

**Guidance Note: Concept Proposal for Green and Resilient Recovery Local Action Grant Project**

The objective of this document is to guide interested entities in their submission of a concept proposal in the Green and Resilient Recovery Local Action Grant Project by UNDP, in partnership with the Government of Malaysia. UNDP is inviting interested entities to submit a concept proposal under this project. Interested entities are requested to submit their concept proposal worth USD150,000.

This project chiefly aims to establish a new local development model that can promote a Just Transition in Malaysia. As Malaysia emerges from the COVID-19 pandemic, rural areas have huge potential to explore a green, resilient, and inclusive recovery that can effectively address longstanding development challenges faced by rural communities. A green, resilient, and inclusive recovery approach creates opportunities for income, jobs, and growth, and at the same time accelerates action on climate change.

**Project Targets**

The three pillars of this project are:

* Utilising renewable energy solutions
* Supporting Green Products development
* Upskilling rural entrepreneurs and enterprises

Accordingly, some of the targets for this project comprise indicators relating to environmental issues, livelihood improvement, and community involvement:

* Installed capacity of renewable energy for rural enterprises
* Estimated cost savings from utilising renewable energy for rural enterprises
* Number of individuals (disaggregated by gender) engaged as part of stakeholder consultations
* Number of individuals (disaggregated by gender) and/or enterprises upskilled on commercial aspects relating to developing products sustainably
* Number of individuals (disaggregated by gender) and/or enterprises with increased incomes post-intervention

**Preparing the Concept Proposal**

In preparing the Concept Proposal, please follow the outline stated in the Concept Proposal template. Please ensure all required questions are addressed as the questions will cover the major issues which will be considered during the review of the concept proposal. Incomplete submissions will not be considered.

In general:

1. Project Information: Each concept proposal should propose a clear and concise project title with the specific geographical location indicated. The proposal should indicate the duration of the project, and a reasonable implementation timeframe for the project considering all the factors that could impact your project’s output delivery (the project duration for this project is up to 18 months, beginning in October 2023). As such, applying organisations should suggest a project scope, timeline, and budget that are commensurate and proportionate to the grant value (USD 150,000).
2. Information related to the Organisation: Applying organisations are to provide corporate information such as organisational name, profile, chart, registration details (e.g., date of establishment, etc.), the experience of key personnel, and a copy of the certificate of registration.
3. Contact Details: Applying organisations are to provide their corporate contact details and that of their top office bearers. Should there be any changes in details, applicants are to inform UNDP immediately.

Specifically, the guide of the template of information that should be filled up is as follows (refer to Part 3 of Annex 3):

