KINGDOM OF CAMBODIA
National, Religion, King

**The General Secretariat of
the National Council for Sustainable Development (GSSD)**

The CCCA3 Innovation Grants Facility

Round 2

Grant Application Guidelines

October 2020

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Innovation Grant Facility

Grant Application Guidelines

Introduction

This document seeks to provide information and guidance to prospective applicants to the GSSD (Department of Climate Change) Innovation Grant Facility. The purpose is to assist the applicants in preparation of application documents and to help the General Secretariat of the National Council for Sustainable Development (GSSD) select and support the best projects in conformity with the facility's objectives.

The Guidelines include:

o Eligibility Criteria

o Review & Approval Process

o Review Criteria

o Contact Details for Inquiries

o Guidance and Templates for Concept Notes and Full Project Proposals

1. Background on the National Council for Sustainable Development (NCSD), the General Secretariat of the National Council for Sustainable Development (GSSD) and the Grant Facility

The National Council for Sustainable Development (NCSD) is the mandated government coordinating and policy support entity for all aspects of sustainable development, including climate change. The General Secretariat of the National Council for Sustainable Development (GSSD), and more specifically the Department of Climate Change, is managing grant facilities with support from the Cambodia Climate Change Alliance (CCCA), to provide resources for climate change capacity development and implementation at national and local level. The Cambodia Climate Change Alliance is funded by the European Union, Sweden and UNDP.

2. Eligibility Criteria

2.1. Eligible Activities

Mandatory requirements:

Eligible activities must be in line with the Cambodia Climate Change Strategic Plan (CCCSP) 2014-23, and/or the Climate Change Strategic Plan and Action Plan of the concerned sector.

Innovation must be at the core of the proposal (no "business-as-usual"), with a clear explanation of how it will add value to the climate change response in Cambodia, and its concrete implications for climate change policies and/or programming.

The proposed activities must demonstrate potential to act as catalysts for the mobilization of other sources of climate finance.

Both adaptation and mitigation proposals are eligible. To the extent possible and depending on the quality of the proposals received, the GSSD will seek to ensure that the approved projects cover both adaptation to climate change and climate change mitigation in a balanced way.

Proposals need to include an analysis of relevant gender and inclusion issues, and incorporate relevant activities in their strategy.

Additional requirements:

While all applications meeting the above mandatory requirement will be considered, applications will receive additional points if the proposals meet the following additional requirements:

- Scaling up is an objective: The proposal clearly identifies barriers to scaling-up of the proposed adaptation/mitigation solutions, and incorporate a strategy to address these barriers. Furthermore, scaling up is either part of the objectives, or the scaling up of innovations is the main objective of the proposal;

- Co-benefits: proposals that contribute to both mitigation and adaptation, or generate environmental co-benefits (biodiversity, combatting land degradation…);

- Alignment with priority sectors of CCCA-Phase 3: sustainable energy, rural development, education, environment, public works and transport.

2.2. Eligible Applicants

Proposals may come from:

i. Government ministries or agencies who are members of the Climate Change Technical Working Group (CCTWG), or their departments/institutes;

ii. Non-governmental organizations (local and international registered in Cambodia);

iii. Universities and research centers (based in Cambodia);

iv. Private sector: business associations or chambers of commerce only (private sector entities may also partner with entities i. to iii. above, see 2.3. for more information on partnerships).

To the extent possible and depending on the quality of the proposals received, the GSSD will seek to ensure that the four categories above are represented in a balanced way in the approved projects.

2.3. Applicants and Partners

The applicant is the Cambodia-based organization who will submit the concept note under its name. In case of a project where multiple organizations are involved, the applicant is the lead agency that takes the responsibility for project management and accounting for funds, and will enter into a legal agreement with the GSSD. It will therefore be the first recipient of funds from the facility and will act as the point of contact for the project. There can only be **one applicant** for a project.

All other organizations involved in the project will be called "partners" and their respective roles will need to be clarified in the project concept note and proposal. If partners require funds to implement certain activities in the project, they will receive funds from the applicant. Partners may include other governmental institutions, non-governmental organizations, international organizations, research centers or universities (both Cambodian and foreign), and private sector organizations provided that they bring some own resources and adequate expertise to the project.

