



# CALL FOR PROPOSALS

## GRANT APPLICATION

**Organization:** World Wide Fund for Nature – Viet Nam (WWF-Viet Nam)

**Project:** Saving Threatened Wildlife

**Name of Package:** Enhancing knowledge on illegal wildlife trade to inform counter wildlife trafficking (CWT) efforts in Viet Nam

**Call for proposals number:**

**Submission Deadline:** 11:55 p.m., July 21, 2023 (Hanoi time – ICT).

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## 1. TERMS OF REFERENCE

**Title of the Grant:** Enhancing knowledge on illegal wildlife trade to inform counter wildlife trafficking (CWT) efforts in Viet Nam

**Project:** Saving Threatened Wildlife

**Work location:** Nationwide

**Duration:** 12 months August 2023 – July 2024

### 1.1. Background

Despite concerted efforts to combat wildlife trafficking over the past two decades, Vietnam remains a global hub of the illegal wildlife trade (IWT) and is both a major demand, transit, and supply country. As Vietnam has grown into a middle-income country, trafficking of high-value wildlife and wildlife products has increased. Species such as elephants, rhinos, big cats, pangolins, freshwater turtles and tortoises are illegally traded for their parts and to supply meat consumption, traditional medicine, exotic pet trade and souvenirs. In addition to decimating wildlife populations, the illegal trade can threaten human health by increasing the risk of zoonotic disease transmission.

To help Vietnam control and stop the current increasing situation of wildlife trafficking, the Saving Threatened Wildlife project, supported by USAID, aims to increase Viet Nam's leadership in countering wildlife trafficking through enhancing the commitment of government leaders at national and local levels, increasing effectiveness of wildlife law enforcement, engagement of the private sector and civil society actors, and reducing demand and consumption of illegal wildlife products.

To address the ongoing IWT crisis, conservation approaches and policy must be underpinned by robust scientific information. Conservation research is essential to help inform science-based and evidence-led actions that will effectively address the threats to wildlife.

Research provides an opportunity to identify current and emerging illegal wildlife trade patterns, species at risk from poaching, illegal trade and trafficking, and identify where animals are sourced and traded to. This information can inform the design of interventions that can help combat illegal trade and wildlife trafficking.

### 1.2. Purpose

WWF is calling for technical and financial proposals from civil society organizations (CSO), universities, post-graduates, and academic institutes with proven capacity and experience to implement a small grant for conducting illegal wildlife trade-related research, including opportunities for post-graduate conservation researchers to strengthen solution identification and engagement to counter wildlife trafficking.

The small grant is applicable to proposals that:

- Support research capacity for civil society organizations (CSO), academic institutes, and students to conduct research related to the illegal wildlife trade.
- Produce research publications (e.g., peer-reviewed journal articles, book chapter, dissertation and theses, research reports, conference proceedings) that provide in-depth information on illegal wildlife trade including research-based recommendations.
- Develop and/or coordinate training modules on the illegal wildlife trade (e.g., research and monitoring techniques) that are relevant to researchers and early career professionals to improve relevant research skills.

### 1.3. Scope of Work

Technical and financial proposals which cover a period of 12 months and consist of an implementation plan with cost-effective activities and budget to deliver **one or more** areas of the Grant, including as relevant:

- (1) Research title and identification of the species to be researched.
- (2) Hypothesis of why the species is, or maybe, threatened by the illegal wildlife trade, and how the research could provide value for conservation practitioners and policy makers.
- (3) Demonstrating the cost-effective methodology for proposed research where applicable.
- (4) Detailing how an IWT course/training would be established, including the proposed participants and timeline for implementation.
- (5) Outlining the development of material for basic and in-depth conservation research skills. This may include, but not be limited to, young conservation careers, undergraduate and/or post-graduate students' practical conservation knowledge, basic research skills, scientific writing, statistical analysis, research conclusion and recommendation deduction.
- (6) Developing an online platform<sup>1</sup> to collate and include training materials and guidelines related to conservation research skills and information that are made accessible to conservation practitioners.

### 1.4. Grant value

The maximum grant award is \$40,000.

#	Types of applicants	Maximum Grant Award
1	Post-graduate students	\$20,000
2	Conservation organizations and academic institutions	\$40,000

The purchase of vehicles or construction of new buildings is not permitted under the award.

