## Annexure 7: Project Proposal Template for PRI

**Program-Related Investment**

**Project Proposal on**

*(Title of the Project)*

**submitted to**

**Bhutan Trust Fund for Environmental Conservation**

**Section I: Project Information**

|  |  |
| --- | --- |
| Project Title | *(insert the title)* |
| Program-Related Investment loan requested from BTF | Nu. *(insert in absolute figures) and in words (Ngultrum ….)* |
| Fund as Co-finance (if any) | Nu. |
| Co-financed by | *(insert name of the co-financing agency/ies)* |
| Total Project cost  (BTF + Co-finance) | Nu*. (insert in absolute figures and words)* |
| Project Duration | Specify duration *in number of months*  *Insert start date (dd.mm.yyyy)*  *Insert end date (dd.mm.yyyy)* |
| Name of the Applicant | *(insert name of government agency/non-gov agency/head of organization in case of individual proponent)*  *e.g. Department of Macro-IFScal and Development Finance, Ministry of Finance* |
| Legal Status, year of establishment | e.g. 2022 |
| Full postal address | Post Box, postal code |
| Telephone, email address | 975 |
| Name and position of person authorised to sign the funding agreement. | e.g. name of the Director General |
| Name of person in charge of the project in the applicant organisation. | e.g. Chhimi Dorjee |
| Name of the implementing Project Partner agency | e.g. Department of Parks |
| Full postal address | Ccc |
| Name of the person in charge of the project in the implementing agency. | e.g. Wangchuk Tshitem |
| Alternate/Back-up name of the person in charge of the project in the implementing agency. |  |
| Telephone/Mobile Number | Xxx |
| Email address | e.g. dop@moenr.gov.bt |

**Section II:**

1. **Relevance to Objects of the Royal Charter 2021 (tick relevant Objects)**

|  |  |  |
| --- | --- | --- |
| 1. | Preserving biological diversity |  |
| 2. | Enabling human-wildlife co-existence |  |
| 3. | Mitigating and adapting to climate change |  |
| 4. | Addressing adverse impacts of development on the environment |  |

1. **Relevance to thematic outcomes of Roadmap 2040**

|  |  |  |
| --- | --- | --- |
| **Thematic Area** | **Roadmap 2040 Outcomes** | **Project Outcomes** |
| **Thematic Area I – Conserving Biological Diversity.** | **Bhutan’s rich biodiversity is safeguarded through sustainable management of key species and their habitats.** *Examples: conservation of threatened species and genetic diversity; management of areas of high biodiversity; restoration of degraded areas; sustainable utilization of natural resources; management and control of alien invasive species; conservation of native agrobiodiversity.* |  |
| **Thematic Area II –** **Enabling Human-Wildlife Coexistence.** | **Human-wildlife coexistence is enabled by securing the well-being of both people and wildlife.**  *Examples: Invest in projects that apply a holistic approach to addressing conflict that encompasses diverse sectors including natural resources, livelihoods and economy, agriculture, education, technology, research, and health.* |  |
| **Thematic Area III -Mitigating and Adapting to Climate Change.** | **Remain a carbon-neutral nation while strengthening climate resilience of citizens and ecosystems.**  *Examples: Invest in climate mitigation, adaptation, loss and damage, and climate finance; contribute to the Bhutan Climate Fund which has a requirement of USD 50 million; potential scope for BTF to be engaged in carbon finance.* |  |
| **Thematic Area IV - Addressing Adverse Impacts of Development on the Environment.** | **Green and climate-resilient development contributes to sustainable socio-economic outcomes for the nation.**  *Examples: invest in projects that support transformations in the renewable energy, construction, and waste management sectors. Research and capacity building in these sectors will be key to support piloting, innovation, and scaling up of processes* |  |