Both applicant and partners should bring some of their own resources (in kind or in cash) to the project. Use of the grant facility as co-financing to strengthen the climate-relevance existing or pipeline initiatives is strongly encouraged.

2.4. Eligible Costs

Eligible costs are those that are required for carrying out the project activities and are incurred by the applicant and their partners.

They must:

- Comply with the principles of sound financial management, in particular value for money and cost effectiveness, as outlined in the Grant Implementation Guidelines;

- reflect market prices; and

- be recorded in the applicants' accounts, be identifiable and verifiable and be backed up by original supporting documents

The GSSD will conduct an assessment of the proposed budget and advise on eligible costs both at the concept note stage and prior to the finalization of the project document.

2.5. Ineligible Activities/Costs

The grant facility does not provide support for:

- Field activities taking place outside of Cambodia;

- Stand alone research or data collection that does not clearly address CCCSP priorities;

- Ongoing general operating expenses;

- Major capital expenditure;

- Salaries of civil servants and core office staff;

- Fundraising events;

- Political campaigns or activities;

- Interest owed, debt and provisions for losses;

- Purchase of land;

- Tax and duty;

- Contingency reserve.

Costs of international travels for consultancies may be included but should be accompanied by a strong justification.

2.6. Indirect Costs

Indirect costs are those costs that are not easily identifiable as exclusively related to a particular project.

The GSSD does not accept **any** indirect costs, as a lumpsum or a flat percentage, to be included in the project budgets, regardless of who spends the funds (applicants or partners). All costs need to be itemized as direct costs in the project budget.

Applicants and their partners are requested to carefully consider this condition, which is non-negotiable, prior to submission of concept notes.

3. Types of Support / Co-financing Requirement

The grant facility provides complete or partial funding to activities in the following ways:

- Full financing of a new project;
- Co-financing of a new project;
- Financing of new component(s) within existing projects.

Co-financing, whether in cash or in kind, is required and will be taken into consideration in the review.

Applicants will be required to declare other sources of funds provided or anticipated for the same project.

4. Grant Size and Duration

The maximum duration for a grant under this facility is 30 (Thirty) months.

The maximum grant allocation under this grant facility is **USD 100,000** (One Hundred Thousand US Dollars), and the minimum allocation is **USD 50,000** (Fifty Thousand US Dollars). The actual grant amount may vary based on the quality of the proposal and absorption capacity of the applicant.

It is possible for an applicant to submit more than one project proposal, within its maximum grant allocation. However, given the limited size of the grants, this practice is not encouraged. The absorption capacity of the applicant will be reviewed carefully.

*Note: Grants that are particularly successful after at least one year of implementation maybe eligible for up to **USD 50,000** (*Fifty Thousand US Dollars) *in additional funding to help secure a transition to scale and sustainability. This is not an entitlement and will be decided at the discretion of the CCCA board in consultation with concerned grantees. Initial proposals should be formulated up to **UDS 100,000** (*One Hundred Thousand US Dollars) *only.*

Submissions must be made in English.

5. Project Review and Approval Process

The project review and approval process will consist of two stages. The related processes and indicative timelines are detailed below (*Figure 1* on Page 9: summarizes the steps involved).

Stage 1. Concept Notes

i. Call for Submission of Concept Notes

The call for proposals will be published in the local press and on the NCSD website, with a deadline to submit the concept note. A launch workshop will be organized, including a question and answers session for potential applicants. Applicants will develop and submit a brief Concept Note to the GSSD. For guidance on how to prepare a Concept Note, see *Annex A*.

ii. Concept Note Review

The GSSD will perform an **administrative review** of the concept notes, and inform the applicant if the application is incomplete. If required, the applicant will be given a short deadline to submit the missing elements.

Concept Notes will not be considered if:

- The application is incomplete;
- The project concept or the applicant does not meet the eligibility criteria; or
- The application was received after the announced deadline.