### 1.5. Eligible applicants

- Conservation organizations and academic institutes with at least 3 years of practical or research experience in biodiversity and conservation in Viet Nam.
  - Legal right to conduct work in Viet Nam.
  - Post-graduate students that have a letter of support from their university/institution.
- Advantage:
- Previous experience of conservation and IWT issues in Vietnam.
  - Previous publications of research findings in reports/scientific manuscripts.
  - Previous experience with receiving and managing small grants or scholarships.

<sup>1</sup> Some online platforms for references: [Change Wildlife Consumer Behaviour](#); [Educators Toolkits](#) | WWF.

## 2. GRANT APPLICATION GUIDELINES

### 2.1. PROPOSAL REQUIREMENTS

#### 2.1.1. Eligibility

##### **Is your organization eligible?**

If you are civil society organization (CSO), community-based organization (CBO), local or small non-government organizations (NGO) permitted to work in Viet Nam, universities, post-graduates, and academic institutes, you are eligible to apply for this funding opportunity.

##### **Is your project eligible?**

Eligible activities must relate to species threatened by the illegal wildlife trade and:

- Provide new knowledge and finding relating to illegal wildlife trade and conservation.
- Improve the evidence-based decision making through providing IWT research findings.
- Improve access to and opportunities for training related to conservation research.

#### 2.1.2. Selection Criteria

Proposals will be selected based on:

- Clarity of activities and how they relate to enhancing knowledge of illegal wildlife trade.
- Consideration of sustainability of activities and/or outputs.
- Demonstration of expertise and/or experience in the proposed activity areas.
- Understanding of how project activities will support, enhance and not duplicate ongoing efforts.
- Consideration of budget request and allocation (i.e., to personnel, activity implementation etc.).

Other considerations that will strengthen an application include:

- Endorsement from relevant stakeholders or previous donors/partners e.g., government authorities, organizations, institutes.

#### 2.1.3. In-eligible Activities and Costs

To ensure that activities comply with the donor and WWF policies, the following activities and costs are not permitted:

- Payment of salaries or salary supplements to government personnel.
- Activities that have the potential to cause adverse impacts to critical habitats.
- Activities that introduce or use potentially invasive, non-indigenous species.
- Surveillance equipment.
- Goods or services for police or law enforcement activities.
- Purchase of firearms, ammunition, or other weapons.
- Military equipment.
- The capitalization of trust funds.
- Use of child labor or forced labor.

- Construction activities.
- Activities that promote the trade-in or use of any substances listed under the Stockholm Convention on Persistent Organic Pollutants, or other chemicals or hazardous materials subject to international bans, restrictions, or phase-outs due to high toxicity to living organisms, environmental persistence, the potential for bioaccumulation, or potential depletion of the ozone layer.
- Purchase and use of pesticides that fall in the World Health Organization classes IA and IB, or in class II if they are likely to be used by, or be accessible to, lay personnel, farmers, or others without training, equipment, and facilities to handle, store and apply these products properly.
- Physical resettlement of people (voluntary or involuntary).
- Purchase of land.
- Removal or alteration of any tangible cultural heritage.
- Gambling machines.
- Weather modification machines.
- Goods and services for abortion.
- Luxurious goods.

## 2.2. APPLICATION PREPARATION

Before applying for a grant, carefully read these Guidelines to understand the eligibilities regarding species, organizations, activities and evaluation criteria. Please make sure that your project submission clearly identifies with these requirements and contains all the requested documents.

### 2.2.1. Call for Proposals

Applications will only be accepted before the announced deadline. Applicants are asked to submit technical and financial proposals describing their proposed project. Calls for proposals are posted on the website of WWF.

### 2.2.2. Timeframe

The deadline for applications will be included in the Call for Proposals. Applicants are able to submit project proposals in either English or Vietnamese.

After submission of the proposal, you will be informed within four weeks whether your proposal has been approved and will be advised on the next steps for issuing the grant.

After having been notified that you will receive a grant, you must (i) show evidence of implementation approval by your headquarters organization (if applicable) and other relevant entities as regulated by local law and of written commitments from all partners, and (ii) sign the grant agreement after having submitted that evidence within three months.

