**Instructions for completing the REDD+ Project Proposal Template**

Please take the following instructions into consideration when completing the REDD+ Project Proposal Template:

1. Project Proposals and additional required documents must be submitted on or before **July 31, 2019 at 16.00 hour,** via e-mail to:[***reddprojects@nimos.org***](mailto:reddprojects@nimos.org)

Please put as subject of your e-mail: “*REDD+ Project Proposal”*.

1. The Project Proposal must be written in **English** and be valid for a starting date within a period of one (1) month minimum or, if applicable, currently being implemented.
2. Before submitting the Project Proposal by e-mail, kindly ensure that it is signed and saved in PDF format, and free from any virus or corrupted files.
3. Ensure that all sections of the Project Proposal template is properly completed.

In the course of preparing your Project Proposal, it shall remain your responsibility to ensure that it reaches the e-mail address above on or before the deadline. Proposals that are received by the National Institute for Environment and Development in Suriname (NIMOS) after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

The Project Proposal that complies with all of the requirements, meets all the project criteria and offers the best value for money shall be selected. Any proposal that does not meet the requirements shall be rejected.

Please be advised that NIMOS is not bound to accept any Proposal, nor be responsible for any costs associated with an organization’s preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

NIMOS encourages every prospective organization to prevent and avoid conflict of interest, by disclosing to NIMOS if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this Call for Proposals.

NIMOS implements a zero tolerance of fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against NIMOS, as well as third parties involved in NIMOS activities.

Thank you and we look forward to receiving your Project Proposal.

**Contact details:**

The Suriname REDD+ Project

Mr. Jaggernath Lachmonstraat no. 93, Paramaribo, Suriname

Tel: 532405 or 430440 / E-mail: [reddprojects@nimos.org](mailto:reddprojects@nimos.org) / Website: [www.surinameredd.org](http://www.surinameredd.org)

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| Part 1. Applicant | |
| **Project name** |  |
| **Project number**  *[to be completed by REDD+]* |  |
| **Date of receipt**  *[to be completed by REDD+]* |  |
| Details of the applicant organization | |
| **Name of the organization** |  |
| **Type of organization** | Private sector  Government/ Semi-Governmental Organizations  Research and Education Institutions  Indigenous and Tribal Peoples (ITPs)  Non-Governmental Organizations (NGOs)  Community Based Organizations (CBOs) |
| **Founding date** |  |
| **Address** |  |
| **Place** |  |
| **E-mail** |  |
| **Telephone number(s)** |  |
| **Contact person** |  |
| **Function** |  |
| **E-mail** |  |
| **Telephone number(s)** |  |
| Details of the implementing organization *[only complete if the project applicant is an organization other than the implementing organization]* | |
| **Name of the organization** |  |
| **Type of organization** | Private sector  Government/ Semi-Governmental Organizations  Research and Education Institutions  Indigenous and Tribal Peoples (ITPs)  Non-Governmental Organizations (NGOs)  Community Based Organizations (CBOs) |
| **Founding date** |  |
| **Address** |  |
| **Place** |  |
| **E-mail** |  |
| **Telephone number(s)** |  |
| **Contact person** |  |
| **Function** |  |
| **E-mail** |  |
| **Telephone number(s)** |  |
| Project Coordinator *[the person who will be responsible for the daily management of the project]* | |
| **Surname** |  |
| **First name** |  |
| **E-mail** |  |
| **Telephone number(s)** |  |
| **Address** |  |
| **Project location**  *[District & Resort/ Village/ Community/ Neighborhood]* |  |