A substantive **technical review** of the quality of concept notes, including the soundness/relevance of project concept will be carried out by the GSSD, with support from independent external panel expertise if required, in accordance with the criteria outlined in the concept note template. CCTWG members will also be invited to participate in the technical review of concept notes, in their area of expertise (except for proposals where their ministry/agency is involved).

The concept notes will be ranked on the basis of eligibility criteria mentioned above, as well as the following additional criteria:

- Proven capacity of the applicant to implement this type of project;
- Compliance with application procedures and templates;

On the basis of the technical review, the GSSD will propose an allocation of grants to the best ranked projects, taking into account the capacities of applicants (i.e. possibility of reducing the budget), until the ceiling of the total allocation for this Call for Proposals is reached. The indicative allocation for this call is **USD 500,000** (Five Hundred Thousand US Dollars). Concept note selection does not guarantee that the proposal will be funded. Some concept notes may be placed on a waiting list, in case any of the selected concept notes are disqualified because they fail to meet the required quality criteria at full proposal stage.

iii. No Objection from the Board

The Board of the grant facility includes representatives of the NCSD and development partners providing financial support to the facility.

Concept notes that have been recommended for full project proposal development are submitted to the Board for no objection. All applicants will be informed about their status at this point in time.

Stage 2. Full Project Proposal

i. Preparation of Project Proposal

Applicants invited to submit a full proposal will be given additional information and technical assistance from the GSSD to strengthen the proposal, including reviewers' feedback/comments on their Concept Notes.

The applicant is normally responsible for the costs of project development, including baseline survey and other requirements as per the project proposal template.

If required, costs of up to USD 5,000 may be included in the project budget and eligible for reimbursement once the project is approved, upon presentation of the required supporting documents. In this case, written approval must be obtained from the GSSD prior to the launch of these reimbursable preparatory activities. Total budget for the project, including any preparatory activities, must remain below USD 100,000.

Guidance and technical support from the GSSD will also be available during this phase.

For guidance on how to prepare a full Project Proposal, see *Annex B*.

ii. Project Proposal Review

The GSSD will perform an **administrative review** of project proposals to check if the documentation is complete, and inform the applicant if documentation is missing, with a short deadline for submission of a complete application if required.

It will be followed by an extensive **technical review** of project proposals, covering financial, technical and management aspects, which will be carried out by the GSSD with independent external advice from a panel, in accordance with the pre-defined review criteria. Relevant CCTWG members will also be consulted at this stage (except for proposals where their ministry/agency is involved), and invited to comment on proposals related to their area of expertise.

Should the GSSD decide that additional information is required, the applicant will be contacted to provide the necessary information within a certain timeframe. The GSSD may at this stage support the applicants to make the final improvements required to their proposals.

The GSSD will also carry-out a **capacity assessment** of the applicants, including an on-site visit to meet key project personnel. The capacity assessment determines the exact implementation modalities (payment, applicable guidelines etc.). If significant capacity gaps are identified, the applicant will be asked to take remedial action prior to signing of the grant agreement.

iii. Final Approval by the Board

Projects that are recommended for funding are submitted to the Programme Executive Board for final approval. Any proposal that does not meet requirements at this stage will be recommended for cancellation, and the board may decide to reallocate the funds to the next qualified concept note, or to a future round of funding.

The finalized proposal document will become the "Project Document'' and will be annexed to the grant agreement.

The entire project review and approval process is expected to take approximately **6 months.**

Figure 1: Project Review and Approval Process

Call for Proposal	Concept Note review	Board Approval	Project Proposal Development	Project Proposal Review	Board Approval	Project Document finalisation	LoA
Launch of call for proposal (Secretariat) Develop Concept Notes (Applicants)	Administrative and Technical Review (Secretariat)	No Objection (Board) Approve any requests for reimbursable project preparation costs (Secretariat)	Develop Full Project Proposal (Applicants) *Conduct social and environmental assessment process if required (see EIA sub-decree)*	Administrative Review and Technical Review (Secretariat and CCTWG) Revision of the proposal if required (Applicant) Capacity Assessment of the applicant (Secretariat)	Approve the Recommended Projects (Board)	Conduct Finalise the Project Document and Grant agreement (Secretariat and Applicant)	Sign Letter of Agreement (GSSD and Applicant) Transfer of funds to project accounts (GSSD)
4-5 weeks	**4 weeks**	**1 week**	**8 weeks**	**4 to 6 weeks**	**1 week**	**3 weeks**	**2 weeks**

