## Annexure 3: Project Proposal Template for Large Grant

**Large Grant Project Proposal on**

*(Title of the Project)*

**submitted to**

**Bhutan Trust Fund for Environmental Conservation**

**Section I: Project Information**

|  |  |
| --- | --- |
| Project Title | *(insert the title)* |
| Large Grant funding request 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 Applying Agency | *(insert name of government agency/non-gov agency/head of organisation in case of individual proponent)*  *e.g. Department of Macro-IFScal and Development Finance, Ministry of Finance* |
| Legal Status, year of establishment (in case of NGO, CSO, Private Entities) | e.g. 2022 |
| Full postal address | Post Box, postal code |
| Telephone, email address | 975 |
| Name, position and contact details of person authorised to sign the funding agreement. |  |
| Name, Designation and Contact details of the project focal and alternate focal in the implementing agency. |  |
| Location of the target area (Village, Gewog) |  |

**Section II:**

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

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| --- | --- | --- |
| **Thematic Areas of Roadmap 2040** | **Thematic Outcomes of Roadmap 2040** | **State the 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: Proposal plan**

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| 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. **Harmonization** * *Explain the harmonization with different organizations within the ministry/agency/national/local levels etc.* * *Explain the harmonization with international commitments, e.g., donors, SDGs* * *How effective is the coordination mechanism so that effective collaborations lead to achieving the goals.* |
| 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 the 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.* * *Which mandatory approvals/clearances must be secured for timely and successful implementation of the project.* |
| 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 the project contribute to the relevant Thematic Area (s)and help BTF achieve the higher-level results that is greater than when the project is being managed individually. Eventually the 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 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.*   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 grant 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. If it involves coordination among multiple agencies or institutions (stakeholders), indicate who will be lead agency responsible for overall coordination, state the coordination mechanisms and how will this 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. Monitoring entails analysing current situation, identifying issues and finding solutions, unearthing trends and patterns, measuring progress against outputs, making 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. Explain how the proponent manages feedback when the project governance, coordination, and collaboration processes take place with the aim to enhance adaptive capacity.* |
|  |
| 1. **Project Closure**   *Closing a project is an activity by itself. Therefore, explain the steps to finally end the project to ensure proper technical (final narrative report, etc.), financial (final financial report, check if all project advances, travel advances, and advances to suppliers have been liquidated, audit, etc.) and administrative closure (project equipment, vehicles, etc.) of the project 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**

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| --- | --- | --- | --- | --- | --- | --- |
| Results Chain | **Indicator** | **Baseline** | **Target** | **Means of verification** | **Lead Implementing Agency** | **Collaborator(s)** |
| **Impact** *Mention the overarching long-term objective the project will contribute to – link to B and then A of Section II above.* |  | e.g. (value, year) | e.g. (value, year) | 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.)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Output/Activity/Budget Code | Cost Item | Unit (piece, person hours/month, days, lumpsum, etc.) | Quantity | Cost per unit | Total Costs |
| Output 1.1 |  |  |  |  |  |
| Activity 1.1.1 | Office equipment | piece | 200 | 30 | 6,000 etc. |
| Activity 1.1.2 | Monitoring/travel |  |  |  |  |
| Activity 1.1.3 | Training beneficiaries |  |  |  |  |
| 1.Sub-total Output |  |  |  |  | 6,000 |
| Output 1.2 |  |  |  |  |  |
| Activity 1.2.1. | … |  |  |  | …. |
| Activity 1.2.2 |  |  |  |  |  |
| Etc. |  |  |  |  |  |
| 2.Sub-total Output 1.2 |  |  |  |  | …. |
| 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 if Yes and how it is addressed in the project) |
| 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 indigenous people or 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 consider adequate measures to consider Human rights principles. |  |  |
| 1.7. Would the project activities have adverse effect on the poverty alleviation? |  |  |
| 1.8.  Is the project likely to directly or indirectly increase social inequalities? |  |  |
| 1.9. Would the project involve the application of pesticides which will have negative effect on the environment and human health? |  |  |
| 1.10 In the event of disasters, would the project management be able to manage the disaster? |  |  |
| 1.11 Would the project pose potential transboundary threats? |  |  |
| 1.12 Do all the proposed activities result in the defined outputs with optimal utilization of resources? |  |  |
| 1.13 Do all the proposed outputs and activities fulfil legal and regulatory requirements? |  |  |
| 1. **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? |  |  |
| 1. **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.). |  |  |
| 1. **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 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: Project Advocacy and Knowledge Dissemination**

(The budget for these activities shall be inbuilt into the project)

**Section VIII: Documents required**

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



**Section IX:**

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)