

PROJECT CONCEPT NOTE

APFNet Project Concept Note (CN) Template

For Projects Submitted under the Fourth Strategic Plan (2026 – 2030)

(To be used for both Small Projects and Regular Projects, please NOTE: This version contains annotations for reference only. Please use the unannotated version when submitting the concept note.)

1. General Information

1.1 Project Title:

Note: The project title should be concise (ideally no more than 15 words) and clearly indicate: (i) the target subregion or economy, (ii) the specific forest-related intervention (e.g., restoration, sustainable forest management (SFM), capacity building, policy support), and (iii) the intended outcome. Avoid vague terms such as “promoting” or “enhancing” unless paired with measurable actions (e.g., “restoring”, “demonstrating”, “developing”). A well-structured example: “Restoring degraded natural forests through assisted natural regeneration in the Greater Mekong Subregion”.

1.2 Project Duration: _____(months)

1.3 Expected Start Date: _____ (month/year)

1.4 Project Type: Small Project Regular Project

1.5 Alignment with the Pillars of the APFNet Strategic Plan (2026 – 2030) (select all that apply):

- Pillar 1: Capacity building
- Pillar 2: Field Demonstration
- Pillar 3: Policy Dialogue
- Pillar 4: Information sharing



*Asia-Pacific Network for Sustainable
Forest Management and Rehabilitation*

1.6 Total proposed project cost (APFNet funding + counterpart contribution): USD

Of which:

- Total amount being sought from APFNet: USD
- Total counterpart contribution (including in-cash and in-kind): USD

Note: Counterpart contribution demonstrates the proponent's commitment. For regular projects, it must be at least 20% of the total project cost. Small projects are also strongly encouraged to provide counterpart contributions.

- In-cash contribution: direct financial input from the proponent or partners (e.g., staff costs, rental of a project office or venues, equipment purchase, and expenses on project administration, internal monitoring and evaluation, as well as financial audits).
- In-kind contribution: non-cash resources (e.g., office space, venue provision, administrative support, existing data, use of existing vehicles/equipment, land provision).

Please specify the estimated value and nature of the contribution in the budget table (Section 5).

- No less than 20% (specify USD in-cash / USD in-kind)
- Less than 20% (specify USD in-cash / USD in-kind)
- None

1.7 Geographic Focus (subregion):

- GCA GMS Latin America
- North America Pacific Islands
- South Asia Southeast Asia (excl. GMS)

Note: GCA - Greater Central Asia;
GMS - Greater Mekong Subregion.

1.8 Target Economy/ies:

2. Proponent's Profile

2.1 Proponent Organization

Name of organization:

APFNet affiliation: Member economy Observer economy Partner

Main contact person:

Email:

Address:

Tel:

Website (if available):

Please attach a brief introduction of the proponent organization

2.2 Project Team

Total number of project staff:

Key members (including technical staff):

Name	Title	Role in the Team	Relevant Technical Competencies /Expertise (max. 30 words per person)

Note: For each key technical staff, briefly describe their specific skills (e.g., forest inventory, GIS, remote sensing, silviculture, socio- economic survey, project management, financial administration) that are directly relevant to the proposed project activities. Attach CVs of proposed key personnel if available.

2.3 Proponent' s previous experience(s) relevant to the proposed project:

Project Title	Total Project Cost	Funding Source	Proponent' s Role	Relevance to Proposed Project (1 sentence)

Please attach copies of brief evidence, e.g., completion reports or reference letters, if available at this stage.

Note: List up to five relevant projects completed or ongoing within the last 10 years. Experience may include projects funded by APFNet, other international organizations, bilateral donors, national governments, or the private sector. The relevance should be demonstrated in terms of thematic focus (e.g., forest restoration, SFM, capacity building), geographic contexts (similar ecosystems or socio- economic conditions), or technical approaches (e.g., participatory methods, GIS, and carbon accounting). Please indicate the proponent' s specific role (lead / partner / consultant).