**Section III: Project Proposal**

|  |
| --- |
| 1. **Executive Summary *(limit to 2,000 characters)*:**   *Note: An abstract of the project providing clear information about*  *• project impact and outcome,*  *• outputs/expected results,*  *• target group, implementing partners, location,*  *• inputs/activities,*  *• context of the intervention.* |
| 1. **Background and Context**   *This section explains the internal and external context (national, international, policy, laws, organizational) in which the project will be implemented. This section will include*   * 1. **Analysis of relevant national/international/sector context and policies** * *E.g., 13th FYP, national KPIs, sector/agency policies, KPIs, etc.* * *The significance of the landscape and the importance of its resources to the surrounding ecosystem, including the human population.* * *Analysis of the relevant national/international commitments/conventions, agency plans and priorities.* |
| 1. **Project Design (***why this project is justified, who will benefit and how this change will be brought about).*    1. **Target Area and Beneficiaries**   *Provide names of the village, Chiwog, Gewog and Dzongkhag of the target area*  *If possible, attach a map of the target area*  *Explain how the project would provide direct/ indirect benefits to the target area, including BTF as an organizational beneficiary.*  *Explain on how the project caters to the needs of vulnerable communities (Thematic Areas 2 and 3).*   * 1. **Problem Analysis** * *Relate to the relevant thematic areas under Section II B, backed up by Section VI to define the exact problem, its relevance (degree of alignment, needs and priorities of BTF as an organization) to Section II B and resulting logic to address in the long-term the problems.* * *What caused the issues?* * *How have the issues impacted or would affect the environment, biodiversity, economy, human livelihoods and climate change.* * *Why is BTF’s support necessary?*   1. **Strategic approach and methodology** * *For addressing the above problems and ensuring increased project success rate, improved resource allocation and enhanced organizational performance, state the strategic approach and methods that will be used to realize the above, e.g. alignment with the overall strategy of the current plan, is the strategy based on lessons learned, is the project part of a larger project, is it consistent with relevant national laws/policies or international conventions, measures to be taken to enhance inclusive participation, stakeholder management, how will the target groups get engaged in the project?, strengthen ownership and accountability, etc.*   1. **Business Plan**      1. *How did you determine the loan amount you are requesting for BTF’s support?*      2. *Provide details on how you will use the borrowed money - use cost estimates, expansion of your business, etc.*      3. *Present the financial ratios (ROI; IRR, etc)*      4. *Present your loan repayment/payback plan. What is the expected interest rate, repayment period, cash flow projections, earnings projections, etc.*      5. *Elaborate on the financial risks involved, what if you cannot pay back the loan?* |
| 1. **Project Logic**   The project plan must include the following:   * ***Impact****: What the project ultimately aims to achieve.* * ***Outcome (s)****: Short or long-term change the project would bring.*   *Having related in Sections II A and B to the BTF strategic areas how would your project contribute to the relevant Thematic Area (s)and help BTF achieve the higher-level results that is greater than when your project is being managed individually. Eventually your project’s outcome (s) should enable BTF focus on delivering outcomes to help achieve environmental conservation in Bhutan.*   * ***Outputs****: Visible and tangible results achieved after implementing an activity or number of activities.* * ***Inputs and activity (ies)****: Interventions to achieve the outputs.* |
| 1. **Risk Management**   *Describe the potential financial risks, risks to the project, external risks, institutional risks to the achievement of the project outcomes? What measures need to be put in place that are appropriate and effective in preventing such events or mitigating the impact? How will these be monitored.*   |  |  |  |  | | --- | --- | --- | --- | | **Description of the risk[[1]](#footnote-1)** | **Likelihood[[2]](#footnote-2)** | **Possible Impact[[3]](#footnote-3)** | **Risk Management Measures** | |  |  |  |  | |  |  |  |  | |
| 1. **Project implementation capacity**     1. **Human resources and administrative requirements**  * *Describe the availability of human resources (number, skills and competencies) that are needed to implement the proposed activities.  Any shortfall must be pointed out and remedial measures to deal with the shortfall have to be suggested.* * *Explain the administrative setup that would support and facilitate in the smooth implementation of the project activities. Any shortfall must be pointed out and remedial measures to deal with the shortfall have to be suggested.*   **BTF will consider financing the overhead cost of up to 10% of the total project cost. The need for the administrative cost will be stringently reviewed before its consideration.**   * 1. **Financial management** * *Describe the financial management capacity and the responsibilities (accounting, financial reporting and auditing arrangements) that will be put in place to guarantee oversight of the PRI funds. Any shortfall must be pointed out and remedial measures to deal with the shortfall have to be suggested.*   1. **Implementation arrangements** * *Describe the arrangements for implementation, especially if the loan is part of a larger project. If it involves coordination among multiple agencies or institutions (stakeholders), indicate who will be responsible for overall coordination and how this will work.*   1. **Past experiences** * *Mention past experiences in implementing projects and explain how such experiences will help you manage project implementation.* |
| 1. **Monitoring & Evaluation**  * *Explain the monitoring capacity of the proponent and the institutional arrangements for monitoring the performance of the project* *at the activity and output levels in terms of money, time, risk, quality, and other areas of project progress. Analyze current situation, identify issues and find solutions, discover trends and patterns, measure progress against outputs, make decisions about human, financial and material resources through records, reports and field visits.* * *Explain the internal evaluation capacity of the proponent and the institutional arrangements to measure effectiveness of the project, determine the extent to which outcomes have been achieved, and document lessons learned. How would the proponent manage feedback when the project governance, coordination, and collaboration processes take place with the aim to enhance adaptive capacity.* |
| 1. **Project Closure**   *Explain the steps that you intend to put in place to finally end the project to inform BTF and ensure proper handing-taking, payments, documentation, etc. so that no project-related issues arise later.* |
| 1. **Sustainability of the Project**  * *Describe the post-project arrangements, so that the project will not end abruptly. Identify agency/community/individual etc. who should be responsible and accountable to ensure that the intended sustainability aspirations are achieved.* |

