**Workshop to Provide Feedback on Selected Concept Notes and Advice on Full Project Proposal Formulation**

**Himawari Hotel; 3 August 2012**

**Background**

On 21 April 2012, the Cambodia Climate Change Alliance Trust Fund (CCCA-TF) launched the 2nd Call for Proposal (2CFP) to invite concept notes for climate change adaptation projects, which will support capacity development and institutional strengthening to address climate change. The 2CFP will also ensure climate change integration into policies, strategies, plans and programmes; address climate change adaptation priorities through experimentation of climate resilient options at the community level; and promote climate change knowledge and awareness in Cambodia. The call for proposals was open to government institutions, local and international NGOs, UN Agencies and key players in development.

In response to the 2CFP, the CCCA-TF received a total of 90 concept notes before the deadline of 4 June 2012. All concept notes underwent administrative screening and 32 concept notes were disqualified as a result of not meeting the minimum requirements outlined in the 2CFP. A total of 58 concept notes proceeded to the second stage of screening, which was done by a team of 4 independent experts who reviewed the technical strengths of the concept notes. The technical review has now been completed and 25 concept notes have received no-objection by the Programme Support Board to proceed to next stage of drafting full project proposals. In this regard, the CCCA Trust Fund Secretariat would like to invite the successful applicants to a half day workshop where the Secretariat will provide feedback received from the independent consultants concerning the weaknesses of the concept notes and areas for improvement. The feedback will have a direct bearing on the contents and quality of full project proposals to be drafted by the selected applicants. In addition, the workshop will discuss the Annex B, which provides the format and guide in the formulation of full project proposals. The applicants will also use this opportunity to seek clarifications on the guidelines.

**Objective of the Workshop**

The overall objective of the workshop is to strengthen the capacity of the selected 2CFP applicants in formulating high quality full project proposals for submission to the CCCA Trust Fund, through the sharing of relevant feedback on concept notes submitted by the applicants and discussion of the requirements under the Annex B.

**Proposed Venue and Date:**

Himawari Hotel along the Sisowath Quay in Phnom Penh on 3rd August 2012

**Participants:**

There will be approximately 50 applicants. Each applicant is allowed to send a maximum of two participants.

**Agenda**

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| **Time**  | **Subject** | **Presenter/facilitator** |
| 08.00 – 8:15 | Registration |  |
| 08:15 – 08:30 | Opening Remarks | Head of Trust Fund Secretariat |
| 08:30 – 09:30 | Feedback on the concept notes | Programme Support Advisor |
| 09:30 – 09:45 | Question and Answer | All |
| 09:45 – 10.00 | Tea Break |  |
| 10:00 - 10.50 | Requirements under Annex B | Grant Management Officer |
| 10:50 - 11:05 | Question and Answer | All |
| 11:05 - 11:40 | Presentation by NAPA Follow-Project under MAFF | Pinreak Suos |
| 11:40 - 11:50  | Question and Answer | All |
| 11:50 - 12.00  | Closing Remarks | Head of Trust Fund Secretariat |
| 12:00-13:30 | Lunch |  |

**Other Administrative Arrangements:**

CCCA Trust Fund Secretariat will cover the costs of the travel and 1-day DSA accommodation for the participants travelling outside Phnom Penh to the venue for workshop.