*Asia-Pacific Network for Sustainable
Forest Management and Rehabilitation*

2.4 Previous Projects with APFNet (if any)

Project Title	Total Project Cost	Status (completed/ongoing)

3. Strategic Alignment

3.1 Alignment with the six APFNet Strategic Goals as follows (select all that apply):

- Goal 1: Advance forest landscape restoration
- Goal 2: Foster resilient and inclusive forest-based livelihoods
- Goal 3: Strengthen forest governance and policy coherence
- Goal 4: Improve human capital and institutional capacity
- Goal 5: Promote regional collaboration, knowledge and innovation
- Goal 6: Ensure financial resilience and sustainability

Briefly describe whether the project's objectives and outputs align with the selected goal(s), and how the project will contribute to achieving the selected goal(s):

3.2 Alignment with target economy's strategies

Briefly describe how the project supports national forestry strategies such as Nationally Determined Contributions (NDCs) under the Paris Agreement, National Biodiversity Strategies and Action Plans (NBSAPs) under the Kunming-Montreal Global Biodiversity Framework (GBF) or other equivalent strategies or plans:

4. Project Synopsis

4.1 Project location and description of current conditions (Max. 300 words)

Note: The description should enable reviewers to understand the baseline context and justify the need for the project and its intervention. Please include the following elements where applicable:

1. Geographic location – administrative division (province/district/commune), coordinates or map reference, accessibility;
 2. Land/forest tenure – ownership and user rights (e.g., state, community, private, mixed);
 3. Current land use/forest cover – vegetation type, forest condition (e.g., degraded/intact/planted), land use change history (e.g., deforested year, previous land uses);
 4. Ecological conditions – dominant species, soil type, erosion status, water availability, biodiversity significance (e.g., presence of endangered species, High Conservation Value (HCV) areas);
 5. Socio- economic context – local population, main livelihoods, dependence on forest resources, land use conflicts or pressures (e.g., encroachment, fire, illegal logging);
 6. Key land/forest degradation drivers – if the project includes restoration, specify what caused the current conditions (e.g., shifting cultivation, overgrazing, fire, infrastructure development).
- Include one sentence explaining why this location is suitable/necessary for the project and proposed intervention, linking to the project objective(s).

Please attach a simple location map as an annex if available.

4.2 Problem statement and justification (Max. 300 words)

What specific problem(s) will the project address? Why is the project significant and necessary?

Briefly describe the most likely land-use scenario and expected future condition of the existing vegetation or forests in the proposed project area in the absence of the implementation of the proposed project.



*Asia-Pacific Network for Sustainable
Forest Management and Rehabilitation*

4.3 Target beneficiaries (Max. 100 words)

Who will directly and indirectly benefit from the project? (e.g., women, youth, Indigenous Peoples, and local communities where applicable)

Have initial consultations with relevant local communities and/or stakeholders been carried out?

- Yes - briefly describe dates, methods, participants, and key outcomes
- No - briefly explain why not and when consultations will be conducted

4.4 Project objective(s) (Max. 300 words)

State the specific project objectives. Each objective must follow the SMART criteria: Specific, Measurable, Achievable, Relevant, and Time-bound. This includes:

- *Alignment with one or more of the six APFNet Strategic Goals. Please indicate which Strategic Goal(s) the objective aligns with.
- *Measurable targets (e.g., hectares restored, number of people trained, percentage increase in income, tons of CO₂ sequestered, number of policies influenced).
- *Specified timeframe (e.g., "by the end of the project (YYYY)" or "by 2030").
- *They are realistic given the project duration and available resources.

Example objective:

"To restore 500 hectares of degraded natural forest in [location] by 2029, using assisted natural regeneration, thereby improving habitat connectivity for two threatened species and increasing carbon stocks by an estimated 15% compared to baseline."

4.5 Expected outputs (list 2 – 5 key outputs)

Output 1:

Output 2:

...



*Asia-Pacific Network for Sustainable
Forest Management and Rehabilitation*

4.6 Activities (brief outline by output)

- Output 1 → Activity 1.1 (what, where, when, with whom)
 - Activity 1.2 (what, where, when, with whom)
 - Activity 1.3 (what, where, when, with whom)
- Output 2 → Activity 2.1 (what, where, when, with whom)
 - Activity 2.2 (what, where, when, with whom)
 - Activity 2.3 (what, where, when, with whom)

...

4.7 Methodology and approach (Max. 600 words)

Briefly describe the technical methods/tools, participatory approaches and/or other methodologies to be used in project design and implementation. The description should demonstrate alignment with SP4's emphasis on integrated impacts and innovation.

Notes:

All projects should integrate Gender Equality and Social Inclusion (GESI) principles into the project cycle (design, implementation, monitoring, reporting).