### 2.2.3. Details of Submission

1. Please send your technical and financial proposals to WWF-Viet Nam's designated mailbox at [khuong.nguyenhoai@wwf.org.vn](mailto:khuong.nguyenhoai@wwf.org.vn), [giang.vuhoang@wwf.org.vn](mailto:giang.vuhoang@wwf.org.vn), and [dung.buiquang@wwf.org.vn](mailto:dung.buiquang@wwf.org.vn). Your e-mail must have the subject heading "[Your organization name] Grant Application–Research". The maximum size per email that WWF-Viet Nam can receive is **25MB**.

2. Applicants may also submit their proposals directly to the address of WWF-Viet Nam. The proposals shall be submitted in a sealed and stamped envelope, the outside of which should be clearly marked “[Your organization name] Grant Application-Research”.

**The envelope should be addressed to:**

Procurement Unit – Saving Threatened Wildlife Project, WWF-Viet Nam

Add: No.6, Lane 18, Nguyen Co Thach, Cau Dien Ward, Nam Tu Liem District, Hanoi.

Note: Applicants are encouraged to submit their Proposals via email to reduce the use of paper-based products.

**2.2.4. Deadline for Submission**

Applicants can send their proposal via email or directly to WWF-Viet Nam’s address but must ensure that the purchaser receives the proposal **on or before the deadline** indicated on the front of this Call for Proposals.

**2.2.5. Conditions for Evaluation**

Applicants will be considered and selected for evaluation if they meet the following conditions:

1. Applicants meet the eligibility requirements.
2. Proposals provide sufficient information to clearly describe the proposed activity(s).
3. Proposals meet the requirements stated in the Terms of Reference.
4. Financial proposal is provided with the application.

**2.2.6. Evaluation and Announcement**

Candidates who meet the requirements will be shortlisted and evaluated against the criteria below. Selection will be determined based on a simplified quality and cost-based metrics, with a maximum total technical score of 80 points and a total financial score of 20 points.

The criteria are as follows:

<b>I. Technical Proposal</b>	<b>80</b>
<b>Overall approach</b>	<b>65 points – minimum threshold 70%</b>
Relevance: clearly demonstrate relevance to the objectives and themes of this call for proposals.	5
Innovation: propose innovative and effective approaches to enhancing IWT knowledge	5
Impact: clear and measurable impact on efforts to enhancing IWT knowledge	20
Sustainability: demonstrate a sustainable approach to the project’s activities, outcomes, and impact beyond the funding period.	10
Capacity: demonstrate the capacity of the applicant organization to implement the project effectively, including the necessary expertise, resources, and partnerships.	10
Cost-effectiveness: demonstrate that the proposed activities and budget are cost-effective and reasonable in relation to the expected outcomes and impact.	10
Collaboration: demonstrate collaboration or efforts to contribute to ongoing efforts within relevant activity areas	5



Relevant work experience:	15 points– minimum threshold 70%
<b>Experience and qualifications of Applicant</b>	<b>15</b>
Experience in conservation, illegal wildlife trade research, training	5
Experience working with enforcement agencies and other stakeholders	5
Experience with implementing and reporting on small grant projects	5
<b>II. Financial proposal</b>	<b>20</b>
Clear breakdown of costs related to activity delivery	10
Relevant and reasonable costs related to activity delivery	10
<b>Total</b>	<b>100</b>

Only candidates achieving a technical score of more than 56 points through the evaluation will be assessed for financial proposal.

The proposal with the highest total quality and cost and score will be selected to receive the grant.

### Environmental and Social considerations

Proposals will be reviewed against WWF and USAID's environmental and social safeguard requirements, which are intended to prevent or mitigate any harm to people or the environment that might inadvertently arise during the project.

Applicants whose project triggers one or more safeguard policies will be asked to prepare the relevant safeguard document(s) and incorporate preventative measures into the project's design.

## 2.3. HOW TO APPLY

### Read the complete CALL FOR PROPOSAL DOCUMENT

This document provides all the information to determine the eligibility and area of focus for applicants.

### Prepare your proposal

Your application must be submitted using the templates provided in this Call for Proposals and available in either English or Vietnamese [\[HERE\]](#). These documents **must be downloaded** and should not be used to complete applications online.

Proposals can be written in either English or Vietnamese.

Before submitting your proposals, please note the following:

- **Be specific**—Where are you going to work? What are you going to spend the grant money on? What will you achieve? What is the timeline?
- **Consider your audience**—Applicants should keep in mind that reviewers do not know the circumstance of a specific project. Applicants are encouraged to provide concise information related to their projects.
- **Be realistic**—Applicants are encouraged to develop proposals with good ideas and activities that are achievable within the grant timeframe.
- **Consult other stakeholders**—For a project to be effective, grantees may need buy-in from the other people involved, whether that's the local authorities, the village where the project will take place, or the national government.