6. Review Criteria

Specific review criteria for this round of funding are reflected in section 1 (eligibility) and 5 (review process) above. In addition, the proposal should meet the requirements of the concept note and project proposal templates. The requirements include (but are not limited to) the following:

- **Strategic alignment:** Proposals should demonstrate alignment and linkages to the key national climate change strategies. In particular this will include clear linkages with priority actions with regards climate change identified in NSDP, the Cambodia Climate Change Strategic Plan and sectoral climate change plans;

- **Partnership/Stakeholder participation:** Proposals should identify the relevant partners and stakeholders and demonstrate their involvement in project design, decision-making and implementation;

- **Organisational capacity**: Applicants (and partners, if any) must have demonstrated capacity to implement the project in the timeframe proposed. Where capacity is lacking, the proposal must describe the measures that will be taken to address this gap. If the applicant is proposing implementation with partner(s), quality and relevance of such partnership will also be evaluated. Consideration will be given to the **on-the-ground capacity** of applicants and partners and their potential to add value;

- **Commitment:** Applicants and partners should demonstrate their commitment to implement the activity and cooperate with the NCSD /GSSD, including through co-financing and arrangements for the sustainability of project results;

- **Targeting beneficiaries:** The proposal should clearly define who the target beneficiaries are, how they are selected and how they are involved in project design and implementation. The specific needs and priorities of vulnerable groups, as well as gender considerations, must be taken into consideration;

- **National ownership:** The proposal should clearly demonstrate how it secures or promotes national ownership in project implementation;

- **Capacity development:** The proposal should have concrete built-in plans to develop local capacities and strengthen national or sub-national entities;

- **Cross-cutting issues:** The proposal should clearly demonstrate how needs of different genders, age groups and vulnerable groups are reflected and prioritized in design, monitoring and evaluation framework and implementation. Proposed activities should also establish linkages with other environmental issues, disaster risk reduction and poverty reduction, where relevant.

- **Innovation:** Applicants should demonstrate how their proposed activities are innovative, how they contribute to addressing knowledge gaps, how they build on lessons learnt from past projects, and how they can play a catalytic role in the climate change response;

- **Sustainability and potential applications:** Proposed projects should demonstrate how it will continue to yield benefits beyond the period of the funding, what the policy or programming implications of the proposed innovation are, and through which mechanisms they could be promoted / implemented at scale;

- **Cost effectiveness:** Costs should be reasonable for the activities proposed, taking into consideration the scale of the problem addressed;

- **Social and environmental safeguards:** All projects are subject to the social and environmental safeguard policies of the GSSD. Projects should check if any of their activities require an EIA as per the EIA sub-decree. Even if activities are below threshold, projects are encouraged to conduct a self-assessment and include any required safeguards in their project design.

- **Project must clearly present a situation analysis, activities/workplan, expected outputs/impacts, a strong M&E plan, risk analysis and a realistic budget estimation**, as per the templates provided in Annex.

7. Grant Conditions

Successful applicants who are awarded grants ("Grantees") will receive notification by the GSSD and will be provided with a copy of the "**Grant Implementation Guidelines (GIG)**" which contains guidance on how to implement grants in accordance with GSSD requirements.

Finalisation of Project Proposal

Proposals approved in principle for funding by the Board will be formatted into **Project Documents** and undergo a final detailed review by the GSSD to ensure compliance with the grant facility's requirements, prior to receiving final approval for contracting and funds disbursement.

Grant Agreement

Grant Agreement will be signed between the Grantee and GSSD upon the project approval by the Board. The Project Document will form part of this Agreement.

