

Project Concept Note (PCN)

1. Project summary

Project Name		
Project Targeted Location		
Implementation Period (# of months):		
Estimated budget (UD\$)		
Requested from SGP (UD\$)		
Co-finance <i>If applicable</i>	Proponent Organization	
	Other partners	

2. Proponent organization information

Name of Org.		
Address		
Tel/Fax		
Email		
Website		
Type of Org - tick (<input type="checkbox"/>) or cross (<input type="checkbox"/>) the box <input type="checkbox"/> NPA, <input type="checkbox"/> CBO, <input type="checkbox"/> Community, <input type="checkbox"/> Mass Org. <input type="checkbox"/> Education Institution		
Brief Description of Proponent Org. 		
Previous experience - Financial management and Project cycle management 		
Authorized Officer - those will be responsible officers for project implementation		
Authorized Officer 1: Contact/email		
Authorized Officer 2: Contact/email		
Authorized Officer 3: Contact/email		

Remark: (NPA – Not-for-Profit Association; CBO – Community-based Organization; Mass Org/MO – Mass Organization)

3. Project Description

3.1. Focal Area of project intervention – tick () or cross () the box in of focal areas and elaborate the threats/challenges/risks that project intends to address during the course of time.

- Biodiversity
- International Water
- Land Degradation
- Persistence Organic Pollutants
- Climate Change Mitigation and or Adaptation

3.2. Project Rationale – why this project is important (description should be relevant and or response to the selected focal area in #6 below)

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3.3. Project Development objective - What group is targeted directly by the project as the key recipient of project benefits? (e.g., students, farmers, residents of poor communities, small enterprises, civil servants, specific institutions, and the like)

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3.4. Project Specific Objective

- 3.4.1.
- 3.4.2.
- 3.4.3.

3.5. Expected Results - (a) Please state the expected results of your project and its contribution to achieving sustainable food security and reducing poverty; (b) How will you measure your results? Please be as precise and quantitative as possible.

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4. Project Implementation

4.1. Project beneficiaries and Contribution - *Include here evidence of a participatory planning process and agreement by project beneficiaries – if not yet conduct participatory planning with expected beneficiaries explains how project will involve beneficiaries if concept note accepted - with project objectives and activities. For example, how project is considering Rights Based Approach; Gender Equity (describe how the women embrace principles of joint decision-making); Civil society; Sustainability:*

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4.2. Project partners and Contribution - *tick () or cross () the box*

- | | | |
|-----------------------------------|---|--|
| <input type="checkbox"/> NPA, | <input type="checkbox"/> CBO, | <input type="checkbox"/> Community, |
| <input type="checkbox"/> Mass Org | <input type="checkbox"/> Government Org | <input type="checkbox"/> Education Institution |

Description of these project partners the relationship and responsibilities and or its contribution to significantly facilitate the achievement of the project objectives

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4.3. Project Management Structure - *Describe the management structures and functions of the proponent under this project. Who will be responsible for executing project activities?*

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5. Plan of Activity

SL	Activity	Time (quarterly basis)											
		Year 1				Year 2				Year 3			
		1	2	3	4	1	2	3	4	1	2	3	4
1													
2													
3													
4													

6. Estimated Budget

Activity	Budget (\$)	Request from SGP	Contribution from proponent org.		Lao Wetland Project	
			Cash	Kind	Cash	Kind
1						
2						
3						
4						
Total (1)						
Admin of (1) 20-25% of activities' cost						
Resource persons						
Administrative						
Miscellaneous						
Total (2)						
Total budget (1) + (2)						