- **Think beyond the grant**—Consider how this grant will support more substantial, long-term changes.
- **Highlight your experience**—A successful proposal will describe why you are the most qualified organization to implement the project
- **Contact us**—Questions on the grant requirements or application process can be sent to ([mai.trinhthi@wwf.org.vn](mailto:mai.trinhthi@wwf.org.vn)) within the first two weeks of the Call for Proposals. Questions and answers will be posted with the Application templates [\[HERE\]](#).

### **Award of the grant**

If your proposal is successful, we will invite you to complete our due diligence forms which require, among others, financial information of your organization, bank account number and signatory information.

### 3. LIFE CYCLE OF THE GRANT

The following steps illustrate the process from the Call for proposals, through award and closing of the grant. Typical durations for each step have been provided. However, these timeframes may vary as they depend on external factors.

<b>Call for proposals</b> (1-month)	The call for proposals is announced on the <a href="#">WWF-Viet Nam</a> webpage.
	Applicants submit their proposals. Applications should be sent to the focal point ( <a href="mailto:dung.buiquang@wwf.org.vn">dung.buiquang@wwf.org.vn</a> ) or the WWF office.
<b>Evaluation and notification</b> (1-month)	Within one month following the close of the call, applicants will be notified if they have been successful.
<b>Agreement preparation</b> (up to 3-months)	Successful applicants will be required to submit due diligence forms, supporting legal and financial documents as required. This includes a cash flow estimate for the first five months of the grant (cash is expected to be needed for the first quarter of the grant).  Exercising due diligence may result in the need for a grant-specific bank account (for instance, if a grantee lacks an automated, double-entry accounting system and/or if they lack adequate internal controls).
<b>Recipient prepares safeguard documents</b> (if required)	Proposals will be reviewed against environmental and social requirements of WWF and the donor. If a project triggers one or more safeguard policies, the grantee will be asked to prepare the relevant safeguard document(s) and incorporate related measures into the project's design. These safeguard documents must be approved prior to the approval of the project.
<b>Grant agreement signed</b>	
<b>Recipient receives orientation training</b> (within 3-months of signature)	Grant recipients are required to attend an online orientation training on the management of projects, financial management, and the ESSF of WWF.
<b>Recipient implements and reports on activities</b> (quarterly)	Recipients must submit financial and progress reports, including relevant monitoring data, each quarter. A template will be provided.  Grantees are encouraged to send project photos and videos to support the communication of their activities.  Additional reports may also be requested and most commonly relate to compliance with WWF's financial and safeguard policies, or in response to donor requests.
<b>Evaluation and oversight visits</b> (1-2 times per year)	Financial and technical evaluation oversight visits will be conducted at least one per year.  It is recognized that, due to unforeseen challenges, project delays may sometimes happen. Recipients are encouraged to be open on the challenges they face to ensure that support and solutions can be provided.
<b>Grant closes</b> (2-months following end of grant period)	A final completion report covering the period of the grant, including monitoring and evaluation data, must be submitted using the template provided.  An important component of these reports is reflecting on lessons learned. Guidelines on lessons learned can be found in <b><u>GUIDELINES ON LESSONS LEARNED</u></b>  The final technical report will be publicly available.

## 4. SAFEGUARDS

### **What is WWF-Viet Nam's Environmental and Social Safeguards Framework (ESSF)?**

WWF-Vietnam's Environmental and Social Framework (ESSF) provides guidelines that help ensure projects we fund, do not inadvertently cause negative impacts, either to the environment or to local people. We review each project, before and during implementation, to see if there are any potential concerns.

### **What happens if my project triggers a safeguard?**

A member of WWF will contact you if your project triggers a safeguarding policy. Triggering a safeguard does not mean that you will not be able to complete your project. In most cases, you will simply need to submit an additional safeguard document, which will help you think through the project's potential environmental and social consequences and establish a grievance mechanism. WWF staff can advise you on any specific requirements needed for compliance. You will be responsible for implementing and monitoring any needed measures.

## 5. GUIDELINES ON LESSONS LEARNED

### What are “lessons learned”?

It is likely that in a project there are some things that you think would be valuable successes worth replicating in a new project and others that would be best not to repeat and do differently if you had the chance.