Visibility

Grantees will be expected to visibly acknowledge GSSD and CCCA support on materials produced or purchased as part of the project.

In addition, grantees are encouraged to take advantage of opportunities to communicate grant results including but not limited to conferences, policy briefings, media interviews and other forms of communications.

Monitoring, Reporting and Evaluation

Grantees have the responsibility for achieving results planned in the project. They must monitor their own activities and comply with reporting requirements which are based on quarterly narrative and financial reporting. Guidance on alignment with the national monitoring and evaluation framework for climate change will be provided by the GSSD at the design stage. Baseline and end-line surveys/ assessments shall be conducted as required. At the close of each grant, the grantee is expected to provide a final report on the project and its findings, following the GSSD template. A final external evaluation is mandatory, and a mid-term review (external or internal) is strongly recommended.

Each project must identify a **project steering committee** (existing structures could play this role, e.g. CC Working Group), composed of project stakeholders, to oversee and guide the implementation of the project. This committee should meet on a regular basis in order to discuss and resolve any outstanding issues, coordinate operational matters and monitor progress of activities. Each grantee should appoint a Project team consisting at least of a **Project Manager** and **Project Accountant**, as well as any other technical and support staff as deemed necessary to implement the project.

Grantees should also conduct an **inception workshop** at the start of the project to officially launch the project and provide in-depth briefing to its stakeholders about the project work plans. There should be also a **wrap-up meeting** at the end of the project to analyse the achievements and consolidate lessons learned for further dissemination.

The GSSD will conduct monitoring visits and spot-checks during the course of the project, and will also commission its own external evaluation of the projects.

The GSSD will organize reflection and learning events aiming at bringing together grantees, practitioners and policy makers to identify emerging lessons and share the knowledge generated by the implementation of grants.

Audit

The GSSD requires grantees to undergo a project completion audit (which includes certification of the final financial statement) by an external independent and certified auditor.

All audit costs shall be included in the budget.

Intellectual property

Assets and equipment purchased with CCCA funds will become the property of the Recipient Institution upon confirmation by CCCA that all requirements for closure of the project have

been met. The assets and equipment shall be used for the purpose indicated in the Proposal throughout the period of this Agreement.

Ownership of patent rights, copyrights, and other similar rights ("Intellectual Property Rights") to any discoveries, inventions or works resulting from implementation of the Activities under this Agreement shall vest in the Recipient Institution. Nonetheless, the Recipient Institution shall grant UNDP a perpetual, irrevocable, world-wide, non-exclusive and royalty-free license to use, reproduce, adapt, modify, distribute, sub-license and make use of such Intellectual Property Rights.

8. Transparency and Assistance to Applicants

The GSSD is committed to providing up-to-date, accurate and user-friendly guidelines for applicants and grantees. Questions from applicants can be addressed during the launch event. Answers to any additional questions received from applicants will be posted on the NCSD website www.ncsd.moe.gov.kh. The deadline for inquiries is 15 working days prior to the deadline for the call for proposals.

During the review process, application information will only be shared with concerned review staff and board members. Once project proposals have been approved for funding, information on awarded projects will be posted on the NCSD website.

9. Contact Details

Please direct inquiries to email: secretariat@camclimate.org.kh

List of Annexes:

Annex A: Concept Note Guideline & Templates

Concept Note Guideline

1) The GSSD requires applicants to first submit a Concept Note as an outline proposal. The objective is to allow applicants to submit a short outline for preliminary review and selection without investing in preparing a long project proposal.

2) It is important that the concept note clearly demonstrates the **relevance** of the project to the focus of the specific funding round and that the project concept is developed in close collaborations with any partners.

3) Where multiple organizations are involved in the project implementation, it is important to clearly explain the **management arrangements**, so that reviewers have a clear understanding of responsibilities of each organization and arrangements to be established among them.

4) Applicants and their partners need to be aware that the acceptance of a concept note and an invitation to prepare a more detailed proposal does not constitute a guarantee that their proposals will be funded, until final approval of the full proposal is obtained.