In accordance with SP4, all projects should reinforce the focus on climate action, biodiversity conservation and/or inclusive livelihood development. In light of this, demonstration projects are expected to specifically include:

- *Carbon accounting methodologies to establish baseline carbon stocks, and calculate/measure future carbon stocks both with and without the project interventions.
- *Biodiversity survey methodologies to establish baseline conditions and identify High Conservation Value (HCV) areas, including endangered and vulnerable species. Methodologies should also monitor and assess the impacts of project interventions compared to a without-project scenario.
- *Socio-economic survey methodologies to establish baseline conditions (such as livelihoods, income, employment opportunities, access to resources and services) and to monitor and assess the impacts of project interventions against a without-project scenario. This may also include a focus on youth, women, and Indigenous Peoples.

4.8 Risk identification and mitigation measures (Max. 200 words)

Please identify potential risks that could affect the project implementation or achievement of objectives. Provide mitigation measures and complete the table below (add rows as needed):

Risk Category	Description of Risk	Likelihood (Low/Med/High)	Impact (Low/Med/High)	Mitigation Measures

Note: Common risk categories typically include, but are not limited to:

- *Technical risks (e.g., data availability issues, methodological challenges, technology transfer barriers)
- *Operational risks (e.g., procurement delays, staff turnover, coordination difficulties among multiple partners)
- *Environmental risks (e.g., natural disasters (fire, flood, drought) impacting field activities)
- *Socio- economic risks (e.g., land use conflicts, low community participation, livelihood disruptions)
- *Policy/institutional risks (e.g., changes in government priorities, withdrawal of political support, regulatory barriers.)
- *Financial risks (e.g., currency fluctuation, delayed counterpart contribution, cost overruns)

4.9 Intended Impact and Sustainability (Max. 500 words)

Briefly describe the intended ecological, economic, and social impacts of the project and explain how economic and social benefits will be shared among stakeholders – especially women, youth, Indigenous Peoples and vulnerable groups – in a transparent and equitable manner. Include how the project will continue to generate income or other benefits after APFNet support ends and how the project model can be replicated or scaled in similar contexts.

Note:

- * Ecological impacts e.g., potential CO₂ emissions reductions or sequestration, increases in species richness and abundance of threatened species, improved habitat connectivity for key habitats and wildlife corridors, enhanced High Conservation Value (HCV) status, soil erosion control and improved water quality.
- * Economic and social impacts e.g., livelihood development (e.g., number of jobs created, income increases, understory economic activities or NTFPs, agroforestry, forest therapy), infrastructure improvements, educational benefits, and community wellbeing.
- * Post- project sustainability e.g., developing the understory economy and NTFPs, community forest enterprises, continuous engagement of enterprises, carbon credit or biodiversity credit transactions, products from certified sustainable forest management.



*Asia-Pacific Network for Sustainable
Forest Management and Rehabilitation*

4.10 Potential Engagement with Enterprise(s)

Do you wish to engage international and/or domestic enterprises in project implementation to diversify financing sources?

Yes No

If yes,

1. Please specify: International enterprises Domestic enterprises Both (international and domestic)
2. Please briefly describe the expected model of enterprise engagement, including how international and/or domestic enterprises operating within the target economy could be engaged in the project (e.g., co- financing, in- kind contribution, Environmental, Social and Governance (ESG) alignment, supply chain integration, carbon credit purchase agreements, technical collaboration)?

5. Budget Estimation	Unit	Quantity	Price per unit (USD)	Source of funding (USD)		TOTAL (USD)
				APFNet Grant	Counterpart Contribution	
Project Staff Costs (Salary and standard allowance for project staff and management personnel)						
Consultant Costs (Local and/or international consultant fees)						
Travel and Related Costs (Airfare, local travel, per-diem etc., for project personnel, consultants, guests, and participants in project events)						
Meeting and Training Costs (Venue, facilities, hospitality services, speakers' and experts' fees, participant accommodation, meeting materials, etc.)						
Field Activities Cost (Labor cost e.g. for local community planting, etc.)						
Publication and Dissemination Costs (Drafting, editing, publishing of articles, reports, books and information products; organization of outreach activities and media activities)						
Project Administration Costs (Project administrative management fee, administrative staff costs, office rental, facility maintenance, etc.)						
Procurement (Purchase of vehicles, equipment, office supplies, etc.)						
Monitoring Cost (Baseline survey, periodic monitoring and data collection, etc.)						
Evaluation Costs						



*Asia-Pacific Network for Sustainable
Forest Management and Rehabilitation*

(Mid-term and final project evaluation)						
Audit Costs (Independent third-party audit)						
TOTAL						

Note: Detailed budget breakdowns are not required for the concept note phase.