We refer to these reflections as “lessons learned,” and they can be powerful learning tools not only for you but for conservationists who will work on similar projects in the future. That is why we recommend them as part of the project’s final completion report.

### Why do we want to collect lessons learned?

Our intention is to share and use the knowledge gained from your experiences to promote the recurrence of successes and prevent shortcomings. We aspire to learn from one another, to be more efficient and effective with time and funding, and most importantly, to have the knowledge to replicate successful practices and avert undesirable outcomes.

Lessons learned are available in the final completion report will be available to the public and may be compiled and featured in WWF’s learning library.

### When should lessons learned be documented?

All WWF grantees prepare a final completion report at the end of their project, which includes a section devoted to documenting lessons learned during the project. This section is best completed as a group activity when the team can reflect on the topic. Keeping track of lessons during project implementation is also a useful exercise.

### What kind of lessons learned are being looked for?

We are looking for lessons learned from every phase of your project, from conception to closure, that other grantees and conservationists may find useful. What challenges did you face and what advice would give another conservationist who encounters similar challenges? Additional questions that may help lead your thinking include:

- Was your project well thought out at the beginning? Were risks identified and mitigated?
- Was your project timeline appropriate? If not, why?
- Was your team as efficient as possible? If not, why?
- Were all of the appropriate partners involved and were they involved at the appropriate times?
- Was your approach aligned with your project objectives?
- Did your project have the impact that you expected? If not, why?

### Five steps to identify a lesson learned

1. Reflect: It is important to discuss with your team what went well during your project and what didn’t.
2. Identify: Reflecting will lead you to identify learning points by understanding whether there were any differences between what was planned and what actually happened. Those differences may be positive or negative. Note that what may be perceived as negative or a failure could be useful to future WWF grantees.
3. Analyze: Take those learning points and analyze them. Why was there a difference between what you wanted to happen and what actually occurred? What were the root causes for those differences?

4. Explain: Now that you have analyzed what happened and identified what did not go according to plan, can you pinpoint what should be done in the future to avoid this shortcoming, or to repeat a success?
5. Document: Describe your lessons in your project's final completion report.

**What information should be included when documenting a lesson learned?**

Lessons needn't be long—a few sentences should suffice. We suggest detailing your lesson in two steps:

1. Event: Describe the challenge you encountered.
2. Recommendation/solution: If the event had a negative impact on your project, how did you solve it or what recommendation would you give to future grantees facing a similar obstacle? If the event had a positive impact, explain why you believe it was important to the success of your project.

**Examples of lessons learned**

- We shared our project plans with community members, but we did not do so soon enough. In retrospect, we should have consulted them during the design stage instead of after we had already begun the project. If we had, they could have shared their concerns before our strategy was already in place. After we did meet with them, we were able to adjust our plan so that they were satisfied, but
- It took extra time and money to make the changes.
- Before designing our management plan, we completed household surveys, key informant interviews, field visits and trainings. This helped us gather traditional knowledge about how to best manage the area's natural resources. As a result, we were able to design a better management plan.
- When we held our first two community meetings, there were no women in attendance, only men. At first, we assumed the women simply weren't interested in our project, but then we found out that it was because we were scheduling the meetings at times when women needed to do their household chores. When we changed the time of the next meeting, half the people there were women! If we had considered gender earlier, we would have had women participating from the beginning.

## 6. TEMPLATES

The following templates should be used for this call for proposals. Please use the check box to ensure all required documents have been submitted:

Ref.	Content	Included in application (check)
Form 1	Grant application	
Form 2	Financial application	
	Letters of support/ Endorsement from academic institutions (Required for post graduate applications)	
	Letters of support/ Endorsement from relevant stakeholders or previous donors/partners e.g., government authorities, organizations, institutes (Optional)	
	<p>Submitted via email to at <a href="mailto:khuong.nguyenhoai@wwf.org.vn">khuong.nguyenhoai@wwf.org.vn</a>, <a href="mailto:giang.vuhoang@wwf.org.vn">giang.vuhoang@wwf.org.vn</a>, and <a href="mailto:dung.buiquang@wwf.org.vn">dung.buiquang@wwf.org.vn</a> with the reference <b>[Your organization name] Grant Application-Research</b></p> <p>Submitted via post to Procurement Unit – Saving Threatened Wildlife Project, WWF-Viet Nam, with the reference <b>[Your organization name] Grant Application-Research</b></p>	



## Form 1 – GRANT APPLICATION

To submit your proposals, please send to [dung.buiquang@wwf.org.vn](mailto:dung.buiquang@wwf.org.vn). The file name of the proposal submitted should be as follows: **[Your organization name] Grant Application-Research**. If you have any questions or concerns, please send your inquiry to the [dung.buiquang@wwf.org.vn](mailto:dung.buiquang@wwf.org.vn).