5) The concept note should be as concise as possible and **should not exceed 8 pages (A4)** (excluding attachments). Concept notes must be prepared using the prescribed format presented in this annex.

6) Concept note should be prepared using the **Calibri fonts, font size 12** and **the margins 2.54 cm (top, bottom, left, right)**.

7) 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 this annex to check that they have prepared all the required documentation.

Concept Note Template

I. General Information

Date of Submission	
Grant Round # (see Call for Proposals)	Innovation Grant Facility – Round 2
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)	

IV. Project Description

Note: For this section, it is not mandatory to provide fully elaborated paragraphs (this will be required in the full Project Proposal). It is however important that key ideas and information are provided. Applicants may use bullet points to present their ideas under each heading.

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 related, but also outlining how this innovation 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).

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.

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).

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?

V. Budget Summary

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: Indirect costs are not eligible and therefore cannot be included in the project budget.

Note 3: Some limited project preparation costs may be included in the budget at this stage, if funds are needed to develop the full proposal. Please note that these funds must be included within the project budget and maximum ceiling. The maximum amount of these costs is USD 5,000, and limited to local consultancy/study costs, and associated travel and consultations. Prior approval from the Secretariat must be secured and supporting documents must be provided together with the first project financial report, or the expenditure will not be eligible.

Note 4: General operational/management costs shall be kept to a maximum of 20% of the budget, and shall be fully itemized.

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

List of Attachments

Please fill out all the relevant attachments and submit together with the concept note.

Attachment 1: Indicative Project Workplan (mandatory);

Attachment 2: Eligibility Profile of the Applicant (mandatory);

Attachment 3: Partners information (mandatory only if the applicant plans to work with other organizations);

Attachment 4: Cover letter from the representative of the applicant, also confirming co-financing.

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						

Attachment 2: Eligibility Profile of the Applicant

A. Climate Change Strategy

Does your organisation have a strategy and action plan for climate change?

Does your organization have a research or innovation programme related to climate change?

B. Organizational Structure (provide an organizational chart)

C. Experience

1) Projects Related to Climate Change

List all the Climate Change related projects implemented during the last 5 years including those that have been completed/terminated during this period and provide the following information for each.

Project Name:
Budget (USD):
Donors:
Location(s):
Duration:
Objective:
Experience working with vulnerable groups:
Status (ongoing or completed):

2) Experience with research/innovation projects

Summary information only, such as annual size of portfolio, target areas or themes, etc... Disaggregated information by project is not required

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 your 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 USB stick?

Annex B: Project Proposal Guideline & Templates

Project Proposal Guideline

1) Applicants will be required to prepare a full Project Proposal by invitation only (after the Concept Notes are accepted).

2) It is important that the Project Proposal clearly demonstrates the strong rationale for the project activities as well as highlights the capacity and experience of the organizations delivering the project.

3) Where multiple organizations are involved in the project implementation, it is important to clearly describe **management arrangements** among the partners, so that reviewers have a clear understanding of responsibilities of each organization and arrangements to be established among them.

4) Applicants and their partners need to be aware that the funding is not approved until the Board gives its endorsement and the final project document is finalized between the applicant and the GSSD.

5) The Project Proposal should be prepared according to the format presented in this annex.

6) The length of the Project Proposal should not be more than **15 pages**, excluding the attachments. Please note that **Project Proposals with more than 15 pages (A4) will not be considered**.

7) 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)**.

8) 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.**

9) Submission of the Project Proposal needs to include **all required attachments** (see *List of Attachments*). Applicant can use the checklist provided at the end of this annex to check that they have prepared all the required documentation.

Project Proposal Template

I.   General Information

Date of Submission	
Grant Round	Innovation Grant Facility – Round 2
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 #	

*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 (in cash or in-kind)	

IV. Executive Summary

In a clear and concise manner (1 page max), provide a general overview of the project including:

- Climate change problem(s) the project is attempting to address;
- Overall project objective (innovation-related);
- Expected results (outcomes);
- Expected outputs and key activities;
- Main intended beneficiaries and reasons for targeting these beneficiaries (with specific attention to vulnerable groups)

V. Project Description

1. Project Justification

This section should provide the <u>background</u> to the project and the <u>approach</u> used.

