# **Annex 1. Template for Project Concept Note**

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**AFoCO Project Concept Note**

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| **Project code** | *(to be provided by the Secretariat)* |

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| **Project Profile** | | | | |
| Project Title |  | | | |
| Project Duration | Estimated start date:  Estimated end date: | | | |
| Proposed  Implementing Agency |  | | | |
| Participating Country(ies) |  | | | |
| Project Site (Province/District level) |  | | | |
| Project Objectives | ……… | | | |
| Primary Priority Area *(Please tick the most appropriate (only one) target area that best fit with the project)*  *[Note: Priority areas are subject to change based on the guidance of the AFoCO Assembly]* | * 1. Initiating customized restoration & reforestation models * 2. Supporting research & development in climate change adaptation approaches * 3. Introducing systematic management on forest-related disasters * 4. Local livelihood improvement & community-based small enterprise development * 5. Strengthening institutional capabilities, diversifying resources, & promoting regional actions | | | |
| Secondary Priority Areas  *(Please tick the appropriate target area(s) that fit with the project)*  *[Note: Priority areas are subject to change based on the guidance of the AFoCO Assembly]* | * 1. Initiating customized restoration & reforestation models * 2. Supporting research & development in climate change adaptation approaches * 3. Introducing systematic management on forest-related disasters * 4. Local livelihood improvement & community-based small enterprise development   □ 5. Strengthening institutional capabilities, diversifying resources, & promoting regional actions | | | |
| Estimated Total Budget | Total: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| AFoCO: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| National: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_(In-cash) | | | |
| National: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_(In-kind) | | | |
| Others: US$ \_\_\_\_\_\_\_\_\_\_\_\_ (to be specified) | | | |
| **Proponent’s Contact Information** | | | | |
| Name/ Position | Mr./Ms.  Position | | Signature  Date | |
| Organization |  | | | |
| Address |  | | | |
| Contact | Tel: | Fax: | | Email: |

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| --- | --- | --- | --- |
| **Official Use Only** | | | |
| Date of Receipt |  | | |
| Reference No. |  | | |
|  | | | |
|  | Signature | Date | Name/Title |
| **National Focal Point** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Notes to the Proponent**

**This project concept note is subject to the following conditions and criteria, otherwise, the concept note may be not be given due consideration.**

1. The concept note should be relevant to the current needs of the country.
2. The concept note is developed in accordance with the AFoCO Project Manual.
3. The proponent should ensure the originality of the concept note and its activities.
4. The proponent should ensure that the concept note is not duplicating outputs and activities of other on-going or completed projects.
5. The proponent should ensure that budget estimates are based on prevailing market prices.

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| 1. Problem Analysis |
| 1.1 Problem Identification |
| *Identify the problem that this project will try to address with the help of a problem tree clearly reflecting the sub-causes and causes towards the identification of the core problem to be addressed (The core problem is usually reflected in the Project title). Brief description/inter-relationship of the core problem vis-à-vis causes and effects should be explained. (400-500 words)*  Effect  Effect  **Core Problem**  Sub-Cause (Underlying/Indirect Cause)  Sub-Cause (Underlying/Indirect Cause)  Sub-Cause (Underlying/Indirect Cause)  Sub-Cause (Underlying/Indirect Cause)  Cause (Main/Direct Cause)  Cause (Main/Direct Cause)  Effect  Effect  *Figure: Problem Tree* |
| 1.2 Problem Description |
| *Following the preliminary problem analysis, describe the core problem to be resolved/addressed. Provide adequate baseline data and information to justify the existence of the problem. ( 1000 words or 1 page)* |
| 2. Summary of the Proposed Actions |
| 2.1 Project Objectives |
| *Identify and list the specific objectives of the project (Project objectives usually answers the causes of the core problem).* |
| 2.2 Project Outcomes |
| *Describe/list down the long-term impact(s) of the project.* |
| 2.3 Project Outputs |
| *List the output(s) of the project with an indicative budget (in percentage) for each output in the format presented below.*   |  |  | | --- | --- | | ***Output(s)*** | ***Indicative Budget (%)*** | | *Output 1: ………………………………………* |  | | *Output 2: ………………………………………* |  | | *Output 3: ………………………………………* |  | | *……………………………………………………* |  | | ***Total*** *(should add-up to 100%)* |  | |
| 2.4 Project Activities and Indicative Budget Allocation |
| *List the activities that are proposed to contribute to the achievement of the outputs and objectives of the project. The activities should be expressed with an active verb and should be grouped based on its contribution to achieve each outputs following the format below. Also mention the indicative budget (in %) allotted for each outputs. (The details of the budget breakdown categories i.e. personnel cost, sub-contract, project management and supervision and other indirect cost will be provided at the full proposal stage)*   |  | | --- | | ***Objective/ Output/ Activity*** | | *Objective 1: ………………………………………………………………………………………………………………………………* | | *Output 1: ……………………………………………………………………………………………….. (Indicative Budget: ,,,,,,,%)* | | *Activity 1.1: ……………* | | *Activity 1.2: …………….* | | *Output 2: ……………………………………………………………………………………………….. (Indicative Budget: …….:%)* | | *Activity 2.1: …………….* | | *Activity 2.2: …………….* | | *Objective 2: ………………………………………………………………………………………………………………………………* | | *………..* | | *………….* | |  | |
| 3. Project Stakeholders and Beneficiaries |
| 3.1 Implementing Agency |
| *Identify the Implementing Agency (IA) for the proposed project and briefly list down its general mandates, roles and responsibility during the implementation of the project. (200-300 words)* |
| 3.2 Implementing Partners |
| *Describe the roles and functions of the identified partner institutions (other Government institutions, NGOs, International Organizations, private sector, etc.) which will collaborate in terms of providing technical assistance for the implementation of the project. (200-300 words)* |
| 3.3 Project Beneficiaries |
| *List down the direct and indirect beneficiaries of the project and provide brief description of the benefits they will be receiving from the implementation of the project. (400-500 words)* |
| 4. Implementation Arrangements |
| 4.1 Project Organogram |
| *Illustrate the project implementation arrangements in the form of an organogram. The organogram should include those institutions and organizations that will be collaborating with the IA in carrying out Project activities at different levels of implementation.* |
| 4.2 Description of the Implementing Arrangements |
| *Based on the project organogram, describe the compositions of the committees/offices involved in the implementation of the project to present inter-relationships of roles and responsibilities across relevant implementing/oversight institutions or bodies. (400-500 words)* |
| 4.3 Potential Environmental and Social Risks and Management |
| *Assess and categorize the environmental and social risks of the proposed project which could hinder and/or adversely affect the implementation of project activities as per the checklist\*. With reference to the identified potential risks, identify appropriate mitigation measures in the format presented below:*   |  |  | | --- | --- | | **Potential Risk(s)** | **Mitigation Measures** | |  |  | |  |  | |  |  |   *\*The template of the checklist to be filled up by the proponent can be found in AFoCO’s website:* [*www.afocosec.org*](http://www.afocosec.org) |
| 4.4 Sustainability |
| *Briefly describe mechanisms and exit strategies to ensure project sustainability. Correspondingly, specify the institutions and/or stakeholders that will implement these mechanisms/strategies. Among others, please consider key sustainability factors such as: capacity development and sustainability in environmental, financial and technological aspects. (400-500 words)* |

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