Organisation Information
<b>Organization Legal Name:</b>
<b>Organization Short Name / Acronym, if any</b>
<b>Project Lead Contact</b> <i>Provide the name and contact information of the person responsible for correspondence regarding this project.</i>
<b>Organization Chief Executive</b> <i>Provide the name and contact information for the chief executive or person who is authorized to sign contracts on behalf of your organization.</i>
<b>Mailing Address</b>
<b>Physical Address</b> <i>If different from the mailing address above.</i>
<b>Country</b>
<b>Telephone</b>
<b>Web Site Address, if any</b>
<b>Social media (Facebook, Twitter, Instagram) if any</b>
<b>E-mail Address</b> <i>Provide an e-mail address to be used for correspondence on your application.</i>
<b>Total Permanent Staff</b>
<b>Year Organization Established</b>
<b>Organization Type</b> <input type="checkbox"/> Local <input type="checkbox"/> International





*Local organizations should be legally registered in Vietnam where the project will be implemented and have an independent board of directors or other similar types of independent governing structures.*

**History and Mission Statement** *Provide a brief description of your organization's history and mission, including experience relevant to the proposed project.*

**How did you hear about this call for proposals?**

- ☐ I received the "call for proposals" email
- ☐ I was forwarded the "call for proposals" email by a colleague or friend
- ☐ I saw the call advertised on the WWF website
- ☐ Other (please specify): - ....

### Eligibility Questions

*The questions below help the evaluation panel determine the eligibility of your organization or proposed project activities to receive funds.*

#### Ineligible Recipients of Funds

*Please tick on the box that your project will use the fund for:*

- ☐ Payment of salaries or salary supplements to government personnel.
- ☐ Activities that have the potential to cause adverse impacts to critical habitats.
- ☐ Activities that introduce or use potentially invasive, non-indigenous species.
- ☐ Surveillance equipment.
- ☐ Goods or services for police or law enforcement activities.
- ☐ Purchase of firearms, ammunition, or other weapons.
- ☐ Military equipment.
- ☐ The capitalization of trust funds.
- ☐ Use of child labor or forced labor.
- ☐ Construction activities.
- ☐ Activities that promote the trade-in or use of any substances listed under the Stockholm Convention on Persistent Organic Pollutants, or other chemicals or hazardous materials subject to international bans, restrictions, or phase-outs due to high toxicity to living organisms, environmental persistence, the potential for bioaccumulation, or potential depletion of the ozone layer.
- ☐ Purchase and use of pesticides that fall in the World Health Organization classes IA and IB, or in class II if they are likely to be used by, or be accessible to, lay personnel, farmers, or others without training, equipment, and facilities to handle, store and apply these products properly.
- ☐ Physical resettlement of people (voluntary or involuntary).
- ☐ Purchase of land.
- ☐ Removal or alteration of any tangible cultural heritage.
- ☐ Gambling machines.
- ☐ Weather modification machines.
- ☐ Goods and services for abortion.
- ☐ Luxurious goods.
- ☐ None of above

Project Description
<b>Project Title</b> Please write your text here
<b>Project Location</b> <i>Identify the geographic location(s) where project activities will take place.</i> Please write your text here
<b>Project Duration</b> <i>Enter the approximate time period of your project (months).</i> Please write your text here
<b>Focus species</b> <i>Enter the focus species this proposal aims to address.</i> Please write your text here
<b>Project Rationale</b> <i>Justify the need for your project. Why is it important?</i> Please write your text here (Maximum 1,000 words)
<b>Project Goal</b> <i>A "goal" is the general long-term state/situation that you want to achieve. Your proposed project should contribute towards this goal but is unlikely to achieve it on its own.</i> Please write your text here
<b>Project objectives</b> <i>"Objectives" are the specific medium-term states/situations that you are trying to achieve through your project. A typical project might have two or three main objectives. They should be achievable given the scale and scope of the project.</i> Please write your text here
<b>Project outputs</b> <i>"Outputs" are the project's <u>tangible deliverables/achievements</u>. Examples of outputs are management plans, survey reports, trained staff, field guides, workshops, etc.</i> Please write your text here
<b>Activities, Methods, and Timetable</b> <i>"Activities" are the tasks you do (or steps you take) in order to produce your stated outputs, and so achieve your stated objectives. This section should also include the methods for each activity, equipment used/requested and personnel conducting the work.</i> Please write your text here