**Section IV: Results Framework**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Results Chain | **Indicator** | **Baseline (value, year)** | **Target**  **(value, year)** | **Means of verification** | **Risks and Assumptions** | **Collaborator(s)** |
| **Impact** *Mention the overarching long-term objective the project will contribute to – link to B and then A of Section II above.* |  |  |  | Data source:  Data collection method:  Frequency:  Responsibility: |  |  |
| **Outcome 1**  (see Section II) |  |  |  | Data source:  Data collection method:  Frequency:  Responsibility: |  |  |
| **Output 1.1** |  |  |  | Data source:  Data collection method:  Frequency:  Responsibility: |  |  |
| *Activity 1.1.1: detail the means and costs to successfully implement the activity to achieve the outputs* | | | | | | |
| *Activity 1.1.2:* | | | | | | |
| *Activity 1.1.3:* | | | | | | |
| **Output 1.2** |  |  |  | Data source:  Data collection method:  Frequency:  Responsibility: |  |  |
| *Activity 1.2.1* | | | | | | |
| *Activity 1.2.2:* | | | | | | |
| Outcome 2 |  |  |  | Data source:  Data collection method:  Frequency:  Responsibility: |  |  |
| **Output 2.1** |  |  |  |  |  |  |
| *Activity 2.1.1:* | | | | | | |
| *Activity 2.1.2:* | | | | | | |
| **Output 2.2** |  |  |  |  |  |  |
| *Activity 2.2.1:* |  | | | | | |
| *Activity 2.2.2:* |  | | | | | |
| *Activity 2.2.3:* |  | | | | | |

**Section V: Project Work Plan**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Outcome**  *(As in the Results  Framework)* | **Output**  *(As in the Results  Framework)* | **Activity**  *(As in the Results  Framework)* | **Work Plan & Semi-Annual Budget** | | | | | | | | |
| **Year I** | | **Year II** | | **Year III** | | **Qty** | **Unit Cost** | **Amount** |
| **Semi Annual I (Nu)** | **Semi Annual II (Nu)** | **Semi Annual I (Nu)** | **Semi Annual II (Nu)** | **Semi Annual I (Nu)** | **Semi Annual II (Nu)** |
|  | Output | Activity |  |  |  |  |  |  |  |  |  |
| Output | Activity |  |  |  |  |  |  |  |  |  |
| Activity |  |  |  |  |  |  |  |  |  |
|  | Output | Activity |  |  |  |  |  |  |  |  |  |
| Activity |  |  |  |  |  |  |  |  |  |
| Activity |  |  |  |  |  |  |  |  |  |
| **Total budget semi-annually** | | |  |  |  |  |  |  |  |  |  |
| **Total project budget** | | |  | | | | | | | |  |

**Section VI: Project Budget (Nu.)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Cost Item | Unit (piece, person hours/month, days, lumpsum, etc.) | Quantity | Cost per unit | Total Costs |
| 1.1.1 | Activity title | piece | 200 | 30 | 6,000 etc. |
| … |  |  |  |  |  |
| …. |  |  |  |  |  |
| 1.Sub-total |  |  |  |  |  |
| 2.1.1 | … |  |  |  | …. |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 2.Sub-total |  |  |  |  | …. |
| Total |  |  |  |  | 1+2= |

