# A blue whale tail with text Description automatically generated

# CONCEPT NOTE

###### INSTRUCTIONS

**Read the following before designing your concept**

All proposals submitted to the Fund must have as their main purpose the conservation and/or management of marine and coastal biodiversity and/or ecosystem-based adaptation to climate change in the Galapagos.

Refer to the Call for Proposals to see the priorities for funding in the current round of the Fund grants. Do not submit a proposal that falls outside of these identified priorities.

Do not include activities or costs that are defined as ineligible by the Fund.

Proposals must be compliant with Environmental and Social Safeguards applied by the Fund. Refer to the Fund website for information on the above.

In the event of specific questions, contact [convocatorias@glf.org.ec](mailto:convocatorias@glf.org.ec)

###### In preparing your concept

Be clear and concise.

Follow the guidelines and instructions (major points) described below.

The concept should be provided in Font Times New Roman size 11 characters, single spacing. The concept should not exceed six (6) pages in length.

**PROJECT CONCEPT NOTE**

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| --- | --- |
| **Small grant** |  |
| **Medium grant** |  |
| **Large grant** |  |

*(tick)*

###### BACKGROUND INFORMATION

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| --- | --- |
| **Title** |  |
| **Name of applicant** | *Organization/institution or individual.* |
| **Contact details** | *Contact person (if an institution)*  *Include address, e-mail and phone number* |
| **Partner organizations** | *Include if applicable and will support the implementation* |
| **Project location and area of influence** |  |
| **Duration** | *In months: small grants not to exceed 12 months; medium grants not to exceed 24 months; large grants not to exceed 36 months* |
| **Total budget requested** |  |
| **Indicative co- financing** | *Co-financing is not mandatory for small grants (but may be indicated if so wished). Medium grants require 10% co-financing (cash or in-kind), and large grants require 25% co-financing.* |

**PROJECT DESCRIPTION**

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| **Abstract (500 words)** |
| *Briefly describe the proposed project. Must include:*   * *Project context* * *Problem to be solved and threats or pressures* * *Justification* * *Proposed solution and its main expected outcomes.*   *If your project overlaps or duplicates activities of a previous or on-going project funded by the Fund or another donor be sure to indicate here why your project is different and / or necessary. Failure to do so will mean automatic rejection of the proposal.*  *If the project is part of a proposal coordinated with several donors simultaneously, this must be stated.* |
| **Objective/s** |
| *State the general objective and specific objectives of the project (what is the problem or issue that will be addressed)* |
| **Beneficiaries and contributions to livelihoods** |
| *Who or what will benefit from this project, e.g. species, ecosystems, people, households, etc.* |
| **Outcomes and impact indicators** |
| *What are the likely outcomes of the project (what will be achieved at project end) and what will be delivered (physical items, materials or infrastructure, training or skills development, etc.)?* |
| **Activities** |
| *Briefly list the principal activities to be undertaken to implement the project. Do they build upon any existing projects?*  1.1  1.2  2.1  2.2  Etc. |
| **Duration and principal project dates** |
| *Briefly indicate the schedule or phases of the project* |
| **Sustainability and replication** |
| *Indicate how the proposed activities are sustainable and may be scaled up or replicated. This can include an indication of follow-up activities, strategies, ownership etc.* |
| **Strategic alignment** |
| *Explain alignment with Galápagos Life Fund (GLF) priorities and specific theme/topic of the call for proposals, Sustainable Development Goals-SDGs, and Galapagos Plan 2030.* |
| **Monitoring and evaluation** |
| *Include the strategies and monitoring activities that will be carried out to ensure the success of the project. Including the main indicators for evaluating progress and success of the project.* |
| **Potential social risks** |
| *Identify and list the potential social risks that the project might have during its implementation.* |
| **Potential environmental risks** |
| *Identify and list the potential environmental risks that the project might have during its implementation.* |
| **Summarized budget** |
| *Refer to the activities listed above and note the cost:*   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Outputs / Activities** | **Goods** | **Services** | **Consultancies** | **Fees** | **Total** | **%** | | **1** |  |  |  |  |  |  | | **1.1** |  |  |  |  |  |  | | **1.2** |  |  |  |  |  |  | | **1.3** |  |  |  |  |  |  | | **2** |  |  |  |  |  |  | | **2.1** |  |  |  |  |  |  | | **2.2** |  |  |  |  |  |  | | **2.3** |  |  |  |  |  |  | | **3** |  |  |  |  |  |  | | **3.1** |  |  |  |  |  |  | | **3.2** |  |  |  |  |  |  | | **3.3** |  |  |  |  |  |  | | **Total** |  |  |  |  |  |  | | **%** |  |  |  |  |  |  |   *Management fee (indirect operational costs if any, like office rental, telephone, courier, etc., salaries excluded) – may not be more than 10% of project total.*  ***TOTAL PROJECT COST: US$*** |
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| **Indicative co- financing** |  |
| *Co-financing is not needed for small grants (but may be indicated if so wished).*  *For medium and large grants, state the origin of co-financing and the amount to be provided, also note if it is a cash contribution or in-kind.* |

###### ANNEXES

1. ANNEX 1. EXPERIENCE AND CAPACITY OF THE PROPOSER AND PARTNERS.

Summary of experience. If an organization, give an annotated list of similar projects implemented. If an individual, provide a CV

1. ANNEX 2. RESULTS OF THE INITIAL ENVIRONMENTAL AND SOCIAL SCREENING

##### **NOTE: a)** **The application must not exceed four (6) pages, not including the Annex.**

##### b) Be sure to review and complete the applicant screening checklist and Excel tool included in the information packet.

##### **Evaluation list of the Proponent's Experience with Environmental and Social Management Sistem (ESMS)**

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| --- | --- | --- |
| **Experience with ESMS** | **YES** | **NO** |
| Have you reviewed the GLF Environmental and Social Management System (ESMS) Manual, including the procedures? Will you be able to comply with it? |  |  |
| Can you confirm that you have reviewed the updated Exclusion List of the GLF and that your proposed project does not include any of these excluded activities? |  |  |
| Has your organization been involved in any human rights violations over the last five years? If so, please indicate the status of any investigation. |  |  |
| Does your organization have experience in applying international safeguard standards? (e.g., World Bank Environmental and Social Standards, etc.) |  |  |
| Does your organization have experience in conducting environmental and social assessments (e.g., Environmental Impact Assessment (EIA), Environmental and Social Impact Assessment (ESIA)) and developing environmental and social safeguard tools? (e.g., grievance mechanisms, stakeholder engagement plans, free, prior, and informed consent protocols, access restriction process frameworks) |  |  |
| Does your organization have experts in Environmental and Social (E&S) safeguards? |  |  |
| Does your organization have gender equality experts? |  |  |
| Will you work with internal staff to conduct additional E&S assessments (if necessary)? |  |  |
| If you work with external staff, have you identified the appropriate expertise for the development of the safeguard tools? |  |  |