An indicative list of questions or issues this section is expected to address:

Project context

- What are the key elements of the project's operating environment in terms of climate change challenges faced by Cambodia and the capacity to address these challenges?

Expected results and alignment with national priorities

- What specific climate change problem(s) does the project aim to address? How are the local population affected (disaggregated by different social groups)? What is the evidence base for the intervention? What specific assessments have been made and what are the results?
- What are the expected results (outcomes) of the project? How do the proposed outputs and activities help solve these problems (short theory of change)?
- How does the project fit with the existing national strategies/priorities, in particular the CCCSP 2014-23 and/or the relevant sectoral climate change plan(s)?

Institutional alignment, sustainability and ownership

- How does the project relate to existing national structures and how will it contribute to capacity building of national institutions? How will it influence the broader work of the applicant or other institutions in a sustainable way?

Targeted beneficiaries, gender, participation and voice

- Who are the main beneficiaries and how will they benefit from the project? For adaptation projects, which vulnerable groups (by levels of poverty, gender, age, health etc.) will be targeted and what strategies will be used to reach them? What are the approaches and tools used to identify/target beneficiaries?1

- What are the approaches and tools used to ensure participation and voice from project stakeholders, in particular vulnerable groups, during project development and delivery? How is gender integrated in project development and delivery?

Project approach and partnership arrangements

- What experience does the applicant (and its partners if any) have of working on this issue in Cambodia or other places in similar situations? (include research/innovation capacity, and knowledge of the specific issue)

- Who are the project partners? What are the roles of partner organizations and their importance to the success of the project? What experience do they bring to the project?

- Were any alternative approaches considered to the ones proposed? Why were they not adopted?

Added value of the project and contribution to knowledge

- What lessons have been learned from previous experience in this area or type of project? How does the proposed project build on previous efforts and how will address issues identified by previous initiatives?

- Is the project a piloting of a new approach? If yes, how is it new and why is it promising?

- How will the project be coordinated with other ongoing or planned projects in the same area?

- What is the strategy to ensure that project knowledge is fed into policies and programming?

2. **Results Framework**

Present the details of the project results in the format presented as *Attachment 1*.

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1 E.g. Vulnerability Reduction Assessment, or CARE's Climate Vulnerability and Capacity Assessment tool. Guidance may be obtained from the GSSD upon request.

3. Project Work Plan

Present a detailed project work plan together with budget (*Attachment 2*) which clearly shows the activities in each of the different steps and responsible parties for each activity (in case where multiple organizations are involved)

- Project preparation

- Project implementation

- Project closure

- Any post-project follow-up activities (for information only, as this will not be funded by the grant facility)

4. Management Arrangements

Give a description of project implementation arrangements including responsibilities of the applicants and other project partners including:

- The project implementation and supervision arrangements; capacity of the lead organization (applicant) including key staff profiles; indicate names, relevant experience and expertise of the partners;

- The roles of each organization in this proposed project;

- Management structure and brief Terms of References of key positions (Project Coordinator, Finance/Accounting Function, Technical Advisors/Consultants etc…);

- How financing will be arranged between the applicant and its partners;

- How reports will be compiled and submitted to the GSSD;

Provide a diagram which clearly presents the relationships among partners and the key positions. Clearly distinguish between in-country capacity and remote capacity (in the case of partnerships with international organizations).

5. Monitoring and Evaluation

The applicant and its partners must monitor the project activities.

Describe the system used for project monitoring (including financial tracking and audit), quality management (including lessons learning and corrective actions) and impact assessment (including disaggregating results by gender and across different vulnerable groups); the methods for data collection and analysis and responsible parties for monitoring activities.

All baseline data must be collected prior to the commencement of the project and reflected in the Results Framework. If certain baseline data are missing in the Results Framework, explain why and how the collection of data will be conducted.

6. Analysis of Risks and Assumptions

Applicants should identify major internal and external risks (organizational, financial, environmental, related to partnerships, etc.) to the project.

