

## 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)

#### 1. General Information

1.1 Project Title:

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

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 \_\_\_\_\_

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



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<p>1.7 Geographic Focus (subregion):</p> <p> <input type="checkbox"/> GCA      <input type="checkbox"/> GMS      <input type="checkbox"/> Latin America  <input type="checkbox"/> North America   <input type="checkbox"/> Pacific Islands  <input type="checkbox"/> South Asia      <input type="checkbox"/> Southeast Asia (excl. GMS)         </p>	<p>1.8 Target Economy/ies:</p>
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**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)

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.

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):



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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)

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.

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 CO<sub>2</sub> 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.

#### 4.5 Expected outputs (list 2 - 5 key outputs)

Output 1:

Output 2:

...

#### 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.



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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

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.

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

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

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