**CONCEPT NOTE TEMPLATE**

(one-year project: 05 pages maximum | three-year project: 10 pages maximum)

*Please provide information in line with bullet points or questions under each section*

**1. GENERAL INFORMATION**

***Project information***

* *Project title:*
* *Project timeframe (mm-yy, till maximum September 2023):*
* *Estimated Budget:*
* *Project site (province/City, country):*

***Applicant information***

* *Name of Partner organization:*
* *Organization profile (brief history, vision, mission and experience):*
* *Short introduction of project team members:*
* *Organization website, Social Media Channels:*
* *Contact person & contact information (email/telephone)*

**2. PROJECT RATIONALE**

* *Why is there the need to have this project?*
* *How is the project relevant to RLS’ thematic focus(es) / political background?*

**3. PROJECT GOALS AND OBJECTIVES**

* *What is the overall goal of the project?*
* *What are the specific objectives of the project?*

**4. PROJECT TARGET GROUP, PROJECT SITE, GENDER AND FEMINIST ASPECTS**

* *Who is the direct target group?*
* *Why do you choose to work with this target group?*
* *Who is the indirect target group?*
* *Why does your organization choose the proposed project site?*
* *How are feminist and gender perspectives integrated in this project?*

**5. PROJECT PROPOSED ACTIVITIES & RESULT CHAIN**

Please develop the Result Chain either for the first year or the whole three-year cycle.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RESULT CHAIN[[1]](#footnote-1) | | | | |
| OUTCOME |  | | | |
| USE OF OUTPUTS |  | | | |
| OUTPUT |  | | | |
|
| ACTIVITIES | TIMELINE | | | |
|  | 2021 | 2022 | 2023 |
| Activity. 01 |  |  |  |
| Activity. 02 |  |  |  |
| ---- |  |  |  |

*Further description of activities and result chain*

* *Activity 01 –*
* *Activity 02 -*
* *Description of use of output*
* *Description of outcome of the above-mentioned activities*
* *Please shortly describe your monitoring and evaluation system for the project?*

1. **PROJECT PROPOSED BUDGET SUMMARY**

*Please provide the estimated budget summary of proposed activities in line with proposed timeline.*

*Three (03) year overview budget summary template:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **ACITIVITY** | **EUR** | **TIME FRAME** | | |
|
| 2021 | 2022 | 2023 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |

*The first year (2021) budget breakdown template:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **ACTIVITY** | **UNIT** | **# of UNITs** | **UNIT COST**  **(EUR)** | **TOTAL (EUR)** |
| **1** | **ACTIVITY 1** | | | |  |
| 1.1 |  |  |  |  |  |
| 1.2 |  |  |  |  |  |
| 1.3 |  |  |  |  |  |
| 1.4 |  |  |  |  |  |
| 1.5 |  |  |  |  |  |
| **2** | **ACTIVITY 2** | | | |  |
| 2.1 |  |  |  |  |  |
| 2.2 |  |  |  |  |  |
| 2.3 |  |  |  |  |  |
| 2.4 |  |  |  |  |  |
| 2.5 |  |  |  |  |  |
| **3** | **ACTIVITY 3** | | | |  |
| 3.1 |  |  |  |  |  |
| 3.2 |  |  |  |  |  |
| 3.3 |  |  |  |  |  |
| 3.4 |  |  |  |  |  |
| 3.5 |  |  |  |  |  |
| ….. | ………………………………….. | ………………. |  | ………………. | ……………. |
| **TOTAL** | | | | |  |

ANNEX 01- EXAMPLES OF RESULT CHAIN & BUDGET ESTIMATION SUMMARY  
*(Please do not include this annex in your application sent to RLS)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EXAMPLE OF PROJECT’S RESULT CHAIN | | | | |
| OUTCOME[[2]](#footnote-2) | The social rights of Vietnam workers are better recognized and promoted from 2023 onwards. | | | |
| USE OF OUTPUTS[[3]](#footnote-3) | Vietnam’s local trade union units at provincial level have better understanding on the changes in trade union and apply these changes in their daily work by the end of 2022. | | | |
| OUTPUT[[4]](#footnote-4) | * The research report on FTAs’ impact on Vietnam trade union system will be available at the end of 2021. * Two training for 50 trade union representatives on the FTAs will be implemented by 2022. * The intentional conference on the role of trade union in promoting workers’ social rights with 100 participants and 04 international speakers will be organized by the end of 2023. * 500 copies of the reports will be ready for distribution from 2021 onwards. | | | |
|
| ACTIVITIES[[5]](#footnote-5) | TIMELINE | | | |
|  | 2021 | 2022 | 2023 |
| Act. 01 - Research on FTAs’ impact on Vietnam’s trade union system. | X |  |  |
| Act. 02 - Training for 50 local trade union staff representatives in Central and Southern Vietnam. | x | X |  |
| Act. 03 - International Conference on the role of Trade Union in promoting workers’ social rights. |  |  | X |
| Act. 04 - Documentation and publishing for advocacy. | x | X | X |