National procedures for social and environmental safeguards apply and projects should check if their activities are above any of the thresholds that require an EIA process. If so, relevant documents should be attached to the project proposals. The GSSD is available to provide guidance and reference documents in this area if required. Regardless of national thresholds, all projects are encouraged to conduct a self-assessment on social and environmental safeguards (checklist provided by the GSSD) and to identify relevant measures in their project design and risk management strategy.

For each of the risks identified:

- Assess their likelihood and impact if they occur;
- Indicate options considered and the steps taken in project design implementation to address, minimize or mitigate the potential risks;
- Mention any undertakings or agreements made with partners, which impact on project implementation; indicate how the observance of these undertakings will be monitored and what procedures are in place to ensure that the agreement will be implemented.

If the project has any risks with a combined score of likelihood and impact equal or superior to 4, the project approach should be reconsidered. The project manager is responsible for the regular monitoring, management and reporting of risks.

Type of risk	Description	Likelihood	Impact	Risk mitigation measure
Organizational / Partnership-related		*Scale of 1 (very unlikely) to 5 (very likely)*	*Scale of 1 (minimal impact) to 5 (severe impact)*	
Environmental				
Financial				
Reputational				
Other				

7. Knowledge Management and Communications

Provide detailed information on the various type of research and other knowledge products expected from the project, target audiences, and strategies to ensure impact.

How will the project work with organizations and projects involved in similar work (nationally or internationally), to ensure cross-fertilization?

How will the project ensure the visibility of the GSSD, the CCCA and its donors?

8. Project Budget

Present the project budget in the format provided as *Attachment 2.*

Applicants are also requested to provide:

- Details of government funding or external donors in relation to this project, if applicable (including donor's name and amount contributed);

- Information on any funding that is being sought but not yet secured at the time of the project proposal preparation;

- 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. Co-financed cash contributions should be documented in the project files so that the actual disbursement of co-financing can be checked during project audits. These co-financing contributions should be directly contributing to the project and not for indirect or general support costs of the applicant/partner.

VI. List of Attachments

Applicants must submit the following attachments:

Templates are provided for Attachments 1 and 2.

Attachment 1: Sample Results Framework (mandatory)

Attachment 2: Detailed Project Budget by Results (mandatory)

Attachment 3: Endorsement letter from the applicant's ministry or agency (same as the one submitted at concept note stage), and from the head of each partner institution.

Attachment 4: Brief CV of the Project Coordinator and person in charge of accounting for the project funds, as well as key technical staff from the applicant or partners, as applicable

Attachment 5: Brief terms of references for all consultants to be hired by the project, if applicable.

Attachment 6: Document(s)/letter(s) confirming approved co-financing

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 *Ex: Government officials of Department of Agriculture (DoA) understand the potential impacts of Climate Change on agriculture in Cambodia*	*Number of government officials of DoA who successfully completed the post-training assessment*	*N/A*	*20*	*Pre and post-training assessment report*	*Government officials of DoA are willing to improve their knowledge on climate change*
Output 1.2					
Outcome 2	*Outcome Indicator 1*				
	Outcome indicator 2				
Output 2.1					
Output 2.2					
…					

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

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

Provide a breakdown of the project budget organised by output.

Add as many lines as necessary.

No.	Activities Description	Unit description	Quantity	Cost/Unit USD	Total Cost USD	Amounts budgeted under CCCA Fund (USD)	Co-Financing	Responsible Parties	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

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 Project Proposal? Did all your partners agree to the content of the Project Proposal, and submit support letters?

☐ Does your project fully address the priorities identified in the Call for Proposals?

☐ Have you completed all the sections of the Project Proposal using the format provided?

☐ Did you use the correct font, size and margin settings?

☐ Did your strictly respect the guidance on length of the Project Proposal (max 15 pages, excluding attachments)?

☐ Is the total amount requested within the maximum eligible amount?

☐ 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 the head of the applicant?

☐ Did you copy all the documents you are submitting in a USB stick?