Document No.:

Receiving Date:

*(For APFNet Secretariat)*



*Asia-Pacific Network for Sustainable Forest Management*

 *and Rehabilitation*

PROJECT PROPOSAL

Project Title

[Proponent Agency]

[Date of submission]

|  |  |
| --- | --- |
| **Project title** |  |
| **Supervisory agency (if any)** |  |
| **Executing agency** |  |
| **Implementing partners (if any)** |  |
| **Expected project duration:** YY/MM/DD to YY/MM/DD, months |
| **Target area** (Project locations) (Project sites maps should be attached as Annex) |
| **Total budget (USD)**  | **Expected APFNet grant (USD)** | **Counterpart contribution (USD)**(in cash and in-kind) |
| **Project Summary:** (Please brief the problems/issues to be addressed, the objective and anticipated result of this proposal, summary must be no longer than the box provided) |
| Project Proponent(s)：Proponent agency/organization/entity：…………………………………………Supervisory agency：…………….…………….…………….…………….Project contact person：……………………Title: ……………………………Tel …………………………Email………………………………… |
| Prepared and Submitted by **(Printing name and title)**Project Proponent Signature on behalf of EA Date | Reviewed and Nominated by**(Printing name and title)**Council Representative Signature Date |

**Content**

**Abbreviations and acronyms**

**Project Details**

### Project Objective:

State the overarching project objective and specific objectives, please note that the specific objectives need to be SMART (Specific, Measurable, Achievable, Realistic and Time-bound) and must be aligned with the expected outputs.

**SECTION A Project Relevance**

1. **Issues**

What problems does the project seek to address, what is the importance and necessity of the project?

1. **Alignment to APFNet**

Describe specific APFNet priorities, objectives that the project supports, and explain how the project will contribute to their achievement.

**SECTION B Project Impact**

1. **Outputs**

What will the project produce, build, or deliver? Using a numbered list, describe the expected project outputs and how they connect to or contribute to the project **Outcomes** (below)?

1. **Outcomes**

What benefits and impact will the project generate? These may include changes in policy, processes, or behavior in the participating institutions or in the targeted area. Describe how the planned benefits and impact support the Project Objective?

1. **Beneficiaries**

Who will benefit from and be affected by the project? Identify the key stakeholders and how they will benefit from the project, and describe how they will be engaged and communicated during the implementation.

1. **Dissemination**

Describe plan to disseminate the output documents/reports and other results of the project using the table below, if the publication is recommended to be published as an APFNet Publication, please specify clearly in the Dissemination tools.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Publication/Report/Document** | **Objectives** | **Target Audience** | **Dissemination tools** | **Language** |
| e.g. Technical manual  | Increased knowledge of best practices in forest restoration | Local people and policy makers in project area | Brochure | English/... |
| **...** |  |  |  |  |

**SECTION C Project Effectiveness**

1. **Plan.**

How and when will the work be carried out, develop a plan using the table below, be sure all the outputs are included and key milestones and reports/publications submission dates are indicated.

|  |  |  |  |
| --- | --- | --- | --- |
| **Outputs and Activities** | **Methods of Implementation****(How and Where)**  | **Timeline****(Yr.X, Qtr.X)** | **Participants and Responsibility****(Who are responsible and their roles)** |
| **Output 1** e.g. Developing an integrated forest management plan for project area  |
| **Activity 1.1**  | Collecting spatial information for mapping | Yr. 2023, Qtr. 1 | - |
| **Activity 1.2** |  |  |  |
| **...** |  |  |  |
| **Output 2** |

1. **Monitoring and Evaluation**

Use the table below to make a M&E plan by specifying what will be measured, what the target goals are, how they will be measured and where they will be reported.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Items** | **Objectively verifiable indicators of achievement** | **Sources of information and means of verification** | **Baseline What is the current value of the indicators?** | **Target What is the target value of the indicators?** | **ResponsibilityWho will measure it?** | **ReportingWhere will it be reported?** |
| **Output1**e.g. Local technical officers trained on the restoration toolkit in the target areas | 1.Number of trainees who completed the training | Workshop registration form | 100 | 150 | - | Project progress report,Workshop report |
| 2.Number of learning events | Event agenda and invitation | 5 | 8 | - | Project progress reportPSC meeting |
| **Activity 1.1**  |  |  |  |  |  |  |
| **Activity 1.2**  |  |  |  |  |  |  |
| **Output 2**  |  |  |  |  |  |  |
| **Activity 2.1**  |  |  |  |  |  |  |
| **...** |  |  |  |  |  |  |

1. **Risk**

Identify the risks that could impact project implementation and describe the specific approaches to managing risk on this project.

**SECTION D Management and Sustainability**

1. **Project Team and Partners**

Please list all members of the project team, with their roles and competences specified, if external consultants or services will be engaged, please describe the plan.

Describe the resources that will be made available and the corresponding external partners, especially if they've already identified as implementing agencies, please provide information on their engagement and the resources that they will bring to the project.

Please provide an organizational chart to illustrate the composition of project steering committee/technical advisor group, give a short introduction and describe how will the project be managed and supervised.

1. **Sustainability**

Whether the benefits or results of this project are likely to continue after the APFNet funded project is completed, what are the intended effects over longer term?

**SECTION E Project Efficiency**

1. **Budget**

Please complete the **Project Budget** (Annex B) for the project using the APFNet Project Budgeting Tool provided. The Budget should include calculation assumptions (e.g. unit costs) and Counterpart Contribution.

1. **Financial Management**

Describe how the project be financially managed to make sure the grant be used in an efficient and transparent way.

**Annexes:**

Annex A – Project Sites information

Annex B – Project Budget

Annex C – Land/forest tenure certificates *(if available)*

Annex D – Other documents deemed necessary *(if any)*