**Section VI: Environment, Gender, and Social Safeguards**

To the safeguards listed below indicate if the proposed project would cause any implications on any of the safeguards. (Answer Yes/No/Not applicable against the safeguard checklist)

|  |  |  |
| --- | --- | --- |
| **Checklist** | **Yes/No/Not applicable)** | **Remedial Measures (Explain)** |
| **1.Environment and Social** |  |  |
| 1.1.  Would the project result in the generation of waste that cannot be recovered, reused or disposed of in an environmentally and socially sound manner? |  |  |
| 1.2. Does the project have negative effect on physical and cultural resources/Heritages? |  |  |
| 1.3. Would the project have environmental and social impacts that could affect vulnerable groups? |  |  |
| 1.4. Would the project activities result in involuntary resettlement? |  |  |
| 1.5. Would the project activities result in potential risk to public health? |  |  |
| 1.6. Would the project activities have adverse effect on the poverty alleviation? |  |  |
| 1.7.  Is the project likely to directly or indirectly increase social inequalities? |  |  |
| 1.8. Would the project involve the application of pesticides which will have negative effect on the environment and human health? |  |  |
| 1.9 In the event of disasters, would the project management be able to manage the disaster? |  |  |
| 1.10 Would the project pose potential transboundary threats? |  |  |
| 1.11 Do all the proposed activities result in the defined outputs with optimal utilization of resources? |  |  |
| 1.12 Do all the proposed outputs and activities fulfil legal and regulatory requirements? |  |  |
| **2.Gender Equity** |  |  |
| 2.1.  Is the project likely to significantly impact gender equality and women’s empowerment? |  |  |
| 2.2. Is the proposed project likely to have impacts that could affect women’s and men’s ability to use, develop and protect natural resources? |  |  |
| **3.Fraud and Corruption** |  |  |
| 3.1.  Does the project have measures to prevent mismanagement of financial resources? |  |  |
| 3.2.  Does the project have a proper procurement system in place? |  |  |
| 3.3.  Does the project have a commitment from the top management in terms of efficient and transparent Governance and Operational system? |  |  |
| 3.4. Would the project facilitate equal opportunity and accessibility in all aspects (project implementation, benefits, participation, etc.). |  |  |
| **4.Biodiversity** |  |  |
| 4.1. Is the project located within or nearby to critical habitats and/or environmental sensitive areas, including protected areas or areas proposed for protection? |  |  |
| 4.2. Would the project potentially cause adverse impacts to habitats and/or ecosystems and ecosystem services? |  |  |
| 4.3 Would the project activities pose risks to endangered species? |  |  |
| 4.4 Would the project have potential threats to land and soil degradation? |  |  |
| 4.5 Is the project likely to pose threats to forests and natural habitats? |  |  |
| 4.6 Would the project have negative effect on the conservation of biological diversity? |  |  |
| 4.7 Would the project pose a risk of introducing invasive species? |  |  |
| 4.8 Does the program/project involve the utilization of genetic resources (e.g. collection and/or harvesting, commercial development of natural resources)? |  |  |
| 5. **Climate Action** |  |  |
| 5.1 Is the project likely to directly or indirectly increase environmental and climate vulnerability? |  |  |
| 5.2 Will the project activities cause significant (above average) additional Greenhouse Gas (GHG) emissions? |  |  |
| 5.3 Are measures foreseen to reduce either existing or potential GHG emissions? |  |  |
| 5.4 Does the project reduce the vulnerability of targeted populations and promote adaptation (capacities) and where applicable resilience to the impacts of climate change? |  |  |

**Section VII: Documents required**

List the legal documents required for the implementation of the project activities (clearances).

**Section VIII:**

1. Annexures
2. References

1. Risk description should accurately and precisely capture the risk in the context of the specific project, and should contain: (1) the event that threatens to occur (2) its main cause or trigger (3) its negative effects. [↑](#footnote-ref-1)
2. Enter a value: (1) very unlikely, (2) unlikely, (3) likely, (4) very likely. [↑](#footnote-ref-2)
3. Enter a value: (1) insignificant, (2) significant, (3) major. [↑](#footnote-ref-3)