## Annexure 2: Concept Note Template for Large Grant

**CONCEPT NOTE**

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| --- | --- | --- |
| **Thematic Area** | Thematic Outcomes | Indicative Project Outcomes |
| 1. **Conserving Biological Diversity** | Bhutan’s rich biodiversity is safeguarded through sustainable management of key species and their habitats. |  |
| 1. **Enabling Human-Wildlife Coexistence** | Human-wildlife coexistence is enabled by securing the well-being of both people and wildlife. |  |
| 1. **Mitigating and Adapting to Climate Change** | Remain a carbon-neutral nation while strengthening climate resilience of citizens and ecosystems. |  |
| 1. **Addressing Adverse Impacts of Development on the Environment.** | Green and climate-resilient development contributes to sustainable socio-economic outcomes for the nation. |  |

***INSTRUCTIONS: The whole concept note should be 2-3 pages long.***

**Organisation Details**

***INSTRUCTIONS: Complete the following table with details of the organisation submitting the concept note.***

|  |  |
| --- | --- |
| Project Title | Insert title  ~~Make a reference to the relevant Roadmap 2040 investment area~~ |
| **Organisation Name and address** | Insert (governmental agency, non-governmental agency, community or individual) |
| **Website** | Insert |
| **Telephone** | Insert |
| **Contact Person** | Name & Designation: Insert  Telephone: Insert  Mobile phone: Insert  Email: Insert |
| **Registration Details (For CSO/Private Companies)** | Insert |

**Project Summary**

***INSTRUCTIONS: Insert a 1-2 paragraph summarising the expected results (outcomes, outputs), approach and strategy, target area and beneficiaries, and justification of BTF funding. Write this section after you have completed all other sections of the concept note.***

**Insert summary here**

**Problem Analysis**

Briefly describe the problem being addressed, so that it contributes to achieving the Thematic Outcomes

**Target Area & Beneficiaries**

Briefly describe the geographic target area and the people who will benefit from the project

**Goal**

Insert the goal of the project

**Objective**

Insert the objective(s) of the project

**Expected Results**

* Insert outcome 1.
* Insert outcome 2.
* Insert outcome 3.

Briefly describe the logical framework for the project and are the deliverables achievable within the project timeline?

**Duration**

Describe when the project will start and finish. Are the timelines reasonable?

**Approach and Strategy**

Briefly describe the overall approach that will be followed to solve the problem including stakeholder consultations, donor harmonization, how you will approach gender equity and social inclusion and vulnerable communities especially for Thematic Areas 2 and 3.

Briefly describe the degree of consistency of the project with the current FYP and sector plan and policies, the implementation management arrangements and safeguards assessments. Mention specific measures that will be taken to strengthen capacities to ensure sound implementation.

**Preliminary Budget**

Give the proposed total budget for the project, including contributions by co-financiers and specify the source

State if funding from the Project Formulation grant will be requested.

**Justification of BTF Funding**

Explain why the Project requires BTF funding, i.e. explaining why this project idea is not financed by the Government or other donors during the current Plan? The justification for Large Grants is mandatory. Were alternative funding options explored and why has this not been secured? Justify why this is the minimum required to make the project viable.

**Monitoring & Evaluation**

Briefly describe how the results will be measured. List the key performance indicators.

**Risks**

Briefly describe the potential risks and risk management measures.

**Sustainability**

Briefly describe how the project activities will be sustained beyond BTF support.