EXAMPLE OF PROJECT’S PROPOSED BUDGET SUMMARY

Overview for three-year Project

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **ACITIVITY** | **EUR** | **TIME FRAME** | | |
|
| 2021 | 2022 | 2023 |
| **1** | **Research** | 8,500 | 8,500 |  |  |
| **2** | **International Conference** | 15,000 | 15,000 |  |  |
| **3** | **Documentation and publishing for advocacy** | 5,500 | 2,500 |  | 3,000 |
| **4** | **Training for 40 staff in Central and Southern Vietnam** | 10,000 |  | 5,000 | 5,000 |
| **5.** | **General Expenses (salary, office cost…)** | 2,000 |  | 1,000 | 1,000 |
|  | **TOTAL** | **41,000** | **26,000** | **6,000** | **9,000** |

Budget breakdown for the 2021 major costs:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **ACTIVITY** | **UNIT** | **# of UNITs** | **UNIT COST**  **(EUR)** | **TOTAL (EUR)** |
| **1** | **Research on smart-agriculture related policy in Vietnam from 2015 to 2020** | | | | **1,255** |
| 1.1 | Desk research (person/day) | Day | 3 | 150 | 450 |
| 1.2 | Transportation to the field and back | Time | 2 | 300 | 600 |
| 1.3 | Meals for researchers | Person/day | 3 | 15 | 45 |
| 1.4 | Tea break during the group discussion | Person | 30 | 2 | 60 |
| 1.5 | Honorarium for in-depth interviewees | Person | 10 | 10 | 100 |
| **2** | **Conference in smart-agriculture policy in Vietnam and the Mekong region** | | | | **5,830** |
| 2.1 | Hall rent | Day | 1 | 450 | 450 |
| 2.2 | Flight ticket for participants | Person | 10 | 200 | 2,000 |
| 2.3 | Accommodation for participants (estimated) | Single room | 20 | 45 | 900 |
| 2.4 | Lunch | Set | 50 | 10 | 500 |
| 2.5 | Coffee break x 2 times/day | Set | 100 | 3 | 300 |
| 2.6 | Dinner for non-resident participants | Set | 20 | 10 | 200 |
| 2.7 | Rent of Equipment (e.g. headphone) | Set/day | 50 | 4 | 200 |
| 2.8 | Rent of interpretation cabin | Set/day | 80 | 1 | 80 |
| 2.9 | Honorarium for speakers | Person | 150 | 2 | 300 |
| 2.10 | Interpretation | 2 interpreters/cabin/day | 1 | 650 | 650 |
| 2.11 | Printing documents | Documents | 50 | 5 | 250 |
| **3** | **Publications and photobook of good practices** | | | | **1,700** |
| 3.1 | Desk study (person/day) | Person/day | 5 | 100 | 500 |
| 3.2 | Translation fee from Vietnamese to English | Page | 20 | 10 | 200 |
| 3.3 | Publication & Printing fee | Book | 100 | 10 | 1000 |
| **TOTAL** | | | | | **8,785** |

1. Please see an example in the annex. [↑](#footnote-ref-1)
2. ) Who exactly has what benefits (from the use of output)? What exactly is different (e.g. in conduct, outlook, relationships)? [↑](#footnote-ref-2)
3. ) Describe the utilization of the outputs of the project? Which changes these outputs aim to achieve?

   How is the output used? Who uses what? How intensively do they use it? For what purpose do they use it? What are the users doing differently from before? [↑](#footnote-ref-3)
4. ) What are the outputs (results) of these activities? (e.g.: how many? For who? Where?) [↑](#footnote-ref-4)
5. ) Which activities need to be done to achieve the goal and the purpose (summary)? (e.g: survey, training, seminar, workshop) [↑](#footnote-ref-5)