**Project Concept Paper**

(Maximum 5 pages in Vietnamese)

Name of project:

1. **Background information on proposing organisation**
* Name of proposing organisation
* Contacts (email, mailing address, phone number)
* Representative of the organization (name, position and contact information)
* Project’s contact person (name, position and contact information)
* Background info on the organization (mission, goals, human resource and project management experience, financial resource, activity expenditure, etc.)
1. **Project description**
2. *Brief description of problems/issues the proposed project is designed to deal with*
3. *Proposed solutions*
4. *Brief project description*
5. Project objectives
6. Expected results
7. Expected activities
8. Project management arrangements (participation of related parties, including proposing organization, experts, local authorities, local stakeholders and communities)
9. Project duration:
10. Project budget (in VND):
* Amount requested from UNDP- GEF SGP
* Amount from other sources (please specify)
1. *Attached documents*(organization’s legal documents, project-related information, list of previous and ongoing projects, etc.)

Note: The attached documents are not counted within the 5 page limit of this paper.

Proposing Organization

(Name, signature and seal)