Concept Proposal Guidance Notes for 2020

The purpose for Concept Proposal is to assist interested applicants to use their time and effort more effectively, and also to ensure that they are on the right track from the very beginning. OA MGF Malaysia encourages all applicants to initially submit to us, a “Concept Proposal” of their proposed Full Project via email. Qualified applicants will be notified for further development of Full Project Proposal.

Eligibility Criteria

Eligible Organisation

• Locally registered Non-Governmental Organisations (NGOs), Community Based Organisations (CBOs) and Civil Society Organizations (CSOs). OA MGF Malaysia grants are available ONLY for not-for-profit NGOs/CBOs/CSOs, etc. Applicant who fail to provide a copy of certificate of registration will not be considered for evaluation.
• Local registered bank account of the organisation.
• Organisation must have strong organizational capacity to implement OA MGF grant projects and meet OA MGF requirements.

Eligible Project Activities

All project proposals submitted to OA MGF Secretariat need to demonstrate:

• How the proposed project proposal meets the OA MGF criteria by articulating how project objectives and activities would have an impact in the OA MGF focal areas.
• Demonstrate strong Orang Asli/Orang Asal community involvement in the proposed project.
• Focus on conservation issues and community livelihood improvement.

Project Grant

The maximum amount of grant available from OA MGF Malaysia:
Full Project: above US$ 50,000 (equivalent in Ringgit Malaysia) until US$ 55,000
Preparing Your Concept Proposal

In preparing a Concept Proposal, please follow the major points of the outline set forth in the Concept Proposal template. Ensure that all points included in the outline are addressed, as these cover the major issues which will be considered during the review of the Concept Proposal. **Incomplete submissions will not be considered for Full Project Application.**

**Project Information:** Each project should have a clear and concise project title with the geographical coverage clearly indicated. It should indicate the duration of the project, a reasonable implementation timeframe for the project taking into account all the factors that could impact your project’s output delivery (project duration is generally between 6 to 15 months (ending June 2021), however applicants are advised to specify “other” duration based on the nature of the project activities and amount of grant requested). In normal cases, the duration of project is proportionate to the size of grant requested.

**Organisation Contact Details:** Applicants are to provide details of organization including the name of the organization, organization profile, organization chart, date established and number of members or staff and a copy of certificate of registration.

**Applicant Contact Details:** Applicants are to provide personnel contacts. Please DO NOT provide PO BOX address under mailing address. Should there be any changes in details, applicants are to inform the OA MGF secretariat.

**OA MGF Focal Area:** Applicants are also required to identify the OA MGF focal area the proposal is targeting, along with the types and characteristics of project being proposed.

1. **Organisational Capacity:** This section should also demonstrate that the proposing organization has the experience, capacity, and commitment to successfully implement the proposed project, or, is prepared to work with OA MGF to build its capacity to undertake the project. Applicants are encouraged to submit additional documentation, which could include supportive materials like endorsements of the proposed project, co-financing commitments, or evidences of any participation and support from other institutions, and notably also active community consultation and involvement in decision making on the proposed project.

2. **Problem Statement:** The Concept Proposal should describe the project context, including the key environmental problem to be addressed, and the proposed approach, including the rationale/justification for the project.

3. **Project location and target group:** This section should describe the project location, a profile of the project sites, as well as the target community (ies) involved. The relevance of the project to the OA MGF Focal Area should also be presented.

4. **Overall Objective & Specific Objective:** What you plan to achieve in this project.

5. **Planned activities:** This section should describe what will actually be done to produce the expected results and accomplish the project’s objectives. There should be a clear and direct linkage between the activities and the expected results or outcomes. The activities are a means to achieving the results.

6. **Expected results or outcomes:** The expected results are the measurable changes which will have occurred by the end of the project as a result of the planned activities (e.g. land area
under forest cover increasing because of tree planting and promotion of natural regeneration of vegetation etc). This can also include benefits, resulting from the project for the local communities and their environments, natural resources and ecosystems. Linking the results/outcomes to the Sustainable Development Goals and 11 Malaysia Plan will be encouraged.

7. **Has your organization ever received grants from other organizations:** Please provide information on your past experiences in implementing a project with grants received from other organisation.

8. **Main partners and their roles in this project:** Please provide main partners and their roles in implementing the proposed project. Please specify any assistance required in finding project partners or technical experts in the implementation of the project. This is especially for project requiring partnership to achieve better result. If you required assistance for finding project partners or the applicants’ organization does not have certain specific expertise required to implement the project.

9. **Budget Estimation:** Information on project finances specifying total requested support from the OA MGF. While the amount in Ringgit Malaysia (RM) is required for budgeting purposes, the final approved amount will in US$, and not RM. Hence, exchange rate used for conversion of US$ into Ringgit Malaysia (RM) should be explicitly recorded.

10. **Co-financing from other donors:** Co-financing available and/or expected. The co-financing can be in kind, cash or parallel in nature.

11. **Supporting Documents:** please provide supporting document, submission without the supporting document will not be considered for full proposal development.

a. Organisation Registration Certificate
b. Organisation Chart
c. Organisation Bank Account Detail (Account name, Account Number, Name of Bank, Address of Bank)
For further details on OA MGF, please contact us at our following contacts:

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