**Risks**

*Please describe any potential risks to the successful implementation of the project and the ways in which these will be addressed.*

Please write your text here

**Project Partners / Stakeholders**

*List any partners who will be directly involved in implementing this project, as well as relevant stakeholders. How have you involved them in your planning?*

Please write your text here

**Long-term Sustainability/Replicability**

*Describe how the impacts of the project may continue to be felt beyond the timeframe of this project. Describe how the project methodology/activity may be replicated or scaled-up by future work at the project site, or elsewhere.*

Please write your text here

**Project Monitoring and Evaluation:** *The applicant should answer the question, "How can we evaluate and monitor to ensure the success of the project?"*

Please write your text here

### LOGICAL FRAMEWORK

Add the appropriate results objectives, outputs (deliverables) and activities to deliver the overall project goal. These should align with the descriptions above.

#### Project overall goal:

Project Objectives	Outputs / Deliverables	Activities	Q1	Q2	Q3	Q4
O.1	O/D.1.1	A.1.1.1				
		A.1.1.2				
	O/D.1.2	A.1.2.1				
		A.1.2.2				
		A.1.2.3				
O.2	O/D.2.1	A.2.1.1				
		A.2.1.2				
		A.2.1.3				
	O/D.2.2	A.2.2.1				
		A.2.2.2				
	etc.	etc.				

## Form 2 – FINANCIAL APPLICATION

Project Budget
<b>Funding Request Amount</b> <i>Enter the amount of funds (VND) requested.</i>  Please write your text here
<b>Total Project Budget</b> <i>Enter the total budget (VND) for this project from all funding sources.</i>  Please write your text here
<b>Counterpart Funding</b> <i>Identify the amounts (VND) and sources of any other funding already secured to be directed to this project.</i>  Please write your text here
<b>In-Kind Contributions</b> <i>Enter the amount (VND) of your organization's contributions to be directed to this project and explain how these have been calculated.</i>  Please write your text here

*Provide a breakdown of the proposed budget (in VND and only for Funding Request Amount of the project) using the following categories (examples provided).*

DESCRIPTION	UNIT	RATE (VND)	QUANTITY	SUBTOTAL (VND)
<b>Personnel</b>				
<i>Project Manager</i>	<i>Month</i>	<i>1,000,000</i>	<i>12</i>	<i>12,000,000</i>
<b>Travel, Transportation, Per diem (for staff only)</b>				
<b>Activity 1</b>				
<i>Travel: Location A to B</i>	<i>Return trip</i>	<i>500,000</i>	<i>4</i>	<i>2,000,000</i>
<i>Accommodation &amp; Per diem</i>	<i>Days</i>	<i>250,000</i>	<i>8</i>	<i>2,000,000</i>
<b>Activity 2</b>				
<b>Supplies</b>				
<b>Meetings &amp; Workshops (including travel, accommodation &amp; per diems for participants)</b>				
<i>Workshop on ....</i>	<i>Event</i>	<i>5,000,000</i>	<i>3</i>	<i>15,000,000</i>
<b>Other Direct Costs</b>				
<i>Office utilities</i>	<i>Month</i>	<i>100,000</i>	<i>3</i>	<i>300,000</i>



DESCRIPTION	UNIT	RATE (VND)	QUANTITY	SUBTOTAL (VND)
<b>Total Direct Costs (VND)</b>				<b>31,300,000</b>
<i>Indirect costs (10% of Total)</i>		<b>10%</b>		<b>3,130,000</b>
<b>TOTAL COSTS (VND)</b>				<b>34,430,000</b>

### CONSOLIDATED PROJECT BUDGET

CATEGORY	TOTAL (VND)
Personnel	
Travel & transportation	
Supplies	
Meeting & workshops	
Other direct costs	
<b>Total Direct Costs</b>	
Indirect Charges	
<b>TOTAL PROJECT COSTS</b>	