1. **Organisation Capacity and Past Experience:** Demonstrate the experience, capacity, and commitment to successfully implement the proposed project, including the ability to work in a multi-stakeholder setting (with UNDP, local communities, private sector organisations, and other non-government organisations). Applying organisations are free to submit additional documentation, which could include materials such as information on current or past projects, and endorsements or testimonies of successful projects in the past.
2. **Problem Statement:** Describe the project context, including the key development challenge(s) and the proposed approach, including the rationale/justificationfor the project.
3. **Project location and target group:** This section should describe the project location, a profile of the proposed project site, as well as the target community(ies) and/or specific women group(s) in the community involved. The relevance of the project proposed to the Green and Resilient Recovery Local Action Grant Project focus areas and activities should also be presented.
4. **Project Targets:** List the targets that are aimed to be achieved by the end of the project, based on the guidance stated on page 1 of this document.
5. **Planned activities:** Describe the list of activities that will be undertaken to attain the expected results and accomplish the project's targets. There should be a clear and direct linkage between the activities and the expected results or outcomes. The activities are a means to achieving the results.
6. **Expected results or outcomes:** The expected results are the measurable changes that will have occurred by the end of the project because of the planned activities.Please use this section to describe the integrated approach of the three pillars in this project and how they will be undertaken via the activities proposed. This can also include expected benefits resulting from the project for the local communities and women, the environment, natural resources, and ecosystems. Linking the results/outcomes to the Sustainable Development Goals, 12th Malaysia Plan, and vision of Budget 2022 related to the project are also encouraged. Please refer to the Main Document for the project Outcome and Outputs.
7. **Has your organisation received grants from other bodies:** Provide information on your past experiences in implementing a project with grants received from other organisations. State the donor(s), the value of the grant(s) received, the timeframe of the project(s), and the results/impact.
8. **Main partners and their roles in this project:** Please provide your main partners and their roles in implementing the proposed project. Please specify any assistance required in finding project partners or technical experts in the implementation of the project. This is especially so for the project requiring the partnership to achieve better results. If you are not undertaking all three pillars, please indicate those that you are undertaking and provide details on the pillar(s) that you are not undertaking (i.e., if it is already in place and how all the interventions will be integrated). If the application is being undertaken in a ‘consortium approach’, please note that only one entity should apply on behalf of the ‘consortium’ and that any grants (if the application is successful) will only be signed with that entity.
9. **Budget Breakdown:** Information on project finances specifying the total requested support from the Green and Resilient Recovery Local Action Grant Project. The activities and amount for budgeting purposes shall be in US Dollars.Please note that infrastructure costs should be avoided[[1]](#footnote-2) and administrative costs are limited to 15% of the total grant value. *(note: please use US dollars primarily for your budgeting, with the equivalent Ringgit Malaysia figure presented in parentheses next to the corresponding US Dollar figure. Please also assume an exchange rate of USD 1 = MYR 4.46).* Provision of further grants by successful grantees to other organisations are also not allowed. Renewable energy equipment that are in experimental stage should also be avoided and preference should be maintained for low-complexity solutions.
10. **Risk and mitigation:** The applicant should identify and list the risks that the activities may face throughout the project (from project development to the end of the project). Please refer here for a guide on risks. Mitigation steps to minimise or eliminate risks should also be provided. Risk categories include social and environmental, financial, operational, organisational, reputational, regulatory, strategic, and safety and security.
11. **Co-financing:** The applicant should identify any co-financing possibilities from other sources, including from the private sector.
12. **Support required from UNDP:** Please state the support required from UNDP before the commencement of and/or during the implementation of the project. The support can include capacity building, training, etc.
13. **Performance indicators:** The applicant should provide the list of indicators for measuring results.

As mentioned in Annex 1, shortlisted entities from this application round will be invited for the development of a full proposal. These entities may receive a preparatory funding (as part of the grant) from UNDP for the development of a full proposal. Once the full proposal is received and assessed, finalised entities will be provided with the grant of USD 150,000 (equivalent in Ringgit Malaysia).

For further details of this project and the call for a concept proposal, please contact:

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[ashvinder.singh.pramjit.singh@undp.org](mailto:ashvinder.singh.pramjit.singh@undp.org)

and CC to [izzati.abd.wahab@undp.org](mailto:izzati.abd.wahab@undp.org) with the email title of ‘Concept Proposal – GRR Project’.

Applications must be submitted using the template issued by UNDP Malaysia, Singapore and Brunei Darussalam. All applications using other templates will not be considered. Please refer to the Notice on Concept Proposal (‘Annex 1’) for an overview of the call for proposal and the application process. The application form can be found in ‘Annex 3’.

Annex 3 must be submitted to [ashvinder.singh.pramjit.singh@undp.org](mailto:ashvinder.singh.pramjit.singh@undp.org) and CC to [izzati.abd.wahab@undp.org](mailto:izzati.abd.wahab@undp.org) with the email title of ‘Concept Proposal – GRR Project’ before/by the deadline stipulated on in Annex 1.

----------------------------------------------------------End of Document-------------------------------------------------------

1. The putting up of infrastructure is not allowed under the funding, particularly those that may involve obtaining licenses or permits. Please consult through the email address provided in this document for clarification. [↑](#footnote-ref-2)