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| Part 2. Project description | | | | | | |
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| |  |  | | --- | --- | | Title project |  | | Name applicant/ organization |  | | Contact person organization |  | | Requested funding from the REDD+ Program  (US$ or SRD) |  | | Start and End date project |  | | Intended project duration (in months) |  | | | | | | | |
| **Project summary**  *[Give a brief summary of the project. Describe the problem to be addressed, the project objectives, the results you want to achieve, the activities and the role of the various parties] (Maximum ½ A4)* | | | | | | |
|  | | | | | | |
| *In more detail, please describe:*  *What do you want to achieve with the implementation of this project? What is your problem statement and what is your objective? (Maximum ½ A4)* | | | | | | |
| Problem statement:  Objectives: | | | | | | |
| **Stakeholders and Partners**  *[Which stakeholders and cooperating partners will be involved in the project and how?]*  *(Maximum 1/3 A4)* | | | | | | |
|  | | | | | | |
| **Ongoing related projects**  *(Maximum 1/3 A4)* | | | | | | |
| Are there currently projects from others in the same area or linked to the same problem? How does this project fit in with this? | | |  | | | |
| Have you or others carried out projects/ activities with the same objective and in the same area before? If so, which, and how does this project fit in? | | |  | | | |
| **Assumptions and risks**  *[Is the implementation of the project/ activities based on assumptions? If so, what are these? What are the associated risks, in other words, what can go wrong if the assumptions turn out differently?] (Maximum 1/3 A4)* | | | | | | |
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| **Experience with similar projects**  *[Projects that have previously been carried out by the applicant and/ or implementing organization]* | | | | | | |
| **#** | **Organization *[applicant/***  ***implementing]*** | **Project name** | | **Project objective** | **Period** | **Donor(s)** |
| **1** |  |  | |  |  |  |
| **2** |  |  | |  |  |  |
| **3** |  |  | |  |  |  |

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| Part 3. Results and Activities *[Provide a brief description of the intended results and the planned activities. Because this can involve multiple results and activities, the applicant is requested to always describe these per result. If necessary, you can easily add multiple 'blocks' yourself by cutting/ pasting.]* | | | |
| **Results** | **Activities** | **Indicators** | **Means of verification** |
| Objective 1.[describe the objective] | | | |
| Result 1.1[describe the result] | 1.1.1[describe the activity] |  |  |
| 1.1.2 |  |  |
| 1.1.3 |  |  |
| Result 1.2 | 1.2.1 |  |  |
| 1.2.2 |  |  |
| Objective 2. | | | |
| Result 2.1 |  |  |  |
| Result 2.2 |  |  |  |
| Result 2.3 |  |  |  |
| Etc. |  |  |  |

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| Part 4. Planning schedule | | | | | | | | |
| **Activity** | **Month**  *[Copy the activities from the schedule above to the planning schedule. The maximum project duration is 8 months. If the project lasts shorter, complete the schedule only for the actual duration (number of months) of the project. The count starts from the project start. Add rows if necessary.]* | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| 1.1 [description activity] |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |  |  |
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| Part 5. Budget *[Indicate the total cost per activity. Add rows/ columns if necessary.]*  ***Please note that the budget may be prepared in either US$ or SRD. However, payments from the REDD+ Program to persons/ organizations in Suriname, will only be done in SRD.*** | | | |
| **Activity**  **(Please use same numbering for activities as in Part 3 and 4)** | **Cost per activity (US$ or SRD)** | **REDD+ contribution (US$ or SRD)** | **Own contribution or Third Party contribution (US$ or SRD)** |
| 1.1[name activity] |  |  |  |
| 1.2 |  |  |  |
| 1.3 |  |  |  |
| Etc. |  |  |  |
| **TOTAL COST (US$ or SRD)** |  |  |  |

Notes:

* The budget line "miscellaneous" needs to be justified and may not exceed a maximum of 5% of the total budget.
* The budget line "project coordination" may not exceed a maximum of 15% of the total budget.

**Explanation of the "own contribution or third-party contribution" in this budget:**

In case of an own contribution, give a description of the way in which you make your own contribution. Is this a monetary contribution, or is it a contribution in kind (for example through the deployment of people and/ or resources) or both?

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In case you receive financial support from other sources and/ or donors for carrying out the budgeted activities, please describe below these financial sources and/ or donors and their contribution.

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| Part 6. Payment schedule *[Indicate the total amount to be paid per deliverable. Add rows/ columns if necessary.]* | | | |
| **Payment #** | **Output/ Deliverable** | **Percentage** | **Amount (US$ or SRD)** |
| 1st |  |  |  |
| 2nd |  |  |  |
| 3rd |  |  |  |
| Etc. |  |  |  |
|  | **TOTAL AMOUNT (US$ or SRD)** |  |  |

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| Part 7. Management and Monitoring | | |
| **Division of tasks**  *[Who within the organization will be responsible for which tasks?]* |  | |
| **Management**  *[How will the funds be managed, how and when will mutual consultations take place?]* |  | |
| **Progress**  *[How will progress be monitored? When are technical and financial reports prepared and submitted?]* |  | |
| Background documents | | |
| Statutes of organization  Photo identification of three board members  Copy of registration in the Foundation Register (KKF)  In case of partner organization(s): letter(s) of cooperation | | |
|  | | |
| **Signature of the director or chairperson of the applicant organization** | | **Date** |