|
| Overall objective: | | | | | |
| Outcome 1: | Outcome Indicator 1 | | | | |
| | Outcome indicator 2 | | | | |
| Output 1.1 <i>Ex: Government officials of Department of Agriculture (DoA) understand the potential impacts of Climate Change on agriculture in Cambodia</i> | <i>Number of government officials of DoA who successfully completed the post-training assessment</i> | <i>N/A</i> | <i>20</i> | <i>Pre and post-training assessment report</i> | <i>Government officials of DoA are willing to improve their knowledge on climate change</i> |
| Output 1.2 | | | | | |
| Outcome 2 | <i>Outcome Indicator 1</i> | | | | |
| | <i>Outcome indicator 2</i> | | | | |
| Output 2.1 | | | | | |
| Output 2.2 | | | | | |
| *** | | | | | |



Budget Preparation- Full Project Proposal Stage

Applicants will submit a budget as part of project proposal by using a standard budget template. This will show the budget for each output, and for more detailed budget lines within each output, to show individual activities or types of cost.

Details on co-financing contributions (either in-cash or in-kind) made by the applicant and/or project partners. For in-kind contributions this means providing details on which equipment will be provided, or which staff (and estimated number of person/days), and for which activities.



Attachment 2: Detailed Project Workplan and Budget by Results

Attachment 2: Detailed Project Workplan and Budget by Results (with some examples)

Note: All applicants are required to present their budget in this format

Provide a breakdown of the project budget organised by output.

Add as many lines as necessary.

| Activities | | Units and Calculation | | | | Amounts budgeted under CCCA Fund (USD) | Co-Financing | Responsible Parties | Budget by quarter (USD) | | | | |
|------------|--------------------------------------|-----------------------|----------|---------------|----------------|--|--------------|---------------------|-------------------------|--------|--------|-------|--------|
| No. | Description | Unit description | Quantity | Cost/Unit USD | Total Cost USD | | | | Q1 | Q2 | Q3 | Q4 | Total |
| 1. | Output1 | | | | 56,180 | 56,180 | - | | 15,680 | 15,000 | 20,000 | 5,500 | 56,180 |
| 1.1 | Dissemination Workshop in Phnom Penh | Workshop | 1 | 15,680 | 15,680 | 15,680 | | | 15,680 | | | | 15,680 |
| 1.2 | Knowledge Management Materials | Poster, leaflet | 1 | 40,500 | 40,500 | 40,500 | | | | 15,000 | 20,000 | 5,500 | 40,500 |
| 2. | Output2 | | | | - | - | - | | - | - | - | - | - |
| 2.1 | | | | | - | | | | | | | | - |
| 2.2 | | | | | - | | | | | | | | - |
| | | | | | - | | | | | | | | - |
| 3. | Output3 | | | | - | - | - | | - | - | - | - | - |
| 3.1 | | | | | - | | | | | | | | - |
| 3.2 | | | | | - | | | | | | | | - |
| | | | | | - | | | | | | | | - |
| 4. | Operational costs | | | | 6,710 | 710 | 6,000 | | 2,210 | 1,500 | 1,500 | 1,500 | 6,710 |
| 4.1 | Personnel | staff | 1 | 6,000 | 6,000 | | 6,000 | | 1,500 | 1,500 | 1,500 | 1,500 | 6,000 |
| 4.2 | Office supplies and stationaries | | 1 | 710 | 710 | 710 | | | 710 | | | | 710 |
| | TOTAL | | | | 62,890 | 56,890 | 6,000 | | 17,890 | 16,500 | 21,500 | 7,000 | 62,890 |



Submission Deadline

Applicants are required to submit their concept note and all required documents in hard copy (1 set) and soft copy (on USB stick) not later than Wednesday 22 January 2020, 17:00 (Cambodia time).

Department of Climate Change (DCC), General Secretariat of National Council for Sustainable Development (GSSD), c/o Ministry of Environment (MoE)

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Thanks for your attention



 <https://ncsd.moe.gov.kh>

