Document No.:

Receiving Date:

*(For APFNet Secretariat use)*

PROJECT CONCEPT NOTE

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| 1. **General Information** | |
| 1.1 Project Title | |
| 1.2 Duration (in month) | (months) |
| 1.3 Expected Start Date | **00/0000** (month/year) |
| 1.4 Project Type (choose project type) | |
| 1.5 Total cost of proposal  (APFNet funding + counterpart contribution)  **USD 000,000**  Total amount being sought from APFNet  **USD 000,000** | 1.6 Counterpart Contribution shall be no less than 20% of the total cost of the proposal  □No less than 20%  □Less than 20%  □None |
| **2. Proponent’s Profile** | |
| 2.1 Proponent agency/organization/entity:  Nature of organization (choose one item)  Main contact: Email:  Address: Tel:  Website:  (Please attach a brief organizational introduction to this Concept Note） | |
| 2.2 Project team  Number of staff to work on the project \_\_\_\_\_  Key members: Name Title Role in the team  Name Title Role in the team  Name Title Role in the team | |
| 2.3 Previous experience(s) relevant to the proposed project  Project Title Total Project Cost Funding Source | |
| 2.4 Previous Project with APFNet (if any)  Project Title Total Project Cost | |

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| 1. **Project Synopsis** |
| 3.1 Relevance–Alignment to APFNet  Describe specific priorities and objectives that the project supports, and explain how the project will contribute to their achievement. |
| 3.2 Relevance–Alignment to the proposing/target member economy  How does the project align with the priorities, strategic plans, goals and policies in the proposing/target member economy? |
| 3.3 Project Summary (max 1.5 pages)  What is the issue that you will address or examine in your project?  Describe the significance and necessity of the project. Who will benefit from your project?  State the objective(s) of the project in 150 words or less.  List all project outputs.  Outline the key activities your project will do in terms of what, where, when and with whom. |
| 3.4 Methodology and approaches.  Explain the methodology, approach(es), tools, guiding principles or processes you’ll use to plan, manage and execute the project. |
| 3.5 Intended Impact  What benefits and impact will the project generate? Describe the expected outcomes of the project. |

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| **4. Budget estimation** | **Unit** | **Quantity** | **Price per unit**  **(USD)** | **Source of funding** | | **TOTAL** |
| **APFNet Grant** | **Counterpart Contribution** |
| **Project staff cost**  (Salary and regular allowance for project staff and management personnel) |  |  |  |  |  |  |
| **Consultants cost**  (Local and international consultants’ fees) |  |  |  |  |  |  |
| **Travel and related cost**  (Air fare, local travel, per-diem and etc., including project personnel, consultants, guests and participants for project events) |  |  |  |  |  |  |
| **Meeting and training cost**  (Venue, facility, hospitality, speakers/experts’ fees, participants accommodation, meeting materials, etc.) |  |  |  |  |  |  |
| **Field activities cost**  (Labor cost for local community planting, etc.) |  |  |  |  |  |  |
| **Publication & Dissemination cost**  (Formulation, editing, publishing of articles, reports, books and information products and organization of outreach activities, media activities) |  |  |  |  |  |  |
| **Office Operation cost**  (Project administrative management fee and administrative staff cost, lease/rental of office premises, office and facility maintenance, etc.) |  |  |  |  |  |  |
| **Procurement**  (Purchase of vehicles, equipment, facilities etc.) |  |  |  |  |  |  |
| **Monitoring, evaluation and audit cost** |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |

**Note: for project concept note appraisal phase, sub-headings for each budget category are not required.**