

# FAO FLEGT Programme



Government institutions, Non-State Actors  
and Private sector Organisations

**Supporting priority actions to participate in the  
implementation of the VPA process**

## **CONCEPT NOTE FORM**

**Deadline for submission of Concept Notes:  
30 September 2015, 16.00 GMT**

<b>1. Applicant - General details</b>	Full Name		
	Acronym		
	Country <sup>1</sup>		
	Legal Status		
	Address		
	Contact person	Name	
		Tel	
		E-mail	

<b>2. Applicant – Managerial Capacities</b>	Annual Turnover / Budget		<b>EUR</b>
	Governance structure <i>Please briefly describe the structure of the organization, roles and responsibilities of the resource persons involved.</i>		

<b>3. Lot addressed</b>		<b>Lot 1: Private Sector</b>	<b>Lot 2: VPA Support</b>
<b>4. Thematic Priority</b>	#1		
	#2		

<b>5. Main targeted country</b>	
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<b>6. Requested FAO Contribution (maximum 100 000 EUR)</b>	<input type="text"/>	<b>EUR</b>
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<b>7. Duration (maximum 15 months)</b>	<input type="text"/>	<b>Months</b>
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<b>8. Title, objective, expected results and main activities</b>
- Title
<input style="width: 100%; height: 40px;" type="text"/>

<sup>1</sup> Country in which the applicant is registered

**- Objective (50 words)**

*Describe what the project aims to achieve in terms of its topic and the changes that should take place as a result of the project.*

**- Expected results and activities (500 words)**

*Give sufficient information so that the results, preferably no more than 3, can be clearly understood. For each result, list suggested indicators of achievement, covering BOTH quantitative and qualitative progress.*

*Under each result, list the activities proposed with a brief explanation of each activity. There should be at least two activities per result and preferably no more than four or five. State the key deliverable(s) that each activity should achieve.*

**9. Relevance (500 words)**

*State which theme the proposal addresses and how it complements other ongoing work. Briefly describe the problem to be addressed, how the proposal will address this problem and why the strategy was selected. Indicate how the outcome at the end of the project will be sustained.*

**10. Gender and youth (150 words)**

*State briefly those aspects of the proposal design that focus on gender and youth. How is the proposal different as a result of the gender and youth focus? Has it be designed to meet specific gender or youth needs?*